

Curriculum for Pre-Voc level-1

(For Non-Formal Vocational Education)

লাইব্রেরী

উপানুষ্ঠানিক শিক্ষা ব্যুরো
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়
২৩২/১ তেজগাঁও শিল্প এলাকা, ঢাকা-১২০৮

Developed by-

Equivalence Non-Formal Vocational Education
Curriculum Development Project
Bureau of Non-Formal Education
Ministry of Primary and Mass Education

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উপানুষ্ঠানিক শিক্ষা ব্যুরো
গ্রন্থাগার
সংযোজন নং৪৪১৬
তারিখ

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Bangladesh Technical Education Board

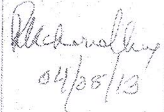

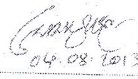
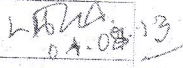

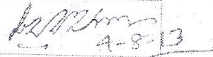
Standard Curriculum Development Committee

NATIONAL COMPETENCY STANDARDS

for

NTVQF Prevocational Level 1

Meeting held on 04.08.2013

Sl. No	Name of members	Address, Contact number	Designation	Signature	Remarks
1.	Mrs. Rasheda K. Chowdhury (Former Advisor, Care Taker Government) Executive Director	CAMPE Humayun Road, Dhanmondi, Dhaka	Chair Person	 04/08/13	CS Documents Approved
2.	Prof. Dr. Mohammad Ibrahim Chairman	CMES, Dhakmondi, Dhaka. 80171049,8011014-6	Member		
3.	Mr. Ehsanur Rahman Executive Director Md. Abdus Sadeque Team leader SST	Dhaka Ahsania Mission, Dhanmondi, Dhaka. 01713000861	Member	 04.08.2013	
4.	Dr. Shafiqul Islam Director	BRAC Education Programme, 75, Mohakhali, Dhaka. 01713037743	Member		
5.	Md. Mozibur Rahman Project Diorector	Behtruwc Project, BNFE, Tejgaon, Dhaka.	Member	 04.08.13	
6.	A N M Salahuddin Khan Director (PIU)	Director of Technical Education, Dhaka.	Member	 04/08/13	
7.	Mr. Md. Khalilur Rahman	Director (Training), BMET, Dhaka.	Member	 04.08.13	
8.	Md. Abdur Rezaque Director (Curriculum)	Bangladesh Technical Education Board, Dhaka.	Member		

NATIONAL COMPETENCY STANDARDS
For
Prevocational Level – 1
Structure of competency

Sl. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
	Generic Units of competency (4 UoCs required)			
1.	GNPV1001A1	Use Fundamental Bangla	Pre-voc 1	110
2.	GNPV1002A1	Use Fundamental English.	Pre-voc 1	110
3.	GNPV1003A1	Use Fundamental Mathematics.	Pre-voc 1	120
4.	GNPV1004A1	Use common tools.	Pre-voc 1	20
			Total Hours	360

GENERIC UNITS

(Pre-Vocational Qualification Level-1)

National Technical Vocational Qualification Frame work for Bangladesh

Pre Vocational level - 1 Unit of Competency

Unit Code and Title	GNPVI001A1- Use fundamental Bangla
Nominal Hours	110 Hrs
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to read, write, speak and communicate in Bangla in the workplace.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Read and write Bangla Alphabet	1.1 Alphabet in Bangla are used. 1.2 Reading and writing Bangla sign is performed.
2. Read and Write simple sentence in Bangla	2.1 Reading and writing of <i>personal information</i> in Bangla demonstrated . 2.2 Writing <i>Visual information</i> is demonstrated. 2.3 <i>Learning aids</i> are used. 2.4 Reading and writing of simple sentence in Bangla is demonstrated.
3. Introduce him/herself to others	2.1 Self introduction to others in Bangla is demonstrated. 2.2 Reading simple word in Bangla is performed. 2.3 Writing simple word in Bangla is performed.
Range of Variables	
Variable	Range (<i>may include but not limited to:</i>)
1. Bangla alphabet	1.1 Bangla vowel Alphabet (অ-ঐ) 1.2 Bangla consanent Alphabet (ক-ঞ)
2. Learning aids.	2.1. Books / booklets with pictures with names written in Bangla 2.2. Work sheets / ID cards. 2.3. Catalogues / Manuals. 2.4. White boards / Marker pens. 2.5. Chalk boards / Chalk. 2.6. Pen / Pencil. 2.7. Flip charts. 2.8. Cassettes player / recorder. 2.9. Cassettes recorded in English conversations. 2.10. Lessons in English conversations. 2.11. TV and monitor. 2.12. Multimedia.
3. Visual information	3.1. Signs. 3.2. Banners. 3.3. Forms. 3.4. Charts. 3.5. Labels. 3.6. Photo graphs captions. 3.7. Catalogues. 3.8. Cartoons. 3.9. Newspaper. 3.10. Name plate

4. Personal information	4.1 self name 4.2 Parents name 4.3 Address 4.4 Brother & sister name
5. Bangla sentence	5.1 Ball 5.2 Book 5.3 Boat 5.4 Apple 5.5 Cat 5.6 Doll 5.7 Flag
Evidence Guide This evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and the range statement	
1. Critical aspect of Competency	1.1 use of Alphabet 1.2 Reading and writing of personal information 1.3 Reading and writing simple words
2. Underpinning knowledge	2.1 Reading Bangla Alphabet 2.2 Reading simple word in Bangla
3. Underpinning Skills	2.3 Writing Alphabet in Bangla 2.4 Writing simple word in Bangla 2.5 Writing personal information in Bangla.
4. Underpinning attitude	4.1 Eagerness to learn 4.2 Tidiness and timeliness 4.3 Respect for rights of peers
5. Resource implication.	The learning aids and required materials must be provided for learning Bangla
6. Methods of assessment.	Methods of assessment include but not limited to. 6.1. Oral questions. 6.2. Written test. 6.3. Reading test 6.4. Speaking test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
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 Vocational Qualification Frame work for Bangladesh

Pre Vocational level - 1 Unit of Competency

Unit Code and Title	GNPV1002A1- Use fundamental English
Nominal Hours	110 Hrs
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to read, write in English in the workplace.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Read and write English Alphabet	1.1 Alphabet in English are recognized. 1.2 Reading and writing of small letters in English are carried out. 1.3 Reading and Writing of capital letters in English performed.
2. Read and Write simple English word	2.1 Read and write name in english 2.2 Reading and writing of simple word in English is demonstrated. 2.3 Writing of Visual information is demonstrated. 2.3 Simple Learning aids are used.
1. Introduce him/herself to others	1.1 Self introduction to others in English is demonstrated. 1.2 Reading simple words in English is performed. 1.3 Writting simple words in English is performed.
Range of Variables	
Variable	Range (<i>may include but not limited to:</i>)
1. Alphabet	1.1 Small letter (a to z) 2.1 Capital letter (A to Z)
2. Learning aids.	2.1. Books / booklets with pictures with names written in English. 2.2. Work sheets / ID cards. 2.3. Catalogues / Manuals. 2.4. White boards / Marker pens. 2.5. Chalk boards / Chalk. 2.6. Pen / Pencil. 2.7. Flip charts. 2.8. Cassettes player / recorder. 2.9. Cassettes recorded in English conversations. 2.10. Lessons in English conversations. 2.11. TV and monitor. 2.12. Multimedia.
3. Visual information	3.1. Signs. 3.2. Banners. 3.3. Forms. 3.4. Charts. 3.5. Labels. 3.6. Cartoons. 3.7. Newspaper. 3.8. Name plate
4. Personal information	4.1 Self name 4.2 Parents name 4.3 Address
5. Word	5.1 Book 5.2 Boat 5.3 Fruit's name

	5.4 Animal's name 5.5 Doll 5.6 Flag 5.7 Tool's name
Evidence Guide This evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and the range statement	
1. Critical aspect of Competency	1.1 Use of Alphabet 1.2 Reading and writing personal information 1.2 Reading and writing simple word
2. Underpinning knowledge	2.4 Reading English Alphabet both Small and Capital letter 2.5 Reading simple word in English
3. Underpinning Skills	3.1 Writing of English alphabet both in small and capital letter 3.2 Writing of simple word in English 3.3 Writing of personal information in English.
4. Underpinning attitude	4.1 Eagerness to learn 4.2 Tidiness and timeliness 4.3 Respect for rights of seniors and peers
5. Resource implication.	The learning aids and other required materials must be provided for learning English.
6. Methods of	Methods of assessment may include but not limited to: 6.1. Oral questions. 6.2. Written test. 6.3. Reading test 6.4. Speaking test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
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National Technical Vocational Qualification Frame work for Bangladesh

Pre Vocational level - 1

Unit of Competency

Unit Code and Title	GNPV1003A1- Use fundamental mathematics
Nominal Hours	120 Hrs
Unit Descriptor	This unit of competency requires the knowledge, skills, and attitude to read and write fundamental mathematics as required in the work place
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Read and Write number in Bangla and English	1.1 Numerical number from 0 to 9 in Bangla and English is recognized 1.2 Arrangement of numbers in ascending and descending order in English and Bangla is demonstrated. 1.3 Reading and writing of numbers from 1 – 1,000 is demonstrated
2. Use mathematical methods	2.1 Symbol of calculation are used for numeric number. 2.2 Mathematical methods addition, subtraction, multiplication and division are applied. 2.6 Mathematical methods of fraction and decimal numbers are used.
3. Measure in Metric system	3.1 Unit of measurement of length, breadth and height, angle and weight in metric system is used. 3.2 Measurement of area and volume of solid and liquid in metric system is carried out. 3.3 Measurement of time is applied
4. Measure in British system.	4.1. Units of measurement of length, breadth, height, and weight in British system are used. 4.2. Measurement of area and volume of solid and liquid in British system is carried out.
5. Use geometrical drawing.	5.1. Geometrical drawing are identified. 5.2. Geometrical drawing are practiced.
Range of Variables	
Variable	Range (<i>may include but not limited to:</i>)
2. Symbol	1.1 Plus 1.2 Minus 1.3 Division. 1.4 Multiplication
3. Mathematical methods	1.1. Addition up to four digits is applied. 1.2. Subtraction up to four digits is applied. 1.3. Multiplication up to four digits is applied. 1.4. Division up to four digits is applied. 1.6. Calculation of fraction and decimal. Up to 2 digit

3. Geometrical drawing	3.1. Point 3.2 Line. 3.3 Trangle 3.4. Rectangle. 3.5. Circal. 3.6. Angle.
Evidence Guide	
This evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and the range statement	
1.Critical aspect of competency.	1.1 Calculations using addition, subtraction,multiplication and division. 1.2 Mearurement of area, angle, volume and time. 1.3 Practice of geometrical drawing.
2. Underpinning knowledge.	3.1 Requirment of calculation. 3.2 Selection appropriate mathematical methods 3.3 Symbol and terminology 3.4 Selection of geometrical drawing.
3. Underpinning Skills.	3.1 Selection of mathematical methods. 3.2 Use of verbal instructions of mathematical concepts. 3.3 Practice of geometrical drawing.
4. Underpinning attitude.	3.4 Eagerness to learn 4.3 Tidiness and timeliness 4.4 Respect for rights of seiors and peers
5. Resource implication.	The following resources must be provided. 5.1. Calculator. 5.2. Geometrical instrument box. 5.3. Measuring tape. 5.4. Ruler. 5.5. Marking chalk. 5.6. Ball pen. 5.7. Pencil. 5.8. Marker pen. 5.9. White board. 5.10. Flip charts. 5.11. Physical facilities. 5.12. Materials and consumables.
6. Methods of assessment.	Methods of assessment may include but not limited to: 6.1. Oral question 6.2. Witten test 6.3. Interview
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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National Technical Vocational Qualification Framework (NTVQF) for
Bangladesh
Pre Vocational level - 1
Unit of Competency

Unit Code & Title	GNPV1004A1- Use common tools.
Nominal Hours	20 Hrs
Unit Descriptor	This unit of competency requires the knowledge, skills and attitudes to use common tools in the vocational field in the work place.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Practice OSH as per regulation.	1.1. PPE is used as per instruction. 1.2. Hand tools are cleaned, maintained and stored. 1.3. Used and waste materials are disposed to designated place. 1.4. Workplace is cleaned and kept tide. 1.5. Proper ventilation in the workplace is ensured.
2. Select common tools.	2.1. Importance to use of common tools is recognized. 2.2. Common tools are selected as required. 2.3. Unsafe or defective tools are separated.
3. Use common tools.	3.1. common tools are used as per requirement 3.2. Safe work practices are followed using common tools. 3.3. Common tools are cleaned and stored carefully.
Range of Variables	
Variable	Range (may include but not limited to:)
1. Common tools	1.1 Hammer. 1.2 Measuring tape. 1.3 Combination pliers. 1.4 Scissors. 1.5 Brush. 1.6 Screw driver. 1.7 Wood saw. 1.8 Hacksaw frame with blade. 1.9 Electric tester. 1.10 Adjustable wrench. 1.11 Cutting pliers. 1.12 Electrician knife.

	1.13 Metal chisel. 1.14 Wood chisel. 1.15 Steel rule. 1.16 Nose pliers. 1.17 Open ended wrench 1.18 Allen key. 1.19 Soldering iron. 1.20 Tweezer. 1.21 File. 1.22 Electric hand drill machine. 1.23 Electric hand grinding machine. 1.24 Try-square. 1.25 Plumb bob. 1.26 Spirit level. 1.27 Paper cutting machine. 1.28 Sewing machine. 1.29 Trowels and floats. 1.30 Masonry tray.
2. Personal Protective Equipment (PPE)	3. 1 Mask 3.2 Safety goggles 3.3 Gloves 3.4 Aprons 3.5 Safety shoe 3.6 Fire extinguisher
Evidence Guide <ul style="list-style-type: none"> 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 aspect of competency	1.1 Use of common tools. 1.2 Cleaning and storage of the common tools.
2. Underpinning knowledge	2.1 Name of hand tools. 2.2 Identification and selection of hand tools. 2.3 Identification and selection of PTE.
3. Underpinning skills	3.1 Writing of the tool's name. 3.2 Use of tools. 3.3 Keeping the tools. 3.4 Cleaning and oiling of tools. 3.5 Maintaining the workplace clean and tidy. 3.6 Storing the tools.

4. Underpinning attitude	4.1 Communications. 4.2 Use of proper tools. 4.3 Communication for occupational safety and health. 4.4 Promptness in carrying out activities. 4.5 Tidiness and timeliness. 4.6 Respect for seniors, juniors and peers. 4.7 Sincere and honest to the duties.
5. Resource implications	Hand tools and PPE must be provided to implement the training program.
6. Methods of assessment	<p><i>Methods of assessment may include but not limited to:</i></p> 6.1 Oral questions. 6.2 Demonstration. 6. Written test.
7. Context of assessment	Competency may be assessed in the work place or in a simulated work place.

Accreditation Requirements

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