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Islamabad



FAN MANUFACTURING TECHNICIAN



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ASSESSMENT PACKAGE
National Vocational Certificate Level 4

Version 1 - May, 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

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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

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ASSESSMENT PACKAGE
National Vocational Certificate Level 4

Version 1 - May, 2019

Title of Qualification: National Vocational Certificate Level IV in Fan Manufacturing Technician "Supervisor"	CS Code: 072200908	Level: 04	Version: 01
Competency Standard Title: Ensure Quality	Assessment Date (DD/MM/YY):	Assessment Time 4 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"> Assessment Task 1: Determine all the atmospheric and environmental concerns at a designated place specified by your assessor Assessment Task 2: Check the quality of Two different pieces of same material as per specifications provided by your assessor Assessment Task 3: Perform Electrical and Mechanical test as per relevant standards for Fan/Fan Parts according to the instructions provided by your assessor <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) 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 proper lighting at workplace</p> <p>Performance Criteria 2: Ensure ventilation at workplace</p> <p>Performance Criteria 3: Ensure good housekeeping</p> <p>Performance Criteria 4: Dispose-off waste chemicals as per environmental standards</p> <p>Performance Criteria 5: Dispose-off cotton waste as per SOP</p> <p>Performance Criteria 6: Ensure and follow hazardous instructions</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Check gauge of supplied material as per specification</p> <p>Performance Criteria 2: Check weight as per specification</p> <p>Performance Criteria 3: Check dimensions as per specification</p> <p>Performance Criteria 4: Inspect material quality as per specification</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Interpret electrical/mechanical tests as per relevant standards</p> <p>Performance Criteria 2: Adopt electrical/mechanical tests as per relevant standards</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>Performance criteria 1 for the evaluation of portfolio: Diary log of practical work for performing different Quality Standards Tests on Fan Parts</p>

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			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1 Determine all the atmospheric and environmental concerns at a designated place specified by your assessor				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Ensure proper lighting at workplace						
2	Performance Criteria 2: Ensure ventilation at workplace						
3	Performance Criteria 3: Ensure good housekeeping						
4	Performance Criteria 4: Dispose-off waste chemicals as per environmental standards						
5	Performance Criteria 5: Dispose-off cotton waste as per SOP						
6	Performance Criteria 6: Ensure and follow hazardous instructions						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Assessment Task 2		Description of assessment task 2 Check the quality of Two different pieces of same material as per specifications provided by your assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Check gauge of supplied material as per specification			
2	Performance Criteria 2: Check weight as per specification			
3	Performance Criteria 3: Check dimensions as per specification			
4	Performance Criteria 4: Inspect material quality as per specification			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Perform Electrical and Mechanical test as per relevant standards for Fan/Fan Parts according to the instructions provided by your assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Interpret electrical/mechanical tests as per relevant standards			
2	Performance Criteria 2: Adopt electrical/mechanical tests as per relevant standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio Diary log of practical work		
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: Diary log of practical work for performing different Quality Standards Tests on Fan Parts			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Title of Qualification: National Vocational Certificate Level IV in Fan Manufacturing Technician "Supervisor"	CS Code: 072200909	Level: 04	Version: 01
Competency Standard Title: Supervise production process	Assessment Date (DD/MM/YY):	Assessment Time 4 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>6. Assessment Task 1: Prepare the complete mock production plan and report of any fan part assigned by your assessor</p> <p>And complete:</p> <p>7. Knowledge assessment test (Written or Oral)</p> <p>8. 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: Identify the machinery required for relevant process</p> <p>Performance Criteria 2: Incorporate machine maintenance schedule in the production plan</p> <p>Performance Criteria 3: Prepare machine wise production schedule to ensure in time delivery</p> <p>Performance Criteria 4: Generate the demand order to raw material store as per production schedule</p> <p>Performance Criteria 5: Compile production report</p> <p>Portfolios required at the time of assessment (if any) for</p> <p>Not Required</p>

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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							
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1: Prepare the complete mock production plan and report of any fan part assigned by your assessor				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Identify the machinery required for relevant process						
2	Performance Criteria 2: Incorporate machine maintenance schedule in the production plan						
3	Performance Criteria 3: Prepare machine wise production schedule to ensure in time delivery						
4	Performance Criteria 4: Generate the demand order to raw material store as per production schedule						
5	Performance Criteria 5: Compile production report						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Title of Qualification: National Vocational Certificate Level IV in Fan Manufacturing Technician "Supervisor"	CS Code: 072200909	Level: 04	Version: 01
Competency Standard Title: Supervise production process	Assessment Date (DD/MM/YY):	Assessment Time 4 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>9. Assessment Task 1: Prepare the complete mock production plan and report of any fan part assigned by your assessor</p> <p>And complete:</p> <p>10. Knowledge assessment test (Written or Oral)</p> <p>11. 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: Identify the machinery required for relevant process</p> <p>Performance Criteria 2: Incorporate machine maintenance schedule in the production plan</p> <p>Performance Criteria 3: Prepare machine wise production schedule to ensure in time delivery</p> <p>Performance Criteria 4: Generate the demand order to raw material store as per production schedule</p> <p>Performance Criteria 5: Compile production report</p> <p>Portfolios required at the time of assessment (if any) for</p> <p>Not Required</p>

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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							
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1: Prepare the complete mock production plan and report of any fan part assigned by your assessor				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Identify the machinery required for relevant process						
2	Performance Criteria 2: Incorporate machine maintenance schedule in the production plan						
3	Performance Criteria 3: Prepare machine wise production schedule to ensure in time delivery						
4	Performance Criteria 4: Generate the demand order to raw material store as per production schedule						
5	Performance Criteria 5: Compile production report						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Title of Qualification: National Vocational Certificate Level IV in Fan Manufacturing Technician "Supervisor"	CS Code:	Level: 04	Version: 01
Competency Standard Title: Supervise production process Ensure quality	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
What is forced ventilation?	
Describe hazardous materials?	
What is ISO?	
What is mean by sheet metal gauge?	
Why good housekeeping is important of workplace?	
What is batch production?	
What is process travel chart?	

Question	Candidate's answer
Why analysis of data is important?	
What is lead time in manufacturing?	
What are different types of maintenance philosophies?	

