



HELVETAS
Swiss Education Foundation

BANGLADESH



National Technical and Vocational Qualifications Framework

NTVQF

Competency Standards

for

Food Preparation, NTVQ, Level – II

Bangladesh Technical Education Board

Agargoan, Sher-E-Bangla Nagar

Dhaka-1207

Introduction

These Competency Standards were developed by the Standards and Curriculum Development Committee (SCDC) for the occupation “**Food Preparation**” that was established under the sub-sector Industry Skills Council (ISC) and with the assistance of the HELVETAS, Bangladesh, SHAMERTO Project. This project is funded by the European Union and the Government of Bangladesh.

The competency standards are the foundation on which new competency based curriculum will be developed that responds better to the needs of industry for skilled workers. The members of the SCDCs are primarily from industry but with representatives from the Bangladesh Technical Education Board (BTEB) and the Directorate of Technical Education (DTE), Bureau of Manpower Employment and Training (BMET), NGO, and Private Training providers. Persons who will successfully complete the new TVET programs based on these competency standards will receive a qualification in the new National Technical and Vocational Qualification Framework (NTVQF).

Endorsed by

Industry Skills Council
Date:

Bangladesh Technical Education Board
(BTEB)
Date:

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List of Abbreviations

General

BMET – Bureau of Manpower Employment and Training
BSTI – Bangladesh Standard and Testing Institution
BTEB – Bangladesh Technical Education Board
DTE – Directorate of Technical Education
ILO – International Labour Organization
ISC – Industry Skills Council
NPVC – National Pre-Vocation Certificate
NTVQF – National Technical and Vocational Qualification Framework
SSDC – Standards and Curriculum Development Committee
TVET – Technical Vocational Education and Training
UoC – Unit of Competency

Occupation Specific Abbreviations

GAP – Good Agricultural Practices
GMP – Good Manufacturing Practices
HACCP – Hazard Analysis and Critical Control Points
MSDS – Material Safety Data Sheet
OSH – Occupational Safety and Health
PPE – Personal Protective Equipment
SOP – Standard Operating Procedures
SSOP – Sanitation Standard Operating Procedure

**National Competency Standards for National Skill Certificate – II in
Food Preparation**

Proposed Bangladesh NTVQF with Job Classifications

NTVQF LEVELS	EDUCATION SECTORS			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Middle Level Manager /Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 4		National Skill Certificate 4 (NSC 4)		Skilled Worker
NTVQF 3		National Skill Certificate 3 (NSC 3)		Semi-Skilled Worker
NTVQF 2		National Skill Certificate 2 (NSC 2)		Basic Skilled Worker
NTVQF 1		National Skill Certificate 1 (NSC 1)		Basic Worker
Pre-Voc 2	National Pre-Vocation Certificate 2 (NPVC 2)			Pre-Vocation Trainee
Pre-Voc 1	National Pre-Vocation Certificate 1 (NPVC 1)			Pre-Vocation Trainee

Annex 1: NTVQF level Descriptors

NTVQF Level	Knowledge	Skill	Responsibility	Job Class.
6	<ul style="list-style-type: none"> Comprehensive actual and theoretical knowledge within a specific study area with an awareness of the limits of that knowledge 	<ul style="list-style-type: none"> Specialised and restricted range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems 	<ul style="list-style-type: none"> Manage a team or teams in workplace activities where there is unpredictable change Identify and design learning programs to develop performance of team members 	Supervisor / Middle Level Manager /Sub Assistant Engr. etc.
5	<ul style="list-style-type: none"> Very broad knowledge of the underlying, concepts, principles, and processes in a specific study area 	<ul style="list-style-type: none"> Very broad range of cognitive and practical skills required to generate solutions to specific problems in one or more study areas. 	<ul style="list-style-type: none"> Take overall responsibility for completion of tasks in work or study Apply past experiences in solving similar problems 	Highly Skilled Worker / Supervisor
4	<ul style="list-style-type: none"> Broad knowledge of the underlying, concepts, principles, and processes in a specific study area 	<ul style="list-style-type: none"> Range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information 	<ul style="list-style-type: none"> Take responsibility, within reason, for completion of tasks in work or study Apply past experiences in solving similar problems 	Skilled Worker
3	<ul style="list-style-type: none"> Moderately broad knowledge in a specific study area. 	<ul style="list-style-type: none"> Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools 	<ul style="list-style-type: none"> Work or study under supervision with some autonomy 	Semi-Skilled Worker
2	<ul style="list-style-type: none"> Basic underpinning knowledge in a specific study area. 	<ul style="list-style-type: none"> Basic skills required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under indirect supervision in a structured context 	Basic Skilled Worker
1	<ul style="list-style-type: none"> Elementary understanding of the underpinning knowledge in a specific study area. 	<ul style="list-style-type: none"> Limited range of skills required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under direct supervision in a structured context 	Basic Worker
Pre-Voc 2	<ul style="list-style-type: none"> Limited general knowledge 	<ul style="list-style-type: none"> Very limited range of skills and use of tools required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under direct supervision in a well-defined, structured context. 	Pre-Vocation Trainee
Pre-Voc 1	<ul style="list-style-type: none"> Extremely limited general knowledge 	<ul style="list-style-type: none"> Minimal range of skills required to carry out simple tasks 	<ul style="list-style-type: none"> Simple work or study exercises, under direct supervision in a clear, well defined structured context 	Pre-Vocation Trainee

The Qualification of the Competency Standards

1. Title of Qualification: National Skill Certificate - II in Food Preparation	
2. Qualification code: MMMMMMMM	3. Endorsement date: 27th June 2018
4. Purpose of the qualification	<p>The NSC- I in Food Preparation Qualification consists of a set Food Preparation works of competencies that a person must achieve in order to work competently in the Food Sector as a Baburchi.</p> <p>In particular, he/she should be able to:</p> <ol style="list-style-type: none"> 1. Use basic mathematical concepts 2. Apply Occupational Health and Safety (OSH) practice in the workplace 3. Follow quality and food safety programs 4. Organize for food preparation 5. Prepare roti and parata 6. Prepare rice dish 7. Prepare vegetable and dal dish 8. Prepare fish and egg dish 9. Prepare meat and poultry dish
5. Regulatory Arrangements	<p>The holder of this qualification should have been assessed by a BTEB certified assessor and found to be competent in the units listed in Section 2.</p>
6. Accreditation requirements	<p>The qualifications shall be offered in compliance with the accreditation requirements set by BTEB.</p>
7. Transition arrangements	<p>In the absence of certified assessors, the BTEB shall appoint trainers who have undergone assessment trainings.</p>
8. Contact for comments	<p>Chairperson Bangladesh Technical Education Board (BTEB) Agargaon, Sher-E-Bangla Nagar, Dhaka-1207</p>

National Competency Standards for National Skill Certificate - II in Food Preparation

Course Structure

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
The Generic Specific (Basic) Competencies (02UoCs required)				70
1	GN1001A1	Use basic mathematical concepts	1	40
2	GN1002A1	Apply OSH practices in the workplace	1	30
The Sector Specific (Common) Competencies (03 UoC required)				60
1	FODSS1006A1	Follow quality and food safety programs	1	60
The Occupation Specific (Core) Competencies (03UoCs required)				170
1	FODPRE1001A1	Organize for food preparation	1	40
2	FODPRE1001A1	Prepare roti and parata	2	20
3	FODPRE2002A1	Prepare rice dish	2	20
4	FODPRE2003A1	Prepare vegetables and dal dish	2	20
5	FODPRE2004A1	Prepare fish and egg dish	2	30
6	FODPRE2005A1	Prepare meat and poultry dish	2	40
Total Nominal Learning Hours				300

The Generic Specific (Basic) Competencies

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Use Basic Mathematical Concepts
Unit Code	GN1001A1
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to use basic mathematical concepts. It specifically includes – identify calculation requirements in the workplace; select appropriate mathematical methods for the calculation; and use mathematical concepts to calculate workplace calculation
Elements of Competency	Performance Criteria Bold & Italicized terms are elaborated in the Range of Variable
1. Identify calculation requirements in the workplace	1.1 Calculation requirements are identified from workplace information
2. Select appropriate mathematical methods for the calculation	2.1 Appropriate Mathematical methods are selected to carry out the calculation 2.2 System and units of measurement to be followed are determined
3. Use basic mathematical concepts to calculate workplace calculation	3.1 Calculations are completed using appropriate methods such as addition, subtraction, multiplication and division 3.2 Systems and units of measurement for the task are applied to workplace calculation
Range of Variables	
Variable	Range (may include but are not limited to)

<p>1. Workplace information</p>	<p>1.1 Project documents 1.2 Graphs 1.3 Charts 1.4 Tables 1.5 Spread sheets 1.6 Item price quotations 1.7 Equipment manuals</p>
<p>2. Mathematical methods</p>	<p>2.1 Addition 2.2 Subtraction 2.3 Division 2.4 Multiplication 2.5 Ratio on any types of real values (such as whole numbers, fractional numbers, percentages, numbers with exponents)</p>
<p>3. System and units of measurement</p>	<p>3.1 Measurement 3.2 Volume 3.3 Weight 3.4 Mass 3.5 Density 3.6 Percentage 3.7 Length / Breadth / Thickness 3.8 Capacity 3.9 Time 3.10 Temperature 3.11 Budget, Pay/ Wages, Leave entitlements 3.12 Material usage 3.13 Speed 3.14 Costing</p>
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
<p>1. Critical aspects of competency</p>	<p>Assessment required evidence that the candidate: 1.1 Applied mathematical methods such as addition, subtraction, division and multiplication to workplace calculations</p>

<p>2. Underpinning knowledge</p>	<p>Trainee will acquire knowledge of:</p> <ul style="list-style-type: none"> 2.1 Calculation requirements in the workplace 2.2 Select appropriate mathematical methods 2.3 Equipment and tools 2.4 Mathematical language, symbols and terminology 2.5 Application of units 2.6 Workplace information 2.7 Using arithmetic processes to find solutions to simple mathematical problems
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> 3.1 Ability to identify calculation requirements from workplace information 3.2 Ability to select appropriate mathematical methods 3.3 Ability to use appropriate technology 3.4 Ability to use mathematical language, symbols and terminology 3.5 Understanding of appropriate units of measurement (such as kg, meter) and application may include measurement, volume, weight, density, percentage etc. 3.6 Ability to include workplace information (project documents, graphs, charts, tables, spread sheets, item price quotations, equipment manuals) 3.7 Ability to use arithmetic processes to find solutions to simple mathematical problems 3.8 Ability to apply in the workplace
<p>4. Required attitudes</p>	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
<p>5. Resource implication</p>	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (Actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Materials, consumables to perform activities

6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral questioning</p> <p>6.4 Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in a training centre or in an actual or simulated workplace after completion of the training module</p> <p>7.2 Assessment should be done by a BTEB certified assessor</p>

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Apply Occupational Health and Safety (OSH) Practices in the Workplace
Unit Code	GN1002A1
Nominal Hours	30 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to apply occupational health and safety (OSH) practices in the workplace. It specifically includes – identify, control and report OSH hazards; conduct work safety; follow emergency response procedures; and maintain and improve health and safety in the workplace.
Elements of Competency	Performance Criteria Bold & italicized terms are elaborated in the Range of Variables
1. Identify, control and report OSH hazards	1.1 Immediate work area is routinely checked for OSH hazards prior to commencing and during work 1.2 Hazards and unacceptable performance are identified and corrective action is taken within the level of responsibility 1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures 1.4 Safety signs and symbols are identified and followed
2. Conduct work safety	2.1 Apply OSH practices in the workplace 2.2 Appropriate Personal Protective Equipment (PPE) is selected and worn

3. Follow emergency response procedures	<p>3.1 Emergency situations are identified and reported according to workplace reporting requirements</p> <p>3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures</p> <p>3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities</p>
4. Maintain and improve health and safety in the work place	<p>4.1 Risks are identified and appropriate control measures are implemented in the work area</p> <p>4.2 Recommendations arising from risk assessments are implemented within level of responsibility</p> <p>4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel</p> <p>4.4 Maintain safety records according to company policies</p>
Range of Variables	
Variables	Range (May include but not limited to)
1. Hazards	<p>1.1 OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards</p> <p>1.2 Working with and near moving equipment/load shifting equipment</p> <p>1.3 Broken or damaged equipment or materials</p>
2. Personal Protective Equipment	<p>2.1 Goggles</p> <p>2.2 Ear muffs</p> <p>2.3 Ear plugs</p> <p>2.4 Gloves</p> <p>2.5 Clothing</p> <p>2.6 Apron</p> <p>2.7 Helmet</p> <p>2.8 Boots</p>
3. Workplace procedures	<p>3.1 OSH system and related documentation including policies and procedures</p> <p>3.2 Standard Operating Procedures (SOPs)</p> <p>3.3 Information on Hazards and the work process, hazard alerts, safety signs and symbols</p> <p>3.4 Labels</p>

	3.5 Material Safety Data Sheets (MSDSs) and manufacturers' advice
4. Company policies	4.1 Job related Standard Operating Procedures (SOPs) and OSH –specific procedures Examples of OSH procedures include – consultation and participation, emergency response to specific hazards, incident investigation, risk assessment, reporting arrangement and issue resolution procedures
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Worn Personal Protective Equipment (PPE) 1.2 Identified hazards 1.3 Took corrective action of different hazards 1.4 Took corrective action for emergency procedure 1.5 Reported Emergency situation to the supervisor/Manger 1.6 Satisfied the requirements mentioned in the Performance Criteria and Range of Variables
2. Underpinning Knowledge	<p>Trainee will acquire knowledge of:</p> <ol style="list-style-type: none"> 2.1 OSH Workplace Policies and Procedures 2.2 Work Safety Procedures 2.3 Emergency Procedures 2.4 Types of Hazards (Biological, Chemical and Physical) and their effects) 2.5 PPE types and uses 2.6 Personal Hygiene Practices 2.7 OSH Awareness 2.8 Steps of Hazard Identification 2.9 Principles of Hazards control 2.10 Employer's Role 2.11 Supervisor's Responsibilities

<p>3. Underpinning Skills</p>	<p>3.1 Identifying OSH policies and procedures 3.2 Following personal work safety practices 3.3 Reporting hazards and risks 3.4 Responding to emergency procedures 3.5 Maintaining physical well-being in the workplace 3.6 Identify tools and equipment related to OSH 3.7 Fire and emergency procedures 3.8 Improving OSH performance.</p>
<p>4. Required Attitude</p>	<p>4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace</p>
<p>5. Resource Implications</p>	<p>The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment appropriate to the work place 5.3 Materials relevant to the proposed activity 5.4 All tools, equipment, material and documentation required 5.5 Relevant specifications or work instructions</p>
<p>6. Methods of Assessment</p>	<p>Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio</p>
<p>7. Context for Assessment</p>	<p>7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module 7.2 Assessment should be done by a BTEB certified assessor</p>

Accreditation Requirements

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The Sector Specific (Common) Competencies

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Follow Quality and Food Safety Programs
Unit Code	FODSS1006A1
Nominal Hours	60 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to follow quality and food safety programs. It specifically includes – observe OSH practices; practice personal hygiene and good grooming standards; follow safe food handling and sanitation practices; monitor quality of work outcome; and identify and act on quality deficits and / or safety hazards.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Observe OSH practices	<p>1.1 Housekeeping standards are maintained in the workplace following OSH requirements</p> <p>1.2 Personal hygiene is maintained and Personal Protective Equipment (PPE) worn as per OSH requirements</p> <p>1.3 Equipment is cleaned for production and hygiene requirements</p>
2. Practice personal hygiene and good grooming standards	<p>2.1 Personal hygiene and good grooming is practiced in line with workplace health and safety requirements</p> <p>2.2 Health conditions and/or illness are reported as required by the food safety program</p> <p>2.3 Clothing and footwear is appropriate for the food handling task and meets the requirements of the food safety program</p> <p>2.4 Movement around the workplace complies with the food safety program</p>

3. Follow safe food handling and sanitation practices	<p>3.1 Food handling requirements are identified</p> <p>3.2 Safe food handling practices are followed in line with workplace sanitation regulations and the food safety code</p> <p>3.3 The workplace is maintained in a clean and tidy order to meet workplace standards</p>
4. Monitor quality of work outcome	<p>4.1 Quality requirements are identified</p> <p>4.2 Inputs are inspected to confirm capability to meet quality requirements</p> <p>4.3 Work is conducted and monitored to produce required outcomes</p>
5. Identify and act on quality deficits and/or food safety hazards	<p>5.1 Work area, materials, equipment and product are routinely checked to ensure compliance with quality and / or food safety requirements</p> <p>5.2 Processes, practices or conditions that are not consistent with quality standards or food safety program are identified</p> <p>5.3 Quality variations and/or food safety hazards are rectified or removed within the level of responsibility and in accordance with workplace procedures</p> <p>5.4 Quality variations and/or food safety outside the scope of individual responsibility are reported to appropriate personnel according to workplace reporting requirements</p>
Range of Variables	
Variable	Range (May included but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Protective clothing</p> <p>1.2 Gloves</p> <p>1.3 Hair net</p> <p>1.4 Other PPE as per OSH requirements</p>
2. Clothing and footwear	<p>2.1 Purpose designed overalls or uniforms</p> <p>2.2 Hair-nets</p> <p>2.3 Beard snoods</p> <p>2.4 Gloves</p> <p>2.5 Overshoes</p>
3. Processes, practices or conditions	<p>3.1 Methods of receiving and storing food</p> <p>3.2 Food preparation</p> <p>3.3 Cooking</p> <p>3.4 Holding</p>

	3.5 Cooling 3.6 Chilling and reheating 3.7 Packaging 3.8 Disposal
4. Food safety	4.1 Failure to check delivery temperatures of potentially hazardous chilled food; 4.2 Failure to place temperature-sensitive food in temperature-controlled storage conditions promptly 4.3 Failure to wash hands when required 4.4 Use of cloths for unsuitable purposes
5. Food handled and stored	5.1 Raw materials 5.2 Ingredients 5.3 Consumables 5.4 Part-processed product 5.5 Finished product 5.6 Cleaning materials

Special Notes

Food Safety Program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the Food Safety Standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures.

Food safety information may be provided in a food safety program and/or in Standard Operating Procedures (SOPs), specifications, log sheets and written or verbal instruction.

Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food.

A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect. Examples are bacteria, chemical additives, plastic and glass.

Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace.

Responsibility for monitoring quality relates to immediate work responsibilities and may require visual inspections and checks.

Monitoring typically involves visual inspection or checks at control points. Control points refer to those key points in a work process which must be monitored and controlled. This includes food safety (critical) control points.

Responding to out-of-specification or unacceptable outcomes at this level typically involves exercising judgment within clearly defined boundaries and reporting/referring to others.

Minimum personal hygiene requirements are specified by the workplace food safety program and at a minimum must at least meet legal requirements as set out in the Food Safety Standard.

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency

<p>1. Critical aspects of competency</p>	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Housekeeping standards are maintained in the workplace following OSH requirements 1.2 Personal hygiene is maintained and PPE worn as per OSH requirements. 1.3 Equipment and work place is cleaned for production and hygiene requirements 1.4 Quality variations and/or food safety hazards are rectified or removed within the level of responsibility and in accordance with workplace procedures
<p>2. Underpinning Knowledge</p>	<p>Trainee will acquire knowledge of:</p> <ul style="list-style-type: none"> 2.1 Personal protective equipment - hand gloves, safety shoes, safety goggles, masks, apron. 2.2 Practice personal hygiene 2.3 Rules and regulations to produce quality and safety in food 2.4 Control measures for food safety 2.5 Food safety hazards 2.6 Cleaning, sanitation and waste storage and disposal practices 2.7 Food safety procedures 2.8 Monitor quality of work outcome 2.9 Hazardous events 2.10 Interaction skills (teamwork, networking, interpersonal skills, etc. 2.11 Job roles, responsibilities and compliance

<p>3. Underpinning Skills</p>	<p>3.1 Ability to use the appropriate PPE</p> <p>3.2 Ability to practice personal hygiene and good grooming in line with workplace health and safety requirements.</p> <p>3.3 Ability to identify food rules and regulations, food grade preservatives and food additives to meet food production safety requirements according to BSTI.</p> <p>3.4 Ability to control the measures for minimizing food contamination for food safety (for example keeping out micro-organisms, maintenance of anaerobic conditions, use of low temperatures, drying, use of chemical preservatives etc.)</p> <p>3.5 Understand food safety hazards: biological, chemical or physical agents in, or conditions of, food that have the potential to cause an adverse health effect. Examples are bacteria, chemical additives, plastic, and glass</p> <p>3.6 Ability to perform waste collection, recycling, handling and disposal. This may include handling/disposal requirements for different types of waste including hazardous waste where relevant</p> <p>3.7 Ability to perform food safety procedures such as: checking delivery temperatures of potentially hazardous chilled food, placing temperature-sensitive food in temperature-controlled storage conditions promptly, washing hands when required, use of cloths for unsuitable purposes</p> <p>3.8 Ability to perform food safety and quality responsibilities and requirements relating to the work area</p> <p>3.9 Ability to respond quickly and to take safety precautions for different hazardous situations</p> <p>3.10 Ability to apply in the workplace</p>
<p>4. Required Attitudes</p>	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concern</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect to peers & seniors in workplace.</p> <p>4.8 Communicate with peers and seniors in workplace</p>

5. Resource Implications	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools, equipment and facilities appropriate to the process or activity.</p> <p>5.3 Materials relevant to the proposed activity.</p>
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral questioning</p> <p>6.4 Portfolio report</p>
7. Context of Assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completing of module</p> <p>7.2 Assessment should be done by a BTEB certified assessor</p>

Accreditation Requirements

Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

The Occupation Specific (Core) Competencies

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Prepare materials and ingredients for cooking
Unit Code	FODPRE1001A1
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to organize for food preparation. It specifically includes - prepare utensil and equipment for use; prepare vegetables; prepare fishes; prepare meats; prepare poultries; prepare herbs & spices; and clean and maintain facilities, tools and equipment.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Prepare utensils and equipment for use	<p>1.1 Personal Protective Equipment (PPE) are collected and worn</p> <p>1.2 Personal hygiene is maintained as per OSH requirements</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements</p> <p>1.4 Utensil and equipment are identified according to job requirement</p> <p>1.5 Utensils and equipment are cleaned, sanitized and prepared based on the required tasks</p>
2. Prepare vegetables	<p>2.1 Vegetables are selected and collected as per requirement</p> <p>2.2 Vegetables are weighted</p> <p>2.3 Vegetables are washed as their requirement using clean water</p> <p>2.4 Vegetables are trimmed and pilled as per requirement</p> <p>2.5 Cut vegetables are stored in designated place with cover</p>
3. Prepare fishes	<p>3.1 Fishes are collected as per required</p> <p>3.2 Fishes are cleaned as per variety of fish</p> <p>3.3 Fishes are sliced as require</p> <p>3.4 Sliced fishes are washed and rinsed</p> <p>3.5 Sliced fishes are stored in designated place with cover.</p>

4. Prepare meats	<p>4.1 Halal Meats are selected and collected as per recipe</p> <p>4.2 Meats are cleaned and resized as per requirement</p> <p>4.3 Sized meats are washed and rinsed</p> <p>4.4 Meats are stored in designated place with cover.</p>
5. Prepare poultries	<p>5.1 Poultres are collected as per recipe</p> <p>5.2 Poultries are slaughtered</p> <p>5.3 Poultries are dressed and processed considering the variety of poultry</p> <p>5.4 Poultries are pieced as require</p> <p>5.5 Pieced poultry are washed and rinsed</p> <p>5.6 Ready poultries are stored in designated place with cover</p>
6. Prepare Herbs & Spices	<p>6.1 Herbs & Spices are collected as per the requirement</p> <p>6.2 Herbs & spices are pilled according to variety</p> <p>6.3 Herbs & spices are sliced and cut as requirement</p> <p>6.4 Sliced Herbs & spices are pasted as requirement</p> <p>6.5 Paste and sliced Herbs and spices are stored in designated place with cover.</p>
7. Clean and maintain facilities, tools and equipment	<p>7.1 Tools, equipment are cleaned, sanitized and stored in designated place</p> <p>7.2 Work surface are cleaned and maintained after use</p> <p>7.3 Cleaning and sanitizing materials are disposed and stored safely according to standard procedures.</p> <p>7.4 Wastes are disposed according to sanitary regulations, company practices and standard operating procedures</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Gloves</p> <p>1.2 Hair net</p> <p>1.3 Musk</p> <p>1.4 Apron</p> <p>1.5 Shoe</p>

2. Utensil and equipment	<ul style="list-style-type: none"> 2.1 Blender 2.2 Weighing scale 2.3 Deep Fridger 2.4 Stainless Steel Table 2.5 Saucepan 2.6 Bowl 2.7 Shallow frying pan 2.8 Deep frying pan 2.9 Water drum 2.10 Bucket 2.11 Mug 2.12 Sink 2.13 Waste bin 2.14 Mortar 2.15 Gas cooker 2.16 Gas cylinder 2.17 Chopper 2.18 Pillar 2.19 Chopping board 2.20 Knife 2.21 Boti 2.22 Whisk 2.23 Spider 2.24 Wooden spoon 2.25 SS Spoon 2.26 Measuring spoon 2.27 Strainer 2.28 Conical Strainer 2.29 Roasting Fork 2.30 Masalla Pot 2.31 SS Spatula 2.32 Kitchen duster 2.33 Markin cloth 2.34 Sieves 2.35 SS Tray 2.36 Ladle 2.37 Rolling pin/Ballon 2.38 SS Khunti 2.39 Lid
3. Vegetables	<ul style="list-style-type: none"> 3.1 Green Papaya 3.2 Potato 3.3 Carrot 3.4 Long beans

	3.5 Beans 3.6 Cauliflower 3.7 Snake gourd 3.8 Cabbage 3.9 Bottle gourd /Ash gourd/ Sweet gourd
4. Fishes	4.1 Carp fish 4.2 Talapia 4.3 Pangas 4.4 Hilsha 4.5 Prawn 4.6 Small fish
5. Meats	5.1 Beef 5.2 Mutton
6. Poultries	6.1 Chicken 6.2 Duck
7. Herbs & Spices	7.1 Red chilli powder 7.2 Turmeric powder 7.3 Coriander powder 7.4 White pepper powder 7.5 Bay leaf 7.6 Cloves 7.7 Cinnamon 7.8 Cardamom 7.9 Poppy seeds 7.10 Peanut 7.11 Alobokara 7.12 Raisin(Kismis) 7.13 Milk powder 7.14 Sugar 7.15 Salt 7.16 Yoghurt 7.17 Onion 7.18 Garlic 7.19 Ginger 7.20 Lemon 7.21 Coriander leaf 7.22 Green chilli 7.23 Soybean oil 7.24 Butter oil

8. Working surface	<ul style="list-style-type: none"> 8.1 Walls 8.2 Floors 8.3 Shelves 8.4 Cutting tools 8.5 Working tables 8.6 Ovens, stoves, cooking equipment, sink and appliances 8.7 Cold storage equipment 8.8 Store rooms and cupboards
9. Cleaning and sanitizing materials	<ul style="list-style-type: none"> 9.1 Liquid soap 9.2 Vim bar 9.3 Vim powder 9.4 Trix 9.5 Detergent powder
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained Personal hygiene 1.2 Cleaned, sanitized and prepared Utensils and equipment 1.3 Cut Vegetables as per cooking requirement 1.4 Sliced and pasted Herbs and spices 1.5 Cleaned and maintained Work place
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Importance and procedure to maintain Personal hygiene 2.2 Occupational Health and Safety procedure 2.3 Handling procedure of Utensil and equipment 2.4 Classification of vegetable 2.5 Cutting procedure of vegetable 2.6 Functions of spices and herbs in food preparation 2.7 Methods of cleaning and sanitization
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining personal hygiene 3.2 Cleaning, sanitizing and preparing utensils and equipment 3.3 Trimming, pilling and cutting vegetables 3.4 Cleaning, sizing and washing meat, poultry and fish 3.5 Pilling, Slicing, cutting and pasting Herbs & spices 3.6 Disposing wastes

4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity 5.3 Materials relevant to the proposed activity
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context for assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module 7.2 Assessment should be done by a BTEB certified assessor
<p>Accreditation Requirements</p> <p>Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Prepare Roti and Parata
Unit Code	FODPRE1001A1
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare roti and parata. It specifically includes - observe OSH practices; prepare to mix roti and parata dough; produce roti dough and make oil shape; fry roti; produce parata dough and make parata shape; fry parata; and clean and maintain equipment and production area.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Observe OSH practices	<p>1.1 Personal Protective Equipment (PPE) are collected and worn</p> <p>1.2 Personal hygiene is maintained as per OSH requirements</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements</p> <p>1.4 Utensils and equipment are cleaned, sanitized and prepared based on the required tasks</p>
2. Prepare to mix roti and parata dough	<p>2.1 Ingredients are selected, measured and weighed according to recipe to make roti and parata dough</p> <p>2.2 Utensils and equipment are confirmed ready for use</p> <p>2.3 Flower is shifted</p> <p>2.4 Ingredients are stored in designated place with packing</p>
3. Produce roti dough and make roti shape	<p>3.1 Weighted Atta(roti grade flour) is placed into a bowl</p> <p>3.2 Water and salt are mixed with atta as per requirement</p> <p>3.3 Mixture is with oral questioning stirred by spoon.</p> <p>3.4 Soft roti dough is produced by hand.</p> <p>3.5 Even roti balls are made and covered by weight cloth</p> <p>3.6 Balls are rolled out on table by rolling pin as required</p>
4. Fry Roti	<p>4.1 Frying pan is gently heated on oven or stove</p> <p>4.2 Rolled out roti is placed on heated pan</p> <p>4.3 The roti is fried both side evenly as require</p> <p>4.3 Fired roti is kept in designated place as per standard</p>

5. Produce parata dough and make parata shape	5.1 Weighted Parata grade flour is placed into a bowl 5.2 Oil and flour are mixed as per requirement 5.3 Water, salt and sugar are mixed as per requirement 5.4 Soft parata dough is produced by hand 5.5 Oil and flour mixture are made and filled into parata balls 5.6 Parata balls covered by weight cloth and aged 5.7 Balls are rolled out on table by rolling pin as required
6. Fry Parata	6.1 Frying pan is gently heated on oven or stove 6.2 Oil is spreaded on pan 6.3 Rolled out parata is placed on heated pan 6.4 The parata is fried both side evenly as require 6.5 Fired parata is kept in designated place as per standard
7. Clean and maintain equipment and production area	7.1 Equipment, utensils and production area are cleaned to meet hygiene requirements 7.2 Equipment and utensils are stored in designated areas 7.3 Waste is disposed of according to workplace procedures
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Apron 1.2 Gloves 1.3 Hair net 1.4 Musk 1.5 Shoe
2. Utensils and equipment	2.1 Saucepan 2.2 Bowl 2.3 Mug 2.4 Stainless Steel Table 2.5 Water drum 2.6 Sink 2.7 Waste bin 2.8 Gas cooker 2.9 Gas cylinder 2.10 Wooden spoon 2.11 SS Spatula/ Khunti 2.12 SS Tray 2.13 Kitchen duster 2.14 Shallow frying pan 2.15 Rolling pin/Ballon 2.16 Weigh scale 2.17 Measuring spoon 2.18 Knife

3. Ingredients	<ul style="list-style-type: none"> 3.1 Parata grade flour 3.2 Atta grade flour 3.3 Salt 3.4 Sugar 3.5 Soybean oil
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained Personal hygiene as per OSH requirements 1.2 Cleaned, sanitized and prepared Utensils and equipment based on the required tasks 1.3 Selected, measured and weighed Ingredients according to recipe to make roti and parata dough 1.4 Produced Soft roti and parata dough by hand 1.5 Fried the roti and parata both side evenly as require
2. Underpinning knowledge	<p>Trainee will acquire knowledge of:</p> <ul style="list-style-type: none"> 2.1 Importance and procedure to maintain Personal hygiene 2.2 Function of ingredients in roti and parata 2.3 Quality of roti and parata dough 2.4 Quality of roti and parata
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining personal hygiene as per OSH requirements. 3.2 Cleaning, sanitizing and preparing utensils and equipment based on the required tasks. 3.3 Selecting, measuring and weighing Ingredients according to recipe to make roti and parata dough 3.4 Producing Soft roti and parata dough by hand. 3.5 Frying the roti and parata both side evenly as require
4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace

5. Resource implications	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools, equipment and facilities appropriate to the process or activity</p> <p>5.3 Materials relevant to the proposed activity</p>
6. Method of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p> <p>6.4 Portfolio</p>
7. Context for assessment	<p>7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module</p> <p>7.2 Assessment should be done by a BTEB certified assessor</p>
<p>Accreditation Requirements</p> <p>Training providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Prepare Rice Dish
Unit Code	FODPRE2002A1
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare rich dish. It specifically includes - observe OSH practice; prepare to produce plain rice, pollaw, khichuri and beef teheri; produce plain rice; produce pollaw; produce khichuri; produce beef teheri; and clen and maintain equipment and production area.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Observe OSH practices	<p>1.1 Personal Protective Equipment (PPE) are collected and worn</p> <p>1.2 Personal hygiene is maintained as per OSH requirements</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements</p> <p>1.4 Utensils and equipment are cleaned, sanitized and prepared based on the required tasks</p>
2. Prepare to produce plain rice, pollaw, khichuri and Beef Teheri	<p>2.1 Ingredients are selected, measured and weighed according to recipe to produce plain rice, pollaw, khichuri and Beef Teheri</p> <p>2.2 Utensils and equipment are confirmed ready for use.</p> <p>2.4 Ingredients are stored in designated place with packing</p>
3. Produce plain rice	<p>3.1 Water is boiled as required</p> <p>3.2 Weighted rice is washed and rinsed</p> <p>3.3 Washed and rinsed rice dip into the boiled water.</p> <p>3.4 Rice is boiled until rice become tender</p> <p>3.5 Boiled rice is rinsed and kept in designated place with cover</p>

4. Produce pollaw	<p>4.1 Water is boiled in a saucepan as required</p> <p>4.2 Weighed fine rice is washed and rinsed</p> <p>4.3 Spices and Herbs ingredients are fried into Oil in a saucepan as required</p> <p>4.4 Rice is added to spices and fried as required</p> <p>4.5 Boiled water is added to fried rice as per requirement</p> <p>4.6 Pollaw is cooked by simmer until rice become tender</p> <p>4.7 Cooked pollaw is preserved with led cover in worm condition</p>
5. Produce khichuri	<p>5.1 Water is boiled in a saucepan as required</p> <p>5.2 Weighed fine rice and dal are washed and rinsed.</p> <p>5.3 Spices and Herbs ingredients are fried into oil in a saucepan as required.</p> <p>5.4 Rice and dal are added to spices and fried as required</p> <p>5.5 Boiled water is added to mixture as per requirement</p> <p>5.6 Khichuri is cooked by simmer until rice and dal become tender</p> <p>5.6 Khichuri is preserved with led cover in worm condition</p>
6. Produce Beef Teheri	<p>6.1 Water is boiled in a saucepan as required</p> <p>6.2 Weighed fine rice is washed and rinsed.</p> <p>6.3 Rice is half boiled in to another saucepan and rinsed</p> <p>6.4 Small cut beef is taken in a saucepan</p> <p>6.5 Spices and Herbs ingredients and oil are added with beef as per requirement</p> <p>6.6 Taken items are mixed well and fry until free the loose water</p> <p>6.7 Boiled water is added to the cury as requirement</p> <p>6.8 Half boiled rice and boiled water are added with half cooked beef as require</p> <p>6.9 Beef Teheri is cooked by simmer until rice and beef become tender</p> <p>6.10 Cooked Beef Teheri is preserve with led cover in worm condition</p>
7. Clean and maintain equipment and production area	<p>7.1 Equipment, utensils and production area are cleaned to meet hygiene requirements</p> <p>7.2 Equipment and utensils are stored in designated areas</p> <p>7.3 Waste is disposed of according to workplace procedures</p>
Range of Variables	
Variable	Range (may include but not limited to):

<p>1. Personal Protective Equipment (PPE)</p>	<p>1.1 Apron 1.2 Gloves 1.3 Hair net 1.4 Musk 1.5 Shoe</p>
<p>2. Utensils and equipment</p>	<p>For Plain Rice</p> <p>2.1 Saucepan 2.2 Bowl 2.3 Mug 2.4 Water drum 2.5 Bucket 2.6 Gas cooker 2.7 Gas cylinder 2.8 Wooden spoon 2.9 Strainer 2.10 Weighing scale 2.11 Measuring spoon 2.12 Lid</p> <p>For Pollaw</p> <p>2.13 Saucepan 2.14 Bowl 2.15 Mug 2.16 Water drum 2.17 Bucket 2.18 Gas cooker 2.19 Gas cylinder 2.20 Wooden spoon 2.21 Strainer 2.22 Lid 2.23 Weighing scale 2.24 Measuring spoon</p> <p>For Khichuri</p> <p>2.25 Saucepan 2.26 Bowl 2.27 Mug 2.28 Water drum 2.29 Bucket 2.30 Gas cooker 2.31 Gas cylinder 2.32 Wooden spoon 2.33 Strainer 2.34 Lid 2.35 Weighing scale 2.36 Measuring spoon</p>

	<p>For Beef Teheri</p> <p>2.37 Saucepan 2.38 Bowl 2.39 Mug 2.40 Water drum 2.41 Bucket 2.42 Gas cooker 2.43 Gas cylinder 2.44 Wooden spoon 2.45 Strainer 2.46 Lid 2.47 Weighing scale 2.48 Measuring spoon</p>
<p>3. Ingredients</p>	<p>For Pollaw</p> <p>3.1 Fine rice 3.2 Onion 3.3 Garlic 3.4 Ginger 3.5 Bay leaf 3.6 Cloves 3.7 Cinnamon 3.8 Cardamom 3.9 Raisin 3.10 Green chilli 3.11 Salt 3.12 Butter oil/Oil/Ghee 3.13 Alubokhara</p> <p>For Khichuri</p> <p>3.14 Fine rice 3.15 Dal 3.16 Onion 3.17 Garlic 3.18 Ginger 3.19 Bayleaf 3.20 Cloves 3.21 Cinnamon 3.22 Cardamom 3.23 Red Chilli powder 3.24 Green chilli 3.25 White pepper powder 3.26 Salt 3.27 Oil</p> <p>For Beef Teheri</p> <p>3.28 Fine rice 3.29 Beef 3.30 Onion 3.31 Garlic 3.32 Ginger</p>

	3.33 Bayleaf 3.34 Cloves 3.35 Cinnamon 3.36 Cardamom 3.37 Red Chilli powder 3.38 Cumin pest 3.39 Green chilli 3.40 Salt 3.41 Oil/Butter oil/Ghee/ Mustard oil
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Maintained Personal hygiene 1.2 Cleaned, sanitized and prepared Utensils and equipment 1.3 Boiled rice 1.4 Cooked pollaw, khichuri and beef teheri by simmer until ingredients become tender 1.5 Preserved pollaw, khichuri and beef teheri with led cover
2. Underpinning knowledge	Assessment required evidence that the candidate: 2.1 Importance and procedure to maintain Personal hygiene 2.2 Occupational Health and Safety 2.3 Handel of Utensil and equipment 2.4 Function of spices and herbs 2.5 Technique of simmer 2.6 Quality of plain rice, pollaw, khichuri and beef teheri
3. Underpinning skills	3.1 Maintaining personal hygiene as per OSH requirements. 3.2 Cleaning, sanitizing and preparing utensils and equipment based on the required tasks. 3.3 Maintaining House keeping 3.4 Selecting, measuring and weighing Ingredients according to recipe to produce plain rice, pollaw, khichuri and beef teheri. 3.5 Cooking pollaw, khichuri and beef teheri by simmer
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace

5. Resource implications	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Tools, equipment and facilities appropriate to the process or activity.</p> <p>5.3 5.2 Materials relevant to the proposed activity</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p> <p>6.4 Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module</p> <p>7.2 Assessment should be done by a BTEB certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Prepare Vegetables and Dal Dish
Unit Code	FODPRE2003A1
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare vegetable and dal dish. It specifically – observe OSH practices; prepare to produce vegetable bhaji, dal bhuna and plain dal; produce vegetable bhaji; produce dal bhuna; produce plain dal; and clean and maintain equipment and production area.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Observe OSH practices	<p>1.1 Personal Protective Equipment (PPE) are collected and worn</p> <p>1.2 Personal hygiene is maintained as per OSH requirements</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements</p> <p>1.4 Utensils and equipment are cleaned, sanitized and prepared based on the required tasks</p>
2. Prepare to produce vegetable bhaji, Dal bhuna and plain dal	<p>2.1 Ingredients are selected, measured and weighed according to recipe to produce vegetable bhaji, Dal bhuna and plain dal</p> <p>2.2 Utensils and equipment are confirmed ready for use.</p> <p>2.3 Ingredients are stored in designated place</p>
3. Produce vegetable bhaji	<p>3.1 Water is boiled as required</p> <p>3.2 Cut vegetables are dip into boiled water until vegetable become half boil</p> <p>3.3 Half boil vegetables are strained</p> <p>3.4 Spices and Herbs ingredients are fried into oil in a pan as required</p> <p>3.5 Water is added to spicy mixture and boiled as required</p> <p>3.6 Mixed vegetables are added to spicy</p> <p>3.7 Bhaji is starred time to time until cook</p> <p>3.8 Bhaji is poured to a clean bowl and covered</p>

4. Produce Dal bhuna	<p>4.1 Water is boiled as required</p> <p>4.2 Weighted dal is washed and rinse</p> <p>4.3 Dal is boiled as requirement in a saucepan and rinsed</p> <p>4.4 Rest Ingredients are fried in oil in a deep fry pan</p> <p>4.5 Boiled dal is added and mixed well</p> <p>4.6 Dal is fried as requirement</p> <p>4.7 Boiled water is added to dal as required</p> <p>4.8 Dal is cooked until it become thick gravy</p> <p>4.9 Dal bhuna is poured to a clean bowl and cover</p>
5. Produce plain dal	<p>5.1 Water is boiled as required</p> <p>5.2 Weighted dal is washed and rinse</p> <p>5.3 Dal is boiled in an another saucepan with chopped garlic, sliced onion, turmeric powder and salt until dal become mash</p> <p>5.4 Hole cumin, chopped garlic and onion is fried in oil in an shallow frying pan</p> <p>5.5 Fried spices are mixed with dal and boiled as required</p> <p>5.6 Chopped green chillies are added to the dal</p> <p>5.7 Cooked dal is poured to a clean bowl and cover</p>
6. Clean and maintain equipment and production area	<p>6.1 Equipment, utensils and production area are cleaned to meet hygiene requirements.</p> <p>6.2 Equipment and utensils are stored in designated areas.</p> <p>6.3 Waste is disposed of according to workplace procedures.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Apron</p> <p>1.2 Gloves</p> <p>1.3 Hair net</p> <p>1.4 Musk</p> <p>1.5 Shoe</p>

2. Utensils and equipment	<p style="text-align: center;">Vegetable bhaji</p> <p>2.1 Deep fried pan 2.2 Bowl 2.3 Mug 2.4 Water drum 2.5 Bucket 2.6 Gas cooker 2.7 Gas cylinder 2.8 SS Khunti 2.9 Strainer 2.10 Lid 2.11 Weighing scale 2.12 Measuring spoon</p> <p style="text-align: center;">Dal bhuna</p> <p>2.13 Deep fried pan 2.14 Bowl 2.15 Mug 2.16 Water drum 2.17 Bucket 2.18 Gas cooker 2.19 Gas cylinder 2.20 SS Khunti 2.21 Strainer 2.22 Lid 2.23 Weighing scale 2.24 Measuring spoon</p> <p style="text-align: center;">Plain dal</p> <p>2.25 Deep frying pan 2.26 Shallow frying pan 2.27 Bowl 2.28 Mug 2.29 Water drum 2.30 Bucket 2.31 Gas cooker 2.32 Gas cylinder 2.33 SS Khunti 2.34 Strainer 2.35 Weighing scale 2.36 Measuring spoon</p>
3. Ingredients	<p style="text-align: center;">Vegetable bhaji</p> <p>3.1 Green Papaya 3.2 Potato 3.3 Carrot</p>

	<p>3.4 Long beans 3.5 Beans 3.6 Cauliflower 3.7 Snake goard 3.8 Cabbage 3.9 Red chilli powder 3.10 Tamarac powder 3.11 Onion Sliced 3.12 Garlic paste 3.13 Ginger paste 3.14 Cuminpaste 3.15 Green chilli 3.16 Salt 3.17 Oil</p> <p>Dal bhuna</p> <p>3.18 Boot dal 3.19 Onion Sliced 3.20 Garlic paste 3.21 Ginger paste 3.22 Cumin paste 3.23 Green chilli 3.24 Red chilli powder 3.25 Tamarac powder 3.26 Salt 3.27 Oil</p> <p>Plain dal</p> <p>3.28 Musuri dal 3.29 Onion Slice 3.30 Garlic chopped 3.31 Cumin hole 3.32 Green chilli 3.33 Tamarac powder 3.34 Salt 3.35 Oil</p>
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency</p>	
<p>1. Critical aspects of competency</p>	<p>Assessment required evidence that the candidate:</p> <p>1.1 Maintained Personal hygiene 1.2 Cleaned, sanitized and prepared Utensils and equipment 1.3 Fried spices and herbs ingredients 1.4 Cooked dali until it become thick gravy</p>

2. Underpinning knowledge	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 2.1 Importance and procedure to maintain Personal hygiene 2.2 Occupational Health and Safety 2.3 Handle of Utensil and equipment 2.4 Function of spices and herbs 2.5 Quality of plain Vegetable bhaji, Dal bhuna and plain dal
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining personal hygiene as per OSH requirements 3.2 Cleaning, sanitizing and preparing utensils and equipment based on the required tasks 3.3 Maintaining House keeping 3.4 Selecting, measuring and weighing Ingredients according to recipe to produce Vegetable bhaji, Dal bhuna and plain dal 3.5 Cooking Vegetable bhaji, Dal bhuna and plain dal
4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity. 5.3 Materials relevant to the proposed activity
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module 7.2 Assessment should be done by a BTEB certified assessor

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Prepare Fish and Egg Dish
Unit Code	FODPRE2004A1
Nominal Hours	30 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare fish and egg dish. It specifically includes – observe OSH practices; prepare to produce fish fry, fish curry, egg omlet and egg bhuna; produce fired fish; produce fish curry; produce egg omlet; produce egg bhuna; and clean and maintain equipment and production area.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Observe OSH practices	<p>1.1 Personal Protective Equipment (PPE) are collected and worn</p> <p>1.2 Personal hygiene is maintained as per OSH requirements.</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements.</p> <p>1.4 Utensils and equipment are cleaned, sanitized and prepared based on the required tasks.</p>
2. Prepare to produce fish fry, Fish Curry, Egg Omlet and egg bhuna	<p>2.1 Ingredients are selected, measured and weighed according to recipe to produce fish fry, Fish Curry, Egg Omlet and egg bhuna</p> <p>2.2 Utensils and equipment are confirmed ready for use.</p> <p>2.3 Ingredients are stored in designated place with packing.</p>
3. Produce Fried Fish	<p>3.1 Cleaned and sized fish are marinated with spices</p> <p>3.2 Oil is heated in deep frying pan</p> <p>3.3 Oil temperature is checked</p> <p>3.4 Marinated fishes are put into heated oil</p> <p>3.5 Fishes are fried as per required</p> <p>3.6 Fired fishes are strained and preserved on a tray</p>

4. Produce fish curry	<p>4.1 Cleaned and sized fishes are marinated with salt, Turmeric powder</p> <p>4.2 Oil is heated in deep frying pan</p> <p>4.3 Oil temperature is checked</p> <p>4.4 Marinated fishes are put into heated oil</p> <p>4.5 Fishes are fried as per required</p> <p>4.6 Fried fishes are strained and preserved on a tray</p> <p>4.7 Rest of ingredients are sautéed in oil into another deep frying pan with water as required</p> <p>4.8 Sautéed fish are added into the pan and cook with lid</p> <p>4.9 Cooked fishes are poured into a bowl</p> <p>4.10 Cooked fishes are garnished by Coriander leaf and covered</p>
5. Produce Egg omlet	<p>5.1 Washed and cleaned eggs are broken in a small bowl</p> <p>5.2 Ingredients are added with egg</p> <p>5.3 Egg and other ingredients are beat with whisk</p> <p>5.4 Oil is heated in a frying pan</p> <p>5.5 Beat eggs is fried in heated oil</p> <p>5.6 Fried eggs are kept in ss tray</p>
6. Produce Egg Bhuna	<p>6.1 Washed and cleaned eggs are boiled and strain</p> <p>6.2 Egg shells are pilled off</p> <p>6.3 Pilled eggs are marinated with salt, Turmeric powder</p> <p>6.4 Oil is heated in deep frying pan</p> <p>6.5 Eggs are fried as required</p> <p>6.6 Eggs are preserved in a bowl</p> <p>6.7 Rest of ingredients are fried in oil and added water as required into another pan.</p> <p>6.8 Eggs are added into the pan and cook as required.</p> <p>6.9 Egg Bhuna are poured into a bowl</p>
7. Clean and maintain equipment and production area.	<p>7.1 Equipment, utensils and production area are cleaned to meet hygiene requirements</p> <p>7.2 Equipment and utensils are stored in designated areas</p> <p>7.3 Waste is disposed of according to workplace procedures</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Apron</p> <p>1.2 Gloves</p> <p>1.3 Hair net</p> <p>1.4 Mask</p> <p>1.5 Shoe</p>
2. Utensils and equipment	Fish Fry

- 2.1 Deep frying pan
- 2.2 Bowl
- 2.3 Mug
- 2.4 Water drum
- 2.5 Bucket
- 2.6 Gas cooker
- 2.7 Gas cylinder
- 2.8 Strainer
- 2.9 Spider
- 2.10 SS Tray
- 2.11 Measuring spoon

Fish Curry

- 2.12 Deep frying pan
- 2.13 Bowl
- 2.14 Mug
- 2.15 Water drum
- 2.16 Bucket
- 2.17 Gas cooker
- 2.18 Gas cylinder
- 2.19 Strainer
- 2.20 Spider
- 2.21 SS Tray
- 2.22 Measuring spoon

Egg Omlet

- 2.23 Shallow frying pan
- 2.24 Bowl
- 2.25 Bucket
- 2.26 Gas cooker
- 2.27 Gas cylinder
- 2.28 SS Khunti
- 2.29 Whisk
- 2.30 SS Tray
- 2.31 Measuring spoon

Egg Bhuna

- 2.32 Shallow frying pan
- 2.33 Pan
- 2.34 Bowl
- 2.35 Bucket
- 2.36 Gas cooker
- 2.37 Gas cylinder
- 2.38 SS Khunti
- 2.39 Measuring spoon

3. Ingredients	Fish fry
	3.1 Carp Fish
	3.2 Talapia
	3.3 Pangas
	3.4 Hilsha
	3.5 Prawn
	3.6 Red chilli powder
	3.7 Tamarac powder
	3.8 Salt
	3.9 Oil
	3.10 Lemon juice
	Fish Curry
	3.11 Carp fish
	3.12 Talapia
	3.13 Pangas
	3.14 Hilsha
	3.15 Prawn
	3.16 Red chilli powder
	3.17 Tamarac powder
	3.18 Onion Sliced
	3.19 Garlic paste
	3.20 Ginger paste
	3.21 Cumin paste
	3.22 Salt
	3.23 Oil
	3.24 Lemon juice
	3.25 Coriander leaf
	Egg Omlet
	3.26 Egg
	3.27 Green chillies slice
	3.28 Onion Chops
	3.29 Oil
	3.30 Salt
	Egg bhuna
	3.31 Red chilli powder
	3.32 Turmeric powder
	3.33 Onion Sliced
	3.34 Garlic paste
	3.35 Ginger paste
3.36 Cumin paste	
3.37 Green chilli	
3.38 Salt	
3.39 Oil	

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained Personal hygiene 1.2 Cleaned, sanitized and prepared Utensils and equipment 1.3 Fried fishes
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Importance and procedure to maintain Personal hygiene 2.2 Occupational Health and Safety 2.3 Handle of Utensil and equipment 2.4 Function of spices and herbs 2.5 Cooking Methods 2.6 Quality of raw materials and finished goods
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining personal hygiene as per OSH requirements. 3.2 Cleaning, sanitizing and preparing utensils and equipment based on the required tasks. 3.3 Maintaining House keeping 3.4 Selecting, measuring and weighing Ingredients according to recipe to produce Fried Fish, Fish curry, Egg Omlet and Egg Bhuna 3.5 Boiling eggs 3.6 Frying fish
4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity. 5.3 Materials relevant to the proposed activity
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio

7. Context of assessment	<p>7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module</p> <p>7.2 Assessment should be done by a BTEB certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Title	Prepare Meat and Poultry Dish
Unit Code	FODPRE2005A1
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare meat and poultry dish. It specifically includes – observe OSH practices; prepare to produce meat curry and chicken roast; produce meat curry; produce chicken roast; and clean and maintain equipment and production area.
Elements of Competency	Performance Criteria Bold & italicized words are detailed in the Range of Variables
1. Observe OSH practices	<p>1.1 Personal Protective Equipment (PPE) are collected and worn</p> <p>1.2 Personal hygiene is maintained as per OSH requirements</p> <p>1.3 Housekeeping standards are maintained in the workplace following OSH requirements</p> <p>1.4 Utensils and equipment are cleaned, sanitized and prepared based on the required tasks</p>
2. Prepare to produce Meat Curry and Chicken Roast	<p>2.1 Ingredients are selected, measured and weighed according to recipe to produce Meat Curry and Chicken Roast</p> <p>2.2 Utensils and equipment are confirmed ready for use</p> <p>2.3 Ingredients are stored in designated place with packing</p>
3. Produce Meat Curry	<p>3.1 Water is boiled</p> <p>3.2 Oil is heated in pan</p> <p>3.3 Spices are mixed with heated oil</p> <p>3.4 Water is added in the mixture as required</p> <p>3.5 Meat are added in the mixture</p> <p>3.6 Meats are Sautéed as per required</p> <p>3.7 Boiled water is added to the meat mixture</p> <p>3.8 Meats are cooked as required</p> <p>3.9 Cooked meats are pour in a bowl and covered</p>

4. Produce Chicken Roast	<p>4.1 Cleaned and sized chicken are marinated with salt, yoghurt, ginger, garlic and lemon juice.</p> <p>4.2 Oil is heated in deep frying pan</p> <p>4.3 Oil temperature is checked</p> <p>4.4 Marinated chicken are dip into heated oil</p> <p>4.5 Chicken are fried as per requirement</p> <p>4.6 Fried chicken are strained and preserved on a tray</p> <p>4.7 Rest of ingredients are Sautéed in oil into another deep frying pan as requirement</p> <p>4.8 Fried chicken are added into the pan and cook with lead</p> <p>4.9 Roasted chicken are pour into a bowl and covered</p>
5. Clean and maintain equipment and production area	<p>5.1 Equipment, utensils and production area are cleaned to meet hygiene requirements</p> <p>5.2 Equipment and utensils are stored in designated areas</p> <p>5.3 Waste is disposed of according to workplace procedures</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	<p>1.1 Apron</p> <p>1.2 Gloves</p> <p>1.3 Hair net</p> <p>1.4 Musk</p> <p>1.5 Shoe</p>
2. Utensils and equipment	<p>Meat Curry</p> <p>2.1 Pan</p> <p>2.2 Bowl</p> <p>2.3 Mug</p> <p>2.4 Water drum</p> <p>2.5 Bucket</p> <p>2.6 Gas cooker</p> <p>2.7 Gas cylinder</p> <p>2.8 SS Khunti</p> <p>2.9 Measuring spoon</p> <p>Chicken Roast</p> <p>2.10 Deep frying pan</p> <p>2.11 pan</p> <p>2.12 Bowl</p> <p>2.13 Mug</p> <p>2.14 Water drum</p> <p>2.15 Bucket</p> <p>2.16 Gas cooker</p>

	2.17 Gas cylinder 2.18 Spider 2.19 SS Khunti 2.20 SS Tray 2.21 Measuring
3. Ingredients	<p>Meat Curry</p> 3.1 Beef 3.2 Red chilli powder 3.3 Tamarac powder 3.4 Coriander powder 3.5 Onion Sliced 3.6 Garlic paste 3.7 Ginger paste 3.8 Cumin paste 3.9 Bay leaf 3.10 Cloves 3.11 Cinnamon 3.12 Cardamom 3.13 Salt 3.14 Oil
	<p>Chicken Roast</p> 3.15 Onion Sliced 3.16 Garlic paste 3.17 Ginger paste 3.18 Cumin paste 3.19 Poppy seed pest 3.20 Peanut Pest 3.21 Alubokhara 3.22 Yoghurt 3.23 Milk 3.24 Green chilli 3.25 Sugar 3.26 Bay leaf 3.27 Cloves 3.28 Cinnamon 3.29 Cardamom 3.30 Nutmeg 3.31 Mace 3.32 Salt 3.33 Oil
<p>Evidence Guide</p> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Maintained Personal hygiene 1.2 Cleaned, sanitized and prepared Utensils and equipment 1.3 Fried ingredients in oil 1.4 Fried meats and chicken as per requirement 1.5 Cooked meats
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Importance and procedure to maintain Personal hygiene 2.2 Occupational Health and Safety 2.3 Handle of Utensil and equipment 2.4 Function of spices and herbs 2.5 Cooking Methods 2.6 Quality of raw materials and finished goods
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining personal hygiene as per OSH requirements 3.2 Cleaning, sanitizing and preparing utensils and equipment based on the required tasks. 3.3 Maintaining House keeping 3.4 Selecting, measuring and weighing Ingredients according to recipe to produce meat curry and chicken roast 3.5 Cooking meat 3.6 Roasted chicken
4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and facilities appropriate to the process or activity. 5.3 Materials relevant to the proposed activity
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio

7. Context of assessment	<p>7.1 Competency assessment must be done in a training institute or in an actual or simulated after completion of the training module</p> <p>7.2 Assessment should be done by a BTEB certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

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