

# BUILDING ELECTRICAL



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## ASSESSMENT PACKAGES

National Vocational Certificate Level 1

Version 1 - December 2014



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**Islamabad, Pakistan**

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**ASSESSMENT PACKAGES**

National Vocational Certificate Level 1

Version 1 - December 2014



# 1

## ASSESSMENT SUMMARY AND RECORD

| ACTIVITY                | METHOD  |      |           |             | DESIRED OUTCOMES  | RESULT    |                   |
|-------------------------|---------|------|-----------|-------------|---|-----------|-------------------|
|                         | WRITTEN | ORAL | PORTFOLIO | OBSERVATION |   | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY      |         |      |           |             | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF:<br>APPLY BUILDING ELECTRICIAN (HELPER) SKILLS FOR SOLAR PV SYSTEMS   |           |                   |
| Practical final project |         |      |           | ✓           | Final project brief related to the Building Electrician (Helper) skills for solar PV systems: <ul style="list-style-type: none"> <li>• Wear and use personal protective equipment for building electrical wiring.</li> <li>• Collect data and information for install wiring of client (assessor/trainee may like as a client).</li> <li>• Perform Role play against electric shock in building wiring.</li> <li>• Identify different electrical safety signs for building wiring as per annex 1</li> <li>• Select tools and equipment for preventive maintenance as per annex 2</li> </ul> |           |                   |
| Knowledge assessment    | ✓       | ✓    |           |             | <ul style="list-style-type: none"> <li>• Answer all questions Assessment Panel will have following oral presentation of completed final project brief</li> </ul>  |           |                   |
| Other requirements      |         |      |           | ✓           | <ul style="list-style-type: none"> <li>• All completed course assignments and projects, and formative assessments</li> <li>• Oral presentation of final project to assessment panel</li> <li>• Completed plan for career options related to a Building Electrician</li> </ul>   |           |                   |

# 2

## CANDIDATE ASSESSMENT

Candidate Name..... Father Name .....

ALL WORK ASSESSED FOR THESE COMPETENCY STANDARDS MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to:

- Wear and use personal protective equipment for building electrical wiring.
- Collect data and information for install wiring of client (assessor/trainee may like as a client).
- Perform Role play against electric shock in building wiring.
- Identify different electrical safety signs for building wiring as per annex 1
- Select tools and equipment for preventive maintenance as per annex 2

| ACTIVITIES   | CANDIDATE RESPONSE  |
|--|---|
| <p>1. Complete project brief of applying Building Electrician (helper) skills for solar PV systems under observation by Instructor</p> | <p>During a practical assessment ,under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> <li>• Wear and use personal protective equipment for building wiring as per annex 1.               <ul style="list-style-type: none"> <li>✓ Identify different personal protective equipment for building wiring.</li> <li>✓ Select personal protective equipment for building wiring.</li> <li>✓ Wear personal protective equipment for building wiring.</li> </ul> </li> <li>• Collect data and information for install wiring from client (assessor/trainee may like as a client).               <ul style="list-style-type: none"> <li>✓ Identify types of load (single phase, three phase) for building wiring.</li> <li>✓ Calculate the room load as per requirement of client.</li> <li>✓ Calculate wiring points as per requirement.</li> </ul> </li> <li>• Perform Role play against electric shock in building wiring.               <ul style="list-style-type: none"> <li>✓ Identify major hazards against electric shock in building</li> <li>✓ Perform preventive measures against electric shock.</li> <li>✓ Apply first aid methods.</li> </ul> </li> <li>• Identify different electrical safety signs for building wiring as per annex 2.</li> <li>• Select tools and equipment for preventive maintenance as per annex 3.</li> </ul> |
| <p>2-other requirements</p>  |   |
| <p>4. Answer all questions of Assessor Panel</p>   | <p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i></p>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name ..... Father Name .....

### INSTRUCTIONS FOR ASSESSMENT PANEL

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

| ACTIVITIES  | MINIMUM EVIDENCE REQUIRED  | YES/NO |  | ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE |
|---|--|--------|--|--|
| 1. Present portfolio of evidence  | Portfolio of evidence includes:  |        |  |  |
| Wear and use personal protective equipment for building wiring. Annex 1.                              | Identify different personal protective equipment for building wiring. Annex 1.   |        |  |  |
|   | Select personal protective equipment for Building wiring.  |        |  |  |
|   | Wear personal protective equipment for building wiring   |        |  |  |
| Collect data and information for install wiring from client (assessor/ trainee may like as a client). | Identify types of load (single phase, three phase) for building wiring.  |        |  |  |
|   | Calculate the room load as per requirement of client   |        |  |  |
|   | Calculate wiring points as per requirement.  |        |  |  |
| Perform Role play against electric shock in building wiring.  | Identify major hazards against electric shock in building  |        |  |  |
|   | Perform preventive measures against electric shock.  |        |  |  |
|   | Apply first aid methods.   |        |  |  |
| Identify different electrical safety signs for building wiring as per annex 2.                        | Identify different electrical safety signs for building wiring as per annex 2.   |        |  |  |
| Select tools and equipment for preventive maintenance as per annex 3                                  | Select tools and equipment for preventive maintenance as per annex- 3  |        |  |  |
| 3. Presented completed project to Assessment Panel  | Oral presented project brief and completed project work to Assessment Panel.   |        |  |  |
|   | Presentation included:   |        |  |  |
|   | Requirements of brief  |        |  |  |
|   | Planning and preparation of project  |        |  |  |
|   | Problems encountered and how they were dealt with  |        |  |  |
|   | Project outcome/s  |        |  |  |
|   | Lessons learnt from undertaking project (reflective thinking)  |        |  |  |
|   | Presentation to take no longer than 10 minutes   |        |  |  |
| 4. Answered all questions of Assessor Panel   | Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.                    |        |  |  |
|   | <i>Assessor Panel to document below all questions asked and candidate answers. Use extra sheets if required and attached here.</i> |        |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|



# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|  |  |
|--|--|
| <b>Instructions</b>  | <p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment's.</li> <li>List of consumable items required during the service</li> </ul> |
| <p><b>1. Context of Assessment</b><br/>           This task will be performed in Building Electrician's workshop environment.</p> <p>Required tools, equipment and consumables will vary according to project brief.</p> |  |

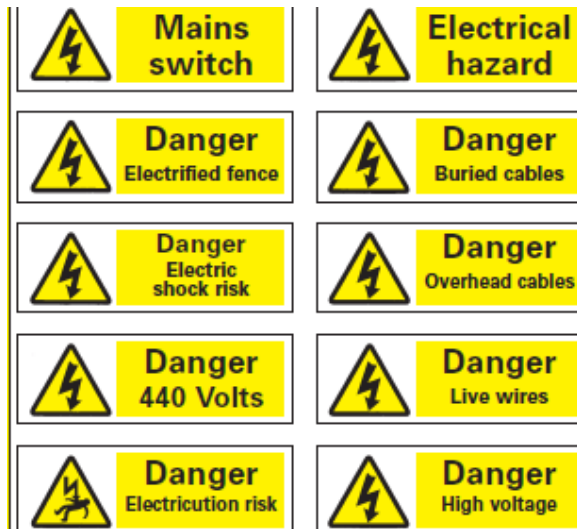
| 2. List of tools and equipment required |  |          |
|---|--|----------|
| S. No                                   | Name of Items ( tools and equipment's)     | Quantity |
| 1                                       | Safety Hamlet                              | 5        |
| 2                                       | High Insulated Rubber Hand Gloves          | 5        |
| 3                                       | Insulated Work Bench                       | 5        |
| 4                                       | Drawing Board                              | 5        |
| 5                                       | safety shoes                               | 5        |
| 6                                       | Safety Eyes Glass                          | 5        |
| 7                                       | Insulated Rubber Mat                       | 5        |
| 8                                       | Fire bucket                                | 5        |
| 9                                       | Fire blanket                               | 5        |
| 10                                      | Personal protective equipment and clothing | 5        |
| 11                                      | Safety signage                             | 5 sets   |
| 12                                      | Fire extinguisher                          | 5        |

| 3. List of consumable items required |                           |          |
|--------------------------------------|---------------------------|----------|
| S. No                                | Consumable Items          | Quantity |
| 1                                    | Documents Related Drawing | 5        |
| 2                                    | Led Pencil                | 5        |
| 3                                    | Papers for Drawing        | 5        |
| 4                                    | Rubber                    | 5        |
| 5                                    |                           | 5        |

## Personal protective equipment's signs



## Safety signs







# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY                      | METHOD  |      |             |            | DESIRED OUTCOMES  | RESULT    |                   |
|-------------------------------|---------|------|-------------|------------|---|-----------|-------------------|
|                               | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS |   | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY            |         |      |             |            | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: INSTALL AND COMMISSION OFF-GRID SOLAR PV SYSTEM  |           |                   |
| Practical skill demonstration |         |      | ✓           |            | <ul style="list-style-type: none"> <li>Install and commission the off grid 1 KW solar PV System</li> </ul>  |           |                   |
| Knowledge Assessment          |         | ✓    |             |            | <ul style="list-style-type: none"> <li>Answer any questions your assessor may have for you during the practical skill demonstration</li> </ul>  |           |                   |
| Other Requirements            |         |      |             | ✓          | <ul style="list-style-type: none"> <li>All candidate module reports completed by Instructor including:                             <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>All work completed as module assignments including:                             <ul style="list-style-type: none"> <li>✓ Work related documents and procedures</li> </ul> </li> </ul> |           |                   |

# 2

# CANDIDATE ASSESSMENT

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

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

## GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following practical tasks within set timeframe of five hours:

- Prepare the Plan for installation Install and commission the off grid 1 KW solar PV System
- Mount a photovoltaic array on a roof for PV Module
- Install and commission solar photovoltaic array
- Install Convertor Module for AC Load
- Carry out operational checks
- 

| ACTIVITIES   | CANDIDATE RESPONSE  |
|--|---|
| <p>1. Complete practical assessment of installing and commissioning off-grid 1 KW solar PV system under observation by an assessor</p> | <p>During a practical assessment, under observation by an assessor, I will correctly carry out:</p> <ul style="list-style-type: none"> <li>• Prepare the Plan for installation and commissioning of the off grid 1 KW solar PV System.               <ul style="list-style-type: none"> <li>✓ Follow safety rules as per SOP, s.</li> <li>✓ Choose suitable location for the PV array and other components.</li> <li>✓ Obtain tools, equipment and testing devices.</li> <li>✓ Specify installation requirements for all system components to ensure correct operation, long life, safety and ease of maintenance.</li> </ul> </li> <li>• Mounting a photovoltaic array on mounting structure at a roof               <ul style="list-style-type: none"> <li>✓ Interpret and confirm installation in terms of roof construction and suitable mounting methods</li> <li>✓ Choose appropriate array frame for the roof type and determine and set correct tilt angle adjustments</li> <li>✓ Use correct fixing and waterproofing methods appropriate for the roof type</li> </ul> </li> <li>• Installing and commissioning solar photovoltaic array               <ul style="list-style-type: none"> <li>✓ Install system components in suitable location</li> <li>✓ Connect PV panels and electrical components and minimise cable route length to minimise power loss</li> <li>✓ Arrange for earthing</li> <li>✓ Commission off-grid solar PV system to confirm installation</li> </ul> </li> <li>• Carrying out operational checks               <ul style="list-style-type: none"> <li>✓ Test the load of 1 KW and adjust loading component i.e. Search Lights of 1 KW and/or parts</li> <li>✓ Confirm operation of PV system</li> <li>✓ Complete work related documents and procedures</li> <li>✓ Perform final quality inspection</li> <li>✓ Clean up and store tools, equipment and materials</li> <li>✓ Carry out customer induction on installed off-grid solar PV system</li> </ul> </li> </ul> |
| <p>2. Complete knowledge assessment</p>  | <p>Answer all questions my assessor may have during the practical assessment</p>  |
| <p>3. Other requirements</p>   | <ul style="list-style-type: none"> <li>• All candidate module reports completed by Instructor including;               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• All work completed as module assignments including:               <ul style="list-style-type: none"> <li>✓ Material estimates</li> <li>✓ Documented wiring test results</li> <li>✓ Work related documents and procedures</li> </ul> </li> </ul>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES  | MINIMUM EVIDENCE REQUIRED  | YES/NO |  | ASSESSOR COMMENTS |
|---|--|--------|--|-------------------|
| <b>1. Completed practical assessment of installing and commissioning off-grid 1 KW solar PV system under observation by an assessor</b> | During a practical assessment, under observation by an assessor, the candidate correctly carried out:                              |        |  |                   |
| Prepare the Plan for installation Install and commission the off grid 1 KW solar PV System  | Identify and obtain safety and other regulatory requirements for installation  |        |  |                   |
|   | Choose suitable location for the PV array and other components   |        |  |                   |
|   | Obtain tools, equipment and testing devices  |        |  |                   |
|   | Specify installation requirements for all system components to ensure correct operation, long life, safety and ease of maintenance |        |  |                   |
| Mounting a photovoltaic array on mounting structure at a roof   | Interpret and confirm installation in terms of roof construction and suitable mounting methods                                     |        |  |                   |
|   | Choose appropriate array frame for the roof type and determine and set correct tilt angle adjustments                              |        |  |                   |
|   | Use correct fixing and waterproofing methods appropriate for the roof type   |        |  |                   |
| Installing and commissioning solar photovoltaic array   | Install system components in suitable location   |        |  |                   |
|   | Connect PV panels and electrical components and minimise cable route length to minimise power loss                                 |        |  |                   |
|   | Arrange for earthing   |        |  |                   |
|   | Commission off-grid solar PV system to confirm installation  |        |  |                   |
| Carrying out operational checks   | Test the load of 1 KW and adjust loading component i.e. Search Lights of 1 KW and/or parts   |        |  |                   |
|   | Confirm operation of PV system   |        |  |                   |
|   | Complete work related documents and procedures   |        |  |                   |
|   | Perform final quality inspection   |        |  |                   |
|   | Clean up and store tools, equipment and materials  |        |  |                   |
|   | Carry out customer induction on installed off-grid solar PV system   |        |  |                   |
| Prepare the Plan for installation Install and commission the off grid 1 KW solar PV System  | Identify and obtain safety and other regulatory requirements for installation  |        |  |                   |
|   |  |        |  |                   |



|                                       |  |  |  |  |
|---------------------------------------|--|--|--|--|
| <p><b>2. Knowledge assessment</b></p> | <p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i></p>  |  |  |  |
| <p><b>3. Other requirements</b></p>   | <ul style="list-style-type: none"> <li>• Candidate provided all module reports completed by Instructor including; <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• All work completed as module assignments including; <ul style="list-style-type: none"> <li>✓ Work related documents and procedures</li> </ul> </li> </ul> |  |  |  |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>Instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"> <li>• Context of the assessment</li> <li>• List of required tools and equipment.</li> <li>• List of consumable items required during the service</li> </ul> |
|                          | This practical skill demonstration will be conducted in a Building Electrician's lab/workshop environment   |
| 1. Context of Assessment | The Assessor will select the required tools, equipment and consumables from the list below for the assessment   |

| 2. List of tools and equipment required |                                       |             |
|---|---------------------------------------|-------------|
| S. No                                   | Tools and equipment                   | Quantity    |
| 1                                       | Personal protective equipment         | As Required |
| 2                                       | Fire extinguishers                    | As Required |
| 3                                       | First aid box                         | As Required |
| 4                                       | Adjustable wrench                     | As Required |
| 5                                       | Amp meter                             | As Required |
| 6                                       | AVO meter                             | As Required |
| 7                                       | Batteries                             | As Required |
| 8                                       | Battery charger                       | As Required |
| 9                                       | Bench vice                            | As Required |
| 10                                      | Ceiling hole cutter                   | As Required |
| 11                                      | Charge controller                     | As Required |
| 12                                      | Chisel                                | As Required |
| 13                                      | Clamp on meter                        | As Required |
| 14                                      | Compass                               | As Required |
| 15                                      | Cutter                                | As Required |
| 16                                      | Drill machine                         | As Required |
| 17                                      | Earth tester meter                    | As Required |
| 18                                      | Extension board                       | As Required |
| 19                                      | File set                              | As Required |
| 20                                      | First Aid box                         | As Required |
| 21                                      | Gloves                                | As Required |
| 22                                      | Goggles                               | As Required |
| 23                                      | Grinder                               | As Required |
| 24                                      | Hammer                                | As Required |
| 25                                      | Hand drill machine                    | As Required |
| 26                                      | Helmet                                | As Required |
| 27                                      | Herts meter                           | As Required |
| 28                                      | Hex saw                               | As Required |
| 29                                      | Knife (cable)                         | As Required |
| 30                                      | Level                                 | As Required |
| 31                                      | L-key set                             | As Required |
| 32                                      | Lock pliers                           | As Required |
| 33                                      | Measuring tape                        | As Required |
| 34                                      | Megger meter (Analog & Digital)       | As Required |
| 35                                      | Micrometer                            | As Required |
| 36                                      | Multimeter                            | As Required |
| 37                                      | Number punch                          | As Required |
| 38                                      | Phase sequence meter                  | As Required |
| 39                                      | Pipe cutter                           | As Required |
| 40                                      | Pipe vice                             | As Required |
| 41                                      | Pipe wrench                           | As Required |
| 42                                      | Pliers set                            | As Required |
| 43                                      | Punching tool (Networking /Telephone) | As Required |

|    |                                    |             |
|----|------------------------------------|-------------|
| 44 | Ratchet set                        | As Required |
| 45 | Safety boots                       | As Required |
| 46 | Scissor                            | As Required |
| 47 | Screw driver set                   | As Required |
| 48 | Soldering iron                     | As Required |
| 49 | Spanner set                        | As Required |
| 50 | Steel scale                        | As Required |
| 51 | Steel wire                         | As Required |
| 52 | synchronizing meter                | As Required |
| 53 | Tachometer                         | As Required |
| 54 | Tester                             | As Required |
| 55 | Thimble press                      | As Required |
| 56 | Tong tester (clamp-on meter) AC/DC | As Required |
| 57 | Torch                              | As Required |
| 58 | Vernier calliper                   | As Required |
| 59 | Volt meter                         | As Required |
| 60 | Wire gauge                         | As Required |
| 61 | Wood saw                           | As Required |

| 3. List of consumable items required |                           |             |
|--------------------------------------|---------------------------|-------------|
| S. No                                | Consumable Items          | Quantity    |
|                                      | PV Panel mono crystalline | As Required |
|                                      | PV Panel Poly Crestline   | As Required |
|                                      | PV Panel thin film        | As Required |
|                                      | Mounting Structure        | As Required |
|                                      | Mounting array            | As Required |
| 1                                    | Cable 3 / .029"           | As Required |
| 2                                    | Cable 7 / .029"           | As Required |
| 3                                    | Cable 1 / .036"           | As Required |
| 4                                    | Cable 23 / .0076"         | As Required |
| 5                                    | Cable 40 / .0076"         | As Required |
| 6                                    | Switch Single Way         | As Required |
| 7                                    | Switch Two Way            | As Required |
| 8                                    | Push Button               | As Required |
| 9                                    | Bulb Holder Piano Type    | As Required |
| 10                                   | Bulb Holder Button Type   | As Required |
| 11                                   | Ceiling Rose              | As Required |
| 12                                   | Fan Dimmer                | As Required |
| 13                                   | Socket Two Pin            | As Required |
| 14                                   | Socket Three Pin          | As Required |
| 15                                   | Light Plug                | As Required |
| 16                                   | Power Plug                | As Required |
| 17                                   | PVC Pipe                  | As Required |
| 18                                   | PVC Elbow                 | As Required |
| 19                                   | PVC Band                  | As Required |
| 20                                   | Junction Box              | As Required |
| 21                                   | Fan Box                   | As Required |
| 22                                   | Raval Plug                | As Required |
| 23                                   | Pipe Shaddle              | As Required |
| 24                                   | Cable Shaddle             | As Required |
| 25                                   | Board 4 x 4               | As Required |
| 26                                   | Board 7 x 4               | As Required |
| 27                                   | Board 8 x 10              | As Required |
| 28                                   | TV Pin                    | As Required |
| 29                                   | Telephone Pin             | As Required |
| 30                                   | Insolation Tape           | As Required |
| 31                                   | PVC Duct Plain 3/4"       | As Required |
| 32                                   | PVC Duct Slotted 1"       | As Required |
| 33                                   | PVC Duct Plain 3/4"       | As Required |
| 34                                   | PVC Duct Slotted 1"       | As Required |
| 35                                   | Fuse Piano Type           | As Required |
| 36                                   | Main Switch               | As Required |

|    |   |             |
|----|---|-------------|
| 37 | Breaker Single Poll                       | As Required |
| 38 | Breaker Double Poll                       | As Required |
| 39 | Volt meter Panel                          | As Required |
| 40 | Ampere Meter Panel                        | As Required |
| 41 | DB Box                                    | As Required |
| 42 | DB Switch                                 | As Required |
| 43 | PG Connector                              | As Required |
| 44 | Neutral Terminal                          | As Required |
| 45 | Screw Different Size                      | As Required |
| 46 | Steel Nail Different Size                 | As Required |
| 47 | Blub 100 Watt                             | As Required |
| 48 | Bulb 200 Watt                             | As Required |
| 49 | Nut Bolt Different Size                   | As Required |
| 50 | Electric Bell                             | As Required |
| 51 | Two Pin Shoe                              | As Required |
| 52 | Three Pin Shoe                            | As Required |
| 53 | Cable Tube Connection                     | As Required |
| 54 | Tube Rod                                  | As Required |
| 55 | Choke 20w, 40w                            | As Required |
| 56 | Tube Starter                              | As Required |
| 57 | Choke Patti Fitting                       | As Required |
| 58 | Winding Wire Different Size               | As Required |
| 59 | Slat Paper Different Size                 | As Required |
| 60 | Cotton Tape                               | As Required |
| 61 | Sleeve Different Size                     | As Required |
| 62 | Varnish                                   | As Required |
| 63 | Cable Three Core 40/ .0076                | As Required |
| 64 | Cable Four Core 7/ .036                   | As Required |
| 65 | Cable Three Core 7/ .029                  | As Required |
| 66 | Connection Plate                          | As Required |
| 67 | Clutch Plate                              | As Required |
| 68 | Breaker Fitting Patti (Din Ray)           | As Required |
| 69 | Relay 12V, 5A                             | As Required |
| 70 | Resistor Different Types                  | As Required |
| 71 | Transistor Different Types                | As Required |
| 72 | LED                                       | As Required |
| 73 | Diode                                     | As Required |
| 74 | Rectifier Bridge                          | As Required |
| 75 | Carbon Brush                              | As Required |
| 76 | Battery 6v                                | As Required |
| 77 | Breaker Stripe                            | As Required |
| 78 | Flout Switch                              | As Required |
| 79 | Magnetic Connector                        | As Required |
| 80 | Cut Out                                   | As Required |
| 81 | Breaker Cartridge Fuse                    | As Required |
| 82 | ON / OFF Push Button                      | As Required |
| 83 | Timer                                     | As Required |
| 84 | Relay AC – 220V                           | As Required |
| 85 | Relay DC- 12V                             | As Required |
| 86 | Selector Switch Volt Meter                | As Required |
| 87 | Selector Switch Ampere Meter              | As Required |
| 88 | Emergency Switch                          | As Required |
| 89 | Soldering Wire                            | As Required |
| 90 | Paste                                     | As Required |
| 91 | Light Indicator                           | As Required |
| 92 | Limit Switch (MEM Inter Locking)          | As Required |
| 93 | Motor Driven Selector Switch (Water Tank) | As Required |
| 94 | Speaker                                   | As Required |
| 95 | Acid                                      | As Required |
| 96 | Hydro Metter                              | As Required |
| 97 | Multi Metter (Analogue / Digital)         | As Required |
| 98 | Cam Starter (single phase & three phase)  | As Required |

|     |  |             |
|-----|--|-------------|
| 99  | Generator Switch                         | As Required |
| 100 | Star Delta Manual                        | As Required |
| 101 | Capacitor Different Size                 | As Required |
| 102 | Intercom Bell                            | As Required |
| 103 | Over Load Relay                          | As Required |
| 104 | Forward Reverse Switch                   | As Required |
| 105 | Tai Different Size                       | As Required |
| 106 | Magnetic Connector                       | As Required |
| 107 | Current Transformer                      | As Required |
| 108 | 8 Pin type & 11 Pin type relay with base | As Required |
| 109 | Timer Circuit                            | As Required |
| 110 | Relay Circuit                            | As Required |
| 111 | Transformer                              | As Required |
| 112 | Core Transformer                         | As Required |
| 113 | Coal                                     | As Required |
| 114 | Calcium Carbonate                        | As Required |
| 115 | Petrol                                   | As Required |
| 116 | Heat Sleeve Tube                         | As Required |
| 117 | Changer Over Switch                      | As Required |
| 118 | Timer 0-60 second                        | As Required |
| 119 | Time 1-6 minute                          | As Required |
| 120 | Babon 1 ¼", 1 ½", 2", 2x3"               | As Required |
| 121 | UPS Card                                 | As Required |



# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             | DESIRED OUTCOMES  | RESULT    |                   |
|----------------------|---------|------|-------------|---|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION |   | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   |         |      |             | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAINTAIN SAFETY, HEALTH AND CLEANLINESS  |           |                   |
| Knowledge Assessment | ✓       |      |             | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>✓ Identify risks in the workplace</li> <li>✓ Follow cleanliness procedures to control risks</li> <li>✓ Apply safe work procedures</li> <li>✓ Follow emergency procedures</li> </ul> </li> </ul>         |           |                   |
| Other Requirements   |         |      | ✓           | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Complete work records</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

Candidate Name: .....Father Name:.....

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Identify risks in the workplace
- Follow cleanliness procedures to control risks
- Apply safe work procedures
- Follow emergency procedures

| ACTIVITIES                              | CANDIDATE RESPONSE  |
|---|---|
| <p>1. Complete knowledge assessment</p> | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>• Identify risks in the workplace                   <ul style="list-style-type: none"> <li>✓ Types of hazards</li> <li>✓ Ways of controlling hazards</li> <li>✓ Procedures for reporting hazards</li> </ul> </li> <li>• Follow cleanliness procedures to control risks:                   <ul style="list-style-type: none"> <li>✓ Importance of cleanliness of person and workplace</li> </ul> </li> <li>• Apply safe work procedures:                   <ul style="list-style-type: none"> <li>✓ Handling and storing items and materials</li> <li>✓ Safety signs and symbols</li> </ul> </li> <li>• Follow emergency procedures:                   <ul style="list-style-type: none"> <li>✓ Procedures for dealing with emergency and evacuation situations</li> <li>✓ Fire prevention methods for different classes of fire</li> <li>✓ Types of firefighting equipment and their use</li> </ul> </li> </ul> </li> </ul> |
| <p>2. Other requirements</p>            | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed work records</li> </ul>  |



# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES                                      | MINIMUM EVIDENCE REQUIRED  | YES/NO |  | ASSESSOR COMMENTS |
|---|--|--------|--|-------------------|
| 1. Completed knowledge assessment               | The candidate correctly answered all questions in the knowledge assessment on the following topics:  |        |  |                   |
|   | Identify risks in the workplace  |        |  |                   |
|   | ✓ Types of hazards   |        |  |                   |
|   | ✓ Ways of controlling hazards  |        |  |                   |
|   | ✓ Procedures for reporting hazards   |        |  |                   |
|   | Follow cleanliness procedures to control risks:  |        |  |                   |
|   | ✓ Importance of cleanliness of person and workplace  |        |  |                   |
|   | Apply safe work procedures:  |        |  |                   |
|   | ✓ Handling and storing items and materials   |        |  |                   |
|   | ✓ Safety signs and symbols   |        |  |                   |
|   | Follow emergency procedures:   |        |  |                   |
|   | ✓ Procedures for dealing with emergency and evacuation situations  |        |  |                   |
|   | ✓ Fire prevention methods for different classes of fire  |        |  |                   |
| ✓ Types of firefighting equipment and their use |  |        |  |                   |
| 2. Other requirements                           | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed work records</li> </ul> |        |  |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a classroom/workshop environment   |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |



# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             | DESIRED OUTCOMES  | RESULT    |                   |
|----------------------|---------|------|-------------|---|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION |   | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   |         |      |             | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: COMMUNICATE IN DIFFERENT WORK CONTEXTS   |           |                   |
| Knowledge Assessment | ✓       |      |             | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>○ Gather, convey and receive information</li> <li>○ Apply routine face-to-face communication</li> <li>○ Apply visual communication</li> <li>○ Complete relevant work related documents</li> </ul> </li> </ul>   |           |                   |
| Other Requirements   |         |      |             | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> <li>○ Any work completed as course assignments</li> </ul> </li> <li>• Any completed written report/s on work related topic</li> <li>• Completed relevant work documents including:               <ul style="list-style-type: none"> <li>○ Work forms</li> <li>○ Job cards</li> </ul> </li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Gather, convey and receive information
- Apply routine face-to-face communication
- Apply visual communication
- Complete relevant work related documents

| ACTIVITIES                       | CANDIDATE RESPONSE  |
|----------------------------------|---|
| 1. Complete knowledge assessment | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>• Gathering, conveying and receiving information:                   <ul style="list-style-type: none"> <li>✓ Gather, receive and respond verbal and written actions</li> <li>✓ Convey instructions</li> <li>✓ Clarify understanding by asking questions</li> </ul> </li> <li>• Applying routine face-to-face communication:                   <ul style="list-style-type: none"> <li>✓ Receive and follow routine instructions</li> <li>✓ Access and interpret information from a range of sources</li> <li>✓ Complete verbal and/or written reporting</li> </ul> </li> <li>• Applying visual communication:                   <ul style="list-style-type: none"> <li>✓ Obtain and acknowledge attention of communicating parties</li> <li>✓ Clarify and confirm the intention of visual communication</li> </ul> </li> </ul> </li> </ul> |
| 2. Other requirements            | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Any completed written report/s on work related topic</li> <li>• Completed relevant work documents including:               <ul style="list-style-type: none"> <li>✓ Work forms</li> <li>✓ Job cards</li> </ul> </li> </ul>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES  | MINIMUM EVIDENCE REQUIRED   | YES/NO |  | ASSESSOR COMMENTS |
|---|---|--------|--|-------------------|
| 1. <b>Completed knowledge assessment</b>                    | The candidate correctly answered all questions in the knowledge assessment on the following topics:   |        |  |                   |
|   | Gather, conveying and receiving information:  |        |  |                   |
|   | ✓ Gather, receive and respond verbal and written actions  |        |  |                   |
|   | ✓ Convey instructions   |        |  |                   |
|   | ✓ Clarify understanding by asking questions   |        |  |                   |
|   | Applying routine face-to-face communication:  |        |  |                   |
|   | ✓ Receive and follow routine instructions   |        |  |                   |
|   | ✓ Access and interpret information from a range of sources  |        |  |                   |
|   | ✓ Complete verbal and/or written reporting  |        |  |                   |
|   | Applying visual communication:  |        |  |                   |
|   | ✓ Obtain and acknowledge attention of communicating parties   |        |  |                   |
| ✓ Clarify and confirm the intention of visual communication |   |        |  |                   |
| 2. <b>Other requirements</b>                                | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Any completed written report/s on work related topic</li> <li>• Completed relevant work documents including:               <ul style="list-style-type: none"> <li>○ Work forms</li> <li>○ Job cards</li> </ul> </li> </ul> |        |  |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>Instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a knowledge assessment environment   |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |





# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             | DESIRED OUTCOMES | RESULT  |           |                   |
|----------------------|---------|------|-------------|------------------|---|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION |                  | PORTFOLIOS  | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS       | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY A PROBLEM SOLVING METHOD   |           |                   |
| Knowledge Assessment | ✓       |      |             |                  | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>✓ Define problem</li> <li>✓ Consult a method for solving an identified problem after consulting with senior</li> <li>✓ Apply the problem solving method under the supervision and guidance of senior</li> </ul> </li> </ul>   |           |                   |
| Other Requirements   |         |      |             | ✓                | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed short report</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Define problem
- Consult a method for solving an identified problem after consulting from senior
- Apply the problem solving method under the supervision & guidance of senior

| ACTIVITIES                       | CANDIDATE RESPONSE  |
|----------------------------------|---|
| 1. Complete knowledge assessment | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>• Define problem:                   <ul style="list-style-type: none"> <li>✓ Nature of problem, parties involved, and the effects it may have</li> <li>✓ Ownership of problem, responsibility, its sphere of influence and authority</li> </ul> </li> <li>• Consult a method for solving an identified problem after consulting with senior:                   <ul style="list-style-type: none"> <li>✓ Problem solving methods in terms of processes to be undertaken</li> <li>✓ Problem solving method in terms of its suitability</li> </ul> </li> <li>• Apply the problem solving method under the supervision and guidance of senior:                   <ul style="list-style-type: none"> <li>✓ Application of a chosen method</li> <li>✓ Outcome of the problem</li> <li>✓ Implementing a conclusion to the problem</li> </ul> </li> </ul> </li> </ul> |
| 2. Other requirements            | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments on using problem-solving method/s</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

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

### INSTRUCTIONS FOR ASSESSOR

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

| ACTIVITIES                        | MINIMUM EVIDENCE REQUIRED   | YES/NO |  | ASSESSOR COMMENTS |
|-----------------------------------|---|--------|--|-------------------|
| 1. Completed knowledge assessment | The candidate correctly answered all questions in the knowledge assessment on the following topics:   |        |  |                   |
|                                   | Define problem:   |        |  |                   |
|                                   | ✓ Nature of problem, parties involved, and the effects it may have  |        |  |                   |
|                                   | ✓ Ownership of problem, responsibility, its sphere of influence and authority   |        |  |                   |
|                                   | Consult a method for solving an identified problem after consulting with senior:  |        |  |                   |
|                                   | ✓ Problem solving methods in terms of processes to be undertaken  |        |  |                   |
|                                   | ✓ Problem solving method in terms of its suitability  |        |  |                   |
|                                   | Apply the problem solving method under the supervision and guidance of senior:  |        |  |                   |
|                                   | ✓ Application of a chosen method  |        |  |                   |
|                                   | ✓ Outcome of the problem  |        |  |                   |
| 2. Other requirements             | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:                             <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments on using problem-solving method/s</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |        |  |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>Instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a knowledge assessment environment   |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |



# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             |            | DESIRED OUTCOMES   | RESULT    |                   |
|----------------------|---------|------|-------------|------------|--|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS |  | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY BASIC READING, WRITING AND SPEAKING SKILLS IN ENGLISH IN DIFFERENT LIFE CONTEXTS  | COMPETENT | NOT YET COMPETENT |
| Knowledge Assessment | ✓       |      |             |            | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>✓ Read texts used in different contexts</li> <li>✓ Write texts for different contexts</li> <li>✓ Apply speaking and listening skills</li> </ul> </li> </ul>  |           |                   |
| Other Requirements   |         |      |             | ✓          | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments on writing texts for different contexts</li> <li>• Completed work forms</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- ✓ Read texts used in different contexts
- ✓ Write texts for different contexts
- ✓ Apply speaking and listening skills

| ACTIVITIES                              | CANDIDATE RESPONSE  |
|---|---|
| <p>1. Complete knowledge assessment</p> | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:</li> <li>• Reading texts used in different contexts:               <ul style="list-style-type: none"> <li>✓ Purpose of texts</li> <li>✓ Main ideas and/or key procedures in the texts</li> <li>✓ Meaning of key words and phrases in the texts</li> </ul> </li> <li>• Writing texts for different contexts:               <ul style="list-style-type: none"> <li>✓ Use of clear and simple English with correct spelling, punctuation, and use of grammar</li> <li>✓ Planning, drafting and editing processes</li> <li>✓ Use of correct and coherent sequence and structure of information and/or ideas</li> </ul> </li> <li>• Applying speaking and listening skills:               <ul style="list-style-type: none"> <li>✓ Expression of opinions on the text or on its subject matter clearly and simply</li> <li>✓ Interpretation of key points</li> <li>✓ Convey information clearly and concisely</li> <li>✓ Effective speaking and listening skills</li> </ul> </li> </ul> |
| <p>2. Other requirements</p>            | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments on writing texts for different contexts</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

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

### INSTRUCTIONS FOR ASSESSOR

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

| ACTIVITIES                        | MINIMUM EVIDENCE REQUIRED   | YES/NO |  | ASSESSOR COMMENTS |
|-----------------------------------|---|--------|--|-------------------|
| 1. Completed knowledge assessment | The candidate correctly answered all questions in the knowledge assessment on the following topics:   |        |  |                   |
|                                   | Reading texts used in different contexts:   |        |  |                   |
|                                   | ✓ Purpose of texts  |        |  |                   |
|                                   | ✓ Main ideas and/or key procedures in the texts   |        |  |                   |
|                                   | ✓ Meaning of key words and phrases in the texts   |        |  |                   |
|                                   | Writing texts for different contexts:   |        |  |                   |
|                                   | ✓ Use of clear and simple English with correct spelling, punctuation, and use of grammar  |        |  |                   |
|                                   | ✓ Planning, drafting and editing processes  |        |  |                   |
|                                   | ✓ Use of correct and coherent sequence and structure of information and/or ideas  |        |  |                   |
|                                   | Applying speaking and listening skills:   |        |  |                   |
|                                   | ✓ Expression of opinions on the text or on its subject matter clearly and simply  |        |  |                   |
|                                   | ✓ Interpretation of key points  |        |  |                   |
|                                   | ✓ Convey information clearly and concisely  |        |  |                   |
|                                   | ✓ Effective speaking and listening skills   |        |  |                   |
| 2. Other requirements             | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments on writing texts for different contexts</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |        |  |                   |



# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>Instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a knowledge assessment environment   |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |



# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             | DESIRED OUTCOMES   | RESULT    |                   |
|----------------------|---------|------|-------------|--|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION |  | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   |         |      |             | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY BASIC NUMERACY SKILLS IN DIFFERENT LIFE CONTEXTS  |           |                   |
| Knowledge Assessment | ✓       |      |             | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>✓ Apply knowledge and conventions of common shapes to represent real life objects</li> <li>✓ Measure materials or objects</li> <li>✓ Perform basic calculations associated with money, and time</li> <li>✓ Use and create tables and graphs to represent and interpret public information</li> <li>✓ Apply simple formulae to solve arithmetic problems in real life contexts</li> </ul> </li> </ul>   |           |                   |
| Other Requirements   |         |      |             | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Completed 2D and 3D diagrammatic sketches</li> <li>• Completed constructed 3D objects</li> <li>• Basic calculations associated with money, and time</li> <li>• Tables and graphs created to represent and interpret public information</li> <li>• Apply simple formulae to solve arithmetic problems in real life context</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- ✓ Read texts used in different contexts
- ✓ Write texts for different contexts
- ✓ Apply speaking and listening skills

| ACTIVITIES                              | CANDIDATE RESPONSE  |
|---|---|
| <p>1. Complete knowledge assessment</p> | <p>Answer all questions in the knowledge assessment on the following topics:</p> <ul style="list-style-type: none"> <li>• Apply knowledge and conventions of common shapes to represent real life objects:               <ul style="list-style-type: none"> <li>✓ Common two and three-dimensional shapes</li> <li>✓ Two and three-dimensional shapes and objects in diagrammatic form</li> <li>✓ Simple three-dimensional objects</li> </ul> </li> <li>• Measure materials or objects:               <ul style="list-style-type: none"> <li>✓ Measuring instruments and correct use</li> <li>✓ Simple formulae to calculate area and volume of regular shapes</li> </ul> </li> <li>• Perform basic calculations associated with money, and time:               <ul style="list-style-type: none"> <li>✓ Simple calculations involving time</li> <li>✓ Conversion of fractions, decimals, and percentages</li> <li>✓ Simple calculations involving money</li> </ul> </li> <li>• Use and create tables and graphs to represent and interpret public information:               <ul style="list-style-type: none"> <li>✓ Key features of everyday tables and graphs</li> <li>✓ Collection, sorting and recording of data in a table</li> <li>✓ Construction and labelling of simple graphs</li> </ul> </li> <li>• Apply simple formulae to solve arithmetic problems in real life contexts:               <ul style="list-style-type: none"> <li>✓ Simple formulae and algebraic expressions, and their use</li> <li>✓ Verification of solutions to simple arithmetic problems</li> </ul> </li> </ul> |
| <p>2. Other requirements</p>            | <ul style="list-style-type: none"> <li>• All candidate module reports completed by Instructor including;           <ol style="list-style-type: none"> <li>a. Observations</li> <li>b. Demonstrations</li> <li>c. Questions and recorded answers</li> </ol> </li> <li>• Completed 2D and 3D diagrammatic sketches</li> <li>• Completed constructed 3D objects</li> <li>• Evidence of correctly completed calculations relating to money and time</li> <li>• Prepared basic data, tables and graphs correctly labelled for values</li> <li>• Evidence of verified use of simple formulae and algebraic expressions relating to           <ul style="list-style-type: none"> <li>✓ Area</li> <li>✓ Perimeter</li> <li>✓ Dimensions of regular and irregular shapes</li> </ul> </li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES  | MINIMUM EVIDENCE REQUIRED  | YES | NO | ASSESSOR COMMENTS |
|---|--|-----|----|-------------------|
| 1. <b>Completed knowledge assessment</b>                                  | The candidate correctly answered all questions in the knowledge assessment on the following topics:  |     |    |                   |
|   | Apply knowledge and conventions of common shapes to represent real life objects:   |     |    |                   |
|   | ✓ Common two and three-dimensional shapes  |     |    |                   |
|   | ✓ Two and three-dimensional shapes and objects in diagrammatic form  |     |    |                   |
|   | ✓ Simple three-dimensional objects   |     |    |                   |
|   | Measure materials or objects:  |     |    |                   |
|   | ✓ Measuring instruments and correct use  |     |    |                   |
|   | ✓ Simple formulae to calculate area and volume of regular shapes   |     |    |                   |
|   | Perform basic calculations associated with money, and time:  |     |    |                   |
|   | ✓ Simple calculations involving time   |     |    |                   |
|   | ✓ Conversion of fractions, decimals, and percentages   |     |    |                   |
|   | ✓ Simple calculations involving money  |     |    |                   |
|   | Use and create tables and graphs to represent and interpret public information:  |     |    |                   |
|   | ✓ Key features of everyday tables and graphs   |     |    |                   |
|   | ✓ Collection, sorting and recording of data in a table   |     |    |                   |
|   | ✓ Construction and labelling of simple graphs  |     |    |                   |
| Apply simple formulae to solve arithmetic problems in real life contexts: |  |     |    |                   |
| ✓ Simple formulae and algebraic expressions, and their use                |  |     |    |                   |
| ✓ Verification of solutions to simple arithmetic problems                 |  |     |    |                   |
| 2. <b>Other requirements</b>  | <ul style="list-style-type: none"> <li>• All candidate module reports completed by Instructor including;               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Completed 2D and 3D diagrammatic sketches</li> <li>• Completed constructed 3D objects</li> <li>• Evidence of correctly completed calculations relating to money and time</li> <li>• Prepared basic data, tables and graphs correctly labelled for values</li> <li>• Evidence of verified use of simple formulae and</li> </ul> |     |    |                   |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <p>algebraic expressions relating to</p> <ul style="list-style-type: none"><li>✓ Area</li><li>✓ Perimeter</li><li>✓ Dimensions of regular and irregular shapes</li></ul> <ul style="list-style-type: none"><li>• Completed work forms</li><li>• Completed job cards</li></ul> |  |  |  |
|--|---|--|--|--|

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |  |
|--------------------------|--|
| <b>instructions</b>      | <p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>• Context of the assessment</li> <li>• List of required tools and equipment.</li> <li>• List of consumable items required during the service</li> </ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a knowledge assessment environment  |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |



|  |   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
|--|---|------------------------------------|--|-------------------------------------|--|----------------------|---------------------|-----------------------------|--|--|--------------|--|----|--|--|--|--|--|--|------|----|--|--|--|--|--|--|------|--|--|--|--|--|--|-------|--|--------|-------------------------------|---------------------------------|--------------------------------------|---------------------|--|--|------------------------------|--|--|
| <b>ASSESSMENT MATERIAL</b><br><b>EVIDENCE GUIDE</b>  | <h2>DEMONSTRATE POSITIVE WORKPLACE ATTITUDE AND BEHAVIOURS</h2>   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| <b>Qualification</b><br>LEN0101.v1<br><b>Level: 1</b><br><b>Credit: 3</b><br><b>Version: 1</b> |   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| <b>CONTENTS</b>  | <ol style="list-style-type: none"><li>1. Assessment Summary and Record</li><li>2. Candidate Assessment</li><li>3. Assessor Judgement Guide</li><li>4. List of required tools/ equipment, material and context of assessment</li></ol>   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| <b>ASSESSMENT AND ASSESSOR DETAILS</b>   | <table style="width: 100%;"><tr><td>Competent <input type="checkbox"/></td><td>Not Yet Competent <input type="checkbox"/></td></tr><tr><td>Assessment <input type="checkbox"/></td><td>Re-Assessment <input type="checkbox"/></td></tr><tr><td>Assessor Name: _____</td><td>Assessor Code _____</td></tr><tr><td>Assessor Signature _____</td><td>Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td colspan="6"></td><td style="text-align: center;">YYYY</td></tr></table></td></tr></table>  | Competent <input type="checkbox"/> | Not Yet Competent <input type="checkbox"/> | Assessment <input type="checkbox"/> | Re-Assessment <input type="checkbox"/> | Assessor Name: _____ | Assessor Code _____ | Assessor Signature _____    | Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td colspan="6"></td><td style="text-align: center;">YYYY</td></tr></table> |  |              |  |    |  |  |  |  |  |  | DD   | MM |  |  |  |  |  |  | YYYY |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Competent <input type="checkbox"/>   | Not Yet Competent <input type="checkbox"/>  |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Assessment <input type="checkbox"/>  | Re-Assessment <input type="checkbox"/>  |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Assessor Name: _____   | Assessor Code _____   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Assessor Signature _____   | Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td colspan="6"></td><td style="text-align: center;">YYYY</td></tr></table>  |                                    |  |                                     |  |                      |                     |                             |  |  |              | DD   | MM |  |  |  |  |  |  | YYYY |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
|  |   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| DD   | MM  |                                    |  |                                     |  |                      |                     | YYYY                        |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| <b>CANDIDATE DETAILS</b>   | <table style="width: 100%;"><tr><td>Candidate Name: _____</td><td style="text-align: center;">First Name</td><td style="text-align: center;">Last Name</td></tr><tr><td>Father Name</td><td colspan="2">_____</td></tr><tr><td>Institute Name and District</td><td colspan="2">_____</td></tr><tr><td>CNIC/BFORM #</td><td colspan="2"><table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr><tr><td>Registration Number issued by Assessment Body:</td><td colspan="2">_____</td></tr><tr><td>Gender</td><td>Male <input type="checkbox"/></td><td>Female <input type="checkbox"/></td><td>Transgender <input type="checkbox"/></td></tr><tr><td>Candidate's Consent</td><td colspan="2">I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.</td></tr><tr><td>Candidate's Signature: _____</td><td colspan="2"></td></tr></table> | Candidate Name: _____              | First Name                                 | Last Name                           | Father Name                            | _____                |                     | Institute Name and District | _____  |  | CNIC/BFORM # | <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  | Registration Number issued by Assessment Body: | _____ |  | Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Transgender <input type="checkbox"/> | Candidate's Consent | I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. |  | Candidate's Signature: _____ |  |  |
| Candidate Name: _____  | First Name  | Last Name                          |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Father Name  | _____   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Institute Name and District  | _____   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| CNIC/BFORM #   | <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>  |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
|  |   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Registration Number issued by Assessment Body:   | _____   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Gender   | Male <input type="checkbox"/>   | Female <input type="checkbox"/>    | Transgender <input type="checkbox"/>       |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Candidate's Consent  | I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.  |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| Candidate's Signature: _____   |   |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |
| <b>ASSESSMENT RESULTS SUMMARY FORM</b>   | You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTTC  |                                    |  |                                     |  |                      |                     |                             |  |  |              |  |    |  |  |  |  |  |  |      |    |  |  |  |  |  |  |      |  |  |  |  |  |  |       |  |        |                               |                                 |                                      |                     |  |  |                              |  |  |



1

## ASSESSMENT SUMMARY & RECORD

| Candidate's Name: ..... |         | Father's Name: ..... |             |                  |   |           |                   |
|-------------------------|---------|----------------------|-------------|------------------|---|-----------|-------------------|
| ACTIVITY                | METHOD  |                      |             | DESIRED OUTCOMES | RESULT  |           |                   |
| NATURE OF ACTIVITY      | WRITTEN | ORAL                 | OBSERVATION | PORTFOLIOS       | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: DEMONSTRATE POSITIVE WORKPLACE ATTITUDE AND BEHAVIOURS   | COMPETENT | NOT YET COMPETENT |
| Knowledge Assessment    | ✓       |                      |             |                  | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>✓ Apply knowledge of positive workplace attitude and behaviors</li> <li>✓ Interact with people in the context of a work environment</li> <li>✓ Assess own professional behavior in a work environment setting</li> </ul> </li> </ul>  |           |                   |
| Other Requirements      |         |                      |             | ✓                | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Apply knowledge of positive workplace attitude and behaviors
- Interact with people in the context of a work environment
- Assess own professional behavior in a work environment setting

| ACTIVITIES                              | CANDIDATE RESPONSE  |
|---|---|
| <p>1. Complete knowledge assessment</p> | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>• Apply knowledge of positive workplace attitude and behaviors:                   <ul style="list-style-type: none"> <li>✓ Correct dress code in a work environment</li> <li>✓ Positive listening skills</li> <li>✓ Concept of work ethic</li> </ul> </li> <li>• Interact with people in the context of a work environment:                   <ul style="list-style-type: none"> <li>✓ Importance of first impression</li> <li>✓ Interaction with people in a work environment setting including dealing with difficult people</li> <li>✓ Customer service practice</li> <li>✓ Confidentiality requirements of work environment</li> </ul> </li> <li>• Assess own professional behavior in a work environment setting:                   <ul style="list-style-type: none"> <li>✓ Influencing factors on personal behaviour in a work environment</li> <li>✓ Code of conduct</li> </ul> </li> </ul> </li> </ul> |
| <p>2. Other requirements</p>            | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>   |

# 3

## ASSESSOR JUDGEMENT GUIDE

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

### INSTRUCTIONS FOR ASSESSOR

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

| ACTIVITIES  | MINIMUM EVIDENCE REQUIRED   | YES/NO | ASSESSOR COMMENTS |
|---|---|--------|-------------------|
| 1. Completed knowledge assessment                                 | The candidate correctly answered all questions in the knowledge assessment on the following topics:   |        |                   |
|   | Apply knowledge of positive workplace attitude and behaviors:   |        |                   |
|   | ✓ Correct dress code in a work environment  |        |                   |
|   | ✓ Positive listening skills   |        |                   |
|   | ✓ Concept of work ethic   |        |                   |
|   | Interact with people in the context of a work environment:  |        |                   |
|   | ✓ Importance of first impression  |        |                   |
|   | ✓ Interaction with people in a work environment setting including dealing with difficult people   |        |                   |
|   | ✓ Customer service practice   |        |                   |
|   | ✓ Confidentiality requirements of work environment  |        |                   |
|   | Assess own professional behavior in a work environment setting:   |        |                   |
| ✓ Influencing factors on personal behaviour in a work environment |   |        |                   |
| ✓ Code of conduct   |   |        |                   |
| 2. Other requirements   | <ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |        |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a knowledge assessment environment   |



|  |   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
|--|---|-----------|------------------------------------|--|-------------------------------------|--|------------------------|-----------------------|----------------------------|---|--|-----------------------------|-------|--|--------------|---|--|--|--|------|----|----|--|--|--|--|--|--|------|--|--|--|--|--|--|--|---|-------|--|--------|--|--|---------------------|--|--|------------------------|-------|--|
| <b>ASSESSMENT MATERIAL</b>   | <h1>CARRY OUT MAINTENANCE PROCEDURES AS BUILDING ELECTRICIAN (HELPER)</h1>  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| <b>EVIDENCE GUIDE</b>  |   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| <b>Qualification</b><br>LEN0101.v1<br><b>Level:</b> 1<br><b>Credit:</b> 9<br><b>Version:</b> 1 |   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| <b>CONTENTS</b>  | 1. Assessment Summary and Record<br>2. Candidate Assessment<br>3. Assessor Judgement Guide<br>4. List of required tools/ equipment, material and context of assessment  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| <b>ASSESSMENT AND ASSESSOR DETAILS</b>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Competent <input type="checkbox"/></td> <td style="width: 50%;">Not Yet Competent <input type="checkbox"/></td> </tr> <tr> <td>Assessment <input type="checkbox"/></td> <td>Re-Assessment <input type="checkbox"/></td> </tr> <tr> <td>Assessor's Name: _____</td> <td>Assessor's Code _____</td> </tr> <tr> <td>Assessor's Signature _____</td> <td>Date <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="6"></td><td style="font-size: 8px;">YYYY</td></tr> </table> </td> </tr> </table>   |           | Competent <input type="checkbox"/> | Not Yet Competent <input type="checkbox"/> | Assessment <input type="checkbox"/> | Re-Assessment <input type="checkbox"/> | Assessor's Name: _____ | Assessor's Code _____ | Assessor's Signature _____ | Date <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="6"></td><td style="font-size: 8px;">YYYY</td></tr> </table> |  |                             |       |  |              |   |  |  |  |      | DD | MM |  |  |  |  |  |  | YYYY |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Competent <input type="checkbox"/>   | Not Yet Competent <input type="checkbox"/>  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Assessment <input type="checkbox"/>  | Re-Assessment <input type="checkbox"/>  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Assessor's Name: _____   | Assessor's Code _____   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
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|  |   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| DD   | MM  |           |                                    |  |                                     |  |                        | YYYY                  |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
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| Candidate's Name:  | _____   | _____     |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
|  | First Name  | Last Name |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Father's Name  | _____   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Institute Name and District  | _____   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
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|  |   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Registration Number issued by Assessment Body :  | _____   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Gender   | Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Candidate's Consent  | I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| Candidate's Signature:   | _____   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| <b>ASSESSMENT RESULTS SUMMARY FORM</b>   | You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC   |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
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| 1. DATE FORM RECEIVED:   | 2. DATE ENTERED INTO DATABASE:  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |
| DD MM YYYY   | DD MM YYYY  |           |                                    |  |                                     |  |                        |                       |                            |   |  |                             |       |  |              |   |  |  |  |      |    |    |  |  |  |  |  |  |      |  |  |  |  |  |  |  |   |       |  |        |  |  |                     |  |  |                        |       |  |

# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             |            | DESIRED OUTCOMES  | RESULT    |                   |
|----------------------|---------|------|-------------|------------|---|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS |   | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   |         |      |             |            | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: CARRY OUT MAINTENANCE PROCEDURES AS BUILDING ELECTRICIAN (HELPER)  |           |                   |
| Knowledge Assessment | ✓       |      |             |            | <ul style="list-style-type: none"> <li>• Answer all questions in the knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>✓ Demonstrate knowledge of preventive maintenance</li> <li>✓ Carry out a preventive maintenance programme</li> <li>✓ Demonstrate safe working procedures</li> </ul> </li> </ul>   |           |                   |
| Other Requirements   |         |      |             | ✓          | <ul style="list-style-type: none"> <li>• All candidate formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Evidence of applying appropriate techniques to solve preventative maintenance problems</li> <li>• Completed learner logbooks</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Demonstrate knowledge of preventive maintenance
- Carry out a preventive maintenance programme
- Demonstrate safe working procedures

| ACTIVITIES                       | CANDIDATE RESPONSE  |
|----------------------------------|---|
| 1. Complete knowledge assessment | <ul style="list-style-type: none"><li>• Answer all questions in the knowledge assessment on the following topics:<ul style="list-style-type: none"><li>✓ Demonstrate knowledge of preventive maintenance procedures</li><li>✓ Describe a preventive maintenance programme</li><li>✓ Demonstrate knowledge of safe working procedures</li></ul></li></ul>  |
| 2. Other requirements            | <ul style="list-style-type: none"><li>• All candidate formative assessments completed by Instructor including:<ul style="list-style-type: none"><li>✓ Observations</li><li>✓ Demonstrations</li><li>✓ Questions and recorded answers</li></ul></li><li>• Evidence of applying appropriate techniques to solve preventative maintenance problems</li><li>• Completed learner logbooks</li><li>• Completed work forms</li><li>• Completed job cards</li></ul> |

# 3

## ASSESSOR JUDGEMENT GUIDE

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

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.  
Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES                        | MINIMUM EVIDENCE REQUIRED   | YES/NO |  | ASSESSOR COMMENTS |
|-----------------------------------|---|--------|--|-------------------|
| 1. Completed knowledge assessment | The candidate correctly answered all questions in the knowledge assessment on the following topics:   |        |  |                   |
|                                   | Demonstrate knowledge of preventive maintenance   |        |  |                   |
|                                   | ✓ Define 'preventive maintenance'   |        |  |                   |
|                                   | ✓ Explain the importance of maintenance   |        |  |                   |
|                                   | Carry out a preventive maintenance programme  |        |  |                   |
|                                   | ✓ Explain preventive maintenance programmes   |        |  |                   |
|                                   | ✓ Follow preventive maintenance programme   |        |  |                   |
|                                   | Demonstrate safe working procedures   |        |  |                   |
|                                   | ✓ Personal protective equipment (PPE)   |        |  |                   |
|                                   | ✓ Documented maintenance procedures   |        |  |                   |
| 2. Other requirements             | <ul style="list-style-type: none"> <li>• All candidate formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Evidence of applying appropriate techniques to solve preventative maintenance problems</li> <li>• Completed learner logbooks</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |        |  |                   |



# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This knowledge assessment will be conducted in a knowledge assessment environment   |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |



|  |  |  |  |                                     |  |                        |                       |                                   |  |                    |  |    |    |    |  |  |  |  |      |  |      |  |  |  |  |  |  |      |  |  |    |  |    |        |  |                     |  |                              |      |  |      |
|--|--|--|--|-------------------------------------|--|------------------------|-----------------------|-----------------------------------|--|--------------------|--|----|----|----|--|--|--|--|------|--|------|--|--|--|--|--|--|------|--|--|----|--|----|--------|--|---------------------|--|------------------------------|------|--|------|
| <b>ASSESSMENT MATERIAL</b><br><br><b>EVIDENCE GUIDE</b>  | <h2>PRODUCE A PLAN FOR CAREER OPTIONS RELATED TO A BUILDING ELECTRICIAN</h2>   |  |  |                                     |  |                        |                       |                                   |  |                    |  |    |    |    |  |  |  |  |      |  |      |  |  |  |  |  |  |      |  |  |    |  |    |        |  |                     |  |                              |      |  |      |
| <b>Qualification</b><br>LEN0101.v1<br><b>Level:</b> 1<br><b>Credit:</b> 2<br><b>Version:</b> 1   |  |  |  |                                     |  |                        |                       |                                   |  |                    |  |    |    |    |  |  |  |  |      |  |      |  |  |  |  |  |  |      |  |  |    |  |    |        |  |                     |  |                              |      |  |      |
| <b>CONTENTS</b>  | 1. Assessment Summary and Record<br>2. Candidate Assessment<br>3. Assessor Judgement Guide<br>4. List of required tools/ equipment, material and context of assessment   |  |  |                                     |  |                        |                       |                                   |  |                    |  |    |    |    |  |  |  |  |      |  |      |  |  |  |  |  |  |      |  |  |    |  |    |        |  |                     |  |                              |      |  |      |
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| <b>ASSESSMENT RESULTS SUMMARY FORM</b>   | You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC  |  |  |                                     |  |                        |                       |                                   |  |                    |  |    |    |    |  |  |  |  |      |  |      |  |  |  |  |  |  |      |  |  |    |  |    |        |  |                     |  |                              |      |  |      |
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# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY             | METHOD  |      |             |            | DESIRED OUTCOMES   | RESULT    |                   |
|----------------------|---------|------|-------------|------------|--|-----------|-------------------|
|                      | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS |  | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY   |         |      |             |            | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PRODUCE A PLAN FOR CAREER OPTIONS RELATED TO A BUILDING ELECTRICIAN   |           |                   |
| Knowledge Assessment |         | ✓    |             |            | <ul style="list-style-type: none"> <li>✓ Answer all questions in the oral knowledge assessment on the following topics:               <ul style="list-style-type: none"> <li>○ Gather information for a personal profile</li> <li>○ Produce a plan for achieving future direction</li> </ul> </li> </ul>   |           |                   |
| Other Requirements   |         |      |             | ✓          | <ul style="list-style-type: none"> <li>• Provide candidate formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Completed learner logbooks</li> <li>• Completed career plan as Building Electrician</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |           |                   |

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete this assessment on the following topics:

- Gather information for a personal profile
- Produce a plan for achieving future direction

| ACTIVITIES                                   | CANDIDATE RESPONSE  |
|--|---|
| <p>1. Complete oral knowledge assessment</p> | <p>Answer all questions in the oral knowledge assessment on this topic:</p> <ul style="list-style-type: none"> <li>• Gather information for a personal profile               <ul style="list-style-type: none"> <li>✓ How did you gather information relevant to own future directions decision-making?</li> <li>✓ How did you identify options compatible with personal profile?</li> <li>✓ How did you investigate sources of current career information in terms of planning for future directions?</li> <li>✓ How did you select information sufficient and relevant to the identified options in terms of producing a plan for future directions?</li> <li>✓ How did you prioritise and justify options on the basis of gathered information?</li> </ul> </li> </ul>     |
| <p>2. Provide other requirements</p>         | <ul style="list-style-type: none"> <li>• Provide candidate formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• Completed learner logbooks</li> <li>• Completed career plan as Building Electrician which includes:               <ul style="list-style-type: none"> <li>✓ Short-term goals</li> <li>✓ Long-term goals</li> <li>✓ Milestones</li> <li>✓ Completion date</li> <li>✓ Criteria for review</li> <li>✓ Time period</li> <li>✓ Career plan as Building Electrician includes identified information sources</li> </ul> </li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name:

Father's Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES                             | MINIMUM EVIDENCE REQUIRED   | YES/NO |  | ASSESSOR COMMENTS |
|--|---|--------|--|-------------------|
| 1. Completed oral knowledge assessment | The candidate correctly answered all questions in the oral knowledge assessment on the following topics:  |        |  |                   |
|  | Gather information for a personal profile   |        |  |                   |
|  | ✓ How did you gather information relevant to your own decision-making on future directions?   |        |  |                   |
|  | ✓ How did you identify options compatible with your personal profile?   |        |  |                   |
|  | ✓ How did you investigate sources of current career information to help you plan for your career?   |        |  |                   |
|  | ✓ How did you select information sufficient and relevant to the identified options to help you produce a plan for a career?   |        |  |                   |
| 2. Other requirements                  | <ul style="list-style-type: none"> <li>• Provide candidate formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• Completed learner logbooks</li> <li>• Completed career plan as Building Electrician which includes:               <ul style="list-style-type: none"> <li>○ Short-term goals</li> <li>○ Long-term goals</li> <li>○ Milestones</li> <li>○ Completion date</li> <li>○ Criteria for review</li> <li>○ Time period</li> </ul> </li> <li>• Career plan as Building Electrician includes identified information sources</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul> |        |  |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |   |
|--------------------------|---|
| <b>Instructions</b>      | This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul> |
| 1. Context of Assessment | This oral knowledge assessment will be conducted in a classroom or workplace environment  |

| 2. List of consumable items required |                                     |          |
|--------------------------------------|-------------------------------------|----------|
| S. No                                | Consumable and non-consumable Items | Quantity |
| 1                                    | A 4 Papers                          | 05 each  |
| 2                                    | Led Pencil's                        | 05 each  |
| 3                                    | Eraser                              | 05 each  |
| 4                                    | Sharpener                           | 05 each  |
| 5                                    | Ruler                               | 05 each  |
| 6                                    | Highlighter                         | 05 each  |



|  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
|--|--|--|--|-------------------------------------|--|------------------------|-----------------------|-----------------------------------|--|--------------------|---|----|----|----|--|--|------|------|------|----|--|--|--|--|--|------|--|--|--|--|--|----|--------|--|---------------------|--|------------------------------|------|--|------|--|--|--|
| <b>ASSESSMENT MATERIAL</b>   | <h1>PERFORM CORRECTIVE MAINTENANCE AS PART OF ELECTRICAL OPERATIONS</h1>   |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>EVIDENCE GUIDE</b>  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>Qualification</b><br>LEN0112.v1<br><b>Level:</b> 3<br><b>Credit:</b> 15<br><b>Version:</b> 1  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>CONTENTS</b>  | 1. Assessment Summary and Record<br>2. Candidate Assessment<br>3. Assessor Judgement Guide<br>4. List of required tools/ equipment, material and context of assessment   |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>ASSESSMENT AND ASSESSOR DETAILS</b>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Competent <input type="checkbox"/></td> <td style="width: 50%;">Not Yet Competent <input type="checkbox"/></td> </tr> <tr> <td>Assessment <input type="checkbox"/></td> <td>Re-Assessment <input type="checkbox"/></td> </tr> <tr> <td>Assessor's Name: _____</td> <td>Assessor's Code _____</td> </tr> <tr> <td>Assessor's Signature _____</td> <td>Date <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="4"></td><td style="font-size: 8px;">YYYY</td><td colspan="3"></td></tr> </table> </td> </tr> </table>   | Competent <input type="checkbox"/>   | Not Yet Competent <input type="checkbox"/> | Assessment <input type="checkbox"/> | Re-Assessment <input type="checkbox"/> | Assessor's Name: _____ | Assessor's Code _____ | Assessor's Signature _____        | Date <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="4"></td><td style="font-size: 8px;">YYYY</td><td colspan="3"></td></tr> </table> |                    |   |    |    |    |  |  |      |      |      | DD | MM   |  |  |  |  | YYYY |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Competent <input type="checkbox"/>   | Not Yet Competent <input type="checkbox"/>   |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Assessment <input type="checkbox"/>  | Re-Assessment <input type="checkbox"/>   |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Assessor's Name: _____   | Assessor's Code _____  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
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|  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| DD   | MM   |  |  |                                     |  | YYYY                   |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>CANDIDATE DETAILS</b>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Candidate's Name: _____</td> <td style="width: 50%;">_____</td> </tr> <tr> <td style="font-size: 8px; text-align: center;">First Name</td> <td style="font-size: 8px; text-align: center;">Last Name</td> </tr> <tr> <td>Father's Name _____</td> <td></td> </tr> <tr> <td>Institute Name and District _____</td> <td></td> </tr> <tr> <td>CNIC/BFORM # _____</td> <td><table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> </tr> <tr> <td>Registration Number issued by assessment Body: _____</td> <td></td> </tr> <tr> <td>Gender</td> <td>Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/></td> </tr> <tr> <td>Candidate's Consent</td> <td>I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.</td> </tr> <tr> <td>Candidate's Signature: _____</td> <td></td> </tr> </table> | Candidate's Name: _____  | _____                                      | First Name                          | Last Name                              | Father's Name _____    |                       | Institute Name and District _____ |  | CNIC/BFORM # _____ | <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  | Registration Number issued by assessment Body: _____ |    | Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> | Candidate's Consent | I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. | Candidate's Signature: _____ |      |  |      |  |  |  |
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| First Name   | Last Name  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Father's Name _____  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Institute Name and District _____  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
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|  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Registration Number issued by assessment Body: _____   |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| Gender   | Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>   |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
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| Candidate's Signature: _____   |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>ASSESSMENT RESULTS SUMMARY FORM</b>   | You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| <b>NAVTTCC OFFICE ONLY</b>   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="4"></td><td style="font-size: 8px;">YYYY</td><td colspan="3"></td></tr> </table> </td> <td style="width: 50%;">2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="4"></td><td style="font-size: 8px;">YYYY</td><td colspan="3"></td></tr> </table> </td> </tr> </table>   | 1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="4"></td><td style="font-size: 8px;">YYYY</td><td colspan="3"></td></tr> </table> |  |                                     |  |                        |                       |                                   |  |                    |   |    | DD | MM |  |  |      |      | YYYY |    |  |  | 2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr> <td style="font-size: 8px;">DD</td><td style="font-size: 8px;">MM</td><td colspan="4"></td><td style="font-size: 8px;">YYYY</td><td colspan="3"></td></tr> </table> |  |  |      |  |  |  |  |  |    |        | DD   | MM                  |  |                              |      |  | YYYY |  |  |  |
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|  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| DD   | MM   |  |  |                                     |  | YYYY                   |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
|  |  |  |  |                                     |  |                        |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |
| DD   | MM   |  |  |                                     |  | YYYY                   |                       |                                   |  |                    |   |    |    |    |  |  |      |      |      |    |  |  |  |  |  |      |  |  |  |  |  |    |        |  |                     |  |                              |      |  |      |  |  |  |

# 1

## ASSESSMENT SUMMARY & RECORD

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

| ACTIVITY                      | METHOD  |      |             |            | DESIRED OUTCOMES   | RESULT    |                   |
|-------------------------------|---------|------|-------------|------------|--|-----------|-------------------|
|                               | WRITTEN | ORAL | OBSERVATION | PORTFOLIOS |  | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY            |         |      |             |            | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM CORRECTIVE MAINTENANCE AS PART OF ELECTRICAL OPERATIONS   |           |                   |
| Practical skill demonstration |         |      | ✓           |            | <ul style="list-style-type: none"> <li>Plan and prepare for corrective maintenance of main Distribution Box</li> <li>Perform troubleshooting after necessary testing at Distribution Box</li> <li>Carry out corrective maintenance at Distribution Box</li> </ul>  |           |                   |
| Knowledge Assessment          |         | ✓    |             |            | <ul style="list-style-type: none"> <li>Answer any questions your assessor may have for you during the practical skill demonstration</li> </ul>   |           |                   |
| Other Requirements            |         |      |             | ✓          | <ul style="list-style-type: none"> <li>All candidate formative assessments completed by Instructor including;                             <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>All work produced as module projects and assignments</li> <li>Completed learner logbooks</li> <li>Completed work records</li> </ul> |           |                   |



# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following practical tasks within set timeframe on the following topics:

- Prepare Plan for corrective maintenance of main Distribution Box, appliances, fixtures.
- Perform troubleshooting after necessary testing at Distribution Box.
- Carry out corrective maintenance at Distribution Box.

| ACTIVITIES  | CANDIDATE RESPONSE   |
|---|--|
| <p><b>1. Complete practical skill demonstration</b></p> | <p>During a practical assessment, under observation by an assessor, I will correctly by:</p> <ul style="list-style-type: none"> <li>• Prepare Plan for corrective maintenance of main Distribution Box, appliances, fixtures.               <ul style="list-style-type: none"> <li>✓ Identifying and obtaining safety and other regulatory requirements for maintenance</li> <li>✓ Interpreting circuit diagrams to make plan of corrective maintenance.</li> <li>✓ Identifying and selecting tools and equipment for corrective maintenance of main Distribution Box, appliances, fixtures.</li> </ul> </li> <li>• Perform troubleshooting of main Distribution Box, appliances, fixtures:               <ul style="list-style-type: none"> <li>✓ Checking for safety hazards</li> <li>✓ Carrying out diagnostic procedures</li> <li>✓ Identifying faulty parts and/or equipment</li> <li>✓ Analysing system fault</li> </ul> </li> <li>• Carry out corrective maintenance of main Distribution Box, appliances, fixtures:               <ul style="list-style-type: none"> <li>✓ Dismantling faulty parts or components</li> <li>✓ Replacing or repairing faulty parts or components</li> <li>✓ Performing commissioning</li> <li>✓ Completing work related documents and procedures</li> <li>✓ Performing final quality inspection</li> <li>✓ Cleaning up and storing tools, equipment and materials</li> </ul> </li> </ul> |
| <p><b>2. Complete knowledge assessment</b></p>          | <p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>   |
| <p><b>3. Other requirements</b></p>                     | <ul style="list-style-type: none"> <li>• All candidate formative assessments completed by Instructor including;           <ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Demonstrations</li> <li>✓ Questions and recorded answers</li> </ul> </li> <li>• All work produced as module projects and assignments</li> <li>• Completed learner logbooks</li> <li>• Completed work records</li> </ul>   |



# 3

## ASSESSOR JUDGEMENT GUIDE

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

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.  
 .Oral questioning may be used to clarify candidate understanding of the topic and its application.

| ACTIVITIES  | MINIMUM EVIDENCE REQUIRED  | YES/NO |  | ASSESSOR COMMENTS |
|---|--|--------|--|-------------------|
| <b>1. Completed practical skill demonstration</b>   | During a practical assessment, under observation by an assessor, the candidate correctly carried out by:   |        |  |                   |
| Prepare Plan for corrective maintenance of main Distribution Box, appliances, and fixtures. | Identifying and obtaining safety and other regulatory requirements for maintenance   |        |  |                   |
|   | Interpreting circuit diagrams to make plan of corrective maintenance.  |        |  |                   |
|   | Identifying and selecting tools and equipment for corrective maintenance of main Distribution Box, appliances, fixtures.   |        |  |                   |
| Perform troubleshooting of main Distribution Box, appliances, fixtures                      | Checking for safety hazards  |        |  |                   |
|   | Carrying out diagnostic procedures   |        |  |                   |
|   | Identifying faulty parts and/or equipment  |        |  |                   |
|   | Analysing system fault   |        |  |                   |
| Carry out corrective maintenance of main Distribution Box, appliances, fixtures:            | Dismantling faulty parts or components   |        |  |                   |
|   | Replacing or repairing faulty parts or components  |        |  |                   |
|   | Performing commissioning   |        |  |                   |
|   | Completing work related documents and procedures   |        |  |                   |
|   | Performing final quality inspection  |        |  |                   |
|   | Cleaning up and storing tools, equipment and materials   |        |  |                   |
| <b>2. Knowledge assessment</b>  | <p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i></p>  |        |  |                   |
| <b>3. Other requirements</b>  | <ul style="list-style-type: none"> <li>• All candidate formative assessments completed by Instructor including;                             <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• All work produced as module projects and assignments</li> <li>• Completed learner logbooks</li> <li>• Completed work records</li> </ul> |        |  |                   |

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

|                          |  |
|--------------------------|--|
| <b>Instructions</b>      | <p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>• Context of the assessment</li> <li>• List of required tools and equipment.</li> <li>• List of consumable items required during the service</li> </ul> |
|                          | This practical skill demonstration will be conducted in a Building Electrician's lab/workshop environment  |
| 1. Context of Assessment | The Assessor will select the required tools, equipment and consumables from the list below for the assessment  |

| S. No | Consumable and non-consumable Items              | Quantity |
|-------|--|----------|
| 1     | Pointer (Red , Yellow , Blue)                    | 05 each  |
| 2     | Knowledge assessment including space for answers | 05 each  |
| 3     | Personal protective equipment                    | 05 each  |
| 4     | Fire extinguishers                               | 01 each  |
| 5     | First aid box                                    | 01 each  |
| 6     | Adjustable wrench                                | 05 each  |
| 7     | Amp meter  | 05 each  |
| 8     | AVO meter  | 05 each  |
| 9     | Batteries  | 02 each  |
| 10    | Battery charger                                  | 01 each  |
| 11    | Bench vice                                       | 05 each  |
| 12    | Ceiling hole cutter                              | 05 each  |
| 13    | Charge controller                                | 01 each  |
| 14    | Chisel   | 01 each  |
| 15    | Clamp on meter                                   | 05 each  |
| 16    | Compass  | 05 each  |
| 17    | Cutter   | 05 each  |
| 18    | Drill machine                                    | 02 each  |
| 19    | Earth tester meter                               | 02 each  |
| 20    | Extension board                                  | 02 each  |
| 21    | File set   | 05 each  |
| 22    | Inter changeable screw driver                    | 05 each  |
| 23    | Gloves   | 05 each  |
| 24    | Goggles  | 05 each  |
| 25    | Grinder  | 02 each  |
| 26    | Hammer   | 05 each  |
| 27    | Hand drill machine                               | 02 each  |
| 28    | Helmet   | 05 each  |
| 29    | Herts meter                                      | 05 each  |
| 30    | Hacksaw  | 05 each  |
| 31    | Knife (cable)                                    | 05 each  |
| 32    | Level  | 05 each  |
| 33    | L-key set  | 05 each  |
| 34    | Lock pliers                                      | 05 each  |
| 35    | Measuring tape                                   | 05 each  |
| 36    | Mega meter (Analogue & Digital)                  | 02 each  |
| 37    | Micrometer                                       | 02 each  |
| 38    | Multimeter                                       | 05 each  |
| 39    | Number punch                                     | 02 each  |
| 40    | Phase sequence meter                             | 02 each  |
| 41    | Pipe cutter                                      | 05 each  |
| 42    | Pipe vice  | 02 each  |
| 43    | Pipe wrench                                      | 05 each  |
| 44    | Pliers set                                       | 05 each  |

|    |  |                    |
|----|--|--------------------|
| 45 | Punching tool (Networking /Telephone)        | 05 each            |
| 46 | Ratchet set                                  | 05 each            |
| 47 | Safety boots                                 | 05 each            |
| 48 | Scissor                                      | 05 each            |
| 49 | Screw driver set                             | 05 each            |
| 50 | Soldering iron                               | 05 each            |
| 51 | Spanner set                                  | 05 each            |
| 52 | Steel scale                                  | 05 each            |
| 53 | Wire stripper                                | 05 each            |
| 54 | Grip pliers                                  | 05 each            |
| 55 | PVC Wire 3/.029                              | 01 coil            |
| 56 | PVC Wire 7/.029                              | 01 coil            |
| 57 | PVC Wire 7/.044                              | 01 coil            |
| 58 | PVC Wire 1/.044                              | 01 coil            |
| 59 | Magnetic conductor                           | 10 nos             |
| 60 | Over load relay (as required current rating) | 10 nos             |
| 61 | Circuit breaker                              | 10 nos             |
| 62 | Main switch                                  | 05 nos             |
| 63 | Fuses (Different Current Ratings)            | 05 nos             |
| 64 | PVC pipe (Different Sizes)                   | 200 ft             |
| 65 | Single pole switch                           | 12 nos             |
| 66 | Two way switch                               | 12 nos             |
| 67 | 3 / 2 / pin socket                           | 12 nos each        |
| 68 | PVC Duct                                     | As per requirement |
| 69 | Lamp Holders                                 | As per requirement |
| 70 | PVC Board (Different Sizes)                  | As per requirement |



ASSESSMENT  
MATERIAL

EVIDENCE  
GUIDE

Qualification code:

LEN0101.v1

Level: 1

Credit: 40

Version: 1

## Apply Building Electrician (Helper) skills for solar PV systems

CONTENTS

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

ASSESSMENT AND  
ASSESSOR  
DETAILS

Competent

Not Yet Competent

Assessment

Re-Assessment

Assessor Name: \_\_\_\_\_

Assessor Code \_\_\_\_\_

Assessor Signature \_\_\_\_\_

Date

|    |    |      |  |  |  |  |  |  |  |
|----|----|------|--|--|--|--|--|--|--|
|    |    |      |  |  |  |  |  |  |  |
| DD | MM | YYYY |  |  |  |  |  |  |  |

CANDIDATE  
DETAILS

Candidate Name: \_\_\_\_\_

First Name

Last Name

Father Name \_\_\_\_\_

Institute Name and  
District \_\_\_\_\_

CNIC #

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

OR

Registration Number: \_\_\_\_\_

Gender

Male

Female

Candidate Consent

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

Candidate Signature: \_\_\_\_\_

ASSESSMENT  
RESULTS  
SUMMARY FORM

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

NAVTTC OFFICE ONLY

1. DATE FORM  
RECEIVED:

|    |    |      |  |  |  |  |  |  |  |
|----|----|------|--|--|--|--|--|--|--|
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2. DATE ENTERED INTO  
DATABASE:

|    |    |      |  |  |  |  |  |  |  |
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|    |    |      |  |  |  |  |  |  |  |
| DD | MM | YYYY |  |  |  |  |  |  |  |

# 1

## ASSESSMENT SUMMARY AND RECORD

| ACTIVITY                | METHOD  |      |           |             | DESIRED OUTCOMES  | RESULT    |                   |
|-------------------------|---------|------|-----------|-------------|---|-----------|-------------------|
|                         | WRITTEN | ORAL | PORTFOLIO | OBSERVATION |   | COMPETENT | NOT YET COMPETENT |
| NATURE OF ACTIVITY      |         |      |           |             | DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF:<br>APPLY BUILDING ELECTRICIAN (HELPER) SKILLS FOR SOLAR PV SYSTEMS   |           |                   |
| Practical final project |         |      |           | ✓           | Final project brief related to the Building Electrician (Helper) skills for solar PV systems: <ul style="list-style-type: none"> <li>Wear and use personal protective equipment for building electrical wiring.</li> <li>Collect data and information for install wiring of client (assessor/trainee may like as a client).</li> <li>Perform Role play against electric shock in building wiring.</li> <li>Identify different electrical safety signs for building wiring as per annex 1</li> <li>Select tools and equipment for preventive maintenance as per annex 2</li> </ul> |           |                   |
| Knowledge assessment    | ✓       | ✓    |           |             | <ul style="list-style-type: none"> <li>Answer all questions Assessment Panel will have following oral presentation of completed final project brief</li> </ul>  |           |                   |
| Other requirements      |         |      |           | ✓           | <ul style="list-style-type: none"> <li>All completed course assignments and projects, and formative assessments</li> <li>Oral presentation of final project to assessment panel</li> <li>Completed plan for career options related to a Building Electrician</li> </ul>   |           |                   |

# 2

## CANDIDATE ASSESSMENT

Candidate Name..... Father Name .....

ALL WORK ASSESSED FOR THESE COMPETENCY STANDARDS MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to:

- Wear and use personal protective equipment for building electrical wiring.
- Collect data and information for install wiring of client (assessor/trainee may like as a client).
- Perform Role play against electric shock in building wiring.
- Identify different electrical safety signs for building wiring as per annex 1
- Select tools and equipment for preventive maintenance as per annex 2

| ACTIVITIES  | CANDIDATE RESPONSE  |
|---|---|
| <p><b>1. Complete project brief of applying Building Electrician (helper) skills for solar PV systems under observation by Instructor</b></p> | <p>During a practical assessment ,under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> <li>• Wear and use personal protective equipment for building wiring as per annex 1.               <ul style="list-style-type: none"> <li>✓ Identify different personal protective equipment for building wiring.</li> <li>✓ Select personal protective equipment for building wiring.</li> <li>✓ Wear personal protective equipment for building wiring.</li> </ul> </li> <li>• Collect data and information for install wiring from client (assessor/trainee may like as a client).               <ul style="list-style-type: none"> <li>✓ Identify types of load (single phase, three phase) for building wiring.</li> <li>✓ Calculate the room load as per requirement of client.</li> <li>✓ Calculate wiring points as per requirement.</li> </ul> </li> <li>• Perform Role play against electric shock in building wiring.               <ul style="list-style-type: none"> <li>✓ Identify major hazards against electric shock in building</li> <li>✓ Perform preventive measures against electric shock.</li> <li>✓ Apply first aid methods.</li> </ul> </li> <li>• Identify different electrical safety signs for building wiring as per annex 2.</li> <li>• Select tools and equipment for preventive maintenance as per annex 3.</li> </ul> |
| <p><b>2-other requirements</b></p>  |   |
| <p><b>4. Answer all questions of Assessor Panel</b></p>   | <p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p><i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i></p>   |



# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name ..... Father Name .....

### INSTRCTIONS FOR ASSESSMENT PANEL

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

| ACTIVITIES   | MINIMUM EVIDENCE REQUIRED  | YES/NO | ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE |
|--|--|--------|--|
| <b>1. Present portfolio of evidence</b>  | Portfolio of evidence includes:  |        |  |
| <b>Wear and use personal protective equipment for building wiring. Annex 1.</b>                              | Identify different personal protective equipment for building wiring. Annex 1.<br>Select personal protective equipment for Building wiring.<br>Wear personal protective equipment for building wiring  |        |  |
| <b>Collect data and information for install wiring from client (assessor/ trainee may like as a client).</b> | Identify types of load (single phase, three phase) for building wiring.<br>Calculate the room load as per requirement of client<br>Calculate wiring points as per requirement.   |        |  |
| <b>Perform Role play against electric shock in building wiring.</b>  | Identify major hazards against electric shock in building<br>Perform preventive measures against electric shock.<br>Apply first aid methods.   |        |  |
| <b>Identify different electrical safety signs for building wiring as per annex 2.</b>                        | Identify different electrical safety signs for building wiring as per annex 2.   |        |  |
| <b>Select tools and equipment for preventive maintenance as per annex 3</b>                                  | Select tools and equipment for preventive maintenance as per annex- 3  |        |  |
| <b>3. Presented completed project to Assessment Panel</b>  | Oral presented project brief and completed project work to Assessment Panel.<br>Presentation included: <ul style="list-style-type: none"> <li>Requirements of brief</li> <li>Planning and preparation of project</li> <li>Problems encountered and how they were dealt with</li> <li>Project outcome/s</li> <li>Lessons learnt from undertaking project (reflective thinking)</li> <li>Presentation to take no longer than 10 minutes</li> </ul> |        |  |
| <b>4. Answered all questions of Assessor Panel</b>   | Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.<br><br><i>Assessor Panel to document below all questions</i>   |        |  |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <p><i>asked and candidate answers. Use extra sheets if required and attached here.</i></p> <p>Select personal protective equipment for drilling</p> |  |  |  |
|--|---|--|--|--|

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

### Instructions

- This section contains information regarding;
- Context of the assessment
  - List of required tools and equipment's.
  - List of consumable items required during the service

#### 1. Context of Assessment

This task will be performed in Building Electrician's workshop environment.

Required tools, equipment and consumables will vary according to project brief.

#### 2. List of tools and equipment required

| S. No | Name of Items ( tools and equipment's)     | Quantity |
|-------|--|----------|
| 1     | Safety Hamlet                              | 5        |
| 2     | High Insulated Rubber Hand Gloves          | 5        |
| 3     | Insulated Work Bench                       | 5        |
| 4     | Drawing Board                              | 5        |
| 5     | safety shoes                               | 5        |
| 6     | Safety Eyes Glass                          | 5        |
| 7     | Insulated Rubber Mat                       | 5        |
| 8     | Fire bucket                                | 5        |
| 9     | Fire blanket                               | 5        |
| 10    | Personal protective equipment and clothing | 5        |
| 11    | Safety signage                             | 5 sets   |
| 12    | Fire extinguisher                          | 5        |

#### 3. List of consumable items required

| S. No | Consumable Items          | Quantity |
|-------|---------------------------|----------|
| 1     | Documents Related Drawing | 5        |
| 2     | Led Pencil                | 5        |
| 3     | Papers for Drawing        | 5        |
| 4     | Rubber                    | 5        |
| 5     |                           | 5        |

## Personal protective equipment's signs



**Safety signs**

