

Competency Based Training (CBT) Curriculum Guide for Industrial Sweater Linking Machine Operator

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

Developed by:
Skills and Employment Programme-Bangladesh (SEP-B)



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1 INTRODUCTION

This curriculum guide is designed and developed using Competency Based Training (CBT) approach with the aim of producing skilled human resources for respective occupation. Competency based training approach bases the curriculum on recent analysis of the occupations-not on opinions or books. It focuses on doing-not on theory and assesses the trainees based on industry work standards (Collum, 1994).

This curriculum guide is based on the tasks to be performed as “Industrial Sweater Linking Machine Operator”.

This curriculum guide is developed in consultation with the trainers, mid-level industry supervisors, and particularly skilled sewing machine operation workforce who are working for sewing industries and training providers of Bangladesh. SEP-B engaged Technical Institute for Technical Instruction (TITI), Nepal to develop the curriculum on Industrial Sweater Linking Machine Operator.

2 AIMS

The main aim of this training program is to provide medium level skilled workforce required for the ready-made garment sector (RMG) and create better opportunities for employment.

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 sweater linking machine operation;
- Join parts of gent’s sweater and
- Join parts of lady’s cardigan.

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 Industrial Sweater Linking Machine Operator. 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 is 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 Industrial Sweater Linking Machine Operator.

5 COURSE STRUCTURE

Job title: Industrial Sweater Linking Machine Operator				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	6.0
2.	Apply fundamental skills of linking machine operation.	03	T+P	2.5	14.5	17.0
3.	Join parts of gent's sweater	05	T+P	2.5	41.5	44.0
4.	Join parts of lady's cardigan.	08	T+P	4.0	59.0	63.0
	All total:	21		11.5	114.5	130.0

6 DURATION

Total duration of the training is **130 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

Job seekers, unemployed/underemployed youth, dropped out from the formal schooling, and disadvantaged group of people are the target group of this training course. Women and disadvantaged people are encouraged to receive the training.

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 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. At least 80% of the total training time is allocated for practical and 20% for the 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 sewing machine operator 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

Continuous assessment 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 holder/HSC/Graduate.

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

- Follow curriculum guide.
- Allocate at least 80% time of the course for practical purpose.
- Allocate approximately 20% time of the course for theoretical purpose.
- Follow the safety rules.
- Create a friendly learning environment.
- Arrange equipment and materials at the right place on right time.

- Maintain timely presence in the training classrooms/workshop.
- Take attendance of participants regularly.
- Apply learner centered training approaches.
- Encourage the participants to speak and participate.
- Conduct question and answer (Q&A) sessions.
- Prepare lesson plans and learning materials for theoretical and practical classes.

20 LIST OF MODULES AND SUB MODULES

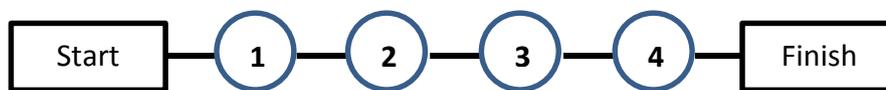
Module 1: Practice Occupational Health and Safety (OHS) Procedure;

Module 2: Apply fundamental skills of sweater linking machine operation;

Module 3: Join parts of gent's sweater;

Module 4: Join parts of lady's cardigan.

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 (OHS) Procedure

22.1 Module-1: Practice Occupational Health and Safety (OHS) Procedure						
	Description: This module deals with the knowledge and skills required for a Sewing Machine Operator 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 Hazards. 			Th 2.50	Pr 3.50	Tot. 6.00
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. 0.50	Pr. 0.50	Tot. 1.00	
	Steps: 1. Collect the safety signs, emergency exit plan and list of rules and regulation 2. Display safety sign at eye level 3. Hang the safety sign and visual aids at visible place 4. Explain the application of safety sign and regulation 5. Provide the safety sign and regulation to the trainees 6. Maintain the emergency exit useable	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 are the safety signs in the workplace • List the safety sign and regulation • Use the all safety items and rules • Explain the emergency exit way 				

	7. Preserve the safety sign and regulation				
Tools/equipment/materials required: Different Safety sign chart, visual aids, danger zone area indicators and rules & regulation charts					
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 while working. Safety materials such as Apron, Mask, Hair scarf/Cap, Air plug must be worn. 	Th. 0.50	Pr. 1.00	Tot. 1.50
	Steps: <ol style="list-style-type: none"> Collect the personal protective equipment Check the condition of protective equipment Use the protective equipment Maintenance the protective equipment 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, Air plug.					
3.	Task: Apply First Aid on Minor Injuries	Terminal Performance Objective (TPO): Given: A simulated victim. What: Apply first aid on minor injuries.	Th. 0.50	Pr. 2.50	Tot. 3.00

		How well: <ul style="list-style-type: none"> Insured person is isolated from the crowd. 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.					
4.	Task: Control House-Keeping Hazards	Terminal Performance Objective (TPO): Given: Simulated situation What: Control house-keeping hazards How well: <ul style="list-style-type: none"> Tools, equipment and safety materials of workplace must be placed in order The periodical maintenance of tools, equipment and safety materials of workplace must be done. 	Th. 0.50	Pr. 0.50	Tot. 1.00
	Steps: <ol style="list-style-type: none"> List the expected hazards exist in workplace 	Enabling objectives: <ul style="list-style-type: none"> Define house-keeping hazards Identify the types of housekeeping hazards 			

	<ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • 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.										
5.	Task: Control Electrical Hazards	<table border="1"> <thead> <tr> <th>Terminal Performance Objective (TPO):</th> <th>Th.</th> <th>Pr.</th> <th>Tot.</th> </tr> </thead> <tbody> <tr> <td> Given: Work place situation (real/simulation) What: Control Electrical Hazards How well: <ul style="list-style-type: none"> • Electrical hazards are identified • Safety precautions must be taken for electrical hazards </td> <td style="text-align: center;">0.50</td> <td style="text-align: center;">0.50</td> <td style="text-align: center;">1.00</td> </tr> </tbody> </table>	Terminal Performance Objective (TPO):	Th.	Pr.	Tot.	Given: Work place situation (real/simulation) What: Control Electrical Hazards How well: <ul style="list-style-type: none"> • Electrical hazards are identified • Safety precautions must be taken for electrical hazards 	0.50	0.50	1.00
Terminal Performance Objective (TPO):	Th.	Pr.	Tot.							
Given: Work place situation (real/simulation) What: Control Electrical Hazards How well: <ul style="list-style-type: none"> • Electrical hazards are identified • Safety precautions must be taken for electrical hazards 	0.50	0.50	1.00							
	Steps: <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/ reserver 	Enabling objectives: <ul style="list-style-type: none"> • Explain cause of electrical fire hazards • Explain about electrical short circuit • Explain control of electrical fire hazards • List the types of electrical hazards 								

	6. Inform the administration, police and fire station for mass electric fire.	
	Tools/equipment/materials required: PPE like fire Extinguisher, Sand, vacuum cleaner/hand blower etc.	

Module-2:

Apply Fundamental Skills of Sweater Linking Machine Operation

22.2 Module-2: Apply Fundamental Skills of Sweater Linking Machine Operation						
	Description: This module deals with the fundamental of industrial sweater linking machine operation.			Hours		
	Module outcomes: After completion of this module, trainees will be able to: <ul style="list-style-type: none"> • Prepare industrial sweater linking machine for stitching. • Identify types of sweater. • Identify yarn defect/faulty stitches and joints. 			Th. 2.5	Pr. 14.5	Tot. 17.0
1.	Task: Prepare industrial sweater linking machine for stitching.	Terminal Performance Objective (TPO):	Th. 1.0	Pr. 11.0	Tot. 12.0	
		Given: Industry workshop setting, User's manual for industrial linking machine, product				
		What: Prepare industrial sweater linking machine for stitching.				
		How well: <ul style="list-style-type: none"> • Stitch per Inch is 9-11. • Yarn is adjusted for stitching. • Gauge is selected as per the product. 				
	Steps: <ol style="list-style-type: none"> 1. Collect the required tools and materials. 2. Select the linking machine (GG) according to the product. 3. Sit on the working stool. 4. Set the stitch needle in the machine. 5. Insert yarn in the stitch needle. 6. Adjust yarn tension. 7. Position the jhut (product/part) in the dial of the machine. 8. Push the power switch of the machine. 9. Continue pressing the paddle to link the products. 10. Switch OFF the machine. 	Enabling objectives: <ul style="list-style-type: none"> • Identify different gauges and types of industrial sweater linking machine . • Identify the parts of dial linking machine. • Describe the function of each part of dial linking machine. • Explain the gauge of the industrial linking machine. • Classify types of yarn. • State the safety protection to be taken while preparing industrial linking machine for linking. • Explain the procedure to prepare industrial linking machine. 				

	<p>11. Trim extra yarn.</p> <p>12. Clean the workplace and machine.</p> <p>13. Cover the machine.</p> <p>14. Restore the Tools & Materials.</p>				
	<p>Tools/equipment/materials required: Different gauges of industrial sweater linking machine (one real object and real objects/ photographs of other machines), Jhut (product for linking), Screwdriver, Wrench, User's Manual, Yarn,</p> <p>PPE: Apron, Mask, Hair scarf/Cap</p>				
2.	<p>Task: Identify types of sweater.</p>	<p>Terminal Objective (TPO):</p> <p>Given: Different types of sweaters (real object).</p> <p>What: Identify types of Sweater.</p> <p>How well:</p> <ul style="list-style-type: none"> Types of sweaters are identified. Parts of the sweater are labeled. 	Th. 0.5	Pr. 1.5	Tot. 2.0
	<p>Steps:</p> <ol style="list-style-type: none"> Collect various types of sweaters. Cluster sweaters as per style/type. Make a list as per the style/type. Label the parts of a sweater with sticker. Restore all the sweaters in the safe place. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> Define sweater. List different types of sweaters. Discriminate among different varieties /styles of sweaters. State the name of each part of a sweater. 			
	<p>Tools/equipment/materials required: Various types/styles of Sweaters (Such as Vest, Pullover, Cardigan)</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>				
3.	<p>Task: Identify yarn defects/ faulty stitches/joints.</p>	<p>Terminal Objective (TPO):</p> <p>Given: Classroom/workshop setting, measurements, yarn/product specification,</p>	Th. 1.0	Pr. 2.0	Tot. 3.0

		linking/stitched products, Sample quality product. What: Identify yarn defects/ faulty stitches/joints. How well: <ul style="list-style-type: none"> Defects/Faults are identified, marked, recorded and reported. 			
	Steps: <ol style="list-style-type: none"> 1. Collect the measurement sheet, tools, sticker, and linked/stitched product. 2. Measure the product as per measurement. 3. Check the stitch/joint quality as per given specification. 4. Check yarn shading/quality as per the specification and sample quality product. 5. Mark the defective area. 6. Record the defects/fault. 7. Report to the quality assurance section. 8. Clean the workplace. 9. Restore Tools & Materials. 	Enabling objectives: <ul style="list-style-type: none"> • Explain the procedure to find out defects. • Explain how to measure the product. 			
Tools/equipment/materials required: Sticker/Chalk, Scissor, Measurement Sheet, Measuring Tape, and Sample of Quality Product. PPE: Apron, Mask, Hair scarf/Cap.					

Module-3:
Join Parts of Gent's Sweater

22.3 Module-3: Join Parts of Gent's Sweater

22.3 Module-3: Join Parts of Gent's Sweater					
	Description: This module deals with the knowledge and skills required to join parts of Gent's Sweater.	Hours			
	Module outcomes: After completion of this module, trainees will be able to: <ul style="list-style-type: none"> • Join shoulder of sweater. • Join sleeve with sweater. • Join armhole for half sweater (vest). • Join side of sweater. • Join neck with body of sweater. 	Th. 2.5	Pr. 41.5	Tot. 44.0	
1.	Task: Join shoulder of sweater.	Terminal Performance Objective (TPO):	Th. 0.5	Pr. 8.5	Tot. 9.0
		Given: Measurement chart, front part and back part of the sweater. What: Join shoulder of sweater. How well: <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Shoulder is joined as per measurement chart. 			
	Steps: <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, front and back parts of Gent's Sweater. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 5. Set back part in the dial needle. 6. Set front part on back part in the dial needle. 7. Measure the shoulder as per measurement chart. 8. Mark the measurement by using chalk. 	Enabling objectives: <ul style="list-style-type: none"> • Explain how to join the shoulder. • Describe measurement chart for shoulder. • List the tools and materials required to join shoulder of a sweater. • Explain how to check the quality of shoulder joint. 			

	<p>9. Push the power switch of the machine.</p> <p>10. Stitch the shoulder by pressing the paddle.</p> <p>11. Switch OFF the machine.</p> <p>12. Separate the shoulder by controlling the dial key manually.</p> <p>13. Trim the extra yarn.</p> <p>14. Count the stitch per inch in the shoulder joint area.</p> <p>15. Clean the workplace and machine.</p> <p>16. Restore tools and materials in the safe place.</p>				
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk And Measurement Tape, Measurement Chart, Front and Back Part of a Sweater.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>					
2.	<p>Task: Join sleeve with sweater.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, sweater body and sleeve.</p> <p>What: Join sleeve with sweater.</p> <p>How well:</p> <ul style="list-style-type: none"> No faults/gaps are found in the stitch. Stitches are regular and undamaged. Sleeve joint is done as per measurement chart. 	Th. 0.5	Pr. 8.5	Tot. 9.0
<p>Steps:</p> <ol style="list-style-type: none"> Collect the required tools and materials, measurement chart, sweater body and sleeve of sweater. Set stitch needle with machine. Insert yarn to the stitching needle. Adjust yarn tension. Set sweater body in the dial needle. Set sleeve on the sweater body in the dial needle. 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> Explain how to join the sleeve. Describe measurement chart for sleeve. List the tools and materials required to join sleeve of a sweater. Explain how to check the quality of sleeve joint. 			

	<p>7. Measure sleeve as per measurement chart using chalk.</p> <p>8. Push the power switch of the machine.</p> <p>9. Stitch the sleeve by pressing the paddle.</p> <p>10. Switch OFF the machine.</p> <p>11. Separate the sweater by controlling the dial key manually.</p> <p>12. Trim the extra yarn.</p> <p>13. Count the stitch per inch in the sleeve joint.</p> <p>14. Clean the workplace and machine.</p> <p>15. Restore tools and material in the safe place.</p>				
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Sweater, Sleeve and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>					
3.	<p>Task: Join armhole of half sweater (Vest).</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, sweater body and rib.</p> <p>What: Join armhole of half sweater (Vest).</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Armhole is joined as per measurement chart. 	Th. 0.5	Pr. 8.5	Tot. 9.0
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, sweater body and rib of half-sweater. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the armhole. • Describe measurement chart for armhole. • List the tools and materials required to join armhole of a half-sweater. • Explain how to check the quality of armhole. 			

	<ol style="list-style-type: none"> 5. Set top part of rib in the dial needle. 6. Measure rib as per measurement chart using chalk. 7. Set sweater body on the rib in the dial needle. 8. Fold the bottom part of rib. 9. Set the bottom part of rib on the sweater body in the dial needle. 10. Push the power switch of the machine. 11. Stitch rib with half-sweater body by pressing the paddle. 12. Switch OFF the machine. 13. Separate the half-sweater by controlling the dial key manually. 14. Trim the extra yarn. 15. Check the stitch quality of the armhole. 16. Clean the workplace and machine. 17. Restore tools and material in the safe place. 				
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Sweater, Rib and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>					
4.	<p>Task: Join side of sweater.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Sweater body.</p> <p>What: Join side of sweater.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. 	Th. 0.5	Pr. 8.5	Tot. 9.0
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools, materials and sweater body. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the side of a sweater. • Describe measurement chart for side joining. • List the tools and materials required to join side of a sweater. 			

	<ol style="list-style-type: none"> 5. Set the body of sweater with sleeve in the dial needle. 6. Push the power switch of the machine. 7. Stitch the side joint of sweater body and sleeve by pressing the paddle. 8. Switch OFF the machine. 9. Separate the sweater by controlling the dial key manually. 10. Trim the extra yarn. 11. Count the stitch per inch in the side joint. 12. Clean the workplace and machine. 13. Restore tools and material in the safe place. 	<ul style="list-style-type: none"> • Explain how to check the quality of side joint of a sweater. 								
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, and Sweater Body. PPE: Apron, Mask, Hair scarf/Cap.</p>										
5.	<p>Task: Join neck with body of sweater.</p>	<table border="1"> <thead> <tr> <th data-bbox="778 965 1225 1010">Terminal Performance</th> <th data-bbox="1225 965 1313 1010">Th.</th> <th data-bbox="1313 965 1401 1010">Pr.</th> <th data-bbox="1401 965 1489 1010">Tot.</th> </tr> </thead> <tbody> <tr> <td data-bbox="778 1010 1225 1630"> <p>Objective (TPO):</p> <p>Given: Measurement chart, sweater body and neck.</p> <p>What: Join neck with body of sweater.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Neck is joined as per measurement chart. </td> <td data-bbox="1225 1010 1313 1630">0.5</td> <td data-bbox="1313 1010 1401 1630">7.5</td> <td data-bbox="1401 1010 1489 1630">8.0</td> </tr> </tbody> </table>	Terminal Performance	Th.	Pr.	Tot.	<p>Objective (TPO):</p> <p>Given: Measurement chart, sweater body and neck.</p> <p>What: Join neck with body of sweater.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Neck is joined as per measurement chart. 	0.5	7.5	8.0
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<p>Objective (TPO):</p> <p>Given: Measurement chart, sweater body and neck.</p> <p>What: Join neck with body of sweater.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Neck is joined as per measurement chart. 	0.5	7.5	8.0							
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, sweater body and neck of a sweater. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the neck. • Describe measurement chart for neck. • List the tools and materials required to join neck of a sweater. • Explain how to check the quality of neck joint. 								

<ol style="list-style-type: none"> 5. Set top part of neck in the dial needle. 6. Measure neck as per measurement chart using chalk. 7. Set sweater body on the top part of neck in the dial needle. 8. Cut the extra fabric. 9. Fold the bottom part of neck. 10. Set the bottom part of the neck on the sweater body in the dial needle. 11. Push the power switch of the machine. 12. Start stitching by pressing the paddle. 13. Switch OFF the machine. 14. Separate the sweater by controlling the dial key manually. 15. Trim the extra yarn. 16. Count the stitch per inch in the neck joint. 17. Clean the workplace and machine. 18. Restore tools and material in the safe place. 	
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Sweater, Neck and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>	

Module-4:
Join Parts of Lady's Cardigan

22.4 Module-4: Join parts of Lady's Cardigan						
	Description: This modules deals with the knowledge and skills required to join parts of Lady's Cardigan			Hours		
	Module outcomes: After completion of this module, trainees will be able to: <ul style="list-style-type: none"> • Join pocket with cardigan. • Join shoulder of cardigan. • Join sleeve with cardigan. • Join side of cardigan. • Join neck with cardigan. • Join placket with cardigan. • Join hood with cardigan. • Join piping with cardigan. 			Th. 4.0	Pr. 59.0	Tot. 63.0
1.	Task: Join pocket with cardigan.		Terminal Performance Objective (TPO): Given: Measurement Chart, Sweater Body and pocket. What: Join pocket with cardigan. How well: <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Pocket is joined as per measurement chart. 	Th. 0.5	Pr. 7.5	Tot. 8.0
	Steps: <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, cardigan front part and pocket. 2. Insert Yarn to the stitching needle. 3. Adjust yarn tension. 4. Set pocket in the dial needle for stitching. 		Enabling objectives: <ul style="list-style-type: none"> • Explain how to join the pocket. • Describe measurement chart for pocket join. • List the tools and materials required to join pocket of a cardigan. • Explain how to check the quality of pocket joint. 			

	<ol style="list-style-type: none"> 5. Measure the marking area of body with the measurement of pocket. 6. Set the body in the dial needle. 7. Push the power switch of the machine. 8. Stitch pocket with body by pressing the paddle. 9. Switch OFF the machine. 10. Separate the cardigan front part by controlling the dial key manually. 11. Trim the extra yarn. 12. Check the stitch quality of the pocket joint. 13. Clean the workplace and machine. 14. Restore tools and material in the safe place. 				
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk and Measurement Tape, Measurement Chart, Front Part of a Cardigan and Pocket.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>					
2.	<p>Task: Join shoulder of cardigan.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, front part and back part of the cardigan.</p> <p>What: Join shoulder of cardigan.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Shoulder is joined as per measurement chart. 	Th. 0.5	Pr. 7.5	Tot. 8.0
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the shoulder. • Describe measurement chart for shoulder. 			

	<p>front and back parts of cardigan.</p> <ol style="list-style-type: none"> 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 5. Set back part in the dial needle. 6. Set front part on back part in the dial needle. 7. Measure shoulder as per measurement chart. 8. Mark the measurement by using chalk as per measurement chart. 9. Push the power switch of the machine. 10. Stitch the shoulder by pressing the paddle. 11. Switch OFF the machine. 12. Separate the shoulder by controlling the dial key manually. 13. Trim the extra yarn. 14. Count the stitch per inch in the shoulder joint. 15. Clean the workplace and machine. 16. Restore tools and material in the safe place. 	<ul style="list-style-type: none"> • List the tools and materials required to join shoulder of a sweater. • Explain how to check the quality of shoulder joint. 			
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk and Measurement Tape, Measurement Chart, Front and Back Part of a Cardigan. PPE: Apron, Mask, Hair scarf/Cap.</p>					
3.	<p>Task: Join sleeve with cardigan.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, cardigan body and sleeve.</p> <p>What: Join sleeve with cardigan.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. 	Th. 0.5	Pr. 7.5	Tot. 8.0

		<ul style="list-style-type: none"> • Stitches are regular and undamaged. • Sleeve is joined as per measurement chart. 			
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, cardigan body and sleeve of cardigan. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 5. Set cardigan body in the dial needle. 6. Set sleeve on the cardigan body in the dial needle. 7. Mark the measurement point of sleeve using chalk. 8. Push the power switch of the machine. 9. Stitch the sleeve with body by pressing the paddle. 10. Switch OFF the machine. 11. Separate the sweater by controlling the dial key manually. 12. Trim the extra yarn. 13. Count the stitch per inch in the sleeve joint. 14. Clean the workplace and machine. 15. Restore tools and material in the safe place. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the sleeve. • Describe measurement chart for sleeve. • List the tools and materials required to join sleeve of a sweater. • Explain how to check the quality of sleeve joint. 			
	<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Cardigan, Sleeve and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>				
4.	<p>Task: Join side of cardigan.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: cardigan body.</p> <p>What: Join side of cardigan.</p>	Th. 0.5	Pr. 7.5	Tot. 8.0

		<p>How well:</p> <ul style="list-style-type: none"> No faults/gaps are found in the stitch. Stitches are regular and undamaged. 			
	<p>Steps:</p> <ol style="list-style-type: none"> Collect the required tools, materials and cardigan body. Set stitch needle with machine. Insert yarn to the stitching needle. Adjust yarn tension. Set the body of cardigan with sleeve in the dial needle. Push the power switch of the machine. Stitch the side joint of cardigan body and sleeve by pressing the paddle. Switch OFF the machine. Separate the cardigan by controlling the dial key manually. Trim the extra yarn. Count the stitch per inch in the side joint. Clean the workplace and machine. Restore tools and material in the safe place. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> Explain how to join the side of a cardigan. Describe measurement chart for side joining. List the tools and materials required to join side of a cardigan. Explain how to check the quality of side joint of a cardigan. 			
	<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk and Cardigan Body. PPE: Apron, Mask, Hair scarf/Cap.</p>				
5.	<p>Task: Join neck with cardigan.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, cardigan body and neck.</p> <p>What: Join neck with body of cardigan.</p>	Th. 0.5	Pr. 7.5	Tot. 8.0

		<p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Neck is joined as per measurement chart. 			
	<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, cardigan body and neck of a cardigan. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 5. Set top part of neck in the dial needle. 6. Mark the measuring points of neck using chalk as per measurement chart. 7. Set cardigan body on the top part of neck in the dial needle. 8. Cut the extra fabric. 9. Fold the bottom part of neck. 10. Set the bottom part of the neck on the cardigan body in the dial needle. 11. Push the power switch of the machine. 12. Stitch neck with cardigan body by pressing the paddle. 13. Switch OFF the machine. 14. Separate the cardigan by controlling the dial key manually. 15. Trim the extra yarn. 16. Count the stitch per inch in the neck joint. 17. Clean the workplace and machine. 18. Restore tools and material in the safe place. 	<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the neck. • Describe measurement chart for neck. • List the tools and materials required to join neck of a cardigan. • Explain how to check the quality of neck joint. 			

	Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Cardigan, Neck and Measurement Tape. PPE: Apron, Mask, Hair scarf/Cap.					
6.	Task: Join placket with cardigan.	Terminal Objective (TPO):	Performance	Th. 0.5	Pr. 7.5	Tot. 8.0
		Given: Measurement chart, cardigan body and placket.				
		What: Join placket with cardigan.				
		How well:				
		<ul style="list-style-type: none"> No faults/gaps are found in the stitch. Stitches are regular and undamaged. Placket is joined as per measurement chart. 				
	Steps:	Enabling objectives:				
	<ol style="list-style-type: none"> Collect the required tools and materials, measurement chart, cardigan body and placket. Set stitch needle with machine. Insert yarn to the stitching needle. Adjust yarn tension. Set placket in the dial needle. Mark the measurement points of placket by using chalk as per measurement chart. Set cardigan body on the placket in the dial needle. Push the power switch of the machine. Stitch placket with cardigan body by pressing the paddle. Switch OFF the machine. Separate the cardigan by controlling the dial key manually. Trim the extra yarn. 	<ul style="list-style-type: none"> Explain how to join the placket. Describe measurement chart for placket. List the tools and materials required to join placket of a cardigan. Explain how to check the quality of placket joint. 				

	<p>13. Count the number of stitch per inch in the placket joint.</p> <p>14. Clean the workplace and machine.</p> <p>15. Restore tools and material in the safe place.</p>				
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Cardigan, Placket and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>					
7.	<p>Task: Join hood with cardigan.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, cardigan body and hood.</p> <p>What: Join hood with cardigan.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Hood is joined as per measurement chart. 	Th. 0.5	Pr. 7.5	Tot. 8.0
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, cardigan body and hood of a cardigan. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 5. Set parts of hood in the dial needle. 6. Set cardigan body on the hood in the dial needle. 7. Mark the measurement points of hood by using chalk as per measurement chart. 8. Push the power switch of the machine. 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the hood. • Describe measurement chart for hood. • List the tools and materials required to join hood of a cardigan. • Explain how to check the quality of hood joint. 			

	<p>9. Perform stitching by pressing the paddle.</p> <p>10. Switch OFF the machine.</p> <p>11. Separate the cardigan by controlling the dial key manually.</p> <p>12. Trim the extra yarn.</p> <p>13. Count the number of stitch per inch in the hood joint.</p> <p>14. Clean the workplace and machine.</p> <p>15. Restore tools and material in the safe place.</p>				
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Cardigan, Hood and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>					
8.	<p>Task: Join piping with cardigan.</p>	<p>Terminal Performance Objective (TPO):</p> <p>Given: Measurement chart, cardigan body and piping.</p> <p>What: Join piping with cardigan.</p> <p>How well:</p> <ul style="list-style-type: none"> • No faults/gaps are found in the stitch. • Stitches are regular and undamaged. • Piping is joined as per measurement chart. 	Th. 0.5	Pr. 6.5	Tot. 7.0
<p>Steps:</p> <ol style="list-style-type: none"> 1. Collect the required tools and materials, measurement chart, cardigan body and piping of a cardigan. 2. Set stitch needle with machine. 3. Insert yarn to the stitching needle. 4. Adjust yarn tension. 5. Set top part of piping in the dial needle. 		<p>Enabling objectives:</p> <ul style="list-style-type: none"> • Explain how to join the piping. • Describe measurement chart for piping. • List the tools and materials required to join piping of a cardigan. • Explain how to check the quality of piping joint. 			

<ol style="list-style-type: none"> 6. Mark the measurement points of piping as per measurement chart. 7. Set cardigan body on the piping in the dial needle. 8. Fold the piping. 9. Set the piping on the front part of cardigan body in the dial needle. 10. Push the power switch of the machine. 11. Stitch piping with cardigan body by pressing the paddle. 12. Switch OFF the machine. 13. Separate the cardigan by controlling the dial key manually. 14. Trim the extra yarn. 15. Count the number of stitch per inch in the piping joint. 16. Clean the workplace and machine. 17. Restore machine, tools and material in the safe place. 	
<p>Tools/equipment/materials required: Linking Machine, Yarn, Scissor, Chalk, Body of Cardigan, Piping and Measurement Tape.</p> <p>PPE: Apron, Mask, Hair scarf/Cap.</p>	

23 LIST OF TOOLS AND EQUIPMENT

S. N.	Name of the items	Specification	Quantity	Unit
1.	Linking Machine (Dial Type)	Electrical	20	Pcs.
2.	Electrical Motor	1.5 HP	4	Pcs.
3.	Motor belt		4	Pcs.
4.	Table	Wooden (1'6"x8'0")	4	Pcs.
5.	Stool	Wooden	20	Pcs.
6.	Measuring tape	Flexible (60 inch)	20	Pcs.
7.	Scissors	12"	20	Pcs.
8.	Screw driver (Star & Flat)		8	Pcs.
9.	Plier		4	Pcs.
10.	Dull set (Wrench)		4	set
11.	LN (Allen) key set		4	set
12.	Adjustable wrench		4	Pcs.
13.	Leather belt	For each machine	20	Pcs.
14.	First aid kits		2	box
15.	Ball-Peen Hammer		4	Pcs.

24 LIST OF TRAINING MATERIALS

S. N.	Name of the items	Specification	Quantity	Unit
1.	Wool/Cotton yarn	2/32 count	20	kg
2.	Jhut		10	kg
3.	Chalk		2	box
4.	Machine oil		1	Liter
5.	Emery paper		5	ft.

S. N.	Name of the items	Specification	Quantity	Unit
6.	Oil pot		2	Pcs.
7.	GI wire	Binding wire	2	meter
8.	Glue (Adhesive)		2	Pcs.
9.	Dial Needle	4 gauge, 6 gauge	500 Nos. (5 pkt.)	pkt.
10.	Stitch Needle	4 gauge and 6 gauge	20 Nos.	Pcs.
11.	Sticker		200	Pcs.
12.	Whiteboard Marker		24	Pcs.
13.	Duster/Marker Remover		2	Pcs.
14.	Flipchart/Wall Paper		24	Pcs.
15.	Safety Gears (Apron, Mask, Hair scarf/Cap, Air plug)		24	Sets.
16.	Fire extinguisher	5 Kg each	2	Pcs.
17.	Pencil		24	Pcs.
18.	Erasure		24	Pcs.
19.	Sharpener		24	Pcs.
20.	Permanent Marker pen		24	Pcs.
21.	Exercise written book		24	Pcs.

25 PHYSICAL FACILITIES FOR 20 TRAINEES

S. N.	Name of the items	Specification	Quantity	Unit
1.	Workshop with Theory Corner	25 ft. x 30 ft.	1	Pcs.
2.	Display board	4 ft. x 8 ft.	1	Pcs.
3.	White Board	4 ft. x 8 ft.	1	Pcs.

26 SUGGESTED REFERENCE BOOKS

- SEP-B will produce training manual

27 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> urriculum/ <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.

28 CURRICULUMS DEVELOPMENT TEAM

S. N.	Name	Designation	Organization	Contact Number
1.	Md. Abul Hossen	Instructor/Trainer, Linking Machine Operator	BGMEA	01776441163
2.	Md. Azizul Islam	Skilled Worker, Linking Machine Operator	BGMEA	01922647333
3.	Md. Hasibul Islam	Floor in charge/Supervisor, Linking Machine Operator	BGMEA	018832513026
4.	Nazma Akhter	Instructor/Trainer, Linking Machine Operator	Dhaka Ahsania Mission	01735048863
5.	Rupali Biswas	Industry Skills Council (ISC) Representative	BKMEA	01558729627
6.	Md. Anisuzzaman	Training Coordinator	SEP-B	01912-153859
7.	Anoj Bhattarai	Consultant	TITI	
8.	Akim Shrestha	Consultant	TITI	

Overall Supervision: Md. Anisuzzaman

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

Record and Documentation: Anoj Bhattarai and Akim Shrestha

29 REFERENCES (FOR DEVELOPING CURRICULUMS)

- Skills for Unemployment and Underemployed Labour (SkillFUL) Project, Swisscontact (2012, July). Curriculum Guide for Sweater Linking Operator. Dhaka, Bangladesh.
- Skills and Employment Programme-Bangladesh (SEP-B) (2014, November). Rapid Job Analysis of Industrial Linking Machine Operator. Dhaka Bangladesh.

30 LINKAGES OF SEP-B CURRICULUM WITH BTEB COMPETENCY STANDARDS

S. N.	SEP-B Training Module	BTEB Competency Standards
1.	Apply occupational safety and health procedures at the work place.	GN100412A Practice Occupational Health and Safety (OHS)
2.	Discuss fundamental of linking machine operation.	NA ¹
3.	Join parts of gent's sweater	NA
4.	Join parts of lady's cardigan.	NA

31 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.

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