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# PINE NUTS PROCESSOR

## Assessment Package

### National Vocational Certificate Level 1

Version 1 - February 2020



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**Document Version**

February, 2020

**Islamabad, Pakistan**

# PINE NUTS PROCESSOR

**Assessment Package**

National Vocational  
Certificate Level 1

Version 1 - February 2020

### Instructions for Candidate (to be given by the Assessor before Assessment)

<b>Title of Qualification:</b> National Vocational Certificate level 1, In Pine Nuts Processor	CS Code:	Level: 1	Version: 2 (2020)
<b>Competency Standard Title:</b> <b>Maintain Personal Safety</b>	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name.....  Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 40 min timeframe:</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Maintain personal protective equipment (PPE)</li> <li>2. <b>Assessment Task 2:</b> Maintain First-aid Box</li> <li>3. <b>Assessment Task 3:</b> Maintain Firefighting equipment</li> <li>4. <b>Assessment Task 4:</b> Prepare for emergencies</li> <li>5. <b>Assessment Task 5:</b> Respond to emergencies</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>1. <b>Knowledge assessment test (Written or Oral)</b></li> <li>2. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Task 1: Maintain personal protective equipment (PPE)</b></p> <p>Performance Criteria 1: Arrange personal protective equipment as per requirements                  Performance Criteria 2: Wear correct personal protective equipment                  Performance Criteria 3: Store PPE at appropriate place after use</p> <p><b>Task 2: Maintain First-aid Box</b></p> <p>Performance Criteria 1: Identify first aid box                  Performance Criteria 2: Check first aid box for requisite emergency medicines                  Performance Criteria 3: Check expiry of medicines                  Performance Criteria 4: Demonstrate mock first aid treatment against electric shocks                  Performance Criteria 5: Demonstrate mock first aid treatment/bandages against minor injuries</p> <p><b>Task 3: Maintain Fire Extinguisher</b></p> <p>Performance Criteria 1: Check expiry of fire extinguisher                  Performance Criteria 2: Operate fire extinguisher                  Performance Criteria 3: Replace fire extinguisher</p>

- **Task 4: Prepare for emergencies**

Performance Criteria 1: Ensure emergency response Training

Performance Criteria 2: Perform mock emergency exercises

Performance Criteria 3: Demonstrate mock first aid cardio respiratory, resuscitation and CPR

- **Task 5: Respond to emergencies**

Performance Criteria 1: Follow emergency plan

Performance Criteria 2: Communicate instructions to co workers

Performance Criteria 3: Assess risk and determine course of action

Performance Criteria 4: Operate emergency equipment and supplies

**Portfolios required at the time of assessment (if any) for**

Performance criteria for the evaluation of portfolio:

Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.





<b>Assessment Task 3</b>		<b>Maintain Fire Extinguisher</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Checked expiry of fire extinguisher			
2	Operated fire extinguisher			
3	Replaced fire extinguisher			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b>		

<b>Assessment Task 4</b>		<b>Prepare for emergencies</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Performed mock emergency exercises			
2	Demonstrated mock first aid cardio respiratory, resuscitation and CPR			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

<b>Assessment Task 5</b>		<b>Respond to emergencies</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Followed emergency plan			
2	Communicated instructions to co workers			
3	Assessed risk and determine course of action			
4	Operated emergency equipment and supplies			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
<b>Portfolio meet the following performance standards:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		





<b>Title of Qualification:</b> National Vocational Certificate level 1, In Generator Mechanic	CS Code: <b>071300615</b>	Level: 1	Version: 1 (2019)
<b>Competency Standard Title:</b> <b>Maintain Personal Safety Standards</b>	<b>Assessment Date (DD/MM/YY):</b> --/--/--		

**WRITTEN ASSESSMENT**

Question	Candidate's answer
1 What are the main factors affecting Health & Safety in the work place?	
2 What is the importance of Personal Protective Equipment (PPEs)?	

Question	Candidate's answer
3 How can we store PPEs?	
4 How do we use First-Aid-Box in emergency?	
5 Name emergency medicines in first –aid box?	

Question	Candidate's answer
6 Define Fire Extinguisher?	
7 What are the main functions of various fire extinguishers?	
8 What is the operational technique of fire extinguishers?	

Question	Candidate's answer
9 What is the cardio respiratory Procedure?	

**Instructions for Candidate (to be given by the Assessor before Assessment)**

<b>Title of Qualification:</b> National Vocational Certificate level 1, In Pine Nuts Processor	CS Code:	Level: 1	Version: 2 (2020)
<b>Competency Standard Title:</b> <b>Maintain tools and equipment</b>	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name.....  Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 40 min timeframe:</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Arrange Tools and Equipment</li> <li>2. <b>Assessment Task 2:</b> Maintain Tool Box</li> <li>3. <b>Assessment Task 4:</b> Ensure Calibration of measuring tools</li> <li>4. <b>Assessment Task 5:</b> Manage Inventory of tools and equipment</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>1. <b>Knowledge assessment test (Written or Oral)</b></li> <li>2. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Task 1: Arrange Tools and Equipment</b>          Performance Criteria 1: Identify tools and equipment          Performance Criteria 2: Prepare list of tools and equipment as per requirement          Performance Criteria 3: Collect tools and equipment from store</p> <p><b>Task 2: Maintain Tool Box</b>          Performance Criteria 1: Check physical conditions of tools and equipment before use          Performance Criteria 2: Perform preventive maintenance as per standards          Performance Criteria 3: Perform corrective maintenance of tools as per requirements          Performance Criteria 4: Clean tools and equipment after use          Performance Criteria 5: Place tools and equipment at appropriate place</p> <p><b>Task 3: Calibrate measuring Tools</b>          Performance Criteria 1: Check calibration status of the measuring tools          Performance Criteria 2: Perform calibration of measuring tools as per standards          Performance Criteria 3: Record Calibration test results</p>

**Task 4: Manage Inventory of tools and equipment**

Performance Criteria 1: Check tools and equipment as per record

Performance Criteria 2: Report for faulty tools and equipment to supervisor

Performance Criteria 3: Generate demand for deficit tools and equipment

Performance Criteria 4: Maintain all records of tools and equipment.

**Portfolios required at the time of assessment (if any).**

Performance criteria for the evaluation of portfolio:

Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

**00000000 Maintain Tools and Equipment**

Candidate Details	Name: .....Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Assessor Name: .....Assessor's code:..... Assessor Signature:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration							
Knowledge Assessment							
Other Requirement							

**Feedback to the candidate on assessment.**

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Candidate Signature..... Assessor Signature .....



<b>Assessment Task 1</b>		<b>Arrange Tools and Equipment</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Identified tools and equipment			
2.	Prepared list of tools and equipment as per requirement			
3.	Collected tools and equipment from store			
<b>Competent <input type="checkbox"/></b>		<b>Not Yet Competent <input type="checkbox"/></b>		

<b>Assessment Task 2</b>		<b>Maintain Tool Box</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Checked physical conditions of tools and equipment before use			
2	Performed preventive maintenance as per standards			
3	Performed corrective maintenance of tools as per requirements			
4	Cleaned tools and equipment after use			
5	Placed tools and equipment at appropriate place			
<b>Competent <input type="checkbox"/></b>		<b>Not Yet Competent <input type="checkbox"/></b>		

<b>Assessment Task 3</b>		<b>Calibrate measuring tools</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Checked calibration status of the measuring tools			
2	Performed calibration of measuring tools as per standards			
3	Recorded Calibration test results			
<b>Competent <input type="checkbox"/></b>		<b>Not Yet Competent <input type="checkbox"/></b>		

<b>Assessment Task 4</b>		<b>Manage Inventory of tools and equipment</b>		
<b>During the practical assessment, candidate demonstrated the following:</b>				
		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Checked tools and equipment as per record			
2	Reported for faulty tools and equipment to supervisor			
3	Generated demand for deficit tools and equipment			
4	Maintained all records of tools and equipment			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
<b>Portfolio meet the following performance standards:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		



<b>Title of Qualification:</b> National Vocational Certificate level 1, In Pine Nuts Processor	CS Code: <b>000000000</b>	Level: 1	Version: 1 (2020)
<b>Competency Standard Title:</b> <b>Maintain Tools and Equipment</b>	<b>Assessment Date (DD/MM/YY):</b> --/--/--		

**WRITTEN ASSESSMENT**

Question	Candidate's answer
1 Explain the functions of any three different tools for Pine nuts process?	
2 How to arrange tools and equipment in tool box?	

Question	Candidate's answer
3 Define insulation.?	
4 Define calibration?	
5 Describe calibration methods of measuring tools?	

Question	Candidate's answer
6 How to manage tools and equipment inventory?	
7 Define stock and dead stock record?	

<b>Title of Qualification:</b> National Vocational Certificate level 1, In Pine Nuts Processor	CS Code:	Level: 1	Version: 2 (2020)
<b>Competency Standard Title:</b> <b>National Vocational Certificate Level – 1 in Pine Nuts Processor</b>	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following activities within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>In a given situation to identify and use of the PPEs, tools and equipment as per requirements</li> </ul> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral).</b></li> <li><b>Portfolios at the time of assessment (if any).</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under the observation by an assessor, you are required to demonstrate the following criteria</b></p> <ol style="list-style-type: none"> <li><b>Performance Criteria 1:</b> Wear correct personal protective equipment</li> <li><b>Performance Criteria 2:</b> Check first aid box for requisite emergency medicines</li> <li><b>Performance Criteria 3:</b> Check expiry of medicines</li> <li><b>Performance Criteria 4:</b> Operate fire extinguisher</li> <li><b>Performance Criteria 5:</b> Demonstrate first aid cardio respiratory, resuscitation</li> <li><b>Performance Criteria 6:</b> Identify important working tools</li> </ol>

	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.</p>
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## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	<b>National Vocational Certificate Level – 1 in Pine Nuts Processor</b>
<b>Purpose of Assessment</b>	<b>Summative Assessment</b>
<b>Assessment Task</b>	<b>In a given situation to identify and use of the PPEs, tools and equipment as per requirements</b> <ul style="list-style-type: none"> <li>• <b>Knowledge Assessment</b></li> </ul>

I can perform.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
Wear correct personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>
Check first aid box for requisite emergency medicines	<input type="checkbox"/>	<input type="checkbox"/>
Check expiry of medicines	<input type="checkbox"/>	<input type="checkbox"/>
Operate fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate first aid cardio respiratory resuscitation	<input type="checkbox"/>	<input type="checkbox"/>
Identify important Working tools	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature \_\_\_\_\_ Assessor's Signature \_\_\_\_\_

Date: \_\_\_\_\_



Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task <b>Identify and use of the PPEs, tools and equipment as per requirements</b>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Wore correct personal protective equipment			
2.	Performance Criteria 2: Checked first aid box for requisite emergency medicines			
3.	Performance Criteria 3: Checked expiry of medicines			
4.	Performance Criteria 4: Operated fire extinguisher			
5.	Performance Criteria 5: Demonstrated first aid cardio respiratory, resuscitation			
6.	Performance Criteria 6: Identify important working tools			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

# Knowledge Assessment

<b>Qualification</b>	<b>National Vocational Certificate Level – 1 in Pine Nuts Processor</b>
<b>Purpose of Assessment</b>	<b>Summative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration Number: _____ Signature: _____
<b>Assessment Outcome</b>	<p style="text-align: center;"> <b>COMPETENT</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </p> <p><b>Name of the Assessor</b> _____</p> <p><b>Assessor's code:</b> _____ <b>Signature:</b> _____</p>

Portfolio (if any)	Description of portfolio			
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria for the evaluation of portfolio: Submitted log book or activity record (practical journal, project, pictures etc.) completed during the training.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		


<h2 style="margin: 0;">Feedback to the Candidate</h2>
<b>Candidate's Signature</b> _____ <b>Assessor's Signature</b> _____


<b>Questions</b> (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		<b>Satisfactory</b>	<b>Not Satisfactory</b>
1.	Name any three PPEs used at workplace?		
2.	Name emergency medicines available in first aid box?	<b>Satisfactory</b>	<b>Not Satisfactory</b>
3.	Why fire extinguisher is used?	<b>Satisfactory</b>	<b>Not Satisfactory</b>


5	What is cardio respiratory resuscitation?	Satisfactory	Not Satisfactory
5	Why calibration of measuring tools is important?	Satisfactory	Not Satisfactory


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