



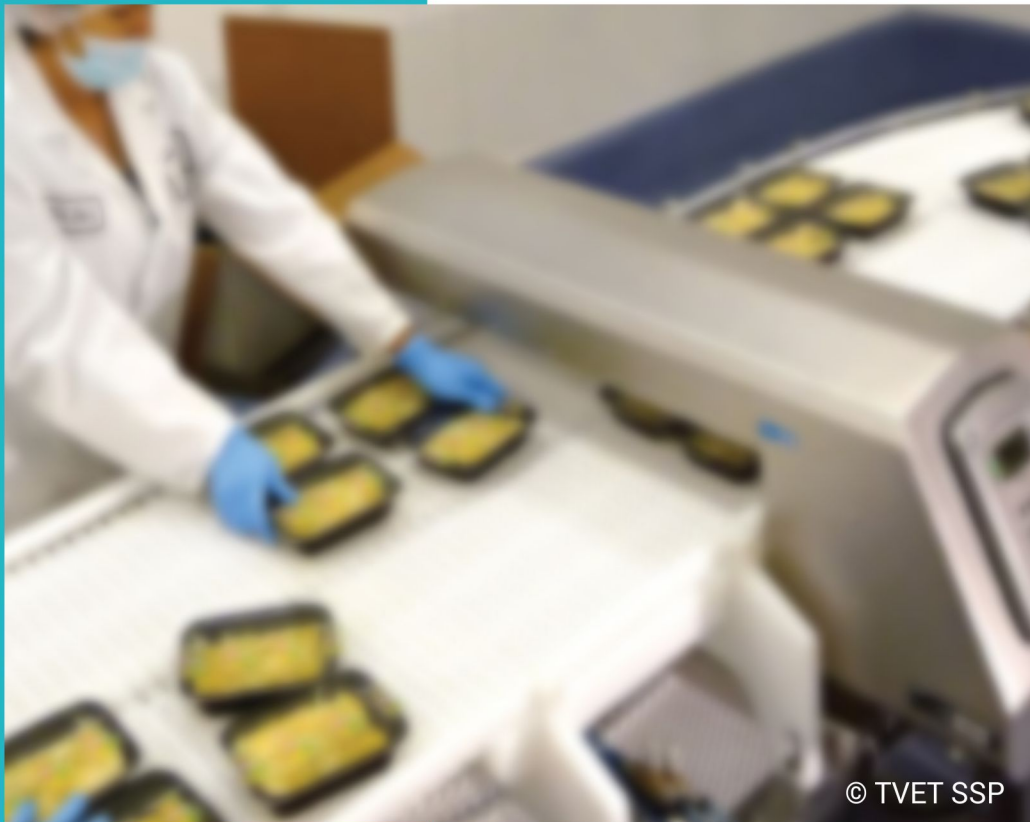
Co-funded by the European Union



Norwegian Embassy
Islamabad



FOOD PROCESSING & PACKAGING TECHNICIAN



© TVET SSP

ASSESSMENT PACKAGE
National Vocational Certificate Level 4

Version 1 - November, 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

TVET Sector Support Programme

URL links

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

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

November, 2019
Islamabad, Pakistan

FOOD PROCESSING & PACKAGING TECHNICIAN



© TVET SSP

ASSESSMENT PACKAGE
National Vocational Certificate Level 4

Version 1 - November, 2019

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code: 072100987	Level: 4	Version: 1
Competency Standard Title: Complete Production Documentation	Assessment Date (DD/MM/YY): Time: 2 hours		

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"> 1. Assessment Task 1: Maintain documentation as per manufacturing order/requirements 2. Assessment Task 2: Prepare reports and data base 3. Assessment Task 3: Maintain all records of food processing and packaging 4. Assessment Task 4: Maintain record of equipment and batches <p>And complete:</p> <ol style="list-style-type: none"> 5. Knowledge assessment test (Written or Oral) 6. 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: Ensure documentation after completion of food processing of each batch</p> <p>Performance Criteria 2: Maintain standard operating procedures and fill all the log books and other related Performa</p> <p>Performance Criteria 3: Collect analysis reports and data sheet and handover to the person concerned after proper authentication, if required</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Summarize information in proper format for decision making.</p> <p>Performance Criteria 2: Select appropriate record source that is authentic and relevant.</p> <p>Performance Criteria 3: Follow instructions of the management for preparing reports and database.</p> <p>Performance Criteria 4: Submit report to the management timely to make decisions</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Perform manual inspections of packaging as per procedure</p> <p>Performance Criteria 2: Assist physical inventory cycle counts accordingly</p> <p>Performance Criteria 3: Communicate with upper management</p>

	Assessment Task 4 Performance Criteria 1: Perform manual inspection of equipment's as per procedure Performance Criteria 2: Ensure documentation after completion of each batch Performance Criteria 3: Maintain document after every repair or maintenance work
	Portfolios required at the time of assessment (if any) for Provide the note book regarding documentation of processing record with checklist of documents.

Continued on following page

**National Vocational Certificate level-4,
Food Processing Industry (Supervisor)**

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			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1 Maintain documentation as per manufacturing order/requirements				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Ensured documentation after completion of food processing of each batch						
2	Performance Criteria 2: Maintained standard operating procedures and fill all the log books and other related Performa						
3	Performance Criteria 3: Collected analysis reports and data sheet and handover to the person concerned after proper authentication, if required						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Assessment Task 2		Description of assessment task 2 Prepare reports and data base		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Summarized information in proper format for decision making.			
2	Performance Criteria 2: Selected appropriate record source that is authentic and relevant.			
3	Performance Criteria 3: Followed instructions of the management for preparing reports and database.			
4	Performance Criteria 4: Submitted report to the management timely to make decisions			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Maintain all records of food processing and packaging		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed manual inspections of packaging as per procedure			
2	Performance Criteria 2: Assisted physical inventory cycle counts accordingly			
3	Performance Criteria 3: Communicated with upper management			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of assessment task 4 Maintain record of equipment and batches		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed manual inspection of equipment's as per procedure			
2	Performance Criteria 2: Ensured documentation after completion of each batch			
3	Performance Criteria 3: Maintained document after every repair or maintenance work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Provided the note book regarding documentation of processing record with checklist of documents.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Complete Production Documentation	Assessment Date (DD/MM/YY): --/--/--		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
-------------------------------	----------------------------------------------------------------------------------------------------------------------------------------

Assessors 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:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Complete Production Documentation	Assessment Date (DD/MM/YY): --/--/--		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Describe importance of record keeping?	Helps to improve and grow the business Help the employees grow and develop Help to utilize the time more effectively
2. Describe the methods of inspection?	Visual Inspection. Particle Inspection. Ultrasonic inspection.
3. Describe the importance of repair & maintenance?	To ensure the reliability and efficiency of the equipment To provide smooth and satisfactory operation and performance within the facility without compromising the safety. 3. To determine critical areas or equipment that needs immediate action. 4. As the saying goes prevention is better than cure, by doing scheduled maintenance and inspection, all issues concerning the equipment or facilities can be taken into action immediately.
4. Define Log book and log sheet	A logbook is a record of important events in the management, and operation. A log sheet is data collection tool for recording process information compiled by those most closely associated with particular tasks.
5. Describe the procedure of maintaining log book	Use a bound notebook Make sure your logbook has numbered pages Skip the first page or two to use for a Table of Contents Entries must be written down chronologically
6. Describe the importance of communication	Promotes <u>motivation</u> Source of information. Altering individual's attitudes. Helps in socializing.

Question	Candidate's answer
7. Describe the purpose of inspection	Inspections are important as they allow you to: Listen to the concerns of workers and supervisors Gain further understanding of jobs and tasks Identify existing and potential hazards Determine underlying causes of hazards Recommend corrective action Monitor steps taken to eliminate hazards or control the risk
8. Describe the difference between inspection and testing	Inspection is a process to ensure that the quality level of the product is within acceptable design standards. A series of questions, problems, or physical responses designed to determine knowledge, intelligence, or ability.

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code: 072100986	Level: 4	Version: 1
Competency Standard Title: Monitor and Control Plant Operations	Assessment Date (DD/MM/YY): Time: 3 Hours		

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>7. Assessment Task 1: Monitor processing machines as per manufacturing order</p> <p>8. Assessment Task 2: Ensure all control measures as per manufacturing order</p> <p>9. Assessment Task 3: Respond to alarm, emergency preparedness and response procedures</p> <p>10. Assessment Task 4: Update status of tools/equipment</p> <p>And complete:</p> <p>11. Knowledge assessment test (Written or Oral)</p> <p>12. 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 Performance Criteria 1: Ensure availability of all utilities Performance Criteria 2: Ensure all parameters (temperature, Pressure) Performance Criteria 3: Check calibration and gauges</p> <p>Assessment Task 2 Performance Criteria 1: Take readings of all controlling parameters Performance Criteria 2: Take online samples for quality checks</p> <p>Assessment Task 3 Performance Criteria 1: Make emergency preparedness team Performance Criteria 2: Display team members name on different places Performance Criteria 3: Response emergency as per industry SOP</p> <p>Assessment Task 4 Performance Criteria 1: Ensure implementation of (ICP) Internal Control Plan for all equipment. Performance Criteria 2: Ensure equipment inventory system in place Performance Criteria 3: Ensure usage of equipment's as per work instructions Performance Criteria 4: Report to supervisor about any deviation</p> <p>Portfolios required at the time of assessment (if any) for Provide the log books for the maintenance of machine</p>

Continued on following page

**National Vocational Certificate level-4,
Food Processing Industry (Supervisor)**

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			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1 Monitor processing machines as per manufacturing order				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Ensured availability of all utilities						
2	Performance Criteria 2: Ensured all parameters (temperature, Pressure)						
3	Performance Criteria 3: Checked calibration and gauges						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Assessment Task 2		Description of assessment task 2 Ensure all control measures as per manufacturing order		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Taken readings of all controlling parameters			
2	Performance Criteria 2: Taken online samples for quality checks			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Respond to alarm, emergency preparedness and response procedures		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Made emergency preparedness team			
2	Performance Criteria 2: Displayed team members name on different places			
3	Performance Criteria 3: Respond emergency as per industry SOP			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of assessment task 4 Update status of tools/equipment		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Ensured implementation of (ICP) Internal Control Plan for all equipment.			
2	Performance Criteria 2: Ensured equipment inventory system in place			
3	Performance Criteria 3: Ensured usage of equipment's as per work instructions			
4	Performance Criteria 4: Reported to supervisor about any deviation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Provided the log books for the maintenance of machine				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code: 	Level: 4	Version: 1
Competency Standard Title: Monitor and Control Plant Operations	Assessment Date (DD/MM/YY): --/--/--		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
------------------------	----------------------------------------------------------------------------------------------------------------------------------------

Assessors 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:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Monitor and Control Plant Operations	Assessment Date (DD/MM/YY): --/--/--		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. What is meant by calibration?	Calibration is the comparison of <u>measurement</u> values delivered by a <u>device under test</u> with those of a <u>calibration standard</u> of known accuracy.
2. Describe the importance of calibration?	<ol style="list-style-type: none"> 1. Checks the accuracy of the instrument 2. Determines the traceability of the measurement
3. Define Plant?	The fixed assets used to produce goods for a company or A set of machinery.
4. Give the five (5) names of food plants?	Dairy Processing Plant Meat Processing Plant Fruits Processing Plant Vegetables Processing Plant Egg Processing Plant
5. Why pressure gauges are calibrated?	Gauges Calibration Keeps Processes Safe. When measuring through gauges, such as temperature, pressure, it is important that the quantities being measured are accurate to maintain product safety.
6. Define acidity	Percent of acid present in food is known as acidity.
7. Define Brix	Degrees Brix is the sugar content of an aqueous solution. One-degree Brix is 1 gram of sucrose in 100 grams of solution and represents the strength of the solution as percentage by mass.
8. Define TPC	The total plate count is the enumeration of microorganisms. This includes all bacteria, yeast, molds and fungi that grows in the specific agar.

Question	Candidate's answer
9. What is molarity	Molarity (M) is the concentration of a solution expressed as the number of moles of solute per liter of solution.
10. What is normality	Normality (N) is the concentration of a solution expressed as the gram equivalent weight of solute per liter of solution.

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Develop Professionalism	Assessment Date (DD/MM/YY): Time : 3 Hours		

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>13. Assessment Task 1: Demonstrate work place ethics 14. Assessment Task 2: Develop basic computer skills 15. Assessment Task 3: Resolve problems with others or disagreement with others</p> <p>16. Assessment Task 4: Work independently 17. Assessment Task 5: Adopt Entrepreneurship</p> <p>18. Assessment Task 6: Perform self-evaluation</p> <p>And complete:</p> <p>19. Knowledge assessment test (Written or Oral) 20. 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: Follow principles of work ethics in all situations Performance Criteria 2: Adopt professional behavior</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Perform Microsoft basic commands in MS word Performance Criteria 2: Performance Criteria 3: Perform basic commands in Microsoft MS Excel Performance Criteria 4: Prepare Microsoft power point presentation by using basic commands Performance Criteria 5: Perform browsing on the internet as per needs Performance Criteria 6: Perform online searching for new trends in the market</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Identify all of ourselves /yourselves options and implement the best option for a solution Performance Criteria 2: Understand root cause analysis methodologies Performance Criteria 3: Resolve conflict/mutual conflict</p>

	<p>Assessment Task 4</p> <p>Performance Criteria 1: Confirm and clarify assignment</p> <p>Performance Criteria 2: Take initiative, anticipate and prepare for next steps in job</p> <p>Performance Criteria 3: Identify and resolve potential and actual problems</p> <p>Performance Criteria 4: Communicate with other site personnel</p> <p>Performance Criteria 5: Complete assignment</p>
	<p>Assessment Task 5</p> <p>Performance Criteria 1: Apply enhanced creativity skills in business situations</p> <p>Performance Criteria 2: Handle business situation ethically</p> <p>Performance Criteria 3: Enhance basic financial concepts</p> <p>Performance Criteria 4: Engage in ethical business applications/practices</p> <p>Performance Criteria 5: Transfer of learning from academic concepts to real situations in life</p>
	<p>Assessment Task 6</p> <p>Performance Criteria 1: Ensure ability to control emotions</p> <p>Performance Criteria 2: Seek attention for accomplishment</p> <p>Performance Criteria 3: Examine how your actions affect others</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>Provide the note book regarding work ethics</p>

Continued on following page

**National Vocational Certificate level-4,
Food Processing Industry (Supervisor)**

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			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1 Demonstrate work place ethics				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Followed principles of work ethics in all situations						
2	Performance Criteria 2: Adopted professional behavior						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Assessment Task 2		Description of assessment task 2 Develop basic computer skills		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed Microsoft basic commands in MS word			
2	Performance Criteria 2:			
3	Performance Criteria 3: Performed basic commands in Microsoft MS Excel			
4	Performance Criteria 4: Prepared Microsoft power point presentation by using basic commands			
5	Performance Criteria 5: Performed browsing on the internet as per needs			
6	Performance Criteria 6: Performed online searching for new trends in the market			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Resolve problems with others or disagreement with others		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Identified all of ourselves /yourselves options and implement the best option for a solution			
2	Performance Criteria 2: Understood root cause analysis methodologies			
3	Performance Criteria 3: Resolved conflict/mutual conflict			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of assessment task 4 Work independently		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Confirmed and clarify assignment			
2	Performance Criteria 2: Taken initiative, anticipate and prepare for next steps in job			
3	Performance Criteria 3: Identified and resolve potential and actual problems			
4	Performance Criteria 4: Communicated with other site personnel			
5	Performance Criteria 5: Completed assignment			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 5		Description of assessment task 5 Adopt Entrepreneurship		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Applied enhanced creativity skills in business situations			
2	Performance Criteria 2: Handled business situation ethically			
3	Performance Criteria 3: Enhanced basic financial concepts			
4	Performance Criteria 4: Engaged in ethical business applications/practices			
5	Performance Criteria 5: Transferred of learning from academic concepts to real situations in life			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 6		Description of assessment task 6		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Ensured ability to control emotions			
2	Performance Criteria 2: Seek attention for accomplishment			
3	Performance Criteria 3: Examined how your actions affect others			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Provided the note book regarding work ethics			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Develop Professionalism	Assessment Date (DD/MM/YY): --/--/--		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
------------------------	----------------------------------------------------------------------------------------------------------------------------------------

Assessors 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:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Title of Qualification: National Vocational Certificate level-4, Food Processing Industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Develop Professionalism	Assessment Date (DD/MM/YY): --/--/--		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Define the internal motivation?	Intrinsic motivation refers to behavior that is driven by internal rewards. In other words, the motivation to engage in a behavior arises from within the individual because it is naturally satisfying to you.
2. Define disagreement situation?	A disagreement is a type of conflict, either between people or ideas. If your opinion contradicts the facts, there's a disagreement. When ideas conflict, there's disagreement.
3. Explain required skills which need to work independently.	<ul style="list-style-type: none"> • Planning • Communication • Decision-making • Delegation • Problem-solving • Motivating
4. Describe the importance of professionalism	<ul style="list-style-type: none"> • Gain a Competitive Advantage. • Execute Projects with Increased Efficiency. • Increase Your Earning Potential. • Update Your Knowledge and Skills. • Build Professional Credibility.
5. Describe the uses of MS word.	<ul style="list-style-type: none"> • Writing Reports and Publishing PDFs • Writing resume • Collaboration (key part of getting from an initial idea to the end product) • Integration with Other Office Programs like Excel, spreadsheet • To produce Memos and Forms
6. What are the benefits of communications.	<ul style="list-style-type: none"> • Helps with Diversity • Team Building • To enhance Employee Morale
7. Describe the drawbacks of communication gaps	<ul style="list-style-type: none"> • Sometimes communication is more about deception • It can tear people apart • It creates too much connectivity at times • Communication can be difficult to decipher at times
8. How to settle the argument.	<ul style="list-style-type: none"> • Listen before speaking • Take the blame and apologize • Ask questions • Work together

Question	Candidate's answer
9. What is the personal value	Personal values are reflections of our needs, desires, and what we care about most in life. Values are great cohesive forces for our identities, and can be thought of as decision-making guidelines that help us connect to our true selves. Defining your values will help you figure out what to pursue and what to avoid.
10. Describe self-analysis	Self-assessment is the process of looking at oneself in order to assess aspects that are important to one's identity. It is one of the motives that drive self-evaluation, along with self-verification and self-enhancement.

Title of Qualification: National Vocational Certificate level 4, In Food processing industry (Supervisor)	CS Code:	Level: 4	Version: 1
Competency Standard Title: Integrated Assessment Level-4	Assessment Date (DD/MM/YY): Time: 03:30 Hours		

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 1: Perform sensory evaluation of food products Assessment Task 2: Apply basic microbiological methods to prove existence of microorganisms Assessment Task 3: Conduct basic measurements of different food samples Assessment Task 4: Respond to emergency preparedness and response procedures</p> <p>And complete:</p> <p>21. Knowledge assessment test (Written or Oral) 22. Portfolios required at the time of assessment</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1 Performance Criteria 1: Perform sensory evaluation by using basic sensory principles</p> <p>Assessment Task 2 Performance Criteria 1: Perform total plate count (TPC)</p> <p>Assessment Task 3 Performance Criteria 1: Perform pH test of food samples Performance Criteria 2: Perform Brix test Performance Criteria 3: Demonstrate Disinfectant technique</p> <p>Assessment Task 4 Performance Criteria 1: Prepare percent/parts per million (ppm) solution as per need Performance Criteria 2: Perform Gram's staining test</p> <hr/> <p>Portfolios required at the time of assessment (if any) for Performance criteria 1 (3) for the evaluation of portfolio. Submit workbook or activity record (practical journal, project, pictures etc.) performed during the course for relevant activities.</p>

Continued on following page

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Perform sensory evaluation as per the instructions of assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed sensory evaluation by using basic sensory principles			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

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	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Portfolio (if any)	Description of portfolio			
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria 1 (3) for the evaluation of portfolio. Submitted workbook or activity record (practical journal, project, pictures etc.) performed during the course for relevant activities.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Perform Total Plate Count (TPC)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed total plate count (TPC)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 3		Description of assessment task 3 Perform testing of food samples		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed pH test of food samples			
2	Performance Criteria 2: Performed Brix test			
3	Performance Criteria 3: Demonstrated Disinfectant technique			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)	
Assessment Task 4	Description of assessment task 4 Prepare solutions for testing and perform gram's staining

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Prepared percent/parts per million (ppm) solution as per need			
2	Performance Criteria 2: Performed Gram's staining test			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Define sensory evaluation.	Sensory evaluation is defined as a scientific method used to evoke, measure, analyze and interpret those responses to products perceived through senses of sight, smell, touch, taste and hearing.
2. Enlist types of sensory evaluation.	<ul style="list-style-type: none"> • Difference Test • Rating Test • Sensitivity Test • Descriptive Test
3. Describe the importance of sensory evaluation in food processing.	<ul style="list-style-type: none"> • New Product Development • Quality Control/Assurance • Taint Identification • Recipe/Process Change Investigation • Shelf life Evaluation • Competitor Benchmarking
4. How do you calculate total plate count.	For example, suppose the plate of the 10^6 dilution yielded a count of 130 colonies. Then, the number of bacteria in 1 ml of the original sample can be calculated as follows: Bacteria/ml = $(130) \times (10^6) = 1.3 \times 10^8$ or 130,000,000.
5. Define pH.	pH is the measurement of the activity of free hydrogen (H^+ , acid) and hydroxyl (OH^- , base) ions in a solution. pH is measured on a scale of 0 to 14.
6. Define brix.	Degrees Brix is the sugar content of an aqueous solution. One degree Brix is 1 gram of sucrose in 100 grams of solution and represents the strength of the solution as percentage by mass.
7. Define disinfection.	Disinfection is the process of elimination of most pathogenic microorganisms (excluding bacterial spores) on inanimate objects.
8. Enlist methods of disinfection.	Disinfection can be achieved by physical or chemical methods. Chemicals used in disinfection are called disinfectants.
9. Name two chemical agents used as disinfectants.	Aldehydes, Iodophors are two commonly used disinfectants.
10. Define percentage solution.	A solution with 1 g of solute dissolved in a final volume of 100 mL of solution would be labeled as "1%" or "1% m/v" (mass/volume).
11. Define ppm solution.	PPM = parts per million. PPM is a term used in chemistry to denote a very, very low concentration of a solution. One gram in 1000 ml is 1000 ppm and one thousandth of a gram (0.001g) in 1000 ml is one ppm. One thousandth of a gram is one milligram and 1000 ml is one liter, so that 1 ppm = 1 mg per liter = mg/Liter.
12. Define gram's staining.	Gram stain or Gram staining, also called Gram's method, is a method of staining used to distinguish and classify bacterial species into two large groups (Gram-positive and Gram-negative). The name comes from the Danish bacteriologist Hans Christian Gram , who developed the technique.

Feedback to the candidate on Assessment

Candidate Signature: _____

Assessor Signature: _____

