

Competency Based Training (CBT) Curriculum Guide for Garment Finishing Person

[Market Oriented Short Term (MOST), Modular
Curriculum]

Developed by



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1 INTRODUCTION

The TVET system has a large role to play in economic growth and social development as workforce provider to the labor market and as provider of skills to those who are looking for employment. In the case of Bangladesh, the TVET sector needs major reforms to ensure that issues of quality and capacity, relevance, and access are properly addressed.

This curriculum guide is designed and developed using competency based training (CBT) approach with the aim of producing skilled human resources for respective trade and occupation. This is based on the tasks to be performed for Garment Finishing Person. The modules are included in course structure section of this curriculum guide. The training methodology is learner friendly where theoretical inputs, demonstration, guided and individual practices will be sufficiently provided to **master the skills at the industry standards**. Sufficient and updated tools and equipment will also be used during the training to provide hands on skills to the trainees. The curriculum guide is developed in consultation with the trainer, mid-level industry supervisors, and skilled workers. Training Institute for Technical Instruction (TITI) has been involved to develop the curriculum.

2 AIMS

The main aim of this training program is to produce medium level skilled workforce (semi-skilled workers) required for the RMG sector in the formal and informal sector and create better opportunities for employment and increased revenue.

3 OBJECTIVES

At the end of the training course, the trainees will be able to:

- Practice Occupational Health and Safety (OHS) Procedure;
- Apply fundamental skills of Garment Finishing Works;
- Perform Garment Finishing and Packaging.

4 DESCRIPTION

This is a competency based training package for the unemployed and underemployed workforce of Bangladesh. The curriculum is based on the tasks to be performed by the Garment Finishing Person. These tasks have been clustered into various modules. The modules are included in the 'Course Structure' section of this curriculum guide. Each task has been further analyzed to obtain Terminal Performance Objective (TPO), steps to perform the task, Enabling Objectives (EOs), duration and tools/equipment/materials required to perform the task.

The training methodology will be learner centered where theoretical inputs, demonstration along with plenty of guided and individual practices will be provided to master the skills at the industry standards. Sufficient tools and equipment will also be used during the training

to provide hands on skills to the trainees. The training produces competent Garment Finishing Person.

5 COURSE STRUCTURE

Job title: Garment Finishing Person				Time (hrs.)		
S. N.	Modules	No. of Tasks	Nature	Th.	Pr.	Tot.
1.	Practice Occupational Health and Safety (OHS) Procedure.	05	T+P	2.5	3.5	6.00
2.	Apply fundamental skills of Garment Finishing Works.	05	T+P	8.0	26.00	60.00
3.	Perform Garment Finishing and Packaging.	16	T+P	16.0	94.0	94.00
All total:		26		26.5	123.5	150.00

Timings are finalized subject to verification during implementation of training.

It should further be noted that although Health and Safety is dealt with as a separate module, the principles should be integrated into each task. It should be seen as a way of life and not an activity to be done during training only.

6 DURATION

Total duration of the training is **150 hours** excluding soft skills and On-the-Job Training (OJT)/Apprenticeship. The trainees will be sent for employment after completion of the training. The aforementioned duration is only for technical modules.

7 TARGET GROUP

The target group of this training course will be dropped out youths from the formal schooling, job seekers/underemployed young men or women, disadvantaged people. Male and female both are entitled to receive this training. The basic education for the trainees would be grade-V or equivalent. Above 18 years of age trainees will be enrolled in the training course

8 GROUP SIZE

A maximum group size for the training is 20. The training provider ensures adequate resources and safety.

9 TARGET LOCATION

The training will be implemented in partnership with private training providers and industry led training situated in the different areas of the country..

10 MEDIUM OF INSTRUCTION

The medium of instruction for this course will be Bangla but the trainees will be oriented on technical terminology in English.

11 PATTERN OF ATTENDANCE

At least 90% attendance is required during the theory and practical classes to appear in the internal and final assessment.

12 FOCUS OF THE PROGRAM

Since this course is a competency based training, the focus is given on the performance of the trainees rather than the theoretical input. Where practicable, at least 80% of the total training time is allocated for practical training and 20% for theory.

13 ENTRY CRITERIA

The following criteria will be considered for the individual to enter into this training program:

- Education: Grade-V or equivalent
- Age: 18 years or above
- Physically and mentally fit

14 FOLLOW UP SUGGESTION

The training providers who implement CBT program will build rapport with the employers to link graduates with the industries for employment.

Placement: Within one month after the completion of the training program, the graduates will be assisted in finding out the job relevant employment.

The follow-up will be done in two phases to measure the success in job. First follow-up will be done after three months of placement and the next follow up will be done after six months of placement in the job.

15 CERTIFICATE REQUIREMENT

Training service provider will certify the graduates as a Garment Finishing Person after successful completion of the training program through systematic skills testing. Certification can also be linked to the Bangladesh Technical and Education Board (BTEB) at the relevant National Technical and Vocational Qualification Framework (NTVQF) level through recognition of prior learning (RPL).

16 TRAINEES EVALUATION DETAILS

Module wise evaluation will be conducted to ensure the performance of the learners. Additionally, final testing will be done to evaluate the participants at the end of the training course. Trainees must secure 100% marks in practical and 60% marks in theoretical examination.

17 TRAINERS' QUALIFICATION

Preference will be given to the trainer's having the following criteria:

- Minimum three years' experience in the respective occupation;
- Working experience as an instructor/trainer and
- Trade course/diploma/graduates.

18 TRAINER-TRAINEES RATIO

- For theoretical class, trainer and trainees ratio should be 1:20
- For practical class, trainer and trainees ratio should be 1:10

19 SUGGESTION FOR INSTRUCTION

Where practicable:

- At least 80% time of the course will be allocated for practical purpose
- Maximum 20% time of the course will be allocated for theoretical purpose
- Follow the safety rules
- Create a friendly learning environment
- Arrange the materials and equipment at the right place
- Trainer/Instructor will be available in the training classes/labs in time
- Take attendance of participants
- Learner centered training
- Encourage the participants to speak
- Arrange question and answer (Q&A) sessions
- Make plans for classroom / workshop instructions
- Prepare lesson plans for theoretical and practical classes
-

20 LIST OF MODULES AND SUB MODULES

Module 1: Practice Occupational Health and Safety (OHS) Procedure;

Module 2: Apply fundamental skills of Garment Finishing Works;

Module 3: Perform Garment Finishing and Packaging.

21 MODULE SEQUENCE



22 DETAILS OF MODULES AND SUB MODULES:

Module-1:

Practice Occupational Health and Safety (OHS) Procedure

22.1 Module-1: Practice Occupational Health and Safety Procedure						
	Description: This module deals with the knowledge and skills required for a Garment Finishing Person to apply health and safety procedures at the work place.			Hours		
	Module outcomes: After completion of this module, trainees will be able to: <ul style="list-style-type: none"> • Follow Safety Sign and Regulations; • Apply Personal Protective Equipment; • Control House-Keeping Hazards; • Apply First Aid on Minor Injuries; • Control Electrical Fire Hazards. 			Th 2.5	Pr 3.5	Tot. 6.0
1.	Task: Follow Safety Sign and Regulations	Terminal Performance Objective (TPO): Given: Simulated situation What: Follow safety sign and regulations How well: <ul style="list-style-type: none"> • All safety signs and regulations must be followed in the workplace. 	Th. 0.5	Pr. 0.5	Tot. 1.00	
	Steps: <ol style="list-style-type: none"> 1. Collect the safety signs, emergency exit plan and list of rules and regulation. 2. Explain the application of safety sign and regulation. 3. Provide the safety sign and regulation to the trainees. 4. Follow the emergency exit useable. 5. Comply with safety signs and regulation. 	Enabling objectives: <ul style="list-style-type: none"> • Explain the purposes of safety signs. • State the necessity to follow the safety rules and regulation. • Explain what the safety signs in the workplace are. • List the safety sign and regulation. • Use the all safety items and rules. • Explain the emergency exit way. 				
	Tools/equipment/materials required: Safety signs, visual aids, danger zone area indicators and regulation charts					
	PPE: Mask, Ear plug, hand gloves					

2.	Task: Apply Personal Protective Equipment	Terminal Performance Objective (TPO): Given: Protective equipment What: Apply personal protective equipment How well: <ul style="list-style-type: none"> • The status of the protective materials must be checked. • Safety materials such as Apron, Mask, Hair scarf/Cap, Air plug must be worn. 	Th. 0.5	Pr. 1.00	Tot. 1.50
Steps: <ol style="list-style-type: none"> 1. Collect the personal protective equipment. 2. Check the condition of protective equipment. 3. Use the protective equipment. 4. Maintenance the protective equipment. 5. Preserve the protective equipment in organized way at safe place. 		Enabling objectives: <ul style="list-style-type: none"> • Explain about the uses of protective equipment. • Explain how to use the protective equipment. • Explain the positive and negative side of uses the protective equipment. • List the protective equipment. 			
Tools/equipment/materials required: Workplace Safety Guidelines, Fire Extinguisher, Safety Signs, Tools, Equipment and Workplace Layout. PPE: Apron, Mask, Hair scarf/Cap, Ear plug, boot, double filter gas mask, rubber floor mat, cutter binder, metallic finger protector, hand gloves.					
3.	Task: Control House-Keeping Hazards	Terminal Performance Objective (TPO): Given: Simulated situation What: Control house-keeping hazards How well:	Th. 0.5	Pr. 0.5	Tot. 1.00

		<ul style="list-style-type: none"> • Tools, equipment and safety materials of workplace must be placed in organized way. • The periodical maintenance of tools, equipment and safety materials of workplace must be done. 			
	Steps: <ol style="list-style-type: none"> 1. List the expected hazards exist in workplace. 2. Place the tools and equipment in workplace following organized way. 3. Follow up the periodic maintenance of tools and equipment. 4. Handle the tools and equipment carefully. 5. Check the faulty tools and equipment. 6. Dispose the wastage/ outdated tools & equipment from workplace. 	Enabling objectives: <ul style="list-style-type: none"> • Define house-keeping hazards. • Identify the types of housekeeping hazards. • Explain the necessity of keeping the house neat and clean (including dinning place, washroom/toilets, store and exit path). • Understand safety precautions to be taken for housekeeping hazards. • List the expected house-keeping hazards in the workplace. 			
	Tools/equipment/materials required: Workplace Safety Guidelines, Fire Extinguisher, Safety Signs, Tools, Equipment and Workplace Layout.				
	PPE: Apron, Mask, Hair scarf/Cap, hand gloves				
4.	Task: Apply First Aid on Minor Injuries	Terminal Performance Objective (TPO): Given: A simulated victim. What: Apply first aid on minor injuries. How well: <ul style="list-style-type: none"> • Insured person is isolated from the crowd. 	Th. 0.5	Pr. 1.0	Tot. 1.5

		<ul style="list-style-type: none"> Information of accident given to the administration. 			
	Steps: <ol style="list-style-type: none"> Isolate the injured person safely. Collect first aid box. Clean the injured area. Dress the insured portion. Apply necessary medicine as required. Inform to the administration. Restore the first aid box. 	Enabling objectives: <ul style="list-style-type: none"> Define minor injury. Explain how to isolate injured person safely. Describe precaution to be taken while applying first aid on minor injuries. Explain the procedure of first aid treatment. 			
	Tools/equipment/materials required: Simulated Victim and First Aid Box.				
	PPE: Apron, Mask, Hair scarf/Cap, hand gloves				
5.	Task: Control Electrical Fire Hazards	Terminal Performance Objective (TPO): Given: Work place situation (real/simulation) What: Control Electrical Fire Hazards How well: <ul style="list-style-type: none"> Electrical fire hazards are identified. Safety precautions must be taken for electrical fire hazards. 	Th. 0.5	Pr. 0.5	Tot. 1.00

<p>Steps:</p> <ol style="list-style-type: none"> 1. Check the tools and machinery before working. 2. Follow up the regular and periodical maintenance of electrical tools, equipment and appliance. 3. Locate the place of fire extinguisher. 4. Apply fire extinguisher during small electric fire. 5. Check the availability of fire extinguishers, sands buckets/ reserved 6. Inform the administration, police and fire station for mass electric fire. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Describe the possible electrical fire hazards in workplace. • List the types of electrical hazards.
<p>Tools/equipment/materials required: PPE like fire Extinguisher, Sand, vacuum cleaner/hand blower etc.</p> <p>PPE: Rubber floor mat, hand gloves (rubber), boot</p>	

Module-2:

Apply Fundamental Skills of Garment Finishing Works

22.2 Module-2: Apply Fundamental Skills of Garments Finishing Works.						
	Description: This module deals with the fundamental of Garment Finishing Works.			Hours		
	Module outcomes: After completion of this module, trainees will be able to:			Th.	Pr.	Tot.
	<ul style="list-style-type: none"> • Apply Tools and Measuring Instrument in Garment Finishing Work; • Layout Garment Finishing Workplace; • Maintain Tools and Equipment; • Perform Measurement of Garment; • Assure Quality in Finishing Garment. 			8.0	26.0	34.0
1.	Task: Apply Tools and Measuring Instrument in Garment Finishing Work	Terminal Performance Objective (TPO):		Th. 2.0	Pr. 5.0	Tot. 7.0
		Given: Lab/ Workshop Setting, What: Apply Tools and Measuring Instrument in Finishing Work How well: <ul style="list-style-type: none"> • Safety precautions are taken while using the tools and measuring instruments. • Right tools and measuring instruments are selected for the specific job. 				
	Steps:	Enabling objectives:				
	<ol style="list-style-type: none"> 1. Select the right Personal Protective Equipment. 2. Collect tools and measuring instrument required for garment finishing works. 3. Organize all tools as per lay-out plan. 4. Apply tools in finishing the garment. 	<ul style="list-style-type: none"> • List the tools used in finishing section. • Explain how to apply finishing tools. • List the measuring instrument in finishing section. • Explain the use of measuring instrument. • Discriminate different tools and instrument. 				

	<p>5. Measure garment using measuring instrument.</p> <p>6. Replace tools, measuring instrument and materials in safe place.</p>				
<p>Tools/equipment/materials required: Carton, Scotch Tape, Weight Machine, Measurement Tape, Thread Cutter, Spot remover, Hydro Spray, Plastic Box</p> <p>PPE: Mask, Hair scarf/Cap, Apron.</p>					
2.	<p>Task: Layout Garment Finishing Workplace.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Finishing layout plan</p> <p>What: Layout Garment Finishing Workplace.</p> <p>How well:</p> <ul style="list-style-type: none"> Garment finishing workplace is layout as per the given finishing layout plan. 	Th. 1.0	Pr. 8.0	Tot. 10.0
<p>Steps:</p> <ol style="list-style-type: none"> Collect layout plan. Position the furniture equipment as per layout. Place the tools and materials as per the given layout plan. Check for electrical supply. Check functioning of equipment Mark the Safety lines on floor. Restore tools and materials. 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> Interpret Finishing Layout Plan. Discuss the importance of preparing Finishing Layout plan. Explain the precautions to be taken while laying out garment finishing workplace. 			
<p>Tools/equipment/materials required: Paper, pen, order sheet, layout plan, calculator.</p>					
<p>PPE: Apron, Mask, Hair scarf/Cap.</p>					

3.	Task: Maintain Tools and Equipment.	Terminal Performance Objective (TPO): Given: Workplace situation. What: Maintain Tools and Equipment. How well: <ul style="list-style-type: none"> • Maintenance is done periodically. • Non-functional tools and equipment are disposed maintaining inventory. 	Th. 1.0	Pr. 5.0	Tot. 7.0
Steps: <ol style="list-style-type: none"> 1. Wear Personal Protective Equipment. 2. Collect tools and equipment. 3. Disconnect the equipment from power switch (if require). 4. Check each tools and equipment periodically. 5. Clean dust and rust from tools & equipment. 6. Check the faults of tools and equipment. 7. Repair the minor faults. 8. Segregate nonfunctional tools & equipment from the store. 9. Clean tools and equipment periodically. 10. Record the condition of tools and equipment. 11. Restore the tools and equipment. 		Enabling objectives: <ul style="list-style-type: none"> • Identify tools & equipment. • Explain how to maintain tools & equipment. • Describe preventive maintenance methods, techniques and procedure. • State the necessity of maintaining the tools & equipment. 			

	<p>Tools/equipment/materials required: Tool box, Steam Iron, Tag Gun, Weight Machine, Steam Boiler Machine, Hydro Spray, Thread Sucker Machine, Metal Detector Machine and PP Binder.</p> <p>PPE: Mask, Goggles, Gloves, Metallic Finger Protector.</p>				
4.	<p>Task: Perform Measurement of Garment.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Specification Sheet, Approved Sample and Measurement Tape.</p> <p>What: Perform Measurement of Garment.</p> <p>How well:</p> <ul style="list-style-type: none"> According to the Approved Sample and Specification Sheet. 	Th. 2.0	Pr. 4.0	Tot. 6.0
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the garment. 2. Put garment on the table. 3. Measure the length of all parts. 4. Measure the width of all parts. 5. Check front part measurement. 6. Check garment applying four point system. 7. Attach arrow sticker on the mismatch measurement of the garment. 8. Separate the size mismatched garments. 9. Perform half fold of size matched garment. 10. Store the checked garments. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> Define measurement. Interpret units of measurement. List the parts of garment to measure. Explain four point system of measurement. Explain how to measure different parts of garment. 			

	<p>Tools/equipment/materials required: Garment/Products, Measuring Tape, Arrow Sticker, QC sticker , Measurement Table, Pen, and Measurement Sheet.</p> <p>PPE: Apron, Mask, Hair scarf/Cap Rubber Floor Mat.</p>				
5.	<p>Task: Assure Quality in Finishing Garment.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Specification, Approved Sample, Trim Card & Swatch Card.</p> <p>What: Assure Quality in Finishing Garment.</p> <p>How well:</p> <ul style="list-style-type: none"> Quality of trims & accessories are according to the trim card & swatch card. Quality of garment is according to the approved sample garment and specification. 	Th. 2.0	Pr. 4.0	Tot. 6.0
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the garment. 2. Put the garment on the table. 3. Check quality of Thread. 4. Check quality of label. 5. Check quality check of fabric print (if needed). 6. Check quality check of embroidery (if needed). 7. Check quality of garment accessories (elastic, zipper, button, velcro tape and buckle). 8. Check quality of ironing. 9. Check quality of folding. 10. Check quality of packing. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> Define quality. Differentiate between Quality Assurance & Quality Control. List the quality to be checked in garment finishing. Discuss the importance of Quality Assurance in Finishing Section. Explain the process of checking quality. 			

<p>Tools/equipment/materials required: Garments, Measuring Tape, Arrow Sticker, QC Pass Sticker, Pen, and Measurement Sheet, Trim Card, Swatch Card and Specification.</p>

<p>PPE: Apron, Mask, Hair scarf/Cap.</p>

Module-3:
**Perform Garment Finishing and
Packaging**

22.3 Module-3: Perform Garment Finishing and Packaging						
	Description: This module deals with the knowledge and skills required to perform garment finishing and packaging.			Hours		
	Module outcomes: After completion of this module, trainees will be able to:			Th.	Pr.	Tot.
	<ul style="list-style-type: none"> • Operate Thread Sucker Machine; • Perform Long Sleeve Shirt Ironing; • Perform Polo T-Shirt Ironing; • Perform Trouser Ironing; • Perform Jacket Ironing; • Remove Spot from garment; • Attach Tag on Garment; • Fold Polo shirt; • Fold Long sleeve shirt; • Fold Trouser; • Fold Jacket; • Detect Garment through Metal Detector; • Perform Poly Pack; • Assort Garments; • Perform Garments Cartooning; • Prepare Packaging list. 			16.0	94.0	110.0
1.	Task: Operate Thread Sucker Machine	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	
		Given: Operational manual of thread sucker machine. What: : Operate Thread Sucker Machine How well: <ul style="list-style-type: none"> • Garment is free from unwanted thread. • Thread sucker machine is operated according to the operational manual. 	1.0	9.0	10.0	
	Steps:	Enabling Objectives:				
	1. Collect garment.	<ul style="list-style-type: none"> • List the parts of thread sucking machine. 				

	<ol style="list-style-type: none"> 2. Switch ON sucker machine. 3. Take the garment towards the machine. 4. Suck the front part. 5. Suck inside the garment. 6. Suck neck & sleeve of the garment. 7. Switch OFF sucker machine. 8. Half fold front part of the garment. 9. Put the garment on the side table. 	<ul style="list-style-type: none"> • Describe the importance of thread sucking functions in finishing work. • Explain the procedure of garment sucking through sucking machine. 			
<p>Tools/equipment/materials required: Garment and Thread Sucker Machine.</p> <p>PPE: Mask Apron, Ear Plug, and Hair scarf/Cap.</p>					
2.	<p>Task: Perform Long Sleeve Shirt Ironing</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: According to the approved sample.</p> <p>What: Perform Long Sleeve Shirt Ironing</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample provided. • No wrinkle seen on the long sleeve shirt after ironing. • No multiple crease seen after ironing. 	Th. 1.0	Pr. 8.0	Tot. 9.00
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the garment body. 2. Put the garment on iron table. 3. Adjust steam pressure. 4. Iron the collar. 5. Iron the yoke. 6. Iron the side seams. 		<p>Enabling Objectives:</p> <ul style="list-style-type: none"> • Label different parts of iron. • List PPE required while ironing. • Describe the functions of normal iron and steam iron. • Identify different parts of long sleeve shirt. • Explain process of spread garments on vacuum iron table. 			

	<ol style="list-style-type: none"> 7. Iron the bottom placket. 8. Iron the front placket. 9. Iron the cuff. 10. Iron the arm hole. 11. Iron the both sleeves. 12. Iron the back part of inner side. 13. Iron the front part. 14. Iron the bottom of the garment. 15. Carryout half folding the shirt. 16. Put the garment on side table. 17. Restore the equipment 	<ul style="list-style-type: none"> • Explain the importance of straight crease in ironing. 								
<p>Tools/equipment/materials required: Iron Machine, full set up vacuum table, Garment (Long Sleeve Shirt), Iron Rest Mat, and Iron Shoe.</p> <p>PPE: Mask, apron, rubber mat, and hair scarf.</p>										
3.	<p>Task: Perform Ironing on Polo T-shirt</p>	<table border="1"> <thead> <tr> <th data-bbox="719 905 1141 974">Terminal Performance Objective (TPO):</th> <th data-bbox="1141 905 1230 974">Th.</th> <th data-bbox="1230 905 1320 974">Pr.</th> <th data-bbox="1320 905 1425 974">Tot.</th> </tr> </thead> <tbody> <tr> <td data-bbox="719 974 1141 1520"> <p>Given: Approved sample</p> <p>What: Perform Ironing on Polo T-shirt.</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample • No wrinkle seen on the Polo T-shirt after ironing. • No multiple crease seen after ironing. </td> <td data-bbox="1141 974 1230 1520">1.0</td> <td data-bbox="1230 974 1320 1520">8.0</td> <td data-bbox="1320 974 1425 1520">9.0</td> </tr> </tbody> </table>	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	<p>Given: Approved sample</p> <p>What: Perform Ironing on Polo T-shirt.</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample • No wrinkle seen on the Polo T-shirt after ironing. • No multiple crease seen after ironing. 	1.0	8.0	9.0
Terminal Performance Objective (TPO):	Th.	Pr.	Tot.							
<p>Given: Approved sample</p> <p>What: Perform Ironing on Polo T-shirt.</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample • No wrinkle seen on the Polo T-shirt after ironing. • No multiple crease seen after ironing. 	1.0	8.0	9.0							
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the garment. 2. Place the garment on iron table. 3. Iron the collar. 4. Iron the placket. 5. Iron the side seam 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to make straight creasing. • Explain the application steam pressure. 								

	6. Iron the front part of the body. 7. Iron the arm hole. 8. Iron the neck shape. 9. Iron the sleeves. 10. Iron the bottom part of Polo/Tshirt. 11. Carryout half fold the garment 12. Put the garment on side table. 13. Restore tools & materials in safe place.									
<p>Tools/equipment/materials required: Iron Machine, full set up vacuum table, Garment (Polo T-Shirt), Iron Rest Mat, and iron shoe.</p> <p>PPE: Mask, apron, rubber mat, and hair scarf.</p>										
4.	<p>Task: Perform Trouser Ironing</p>	<table border="1"> <thead> <tr> <th data-bbox="719 835 1141 909">Terminal Performance Objective (TPO):</th> <th data-bbox="1141 835 1230 909">Th.</th> <th data-bbox="1230 835 1320 909">Pr.</th> <th data-bbox="1320 835 1425 909">Tot.</th> </tr> </thead> <tbody> <tr> <td data-bbox="719 909 1141 1486"> <p>Given: Approved Sample</p> <p>What: Perform Trouser Ironing.</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample. • No wrinkle and multiple crease seen. • Both leg opening are even. • Garment is half-folded. </td> <td data-bbox="1141 909 1230 1486">1.0</td> <td data-bbox="1230 909 1320 1486">6.0</td> <td data-bbox="1320 909 1425 1486">7.0</td> </tr> </tbody> </table>	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	<p>Given: Approved Sample</p> <p>What: Perform Trouser Ironing.</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample. • No wrinkle and multiple crease seen. • Both leg opening are even. • Garment is half-folded. 	1.0	6.0	7.0
Terminal Performance Objective (TPO):	Th.	Pr.	Tot.							
<p>Given: Approved Sample</p> <p>What: Perform Trouser Ironing.</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample. • No wrinkle and multiple crease seen. • Both leg opening are even. • Garment is half-folded. 	1.0	6.0	7.0							
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the garment. 2. Put garment on table. 3. Iron the waist band. 4. Iron the hip area. 5. Iron the front rise. 6. Iron the side seams maintaining leg opening. 	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> • Explain importance of ironing on waste band first. • Explain how to maintain equal in both leg openings. 								

	<p>7. Iron the seams maintaining equal leg opening.</p> <p>8. Carry out half fold of the garment.</p> <p>9. Store the garment.</p> <p>10. Clean the work place.</p> <p>11. Restore tools & materials in safe place.</p>									
<p>Tools/equipment/materials required: Iron Machine, full set up vacuum table, Garment (trouser), Iron Rest Mat, and iron shoe.</p> <p>PPE: Mask, apron, rubber mat, and hair scarf.</p>										
5.	<p>Task: Perform Jacket Ironing</p>	<table border="1"> <thead> <tr> <th data-bbox="727 653 1138 716">Terminal Performance Objective (TPO):</th> <th data-bbox="1138 653 1235 716">Th.</th> <th data-bbox="1235 653 1317 716">Pr.</th> <th data-bbox="1317 653 1425 716">Tot.</th> </tr> </thead> <tbody> <tr> <td data-bbox="727 716 1138 1373"> <p>Given: Approved Sample and specification</p> <p>What: Perform Jacket ironing.</p> <p>How well:</p> <ul style="list-style-type: none"> No wrinkle seen on garments body. Neck shape & get-up is according to the given sample. Garment is folded according to the specification. </td> <td data-bbox="1138 716 1235 1373">1.0</td> <td data-bbox="1235 716 1317 1373">8.0</td> <td data-bbox="1317 716 1425 1373">9.0</td> </tr> </tbody> </table>	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	<p>Given: Approved Sample and specification</p> <p>What: Perform Jacket ironing.</p> <p>How well:</p> <ul style="list-style-type: none"> No wrinkle seen on garments body. Neck shape & get-up is according to the given sample. Garment is folded according to the specification. 	1.0	8.0	9.0
Terminal Performance Objective (TPO):	Th.	Pr.	Tot.							
<p>Given: Approved Sample and specification</p> <p>What: Perform Jacket ironing.</p> <p>How well:</p> <ul style="list-style-type: none"> No wrinkle seen on garments body. Neck shape & get-up is according to the given sample. Garment is folded according to the specification. 	1.0	8.0	9.0							

	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect garment body. 2. Put the garment on iron table. 3. Adjust steam pressure. 4. Iron both side of seams. 5. Iron arm hole. 6. Iron neck get-up.. 7. Iron bottom part of jacket. 8. Iron right sleeve. 9. Iron left sleeve. 10. Iron hood (if attached). 11. Iron front part of the jacket. 12. Half fold/hanger the jacket. 13. Store the tools and materials. 	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> • Identify different parts of jacket. • Discuss the safety measures in jacket ironing. • Explain the procedure for jacket ironing. 			
<p>Tools/equipment/materials required: Steam Iron, full set up vacuum table, Garment (Jacket), Iron Rest Mat, and iron shoe.</p> <p>PPE: Mask, apron, rubber mat, and hair scarf.</p>					
6.	<p>Task: Remove Spot from Garment</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Material Safety Data Sheet (MSDS), Chemical Handling Procedure.</p> <p>What: Remove Spot from Garment</p> <p>How well:</p> <ul style="list-style-type: none"> • Spot from the garment is removed. • No damage seen on the garment. • According to the Material Safety Data Sheet 	Th. 1.0	Pr. 6.0	Tot. 7.0

		(MSDS) and Chemical Handling Procedure.			
	Steps: <ol style="list-style-type: none"> 1. Collect spotted garment body. 2. Put the garment on the table. 3. Identify type of spot. 4. Select remover for eliminating the spot as per the nature of spot. 5. Apply spray/brush with remover. 6. Wash the garment. 7. Dry the garment. 8. Repeat the step 4-7 (if needed) to remove the spot completely. 9. Half fold the garment. 10. Store the garment. 	Enabling Objectives: <ul style="list-style-type: none"> • Identify different types of spots in garment. • Explain the procedure to remove different types of spots from garment. • List the types of spot remover. • Describe importance of washing garment after spot removing. 			
Tools/equipment/materials required: Working Table, Spot Garment, Spot remover, detergent, brush, spray machine.					
PPE: Eye Goggles, rubber hand gloves, double filter gas mask, Apron, and Hair scarf/Cap.					
7.	Task: Attach Tag on Garment.	Terminal Performance Objective (TPO): Given: Buyer approved sample. What: Attach tag on garment How well: <ul style="list-style-type: none"> • According to the approved sample. 	Th. 1.0	Pr. 4.0	Tot. 5.0
	Steps: <ol style="list-style-type: none"> 1. Collect garment body and materials. 2. Organize the pins and hand tag on the table. 3. Place garment on table. 	Enabling Objectives: <ul style="list-style-type: none"> • Discuss the importance of matching different color and size tag with garment types. • Explain tagging procedure. 			

	<p>4. Select tags for sequential tagging.</p> <p>5. Attach tag pin with hand tag gun on the garment.</p> <p>6. Store the garment, tools and materials.</p>	<ul style="list-style-type: none"> List the materials and accessories used for garment tagging. 								
<p>Tools/equipment/materials required: Tag Gun Machine, Tag Pin, Hand Tag, Garment</p> <p>PPE: Apron, Mask, Hair scarf/Cap, Metallic Finger Protector</p>										
8.	<p>Task: Fold Polo Shirt</p>	<table border="1"> <thead> <tr> <th data-bbox="727 516 1138 579">Terminal Performance Objective (TPO):</th> <th data-bbox="1138 516 1235 579">Th.</th> <th data-bbox="1235 516 1321 579">Pr.</th> <th data-bbox="1321 516 1421 579">Tot.</th> </tr> </thead> <tbody> <tr> <td data-bbox="727 579 1138 1087"> <p>Given: Buyer approved sample.</p> <p>What: Fold Polo Shirt</p> <p>How well:</p> <ul style="list-style-type: none"> According to the approved sample. No dust particles seen. No double fold and damage seen. </td> <td data-bbox="1138 579 1235 1087">1.0</td> <td data-bbox="1235 579 1321 1087">5.0</td> <td data-bbox="1321 579 1421 1087">6.0</td> </tr> </tbody> </table>	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	<p>Given: Buyer approved sample.</p> <p>What: Fold Polo Shirt</p> <p>How well:</p> <ul style="list-style-type: none"> According to the approved sample. No dust particles seen. No double fold and damage seen. 	1.0	5.0	6.0
Terminal Performance Objective (TPO):	Th.	Pr.	Tot.							
<p>Given: Buyer approved sample.</p> <p>What: Fold Polo Shirt</p> <p>How well:</p> <ul style="list-style-type: none"> According to the approved sample. No dust particles seen. No double fold and damage seen. 	1.0	5.0	6.0							
	<p>Steps:</p> <ol style="list-style-type: none"> Collect garment body and folding pattern board. Put the garment on the table with the back facing. Put the tissue/ board on the shirt, if required. Place the board on middle side of the garment. Fold right side of body and sleeve toward the center letting the arms lay extend. Repeat step 5 for left side, folding the sleeve over to the vertical portion of the shirt. 	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> Discuss the importance of using folding pattern board. Explain different types of folding. List folding steps. 								

	<p>7. Bring bottom of the shirt up slightly below the collar of the shirt.</p> <p>8. Turn over the shirt.</p> <p>9. Place the shirt on table.</p>				
<p>Tools/equipment/materials required: Tools/equipment/materials required: Working Table, Tissue Paper, Approve Pattern Board, Plastic Clip, Band Roll, and Collar Band.</p> <p>PPE: Apron, Mask, Hair scarf/Cap</p>					
9.	<p>Task: Fold Long Sleeve Shirt</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Approved sample.</p> <p>What: Fold Long Sleeve Shirt</p> <p>How well:</p> <ul style="list-style-type: none"> • No double fold seen. • Shirt is folded according to the approved sample. 	<p>Th.</p> <p>1.0</p>	<p>Pr.</p> <p>5.0</p>	<p>Tot.</p> <p>6.0</p>
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect garment body and folding pattern board. 2. Put the garment on the table with back facing. 3. Place pattern board on the backside of the garment. 4. Fold left side of body and sleeve toward the center letting the arms lay extend. 5. Make smoothen the shirt flat with hands. 6. Fold right side of the body by folding the sleeve over the vertical portion of the shirt. 7. Repeat step 5. 8. Fold the shirt in half by guiding with hand. 9. Place collar band on neck. 10. Place plastic clips as per approved sample. 		<p>Enabling Objectives:</p> <ul style="list-style-type: none"> • Define shirt folding. • Interpret different types of garment body folding. • Explain the importance of using pattern board. • Discuss the use of Plastic Clip, Band Roll, and Collar Band. 			

	11. Store the garment body.				
	Tools/equipment/materials required: Working Table, Tissue Paper, Approve Pattern Board, Plastic Clip, Band Roll, and Collar Band. PPE: Apron, Mask, Hair scarf				
10.	Task: Fold Trouser	Terminal Performance Objective (TPO): Given: Garment body and approved sample. What: Fold Trouser How well: <ul style="list-style-type: none"> According to the approved sample. No dust particles and damage seen. 	Th. 1.0	Pr. 4.0	Tot. 5.0
	Steps: 1. Collect garment body. 2. Place the trouser on the table. 3. Take hip protection pocket side and bottom side of the trouser together. 4. Fold them into half so that it is seen as one leg. 5. Locate the middle folding point. 6. Take bottom of the trouser and fold it to the middle folding point. 7. Fold again so that it looks like square. 8. Store the folded trouser.	Enabling Objectives: <ul style="list-style-type: none"> Discuss use of pattern board. Explain how to locate the folding points. 			
	Tools/equipment/materials required: Working Table, Approve Pattern Board, PPE: Mask, Apron.				
11.	Task: Fold Jacket	Terminal Performance Objective (TPO):	Th.	Pr. 5.0	Tot. 6.0

		<p>Given: Approved sample.</p> <p>What: Fold Jacket</p> <p>How well:</p> <ul style="list-style-type: none"> According to the approved sample. 	1.0		
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect jacket and folding pattern board and hanger. 2. Put the jacket on the table. 3. Put the pattern board on the jacket. 4. Fold left sleeve on the front part of the jacket letting the arms lay extend horizontally. 5. Fold the right side of sleeve on the jacket letting the arms lay extend horizontally. 6. Put the hood inside the jacket as per specification. 7. Put hanger on the jacket as per specification, if necessary. 8. Make half fold of the jacket. 9. Attach clip on right and left shoulder, if necessary. 10. Store the jacket. 	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> Define Jacket Ironing. Explain procedure of jacket ironing. Discuss different type of folding jacket (half folding and hanging on hanger). 			
	<p>Tools/equipment/materials required: Working Table, Jacket, Approve sample, Clips</p> <p>PPE: Mask, Apron.</p>				
12.	<p>Task: Detect Garment through Metal Detector</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Specification and Metal Detector Operational guidelines.</p>	Th. 1.0	Pr. 5.0	Tot. 6.0

		<p>What: Detect Garment Through Metal Detector.</p> <p>How well:</p> <ul style="list-style-type: none"> According to the Specification and Metal Detector Operational Guidelines. 			
	<p>Steps:</p> <ol style="list-style-type: none"> Collect garment body. Switch ON the machine. Place the garment in the metal detector machine for passing through. Observe the sign for metal clearance. Place the garment on table. Report if any defect seen. Turn OFF off the machine. 	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> Identify different parts of metal detector. Explain the metal detecting procedure. Describe importance of removing metal from garment. 			
	<p>Tools/equipment/materials required: garment body, metal detector machine.</p> <p>PPE: Mask, Apron.</p>				
13.	<p>Task: Perform Ploy Pack</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Approved sample and measurement.</p> <p>What: Perform Garment Poly Pack</p> <p>How well:</p> <ul style="list-style-type: none"> According to the approved sample and measurement. 	Th. 1.0	Pr. 7.0	Tot. 8.0
	<p>Steps:</p> <ol style="list-style-type: none"> Collect garment body and other required materials. 	<p>Enabling Objectives:</p> <ul style="list-style-type: none"> Define Poly packing. List types of poly packing. 			

	<ol style="list-style-type: none"> 2. Check the folded garment as per poly measurement. 3. Insert the garment into poly without wrinkle. 4. Fold the opening side. 5. Close the poly sticking with cost tape/gum tape. 6. Attach poly sticker. 7. Store the packed garment. 8. Replace the materials. 	<ul style="list-style-type: none"> • Explain the importance of poly packing. 								
<p>Tools/equipment/materials required: Working Table, Poly as per buyer requirement, Gum Tape, Poly Sticker and Tape Machine.</p> <p>PPE: Mask Apron, and Hair scarf/Cap.</p>										
14.	<p>Task: Assort Garment</p>	<table border="1"> <thead> <tr> <th data-bbox="719 724 1136 798">Terminal Performance Objective (TPO):</th> <th data-bbox="1136 724 1226 798">Th.</th> <th data-bbox="1226 724 1315 798">Pr.</th> <th data-bbox="1315 724 1425 798">Tot.</th> </tr> </thead> <tbody> <tr> <td data-bbox="719 798 1136 1228"> <p>Given: approved sample size and color.</p> <p>What: Assort garment</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample size and color. </td> <td data-bbox="1136 798 1226 1228">1.0</td> <td data-bbox="1226 798 1315 1228">6.0</td> <td data-bbox="1315 798 1425 1228">7.0</td> </tr> </tbody> </table>	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	<p>Given: approved sample size and color.</p> <p>What: Assort garment</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample size and color. 	1.0	6.0	7.0
Terminal Performance Objective (TPO):	Th.	Pr.	Tot.							
<p>Given: approved sample size and color.</p> <p>What: Assort garment</p> <p>How well:</p> <ul style="list-style-type: none"> • According to the approved sample size and color. 	1.0	6.0	7.0							
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect poly packed garments. 2. Select the garment according to size and color. 3. Group the garment according to the size and color. 4. Store the assorted garments. 		<p>Enabling Objectives:</p> <ul style="list-style-type: none"> • Explain the importance of assorting the garments according to size and color. • Explain the garment separating procedure by size and color (solid color and assort color). 								
<p>Tools/equipment/materials required: Garment to assort, Buyer requirement order sheet.</p> <p>PPE: Apron, and Hair scarf/Cap.</p>										

15.	Task: Perform Garment Cartooning	Terminal Performance Objective (TPO): Given: Specification as per buyers' requirement. What: Perform Garment Cartooning How well: <ul style="list-style-type: none"> • As per buyers' requirement. • No damage seen. 	Th. 1.0	Pr. 4.0	Tot. 5.0
Steps: <ol style="list-style-type: none"> 1. Collect purchase order sheet. 2. Select cartoon. 3. Collect poly packed garments. 4. Put cartoon support inside the cartoon. 5. Keep the assorted garments in cartoon. 6. Cover the garments with cartoon support. 7. Close the cartoon. 8. Seal cartoon with tape. 9. Attach cartoon number. 10. Store the cartoon. 		Enabling Objectives: <ul style="list-style-type: none"> • Define cartooning. • Explain how to select cartoon according to buyers' requirements. • Discuss importance of cartooning. • Explain the function of cartoon support. 			
Tools/equipment/materials required: Cartoon, Cartoon support, Tape (big one). PPE: Mask.					
16.	Task: Prepare Packing List	Terminal Performance Objective (TPO): Given: Purchase Order (PO)/ Order Management Sheet (OMS) /Order Sheet. What: Prepare Packing List	Th. 1.0	Pr. 4.0	Tot. 5.0

		How well: <ul style="list-style-type: none"> According to the PO Sheet/OMS/Order Sheet. 				
	Steps: <ol style="list-style-type: none"> 1. Collect PO Sheet. 2. Analyze PO Sheet. 3. Select country wise packing quantity. 4. Organize carton country wise, size wise, ration wise, weight wise and color wise according to the PO Sheet. 5. List out the organized carton. 6. Send the packing list to the concerned department. 	Enabling Objectives: <ul style="list-style-type: none"> Define packing list. Explain the components of packing list. Discuss forms and formats of packing list. Describe the importance of packing list. Explain the procedure to prepare packing list. 	Tools/equipment/materials required: PO Sheet, Paper, Pen/Pencil, Calculator, weight machine PPE: Mask.			

23 LIST OF TOOLS AND EQUIPMENT

S. N.	Name of the items	Specification	Quantity
1.	Floor mat	Plastic 3x2 ft.	10 pcs.
2.	Iron rest mat	Rubber	12 pcs
3.	Steam Iron	Naomoto and Oshim	10 pcs.
4.	Iron shoe	Attached in iron	10 pcs.
5.	Tag gun	Kobe or equivalent	04 pcs.
6.	Cartoon (Including Master & Inner)	3 ply, 5 ply, 7 ply and 9 ply	05 set Of each ply
7.	Scotch tape cutter machine	½ inch	04 pcs.
8.	Weight machine	Mega or equivalent	01 pcs.
9.	Mini Steam Boiler machine	Local brand or equivalent	01 set.
10.	Vacuum Table	Length 48 inch, width 36 inch, height 31 inches.	10 pcs.
11.	Folding Table	Length 96 inches x width 36 inches	2 pcs.
12.	Measurement tape	60 inch, any local or equivalent	20 pcs.
13.	Thread cutter	Dell or equivalent	20 pcs.
14.	Hydro Spray		2 pcs.
15.	Spot remover	Spot lifter or K2r or equivalent	4 pcs.
16.	Plastic box	Gazi, RFL, 3x2 ft.	20 pcs.
17.	Thread sucker machine	Bright start or equivalent	01pc.
18.	Metal/needle detector machine	Hashima or equivalent	01 pc.
19.	PP Binder		1 pc.

24 LIST OF TRAINING MATERIALS

S. N.	Name of the items	Specification	Quantity
1.	Gum tape	Roll-2 inch	30 pcs.
2.	Scotch tape	Roll ½ inch	20 pcs.
3.	Poly bag	14.5 inches x 10 inches	200 pcs.
4.	Plastic hanger	Plastic	4 dozen
5.	Lock tag	Local brand (500 pcs.)	1 Box
6.	Tag pin	Plastic (2000 pcs.)	1 Box
7.	Folding board	13.5 inches x 9 inches	50 pcs.
8.	Pattern board	Standard size	5 pcs.
9.	Neck board	Available size	50 pcs.
10.	Plastic clip	500 pc	2 boxes
11.	Butterfly (double)	4 inches x 2.25 inches	50 pcs.
12.	Standup folding board for shirts	Standard	20 pcs.

13.	Collar stand	9.5 inches x 1,5 inches	200 pcs.
14.	Poly sticker	Standard size	200 pcs.
15.	Arrow sticker	Standard size	4 sheets.
16.	Q/C pass sticker	Standard size	4 sheets.
17.	Tissue paper/paper	A4 paper size	500 pcs.
18.	Whiteboard Marker		12pcs.
19.	Flipchart/Wall Paper		24 pcs.
20.	Safety Gears (PPE: Apron, Mask, Hair scarf/Cap, Ear plug, boot, double filter gas mask, rubber floor mat, cutter binder, metallic finger protector, goggles, hand gloves.)		24 Sets.
21.	Fire extinguisher	5 Kg each	2 pcs.
22.	Pencil		24 pcs.
23.	Eraser		24 pcs.
24.	Sharpener		24 pcs.
25.	Permanent Marker pen		24 pcs.
26.	Exercise written book		24 pcs.

25 PHYSICAL FACILITIES FOR 20 TRAINEES

S. N.	Name of the items	Specification	Quantity	Unit
1.	Workshop	35 ft. x 30 ft.	1	Pc.
2.	Theory Class Room	16 ft. x 18 ft.	1	Pc.
3.	White Board	4 ft. x 8 ft.	1	Pc.
4.	Display Board	4 ft. x 8 ft.	1	Pc.

26 LIST OF TOOLS IN THE HAND TOOL BOX

S. N.	Name of the items	Specification	Quantity	Unit
1.	Measurement tape			
2.	Thread cutter		01 pcs	
3.	Scotch tape stand		01 pcs	

27 SUGGESTED REFERENCE BOOKS

- Promotion of Female Operators to Supervisors and Supervisor's skills Enhancement, GIZ.
- Quality Management in the Apparel Industry (2011), Khaled, A.J.S.M.
- Introduction to Garments Technology and Management, (2011), Khaled, A.J.S.M.
- How to measure (2012), Bashar, MD. Abdul, Abanti Color Textile Ltd.

28 CURRICULUM TERMS AND DEFINITION

Competency	Competency means a cluster of related abilities, commitments, knowledge, and skills that enable a trainees or person to act effectively in a job.
Curriculum Guide	A curriculum guide is a detail resource for trainees/instructors to conduct training programs effectively. The guide intends to add the trainers/instructors in developing lesson plan, handouts/learning materials, training manuals, and evaluation criteria etc., which are basic elements in the teaching learning process.
Curriculum	A plan for providing sets of learning opportunities to achieve broad goal and related specific objectives for the people by a single school center.
DACUM/RJA	<u>D</u> eveloping <u>A</u> <u>C</u> urriculu <u>M</u> / <u>R</u> apid <u>J</u> ob <u>A</u> nalysis (DACUM/RJA) is a technique used to identify the competencies relevant to a particular occupation.
Duty	Duty is an arbitrary clustering of related tasks in to broad functional area or general area of responsibility of trainees.
Enabling Objective	A statement expressing a knowledge, skills or attitudes those will enable the trainee to accomplish a terminal performance objective.
Instructional Guide	Instructional guide is a well-planned and structured document for the instructor to deliver effective instruction so that trainees can attain learning objectives as per training standards.
Module	A module is defined as a specific learning material. Modules are essentially self-contained. Self-instructional packages, with learning paced by each learner according to his/her individual ability and needs.
Occupational Analysis	Occupational analysis is a process used to identify the duties and tasks those are important to workers in any given occupation. A number of alternative and acceptable approaches to occupational analysis are available.
Program guide	A program guide is a comprehensive resource for trainers/instructors, planners, and top-level management for planning and implementation of any training programs.
Program Objectives	The objectives are set in a broad way to target to achieve mastery learning of the complete occupation.
Skill	The ability to perform on occupational task with the degree of proficiency required for a given occupation.
Step	The smallest discrete or observable aspect of a task.
Task Analysis	Task analysis is the process of identifying and writing down the specific skills, knowledge and attitudes that distinguish someone who performs a task competency from someone who cannot perform the task at all.
Task	A unit of work complete in itself that forms a logical part of an occupation. It can be broken down into discrete steps.

29 CURRICULUMS DEVELOPMENT TEAM

S. N.	Name	Designation	Organization	Contact Number
1.	Habiba Khanom	Sr. Instructor, RMG	UCEP, Bangladesh	01816676684
2.	Javed Ahmed	Manager, Training and Development	Epyllion Group	01713423506, 01715299169
3.	Md. Eastiak Ahmed	Sr. In-charge, Finishing Section (Merchandiser)	Texeorop BD.	01822534367, 01722429555
4.	Md. Abul Kalam Azad	Production Manager	Taratex Fashion	01675190805
5.	Md. Rashedul Islam	Sample Man	Abanti Color Tex. Ltd.	01737724907

Overall Supervision: Md. Anisuzzaman

Workshop Facilitator(s):Md. Anisuzzaman, Anoj Bhattarai and Akim Shrestha

Record and Documentation: Anoj Bhattarai and Akim Shrestha

30 REFERENCES (FOR DEVELOPING CURRICULUMS)

- SUDOKKHO, (2015, April). Rapid Job Analysis of Garment Finishing Person. Dhaka Bangladesh.
- Contents of curricula of UCEP.

31 LINKAGES OF SUDOKKHO CURRICULUM WITH BTEB COMPETENCY STANDARDS

S. N.	SUDOKKHO Training Module	BTEB Competency Standards
1.	Apply occupational safety and health procedures at the work place.	GN100412A Practice Occupational Health and Safety (OHS)
2.	Apply Fundamental Skills of Garments Finishing Works	Not Available
3.	Perform Garment Finishing and Packaging.	Not Available

32 SPECIAL NOTE FOR TRAINING PROVIDERS

Since the technology is moving fast, if there will have any new demand/skills beyond the curriculum guide, please send the comments and suggestions to the address given in the curriculum. The project believes that the development has no boundaries.

[SUDOKKHO](#)

Road No # 10, House # 5, Level-3

Baridhara, Dhaka

Phone: 01782-388923