

CITRUS PROCESSING

Assessment Package

National Vocational
Certificate Level 2

Version 1 - January 2014

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission
National Deputy Head, TVET Reform Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

Photo Credits

TVET Reform Support Programme

URL links

Responsibility for the content of external websites linked in this publication always lies with their respective publishers. TVET Reform Support Programme expressly dissociates itself from such content.

This document has been produced with the technical assistance of the TVET Reform Support Programme, which is funded by the European Union, the Embassy of the Kingdom of the Netherlands, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs) and private sector organizations.

Document Version

January, 2014

Islamabad, Pakistan

CITRUS PROCESSING

Assessment Package

National Vocational
Certificate Level 2

Version 1 - January 2014



ASSESSMENT MATERIAL EVIDENCE GUIDE Qualification Citrus Processing CS Code: Level: 2 Credit: 11 Version: 1	CITRUS RECEIVING AND RECORD KEEPING AT FACTORY																																								
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment																																								
ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/> Assessor's Name Assessor's Code Assessor's Signature Date <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DD</td><td>MM</td><td>YYYY</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											DD	MM	YYYY																											
DD	MM	YYYY																																							
CANDIDATE DETAILS	Candidate's Name Father's Name Institute Name and District CNIC/BFORM # <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Registration Number issued by Assessment Body Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature																																								
ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTTC																																								
NAVTTTC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DD</td><td>MM</td><td>YYYY</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 2. DATE ENTERED INTO DATABASE: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>DD</td><td>MM</td><td>YYYY</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											DD	MM	YYYY																		DD	MM	YYYY							
DD	MM	YYYY																																							
DD	MM	YYYY																																							

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: CITRUS RECEIVING AND RECORD KEEPING AT FACTORY		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Supervise unloading and counting of baskets of citrus fruit at citrus processing factory Ensure quality and maintain record of citrus fruit at citrus processing factory 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your Assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1 hour and 30 minutes** timeframe:

- Supervise unloading and counting of baskets of citrus fruit at citrus processing factory
- Ensure quality and maintain record of citrus fruit at citrus processing factory

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of citrus receiving and record keeping at factory under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Supervise unloading and counting of citrus fruit at citrus processing factory <ul style="list-style-type: none"> ✓ Ensure the availability of uniforms and changing rooms for citrus processing unit labour ✓ Supervise the post-harvest handling of citrus fruit baskets at unloading premises of citrus processing unit ✓ Ensure the setting and cleanliness of decking area for the unloading of citrus fruit baskets ✓ Supervise the unloading of citrus fruit baskets at the unloading and decking area ✓ Supervise the stacking of citrus fruit baskets as per quality grades in the citrus processing hall ✓ Verify the documents received from Farm Supervisor/Supplier against the actual quality and quantity received • Ensure quality and maintain record of citrus fruit at citrus processing factory <ul style="list-style-type: none"> ✓ Ensure quality standards of citrus fruit received to complying export requirements ✓ Inspect and fill quality inspection sheets of citrus fruits ✓ Label the citrus fruit based on industry defined physicochemical characteristics ✓ Label the stock with standard industry coloured tags for different fruit grades ✓ Maintain and record the supply of citrus received in the stock register ✓ Fill and maintain data collection sheet based on farm harvesting ✓ Maintain the records of fruit baskets filled and return empty from farms. ✓ Maintain the record of transportation vehicle and maintain their maintenance checklist ✓ Fill and report back observations shared /collected from field harvesting supervisors
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • N/A
<p>3. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of citrus receiving and record keeping at factory under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Unload and count baskets of citrus fruit at citrus processing factory	Ensured the availability of uniforms and changing rooms for citrus processing unit labour			
	Supervised the post-harvest handling of citrus fruit baskets at unloading premises of citrus processing unit			
	Ensured the setting and cleanliness of decking area for the unloading of citrus fruit baskets			
	Supervised the unloading of citrus fruit baskets at the unloading and decking area			
	Supervised the stacking of citrus fruit baskets as per quality grades in the citrus processing hall			
	Verified the documents received from Farm Supervisor/Supplier against the actual quality and quantity received			
Ensure quality and maintain record of citrus fruit at citrus processing factory	Ensured quality standards of citrus fruit received to complying export requirements			
	Inspected and filled quality inspection sheets of citrus fruits			
	Labelled the citrus fruit based on industry defined physicochemical characteristics			
	Labelled the stock with standard industry coloured tags for different fruit grades of citrus fruit			
	Filled and maintained data collection sheet based on farm harvesting of citrus fruit			
	Maintained the records of fruit baskets filled and return empty from farms.			
	Maintained the record of transportation vehicle and maintain their maintenance checklist			
	Maintained and recorded the supply of citrus received in the stock register			
	Filled and reported back observations shared /collected from field harvesting supervisors			
2. Other requirements	N/A			

<p>3. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
---	--	--	--	--

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	Ring Sizer	05
2	Calculator	05
3	Computer	01

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	Drafting Pads	05
2	Pencils	05
3	Tagging Cards	05
4	Gloves	05
5	Stock Register	05



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>CITRUS PROCESSING</h1>																				
Qualification Citrus Processing CS Code: Level: 2 Credit: 13 Version: 1																					
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment																				
ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																				
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																				
	Assessor's Name Assessor's Code Assessor's Signature Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; width: 100px;">DDMMYYYY</div>																				
CANDIDATE DETAILS	Candidate's Name <div style="display: flex; justify-content: space-between; width: 100%;">First NameLast Name</div>																				
	Father's Name																				
	Institute Name and District																				
	CNIC/BFORM # <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
	Registration Number issued by Assessment Body																				
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature																					
ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC																				
NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; width: 100px;">DDMMYYYY</div>																				
	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; width: 100px;">DDMMYYYY</div>																				

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: CITRUS PROCESSING		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Assure quality of citrus fruit during processing at citrus processing plant Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your Assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1 hour and 30 minutes** timeframe:

- Assure quality of citrus fruit during processing at citrus processing plant
- Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of citrus processing under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Assure quality of citrus fruit during processing at citrus processing plant <ul style="list-style-type: none"> ✓ Check the speed of conveyer belt to ensure the smooth operations of citrus processing plant ✓ Ensure the application of wax and fungicide during waxing and grading process of citrus fruit ✓ Supervise that the quality parameters are being followed at different quality checking points in the citrus processing line e.g. colour cosmetics and injured fruit. ✓ Supervise the standard procedure of processing line of citrus processing unit e.g. washing, waxing, grading and packaging ✓ Ensure the chilling treatment of citrus fruit in citrus processing hall. ✓ Maintain the stock register of inputs in the processing hall of citrus processing unit. • Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant <ul style="list-style-type: none"> ✓ Draw flow diagram of citrus processing line ✓ Identify critical control point (CCP) of citrus processing line ✓ Determine the critical limit at each critical control point of citrus processing line ✓ Determine the corrective action in case of deviation from critical limits during citrus processing ✓ Supervise the monitoring of critical limits at each critical control point ✓ Ensure corrective actions being taken in case of deviation from critical limits during citrus processing and storage operations
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • N/A
<p>3. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of citrus processing under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Assure quality of citrus fruit during processing at citrus processing plant	Checked the speed of conveyer belt to ensure the smooth operations of citrus processing plant			
	Ensured the application of wax and fungicide during waxing and grading process of citrus fruit			
	Supervised that the quality parameters are being followed at different quality checking points in the citrus processing line e.g. colour cosmetics and injured fruit.			
	Supervised the standard procedure of processing line of citrus processing unit e.g. washing, waxing, grading and packaging			
	Ensured the chilling treatment of citrus fruit in citrus processing hall.			
	Maintained the stock register of inputs in the processing hall of citrus processing unit			
Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant	Drew flow diagram of citrus processing line			
	Identified critical control point (CCP) of citrus processing line			
	Determined the critical limit at each critical control point of citrus processing line			
	Determined the corrective action in case of deviation from critical limits during citrus processing			
	Supervised the monitoring of critical limits at each critical control point			
	Ensured corrective actions being taken in case of deviation from critical limits during citrus processing and storage operations			
2. Other requirements	N/A			

<p>3. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
---	--	--	--	--

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	Ring Sizer	05
2	Calculator	05
3	Fruit cutter knives	05
4	Magnifying lens	05
5	pH meter	01
6	Refractometer	01
7	Weighing machine	01

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	Drafting Pads	05
2	Pencils	05
3	Tagging Cards	05
4	Gloves	05
5	Stock Register	05
6	Fungicide	
7	Head cover	05
8	Food Wax	



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>CITRUS PACKING AND STORAGE</h1>																				
Qualification Citrus Processing CS Code: Level: 2 Credit: 13 Version: 1																					
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment																				
ASSESSMENT AND ASSESSOR DETAILS	Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>																				
	Assessment <input type="checkbox"/> Re-Assessment <input type="checkbox"/>																				
	Assessor's Name Assessor's Code Assessor's Signature Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; font-size: small;"> DD MM YYYY </div>																				
CANDIDATE DETAILS	Candidate's Name <div style="display: flex; justify-content: space-between; font-size: x-small;"> First Name Last Name </div>																				
	Father's Name																				
	Institute Name and District																				
	CNIC/BFORM # <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
	Registration Number issued by Assessment Body																				
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature																					
ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC																				
NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; font-size: x-small;"> DD MM YYYY </div>																				
	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; font-size: x-small;"> DD MM YYYY </div>																				

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: CITRUS PACKING AND STORAGE		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Monitor the filling and labelling of citrus fruit boxes at citrus processing plant Maintain stocks of citrus fruit boxes in the cold storage and dispatch 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your Assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1 hour and 30 minutes** timeframe:

- Monitor the filling and labelling of citrus fruit boxes at citrus processing plant
- Maintain stocks of citrus fruit boxes in the cold storage and dispatch

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of citrus packing and storage under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Monitor the filling and labelling of citrus fruit boxes at citrus processing plant <ul style="list-style-type: none"> ✓ Supervise filling of citrus fruit boxes after processing following the standard filling procedure at citrus processing plant. ✓ Ensure the packing of citrus fruit in wooden/cupboard boxed for packaging depending on market requirement. ✓ Ensure the packaging of citrus fruit in such a way that net weight of the filled boxes do not cross the limits required for export/marketing ✓ Ensure labelling of citrus fruit boxes with different cods for the certified/non-certified citrus fruit ✓ Monitor filling of citrus fruit boxes with citrus fruits in different layers with placement of separation sheet on each layer ✓ Ensure quality and quantity of citrus fruit in the boxes while packaging with traceable records • Maintain stocks of citrus fruit boxes in the cold storage and dispatch <ul style="list-style-type: none"> ✓ Prepare stock report and maintain stock register of citrus fruit boxes ✓ Ensure the application of standard operating procedures (SOPs) to maintain fruits stock for export ✓ Perform final quality inspection using pre-set standards. ✓ Assess the loading capacity of a container and ensure the application of standard procedure of loading. ✓ Select different modes of transportations depending on related advantages and disadvantages. ✓ Perform the quarantine inspection of the fruit boxes and containers in compliance with the standards. ✓ Ensure Integrated Pest Management system (IPM) in citrus fruit processing and storage hall ✓ Monitor the dispatch the citrus fruit boxes for local and international market
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • N/A
<p>3. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of citrus processing under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the filling and labelling of citrus fruit boxes at citrus processing plant	Supervised filling of citrus fruit boxes after processing following the standard filling procedure at citrus processing plant.			
	Ensured the packing of citrus fruit in wooden/cupboard boxed for packaging depending on market requirement.			
	Ensured the packaging of citrus fruit in such a way that net weight of the filled boxes did not cross the limits required for export/marketing			
	Ensured labelling of citrus fruit boxes with different cods for the certified/non-certified citrus fruit			
	Monitored filling of citrus fruit boxes with citrus fruits in different layers with placement of separation sheet on each layer			
	Ensured quality and quantity of citrus fruit in the boxes while packaging with traceable records			
Maintain stocks of citrus fruit boxes in the cold storage and dispatch	Prepared stock report and maintained stock register of citrus fruit boxes			
	Ensured the application of standard operating procedures (SOPs) to maintain fruits stock for export			
	Performed final quality inspection using pre-set standards.			
	Assessed the loading capacity of a container and ensured the application of standard procedure of loading.			
	Selected different modes of transportations depending on related advantages and disadvantages.			
	Ensured Integrated Pest Management system (IPM) in citrus fruit processing and storage hall			
	Performed the quarantine inspection of the fruit boxes and containers in compliance with the standards.			
	Monitored the dispatch the citrus fruit boxes for local and international market			
2. Other requirements	N/A			

3. Answer any questions the assessor may have during the practical assessment

Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.

Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	Ring Sizer	05
2	Calculator	05
3	Fruit cutter knives	05
4	Magnifying lens	05
5	pH meter	01
6	Refractometer	01
7	Weighing machine	01

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	Drafting Pads	05
2	Pencils	05
3	Tagging Cards	05
4	Gloves	05
5	Stock Register	05
6	Head cover	05



**ASSESSMENT
MATERIAL**

**EVIDENCE
GUIDE**

Qualification

Citrus Processing

CS Code:

Level: 2

Credit: 40

Version: 1

CITRUS PROCESSING

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

**ASSESSMENT AND
ASSESSOR
DETAILS**

Competent **Not Yet Competent**

Assessment **Re-Assessment**

Assessor's Name Assessor's Code

Assessor's Signature Date

--	--	--	--	--	--	--	--	--	--

DD MM YYYY

**CANDIDATE
DETAILS**

Candidate's Name
First Name Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registration Number issued by
Assessment Body

Gender Male Female Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements
of the assessment. I fully understand my rights of appeal.

Candidate's Signature

**ASSESSMENT
RESULTS
SUMMARY FORM**

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTTC**

**NAVTTTC OFFICE
ONLY**

1. DATE
FORM
RECEIVED:

--	--	--	--	--	--	--	--	--	--

DD MM YYYY

2. DATE ENTERED INTO
DATABASE:

--	--	--	--	--	--	--	--	--	--

DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: CITRUS PROCESSING	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> Supervise unloading and counting of baskets of citrus fruit at citrus processing factory Ensure quality and maintain record of citrus fruit at citrus processing factory Assure quality of citrus fruit during processing at citrus processing plant Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant Monitor the filling and labelling of citrus fruit boxes at citrus processing plant Maintain stocks of citrus fruit boxes in the cold storage and dispatch 		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions your Assessor may have during the practical assessment. 		
Other Requirements			✓		<ul style="list-style-type: none"> N/A 		

2

CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **four hours** timeframe:

- Supervise unloading and counting of baskets of citrus fruit at citrus processing factory
- Ensure quality and maintain record of citrus fruit at citrus processing factory
- Assure quality of citrus fruit during processing at citrus processing plant
- Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant
- Monitor the filling and labelling of citrus fruit boxes at citrus processing plant
- Maintain stocks of citrus fruit boxes in the cold storage and dispatch

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of citrus processing at factory under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> • Supervise unloading and counting of citrus fruit at citrus processing factory <ul style="list-style-type: none"> ✓ Ensure the availability of uniforms and changing rooms for citrus processing unit labour ✓ Supervise the post-harvest handling of citrus fruit baskets at unloading premises of citrus processing unit ✓ Ensure the setting and cleanliness of decking area for the unloading of citrus fruit baskets ✓ Supervise the unloading of citrus fruit baskets at the unloading and decking area ✓ Supervise the stacking of citrus fruit baskets as per quality grades in the citrus processing hall ✓ Verify the documents received from Farm Supervisor/Supplier against the actual quality and quantity received • Ensure quality and maintain record of citrus fruit at citrus processing factory <ul style="list-style-type: none"> ✓ Ensure quality standards of citrus fruit received to complying export requirements ✓ Inspect and fill quality inspection sheets of citrus fruits ✓ Label the citrus fruit based on industry defined physicochemical characteristics ✓ Label the stock with standard industry coloured tags for different fruit grades ✓ Maintain and record the supply of citrus received in the stock register ✓ Fill and maintain data collection sheet based on farm harvesting ✓ Maintain the records of fruit baskets filled and return empty from farms. ✓ Maintain the record of transportation vehicle and maintain their maintenance checklist ✓ Fill and report back observations shared /collected from field harvesting supervisors • Assure quality of citrus fruit during processing at citrus processing plant <ul style="list-style-type: none"> ✓ Check the speed of conveyer belt to ensure the smooth operations of citrus processing plant ✓ Ensure the application of wax and fungicide during waxing and grading process of citrus fruit ✓ Supervise that the quality parameters are being followed at different quality checking points in the citrus processing line e.g. colour cosmetics and injured fruit. ✓ Supervise the standard procedure of processing line of citrus processing unit e.g. washing, waxing, grading and packaging ✓ Ensure the chilling treatment of citrus fruit in citrus processing hall. ✓ Maintain the stock register of inputs in the processing hall of citrus processing unit. • Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant <ul style="list-style-type: none"> ✓ Draw flow diagram of citrus processing line ✓ Identify critical control point (CCP) of citrus processing line ✓ Determine the critical limit at each critical control point of citrus processing line ✓ Determine the corrective action in case of deviation from critical limits during citrus processing ✓ Supervise the monitoring of critical limits at each critical control point ✓ Ensure corrective actions being taken in case of deviation from critical limits during citrus

	<p>processing and storage operations</p> <ul style="list-style-type: none"> • Monitor the filling and labelling of citrus fruit boxes at citrus processing plant <ul style="list-style-type: none"> ✓ Supervise filling of citrus fruit boxes after processing following the standard filling procedure at citrus processing plant. ✓ Ensure the packing of citrus fruit in wooden/cupboard boxed for packaging depending on market requirement. ✓ Ensure the packaging of citrus fruit in such a way that net weight of the filled boxes do not cross the limits required for export/marketing ✓ Ensure labelling of citrus fruit boxes with different cods for the certified/non-certified citrus fruit ✓ Monitor filling of citrus fruit boxes with citrus fruits in different layers with placement of separation sheet on each layer ✓ Ensure quality and quantity of citrus fruit in the boxes while packaging with traceable records • Maintain stocks of citrus fruit boxes in the cold storage and dispatch <ul style="list-style-type: none"> ✓ Prepare stock report and maintain stock register of citrus fruit boxes ✓ Ensure the application of standard operating procedures (SOPs) to maintain fruits stock for export ✓ Perform final quality inspection using pre-set standards. ✓ Assess the loading capacity of a container and ensure the application of standard procedure of loading. ✓ Select different modes of transportations depending on related advantages and disadvantages. ✓ Perform the quarantine inspection of the fruit boxes and containers in compliance with the standards. ✓ Ensure Integrated Pest Management system (IPM) in citrus fruit processing and storage hall ✓ Monitor the dispatch the citrus fruit boxes for local and international market
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • N/A
<p>3. Answer any questions your assessor may have during the practical assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Complete practical task of citrus receiving and record keeping at factory under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Unload and count baskets of citrus fruit at citrus processing factory	Ensured the availability of uniforms and changing rooms for citrus processing unit labour			
	Supervised the post-harvest handling of citrus fruit baskets at unloading premises of citrus processing unit			
	Ensured the setting and cleanliness of decking area for the unloading of citrus fruit baskets			
	Supervised the unloading of citrus fruit baskets at the unloading and decking area			
	Supervised the stacking of citrus fruit baskets as per quality grades in the citrus processing hall			
	Verified the documents received from Farm Supervisor/Supplier against the actual quality and quantity received			
Ensure quality and maintain record of citrus fruit at citrus processing factory	Ensured quality standards of citrus fruit received to complying export requirements			
	Inspected and filled quality inspection sheets of citrus fruits			
	Labelled the citrus fruit based on industry defined physicochemical characteristics			
	Labelled the stock with standard industry coloured tags for different fruit grades of citrus fruit			
	Filled and maintained data collection sheet based on farm harvesting of citrus fruit			
	Maintained the records of fruit baskets filled and return empty from farms.			
	Maintained the record of transportation vehicle and maintain their maintenance checklist			
	Maintained and recorded the supply of citrus received in the stock register			
	Filled and reported back observations shared /collected from field harvesting supervisors			
Assure quality of citrus fruit during processing at citrus processing plant	Checked the speed of conveyer belt to ensure the smooth operations of citrus processing plant			
	Ensured the application of wax and fungicide during waxing and grading process of citrus fruit			
	Supervised that the quality parameters are being followed at different quality checking points in the citrus processing line e.g. colour cosmetics and injured fruit.			
	Supervised the standard procedure of processing line of citrus processing unit e.g. washing, waxing, grading and packaging			
	Ensured the chilling treatment of citrus fruit in citrus processing hall.			

	Maintained the stock register of inputs in the processing hall of citrus processing unit			
Ensure the control of food safety hazards during citrus processing at Critical Control Points of citrus processing plant	Drew flow diagram of citrus processing line			
	Identified critical control point (CCP) of citrus processing line			
	Determined the critical limit at each critical control point of citrus processing line			
	Determined the corrective action in case of deviation from critical limits during citrus processing			
	Supervised the monitoring of critical limits at each critical control point			
	Ensured corrective actions being taken in case of deviation from critical limits during citrus processing and storage operations			
Monitor the filling and labelling of citrus fruit boxes at citrus processing plant	Supervised filling of citrus fruit boxes after processing following the standard filling procedure at citrus processing plant.			
	Ensured the packing of citrus fruit in wooden/cupboard boxed for packaging depending on market requirement.			
	Ensured the packaging of citrus fruit in such a way that net weight of the filled boxes did not cross the limits required for export/marketing			
	Ensured labelling of citrus fruit boxes with different cods for the certified/non-certified citrus fruit			
	Monitored filling of citrus fruit boxes with citrus fruits in different layers with placement of separation sheet on each layer			
	Ensured quality and quantity of citrus fruit in the boxes while packaging with traceable records			
Maintain stocks of citrus fruit boxes in the cold storage and dispatch	Prepared stock report and maintained stock register of citrus fruit boxes			
	Ensured the application of standard operating procedures (SOPs) to maintain fruits stock for export			
	Performed final quality inspection using pre-set standards.			
	Assessed the loading capacity of a container and ensured the application of standard procedure of loading.			
	Selected different modes of transportations depending on related advantages and disadvantages.			
	Ensured Integrated Pest Management system (IPM) in citrus fruit processing and storage hall			
	Performed the quarantine inspection of the fruit boxes and containers in compliance with the standards.			
	Monitored the dispatch the citrus fruit boxes for local and international market			

<p>3. Answer any questions the assessor may have during the practical assessment</p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
---	--	--	--	--

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT


INSTRUCTIONS	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> Context of the assessment List of required tools and equipment. List of consumable items required during the service
1. Context of Assessment	This task will be performed in real time environment.


2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	Ring Sizer	05
2	Calculator	05
3	Computer	01
4	Fruit cutter knives	05
5	Magnifying lens	05
6	pH meter	01
7	Refractometer	01
8	Weighing machine	01

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1	Drafting Pads	05
2	Pencils	05
3	Tagging Cards	05
4	Gloves	05
5	Stock Register	05
6	Fungicide	
7	Head cover	05
8	Food Wax	

National Vocational and Technical Training Commission (NAVTTTC)

 5th Floor Evacuee Trust Complex Sector F-5/1, Islamabad.

 +92 51 9044 04

 +92 51 9044 04

 info@navttc.org

 www.navttc.org