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ASSESSMENT PACKAGE
National Vocational Certificate Level 2

Version 1 - October, 2019



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ASSESSMENT PACKAGE
National Vocational Certificate Level 2

Version 1 - October, 2019

Title of Qualification: National Vocational Certificate Level 2, in (Industrial Merchandiser) “Junior Merchandiser”	CS Code: 0414001007	Level: 2	Version: 01
Competency Standard Title: J- Organize Store Merchandising E-Comply Personal Health and Safety Guidelines F-Communicate the Workplace Policy and Procedure G-Perform Basic Communication (Specific)	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task: Candidate is required to prepare SKU wise finished goods Inventory control chart using LIFO, FIFO and cross Dock policies while opening inventory and inventory transactions for the following products are given by the assessor.</p> <ul style="list-style-type: none"> a) Seasonal Product b) Single Period Product c) Multi Period Product <p>(Note: Provide simulated environment for ASSESSMENT TASK)</p> <p>And complete:</p> <ol style="list-style-type: none"> 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)

Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task : Candidate is required to prepare SKU wise finished goods Inventory control chart using LIFO, FIFO and cross Dock policies while opening inventory and inventory transactions for the following products are given by the assessor.</p> <ul style="list-style-type: none"> d) Seasonal Product e) Single Period Product f) Multi Period Product <p>Performance Criteria 1: Read and understand inventory reports including:</p> <ul style="list-style-type: none"> • Dispatch sheet • Transfer order • Delivery note <p>Performance Criteria 2 : Prepare Product inventory report according to the requirement</p> <p>Performance Criteria 3: Arrange inventory in layers:</p> <ul style="list-style-type: none"> • Last In First Out (LIFO) • First In First Out (FIFO) • Cross Dock <p>Performance Criteria 4: Arrange products in shelves in a right order according to instructions.</p> <p>Performance Criteria 5: Identify hygiene and safety at work place</p> <p>Performance Criteria 6: Identify processes</p> <p>Performance Criteria 7: Report, identified risk to Health, hygiene and safety to concerned</p> <p>Performance Criteria 8: Select personal protective equipment in terms of type and quantity according to work orders.</p> <p>Performance Criteria 9: Wear personal protective equipment according to job requirements.</p> <p>Performance Criteria 10: Clean personal protective equipment</p> <p>Performance Criteria 11: Stored Personal Protective equipments in proper place after use.</p> <p>Performance Criteria 12: Identify appropriate lines of communication with supervisors and colleagues.</p> <p>Performance Criteria 13: Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p>Performance Criteria 14: Use appropriate non-verbal behavior at all times</p> <p>Performance Criteria 15: Maintain positive relationships to achieve common organizational goals</p> <p>Performance Criteria 16: Get work related information from team</p> <p>Performance Criteria 17: Receive the instructions from Supervisor</p> <p>Performance Criteria 18: Carry out the instructions of the supervisor</p> <p>Performance Criteria 19: Report to the supervisor as per organizational SOPs</p>
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Continued on following page

Assessment Task	Description of assessment task Candidate is required to prepare SKU wise finished goods Inventory report using following inventory policies while opening inventory, In-flow, out-flow transactions are provided by the assessor. <ul style="list-style-type: none"> • LIFO (Last In First Out) • FIFO (First In Last Out) • Cross Dock
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During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Read and understand inventory reports including: <ul style="list-style-type: none"> • Dispatch sheet • Transfer order • Delivery note 			
2	Prepared Product inventory report according to the requirement			
3	Arranged inventory in layers: <ul style="list-style-type: none"> • Last In First Out (LIFO) • First In First Out (FIFO) • Cross Dock 			
4	Arranged products in shelves in a right order according to instructions.			
5	Hygiene and safety at work place Identified			
6	Processes Identified			
7	Reported, identified risk to Health, hygiene and safety to concerned			
8	Selected personal protective equipment in terms of type and quantity according to work orders.			
9	Wore personal protective equipment according to job requirements.			
10	Cleaned personal protective equipment			
11	Stored Personal Protective equipments in proper place after use.			
12	Identified appropriate lines of communication with supervisors and colleagues.			
13	Used effective questioning, and active listening and speaking skills to gather and convey information			
14	Used appropriate non-verbal behavior at all times			
15	Maintained positive relationships to achieve common organizational goals			
16	Got work related information from team			
17	Received the instructions from Supervisor			
18	Carried out the instructions of the supervisor			
19	Reported to the supervisor as per organizational SOPs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Level 2, in (Industrial Merchandiser) “Junior Merchandiser”	CS Code: 0414001006	Level: 2	Version: 01
Competency Standard Title: I- Handle the Document E- Comply Personal Health and Safety Guidelines F- Communicate the Workplace Policy and Procedure G- Perform Basic Communication (Specific)	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 3. Assessment Task 1: Candidate is required to determine the following from the Purchase Order given by your assessor. <ul style="list-style-type: none"> • How much to produce? • Determine article wise unit price? • Mention size wise quantity requirement against first color/design of order. 4. Assessment Task 2: Candidate is required to enlist material (raw, packaging and accessories) from Bill of Material given by assessor. 5. Assessment Task 3: Enlist the product / article components from Tech-pack given by assessor. 6. Assessment Task 4: Candidate is required to determine name of the Banks of supplier & Buyer, also Payment terms involved for purpose of transaction from letter of credit given by assessor. 7. Assessment Task 5: Candidate is required to prepare quality Assurance check list from the Tech pack given by assessor. <p>And complete:</p> <ol style="list-style-type: none"> 8. Knowledge assessment test (Written or Oral) 9. Portfolios at the time of assessment (if any)

Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1:</p> <p>Performance Criteria 1: Identify Pre-production Documents</p> <ul style="list-style-type: none"> ○ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) <p>Performance Criteria 2: Interpret given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) <p>Performance Criteria 3: Identify hygiene and safety at work place</p> <p>Performance Criteria 4: Maintain cleanliness and hygiene as per organizational policy</p> <p>Performance Criteria 5: Comply with Health, hygiene and safety precautions before starting work</p> <p>Performance Criteria 6: Follow organizational Health, hygiene and safety guidelines during work</p> <p>Performance Criteria 7: Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p>Performance Criteria 8: Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p>Performance Criteria 9: Use appropriate non-verbal behavior at all times Encourage, acknowledge and act upon constructive feedback</p> <p>Performance Criteria 10: Treat team members with respect</p> <p>Performance Criteria 11: Develop basic reading skills</p> <p>Performance Criteria 12: Develop Basic writing Skills</p> <p>Performance Criteria 13: Develop basic listening skills</p>
	<p>Assessment Task 2:</p> <p>Performance Criteria 1: Interpret given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) <p>Performance Criteria 2: Identify Production Documents</p> <ul style="list-style-type: none"> ○ Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) <p>Performance Criteria 3: Identify hygiene and safety at work place</p> <p>Performance Criteria 4: Identify appropriate lines of communication with supervisors and colleagues</p> <p>Performance Criteria 5: Seek advice on the communication method/equipment most appropriate for the task</p> <p>Performance Criteria 6: Get work related information from team</p> <p>Performance Criteria 7: Maintain positive relationships to achieve common organizational goals</p>

Assessment Task 3:**Performance Criteria 1:** Identify Pre-production Documents

- Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.)

Performance Criteria 2: Identify Production Documents

- Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.)

Performance Criteria 3: Interpret given document according to the requirement including:

- Purchase Order
- Bill of Materials
- Tech-Pack
- Letter of Credit (LC)

Performance Criteria 4: Maintain cleanliness and hygiene as per organizational policy**Performance Criteria 5:** Identify appropriate lines of communication with supervisors and colleagues.**Performance Criteria 6:** Maintain positive relationships to achieve common organizational goals**Performance Criteria 7:** Get work related information from team**Performance Criteria 8:** Receive the instructions from Supervisor**Performance Criteria 9:** Carry out the instructions of the supervisor**Assessment Task 4 :****Performance Criteria 1:** Interpret given document according to the requirement including:

- Purchase Order
- Bill of Materials
- Tech-Pack
- Letter of Credit (LC)
- etc.

Performance Criteria 2: Maintain cleanliness and hygiene as per organizational policy**Performance Criteria 3:** Identify organizational communication requirements and workplace procedures with assistance from relevant authority**Performance Criteria 4:** Use effective questioning, and active listening and speaking skills to gather and convey information**Performance Criteria 5:** Ensure written information meets required standards of style, format and detail.**Performance Criteria 6:** Check draft for suitability of tone for audience, purpose, format and communication style**Performance Criteria 7:** Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.**Performance Criteria 8:** Check draft for sequencing and structure**Performance Criteria 9:** Check draft to ensure it meets organizational requirements**Performance Criteria 10:** Ensure draft is proofread, where appropriate, by supervisor or colleague**Performance Criteria 11:** Carry out the instructions of the supervisor

Assessment Task 5:**Performance Criteria 1:** Identify Pre-production Documents

- Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.)

Performance Criteria 2: Prepare given document according to the requirement including:

- Departmental Requisition
- Invoice
- Packing List
- Quality Testing Checklist
- Dispatch List

Performance Criteria 3: Identify hygiene and safety at work place**Performance Criteria 4:** Maintain cleanliness and hygiene as per organizational policy**Performance Criteria 5:** Identify appropriate lines of communication with supervisors and colleagues.**Performance Criteria 6:** Seek advice on the communication method/equipment most appropriate for the task**Performance Criteria 7:** Use appropriate non-verbal behavior at all times**Performance Criteria 8:** Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.**Performance Criteria 9:** Ensure written information meets required standards of style, format and detail.**Performance Criteria 10:** Adopt communication skills, which are designed in a team**Performance Criteria 11:** Receive the instructions from Supervisor**Performance Criteria 12:** Carry out the instructions of the supervisor**Performance Criteria 13:** Report to the supervisor as per organizational SOPs

Continued on following page

Assessment Task 1		Description of assessment task 1		
		Candidate is required to determine the following from the Purchase Order given by assessor. <ul style="list-style-type: none"> • How much to produce? • Determine article wise unit price? • Please mention size wise quantity requirement against first color of order. 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Pre-production Documents Identified <ul style="list-style-type: none"> ○ Enlisted Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc. 			
2	Interpreted given document according to the requirement including: <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) 			
3	Hygiene and safety at work place Identified			
4	Maintained cleanliness and hygiene as per organizational policy			
5	Complied with Health, hygiene and safety precautions before starting work			
6	Organizational Health, hygiene and safety guidelines followed during work			
7	Organizational communication requirements and workplace procedures were identified with assistance from relevant authority			
8	Effective questioning, active listening and speaking skills used to gather and convey information			
9	Used appropriate non-verbal behavior at all times Encourage, acknowledge and act upon constructive feedback			
10	Treated team members with respect			
11	Developed basic reading skills			
12	Developed Basic writing Skills			
13	Developed basic listening skills			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
		Candidate is required to enlist material (raw, packaging and accessories) from Bill of Material given by your assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Interpreted given document according to the requirement including: <ul style="list-style-type: none"> o Purchase Order o Bill of Materials o Tech-Pack o Letter of Credit (LC) 			
2	Production Documents Identified <ul style="list-style-type: none"> o Enlisted Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) 			
3	Identified hygiene and safety at work place			
4	Identified appropriate lines of communication with supervisors and colleagues			
5	Seek advice on the communication method/equipment most appropriate for the task			
6	Got work related information from team			
7	Maintained positive relationships to achieve common organizational goals			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

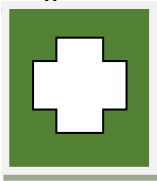

Assessment Task 3		Description of assessment task 3 Candidate is required to enlist the product / article components from Tech-pack given by your assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Pre-production Documents Identified <ul style="list-style-type: none"> o Enlisted Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) 			
2	Production Documents Identified <ul style="list-style-type: none"> o Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) 			
3	Interpreted given document according to the requirement including: <ul style="list-style-type: none"> o Purchase Order o Bill of Materials o Tech-Pack o Letter of Credit (LC) 			
4	Maintained cleanliness and hygiene as per organizational policy			
5	Identified appropriate lines of communication with supervisors and colleagues.			
6	Maintained positive relationships to achieve common organizational goals			
7	Got work related information from team			
8	Received the instructions from Supervisor			
9	Carried out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4		Description of assessment task 4		
		Candidate is required to determine name of the Banks of supplier & Buyer and also Payment terms involved for purpose of transaction from letter of credit given by your assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Interpreted given document according to the requirement including: <ul style="list-style-type: none"> o Purchase Order o Bill of Materials o Tech-Pack o Letter of Credit (LC) o etc. 			
2	Maintained cleanliness and hygiene as per organizational policy			
3	Identified organizational communication requirements and workplace procedures with assistance from relevant authority			
4	Used effective questioning, and active listening and speaking skills to gather and convey information			
5	Ensured written information meets required standards of style, format and detail.			
6	Checked draft for suitability of tone for audience, purpose, format and communication style			
7	Checked draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.			
8	Checked draft for sequencing and structure			
9	Checked draft to ensure it meets organizational requirements			
10	Ensured draft is proofread, where appropriate, by supervisor or colleague			
11	Carried out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5		Description of assessment task 5		
		Prepare quality Assurance check list from the purchase order given by your assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Pre-production Documents Identified <ul style="list-style-type: none"> o Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) 			
2	Prepared given document according to the requirement including: <ul style="list-style-type: none"> o Departmental Requisition o Invoice o Packing List o Quality Testing Checklist o Dispatch List 			
3	Hygiene and safety at work place Identified			
4	Maintained cleanliness and hygiene as per organizational policy			
5	Identified appropriate lines of communication with supervisors and colleagues.			
6	Seek advice on the communication method/equipment most appropriate for the task			
7	Used appropriate non-verbal behavior at all times			
8	Drafted and presented assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.			
9	Ensured written information meets required standards of style, format and detail.			
10	Adopted communication skills, which are designed in a team			
11	Received the instructions from Supervisor			
12	Carried out the instructions of the supervisor			
13	Reported to the supervisor as per organizational SOPs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Level 2, in (Industrial Merchandiser) “Junior Merchandiser”	CS Code:	Level:2	Version:01
Competency Standard Title: I-Handle the Document E-Comply Personal Health and Safety Guidelines F-Communicate the Workplace Policy and Procedure G-Perform Basic Communication (Specific) H-Perform Basic Computer Application (Specific)	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Write three types of LC.	1- Import / Export 2- Commercial 3- Transferable/ Non-Transferable
2. Why LC is required?	LC is opened by importers' Bank in favor of Exporter's Bank according to given instructions.
3. Can LC be cancel?	Revocable can amended or cancel at any time without prior intimation of beneficiary.
4. What is BOM stands for?	Bill of Material
5. What is difference between QC/QA?	QC: Quality testing during production process. QA: Quality testing of finished product.
6. Enlist any five Verbal communication elements?	<ul style="list-style-type: none"> • Eye contact. ... • Voice fluctuation. ... • Position in the room. ... • Facial expressions. ... • Hand gestures.
7. What “Green rectangle with white cross” sign means? 	First aid station
8. What “Red rectangle/square with black X” sign means? 	Harmful
9. What is the basic concept of communication?	The basic concept of communication is the process of sending and receiving messages or transferring information from one part (sender) to another (receiver).
10. Model of Communication SMCR stands for?	Sender-Message-Channel-Receiver (SMCR)

Title of Qualification: National Vocational Certificate Level 2, in (Industrial Merchandiser) “Junior Merchandiser”	CS Code:	Level:2	Version:01
Competency Standard Title: J- Organize Store Merchandising E- Comply Personal Health and Safety Guidelines F- Communicate the Workplace Policy and Procedure G- Perform Basic Communication (Specific)	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

WRITTEN ASSESSMENT

Question	Candidate's answer
11. LIFO stands for?	Last In First Out
12. FIFO stands for?	First In First Out
13. What is inventory report?	An inventory report is a summary of items belonging to a business, industry, organization, or home. It provides a comprehensive account of the stock or supply of various items. They can be written in various forms and lengths. A good inventory report should always be clear, simple, and exhaustive
14. Name the types of Inventory?	Three types <ul style="list-style-type: none"> • Direct material inventory(raw material and supplies) • Work in progress inventory • Finished goods inventory
15. What are PPE requirements?	PPE is equipment that will protect the user against health or safety risks at work.
16. Enlist any three computer skills?	<ul style="list-style-type: none"> • Word Processing Skills. • Spreadsheets Skills. • Database Skills. • Electronic Presentation Skills. • Web Site Design Skills. • E-Mail Management Skills. • Digital Cameras etc.
17. List any three PPEs.	<ul style="list-style-type: none"> • Safety Helmet • Gloves • Mask • Safety shoes etc.
18. Enlist non –verbal communication techniques?	<ul style="list-style-type: none"> • Body language • Tone of voice
19. List any four search engines.	<ul style="list-style-type: none"> • Google • Bing • Yahoo • Ask.com • AOL.com • Internet Archive
20. Write any two reading skills?	<ul style="list-style-type: none"> • Phonics. • Fluency. • Vocabulary. • Comprehension.

Title of Qualification: National Vocational Certificate Level 2, in (Industrial Merchandiser) “Junior Merchandiser”	CS Code:	Level: 2	Version: 01
Competency Standard Title: E: Comply Personal Health and Safety Guidelines F: Communicate the Workplace Policy and Procedure G: Perform Basic Communication (Specific) H: Perform Basic Computer Application (Specific) I: Handle the Documents J: Organize store merchandising	Assessment Date (DD/MM/YY): Assessment Time: 3 hrs.		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>10. Assessment Task 1: Candidate is required to prepare the product inventory report manually of the given purchase order considering the Inventory layers</p> <p>11. Assessment Task 2: Candidate is required to arrange given products in shelves in right order considering layers according to given instructions.</p> <p>(Note: provide simulated environment for ASSESSMENT TASK 3)</p> <p>And complete:</p> <p>12. Knowledge assessment test (Written or Oral)</p> <p>13. Portfolios at the time of assessment (if any)</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Read and understand inventory reports including:</p> <ul style="list-style-type: none"> o Dispatch sheet o Transfer order o Delivery note <p>Performance Criteria 2: Prepare Product inventory report according to the requirement</p> <hr/> <p>Assessment Task 2</p> <p>Performance Criteria 1: Arrange inventory in layers:</p> <ul style="list-style-type: none"> o Last In First Out (LIFO) o First In First Out (FIFO) o Cross Dock <p>Performance Criteria 2: Arrange products in shelves in a right order according to instructions</p>

	<p>Portfolios required at the time of assessment (if any) for</p> <p>Performance Criteria 1: Identify Pre-production Documents</p> <ul style="list-style-type: none"> ○ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) <p>Performance Criteria 2: Identify Production Documents</p> <ul style="list-style-type: none"> ○ Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) <p>Performance Criteria 3: Identify Post-production Documents</p> <ul style="list-style-type: none"> ○ Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.) <p>Performance Criteria 4: Interpret given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Purchase Order ○ Bill of Materials ○ Tech-Pack ○ Letter of Credit (LC) ○ etc. <p>Performance Criteria 5: Prepare given document according to the requirement including:</p> <ul style="list-style-type: none"> ○ Departmental Requisition ○ Invoice ○ Packing List ○ Quality Testing Checklist ○ Dispatch List, etc.
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Continued on following page

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

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

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			<input checked="" type="checkbox"/>				
Knowledge Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Other Requirement							
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1				
			Candidate is required to prepare the product inventory report manually of the given purchase order considering the Inventory layers				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Prepare Product inventory report according to the requirement.						
2	Identify appropriate lines of communication with supervisors and colleagues.						
3	Use effective questioning, and active listening and speaking skills to gather and convey information						
4	Use appropriate non-verbal behavior at all times						
5	Maintain positive relationships to achieve common organizational goals						
6	Get work related information from team						
7	Receive the instructions from Supervisor						
8	Carry out the instructions of the supervisor						
9	Report to the supervisor as per organizational SOPs						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Assessment Task 3		Description of assessment task 2		
		Candidate is required to arrange given products in shelves in right order considering layers according to given instructions.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Arrange inventory in layers: <ul style="list-style-type: none"> o Last In First Out (LIFO) o First In First Out (FIFO) o Cross Dock 			
2	Arrange products in shelves in a right order according to instructions			
3	Identify appropriate lines of communication with supervisors and colleagues.			
4	Use effective questioning, and active listening and speaking skills to gather and convey information			
5	Use appropriate non-verbal behavior at all times			
6	Maintain positive relationships to achieve common organizational goals			
7	Get work related information from team			
8	Receive the instructions from Supervisor			
9	Carry out the instructions of the supervisor			
10	Report to the supervisor as per organizational SOPs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio		Description of Portfolio		
		Candidate is required to present a portfolio including:		
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	Identify Pre-production Documents <ul style="list-style-type: none"> o Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) 			
2	Identify Production Documents <ul style="list-style-type: none"> o Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.) 			
3	Identify Post-production Documents <ul style="list-style-type: none"> o Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.) 			
4	Interpret given document according to the requirement including: <ul style="list-style-type: none"> o Purchase Order o Bill of Materials o Tech-Pack o Letter of Credit (LC) o etc. 			
5	Prepare given document according to the requirement including: <ul style="list-style-type: none"> o Departmental Requisition o Invoice o Packing List o Quality Testing Checklist o Dispatch List, etc. 			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Level 2, in (Industrial Merchandiser) “Junior Merchandiser”	CS Code:	Level:2	Version:01
Competency Standard Title: E: Comply Personal Health and Safety Guidelines F: Communicate the Workplace Policy and Procedure G: Perform Basic Communication (Specific) H: Perform Basic Computer Application (Specific) I: Handle the Documents J: Organize store merchandising	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

WRITTEN ASSESSMENT

Question	Candidate's answer
21. Write three types of LC.	4- Import / Export 5- Commercial 6- Transferable/ Non-Transferable
22. Why LC is required?	LC is opened by importers' Bank in favor of Exporter's Bank according to given instructions.
23. Can LC be cancel?	Revocable can amended or cancel at any time without prior intimation of beneficiary.
24. What is BOM stands for?	Bill of Material
25. What is inventory report?	An inventory report is a summary of items belonging to a business, industry, organization, or home. It provides a comprehensive account of the stock or supply of various items. They can be written in various forms and lengths. A good inventory report should always be clear, simple, and exhaustive
26. How many types are inventory are there?	Three types <ul style="list-style-type: none"> • Direct material inventory(raw material and supplies) • Work in progress inventory • Finished goods inventory
27. What is the basic concept communication?	The basic concept of communication is the process of sending and receiving messages or transferring information from one part (sender) to another (receiver).
28. Model of Communication SMCR is stands for?	Sender-Message-Channel-Receiver (SMCR)
29. Write any three PPEs.	<ul style="list-style-type: none"> • Safety Helmet • Gloves • Mask • Safety shoes etc.
30. Enlist non –verbal communication techniques?	<ul style="list-style-type: none"> • Body language • Facial Expression

