National Competency Standards level 5, in Textile & Garments Technology

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National Vocational and Technical Training Commission (NAVTTC), Government of Pakistan

ACKNOWLEDGEMENTS

Table of Contents

1.Introduction

Pakistan is 4th largest cotton producer (9.5% of the total) and the 3rd largest cotton consumer (10% of the total) in the world. Likewise 2nd largest yarn exporter (26% of the total) and 3rd largest cloth exporter (14% of the total), whereas, in terms of Garment exports and textile exports, Pakistan stands at 20th& 15th rank with only 1% & 2% of the total world shares respectively. (Source Textile Policy 2014-19). These statistics exhibit that huge benefits are being lost in low value added textile products by exporting the greige fabric or semi manufactured items. The value chain in Textile sector circumferences from raw material production to yarn manufacturing / spinning, fabric weaving, dyeing and finishing, garment sewing, branding, packaging etc. All these supply chain essentials are geographically dispersed across Pakistan. Our neighboring countries have always considered Textile Garment exports as their prime component for Economic prosperity and such reliance on the garments industry for both jobs and export revenues made their populations, very vulnerable to adverse shifts in socio-economic patterns

i. Textile's sector is the mainstay of the country's exports as it accounts for more than half of exports. Its performance has been affected by poor crops, delay in introduction of quality seed and regulatory approval of introduction of Bt cotton, widespread energy shortages, numerous local taxes and levies, high cost of finance and restricted trade regimes adopted by importing countries

ii. At present 110 million persons are employed in Pakistan, out of which 13.8 % are in the manufacturing sector. The projected workforce by 2050 is 236 million (Pakistan Education Statistics 2010-11). The textile sector employs 38 % of the labor force of manufacturing sector, i.e., approximately about 2.77 million

iii. The annual requirement for trained manpower in the textile manufacturing sector at a minimum of 5 % per annum comes to 135,000. (Economic Survey of Pakistan 2016-2017) The present availability of trained manpower in the textile sector is only about 10,000 per annum, Thus there is a huge gap between supply and demand of skilled work force

iv. The Garment/Clothing segment is the highest value added link in textile value chain. Apparel accounts for more than 55% of the total value of global textile trade and is consistently growing since last two decades. (Textile Vision 2005) At present there is a large gap between the requirements of the textile industry and properly trained manpower

v. Besides, There are at least eight different types of Productivity (process and material) losses in the garments sector: inventory losses (0.92 percent), processing losses (7.57 percent), stitching losses (3.14 percent), packing losses (1.54 percent), re-processing losses (3.6 percent), knitting losses (1.88 percent), cutting losses (5.33 percent), and rejection losses (4 percent).Such losses are mainly due to lack of capacity. Skill enhancement of employees in the

material and process management can significantly contribute to the profitability of the organization. Obviously, employees with such proven skills will be more likely to have higher wages leading to improvement production and in their livelihood.

Pakistan's future competitiveness depends on productive, high performance workplaces, supported by a highly skilled workforce. In current scenario only those textiles producing countries will survive who will adapt to the changing trade environment through a continuous process of skills development and modernization, reducing inefficiencies, meeting compliances of international standards development of new products and consolidation, particularly in the value-added sub-sectors. Since many decades Pakistan has been known in world as raw material and semi processed raw material supplier. Without investment by the Government in vocational training the current position will remain same and there would be no increase in garment exports and also exports mix. The export mix will continue to rely on the exports of yarn and fabric. Its high need of time that Pakistan should increase its exports of value added garments and biggest strength is that yarn to fabric every kind of raw material is available in our own country, only world-class high stitching in line with international quality standards is required to convert it into garments.

Needs of intervention

In the past a few decades, low public & private cooperation w.r.t. textile policies in purview of new emerging global needs resulted severe technological obsolescence, insufficient research & development, unclear path forward and zero concentration towards skill development in textile sector. The Governmental relief policies have also been highly stagnant w.r.t. the textile sector. Textile Sector is constantly facing the energy crisis, which is increasing productivity cost and high line losses. Value added products can never be generated unless a un-interrupted energy source is provided to this sector. Besides, There are at least eight different types of Productivity (process and material) losses in the garments sector: inventory losses (0.92 percent), processing losses (7.57 percent), stitching losses (3.14 percent), packing losses (1.54 percent), re-processing losses (3.6 percent), knitting losses (1.88 percent), cutting losses (5.33 percent), and rejection losses (4 percent).Such losses are mainly due to lack of capacity. Skill enhancement of employees in the material and process management can significantly contribute to the profitability of the organization. Obviously, employees with such proven skills will be more likely to have higher wages leading to improvement production and in their livelihood.

Textile sector is suffering low per capita productivity due to significantly deficient skilled manpower. Major economic partners of Pakistan are attaining better outlook, which will have positive impact on the economy of Pakistan, opening wide opportunities for utilization of Pakistani manpower. The

GDP growth accelerates to 4.24 percent in 2014-15 against the growth of 4.03 percent¬ recorded in the same period in 2013-14. Government will provide funds to support the promotion of skills development within the textile sector with the aim to improve the country's economic growth and competitiveness in the sector. Pakistan's future competitiveness depends on productive, high performance workplaces, supported by a highly skilled workforce. The Garment/Clothing segment is the highest value added link in textile value chain. Apparel accounts for more than 55% of the total value of global textile trade and is consistently growing since last two decades. (Textile Vision 2005) At present there is a large gap between the requirements of the textile industry and properly trained manpower. Pakistan has got the Generalized System of Preferences (GSP) plus status from January, 2014 from the EU, a move which will provide greater access to Pakistani textile products in those markets By Combining the supply side initiatives of shifting toward value added finished products through capturing market share foregone by china (as china is phasing out of textiles and moving more towards manufacturing sector) and acting on Textile policy initiatives with demand side EU's GSP+ trade incentives for Pakistan had opened a big window of opportunity for Pakistan to push up its textile exports to the world. For that Pakistan has to well prepare to make most of the opportunity and unskilled workforce could prove to be a huge impediment in this regard .In order to address this acute shortage of skilled workforce consorted initiative like SDPTI is need of the day. This program will address these challenges to facilitate the growth of this important sub sector of economy. As per recent studies the total factor productivity of labor in Pakistan is the least in South Asia, standing at 1.3, whereas all competitors are better off; despite the fact that the country has a booming youth and a positive demographic dividend. These facts warrant respectively that there exists a void in the supply of trained technicians and professionals

2. Purpose of the Qualification

Based upon this demand of industry these competency-based qualifications for Textile garments Technology are developed under National Vocational Qualification Framework (Level 1 to 5). The qualifications mainly cover competencies along with related knowledge and professional attitude which is essential for getting a job or self-employed.

The qualifications are also in line with the vision of Pakistan's National Skills Strategy (NSS), National TVET Policy and National Vocational Qualification Framework (NVQF). This provides policy directions, support and an enabling environment to the public and private sectors to impart training for skills development to enhance social and economic profile. The National Vocational & Technical Training Commission (NAVTTC) has approved the Qualification Development Committee

(QDC) for Textile Garments Technology.The QDC consists of experts from the relevant industries from different geographical locations across Pakistan and academicians who were consulted during the development process to ensure input and ownership of all the stakeholders. The National Competency Standards could be used as a referral document for the development of curricula to be used by training institutions.

The purpose of the training is to provide skilled manpower to improve the quality of value added products of Textile Garments sector. This training will provide the basic skills to the trainees in the field of Textile Garments stitching and convert it into value added product which is acceptable by International market reducing the line losses and fit-in a skilled graduate into National Vocational Qualification Framework for his / her vertical career progression and qualification equivalencies at par with acceptable international standards.

3. Competencies in Qualification

The Textile & Garments Technology qualifications level-5 consists of 40% Theory and 60% Practical. The Core competencies of the qualification are as follows:

3.1 Textile Fashion designing

- **3.1.1** Textile Technology
- **3.1.2** Develop fashion mood board
- **3.1.3** Perform engineering drawing
- **3.1.4** Perform Fashion Sketches
- **3.1.5** Perform basic drape ability through mannequin
- **3.1.6** Develop Fashion Presentation Techniques

3.2 Product Development

- **3.2.1** Perform garment measurements
- **3.2.2** Design the flat pattern/garment
- **3.2.3** Draft basic Article
- **3.2.4** Draft the semi fashion articles
- **3.2.5** Draft fashion articles
- **3.2.6** Operate software for digitizing and grading pattern
- **3.2.7** Spread and cut the Fabric
- **3.2.8** Embroidery
- **3.2.9** Consumption Calculation

3.3 Sewing

3.3.1 Maintain Safety.

3.3.2 Set sewing machine as per requirement

3.3.3 Operate sewing machine

3.3.4 Maintain sewing machine

3.3.5 Identify various stitch and seam

3.3.6 Prepare different Garment articles

3.3.7 Prepare advance articles

3.3.8 Identify Best Lean Tools/Principles

3.3.9 Implement Time and Motion study

3.3.10 Carryout Basic Electrical AC Installation

3.3.11 Measure Basic Electrical Units in Series and Parallel Circuits

3.4 Finishing/Pressing

3.4.1 Diagnose garment faults

3.4.2 Control Wastages in a Garment Facility

3.4.3 Perform Garment finishes

3.4.4 Control garment quality

3.4.5 Assure Garments Quality

3.4.6 Remove garment faults

3.5 Entrepreneurial Skill.

3.5.1 Apply project information management and communications.

3.5.2 Apply project human resources management approaches

3.5.3 Develop a project management plan

3.5.4 Solve problems which jeopardize safety and security

3.5.5 Coordinate a work team

3.5.6 Lead small teams.

3.5.7 Plan and organize

3.5.8 Develop teams and individuals

3.5.9 Apply problem solving techniques in the workplace

3.5.10 Direct human resources management of a project program.

3.6 Soft Skills.

3.6.1 Manage personal work priorities and professional developmentManage workforce planning.

3.6.2 Undertake project work.

3.6.3 Maintain professionalism in the workplace.

3.6.4 Maintain professional development and career professionalism.

3.6.5 Organize schedules.

3.6.6 Work safely in an office environment.

3.6.7 Develop workplace documents.

3.6.8 Identify and communicate trends in career development.

3.6.9 Observe Dress Code

3.7 Digital Skills

3.7.1 Install computer operating systems and hardware.

3.7.2 Operate digital media technology.

3.7.3 Perform computer operations.

3.7.4 Perform computer applications.

3.7.5 Create user documentation.

3.7.6 Create technical documentation.

3.7.7 Create basic databases.

3.7.8 Use social media tools for collaboration and engagement.

3.7.9 Use digital devices.

3.7.10 Operate word-processing applications.

3.7.11 Operate spreadsheet applications.

3.7.12 Operate presentation packages.

3.7.13 Perform writing and editing tasks.

4. Date of Validation

The level 5 of National DAE qualification on Textile & Garments has been validated by the Qualifications Development Committee (QDC) members on 23 May, 2019 and will remain in currency until May, 2029

5. Date of Review

The level 5 of National DAE qualification on Textile & Garments has been validated by the Qualifications Development Committee (QDC) members on 23 May, 2019 and will remain in currency until May, 2029

6. Codes of Qualifications

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analyzing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

ISCED Classification for Textile & Garments Technician level 5	
Code	Description
0723-T(1)	1st Level National Certificate of level-5, in " Textile & Garments Technology"
0723-T(2)	2nd Level National Certificate of level-5, in " Textile & Garments Technology"
0723-T(3)	3rd Level National Certificate of level-5, in " Textile & Garments Technology"
0723-T(4)	4th Level National Certificate of level-5, in " Textile & Garments Technology"
0723-T(5)	5th Level National Certificate of level-5, in " Textile & Garments Technology"

7. Members of Qualifications Development Committee

The following members participated in the qualifications development and validation of these qualifications:

S#	Name	Designation	Organization
1			
2			
3			
4			
5			

missing

8. Members of Qualifications Validation Committee

The following members participated in the qualifications development and validation of these qualifications:

S#	Name	Designation	Organization
1	Muhammad Imran Ashraf	Head of Quality Department	Interloop Apparel Pvt,Ltd Fsd.
2	Dr.Ayyaz ud Din	CEO	REET Garments Lhr
3	Mirza Mahmood Akhtar	Lecturer	National Textile University Fsd.
4	Muhammad Junaid Saleem	Lecturer	Punjab Tianjin University of Technology Lhr.
5	Saadia Syed	Lecturer	P-TEVTA
6	Qureshia Sultana	Sr. Instructor	P-TEVTA
7	Rahat yasmeen	Principle	GTVCW Peshawar
8	Quratulain Ainee	Sr. Instructor	S-TEVTA
9	Amanullah Ch.	SRO	P-BTE Lahore
10	Engr. Inayat ur Rehmen	DACUM Fasilitator	Ex. KP-TEVTA

9.   Entry Requirements

The entry for D.A. E National Certificate level 5, in Textile & Garments Technology are

1. A person having National Vocational Certificate level 4, in Textile & Garments Technology.
2. A person having Matric certificate with Science/Arts subjects

10.	Categorization and Levelling of the Competency Standards

1ˢᵗ Semester National Qualification Certificate of level-5, in "Textile & Garments Technology"

Code	Name of Competency	Level	Category	Credit hr
3.1.3	Perform engineering drawing	3	Technical	4
3.2.1	Perform garment measurements	3	Technical	5
3.2.3	Draft basic Articles	3	Technical	2
3.3.1	Maintain Safety	3	Functional	10
3.3.2	Set sewing machine as per requirement	3	Technical	9
3.3.3	Operate sewing machine	3	Technical	21
3.3.5	Identify various stitch and seam	3	Technical	15
3.6.1	Manage personal work priorities and professional development	4	Generic	1
3.6.7	Work safely in an office environment	5	Generic	1
3.6.10	Observe Dress Code	5	Generic	1
3.7.1	Install computer operating systems and hardware	2	Generic	1
Total				70

2ⁿᵈ Semester National Qualification Certificate of level-5, in "Textile & Garments Technology"

Code	Name of Competency/ Duty/ Module	Level	Category	Credit hr
3.1.1	Textile Technology	4	Technical	2
3.1.3	Perform engineering drawing	5	Technical	4
3.1.4	Perform Fashion Sketches	4	Technical	2
3.2.1	Perform garment measurements	4	Technical	5
3.2.3	Draft basic Articles	4	Technical	3
3.2.7	Spread and cut the Fabric	4	Technical	2
3.3.3	Operate sewing machine	4	Technical	9
3.3.5	Identify various stitch and seam	3	Technical	15
3.4.1	Diagnose garment faults	5	Technical	10
3.4.2	Control Wastages in a Garment Facility	5	Technical	4
3.4.4	Control garment quality	5	Technical	5
3.6.2	Manage workforce planning	5	Generic	1
3.6.8	Develop workplace documents	5	Generic	1
3.7.2	Operate digital media technology	3	Generic	1
3.7.7	Create basic databases	3	Generic	1
3.7.8	Use social media tools for collaboration and engagement	5	Generic	1

	Internship	5	Generic	1
	Total			67

3rd Semester National Qualification Certificate of level-5, in "Textile & Garments Technology"

Code	Name of Competency/ Duty/ Module	Level	Category	Credit
3.1.1	Textile Technology	4	Technical	3
3.1.4	Perform Fashion Sketches	4	Technical	2
3.2.2	Design the flat pattern/garment	5	Technical	5
3.2.3	Draft basic Articles	3	Technical	5
3.2.4	Draft the semi fashion articles	5	Technical	5
3.2.7	Spread and cut the Fabric	3	Technical	2
3.2.9	Estimate materials	5	Technical	2
3.3.4	Maintain sewing machine	4	Technical	5
3.3.6	Prepare different Garment articles	4	Technical	15
3.4.1	Diagnose garment faults	5	Technical	10
3.4.4	Control garment quality	5	Technical	5
3.6.5	Maintain professionalism in the workplace	5	Generic	1
3.7.3	Perform computer applications	3	Generic	1
3.7.9	Use digital devices	3	Generic	2
3.7.10	Operate word-processing applications	3	Generic	8
	Total			71

4th Semester National Qualification Certificate of level-5, in "Textile & Garments Technology"

Code	Name of Competency/ Duty/ Module	Level	Category	Credit
3.1.2	Develop fashion mood board	4	Technical	4
3.2.2	Design the flat pattern/garment	5	Technical	5
3.2.5	Draft fashion articles	4	Technical	15
3.2.9	Estimate materials	5	Technical	1
3.3.6	Prepare different Garment articles	5	Technical	15
3.3.9	Implement Time and Motion study	5	Technical	2
3.4.2	Control Wastages in a Garment Facility	5	Technical	4
3.4.3	Perform Garment finishes	5	Technical	5
3.4.4	Control garment quality	5	Technical	5
3.6.5	Maintain professional development and career professionalism	5	Generic	1
3.6.6	Organize schedules	5	Generic	1

3.7.5	Create user documentation	5	Generic	2
3.7.11	Operate spreadsheet applications	5	Generic	8
	Internship	5	Technical	1
			Total	**69**

5th Semester National Qualification Certificate of level-5, in "Textile & Garments Technology"

Code	Name of Competency/ Duty/ Module	Level	Category	Credit
3.1.5	Perform basic drape ability through mannequin	4	Technical	3
3.1.6	Develop Fashion Presentation Technique	5	Technical	2
3.2.5	draft fashion articles	5	Technical	12
3.2.6	Operate software for digitizing and grading pattern	5	Technical	7
3.2.8	Embroidery	5	Technical	4
3.2.9	Estimate materials	5	Technical	2
3.3.4	Maintain sewing machine	3	Technical	5
3.3.7	Prepare advance articles	5	Technical	12
3.3.8	Identify Best Lean Tools/Principles	3	Technical	5
3.3.10	Carryout Basic Electrical AC Installation	3	Technical	1
3.3.11	Measure Basic Electrical Units in Series and Parallel Circuits	3	Technical	2
3.4.3	Perform Garment finishes	3	Technical	5
3.4.5	Assure Garments Quality	5	Technical	3
3.4.6	Remove garment faults	5	Technical	7
3.5.1	Apply project information management and communications	5	Generic	1
3.5.2	Apply project human resources management approaches	5	Generic	2
3.5.4	Solve problems which jeopardize safety and security	5	Generic	1
3.6.3	Undertake project work	5	Generic	1
3.7.3	Perform computer operations	3	Generic	1
3.7.6	Create technical documentation	5	Generic	1
			Total	**77**

17

6th Semester National Qualification Certificate of level-5, in "Textile & Garments Technology"

Code	Name of Competency/ Duty/ Module	Level	Category	Credit
3.1.5	Perform basic drape ability through mannequin	5	Technical	5
3.1.6	Develop Fashion Presentation Techniques	5	Technical	2
3.2.4	Draft the semi fashion articles	4	Technical	5
3.2.6	Operate software for digitizing and grading patterns	5	Technical	5
3.2.8	Embroidery	4	Technical	3
3.3.7	Prepare advance articles	5	Technical	15
3.3.8	Identify Best Lean Tools/Principles	3	Technical	5
3.3.10	Carryout Basic Electrical AC Installation	4	Technical	1
3.3.11	Measure Basic Electrical Units in Series and Parallel Circuits	4	Technical	2
3.4.5	Assure Garments Quality	5	Technical	3
3.4.6	Remove garment faults	5	Technical	10
3.5.3	Develop a project management plan	5	Generic	2
3.5.5	Coordinate a work team	5	Generic	1
3.5.6	Lead small teams	5	Generic	1
3.5.7	Plan and organize work	5	Generic	1
3.5.8	Develop teams and individuals	5	Generic	1
3.5.9	Apply problem solving techniques in the workplace using	5	Generic	1
3.6.9	Identify and communicate trends in career development	3	Generic	1
3.7.12	Operate presentation packages	5	Generic	1
			Total	72

11. Detail of Competency Standards

11.1 Textile Fashion designing

0723-T-1. Textile Technology

Overview: This competency standard covers the skills and knowledge required to perform spinning, weaving, knitting, dyeing, printing and fabric finishing

Competency Units	Performance Criteria
CU1. Perform Spinning	**P1**. Identify Fibre types **P2.** Identify yarn types **P3.** Calculate and identify the counts
CU2. Perform Weaving	**P1**. Identify weave types **P2.** Calculate the quality of fabric **P3.** Identify fabric composition **P4.** Perform burning test
CU3. Perform Knitting	**P1**. Identify fabric types **P2.** Identify fabric composition **P3.** Perform burning test
CU4. Perform Dyeing & Printing	**P1.** Identify dye types **P2.** Identify different types of printing **P3.** Perform swatch dyeing
CU5. Perform Fabric Finshing	**P1.** Perform mechanical finishes **P2.** Perform chemical finishes

Knowledge & Understanding

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

K1. Define fiber and yarn

K2. Differentiate fiber and yarn types

K3. Define weaving and knitting

K4. Differentiate woven and knitted fabrics

K5. Define composition of different fabrics

K6. Knowledge of dyes

K7. Knowledge of block printing

K8. Understanding of screen printing

K9. Understanding of rotary printing

K10.   Understanding the digital printing

Critical Evidence(s) Required

0723-T-2.   Develop fashion mood board

Overview: This competency standard covers the skills and knowledge required to Select raw material, Select type of board, Select method, Design layout and Select colour scheme

Competency units	Performance criteria
CU1. Select raw material	**P1.** Select fabric
	P2. Select texture of fabric
	P3. Select accessories (zipper/button/ embroidery)
CU2. Select type of board	**P1.** Identify board as per theme
	P2. Select board (paper/card/wooden)
CU3. Select method	**P1.** Prepare mood board by traditional approach
	P2. Prepare digital mood board
CU4. Design layout	**P1.** Select appropriate orientation (portrait/landscape) as per requirement
	P2. Develop different mood board schemes of various sizes
CU5. Select color scheme	**P1.** Select shade/tint/hue as per theme requirement
	P2. Develop different mood boards by varying color schemes

Knowledge & 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: Describe main types of fabric
K2: Briefly explain the texture types for fabrics.
K3: Explain Types of Accessories
 K4: Define tools for mood boards making
K5: Explain types of fashion boards
K6: Define primary and secondary colors.

Critical Evidence(s)

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

0723-T-3.   Perform engineering drawing

Overview: This competency standard covers the skills and knowledge required toApply drawing instruments, Draw different lines, Draw different letters, Draw geometrical shapes, Perform ellipse drawing, Perform sketching and dimensioning and Perform pictorial design

Competency units	Performance criteria
CU1. Apply drawing instruments	**P1.** Identify drawing tools **P2.** Operate the drawing tools
CU2. Draw different lines	**P1.** Draw straight lines **P2.** Draw angular lines
CU3. Draw different letters	**P1.** Draw first/third angle projection **P2.** Draw letters
CU4. Draw geometrical shapes	**P1.** Draw sectional (front, side & top) views **P2.** Draw triangle/polygon/hexagon/octagon (inscribed & circumscribed)
CU5. Perform ellipse drawing	**P1.** Draw by 02 circle method **P2.** Draw by 04 circle method
CU6. Perform sketching and dimensioning	**P1.** Identify dimensioning tools **P2.** Make arrow head **P3.** Draw cylinder/prism/pyramid
CU7. Perform pictorial design	**P1.** Draw oblique/isometric shapes **P2.** Draw with first and third angle projections

Knowledge & 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: brief knowledge of different drawing tools and their use.
K2: understand first and third angle projection
K3: identify different shapes

Critical Evidence(s)

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

0723-T-4.   Perform Fashion Sketches

Overview: This competency standard covers the skills and knowledge required to Take Ideas based on nature, market trends, surveys, culture, era), Select Frame of Work, Draw & Sketch on canvas, ORIGAMI and Identify Textile Materials

Competency Units	Performance Criteria
CU1. Take Ideas based on nature, market trends, surveys, culture, era)	**P1**. Enlist Ideas **P2**. Select best Idea
CU2. Select Frame of Work	**P1**. Select measuring Scale on canvas **P2**. Enlist required Tools
CU3. Draw & Sketch on canvas	**P1**. Sketch themes on canvas **P2**. Draw sketch Proportions
CU4. ORIGAMI	**P1**. Select appropriate material as per requirements **P2**. Make Shapes with Different Materials
CU5. Identify Textile Materials	**P1**. Select Material As per requirements **P2**. Mold Material as per required Shape

Knowledge & 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:

Critical Evidence(s)

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

0723-T-5.   Perform basic drape ability through mannequin

Overview: This competency standard covers the skills and knowledge required to Identify tools for draping, Prepare basic proportion of mannequin, Drape of collar, Drape of sleeve, Drape of skirt, Drape of shirt and Drape of fashion article

Competency units	Performance criteria
CU1. Identify tools for	**P1.** Identify name of tools

draping	**P2.** Operate tools at various angles
	P3. Select fabric as per requirement
CU2. Prepare basic proportion of mannequin	**P1.** Place ribbons vertically
	P2. Place ribbons horizontally
CU3. Drape of collar	**P1.** Make Manderian Collar/Shirt Collar/flat collar/ peter pan collar
	P2. Fit collar on mannequin
	P3. Evaluate drape ability as per requirement
CU4. Drape of sleeve	**P1.** Make bell/raglan/cap/puff/kimono /padded shoulder sleeve.
	P2. Fit sleeve on mannequin
	P3. Evaluate drape ability as per requirement
CU5. Drape of skirt	**P1.** Make waist with yoke flare
	P2. Make waist without yoke flare
	P3. Fit skirt on mannequin
	P4. Evaluate drape ability as per requirement
CU6. Drape of shirt	**P1.** Make collar
	P2. Make sleeves
	P3. Make main bodice
	P4. Fit shirt on mannequin
	P5. Evaluate drape ability as per requirement
CU7. Drape of fashion article	**P1.** Make trouser/party wear
	P2. Fit trouser/party wear on mannequin
	P3. Evaluate drape ability as per requirement

Knowledge & 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: Define drape and drape abilityof a material

K2: How to assess it

K3: Tools required for draping

K4: Understand the use of these tools

K5: Analyze the drape ability of different textile materials and list them in order.

K6: Assess the drape of different garment parts types

K7: analyze the drape ability of different garments

Critical Evidence(s)

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

0723-T-6.   Develop Fashion Presentation Techniques

Overview: This competency standard covers the skills and knowledge required to Perform Manual Fashion Presentation Technique, Perform Garment fashion Presentation, Develop Digital Fashion Presentation Technique (Using Software TUKATECH), Perform Digital Fabric Presentation and Perform 3D Virtual Prototyping

Competency Units	Performance Criteria
CU1. Perform Manual Fashion Presentation Technique	P1. Select Mannequin Style. P2. Perform Styling on Mannequin with Pins
CU2. Perform Garment fashion Presentation	P1. Perform Stitched presentation on Mannequin P2. Make TECHPACK of Garment
CU3.Develop Digital Fashion Presentation Technique(Using Software TUKATECH)	P1. Perform Pattern Making P2. Make Marker of Garment P3. Perform Color Separation.
CU4. Perform Digital Fabric Presentation	P1. Perform Different Fabric Weaves P2. Perform Dobby & Jacquard weaves. P3. Perform Knitted Fabric presentation
CU5. Perform 3D Virtual Prototyping	P1. Perform 3D Prototyping for Woven. P2. Perform 3D prototyping for Printed. P3. Perform 3D Prototyping of Knitted Fabric

Knowledge & 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: What are the fashion presentation techniques?
K2: Types of mannequins
K3: what is drape?
K4: Types of bodies

Critical Evidence(s)

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

10.2. Product Development

0723-T-7. Perform garment measurements

Overview: This competency standard covers the skills and knowledge required to Identify scale, Identify Tools, Take body measurements, Take measurements of article (Upper body) and Take measurements of article (Lower body)

Competency units	Performance criteria	
CU1. Identify scale	**P1.**	Interpret different measuring units.
	P2.	Perform Inter-conversion of units.
CU2. Identify Tools	**P1.**	Identify different tools.
	P2.	Operate tools at different angles.
CU3. Take body measurements	**P1.**	Perform horizontal measurements.
	P2.	Perform Vertical measurements.
CU4. Take measurements of article (Upper body)	**P1.**	Measure length of given article
	P2.	Measure width of given article
	P3.	Measure neck circumference.
CU5. Take measurements of article (Lower body)	**P1.**	Measure from out seam/in seam/crotch/rise
	P2.	Measure from waist/hip/knee/bottom

Knowledge & 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: Define scale.
K2: understand inch, cm, mm, yard, meter
K3: Conversion of units and basic measurements.
K4: list down the material and tools used for pattern making
K5: understanding of their application
K6: understand body types
K7: understand different terminologies CB, CF, Across shoulder, Armhole, shoulder slope, etc.

Critical Evidence(s)

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

0723-T-8.   Design the flat pattern/garment

Overview: This competency standard covers the skills and knowledge required to Perform Tuck insertion, Perform Pleats addition, Construct gathers, Construct flares and Manipulate the dart

Competency units	Performance criteria
CU1. Perform Tuck insertion	**P1.** Identify appropriate location for tuck on garment **P2.** Insert spaced tuck **P3.** Insert lined tuck
CU2. Perform Pleats addition	**P1.** Identify appropriate location for pleats on garment **P2.** Insert box pleat **P3.** Insert knife pleat **P4.** Insert inverted pleat
CU3. Construct gathers	**P1.** Identify appropriate location for gathers on garment **P2.** Add gathers with slash spread technique **P3.** Add gathers with pivoted transfer technique
CU4. Construct flares	**P1.** Identify appropriate location for flare on garment **P2.** Add flare on garment
CU5. Manipulate the dart	**P1.** Insert plain dart **P2.** Insert bust dart **P3.** Insert French dart **P4.** Insert elbow dart **P5.** Insert double pointed dart

Knowledge & 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: define tuck
K2: types of tuck in garments
K3: purpose of tucks
K4: define pleat
K5: types of pleats in garments
K6: purpose of pleats

26

K7: define gathers, types, purpose of gathers

K8: understand the different techniques used

K9: define flare, the flare function and its suitable location

K10: define dart, its types and its purpose.

Critical Evidence(s)

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

0723-T-9.   Draft basic Articles

Overview: This competency standard covers the skills and knowledge required to Make collar(s), Construct different cuffs, Make the Sleeve(s), Make different pocket design(s), Make placket, Create yoke, Create Skirt, Make bodice block shirt and Create bodice block trouser

Competency units	Performance criteria
CU1. Make collar(s)	**P1.** Make Manderian /Shirt /flat / peter pan collar(s) **P2.** Draft the pattern of each collar as per requirement. **P3.** Make the template of each collar.
CU2. Construct different cuffs	**P1.** Make straight /angular/French/round cuff(s) **P2.** Draft the pattern of each cuff as per requirement. **P3.** Make template of the given article
CU3. Make the Sleeve(s)	**P1.** Construct bell/raglan/cap/puff/kimono /padded shoulder sleeve(s). **P2.** Draft the pattern of each sleeve as per requirement. **P3.** Make template of the given article
CU4. Make different pocket design(s)	**P1.** Make slash/patch/pouch/welt/flap/slit/ kangroo pocket(s). **P2.** Draft the pattern of each pocket as per requirement **P3.** make template of the given article
CU4. Make placket	**P1.** Make zipper/two piece/continue lap/sleeve/ faced placket. **P2.** Draft the pattern of each placket as per requirement. **P3.** Make template of the give article
CU5. Create yoke	**P1.** Make shirt and pant yoke. **P2.** Draft the pattern of each yoke as per requirement. **P3.** Make template of the given article

Competency units	Performance criteria
CU6. Create Skirt	**P1.** Make straight and six gored skirt.
	P2. Draft the pattern of each skirt as per requirement
	P3. Make template of the give article
CU7. Make bodice block shirt	**P1.** Make front and back bodice block
	P2. Create draft and template according to requirement.
CU8. Create bodice block trouser	**P1.** Make front and back bodice block
	P2. Make draft and template according to requirement.

Knowledge & 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: understand different vertical measurement in garments
- K2: identification of different horizontal measurements of garments.
- K3: know about body landscape
- K4: define the term anthropometry
- K5: types of human body
- K6: what is grain line and its types?
- K7. Stretching order of different grain lines

Critical Evidence(s)

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

0723-T-10. Draft the semi fashion articles

Overview: This competency standard covers the skills and knowledge required to make shalwar, Make kameez pattern, Make choridar pajama, Make romper, Make shirt pattern and Construct nightwear

Competency units	Performance criteria
CU1. Make shalwar.	**P1.** Take measurement of shalwar and calculate the formula.
	P2. Draw the draft of shalwar panels, kali and belt
	P3. Create hard templates
CU2. Make kameez pattern	**P1.** Take measurements of kameez as per requirement
	P2. Draw front and back draft of kameez bodice block
	P3. Draw the draft of sleeve

Competency units	Performance criteria
	P4. Create hard templates
CU3. Make choridar pajama	**P1.** Take measurement of choridar pajama as per requirement.
	P2. Draw the draft of choridar pajama panels and belt
	P3. Create hard templates
CU4. Make romper	**P1.** Take measurement of rompers as per requirement.
	P2. Draw the draft of romper bodice block and flap.
	P3. Create hard templates of all panels.
CU5. Make shirt pattern	**P1.** Take measurement of shirt as per requirement.
	P2. Draw the draft of shirt bodice block of front, back, sleeve, collar, cuff and placket.
	P3. Make hard template of each panel
CU6. Construct night-wear	**P1.** Take measurements of nightwear as per requirement.
	P2. Draw the draft of nightwear bodice block and trouser panels.
	P3. Create hard template of each panel.

Knowledge & 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: understand different vertical measurement in garments
K2: identify different horizontal measurements of garments.
K3: identify body landscape
K4: define the term anthropometry
K5: types of human body
K6: what is grain line?
K7. Types of grain lineStretching order of different grain lines

Critical Evidence(s)

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

0723-T-11. Draft fashion articles

Overview: This competency standard covers the skills and knowledge required to Make Gents Dress Coat, Create Ladies Coat, Construct denim jacket, Make denim pant, Make lab coat pattern, Make Dangri and perform pattern grading of shirt

Competency units	Performance criteria

29

CU1. Make Gents Dress Coat	P1. Take measurements of given article as per requirement.
	P2. Draw the draft of coat bodice block of front and back panels.
	P3. Draw the draft of collar and sleeve.
	P4. Create hard template of each panel.
CU2. Create Ladies Coat	P1. Take measurements of given article as per requirement.
	P2. Draw the draft of coat bodice block of front and back panels.
	P3. Add darts in bodice block panels.
	P4. Draw the draft of collar, sleeve and pocket.
	P5. Create hard template of each panel.
CU3. Construct denim jacket	P1. Take measurements of given article as per requirement.
	P2. Draw the draft of jacket bodice block of front and back panels.
	P3. Draw the draft of yoke panels.
	P4. Draw the draft of collar, sleeve and pocket.
	P5. Create hard template of each panel.
CU4. Make denim pant	P1. Take measurements of given article as per requirement.
	P2. Draw the draft of pant front and back panels.
	P3. Draw the draft of pocket, yoke and belt.
	P4. Draw the draft of single and double fly.
	P5. Draw the draft of pocket pouch.
	P6. Create hard templates of all panels.
CU5. Make lab coat pattern	P1. Take measurements of given article as per requirement.
	P2. Draw the draft of lab coat bodice block of front, back, sleeve, collar, pocket and placket.
	P3. Create hard template of each panels
CU6. Make Dangri	P1. Take measurements of given article as per requirement.
	P2. Draw the draft of dangri panels and front flap.
	P3. Draw the draft of pocket pouch.
	P4. Draw the draft of pocket, yoke and belt.
	P5. Create hard template of each panel.
CU7. Perform pattern grading of shirt	P1. Prepare requisite size(s) of article as per standard measurements.
	P2. Set upper & lower measuring standards for size shifting.
	P3. Create small and large size article as per standards

Knowledge & 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: understand different vertical measurement in garments
K2: identify different horizontal measurements of garments.
K3: identify body landscape
K4: define the term anthropometry
K5: types of human body
K6: what is grain line?
K7. Types of grain lineStretching order of different grain lines
K8: Basic size
K9 How basic size is graded

Critical Evidence(s)

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

0723-T-12. Operate software for digitizing and grading patterns

Overview: This competency standard covers the skills and knowledge required to Prepare CAD/CAM machine for digitizing and grading patterns, Identify work area in CAD / CAM Software, Digitize pattern, perform grading and Create marker of article

Competency Units	Performance Criteria
CU1. Prepare CAD/CAM machine for digitizing and grading patterns	**P1**. Attach accessories to computer server **P2**. Install GGT (GGT = Gerber Garment Technology)
CU2. Identify work area in CAD / CAM Software	**P1**. Allocate storage area **P2**. Annotate pattern **P3**. Adjust pattern notches **P4**. Apply lay limits
CU3. Digitize pattern	**P1**. Mark various functional keys of GGT **P2**. Mark Notches
CU4. Perform grading	**P1**. Operate pattern digitizer **P2**. Create Rule-table **P3**. Apply grading as per Rule-table **P4**. Make complete garment model **P5**. Compute order process
CU5. Create marker of article	**P1**. Draw marker with CAD/CAM **P2**. Send marker to plotter

Knowledge & 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: Brief description of CAD/CAM and its working
- K2: Knowledge and name of different soft wares
- K3: understand the attachments required
- K4: Purpose of each attachment.
- K6: Understand abbreviations used
- K7: Define Notch and its types.
- K8: Why do we require notches?
- K9: Knowledge of creating storage areas
- K10: Ability to store the patterns
- K11: Understand the lay limits.
- K12: Brief description of digitizer and its working
- K13: Elements of Digitizer and its functionality
- K14: How to functionalize it.
- K15: Understand how to place and paste the pattern
- K16: Region wise standard sizes.
- K17: Describe Basic garments measurements

K18: What is rule table?

K19: Understand the tech pack

K20: Define grading, its types

K21: Marker, Explain how plotter works.

K22: Types of marker and marker efficiency

K23: Describe Pattern nesting

K24: Brief knowledge of plotter, its types and importance in cutting.

Critical Evidence(s)

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

0723-T-13. Spread and cut the Fabric

Overview: This competency standard covers the skills and knowledge required to Make Fabric Lots, Make Marker for a Garment, Spread the fabric, Cut Fabric lay and Assort and bundle the Garment panels.

Competency Units	Performance Criteria
CU1. Make Fabric Lots	**P1.** Sort out shade-wise lots
	P2. sort out Purchase Order Wise lots
CU2. Make Marker for a Garment	**P1.** Make Pattern
	P2. Digitize pattern
	P3. Grade Pattern
	P4. Make Marker from digitized pattern
	P5. Print Marker
CU3. Spread the fabric	**P1.** Lay the fabric Face up
	P2. Lay the fabric face to face
	P3. Lay the Fabric face down
	P4. Lay the Fabric Zig-zag
	P5. Spread & Splice the fabric
CU4. Cut Fabric lay	**P1.** Arrange cutting tools
	P2. Place marker on Spreaded fabric
	P3. Cut the fabric by following marker
	P4. Program auto fabric cutting machine
	P5. Drill notches
CU5. Assort and bundle the Garment panels	**P1.** Assort PO-wise
	P2. Assort Size-wise
	P3. Assort Shade-wise (Color wise)
	P4. Bundle the panels
	P5. Number the panels

Knowledge & 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. Process flow of quality department.
K2. Fabric requisition and Quality parameter.
K3. Customers Tec packages.
K4. know about Basic size

K5. How basic pattern is graded.

K6. Brief description of plotter and its uses.

K7. define lay

K8. Define marker

K9. What is marker efficiency

K10. Know about Formula for calculating marker efficiency

K11. Describe Types of marker

K12. Define spreading

K13. Describe Types of spreading.

K14. Know about Use of splice and flags.

K15. Define cutting

K16. Explain Cutting Types

K17. Describe Cutting Machines.

K18. Explain Process flow of cutting.

K19. Describe Importance of assorting and bundling

Critical Evidence(s)

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

0723-T-14. Embroidery

Overview: This competency standard covers the skills and knowledge required to Identify required embroidery materials, Perform embroidery stitches, Punch the Cards, Prepare Embroidery Machine for operation, Identify Defect in embroidery machine and Perform Maintenance

Competency Units	Performance Criteria
CU1. Identify required embroidery materials	P1. Select Thread type as per requirement P2. Select suitable Fabric P3. Select Tools
CU2. Perform Computerized embroidery stitches	P1. Identify different Stitches P2. Perform various embroidery stitches
CU3. Punch the computerized embroidery design	P1. Perform Punching of different art works in computer P2. Make cards according to Artwork
CU4. Prepare Embroidery Machine for operation	P1.Ensure attachment of Heads, Needles as per requirement P2. Set Frame as per requirement P3. Calibrate Computer Panel as per requirement
CU5. Identify Defect in embroidery machine	P1. Identify defect and frequency P2.Apply corrective actions
CU6. Perform Maintenance	P1. Perform preventive maintenance as per schedule and protocol P2. Perform Corrective Maintenance as per protocol
CU7. Identify required hand embroidery materials	P1. Select the materials for hand embroidery P2. Perform the hand embroidery on different materials
CU8. Perform hand embroidery stitches	P1. Identify the hand embroidery stitches P2. Set frame as embroidery stitches
CU9. Prepare tracing sheet for embroidery (Khaka)	P1. Perform design sketching P2. Perform enlargement and alignment of design
CU10. Prepare hand embroidery (Adda) Frame	P1. Select material P2. Perform tracing on fabrics P3. Apply different material on Adda work

| CU11. Identify defects in hand embroidery fabrics | P1. Alignment of stitches as per design line |
| | P2. Assessment of stitch size |

Knowledge & 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. Making of different stitches on stitch fir, stem, chain, satin, pin stitch, pansy stitch, rummies stitch, aplic, long and short, darkish, bead stitch, velvet stitch, chine stitch, shade stitch, quilting, quilting, cut work, eye let, bead work.

K2. Motif development and preparation of tracing sheet for hand embroidery

K3. Work introduction of Hand Ari, Beads, Dapka, Zari, Kora,

Critical Evidence(s)

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

0723-T-15. Estimate Materials

Overview: This competency standard covers the skills and knowledge required to perform consumption calculation of grey, dyed, wastages, and performance measurements of knitted and woven fabrics

Competency Units	Performance Criteria
CU1. Estimate Grey Fabrics	**P1**. Calculate woven grey fabrics
	P2. Calculate knitted grey fabrics
CU2. Estimate dyed Fabrics	**P1**. Calculate woven dyed fabrics
	P2. Calculate knitted dyed fabrics
CU3. Estimate shrinkage percentage	**P1**. Calculate woven dyed fabric shrinkage
	P2. Calculate knitted dyed fabric shrinkage
CU4. Perform Fabric measurements	**P1.** Measure length/width of woven fabrics
	P2. Measure GSM of knitted fabrics
CU5. Estimate wastages	**P1.** Calculate dyeing/printing wastages
	P2. Calculate cutting wastages
	P3. Calculate sewing wastages
CU6. Estimate Sewing trims consumption	**P1.** Select sewing thread type
	P2. Calculate the sewing thread
	P3. Select the elastic types
	P4. Calculate the elastics
	P5. Select closure type
	P6. Calculate the closure
	P7. Select fusing types
	P8. Calculate the fusing

Knowledge & Understanding

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

- K1.   Understand the consumption requirement of woven and knitted grey fabrics
- K2.   Understand the consumption requirement of woven and knitted dyed fabrics
- K3.   Define fabric shrinkage
- K4.   Understand the shrinkage calculation formula
- K5.   Understand the wastage types

K6.   Understand the parameters for fabric measurements.

K7.   Define closures

K8.   Understand the closure types

K9.   Define elastics

K10. Understand elastic types

K11 Define the fusings

K12. Understand the fusing types

10.3. Sewing

0723-T-16. Maintain Safety

Overview: This competency standard covers the skills and knowledge required to Ensure personal protective equipment (PPE), Protect Tools and Equipment, Maintain First aid Box, Ensure Safeguard of Machines, Adopt Environmental Regulation, Adopt company policies and procedures, Follow federal, provincial/ territorial, and municipal legislation, Attain health & safety training, Prepare for emergencies, Respond to emergencies, Monitor activities of people, vehicles, and other equipment in area.

Competency Units	Performance Criteria
CU1. Ensure personal protective equipment (PPE)	**P1**. Arrange PPEs as per requirement **P2.** Wear proper PPE as per nature of job **P3.** Store PPE at appropriate place after use
CU2. Protect Tools and Equipment	**P1**. Ensure insulation of tools and equipment **P2.** Store tools and equipment safely **P3.** Clean tools on a regular basis before stacking
CU3. Maintain First aid Box	**P1**. Ensure availability of first aid box **P2.** Check first aid box for requisite emergency medicines **P3.** Check expiry date of medicines **P4**. Perform first aid treatment against electric shock **P5.** Perform first aid treatment / bandages against minor injuries
CU4. Ensure Safeguard of Machines	**P1.** Check safety guards of machine **P2.** Check brake of machines **P3.** Check controlling devices of machine **P4.** Perform test operation on machine
CU5. Adopt Environmental Regulation	**P1.** Locate applicable permits on job site **P2.** Ensure work friendly environment **P3.** Adopt environmental regulations
CU6. Adopt company policies and procedures	**P1.** Ensure company policy and procedures **P2.** Adopt company procedures
CU7. Follow federal, provincial/ territorial, and	**P1.** Locate relevant section and legislation

municipal legislation	**P2.** Seek clarification of legislation
	P3. Adopt regulation of the area
CU8. Attain health & safety training	**P1.** Take required health and safety training
	P2. Implement work place hazardous materials information system (WPHMIS)
	P3. Adopt first aid, cardio for respiratory, resuscitation, and CPR
CU9. Prepare for emergencies	**P1.** Take emergency response training
	P2. Ensure emergency response exercises
	P3. Adopt first aid, cardio for respiratory, resuscitation, and CPR
CU10. Respond to emergencies	**P1.** Follow emergency plan
	P2. Communicate instructions
	P3. Assess risk and determine course of action
	P4. Operate emergency equipment and supplies
CU11. Monitor activities of people,vehicles, and other equipment in area	**P1.** Identify movement of others in work area
	P2. Respond to signals or traffic control person
	P3. Communicate with site person

Knowledge & Understanding

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

K11. Define Hazard.

K12. Define physical hazards

K13. Define chemical hazards

K14. Define electrical hazards

K15. Differentiate between physical, chemical and electrical hazards

K16. Treatments of various hazards

K17. Knowledge of Personal Protective Equipment (PPE).

K18. Use Personal Protective Equipment (PPE).

K19. Describe Occupational Health & Safety Regulations.

K20. Describe Typical worksite Hazards.

K21. Describe factors affecting Health & Safety in the workplace.

K22. Knowledge about First-Aid-Box.

K23. Usage of first aid box

Critical Evidence(s) Required

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

- ➢ Prepare a list of PPEs
- ➢ Demonstrate the use of at least one of the PPEs in front of assessor as per assessors directions
- ➢ Perform first aid treatment against electric shock/minor injury.
- ➢ Explain safety procedure at workplace
- ➢ Differentiate between safe and unsafe tools.

Tools and Equipment

1. Steel-toed footwear,

2. Hard hat,

3. Safety gloves,

4. Appropriate safety glasses,

5. High visibility vest,

6. Hearing protection,

7. Breathing apparatus,

8. De-electric boots and gloves for protection from electrical shock.

9. Fall protection, and other applicable PPE

10. Site emergency response plan,

11. Fire extinguishers,

12. Fire blankets,

13. Respirators, masks,

14. Fire hoses,

15. First aid kits, stretchers,

16. WHMIS book,

0723-T-17. Set sewing machine as per requirement

Overview: This competency standard covers the skills and knowledge required to identify machine needles, Identify thread, perform machine threading, Install mechanical attachments and Adjust stitches on machine

Competency Units	Performance Criteria
CU1. Identify machine needles	**P1**. Select Needle type **P2**. Select needle number
CU2. Identify thread	**P1**. Select thread type **P2**. Select thread number
CU3. Perform machine threading	**P1**. Thread lock stitch machine **P2**. Thread chain stitch machine
CU4. Install mechanical attachments	**P1**. Mount folders for specific operation **P2**. Mount sewing guides
CU5. Adjust stitches on machine	**P1**. Set SPI as per fabric **P2**. Set SPI as per garment design (SPI = Stitches per inches)

Knowledge & 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: Brief description of needle types
K2: Describe needle parts and bobbin.
K3: Define Yarn, Filament, and Thread.
K4: knowledge of high performance threads.
K5: Define thread count and number
K6: Describe types of sewing machine thread/ tensioners and guides.
K7: What is Folder? How does it works?
K8: Describe types of folders for different operations
K9: What is SPI,How it can be measured

Critical Evidence(s) Required

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

0723-T-18. Operate sewing machine

Overview: This competency standard covers the skills and knowledge required to Control machine speed, Perform skirt stitching, Adjust machine as per fabric type/quality, perform basic panel stitching and Perform fusing insertion

Competency Units	Performance Criteria
CU1. Control machine speed	**P1**. Perform various types of stitches on paper **P2**. Adjust speed settings through auto control panel **P3**. Adjust foot presser **P4**. Adjust speed settings manually **P5**. Apply Back tack
CU2. Perform skirt stitching	**P1**. Stitch small skirt panels **P2**. Stitch small panels with main panel **P3**. Remove extra sewing threads
CU3. Adjust machine as per fabric type/quality	**P1**. Maintain optimum fabric feed **P2**. Adjust gauge setting as per requirements
CU4. Perform basic panel stitching	**P1**. Stitch collar/pocket/cuff/placket **P2**. Attach collar/pocket/zip/placket
CU5. Perform fusing insertion	**P1**. Identify fusing types **P2**. Insert fusing in collar/placket/cuff

Knowledge & 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: Describe speed control with paddle and without presser foot

K2: Show speed control practice on paper in different printed patterns.

K3: understand the working and adjustments of all the machine parts

K4: what is back tack and where it is required

K5: understand the feed mechanism in machine

K6: Describe types of feeding mechanisms

K7: what is gauge setting?

K8: Elements of gauge setting

K9: Selection of gauge set w.r.t material.

K10: what is fusing?

K11: purpose of fusing in garments

K12: identify different collar types

K13: identify different pocket type

K14: identify different placket types

K15: Describe garment closures and their types

K16: Explain operation break down of a garment

K17: Knowledge of process flow

K18: knowledge of machine parameters selection w.r.t garment

Critical Evidence(s) Required

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

0723-T-19. Maintain sewing machine.

Overview: This competency standard covers the skills and knowledge required to identify machine parts, Maintain operator's work station, Adopt corrective maintenance, Adopt preventive maintenance and Prepare maintenance check list

Competency Units	Performance Criteria
CU1. Identify machine parts	**P1**. Identify lock stich machine parts **P2**. Identify chain stitch machine parts
CU2. Maintain operator's work station	**P1**. Clean sewing machine **P2**. Adjust operator seat **P3**. Clean operator's work area **P4**. Adopt PPEs as per prescribed Standards (PPEs = Personal protective equipment)
CU3. Adopt corrective maintenance	**P1**. Diagnose fault **P2**. Repair machine parts **P3**. Replace defective parts
CU4. Adopt preventive maintenance	**P1**. Identify oiling ports **P2**. Adjust belts **P3**. Adjust chains **P4**. Adjust oil level **P5**. Lubricate moving parts
CU5. Prepare maintenance check list	**P1**. Prepare scheduled maintenance sheets (daily/weekly/monthly/quarterly / bi-annually /annually) **P2**. Maintain log book

Knowledge & 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: Describe types of sewing machines

K2: Understand the difference of lock and chain stitch machine working

K3: Name the parts of lock stitch machine

K4: Enlist parts of chain stitch machine

K5: Understand the ergonomics

K6: Explain the term PPE

K7: understand the work area requirement such as ventilation, lighting, sitting etc.

K8: define corrective maintenance

K9: Describe types of faults occur

K10: Brief knowledge of the defects and their replacement

K11: define preventive maintenance

K12: understand the machinery parts and their function

K13: brief knowledge of the oiling ports and level adjustment.

K14: Brief knowledge of maintenance check list

K15: how to act accordingly

K16: what is log book?

K17: understand how to maintain record

Critical Evidence(s) Required

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

0723-T-20. Identify various stitch and seam

Overview: This competency standard covers the skills and knowledge required to Construct stitch, Construct Seam, Perform stitching, Identify stitch quality and Identify class of stitch and seam

Competency Units	Performance Criteria
CU1. Construct stitch	**P1**. Identify best suitable stitch type
	P2. Make Class 100/200/300/500 and 600 of stitch
CU2. Construct Seam	**P1**. Identify superimpose/lapped/flat/bound seam
	P2. Make required seam
CU3. Perform stitching	**P1**. Produce ornamental stitching
	P2. Produce edge stitching
	P3. Perform hemming
CU4. Identify stitch quality	**P1**. Record stitches per inch (SPI)
	P2. Compare actual SPIs with standard
	P3. Analyze faulty stitches
CU5. Identify class of stitch and seam	**P1**. Identify fabric/article
	P2. Identify appropriate thread
	P3. Identify stitch/seam as per requirement

Knowledge & 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: Define stitch
K2: Describe types of stitch classes
K3: understand the stitch making mechanism of chain and lock stitch
K4: understand the looper and its function
K5: understand the difference of simple overlock and mock stitch
K6: Define seam
K7: understand seam classes
K8: Describe types of each seam class
K9: define stitch class and its purpose
K10: Describe identification of the hemming operation in different garments
K11: Define the term SPI and its importance in garments
K12: understand the stitch quality parameters
K13: Describe reasons of faulty stitches and remedies.
K14: Describe History of stitches.

Critical Evidence(s) Required

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

0723-T-21. Prepare different Garment articles

Overview: This competency standard covers the skills and knowledge required toSew shirt article, Sew the shalwar, Sew ChooridarPajama, Sew ladies qameez, Sew romper and Sew sleeping suit

Competency units	Performance criteria
CU1. Sew shirt article	**P1**. Make draft of shirt according to measurements **P2**. Cut the parts according to the pattern. **P3**. Attach the yoke to back panel **P4**. Join front panels with back panel. **P5**. Attach placket to front panel **P6**. Attach sleeve to the main body of shirt. **P7**. Perform sleeve closing and side seam. **P8**. Perform bottom hemming. **P9**. Attach placket and cuff. **P10**. Attach the collar. **P11**. Overlock the garment if required **P12**. Perform garment finishing
CU2. Sew the shalwar	**P1**. Prepare draft of the shalwar according to the measurements. **P2**. Cut panels according to the pattern. **P3**. Attach panels with kali. **P4**. Join panels with each other. **P5**. Attach belt with the main panels. **P6**. Fold bottom. **P7**. Perform in seam. **P8**. Finish the article as per requirement
CU3. Sew Chooridar Pajama	**P1**. Prepare draft of the churidar pajama according to requirements. **P2**. Cut panels according to the pattern. **P3**. Assemble the panels of pajama **P4**. Perform article finishing as per requirement
CU4. Sew ladies qameez	**P1**. Prepare draft of qameez according to requirements. **P2**. Cut panels according to the pattern. **P3**. Hem neckline. **P4**. Join shoulder and sleeves. **P5**. Perform side-seam. **P6**. Perform bottom hemming. **P7**. Overlock the article.
CU5. Sew romper	**P1**. Prepare draft of romper according to requirements. **P2**. Cut panels according to the pattern. **P3**. Assemble the panels of romper. **P4**. Perform article finishing as per requirement.
CU6. Sew sleeping suit	**P1**. Prepare draft of suit according to requirements **P2**. Cut panels according to the pattern. **P3**. Attach the shoulders. **P4**. Attach neck-band.

P5. Attach sleeves.

P6. Perform side seam.

P7. Perform bottom hemming.

P8. Overlock the article as per requirement.

Knowledge & 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: operation break down of a garment

K2: process flow

K3: what is lining, interlining and fusing

K4: types of fusing

K5: understand the material selection as per requirement

K6: accessories in garments

K7: Types of accessories

K8: understand the accessories selection as per requirement

K9: understand the machine requirement at each stage

K10: knowledge of machine parameters selection w.r.t garment

K11: understand the stitching terminologies like side seam, in seam, neckline, bottom hemming etc.

K12: different types of machines

K13: machine layout

K14: garment inspection

K15: identify different type of fault

Critical Evidence(s)

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

0723-T-22. Prepare advance articles

Overview: This competency standard covers the skills and knowledge required toSew Gent/ ladies coat, Sew Denim pant, Sew lab coat, Sew Dangari and Sew Denim Jacket

Competency units	Performance criteria
CU1. Sew Gent/ ladies coat	**P1.** Prepare draft of the coat (gent / ladies) according to re-quirements.
	P2. Cut panels according to the pattern.
	P3. Join front panels.
	P4. Join back panels.
	P5. Attach fusing on front and back panel.
	P6. Attach the front and back sleeves of lining panels.
	P7. Prepare collar of coat.
	P8. Attach shoulder pads.
	P9. Stitch sleeves to main body of fabric.
	P10. Attach the lining and main fabric body.
	P11. Perform hand stitch to finish the article.
	P12. Make button holes.
	P13. Attach buttons.
	P14. Press as per requirement
CU2. Sew Denim pant	**P1.** Prepare draft of the denim pant according to require-ments.
	P2. Cut panels according to the pattern.
	P3. Prepare small parts.
	P4. Attach small panels to front and back panel.
	P5. Join front and back with each other.
	P6. Join belt and loops with main body.
	P7. Trim the article.
	P8. Press as per requirement
CU3. Sew lab coat	**P1.** Prepare draft of the lab coat according to requirements
	P2. Cut panels according to the pattern.
	P3. Attach small panels to front panel.
	P4. Attach shoulder to front and back panel.
	P5. Attach sleeves.
	P6. Perform sleeve hemming.
	P7. Perform side seam.

	P8. Attach collar to the main body.
	P9. Finish the article with bottom hemming.
	P10. Press the article as per requirement
CU4. Sew Dangari	P1. Prepare draft of the given article according to requirements.
	P2. Cut panels according to the pattern.
	P3. Prepare small panels.
	P4. Attach small panels to front and back panel.
	P5. Join front and back with each other.
	P6. Join belt and loops with main body.
	P7. Perform bar tack as per requirement.
	P8. Trim the article according to requirement.
	P9. Press the article as per requirement
CU5. Sew Denim Jacket	P1. Prepare draft of the jacket according to requirements
	P2. Cut panels according to the pattern.
	P3. Make small panels.
	P4. Join front panels.
	P5. Perform top stitch.
	P6. Attach small panels to front panel.
	P7. Make placket on front panels.
	P8. Attach back panels and apply op stitch.
	P9. Attach yoke to back panel and apply top stitch.
	P10. Join the front and back panel at shoulder point.
	P11. Make sleeve cuff and placket.
	P12. Attach the sleeves to main body.
	P13. Apply side seam and bottom belt.
	P14. Attach Collar.
	P15. Perform finishing of article.

Knowledge & 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: operation break down of a garment

K2: process flow

K3: what is lining, interlining and fusing

K4: types of fusing

K5: understand the material selection as per requirement

K6: accessories in garments

K7: Types of accessories

K8: understand the accessories selection as per requirement

K9: understand the machine requirement at each stage

K10: knowledge of machine parameters selection w.r.t garment

K11: understand the stitching terminologies like side seam, in seam, neckline, bottom hemming etc.

K12: different types of machines

K13: machine layout

K14: garment inspection

K15: identify different type of fault

Critical Evidence(s)

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

0723-T-23. Identify Best Lean Tools/Principles

Overview: This competency standard covers the skills and knowledge required to Implement 5s+1s Tools, Implement Total Productive Maintenance (TPM), Implement Just in Time (JIT), Implement Visual Stream Mapping (VSM), Balance Assembly Line, Implement Kaizen Approach, Cause and Effect Diagram/Ishikawa

Competency Units	Performance Criteria
CU1. Implement 5s+1s Tools	**P1.** Sort out the relevant area **P2.** Systemize the relevant section **P3.** Shine the relevant section **P4.** Standardize the relevant section **P5.** Sustain the relevant section **P6.** Apply safety practices
CU2. Implement Total Productive Maintenance (TPM)	**P1.** Select areas of improvements **P2.** Set Targets **P3.** Benchmark production outputs **P4.** Implement Plan **P5.** Record Implemented Plan **P6.** Modify Plan **P7.** Execute Plan
CU3. Implement Just In Time (JIT)	**P1.** Select Assembly LINE **P2.** Prepare cards with required information **P3.** Implement production plan through Cards (KANBAN)
CU4. Implement Visual Stream Mapping (VSM)	**P1.** Select Product Family/Origin/Type **P2.** Record Current VSM **P3.** Make future state plan **P4.** Implement business plan approach
CU5. Balance Assembly Line	**P1.** Select Assembly Line **P2.** Calculate Cycle time of each operation **P3.** Identify bottlenecks **P4.** Execute plan to avoid bottlenecks **P5.** Balance workload
CU6. Implement Kaizen Approach	**P1.** Identify opportunity **P2.** Select improvement process **P3.** Evaluate the process

	P4. Standardize the solution
	P5. Develop optimal solutions
	P6. Record the results
	P7. Make future action plans
CU7. Cause and Effect Diagram/Ishikawa	**P1.** Select improvement area
	P2. Identify problems
	P3. Sort out solutions
	P4. Collect data
	P5. Implement corrective actions
	P6. Record results
	P7. Standardize operations
	P8. Make future schedule

Knowledge & 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: What are basic tools for Lean manufacturing in garment industry?
K2: how to implement basic tools in garments industry
K3: Examples of any well reputed garment industries
K4: Importance of each basic tool in garment industry

Critical Evidence(s)

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

0723-T-24. Implement Time and Motion study

Overview: This competency standard covers the skills and knowledge required to Select Process, Transfer the Garment, Align the Garment, Sew the Garment, Dispose-off the Garment, Record Standard Allowed Minutes (SAM), Record Efficiency and Record Standard Minute Value (SMV)

Competency Units	Performance Criteria
CU1. Select Process	**P1.** Evaluate product operation breakdown **P2.** Select the Job/Operation for Improvement **P3.** Record Cycle time
CU2. Transfer the Garment	**P1.** Record garment transfer time **P2.** Identify Alternatives **P3.** Select best transfer time
CU3. Align the Garment	**P1.** Record Garment Aligning time **P2.** Identify Aligning alternatives **P3.** Select best Aligning alternative
CU4. Sew the Garment	**P1.** Record Sewing Time **P2.** Identify Garments Sewing Alternatives **P3.** Select Best Sewing Alternative
CU5. Dispose-off the Garment	**P1.** Record Garment dispose-off time **P2.** Identify Dispose-off Alternatives **P3.** Select best dispose-off alternative
CU6. Record Standard Allowed Minutes (SAM)	**P1.** Calculate the required allowed minutes for garments **P2.** Calculate SAM as per formula
CU7. Record Efficiency	**P1.** Calculate Process Efficiency **P2.** Calculate Department Efficiency **P3.** Calculate Plant/Organization Efficiency
CU8. Record Standard Minute Value (SMV)	**P1.** Asses the parameters of SMV **P2.** Calculate SMV as per formula

Knowledge & 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: What is work study?
K2: What is ergonomics?
K3: Define method study with all steps
K4: Define time study.

K5: What is stopwatch and its functions?

K6: Benefits of time study

Critical Evidence(s)

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

0723-T-25. Carryout Basic Electrical AC Installation

Overview: This Competency Standard covers the skills and knowledge required to lay cables, perform single & three phase connections, basic electric wiring and wiring test for carrying out basic electrical AC installation. The trainee will be required to follow company guidelines as well as the procedure.

Competency Unit	Performance Criteria
CU1. Lay cables	**P1**. Select Tools & Equipment as per requirements **P2**. Identify Cables **P3**. Lay cables **P4**. Perform Earthing
CU2. Perform Basic Electrical wiring	**P1**. Measure cables as per requirement **P2**. Connect cables **P3**. Perform joints P4. Insulate Joints
CU3. Perform single-phase Connection	**P1.** Select cable Gauge **P2**. Select cables colors **P3**. Connect Cables **P4**. Insulate Joints
CU4. Perform three phase Connection	**P1.** Select cable Gauge **P2**. Select cables colors **P3**. Connect cables **P4**. Insulate Joints
CU5. Conduct wiring Test	**P1.** Operate Measuring instruments **P2**. Perform continuity test **P3**. Perform polarity test **P4**. Perform Earthing test **P5**. Perform insulation test **P6**. Record test results

Knowledge & 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. Define various Types of cables

K2. Describe Gauges of Cables

K3. Color of Cables

K4. Methods of Wiring

K5. Types of wiring

K6. Types of connections

K7. Define Single phase connection

K8. Knowledge about cable gauging

K9. Knowledge about color code of cables

K10. Define Three phase connection

K11. Knowledge about cable gauging

K12. Knowledge about color code of cables / Phase sequence

K13. Types of wiring tests

K14. Describe various wiring test

Critical Evidence(s)

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

0723-T-26. Measure Basic Electrical Units in Series and Parallel Circuits.

Overview: This competency standard covers the skills and knowledge required to Measure Electrical Current and Resistance, Perform Voltage Measurement, Measure Electrical Power, Perform Capacitor and Inductor measurement/Test, Perform Low voltage Transformer test and Construct rectifier circuit

Competency Units	Performance Criteria
CU1. Measure Electrical Current and Resistance	**P1.** Arrange tools, material and equipment for measurement of electric current **P2**. Construct series arrangement of resistances in a closed loop circuit **P3.** Construct Parallel arrangement of resistances in a closed loop circuit **P4**. Perform measurement of Electrical resistance in a series / Parallel circuit **P5**: Perform measurement of Alternating current in a series / Parallel circuit **P6**. Perform measurement of Direct Current in a series / Parallel circuit
CU2. Perform Voltage Measurement	**P1**. Arrange tools, material and equipment for measurement of Voltage **P2**: Perform measurement of AC Voltage in a series / Parallel circuit **P3**. Perform measurement of DC Voltage in a series / Parallel circuit
CU3. Measure Electrical Power	**P1.** Arrange tools, material and equipment for measurement of Electrical Power **P2.** Perform Measurement of Electrical Power for the series / Parallel circuit
CU4. Perform Capacitor and Inductor measurement/Test	**P1**. Arrange tools, material and equipment for measurement of Capacitor / Inductor **P2.** Perform measurement of Capacitor / Inductor with LCR meter **P3.** Perform Open circuit / Short Circuit test for the Capacitor

CU5. Perform Low voltage Transformer test	P1. Arrange tools, material and equipment for the transformer test
	P2. Perform Open circuit / Short Circuit test for the Low voltage Transformer
CU6. Construct rectifier circuit	P1.Arrange tools, material and equipment for the Rectifier circuit
	P2. Construct half wave / Full wave rectifier circuit
	P3. Construct bridge arrangement from diodes for full wave rectification
	P4. Measure Output voltage of rectifier with Oscilloscope

Knowledge & 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. Define Voltage, Current, Resistance and Power
K2. Define AC and DC
K3. Define Ohm's Law
K4. Understand voltmeter, Ampere-meter, Ohm meter, wattmeter, multi-meter
K5. Verify Ohm's Law
K6. Verify Kirchhoff's Voltage Law
K7. Verify Kirchhoff's Current Law
K8. Understand Electrical Power and Energy
K9. Understand Voltage Drop
K10. Understand L.C.R meter
K11. Explain Dry cell
K12. Define Semiconductor Diode, Transistor
K13. Explain Diode Rectifier Circuit
K14. Understand basic functions of Oscilloscope
K15. Understand Rectifier Circuits

Critical Evidence(s)

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

10.4. Finishing/Pressing

0723-T-27. Diagnose garment faults

Overview: This competency standard covers the skills and knowledge required to Detect yarn faults, Detect fabric faults, Identify process faults, Identify machine faults, Identify finishing faults and Detect packaging faults,

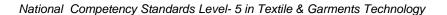| Competency units	Performance criteria
CU1. Detect yarn faults	**P1**. Diagnose shade variation in yarn **P2**. Detect yarn contamination **P3**. Detect slubs in yarn
CU2. Detect fabric faults	**P1**. Detect knit holes/lines in fabric **P2**. Detect barre/bowing/skewness/pilling/creasing in fabric **P3**. Detect oil spots **P4**. Detect shade variation
CU3. Identify process faults	**P1**. Identify placket expose/center-out faults **P2**. Detect loose/skip/broken stitch **P3**. Detect needle cut fault **P4**. Detect open-seam/uneven-seam /crooked-collar **P5**. Identify pleats fault
CU4. Identify machine faults	**P1**. Detect feed cut fault **P2**. Identify sinker (needle) lines **P3**. Detect seam-slippage
CU5. Identify finishing faults	**P1**. Detect defective printing/miss-print **P2**. identify rust/oil spot **P3**. identify heavy pressure mark/poor press/presentation **P4**. Identify hang/uncut thread/rejected panel.
CU6. Detect packaging faults	**P1**. Identify miss-label (wash care label, size label) **P2**. Detect assortment (size ratio, quantity) fault. **P3**. Identify carton volume fault.

Knowledge & 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: Define Yarn Trash

K2: Define types of trash

K3: Explain Yarn faults

K4: Knowledge of contaminations types.

K5: understand the term Slub

K6: Knowledge of Reed marks.

K7: explain bowing and skewness, how it can be treated.

K8: Ways to avoid faults due to skewness and bowing

K9: Describe Process flow charts.

K10: knowhow of types of stitching faults

K11: Reasons of faults occurrence

K12: understanding of faults removal

K13: Machines faults and its remedies

K14: what is seam slippage?

K15: Describe Printing Faults.

K16: know about Categories

K17: define the term garment label.

K18: know about Types of labels.

K19: interpret information from garment label.

K20: Types of carton requirement as per PO.

Critical Evidence(s)

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

0723-T-28. Control Wastages in a Garment Facility

Overview: This competency standard covers the skills and knowledge required to Identify Wastages Types, Control Over Production Wastages, Control Defects Waste, Control Inventory Wastages, Control Process Waste and Control Transportation Wastages

Competency Units	Performance Criteria
CU1. Identify Wastages Types	**P1.** Identify overproduction Wastages **P2.** Identify defects wastages **P3.** Identify motion Wastages **P4.** Identify inventory Wastages **P5.** Identify processing Wastages **P6.** Identify transport Action Wastages **P7.** Identify waiting Wastages
CU2. Control Over Production Wastages	**P1.** Implement required batch size plan **P2.** Implement JIT to Minimize Lead Time
CU3. Control Defects Waste	**P1.** Compare existing method against SoPs **P2.** Improve process as per SoPs **P3.** Ensure appropriate raw material **P4.** Bridge hands on skill gaps **P5.** Perform Preventive maintenance as per schedule
CU4. Control Inventory Wastages	**P1.** Identify relevant Stock Keeping Units(SKUs) **P2.** Differentiate Cross docs and holding Inventory **P3.** Maintain standardized Inventory Holding conditions **P4.** Dispatch Goods as per Production Order (PO) **P5.** Ensure Receipt of Goods as Per SOP
CU5. Control Process Waste	**P1.** Identify Garments Waste Producing sections **P2.** Diagnose reasons of Waste in different Sections **P3.** Implement remedial actions as per SOP
CU6. Control Transportation Wastages	**P1.** Transport Goods as per SOP **P2.** Move Inter and Intra department Goods as per SOP

Knowledge & 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: What is waste?

K2: Types of waste

K3: Describe Losses due to different types of wastes

K4: How to reduce different types of garment industry wastes.

Critical Evidence(s)

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

0723-T-29. Perform Garment finishes

Overview: This competency standard covers the skills and knowledge required to apply dry finish, apply wet finish, Perform Trim operation, Remove stains, Attach labels, Pack the articles and Handle waste

Competency units	Performance criteria
CU1. Apply dry finish	**P1.** Perform whisker process
	P2. Perform scrape article
	P3. Perform tie effect
	P4. Apply wrinkle process
	P5. Grind the article as per requirement
CU2. Apply wet finish	**P1.** Prepare wash recipe as per requirement
	P2. Apply enzymes to articles
	P3. Apply stone wash finish
	P4. Spray $KMnO_4$ on garment as per requirement
	P5. Wash & dry Garment as per standard
CU3. Perform Trim operation	**P1.** Trim extra threads by clipper
	P2. Trim through machine
CU4. Remove stains	**P1.** Remove oil/grease stains through solvents
	P2. Remove dirt/dust stains through solvents
CU5. Attach labels	**P1.** Attach barcode
	P2. Attach size labels
	P3. Attach care labels
	P4. Attach button labels
CU6. Pack the articles	**P1.** Perform solid-solid packing
	P2. Perform solid-assorted packing
	P3. Perform assorted-solid packing
	P4. Perform assorted-assorted packing
CU7. Handle waste	**P1.** Identify waste type
	P2. Segregate waste type
	P3. Dispose-off waste as per standards

Knowledge & 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: Describe Garments dry process

K2: Explain Process flow of garment dry process.

K3: Explain Garments dry process operation breakdown.

K4: Brief knowledge about preparation of garment for each finish

K5: Describe types of washes

K6: Trial Loads.

K7: brief knowledge about preparation of garment for each finish

K8: recipe understanding

K9: Brief Knowledge about the finishing of garment

K10: Explain solvents used for oil/ grease stains, dirt and dust stains

K11: Describe Process flow of finishing department.

K12: Finishing accessories.

K13: Operation breakdown.

K14: define garment label

K15: type of information provided by garment label

K6: interpret the labels

K16: Packing lists, how it's made.

K17: Different types of packing

K18: understand the terms solid-solid packing, solid-assorted, assorted-solid, assorted-assorted packing

K19: brief knowledge of waste in garment industry and its types.

K20: understand the ways to dispose off waste

Critical Evidence(s)

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

0723-T-30. Control garment quality

Overview: This competency standard covers the skills and knowledge required to Perform GSM test, Perform tensile strength test, Perform abrasion test, Test dimensional stability (shrinkage) and Test colour fastness

Competency units	Performance criteria
CU1. Perform GSM test	**P1**. Prepare specimen as per SoPs **P2**. Measure weight of the sample **P3**. Calculate GSM as per formula
CU2. Perform tensile strength test	**P1**. Prepare specimen as per prescribed standard **P2**. Mount specimen in machine **P3**. Mark the specimen **P4**. Operate the machine **P5**. Calculate tensile strength using formula
CU3. Perform abrasion test	**P1**. Prepare specimen as per prescribed standard **P2**. Mount specimen on tube **P3**. Sew the specimen **P4**. Operate pilling machine as per SOPs **P5**. Compare the fabric **P6**. Rate against the standard scale **P7**. Record the findings
CU4. Test dimensional stability (shrinkage)	**P1**. Prepare specimen as per requirements **P2**. Put samples in washing machine **P3**. Adjust and run machine as per SOPs **P4**. Dry garment sample as per SOPs **P5**. Check sample dimensions **P6**. Calculate shrinkage as per formula
CU5. Test color fastness	**P1**. Prepare the specimen according to requirement **P2**. Attach the specimen to adjacent fabric **P3**. Wash the prepared specimen **P4**. Take grey scale reading **P5**. Record the results

Knowledge & 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: Define GSM
K2: Describe GSM Cutter, how it works.
K3: Knowledge of Standard swatches for test.
K4: understand the term tensile strength
K5: importance of tensile strength in textile industry
K6: brief knowledge of instrument.
K7: Count, its conversion by direct indirect method.

K8: Working principle of machine

K9: Define linear density and dimensional

K10: Understand the term Abrasion and importance of abrasion resistance

K11: brief knowledge of instrument

K12: Sample size

K13: Fabric types in which shrinkage occurs.

K14: Define bowing and skew ness

K15: Describe Width wise and length wise shrinkage.

K16: Calculate Shrinkage formula.

K17: Knowledge of Shade Booths.

K18: Explain Standard light intensity.

K19: Define the term color fastness

K20: Describe types of color fastness test

K21: brief description of test and sample size.

K22: Interpret results after comparing.

Critical Evidence(s)

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

0723-T-31. Assure Garments Quality

Overview: This competency standard covers the skills and knowledge required to Perform Raw material Inspection, Perform Raw material Inspection, Perform cutting audit, Perform sewing audit, Perform Finishing Quality Audit and Perform Final Product/Shipment Audit

Competency Units	Performance Criteria
CU1. Perform Raw material Inspection	**P1.** Select Raw material as per Purchase Order **P2.** Ensure Quality & Types of Raw material as per purchase order
CU2. Perform Raw material Inspection	**P1.** Record measurements against size set samples/Tech Pack **P2.** Make alterations in proto/Fit sample against size set samples **P3.** Produce Pilot garments **P4.** Ensure placement of accessories/Labels as per customer requirements
CU3. Perform cutting audit	P1. Perform inspection of spreader fabric **P2.** Ensure Relay cut as per requirements **P3**. Ensure cutting (Band knife/Automatic) as per requirements **P4.** Ensure color continuity (shade groups) in cut fabric lots P5. Ensure A-grade fabric dispatched to sewing department P6. Inspect the hard pattern for garment as per specifications P7. Make adjustment in hard pattern as per requirements
CU4. Perform sewing audit	**P1.** Perform In-Line inspection during garments production **P2.** Perform End-Line Inspection during garments production **P3.** Diagnose garments defects/faults during production **P4.** Remove garments defects/faults during production
CU5. Perform Finishing Quality Audit	**P1.** Ensure consistency in garment quality **P2.** Ensure color continuity (shade variation within a garment and from garment to garment) **P3.** Ensure standardized Pressing of garment **P4.** Ensure packing & folding of garments as per requirements **P5.** Ensure Quality of accessories as per Customer requirement **P6.** Ensure faults are removed in final packed garments

CU6. Perform Final Prod- uct/Shipment Audit	**P1.** Prepare garments final inspection sheet
	P2. Record the faults
	P3. Inspect the garment shipment as per required Acceptable Quality Level (AQL)
	P4. Calculate defects % age for shipment approval/Rejection (Audit status)
	P5. Calculate CBM (Cubic Meter) for shipment volume

Knowledge & 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: What is QA and QA system?
K2: Differentiate between QA & QC.
K3: Understanding of garments Teck packs, Fabric type, quality and fabric faults
K4: Garments Sewing Techniques
K5: How to conduct garments QA Audit?
K6: Audit Criteria
K7: Levels of QA Audit
K8: Accepted Quality Level (AQL) Chart
K9: Understanding of Major, Minor & Critical defects
K10:4 points inspection system
K11:In-house inspection by QA team
K12: Third party inspection
K13: Manual Cutting of Fabric
K14: Automatic cutting of fabric
K15: Understanding of color continuity
K16: Types and Quality of Raw material & accessories
K17: Types of softeners/washing
K18: Garments stuffing & Packaging
K19: Arranging 100% inspection if shipment rejected
K20. CBM of garment shipment

Critical Evidence(s)

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

0723-T-32. Remove garment faults

Overview: This competency standard covers the skills and knowledge required to remove yarn faults, Remove fabric faults (woven/knitted), Remove sewing machine faults, Remove finishing faults and Remove packing faults

Competency units	Performance criteria
CU1. Remove yarn faults	P1. Select yarn quality as per SoPs P2. Select yarn lots of consecutive batches Perform yarn mending
CU2. Remove fabric faults (woven/knitted)	P1. Select fabric quality as per SOPs P2. Inspect the fabric as per standards (like 4 points, 10 points, DALLAS system) P3. Mend minor faults through mechanical tools
CU3. Remove sewing machine faults	P1. Select sewing machine needle as per requirement P2. Replace the defective needle (bent/broken) P3. Remove fibers accumulated in the needle tricks (groove) P4. Replace damaged Bobbin case P5. Adjust tensioner as per requirement P6. Adjust feed dog as per requirement
CU4. Remove finishing faults	P1. Select stain removing chemical P2. Operate stain removing gun P3. Ensure bundling from same lot
CU5. Remove packing faults	P1. Identify defective garments P2. Ensure correct shipping marks/barcodes P3. Ensure correct carton dimensions/weight P4. Ensure packing as per purchase order (PO) P5. Fold and Pack as per requirement P6. Validate attachment and placement of labels as per requirement of PO

Knowledge & 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: Know about types of yarn faults and its remedies.
K2: knowledge of fabric inspection processes
K3: Common system for fabric inspection.

K4: knowledge of machines Performa and maintenance

K7: Know about types of chemical used for organic and inorganic faults.

K8: Role of quality control and quality assurance in finishing department

Critical Evidence(s)

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

10.5. **Entrepreneurial Skill.**

0723-T-33. **Apply project information management and communications techniques**

Overview: This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications. It applies to individuals who are project practitioners working in a project support role.

Unit of Competency	Performance Criteria
1. Contribute to communications planning	P1 Identify, source and contribute relevant information requirements to initial project documentation P2 Contribute to developing and implementing the project communications plan and communications networks
2. Conduct information-management activities	P1 Act on and process project information according to agreed procedures as directed, to aid decision-making processes throughout project life cycle P2 Maintain information to ensure data is secure and auditable
3. Communicate project information	P1 Communicate with clients and other stakeholders during project using agreed networks, processes and procedures to ensure flow of necessary information P2 Ensure reports are prepared and released according to authorization, or produced for release by others P3 Seek information and advice from appropriate project authorities as required
4. Contribute to assessing effectiveness of communication	P1 Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities P2 Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects

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. Summarize models and methods of communications management in context of project life cycle and other project management functions

K2. Explain importance of managing risk by treating information securely

K3. Outline methods of reviewing outcomes

K4. Identify organizational policies and procedures relevant to this role in a specific context.

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 apply project information management and communications techniques. 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:

- lead an effective team in planning and implementing all necessary communications for a workplace project

- Evaluate and review project communication outcomes and make recommendations for future improvements.

- Identify organizational policies and procedures relevant to this role in a specific context.

- summarize models and methods of communications management in context of project life cycle and other project management functions

0723-T-34. Apply project human resources management approaches

Overview:

This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team. It applies to individuals who are project practitioners working in a project support role.

Unit of Competency	Performance Criteria
1. Assist in determining human resource requirements	P1 Analyze work breakdown structure to determine human resource requirements P2 Prepare a skills analysis of project personnel against project task requirements P3 Assist in assigning responsibilities for achieving project deliverables
2. Contribute to establishing and maintaining productive team relationships	P1 Actively seek views and opinions of team members during task planning and implementation P2 Promote cooperation and effective activities, goals and relationships within team P3 Communicate with others using styles and methods appropriate to organizational standards, group expectations and desired outcomes P4 Communicate information and ideas to others in a logical, concise and understandable manner P5 Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development
3. Assist with human resource monitoring	P1 Monitor work of project personnel against assigned roles and responsibilities within delegated authority levels P2 Monitor and control actual effort against project plan P3 Review skill levels against allocated tasks and recommend solutions, where required, to others P4 Advise others within delegated authority when assigned responsibilities are not met by project personnel P5 Undertake work in a multi-disciplinary environment according to established human resource management practices, plans, guidelines and procedures P6 Resolve conflict within delegated authority according to agreed dispute-resolution processes P7 Assist in offering human resource development opportunities to individuals with skill gaps
4. Contribute to evaluating human resource practices	P1 Contribute to assessing effectiveness of project human resources management P2 Document lessons learned to support continuous improvement processes

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 alternative project personnel engagement options

K2.   Explain job design principles and work breakdown structures

K3.   Describe learning and development approaches that can be incorporated into project life cycle

K4.   List methods for skills analysis

K5.   Identify and describe project roles, responsibilities and reporting requirements for 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 apply project human resources management approaches. 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:

- produce work breakdown structures in human resource project planning
- produce work breakdown structures in human resource project planning
- construct effective methods for monitoring roles, responsibilities and performance in projects

Demonstrate methods for providing feedback on performance and improving performance of project team members.

0723-T-35. Develop a project management plan

Overview:

This unit describes the skills and knowledge to develop a plan for a telecommunications project, including assessing project requirements and planning for all stages to completion and final documentation. It applies to individuals who are likely to have responsibility for the provision of installations, maintenance, upgrades and new services.

Unit of Competency	Performance Criteria
1. Prepare project management plan	P1 Evaluate and assess project brief and related documents P2 Produce document on project tasks and associated timelines, including installation processes and test requirements P3 Assess and produce document on resource requirements to assist allocation of appropriate resources P4 Produce training plan assessing training needs and associated timelines for efficient project implementation P5 Determine and document budgetary requirements P6 Discuss roles of all identified parties associated with project to ensure their involvement P7 Produce project verification document, including monitoring and control processes, and review processes such as quality audits P8 Consult with all relevant parties prior to finalizing draft plan and make changes as appropriate
2. Develop and evaluate management plan	P1 Produce preliminary plan for consultation, including identified factors that may impact on realization of project and observance of relevant legislation, codes, regulation and standards P2 Consult with client and clarify any amendments P3 Develop final plan with recommendations
3. Communicate project information	P1 Produce and document final plan to include implementation details and training needs P2 Present plan to client and obtain sign off
4. Contribute to assessing effectiveness of communication	P1 Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities P2 Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects

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 key attributes of common telecommunications applications and related equipment

K2.   Identify and evaluate the connections to carrier infrastructure or equipment

K3.   Identify current legislation relating to the design of installation of telecommunications equipment and connection to carrier services

K4.   Evaluate the advantages of leasing and purchase options to assist in delivering cost effective solutions

K5.   Identify and evaluate network and transmission equipment

K6.   Outline network topologies, and interface and interconnect solutions

K7.   Outline work health and safety (WHS) issues that need to be built into a plan, with consideration of:

- electrical safety
- materials handling
- physical hazards
- confined spaces
- heights
- lifting

K8.   Describe and evaluate the power requirements and electrical safety aspects of the installation plan

K9.   Describe typical performance parameters and typical faults that may be encountered in client equipment and related connection and transmission media

K10.   Identify various test equipment types suitable for tests to be made

K11.   Identify warranty information for equipment supplies and contractor work guarantees.

Critical Evidence(s) Required

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 a project management plan. 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:

- determine the project attributes and specifications
- prepare a coherent draft project management plan
- consult on and revise a project management plan
- document final project management plan and obtain sign off

0723-T-36. Solve problems which jeopardize safety and security

Overview:

This unit is concerned with complex negotiation in critical incidents and the development of strategic responses designed to resolve threatening incidents.

Unit of Competency	Performance Criteria
1. Identify a problem	P1 Form a problem statement and analyze root cause. P2 Take initiative in tackling problems rather than relying solely on directives P3 Follow logic steps in understanding root cause and analyzing potential solutions.
2. Determine strategies for a required solution	P1 Analyze all aspects of the incident for degree of hazard, priorities, optional outcomes and appropriate strategies P2 Analyze and determine strategies and priorities on the incident sought from a range of sources P3 Assess long term objectives against resources and priorities P4 Apply a range of communication techniques to make and maintain contact with the key people P5 Provide clear and factual information to enable an honest and realistic assessment of the interests of the key people and their positions P6 Resolve the conflict and express their likely consequences clearly and do an analysis of the benefits P7 Reassess points of disagreements for common positive Positions
3. Coordinate support services	P1 Assess the need for support services in terms of the determined strategies and priorities P2 Negotiate the resources of support services according to established procedures and availability P3 Provide information on strategies to support services and maintain the communication P4 Delegate roles and responsibilities according to expertise and resources
4. Restore order	P1 Assess the incidents for degree of risk and take appropriate action to reduce and remove the impact of the incident and restore order P2 Take action designed to minimize risk and the preserve the safety

	and security of all involved
	P3 Take action to prevent the escalation of the incident appropriate to the circumstances and agreed procedures.
	P4 Carry out the use of force for the restoration of control and the maintenance of security in the least restrictive manner.
	P5 Complete reports accurately and clearly provided to the appropriate authority promptly
	P6 Review, evaluate and analyze the incident and the organizational response to it and report it promptly and accurately.
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 takes into account 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 tasks covered in this competency standard. This includes the knowledge of:

- **K1.** Explain organization's policies, guidelines and procedures related to control and surveillance, safety and preventing and responding to incidents and breaches of orders covered in the range of variables.
- **K2.** Explain organization's management and accountability systems
- **K3.** Describe teamwork principles and strategies
- **K4.** Outline the principles of effective communication

K5. Outline the guidelines for use of equipment and technology

K6. Explain code of conduct

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 Resolve problems which jeopardize safety and security. 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. Evidence of the following is essential:

- evidence of effective communication strategies including negotiation, counseling, mediation, advocacy demonstrated under pressure working effectively in a team environment
- evidence of knowledge and application of organizations policies, procedures and
- guidelines for critical incidents
- evidence of accurate and safe use of all emergency equipment
- evidence of managing effective outcomes using strategic planning, team
- leadership and situational analysis

0723-T-37. Coordinate a work team

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 takes into account 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 tasks covered in this competency standard. This includes the knowledge of:

K1.   Explain the principles of effective team operation

K2.   Explain the principles of human resource management

K3.   Describe the training delivery processes in the workplace

K4.   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.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- assessing and evaluating skills
- working effectively in a team environment
- achievement of work outcomes

0723-T-38.   Lead small teams

Overview:

This unit describes the outcomes required to lead small teams including setting and maintaining team and individual performance standards.

Unit of Competency	Performance Criteria
1. Facilitate team development	P1 Identify work requirements, standards and purpose to team members. P2 Assist team to develop objectives, targets and key performance indicators relevant its purpose and workplace goals. P3 Allocate duties regard to the skills required to properly undertake the assigned task and according to company policy P4 Identify roles, responsibilities and expectations of each team member P5 Disseminate and discuss performance expectations to individual team members.
2. Motivate and build the team	P1 Develop positive and constructive relationships with and between team members P2 Facilitate team communication processes P3 Involve team members in the process of examining risks and options and making decisions, to ensure acceptance and support. P4 Encourage individual and team efforts and contributions P5 Strengths and weaknesses of team members are determined and sharing of work tasks is promoted to up skill team members. 2.6 Recognize team members' queries and discuss and deal with it.
3. Facilitate and monitor team effectiveness	P1 Monitor the implementation of work plan and team and individual performance against agreed strategies, targets and standards, according to workplace policies and procedures. P2 Monitor performance against defined performance criteria and/or assignment instructions and corrective action taken if required. P3 Support team in identifying and resolving problems that may impede performance and to suggest improvements in team Performance. P4 Consult team members in any review and revision of team objectives and goals. P5 Address performance issues which cannot be rectified within the team to appropriate personnel according to employer policy.

P6 Refer concerns of a team and individual are referred to next level of management or appropriate specialist and conduct negotiations on their behalf.

P7 Keep team members inform of any changes in the priority allocated to assignments, or tasks which might impact on client/customer needs and satisfaction.

P8 Monitor team operations to ensure that internal or external employer/client needs and requirements are met.

P9 Provide follow-up communication on all issues affecting the team

P10 Conduct team meetings to review work operations and address issues according to workplace policies and procedures.

P11 Support team in identifying and resolving problems that may impede performance and to suggest improvements in team performance.

P12 Consult team members in any review and revision of team objectives and goals.

P13 Raise any inappropriate values and standards exhibited in the workplace with the person concerned.

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 conflict resolution techniques

K2: Explain management styles

K3: Describe methods of monitoring performance

K4: Outline the relevant legal requirements

K5: Outline strategies for dealing effectively with team member complaints or grievances and

K6: Explain team dynamics and facilitation processes

K7: Describe communication skills

K8: State workplace policies and procedures

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 lead small teams. 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. Evidence of the following is essential:

- demonstrate the ability to build positive team spirit and effectively manage overall team
- performance within a workplace context;
- demonstrate the ability to coordinate a work team in a range of contexts or occasions; and
- Show knowledge of leadership, motivation and teamwork principles.

0723-T-39. Plan and organize work

Overview:

This unit covers the outcomes required in planning and organizing work. It may be applied to a small independent operation or to a section of a large organization.

Unit of Competency	Performance Criteria
1. Set objectives and plan work activities	P1 Identify work objectives in consultation with supervisor and consistent with organizational aims. P2 Determine work activities, consistent with, and linked to objectives and broken down into steps in accordance with set time frames. P3 Establish work activity priorities and deadlines in consultation with others, as appropriate, optimizing the use of time and resources. P4 Identify your own and team responsibilities and levels of authority to ensure understanding of roles. P5 Assess resource implications of the work activities as appropriate consistent with workplace procedures.
2. Plan and schedule work activities	P1 Coordinate schedule of work activities with personnel concerned P2 Conduct work within established workplace policies and the business goals of the workplace. P3 Schedule work tasks
3. Implement work plans	P1 Identify work methods and practices in consultation with personnel concerned. P2 Implement work plans in accordance with set time frames, resources and standards.
4. Monitor work activities	P1 Monitor work activities and compare with set objectives. P2 Monitor work performance P3 Report and coordinate deviations from work activities with appropriate personnel and in accordance with set standards. P4 Compile reporting requirements with in accordance with recommended format. P5 Maintain files in accordance with standard operating procedures.
5. Review and evaluate work plans and activities	P1 Review work plans, strategies and implementation based on accurate, relevant and current information. P2 Base the review on comprehensive consultation with appropriate personnel on outcomes of work plans and reliable feedback. P3 Get the feedback to identify and develop ways to improve competence

within available opportunities.

P4 Provide results of review to concerned parties and formed as the basis for adjustments/simplifications to be made to policies, processes and activities.

P5 Conduct performance appraisal in accordance with organization rules and regulations.

P6 Prepare performance appraisal report and document it regularly as per organization requirements.

P7 Prepare recommendations and present to appropriate person- nel/authorities.

P8 Implement feedback mechanisms in line with organization policies

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 Communication skills:

- sharing information,
- listening and understanding,
- negotiation,
- facilitation and team collaboration

K1. Explain the ways of conducting team meetings

K2. List down motivation skills

K3. Outline the organization's strategic plan, policies rules and regulations, laws and objectives for work unit activities and priorities

K4. Outline organizations policies, strategic plans, guidelines related to the role of the work unit

K5. Explain team dynamics and facilitation processes

K6. Describe the following

- Organizing
- Planning
- Presentation skills
- Team work and consultation strategies

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 plan and organize 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.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- implemented work plans;
- monitored work activities;
- planned and scheduled work activities;
- reviewed and evaluated work plans and activities; and
- Set objectives.

0723-T-40. Develop teams and individuals

Overview:

This unit covers the skills, knowledge and attitudes required to determine individual and team development needs and facilitate the development of the workgroup.

Unit of Competency	Performance Criteria
1. Monitor and evaluate workplace learning	P1 Utilize feedback from individuals or teams to identify and implement improvements in future learning arrangements. P2 Assess and record outcomes and performance of individuals/teams to determine the effectiveness of development programs and the extent of additional support. P3 Negotiate modifications to learning plans to improve the efficiency and effectiveness of learning. P4 Maintain records and reports of competency within organizational requirement.
2. Develop team commitment and cooperation	P1 Use open communication processes to obtain and share information are used by team. P2 Reach onto decisions by the team in accordance with its agreed roles and responsibilities. P3 Develop mutual concern and camaraderie in the team.
3. Plan learning and development in the team	P1 Identify learning and development needs systematically in line with organizational requirements based on feedback on performance and self-evaluation. P2 Develop and implement learning plan to meet individual and group training and developmental needs P3 Encourage individuals to self -valuate performance and identify areas for improvement.
4. Select suitable learning method	P1 Identify learning and development program goals and objectives to match the specific knowledge and skills requirements of competency standards. P2 List down appropriately the learning delivery methods to the learning goals, the learning style of participants and availability of equipment and resources. P3 Identify resources and timelines required for learning activities are

	identified and approved in accordance with organizational requirements.
5. Facilitate accomplishment of organizational goals	P1 Participate in team activities and communication processes. P2 Develop individual and joint responsibility for their actions. P3 Sustain collaborative efforts are sustained to attain organizational goals.

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 ability to relate to people from a range of social, cultural, physical and mental backgrounds

K2.   Explain the career paths and competency standards in the industry

K3.   List down coaching and mentoring principles

K4.   Outline the communication skills including receiving feedback and reporting, maintaining effective relationships and conflict management

K5.   Describe facilitation skills to conduct small group training sessions

K6.   Explain methods and techniques for eliciting and interpreting feedback

K7.   Describe the methods for identifying and prioritizing personal development opportunities and options

K8.   Elaborate planning skills to organize required resources and equipment to meet learning needs

K9.   Explain the ways of reporting skills to organize information; assess information for relevance and accuracy and elaborate on learning outcomes

K10. Explain the ways to improve and develop team

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 teams and individuals. 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. Evidence of the following is essential:

- accessed and designated learning opportunities;
- facilitated participation of individuals in the work of the team;
- gave and received feedback constructively;
- identified and implemented learning opportunities for others;
- negotiated learning plans to improve the effectiveness of learning; and
- Prepared learning plans to match skill needs.

0723-T-41. Apply problem solving techniques in the workplace using critical thinking

Overview:

This competency covers the knowledge, skills and attitudes required to apply the process of problem solving for problems beyond those associated directly with the process unit.

Unit of Competency	Performance Criteria
1. Analyze the problem	P1 Evaluate issues/concerns are evaluated based on data gathered.
	P2 Identify possible causes of problem are identified within the area of responsibility as based on experience and the use of problem solving tools/analytical techniques.
	P3 Develop possible cause statements based on findings.
	P4 Use analogies to support reasoning.
	P5 Identify cause and effects are identified based on the criteria or information provided to support reasoning.
2. Identify possible solutions	P1 Consider all possible options for solution of the problem in accordance with safety and operating procedures.
	P2 Determine strengths and weaknesses of possible options
	P3 Take corrective action to solve the problem and determine its possible future causes.
	P4 Analyze past experience
	P5 Provide samples to support generalization.
	P6 Implement simulations as needed.
3. Recommend solution to higher management	P1 Prepare report or documentation
	P2 Present recommendations to appropriate personnel.
	P3 Follow up recommendations, if required.
4. Implement solution	P1 Identify measurable objectives
	P2 Identify resource needs
	P3 Prepare timelines in accordance with plan.
5. Evaluate/monitor results and outcome	P1 Identify processes and improvements based on evaluative assessment of problem.
	P2 Prepare recommendations and submit to superiors.

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 Analytical skills and broad knowledge of diagnostic tools

K2.   Explain broad knowledge of the client business domain

K3.   Elaborate broad understanding of organizational systems and functions

K4.   Outline communication skills according to the type of audience

K5.   Describe the ways to develop critical thinking

K6.   Explain methods and techniques for decision making within a limited range of options

K7.   Describe general customer service skills

K8.   Elaborate problem solving tools:

    a.   cause/effect

    b.   pare to

    c.   multi criteria matrix etc.

K9.   Explain the methods of questioning and active listening employed to clarify general information

K10.   Explain the ways to improve teamwork in reference to personal responsibility

K11.   Explain the ways time management and planning

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 teams and individuals. 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. Evidence of the following is essential:

- analyze the problem and its cause with a critical thinking approach;
- identify possible solutions and scenarios;
- implement solutions;
- make reasoning based on facts, constructive arguments, analogies;
- outcomes evaluated/monitored; and
- Recommend solutions to higher management.

0723-T-42. Direct human resources management of a project program

Overview:

This unit describes the skills and knowledge required to direct human resource organization and staffing across a program, direct project managers in relation to staff performance, and to provide leadership within the program. It applies to individuals who are program managers, managing a suite of projects (a program).

Unit of Competency	Performance Criteria
1. Direct human resources management planning	P1 Direct stakeholder assessment to establish a basis for stakeholder management within projects and overall program
	P2 Direct stakeholder assessment to establish a basis for stakeholder management within projects and overall program
	P3 Direct responsibility assignment for project activities and tasks, and establish authorization protocols
2. Manage program organization and staffing	P1 Determine resource requirements for projects in consultation with project managers and appropriate stakeholders, to establish program staffing levels, allocation to projects and required competencies
	P2 Direct project organization and structure to optimize alignment of individual and group competencies within projects
	P3 Direct recruitment of staff for allocation to projects or reallocation within the organization, within agreed delegated authority, to meet competency requirements throughout the program
	P4 Direct project managers use of human resources management (HRM) methods, techniques and tools, and modify for program requirements
	P5 Utilize organizational HRM system and HRM processes across projects
3. Direct project staff performance management	P1 Obtain agreement on performance measurement criteria for clarity of roles and responsibilities and ongoing assessment
	P2 Ensure systems for ongoing development and training of personnel across the program are established and implemented by project managers
	P3 Measure individuals performance against agreed criteria and authorize actions to overcome shortfalls in performance and encourage career progression
4. Provide overall leadership to project	P1 Manage a system of continuous improvement of staff to enhance program effectiveness

teams	P2 Analyze individual and team performance and morale levels and take action where necessary
	P3 Direct procedures for interpersonal communication, counseling and conflict resolution by project managers, and review results to maintain and promote a positive working environment
	P4 Identify and positively manage intra-organizational and intra-project conflict to maximize achievement of program objectives
	P5 Aggregate HRM lessons learnt for application in planning and, where appropriate, pass on information to others for consideration in strategic planning and direction

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 human resource management methods, techniques and tools

K2. Identify relevant legislation

K3. Describe models of performance management and performance development.

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 direct human resources management of a project program. 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:

- direct human resources management (HRM) planning, including:
    - directing project analysis to determine program requirements
    - directing stakeholder assessment
    - directing responsibility assignment and establishing authorization protocols
- manage program organization and staffing, including:
    - determining project resource requirements

- o directing project organization and structure
- o directing staff recruitment
- o directing project managers use of HRM methods, techniques and tools
- o utilizing organizational HRM system and processes across projects
- direct project staff performance management, including:
  - o obtaining agreement on measurement criteria
  - o ensuring systems for ongoing development and training
  - o measuring individuals performance and authorizing relevant action
- provide overall leadership to project teams, including:
  - o managing a continuous improvement system
  - o analyzing and taking action on individual and team performance and morale levels
  - o directing procedures for interpersonal communication, counseling and conflict resolution by project managers, and reviewing results
  - o identifying and positively managing intra-organizational and intra-project conflict
  - o Aggregating and passing on HRM lessons learnt.

10.6. Soft Skills.

0723-T-43. Manage personal work priorities and professional development

Overview: This unit describes the skills and knowledge required to create systems and process to organize information and prioritize tasks. It applies to individuals working in managerial positions who have excellent organizational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behavior of others as managers at this level are role models in their work environment.

Unit of Competency	Performance Criteria
1. Establish personal work goals	P1 Serve as a positive role model in the workplace through personal work planning P2 Ensure personal work goals, plans and activities reflect the organization s plans, and own responsibilities and accountabilities P3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur
2. Set and meet own work priorities	P1 Take initiative to prioritize and facilitate competing demands to achieve personal, team and organizational goals and objectives P2 Use technology efficiently and effectively to manage work priorities and commitments P3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	P1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans P2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence P3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence P4 Participate in networks to enhance personal knowledge, skills and work relationships P5 Identify and develop new skills to achieve and maintain a competitive edge

Knowledge & Understanding

K1: explain principles and techniques involved in the management and organization of:

- performance measurement

- personal behavior, self-awareness and personality traits identification

- a personal development plan

- personal goal setting

- time

K2: discuss management development opportunities and options for self

K3: describe methods for achieving a healthy work-life balance

K4: outline organization s policies, plans and procedures

K5: explain types of learning style/s and how they relate to the individual

K6: describe types of work methods and practices that can improve personal performance.

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 personal work priorities and professional development. 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 re-quirements and environmental constraints. Demonstrated evidence is required of the ability to:

- use business technology to create and use systems and processes to organize and priori-ties tasks and commitments

- measure and maintain personal work performance including assessing competency against competency standards and seeking feedback

- maintain an appropriate work-life balance to manage personal health and stress

- participate in networks

- develop a personal development plan which includes career objectives and an action plan

- Develop new skills.

0723-T-44. Manage workforce planning

Overview: This unit describes the skills and knowledge required to manage planning in relation to an organization's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends. It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.

Unit of Competency	Performance Criteria
1. Research workforce requirements	P1 Review current data on staff turnover and demographics P2 Assess factors that may affect workforce supply P3 Establish the organization's requirements for a skilled and diverse workforce
2. Develop workforce objectives and strategies	P1 Review organizational strategy and establish aligned objectives for modification or retention of the workforce P2 Consider strategies to address unacceptable staff turnover, if required P3 Define objectives to retain required skilled labor P4 Define objectives for workforce diversity and cross-cultural management P5 Define strategies to source skilled labor P6 Communicate objectives and rationale to relevant stakeholders P7 Obtain agreement and endorsement for objectives and establish targets P8 Develop contingency plans to cope with extreme situations
3. Implement initiatives to support workforce planning objectives	P1 Implement action to support agreed objectives for recruitment, training, redeployment and redundancy P2 Develop and implement strategies to assist workforce to deal with organizational change P3 Develop and implement strategies to assist in meeting the organization's workforce diversity goals P4 Implement succession planning system to ensure desirable workers are developed and retained P5 Implement programs to ensure workplace is an employer of choice
4. Monitor and evaluate workforce trends	P1 Review workforce plan against patterns in exiting employee and workforce changes P2 Monitor labor supply trends for areas of over- or under-supply in the

	external environment
	P3 Monitor effects of labor trends on demand for labor
	P4 Survey organizational climate to gauge worker satisfaction
	P5 Refine objectives and strategies in response to internal and external changes and make recommendations in response to global trends and incidents
	P6 Regularly review government policy on labor demand and supply
	P7 Evaluate effectiveness of change processes against agreed objectives

Knowledge & Understanding

K1: explain current information about external labor supply relevant to the specific industry or skill requirements of the organization

K2: outline industrial relations relevant to the specific industry

K3: describe labor force analysis and forecasting techniques

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 workforce planning. 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:

- review and interpret information from a range of internal and external sources to identify:
    - current staff turnover and demographics
    - labor supply trends factors that may affect workforce supply
    - organization's workforce requirements objectives and strategies
- manage workforce planning including developing, implementing, monitoring and reviewing strategies to meet workforce needs
- review relevant trends and supply and demand factors that will impact on an organization's workforce

- Develop a workforce plan that includes relevant research and specific strategies to ensure access to a skilled and diverse workforce.

0723-T-45. 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 time lines 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-offs for concluding project

Knowledge & Understanding

K1: give examples of project management tools and how they contribute to a project

K2: outline types of documents and other sources of information commonly used in defining the parameters of a project

K3: explain processes for identifying and managing risk in a project

K4: outline the organization's mission, goals, objectives and operations and how the project relates to them

K5: explain the organization's procedures and processes that are relevant to managing a project including:

- lines of authority and approvals
- quality assurance
- human resources
- budgets and finance
- recordkeeping
- reporting

Outline the legislative and regulatory context of the organization in relation to project work, including work health and safety (WHS) requirements.

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 work-

place 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:

- define the parameters of the project including:
  - o project scope
  - o project stakeholders, including own responsibilities
  - o relationship of project to organizational objectives and other projects
  - o reporting requirements
  - o resource requirements
- use project management tools to develop and implement a project plan including:
  - o deliverables
  - o work breakdown
  - o budget and allocation of resources
  - o timelines
  - o risk management
  - o recordkeeping and reporting
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project
- finalize the project including documentation, sign-offs and reporting

Review and document the project outcomes.

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0723-T-46. Maintain professionalism in the workplace

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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 sufficient 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 & Understanding

K1: Explain application of good manners and right conduct

K2: Explain basic practices for oral and personal hygiene

K3: Describe common products used for oral and personal hygiene

K4: Outline the company code of conduct/values

K5: Outline the Company regulations, performance and ethical standards

K6: Explain work responsibilities/job functions

K7: Describe communication skills

K8: State 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.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- clarify and affirm work values/ethics/concepts consistently in the workplace;
- comply with required working times;
- conduct work practices satisfactorily and consistently, in compliance with work ethical standards, organizational policy and guidelines;
- Develop suitable hygiene

Keep adequate distance while interacting with colleagues and clients.

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0723-T-47. Maintain professional development and career professionalism

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Overview: This unit describes the outcomes required to promote own learning career growth and advancement.

Unit of Competency	Performance Criteria
1. Identify own learning needs	P1 Identify earning needs through evaluation of existing skills and knowledge against job and career progression requirements. P2 Gather feedback and appraisal is gathered from supervisors, colleagues and clients and used to identify learning needs and skill gaps. P3 Give advice to relevant personnel regarding identified professional needs.
2. Motivate and build the team	P1 Sought opportunities are sought for undertaking skill-development activities and are planned in liaison with work group and relevant personnel. P2 Follow and apply advice on the job coaching/mentoring P3 Undertake formal training programs where available. P4 Utilize knowledge and skills gained through professional development activities in the workplace and for career development. P5 Collect constructive assessment and feedback on work performance from colleagues and supervisor to identify ongoing learning needs and opportunities.

3. Maintain professional growth and development	P1 Sought recognitions as evidence of career advancement.
	P2 Obtain licenses and/or certifications relevant to job and career
	P3 Lay down professional goals and strategies to develop the required skills and knowledge through professional development

Knowledge & Understanding

K1: Explain all possible learning and development tools: training, mentoring, coaching, networking, seminars, project assignments

K2: Explain education, qualification and certification systems in the country

K3: Describe fundamental rights at work including gender sensitivity

K4: Outline methodology to identify own learning needs and preferred learning style

K5: Elaborate methods of obtaining feedback

K6: Explain Range of options for undertaking personal skill development

K7: Describe Workplace policies and procedures

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 lead small teams. 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. Evidence of the following is essential:

- determine areas for skills and knowledge improvement;
- identify job skill and knowledge requirements; and

Seek and implement feedback on own learning needs

0723-T-48. 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 & Understanding

K1: identify the key provisions of relevant legislation, standards and codes that affect aspects of business operations or the achievement of team goals

K2: describe organizational requirements for managing appointments for personnel within the organization

K3: summarize the range of appointment systems that could be used

K4: outline 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.

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:

- Appropriately manage the schedules of various individuals through a process of careful planning and negotiation.

0723-T-49. 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 & Understanding

K1: Explain responsibilities of employers and employees under relevant health and safety regulation

K2: describe emergency procedures including procedures for fires, accidents and evacuation

K3: 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.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. The unit assessment must ensure the safety processes; hazards and risk are relevant to the area of work. Evidence of the following is essential:

- Accurately following all relevant safety procedures
- Identifying and reporting hazards to designated personnel
- Knowledge of relevant health and safety regulations
- Knowledge of relevant materials, equipment and work processes.

0723-T-50. Develop workplace documents

Overview: This unit covers interpreting and composing a range of workplace documents from a number of sources. It includes interpreting written information for workplace purposes as well as planning, drafting and reviewing a basic document before writing the final version. The focus is on the content and structure of written materials and not on the use of computer technology

Unit of Competency	Performance Criteria
1. Interpret written information	P1 Read workplace materials to identify the subject and key information for using or reporting to others. P2 Read procedural manuals and codes of practice to locate specific information to carry out work functions in accordance with policy and standards. P3 Read a range of written materials to locate and select required information for summaries, short reports and responses to requests. P4 Identify the cultural context and prior knowledge required to interpret workplace information and obtain assistance when required. P5. Determine audience and purpose for the document P6 Seek assistance with interpretation of complex materials in accordance with organizational procedures.
2. Develop written materials	P1 Identify and comply with established requirements for a range of written materials in accordance with organizational procedures and standard templates. P2. Determine format and structure P3. Establish key points for inclusion P4. Identify organizational requirements P5. Establish method of communication P6. Establish means of communication
3. Draft document	P1 Develop draft document to communicate key points P2. Obtain and include any required additional information P3 Prepare written information in an accurate, concise and unambiguous manner that meets intended audience and organizational requirements.
4. Review document	P1 Check draft for suitability of tone for audience, purpose, format and communication style P2. Check draft for readability, grammar, spelling, sentence and para-

	graph 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
5. Write final document	P1 Make and proofread necessary changes
	P2. Ensure document is sent to intended recipient within required time frames
	P3. File copy of document in accordance with organizational policies and procedures

Knowledge & Understanding

K1: Explain the reading and writing procedures at a level to cope with a range of workplace materials

K2: Explain the integration of information from a number of sources in order to generate meaning

K3: Describe the ways to write and sequence paragraphs according to the required purpose of written material

K4: Outline the linking ideas in written material through selection and use of words, grammatical structures, headings and punctuation appropriate to the purpose

K5: Elaborate spelling, punctuation and grammar for workplace documents at an experienced level

K6: Explain the response to diversity, including gender and disability

K7: Explain the implementation of ergonomic requirements for office work

K8: Explain the environmental policies such as those relating to paper use/wastage/recycling

K9: Describe the preparation of general information and papers according to target audience

K10: Elaborate the ways of proofreading and editing documents to ensure clarity of meaning and conformity to organizational requirements

K11: Describe the problem-solving skills to determine document design and production processes

K12: Explain the usage of resources to assist in document production, such as dictionary, thesaurus, templates, style sheets

K13: Describe the ways to produce business letters, memos, job applications, resumes, meeting agendas and minutes

K14: Explain the ways to fold and insert letters into a standard and window faced envelope.

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 interpret written information for workplace purposes and plan, draft and review a basic document before writing the final version. 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. Evidence of the following is essential:

- Producing a range of documents that accurately convey required information including single and multipage business letters, memos, job applications, resumes, meeting agendas and minutes.

- Using formatting suitable for intended audience

- Knowledge of organizational policies and procedures for document production

0723-T-51. Identify and communicate trends in career development

Overview: This unit describes the skills and knowledge required to conduct research to identify and communicate career trends. It establishes the need to interact professionally with others in assessing career needs, to effectively assist clients identify competencies they require for a career and employability in a given context. It also examines how to maintain quality of career development services and professional practice. It applies to individuals seeking to identify and communicate trends in career development.

Unit of Competency	Performance Criteria
1. Research and confirm career trends	P1 Apply knowledge of changing organizational structures, lifespan of careers and methods of conducting work search, recruitment and selection processes
	P2 Analyze changing worker and employer issues, rights and responsibilities in context of changing work practices
	P3 Examine importance of quality careers development services
	P4 Maintain all research, documentation, sources and references (electronic or physical) to a high degree of currency and relevance
	P5 Analyze implications of relevant policy, legislation, professional codes of practice and national standards relating to worker and employer is-

	sues
	P6 Research changes and trends in theory of career development counseling and practice
	P7 Confirm clusters, levels and combinations of transferable employability skills and preferences that may open employment options spanning more than one occupation or career pathway
2. Assess and confirm ongoing career development needs of target group	P1 Analyze history and records in assessing needs of target group
	P2 Assess success of previous career development services and techniques used for individual or target group
	P3 Deploy other means to investigate appropriate care and counseling approaches as required
	P4 Maintain privacy and security of all data, research and personal records according to relevant policy, legislation, professional codes of practice and national standards
	P5 Establish existing work-life balance requirements, issues and needs
3. Maintain quality of career development services and professional practice	P1 Analyze and review relevance of career theories, models, frameworks and research for target group
	P2 Incorporate into career development services and professional practice, major changes and trends influencing workplace and career-related options and choices
	P3 Comply with all relevant policy, legislation, professional codes of practice and national standards that influence delivery of career development services

Knowledge & Understanding

K1: explain client care and counseling techniques and processes in the context of career development services

K2: describe diversity and its potential effects on career choices

K3: outline human psychological development and needs in relation to careers development

K4: outline relevant policy, legislation, codes of practice and standards relevant to career development

K5: explain recruitment and selection processes in the context of career development services

K6: describe a range of data gathering and research techniques

K7: explain techniques used to analyze trends.

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 identify and communicate trends in career development. 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:

- research and analyze current economic, labor market, employment, career and vocational, educational and training trends
- identify choices and career development needs for individuals and target groups within a given context
- report and document management of research and career development materials
- Comply with all relevant local, state/territory and national legislation, policies and practices.

10.7. Digital Skills

0723-T-52. Install computer operating systems and hardware

Overview: This unit describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

Unit of Competency	Performance Criteria
1. Identify operating system and hardware components	1.1 Determine ICT organizational requirements and specifications 1.2 Identify and select operating system 1.3 Identify appropriate external hardware components 1.4 Identify internal hardware components
2. Install and configure operating system and application software with hardware components	2.1 Install and configure operating system to meet organizational requirements 2.2 Identify the functions associated with the operating system and associated boot process 2.3 Configure power-management settings to minimize power consumption as an environmentally sustainable measure 2.4 Use both the graphical user interface and the command line interface to perform basic tasks 2.5 Install or upgrade application software onto the operating system and hardware configuration 2.6 Determine the relationship between an application program, the operating system and hardware 2.7 Identify general differences between the different computer platforms and their respective operating systems
3. Optimize operating system and hardware components	3.1 Optimize operating system using included tools or third-party utilities 3.2 Customize the graphical user interface 3.3 Use techniques unique to the command line interface 3.4 Set up and configure external hardware components and check functionality 3.5 Install drivers as appropriate and check functionality

Knowledge & Understanding

K1: Basic knowledge of current industry-accepted operating system, hardware and software products

K2: Compatibility of an operating system, in respect to other versions

K3: Function of single-user and multi-user operating systems

K4: Interoperability between operating systems

K5: OHS principles and responsibilities, including ergonomic principles to avoid injury associated with using computer systems.

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 select, configure and use computer operating systems and basic computer hardware. 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:

- Use an operating system in a variety of scenarios and across functions, including:
    - scheduling, loading, initiating, and supervising the execution of programs
    - allocating storage
    - initiating and controlling input and output operations
    - handling errors
- Identify and install suitable hardware components
- Install and upgrade application software.

0723-T-53. 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	1.1 Use safe work practices to ensure ergonomic, work organization, energy and resource conservation requirements are addressed 1.2 Use wrist rests and document holders where appropriate 1.3 Use monitor anti-glare and radiation reduction screens where appropriate
2. Identify and select appropriate digital media package	2.1 Identify the basic requirements of a design brief, including user environment 2.2 Research and review suitable available digital media packages 2.3 Select an appropriate digital media package to meet design brief requirements
3. Use digital media package	3.1 Procure or create suitable data to meet requirements of the brief 3.2 Manipulate data using digital media package tools 3.3 Ensure naming and storing of documents in appropriate file format in directories or folders
4. Review digital media design	4.1 Evaluate design for creative, dramatic and technical quality, file size, and suitability to meet the brief 4.2 Test and run any incorporated graphics, video or sound as part of a digital media presentation and present designs in the appropriate format 4.3 Review final product against design brief

Knowledge & Understanding

K1: Basic principles of visual design

K2: Functions and features of digital media packages and technologies

K3: Graphic design and stylistic language conventions

K4: OHS principles and responsibilities for ergonomics, such as work periods and breaks

K5: Principles of digital imaging and file formats, video and sound file formats, file management and transfer systems

K6: Vendor product directions in digital media hardware and software

123

K7: 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.

Performance requirements

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints. 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.

0723-T-54. 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.

Unit of Competency	Performance Criteria
1. Plan and prepare for task to be undertaken	1.1 Requirements of task are determined as per standard operating procedures 1.2 Appropriate hardware and software is selected according to task assigned and required outcome 1.3 Task is planned to ensure
2. Input data into computer	2.1 Data are entered into the computer using appropriate program/application in accordance with company procedures 2.2 Accuracy of information is checked and information is saved in accordance with standard operating procedures 2.3 Inputted data are stored in storage media according to requirements 2.4 Work is performed within ergonomic guidelines
3. Access information using computer	3.1 Correct program/application is selected based on job requirements 3.2 Program/application containing the information required is accessed according to company procedures 3.3 Desktop icons are correctly selected, opened and closed for navigation purposes 3.4 Keyboard techniques are carried out in line with OH & S requirements for safe use of keyboards
4. Produce/output data using computer system	4.1 Entered data are processed using appropriate software commands 4.2 Data are printed out as required using computer hardware/peripheral devices in accordance with standard operating procedures 4.3 Files and data are transferred between compatible systems using computer software, hardware/ peripheral devices in accordance with standard operating procedures
5. Maintain computer equipment and systems	5.1 Systems for cleaning, minor maintenance and replacement of consumables are implemented

| | 5.2 Procedures for ensuring security of data, including regular back-ups and virus checks are implemented in accordance with standard operating procedures |
| | 5.3 Basic file maintenance procedures are implemented in line with the standard operating procedures |

Knowledge & Understanding

K1: Basic ergonomics of keyboard and computer use

K2: Main types of computers and basic features of different operating systems

K3: Main parts of a computer

K4: Storage devices and basic categories of memory

K5: Relevant types of software

K6: General security

K7: Viruses

K8: OH & S principles and responsibilities

K9: Calculating computer capacity

Critical Evidence(s) Required

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

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:

- 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
- Used appropriate devices and procedures to transfer files/data accurately
- Maintained computer system

0723-T-55. Apply computer applications

Overview: This unit describes the performance outcomes, skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing, a spreadsheet and presentation application package.

Unit of Competency	Performance Criteria
1. Use appropriate OHS office work practices	1.1 Use safe work practices to ensure ergonomic, work organization, energy and resource conservation requirements are addressed 1.2 Use wrist rests and document holders where appropriate 1.3 Use monitor anti-glare and radiation reduction screens where appropriate
2. Install and remove software	2.1 Select software to be installed 2.2 Follow installation instructions 2.3 Delete unrequired software
3. Use appropriate word-processing software	3.1 Select word-processing software appropriate to perform activity 3.2 Identify document purpose, audience and presentation requirements, and clarify with personnel as required 3.3 Identify organizational requirements for text-based business documents and design document structure and layout to ensure consistency of style and image 3.4 Match document requirements with software functions to provide efficient production of documents 3.5 Use technical functions, other data and formatting to finalize documents 3.6 Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications
4. Use appropriate spreadsheet software	4.1 Select spreadsheet software appropriate to perform activity 4.2 Identify document purpose, audience and presentation requirements, and clarify with personnel as required 4.3 Enter simple formulas and functions using cell referencing where required 4.4 Customize spreadsheet settings and format documents to meet requirements

	4.5 Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications
5. Use appropriate presentation software	5.1 Select software application package appropriate to perform activity
	5.2 Identify purpose, audience and presentation requirements, and clarify with personnel as required
	5.3 Use technical functions, other data and formatting to finalize documents
	5.4 Ensure documents are named and stored in appropriate directories or folders and printed to required specifications
	5.5 Make a presentation

Knowledge & Understanding

K1: Application software packages used by the organization

K2: Basic technical terminology related to reading help files and responding to system help prompts

K3: Basic knowledge of system usage

K4: Current business practices related to using software to prepare reports

K5: Features and functions of commercial computing packages

K6: Import and export software functions

K7: Linking documents

K8: OHS principles and responsibilities for ergonomics, such as work periods and breaks

K9: Purpose, use and functions of applications

K10: Use of input and output devices

K11: Functions and uses of word processing, spreadsheet and presentation software

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 operate three commercial software packages, including a word-processing and a spreadsheet application package. 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. Evidence of the ability to:

- Produce workplace documents using a minimum of three different software application packages
- Open, amend and save files and documents according to organizational requirements
- Use OHS principles and responsibilities for ergonomics, such as work periods and breaks
- Use help manuals and online help.

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:

- Use an operating system in a variety of scenarios and across functions, including:
  - scheduling, loading, initiating, and supervising the execution of programs
  - allocating storage
  - initiating and controlling input and output operations
  - handling errors
- Identify and install suitable hardware components
- Install and upgrade application software.

0723-T-56. 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	1.1 Determine documentation requirements 1.2 Investigate documentation and industry standards for requirements and determine appropriate application to user documentation 1.3 Design documentation templates using appropriate software and obtain approval from appropriate person
2. Produce user documentation	2.1 Conduct a review of the subject system, program, network or application in order to understand its functionality 2.2 Gather existing technical, design or user specifications and supporting documentation

	2.3 Create user documentation based on template to record the operation of the subject system, program, network or application
3. Review and obtain sign-off	3.1 Submit user documentation to target audience for review
	3.2 Gather and analyze feedback
	3.3 Make changes to user documentation
	3.4 Submit user documentation to appropriate person for approval

Knowledge & Understanding

K1: Content features, including clarity and readability

K2: Document design, web design and usability

K3: Functions and features of templates and style guides

K4: Instructional design principles

Critical Evidence(s) Required

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

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 create user documentation that:

- Meets business requirements
- Caters for a diverse readership
- Is clear to the target audience
- Is easy to navigate.

0723-T-57. 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 analyze documentation requirements and client needs	1.1 Consult with client to identify documentation requirements 1.2 Interpret and evaluate documentation requirements and confirm details with client 1.3 Investigate industry and documentation standards for requirements 1.4 Define and document the scope of work to be produced 1.5 Consult with client to validate and confirm the scope of work
2. Design documentation	2.1 Identify information requirements with reference to layout and document structure 2.2 Create document templates and style guides consistent with information requirements 2.3 Conduct a review of the system in order to understand its functionality 2.4 Extract content that meets information requirements according to copyright restrictions 2.5 Develop the structure of the technical documentation giving focus to the flow of information, style, tone and content format 2.6 Validate the technical documentation structure with the client
3. Develop documentation	3.1 Write technical documentation based on the template and scope of work using the information gathered 3.2 Translate technical terminology into plain English where appropriate 3.3 Apply content format and style according to documentation standards and templates
4. Evaluate and edit documentation	4.1 Submit technical documentation to appropriate person for review 4.2 Gather and analyze feedback 4.3 Incorporate alterations into the technical documentation 4.4 Edit the technical documentation for technical and grammatical accuracy
5. Prepare documentation for publication	5.1 Check that the completed technical documentation meets client re-

	quirements and scope of work
	5.2 Submit the technical documentation to appropriate person for approval
	5.3 Prepare the technical documentation for publication and distribution using appropriate channels

Knowledge & Understanding

K1: Content features, such as clarity and readability

K2: Document design, web design and usability

K3: Functions and features of templates and style guides

K4: Instructional design principles

K5: Organizational policies, procedures and standards that cover document design.

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.

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:

- 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.

0723-T-58. 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. Analyze the requirements for the database	1.1 Determine the information that the database is required to hold
	1.2 Develop a written requirement report for the functionality of the database
	1.3 Complete the documentation, and submit it to the appropriate person for approval
2. Use data modeling to design the database to suit requirements	2.1 Design an entity-relationship (ER) diagram to model the relationships between the entities and the attributes that the database will hold
	2.2 Develop primary and foreign keys to link the entities
	2.3 Develop a data dictionary
	2.4 Complete the documentation, and submit it to the appropriate person for approval
3. Create a database on a web or database server	3.1 Use the appropriate language on a web or database server to create one or more databases
	3.2 Use the appropriate language on a web or database server to create tables
	3.3 Populate the database fields
4. Test the database and debug	4.1 Test the database on the web or database server
	4.2 Ensure that the information represented matches the requirements

Knowledge & Understanding

K1: outline the principles of open platforms, including browsers and databases

K2: list the processes associated with the creation of entities, attributes, and I populating

fields, using both software solutions and script- based input

K3: describe data-modeling techniques to design a database

K4: outline the steps in database design, modeling and implementation

K5: describe the internet operation related to web servers and clients

K6: identify the naming conventions appropriate to database design

K7: identify security restrictions on servers, incorporating some theoretical concepts

K8: describe best practice communication, and accessibility, for audiences with special

needs.

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 navi-

gate. 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:

- research client requirements for a database solution
- design a database that meets client requirements
- create a database on a web hosting service or server to meet client requirements by a due date
- Test and debug the database.

0723-T-59. 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	1.1 Explain characteristics of the term social media 1.2 Identify different types of social-media tools and applications 1.3 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	2.1 Select one social media type for review 2.2 Review most popular tools and applications within that social media type 2.3 Itemize benefits across a range of the most popular tools and applications 2.4 Select most appropriate social media tool or application
3. Set up and use popular social media tools and applications	3.1 Identify social media tools and applications for possible implementation 3.2 Initiate preferred social media tools and applications for use 3.3 Establish social media interface using text and file content 3.4 Initiate social networking interaction 3.5 Test and evaluate tools and applications for ease of use 3.6 Present findings

Knowledge & Understanding

K1: Basic technical terminology in relation to social networking and social media applications and tools

K2: Basic knowledge of uploading images, text files, pdf files, audio files, video files and link associated files

K3: Features and functions of social media applications

K4: Import and export software functions

K5: Linking documents

K6: OHS principles and responsibilities for ergonomics, including work periods and breaks

K7: Tagging to facilitate collaborative folksonomy

K8: Social media applications and procedures for connecting to social networking sites

K9: Use of input and output devices

K10: 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.

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:

- 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.

0723-T-60. Use digital devices

Overview: This unit describes the skills and knowledge required to use a range of digital devices, such as a digital camera, video camera, or personal digital assistant (PDA) device. It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to support their work in a home office or small office environment.

Unit of Competency	Performance Criteria
1. Prepare to use the digital device	1.1 Review the instruction manual and ensure identified components are available 1.2 Identify the physical components of the digital device 1.3 Turn on and follow access procedures to activate the digital device 1.4 Alter the digital device settings to best suit intended use 1.5 Configure power management settings where appropriate to minimize power consumption, as an environmentally sustainable measure
2. Set up and use the digital device	2.1 Identify and set the basic operating, security and menu settings 2.2 Navigate and manipulate the screen environment 2.3 Customize screen icons and access to applications where applicable 2.4 Use the digital device, and save and edit output where applicable 2.5 Identify more advanced features available and use as required
3. Access and use basic connectivity devices	3.1 Connect to external digital devices, such as computer devices or storage devices, to retrieve, copy, move and save information 3.2 Check physical connectivity of computer devices or storage devices to ensure operation and performance 3.3 Connect to a printer either through a computer device or directly, and use printer settings and print data 3.4 Access audio-visual devices to view and play a multimedia file
4. Shut down digital device	4.1 Save current work and back up important data 4.2 Close open programs on the digital device and any computer device or storage device 4.3 Shut down digital devices, according to manufacturer instructions

Knowledge & Understanding
K1: outline the capabilities and connectivity requirements of relevant:

- audio-visual devices
- peripheral devices

137

- storage devices

K2: list basic security functions

K3: explain basic software operation and associated applications

K4: explain digital device functions

K5: explain digital device settings.

Critical Evidence(s) Required

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

- turn on a digital device
- use the menu features and navigate a graphical user interface
- use device features to perform tasks
- Save the results of work.

0723-T-61. Operate word-processing applications

Overview: This unit describes the skills and knowledge required to operate word- processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels. It applies to individuals in the workplace using fundamental knowledge of word-processing under direct supervision or with limited responsibility.

Unit of Competency	Performance Criteria
1. Apply workplace health and safety (WHS) practices	1.1 Use workplace ergonomic work practices and strategies 1.2 Organize work area to ensure an ergonomic work environment
2. Create documents	2.1 Open word-processing application, create document and add data according to information requirements 2.2 Use document templates as required 2.3 Use simple formatting tools when creating the document 2.4 Save document to directory
3. Customize basic settings to meet page layout conventions	3.1 Adjust page layout to meet information requirements 3.2 Open and view different toolbars 3.3 Change font format to suit document purpose 3.4 Change alignment and line spacing according to document information requirements 3.5 Modify margins to suit the document purpose 3.6 Open and switch between several documents
4. Format documents	4.1 Use formatting features and styles as required 4.2 Highlight and copy text from another area in the document or from another active document 4.3 Insert headers and footers to incorporate necessary data 4.4 Save document in another file format 4.5 Save and close document to a storage device
5. Create tables	5.1 Insert standard table into document 5.2 Change cells to meet information requirements 5.3 Insert and delete columns and rows as necessary 5.4 Use formatting tools according to style requirements
6. Add images	6.1 Insert appropriate images into document and customize as necessary 6.2 Position and resize images to meet document formatting needs
7. Print documents	7.1 Preview document in print preview mode

7.2 Select basic print settings

7.3 Print document or part of document from printer

Knowledge & Understanding

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

K2: identify organizational requirements for ergonomics, including work periods and breaks

K3: select organizational style guide to use

K4: outline purpose, use and function of word-processing software.

Critical Evidence(s) Required

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

- 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.

0723-T-62. Operate spreadsheet applications

Overview: This unit describes the skills and knowledge required to operate word- processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels. It applies to individuals in the workplace using fundamental knowledge of word-processing under direct supervision or with limited responsibility.

Unit of Competency	Performance Criteria
1. Create presentations	1.1 Open presentation package and create a simple design for a presentation according to organizational requirements 1.2 Open blank presentation and add text and graphics 1.3 Apply existing styles within a presentation 1.4 Use presentation template and slides to create a presentation 1.5 Use various tools to improve the look of the presentation 1.6 Save presentation to the appropriate storage device and folder
2. Customize basic settings	2.1 Adjust display to meet user requirements 2.2 Open and view different toolbars to view options 2.3 Ensure font settings are appropriate for the presentation purpose 2.4 View multiple slides at once
3. Format presentations	3.1 Use and incorporate organizational charts and bulleted lists, and modify as required 3.2 Add objects and manipulate to meet presentation purposes 3.3 Import objects and modify for presentation purposes 3.4 Modify slide layout, including text and colors, to meet presentation requirements 3.5 Use formatting tools as required within the presentation 3.6 Duplicate slides within and across a presentation 3.7 Reorder sequence of slides and delete slides for presentation purposes 3.8 Save presentation in another format 3.9 Save to storage device and close presentation

4. Add slide show effects	4.1 Incorporate pre-set animation and multimedia effects into presentation as required to enhance the presentation
	4.2 Add slide transition effects to presentation to ensure smooth progression through the presentation
	4.3 Test presentation for overall effect
	4.4 Use onscreen navigation tools to start and stop slide show or move between different slides as required
5. Print presentation and notes	5.1 Select appropriate print format for presentation
	5.2 Select preferred slide orientation
	5.3 Add notes and slide numbers
	5.4 Preview slides and run spell check before presentation
	5.5 Print selected slides and submit presentation to appropriate person for feedback

Knowledge & Understanding

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

K2: outline the different types of:

- formal and informal presentations
- audience

K3: explain the effect of design and formatting on the readability and usability of presentations

K4: outline presentation pitfalls

K5: identify suitable 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.

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:

- create, format and prepare presentations for distribution and display
- customize basic settings
- Add slide show effects.

0723-T-63. Operate presentation packages

Overview: This unit describes the skills and knowledge required to operate word- processing applications and perform basic operations, including creating and formatting documents, creating tables and printing labels. It applies to individuals in the workplace using fundamental knowledge of word-processing under direct supervision or with limited responsibility.

Unit of Competency	Performance Criteria
1. Create spreadsheets	1.1 Open the spreadsheet application, create spreadsheet files and enter numbers, text and symbols into cells according to information requirements 1.2 Enter simple formulas and functions using cell referencing when required 1.3 Correct formulas when error messages occur 1.4 Use a range of common tools during spreadsheet development 1.5 Edit columns and rows within the spreadsheet 1.6 Use the auto-fill function to increment data where required 1.7 Save the spreadsheet to a folder on a storage device
2. Customize basic settings	2.1 Adjust page layout to meet user requirements or special needs 2.2 Open and view different toolbars 2.3 Change font settings so they are appropriate for the document purpose 2.4 Change alignment options and line spacing according to spreadsheet formatting features 2.5 Format cell to display different styles as required 2.6 Modify margin sizes to suit the purpose of the spreadsheets 2.7 View multiple spreadsheets concurrently
3. Format spreadsheet	3.1 Use formatting features as required 3.2 Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet 3.3 Use formatting tools as required within the spreadsheet 3.4 Align information in a selected cell as required 3.5 Insert headers and footers using formatting features 3.6 Save spreadsheet as another file type 3.7 Save to storage device and close spreadsheet
4. Incorporate object and	4.1 Import an object into an active spreadsheet

chart in spreadsheet	4.2 Manipulate imported object by using formatting features
	4.3 Create a chart using selected data in the spreadsheet
	4.4 Display selected data in a different chart
	4.5 Modify chart using formatting features
5. Print spreadsheet	5.1 Preview spreadsheet in print preview mode
	5.2 Select basic printer options
	5.3 Print spreadsheet or selected part of spreadsheet
	5.4 Submit the spreadsheet to appropriate person for approval or feedback

Knowledge & Understanding

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

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.

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:

- create spreadsheets
- customize basic settings
- format spreadsheets
- create basic formulas
- insert objects and charts in spreadsheets
- Save and print spreadsheets.

0723-T-64. 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	1.1 Use safe work practices including addressing ergonomic requirements when undertaking writing tasks 1.2 Use clear, concise and plain English in writing and editing tasks 1.3 Apply appropriate paragraph structure to written material to ensure clarity of meaning and ease of reading 1.4 Make clear and logical connections between sentences, paragraphs and sections 1.5 Determine and incorporate the language and style of the audience
2. Apply the appropriate voice, tone and tense	2.1 Determine appropriate voice, tone and tense of the written materials according to audience requirements 2.2 Maintain consistent voice, tone and tense throughout written material
3. Apply appropriate grammar, spelling and punctuation	3.1 Apply appropriate grammar conventions to a range of written contexts including use of numbers, quotations, and tables 3.2 Apply appropriate spelling and punctuation conventions in writing and editing tasks.
4. Perform editing and proofreading tasks to meet requirements	4.1 Edit written material to ensure clear meaning through language and paragraphs, consistent voice, tone and tense 4.2 Copyedit written material by checking grammar, spelling and punctuation using standard editing conventions 4.3 Proofreading using style guides and by monitoring written material for errors

Knowledge & Understanding

K1: main features of clear, concise and plain English language for written material

K2: grammar, punctuation and spelling conventions that meet the task requirements

K3: editing conventions used in substantive editing and copyediting of written material

K4: 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

11. Complete List of Tools and Equipment

List of Machines and Tools

Sr. #	Description
1.	Steel-toed footwear,
2.	hard hat,
3.	safety gloves,
4.	appropriate safety glasses,
5.	high visibility vest,
6.	hearing protection,
7.	breathing apparatus,
8.	De-electric boots and gloves for protection from electrical shock.
9.	fall protection, and other applicable PPE
10.	Site emergency response plan,
11.	fire extinguishers,
12.	fire blankets,
13.	respirators, masks,
14.	fire hoses,
15.	first aid kits, stretchers, WHMIS book, and other related tools and gear
16.	basic tools, such as grease gun,
17.	hammer,
18.	screwdrivers,
19.	pliers,
20.	self-locking pliers,
21.	adjustable wrench,
22.	assorted other wrenches, measuring tape(100m)
23.	Basic supplies, such as grease, oil, window cleaner, rags, ice scraper, whisk broom.
24.	Logbooks Service Manuals, OHS Regulation,

List of Stationary

Sr. #	Description
1.	Handbooks
2.	Design books
3.	Pencils
4.	Rubber
5.	Sharpeners
6.	Paper Cutter
7.	Seizers
8.	Colours
9.	White charts
10.	Brown sheets
11.	White board markers
12.	Permanent markers
13.	File cover and files

Islamabad 31st May, 2019

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) La-hore

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, Islama-bad

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 Engi-neer/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