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Norwegian Embassy
Islamabad



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POST PRESS OPERATIONS (Publishing)

Assessment Package

National Vocational Certificate Level 3

Version 1 - December 2019



Implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

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 Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

Photo Credits

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, 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)s and private sector organizations.

Document Version

December, 2019
Islamabad, Pakistan

POST PRESS OPERATIONS (Publishing)

Assessment Package

National Vocational
Certificate Level 3

Version 1 - December 2019

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:	Level:3	Version:1					
	Competency Standard: Perform Gathering		Assessment Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y
D	D	M	M	Y	Y			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Perform substrate handling as per job requirement. Task .2 Verify form sequence and page number. Task .3 Perform gathering and record entries in given format A. Task .4 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform substrate handling as per job requirement. Performance Criteria .1 Verify binding side as per docket/dummy Performance Criteria .2 Perform Substrate Stacking as per instruction/dummy</p> <p>Task 2. Verify form sequence and page number. Performance Criteria .1 Verify form number as per docket A-1. Performance Criteria .2 Arrange form sequence as per binding instruction. Performance Criteria .3 Verify page number sequence as per dummy.</p> <p>Task 3. Perform gathering and record entries in given format B. Performance Criteria .1 Set gathered forms as per instruction. Performance Criteria .2 Perform gathering as per dummy. Performance Criteria .3 Record the final counter along-with the wastages</p> <p>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor (Trainer) 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			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 1 Perform substrate handling as per job requirement		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify binding side as per docket/dummy		
2	Perform Substrate Stacking as per instruction/dummy		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 2 Verify form sequence and page number		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify form number as per docket A-1.		
2	Arrange form sequence as per binding instruction		
3	Verify page number sequence as per dummy.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 3			
	Perform gathering and record entries in given format B.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Set gathered forms as per instruction.			
2	Perform gathering as per dummy.			
3	Record the final counter along-with the wastages			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Binder</p> <p>Module: Perform Gathering Operation</p> <div style="border: 1px dashed black; width: 150px; height: 50px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
NOTE	<ul style="list-style-type: none"> Time Allowed: 20 minutes Attain all questions. All questions carry equal marks.
INSTRUCTION	Encircle the best answer.
	<p>Q 1. Enlist any two types of binding.</p> <p>a) Saddle stitch binding.</p> <p>b) Hot glue binding.</p> <p>c) Hard cover binding.</p> <p>d) Pad binding</p> <p>Q 2. Why we use gathering of forms?</p> <p>a) For color management</p> <p>b) Page sequence.</p> <p>c) Die cutting.</p> <p>d) Block making.</p>

Q 3.What will happen if form sequence is wrong?

- a) Client will accept.
- b) Good printing quality.
- c) Page sequence not correct.**
- d) Binding quality.

Q 4.Name the types of numbering.

- a) Numeric numbering.**
- b) Roman numbering.**

Q 5.Enlist the two Purpose of gathering.

- a) Book binding.**
- b) Writing pad binding.**
- c) Invoice book binding.**

Q 6.The gathering style of saddle stitch and hot glue binding are same?

- a) True.
- b) False.**

Q 7.Gathering is the essential part of book binding?

- a) True.**
- b) False.

Q 8.Number written on forms helps in?

- a) Folding.
- b) Binding.
- c) Cutting.
- d) Gathering sequence.**

Q 9.Gathering stack should be placed at what distance?

- a) 10 ft.
- b) 20 ft.
- c) 25 ft.
- d) Arm's length**

Q 10. Ensuring sequence of the first pick is not important?

- a) True
- b) False**

**Annexure
A-1**

DOCKET (Gathering)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802
Assigned on: 15 March 2020
Client PAPGAI
Job Type: Prospectus
Quantity: 10
No of Page 80
No of forms 5
Size 8.5" x 5.5"
Specification Bonding type Hot Glue

Delivery date:
22 March 2020

Special instructions:

Job Sample

As per provided sample

Format - B	Daily Production report
-------------------	--------------------------------

Gathering Operation					Date :	
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks

Operator Sign:

Supervisor Sign:

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:	Level:3	Version:1
	Competency Standard: Carry out Folding Operation		Assessment Date:
		D	D
		M	M
		Y	Y

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Perform substrate handling as per job requirement. Task .2 Make ready workstation for folding operation. Task .3 Perform folding machine operation. Task .4 Perform post production activity and record folding entries in given format A. Task .5 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Verify side lay and front lay as per assessor instruction. Performance Criteria .2 Verify page number sequence as per dummy.</p> <p>Task 2. Make ready workstation for folding operation. Performance Criteria .1 Adjust paper size on feeder as per substrate. Performance Criteria .2 Adjust transfer rollers as per instruction Performance Criteria .3 Adjust folding grill as per folding mark Performance Criteria .4 Adjust folding knife on folding mark as per instruction Performance Criteria .5 Adjust transfer belt as per substrate. Performance Criteria .6 Adjust delivery trolley as per instruction. Performance Criteria .7 Adjust counter setting as per instruction</p> <p>Task 3. Perform folding machine operation. Performance Criteria .1 Carry out folding machine operation as per instruction. Performance Criteria .2 Tie up the bundles as per instruction.</p> <p>Task 4. Perform post production activity and record folding entries in given format A. Performance Criteria .1 Clean the work station as per instruction Performance Criteria .2 Record the final counter along-with the wastages</p> <p>Task 5. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

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

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

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1 Perform substrate handling as per job requirement			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify side lay and front lay as per assessor instruction.			
2	Verify page number sequence as per dummy			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2 Make ready workstation for folding operation			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Adjust paper size on feeder as per substrate.			
2	Adjust transfer rollers as per instruction			
3	Adjust folding grill as per folding mark			
4	Adjust folding knife on folding mark as per instruction			
5	Adjust transfer belt as per substrate.			
6	Adjust delivery trolley as per instruction.			
7	Adjust counter setting as per instruction			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 3 Perform folding machine operation and maintain log book	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carry out folding machine operation as per instruction		
2	Tie up the bundles as per instruction		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task		Description of assessment task 4 Perform post production activity and record folding entries in given format A.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Clean the work station as per instruction		
2	Record the final counter along-with the wastages		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Binder</p> <p>Module: Carry out Folding operation</p> <div style="border: 1px dashed black; width: 150px; height: 50px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
NOTE	<ul style="list-style-type: none"> Time Allowed: 20 minutes Attain all questions. All questions carry equal marks.
INSTRUCTION	Encircle the best answer.
	<p>Q 1. Enlist any three purpose of fanning;</p> <ol style="list-style-type: none"> a) To remove static between sheets. b) Easy to count. c) To avoid doubling during number stamping. d) For proper stacking. e) To control the wastage.

Q 2. Name the types of numbering

- a) **Numeric numbering.**
- b) **Roman numbering.**

Q 3. Name the type of folding in given picture.

- a) **Panel Gate Fold.**
- b) Double Gate Fold.
- c) Roll Fold.
- d) Double parallel Fold.



Q 4. Enlist the two types of binding.

- a) **Saddle stitch binding.**
- b) **Hot glue binding.**
- c) **Hard cover binding**

Q 5. It's necessary to check the number sequence in folding sample sheet.

- a) **True.**
- b) False.

Q 6. What is the function of folding machine counter?

- a) **To count the folded sheet**
- b) To count the number of stitch
- c) To count the number of working hours.
- d) To count the number of days

Q 7. If fanning of paper not done properly does the paper run smoothly?

- a) True
- b) **False**

Q 8. Page sequence of folded sheet is same in saddle stitching and hot glue binding.

- a) True
- b) **False**

Q 9. Creasing pressure is adjusted according to.

- a) **Substrate type**
- b) Press room moisture level
- c) Artwork
- d) Page sequence

Q 10. Which of the following is a type of feeder in a folding machine?

- a) **Vacuum feeder**
- b) Pressure feeder
- c) Roller feeder
- d) Ink feeder

**Annexure
A-1**

DOCKET (Folding)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802
Assigned on: 15 March 2020
Client PAPGAI
Job Type: Book
Quantity: 100
Page no 80
Fold Specification
Sheet Size 8.5" x 5.5"
Type Three fold
GSM 70

Delivery date:
22 March 2020

Special instructions:

Job Sample

As per provided sample

Format - A	<h2 style="margin: 0;">Daily Production report</h2>
-------------------	-----------------------------------------------------

Paper Folding	Date :
----------------------	---------------

Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks

Operator Signature:

Supervisor Signature:

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:	Level:3	Version:1					
	Competency Standard: Perform Thread Stitch Binding		Assessment Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y
D	D	M	M	Y	Y			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Perform substrate handling as per job requirement. Task .2 Make ready workstation for thread stitch binding operation. Task .3 Perform thread stitch binding operation and record entries in the given format A Task .4 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Verify binding side of book as per instruction. Performance Criteria .2 Verify page number sequence of gathered book as per dummy. Performance Criteria .3 Perform stacking of gathered book as per instruction.</p> <p>Task 2. Make ready workstation for thread stitch binding operation. Performance Criteria .1 Adjust book clamping as per instruction Performance Criteria .2 Adjust required needle as per instruction Performance Criteria .3 Set required thread as per docket. Performance Criteria .4 Adjust thread cutting as per instruction</p> <p>Task 3. Perform thread stitch binding operation and record entries in the given format A. Performance Criteria .1 Carry out thread stitch binding operation as per instruction Performance Criteria .2 Remove the waste material as per instruction.</p> <p>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

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

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

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 1				
	Perform substrate handling as per job requirement				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Verify binding side of book as per instruction.				
2	Verify page number sequence of gathered book as per dummy.				
3	Perform stacking of gathered book as per instruction.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 2				
	Make ready workstation for thread stitch binding operation				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Adjust book clamping as per instruction				
2	Adjust required needle as per instruction				
3	Set required thread as per docket.				
4	Adjust thread cutting as per instruction				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 3 Perform thread stitch binding and record entries in the given format A.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Carry out thread stitch binding operation as per instruction		
2	Remove the waste material as per instruction.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Binder</p> <p>Module: Carry out Folding operation</p> <div style="border: 1px dashed gray; width: 200px; height: 60px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
NOTE	<ul style="list-style-type: none"> Time Allowed: 20 minutes Attain all questions. All questions carry equal marks.
INSTRUCTION	Encircle the best answer.
	<p>Q 1. Needle size depends on paper thickness and number of pages.</p> <p>a) True</p> <p>b) False</p> <p>Q 2. Enlist two types of threads.</p> <p>a) Cotton thread</p> <p>b) Synthetic thread.</p> <p>Q 3. Forms measurement is necessary in thread stitch binding operation.</p> <p>a) True</p> <p>b) False</p>

Q 4. Thread stitch binding has more strength than hot glue binding.

- a) **True**
- b) False

Q 5. In thread stitch binding operation there is no need to clamp the forms.

- a) True
- b) False**

Q 6. On what part of the book, thread stitching operations are performed.

- a) Spine**
- b) Head
- c) Foot
- d) Side

Q 7. Form gathering sequence of thread stitched binding is the same as.

- a) Hot glue binding**
- b) Spiral binding
- c) Loose pages
- d) None of the above

Q 8. Can we use saddle stitched wire in thread binding?

- a) No**
- b) Yes

Q 9. After stitching books are separated by:

- a) Cutting of thread**
- b) By number sequence
- c) Color
- d) Size

Q 10. What consumable is used in thread binding?

- a) Thread**
- b) Ink
- c) Water
- d) Glue

**Annexure
A-1**

DOCKET (Thread Stitch Binding)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802
Assigned on: 15 March 2020
Client PAPGAI
Job Type: Prospectus
Quantity: 10
No of Page 80
No of forms 5
Size A4
Paper Type Offset paper
GSM 80

Delivery date:
22 March 2020

Special instructions:	Form Sequence checking
Job Sample	As per provided sample

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:	Level:3	Version:1
	Competency Standard: Binder		Assessment Date:
		D	D
		M	M
		Y	Y

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 03 Hours:</p> <p>Task .1 Perform Gathering as per docket-A-1. Task .2 Carry out Folding Operation as per docket-A-2. Task .3 Perform Thread stitch binding as per docket-A-3. Task .4 Perform Waste Management as per standard. Task .5 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Perform Gathering as per docket-A-1. Performance Criteria .1 Perform substrate handling as per job requirement. Performance Criteria .2 Verify form sequence and page number. Performance Criteria .3 Perform gathering as per docket and record entries in Format A.</p> <p>Task 2. Carry out Folding Operation as per docket-A-2. Performance Criteria .1 Perform substrate handling as per job requirement. Performance Criteria .2 Make ready workstation for folding operation. Performance Criteria .3 Perform folding machine operation. Performance Criteria .4 Perform post production activity and record folding entries in given format A.</p> <p>Task 3. Perform Thread stitch binding as per docket-A-3. Performance Criteria .1 Perform substrate handling as per job requirement. Performance Criteria .2 Make ready workstation for thread stitch binding operation. Performance Criteria .3 Perform thread stitch binding operation and record entries in the given format B</p> <p>Task 4. Perform Waste Management as per standard. Performance Criteria .1 Manage post Press waste as per standard and Record in Format-D</p> <p>Task 5. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

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

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

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1			
	Perform Gathering as per docket-A.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform substrate handling as per job requirement.			
2	Verify form sequence and page number.			
3	Perform gathering as per docket.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2			
	Carry out Folding Operation as per docket-B.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform substrate handling as per job requirement.			
2	Make ready workstation for folding operation.			
3	Perform folding machine operation.			
4	Perform post production activity and record folding entries in given format A.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)						
Assessment Task		Description of assessment task 3				
		Perform Thread stitch binding as per docket-C.				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Perform substrate handling as per job requirement.					
2	Make ready workstation for thread stitch binding operation.					
3	Perform thread stitch binding operation and record entries in the given format B.					
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>				

Each Assessment Task (with performance criteria)						
Assessment Task		Description of assessment task 4				
		Perform Waste Management as per standard.				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Manage post Press waste as per standard and record in format-D.					
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>				

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
CANDIDATE DETAILS	<p>Candidate Name:</p> <p>Father's Name:.....</p> <p>Registration No: Date: Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: Binder</p> <p>Module: Binder</p> <div style="border: 1px dashed gray; width: 200px; height: 60px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
NOTE	<ul style="list-style-type: none"> Time Allowed: 20 minutes Attain all questions. All questions carry equal marks.
INSTRUCTION	Encircle the best answer.
	<p>Q 1. Enlist two types of threads.</p> <p>a) Cotton thread</p> <p>b) Synthetic thread.</p>

Q 2. Forms measurement is necessary in thread stitch binding operation.

- a) **True**
- b) False

Q 3. Thread stitch binding has more strength than hot glue binding.

- a) **True**
- b) False

Q 4. What is the function of folding machine counter?

- a) **To count the number of folded sheet**
- b) To count the number of stitch
- c) To count the number of working hours.
- d) To count the number of days

Q 5. Enlist the two types of binding.

- a) **Saddle stitch binding.**
- b) **Hot glue binding.**
- c) **Hard cover binding**

Q 6. What is the purpose of gathering of forms?

- a) For color management
- b) **Page sequence.**
- c) Die cutting.
- d) Block making.

Q 7. What will happen if form sequence is wrong?

- a) Client will accept.
- b) Good printing quality.
- c) **Wrong page sequence.**
- d) Binding quality.

Q 8. Name the types of numbering.

- a) **Numeric numbering.**
- b) **Roman numbering.**

Q 9. A nice way to dispose of confidential documents is to

- a) **Use shredder**
- b) Tear off and put them into trash can
- c) Burn them
- d) Any of the above

Q 10. All of the following are categories of waste, except:

- a) Industrial
- b) Hazardous
- c) **Municipal**
- d) Litter

**Annexure
A-1**

DOCKET (Gathering)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Prospectus

Quantity: 10

No of Page 80

No of forms 5

Size 8.5" x 5.5"

Specification Bonding type Hot Glue

Delivery date:
22 March 2020

Special instructions:

Job Sample

As per provided sample

**Annexure
A-2**

DOCKET (Folding)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client PAPGAI

Job Type: Book

Quantity: 100

Page no 80

Fold Specification
Sheet Size 8.5" x 5.5"

Type Three fold

GSM 70

Delivery date:
22 March 2020

Special instructions:

Job Sample

As per provided sample

**Annexure
A-3**

DOCKET (Thread Stitch Binding)

Name and ID of
assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802
Assigned on: 15 March 2020
Client PAPGAI
Job Type: Prospectus
Quantity: 10
No of Page 80
No of forms 5
Size A4
Paper Type Offset paper
GSM 80

Delivery date:
22 March 2020

Special instructions:	Form Sequence checking
Job Sample	As per provided sample

Format - A	Daily Production report					
Gathering Operation					Date :	
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks

Format - B	Daily Production report					
Paper Folding					Date :	
Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks

Format C	Daily Production report					
Thread Stitch Binding					Date :	
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:	Level:3	Version:1
	Competency Standard: Perform Waste Management		Assessment Date:
		D	D
		M	M
		Y	Y

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <p>Task .1 Manage post Press waste as per standard. Task .2 Handle toxic & nontoxic chemicals as per standard. Task .3 Complete Knowledge assessment test.</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p>Task 1. Manage post Press waste as per standard. Performance Criteria .1 Sort the waste generated at the workplace according to usability. Performance Criteria .2 Tag the reusable components/item of the waste. Performance Criteria .3 Maintain record of reusable components of the waste in format-D</p> <p>Task 2. Handle toxic & nontoxic chemicals as per standard. Performance Criteria .1 Tag containers of toxic chemical as per instruction. Performance Criteria .2 Store toxic waste at designated place. Performance Criteria .3 Tag containers of non-toxic chemical as per instruction. Performance Criteria .4 Store nontoxic waste at designated place.</p> <p>Task 3. During assessment, under observation by trainer, you will complete written knowledge test.</p>

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

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

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				✓			

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 1 Manage post Press waste as per standard				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Sort the waste generated at the workplace according to usability.				
2	Tag the reusable components/item of the waste.				
3	Maintain record of reusable components of the waste				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Each Assessment Task (with performance criteria)					
Assessment Task	Description of assessment task 2 Handle toxic & nontoxic chemicals as per standard				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Tag containers of toxic chemical as per instruction.				
2	Store toxic waste at designated place.				
3	Tag containers of non-toxic chemical as per instruction.				
4	Store nontoxic waste at designated place				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:.....

Registration No: Date:

Training Institution:.....

Qualification: **Binder** Module: **Perform Waste Management**

Candidate's Signature

NOTE

- Time Allowed: **20** minutes.
- Attempt all questions.
- All questions carry equal marks.

INSTRUCTION

Encircle the best answer.

- Q-1 Waste management are all the activities and actions required to manage waste from its inception to its:
- A) packing
B) burning
C) Storage
D) **final disposal**
- Q-2 All of the following are categories of waste, except:
- A) industrial
B) hazardous
C) **Municipal**
D) Litter
- Q-3 Hazardous waste.
- A) Is ignitable
B) Is toxic
C) Is corrosive
D) **all choices are correct**
- Q-4 The key component of waste management is:
- A) safety
B) waste reduction
C) keeping an eye on waste
D) **All of these**
- Q-5 The sum of all the waste produced by individuals, industries, mining, and agriculture is referred to as:
- A) trash
B) municipal solid waste
C) **the waste stream**
D) Recycling

- Q-6 Most recycling focuses on four major categories of products. Which one of these is NOT one of them?
A) paper
B) **chemicals**
C) plastic
D) glass
- Q-7 How are Chemical waste materials to be stored for disposal?
A) **In separate containers, each labeled with the contents and identified as waste.**
B) Mixed with other materials in one container, labeled with a list of the contents and identified as waste.
C) In original containers only and identified as waste.
D) Containers lined with yellow bags.
- Q-8 Choose the correct type of containers for storing flammable waste prior to disposal.
A) Glass bottles
B) Yellow containers
C) Plastic jugs
D) **Red cans**
- Q-9 Unidentified chemical waste can be disposed together with the other chemicals. True or False?
A) True
C) **False**
- Q-10 A nice way to dispose of confidential documents is to:
A) **Use shredder**
B) Tear off and put them into trash can
C) Burn them
D) Any of the above

Format – A	<h2 style="margin: 0;">Daily Production report</h2>
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Waste Management	Date :
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Operator Name	Sorted Sheet Size	Sheet count	Printed	Blank	Remarks

Operator Signature:

Supervisor Signature:

**Annexure
A-1**

POST PRESS ROOM WASTE MANAGEMENT REPORT

**Name and ID of
Assesse**

Date: _____ Activities start at: _____:_____ A:M/ P:M End at: _____:_____ A:M/ P:M

Perform Waste Management


S. No.	Waste	Hazard category				Qty.	Disposal method
1	Solid	_____	Toxicity (Poison)	Ignitability (Flammable)	Corrosivity (Rusty)	Reactivity (Explosive)	_____
2		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
3		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
4	Liquid	_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
5		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
6		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____

Remarks (Optional)

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