

ELECTRICAL- ELECTRONIC ASSEMBLY

Assessment Package

National Vocational
Certificate Level 1

Version 1 - December 2014

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December, 2014

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ELECTRICAL- ELECTRONIC ASSEMBLY

Assessment Package

National Vocational
Certificate Level 1

Version 1 - December 2014

Electrical-Electronic Assembler (Level-1)
KNOWLEDGE ASSESSMENT TEST
(Maintain Safety, Health and Cleanliness)

Credit: 06 Version: 1

Candidate Name: Father's Name:
Registration No: Date: Time Allowed: 30 minutes
Training Institution:.....

Instructions to Candidates:
You must answer all questions.

1) Short circuit can cause

- A) Fire
- B) Injury
- C) Cooling
- D) Both A&B

2) Types of electrical hazards?

- A) Direct
- B) Indirect
- C) Both a & b
- D) None

3) Flow of electrons is called?

- A) Voltage
- B) Current
- C) Power
- D) None of them

4) Water is used to extinguish _____ fire

- A) Wood & Paper
- B) Petroleum
- C) Short circuit
- D) Chemical

5) Electrical hazards may cause

- A) Electrical short circuit
- B) Electrical Equipment damage
- C) Both a & b
- D) None of above

Short Questions & Answers

Q1. What are types of electrical hazards at a work place?

Ans.

- Electrical shock
- Short circuit
- Fire

Q2. How you can be protected from electrical Hazards?

Ans. Use safety signs, safety symbols or accidental prevention tags to warn others about electrical Hazards which may endanger them.

Q3. Why cleanliness is important at work place?

Ans: Cleanliness is important for the health & safety of workers and work place.

Q4. Is it important to keep the equipment at proper place?

Ans: Yes, it is important because Hazards do not occur during the work if equipment is kept at proper place.

Q5. Why we have to follow the emergency procedures?

Ans: In case of any emergency like short circuit, fire can burn the equipment, humans and also damage the work place, so emergency exit and procedure are important.

Electrical-Electronic Assembler (Level-1)
KNOWLEDGE ASSESSMENT TEST
(Communicate in Different Work Contexts)

Credit: 03 Version: 1

Candidate Name: Father's Name:
Registration No: Date: Time Allowed: 30 minutes
Training Institution:.....

Instructions to Candidates:
You must answer all questions.

1) What are different types of communication?

- A) Verbal
- B) Non-Verbal
- C) Both a & b**
- D) None of them

2) How many types of communications are there?

- A) One
- B) Two**
- C) Three
- D) Four

3) Which device is not used in electronic communication?

- A) Mobile Phone
- B) Telephone
- C) Transformer**
- D) TV network

4) Which of them is a communication device?

- A) Computer Modem
- B) Network interface Card (NIC)
- C) Wi-Fi device
- D) All of them**

5) Gestures and postures are a type of_____ communication?

- A) Verbal
- B) Non Verbal**
- C) Both A&B
- D) None

Short Questions & Answers

Q1. What is communication?

Ans: Communication is the simple act of transferring information from one person to another person.

Q2. Enlist the types of verbal communication Non verbal communication?

Ans:

1: Verbal communication

- Face to Face communication.
- Telephonic communication.
- Radio or Television communication.

2: Non Verbal Communication

- Body Language
- Gesture

Q3. What is the function of communication device?

Ans: A communication device is a hardware capable of transmitting an analog or digital signal over the telephone or communication wire.

Q4. What is the purpose of instruction?

Ans: The purpose of instruction is to help people in learning. The goal of instruction designer is to make learning easier, quicker and more enjoyable.

Q5.What are the methods of the official correspondence

Ans: correspondence consists of memos, letter and electronic mail.

Electrical-Electronic Assembler (Level-1)

KNOWLEDGE ASSESSMENT TEST

(Apply a Problem Solving Method)

Credit: 06

Version: 1

Candidate Name: Father's Name:

Registration No: Date: Time Allowed: 30 minutes

Training Institution:.....

Instructions to Candidates:

You must answer all questions.

1) What is a problem?

- A) Situation to be handled
- B) Matter to be solved
- C) Both a & b
- D) None

2) Problem solving methods are?

- A) Brain Storming
- B) Pros & Cons
- C) Ideal
- D) Research
- E) All of above

3) If a problem occurs one should_____

- A) Try to solve it
- B) Ignore it
- C) Start crying
- D) None

4) First step in process of problem solving is to _____?

- A) Design a solution
- B) Define a problem
- C) Practicing solution
- D) Organizing data

5) Last step in process of problem solving is_____?

- A) Design a solution
- B) Define problem

- C) Organizing data
- D) Practicing solution

Short Questions & Answers

Q1. What is a problem?

Ans: A question raised for inquiry, consideration, or solution which is a source of trouble or worry.

Q2. Enlist the major types of problem solving methods.

Ans: There are four types of problem solving methods

- Brain Storming
- Pros & Cons
- Ideal
- Research

Q3. Define the Brain storming technique

Ans: Brainstorming is a process in which mind is forced to think, it is the name given to a situation when a group of people meet to generate new ideas around a specific area of interest.

Q4. Define Research?

Ans:

A creative work undertaken on a systematic basis in order to increase the stock of knowledge.

Q5. How can you apply the problem solving methods?

Ans: Check the nature of problem and after judging it; decide which method is best to solve this problem.

Electrical-Electronic Assembler (Level-1)

KNOWLEDGE ASSESSMENT TEST

(Apply Basic Reading, Writing and Speaking Skills in English in
Different Life Contexts)

Credit: 06

Version: 1

Candidate Name: Father's Name:
Registration No: Date: Time Allowed: 30 minutes
Training Institution:.....

Instructions to Candidates:

You must answer all questions.

- 1) There are _____ basic skills in English language?
A) Two
B) Five
C) One
D) **Four**

- 2) Which is the best combination of Basic English Language skills?
A) Reading & Listening
B) Writing & Reading
C) **Reading, Writing, Listening & Speaking**
D) None of them

- 3) Set of separate words are ____?
A) Keyword
B) Sentence
C) **Key phrase**
D) All of above

- 4) Corrections and modifications can be performed using_____
A) Planning Process
B) **Editing Process**
C) Drafting Process
D) All of above

- 5) ____is a process of preparing a preliminary vision of a document
E) Planning Process
F) Editing Process

G) Drafting Process

H) All of above

Short Questions & Answers

Q1. What are basic skill in English, enlist their names?

Ans: There are four basic skills in English.

- Reading
- Writing
- Speaking
- Listing

Q2. What is the importance of written text?

Ans: Writing at the start of any work saves considerable time and make presentation easy.

Q3. Write the Difference between keywords and key phrases?

Ans:

Keyword means one single word.

Key Phrases mean a set of separate words that build a phrase.

Q4. What are the methods of writing simple English?

Ans:

- Use the simplest words
- Change to active voice
- Look for Basic English verb in past, present or future only

Q5. Differentiate between planning, drafting and editing process?

Ans:

- The process of making plans for something
- Prepare a preliminary version of document
- Editing is the process of selecting and preparing the written text, Visual and audible information

Q6. Differentiate between Summarizing and paraphrasing?

Ans:

Summarizing involves putting the main idea into our own words including the main point.

Paraphrasing material is usually shorter than the original passage taking a somewhat broader segment of the source and condensing it slightly

Electrical-Electronic Assembler (Level-1)

KNOWLEDGE ASSESSMENT TEST

(Apply Basic Numeracy Skills in Different Life Contexts)

Credit: 05

Version: 1

Candidate Name: Father's Name:

Registration No: Date: Time Allowed: 30 minutes

Training Institution:.....

Instructions to Candidates:

You must answer all questions.

- 1) Numeracy skills consist of -----?
 - A) Communication skills
 - B) Advisory skill
 - C) Fundamental arithmetic
 - D) None of them

- 2) How many types of common shapes?
 - A) Two
 - B) Three
 - C) Four
 - D) Five

- 3) _____ is major difference between two dimensional & three dimensional shapes?
 - A) Length
 - B) Depth
 - C) Width
 - D) Length & Width

- 4) Measurement parameter of electrical devices are _____?
 - A) Length & Width
 - B) Binary & Hexa decimal
 - C) Voltage & Current
 - D) All of above

- 5) Fraction types are ____
 - A) Mixed Fraction
 - B) Proper Fraction
 - C) Improper Fraction
 - D) Both b & c

Short Questions & Answers

Q1. What are Numeracy skills?

Ans: Numeracy skills consist of comprehending fundamental arithmetic like addition, subtraction, multiplication and division.

Q2. How many types of common shapes and also mention the difference between types?

Ans: There are two common types of shapes

- Two dimensional
- Three dimensional

A Two dimensional shapes has length and width

However, three dimensional shapes has length, width and also depth

Q3. Types of electrical instruments and purpose of measuring instruments?

Ans: There are five major types of electrical instruments

- Multi-meter
- Clamp on meter
- Power factor meter
- Frequency meter
- Watt-meter

The purpose of measuring instrument is to measure the electrical parameter like current, voltage, power, power factor and frequency.

Q4. Write units of electrical measurement?

Ans: UNITS of electrical measurement are

- Voltage
- Ampere
- Watt
- Farad
- ohm

Q5. How many rounding techniques available in mathematics enlist their names?

Ans: There are three types of rounding

- Rounding off decimal
- Rounding of whole no's.
- Rounding no's to significant digits

Electrical-Electronic Assembler (Level-1)

KNOWLEDGE ASSESSMENT TEST

(Demonstrate Positive Workplace Attitude and Behaviors)

Credit: 04

Version: 1

Candidate Name: Father's Name:

Registration No: Date: Time Allowed: 30 minutes

Training Institution:.....

Instructions to Candidates:

You must answer all questions.

- 1) -----is the act of taking care of the customers need?
 - A) tolerance
 - B) patience
 - C) customer service
 - D) None of them

- 2) Grooming means?
 - A) Prepare for particular task
 - B) Train for particular task
 - C) Both a & b
 - D) None of them

- 3) In-fluency factor in personal behavior are?
 - A) Anger
 - B) Stress
 - C) Patience
 - D) Anger, Stress and Depression

- 4) Confidentiality of your work depends upon ____?
 - A) Information
 - B) Materials
 - C) Document
 - D) All of above

- 5) Acceptable dress code is ____?
 - A) Loose clothes
 - B) Apron above clothes
 - C) Jeans & shirt with apron

D) None of them

Short Questions & Answers

Q1. Describe proper dress code in a work environment?

Ans: When working in a work shop wear a proper dress code names as apron. This dress code used for human safety when you are working with electrical machines.

Q2. Write the difference between Responsibility & Accountability?

Ans: The main different between the responsibility & accountability is that responsibility can be shared while accountability cannot.

Q3. What are the ways of greeting, introducing and interacting with people?

Ans: There are different ways to great, introduce and interact with people.

For greeting a person you may say that welcome sir, Hey man or Hi.

When you are introducing your self is much more than saying your name like I am Fahad

Q4. Define customer service?

Ans: Customer service means facilitating the customer by solving every type of problems and deal the customer very politely.

Q5. What do you mean by patience?

Ans: The ability to continue doing something despite difficulties, or to suffer without complaining or becoming annoyed.

Electrical-Electronic Assembler (Level-1)

KNOWLEDGE ASSESSMENT TEST

(Carry Out Maintenance Procedures as Electrical & Electronic Assembler-Helper)

Credit: 06

Version: 1

Candidate Name: Father's Name:
Registration No: Date: Time Allowed: 30 minutes
Training Institution:.....

Instructions to Candidates:

You must answer all questions.

- 1) Corrective maintenance is done after ____?
A) Solution
B) Correction
C) Problem
D) All of above

- 2) Efficiency of any machine can be improved by doing ____?
A) Nonstop running
B) Scheduled Maintenance
C) No maintenance
D) None of them

- 3) At a work place maintenance is important of ____?
A) Tools
B) Equipment
C) Machinery
D) All of above

- 4) Personal protective equipment used for ____?
A) Human Safety
B) Cost Saving
C) Facility
D) None of them

- 5) Assembler also known as ____?

- A) Worker
- B) Office boy
- C) Supervisor
- D) Helper

Short Questions & Answers

Q1. What is the difference between preventive & corrective maintenance?

Ans: Preventive maintenance is performed to prevent any fault to occur, while corrective maintenance is performed when a fault has occurred.

Q2. Explain the important of maintenance?

Ans: Maintenance is important because of safety of the machinery. Efficiency is improved by proper maintaining the equipment.

Q3. Why scheduled maintenance is important?

Ans: Scheduled maintenance saves time as well as the cost of maintenance.

Q4. What are the types of personal protective equipment at work place?

Ans: Major types of personal protective equipment used in an Electrical workshop

- Goggles for eyes protection
- Industrial safety helmet
- Ear plug for ear protection
- Gloves for hands

Q5. Types of maintenance documents?

Ans: There are different types of maintenance documents

- Maintenance Plan
- Maintenance Manuals
- Maintenance History

Electrical-Electronic Assembler (Level-1)

KNOWLEDGE ASSESSMENT TEST

(Produce a Plan for Career Options Related To an Electrical & Electronic Assembler)

Credit: 03 Version: 1

Candidate Name: Father's Name:
Registration No: Date: Time Allowed: 30 minutes
Training Institution:

Instructions to Candidates:

You must answer all questions.

1) Establishing self-career goals depends upon____?

- A) Individual Role
- B) Manager Role
- C) Employer Role
- D) All of above

2) How to make possible solutions to a problem through____?

- A) Self-Evaluation
- B) Decision Making
- C) Practical Expertise
- D) None of them

3) A person who has command in his work called____?

- A) Worker
- B) Expert
- C) Layman
- D) None of them

4) Career counseling must be done by the help of a ____?

- A) Career advisor
- B) Manager
- C) Supervisor
- D) None of them

5) Career counseling is important____?

- A) To achieve goals
- B) For achieving future directions
- C) For success
- D) All of above

Short Questions & Answers

Q1. What are the steps for a career planning?

Ans:

- Identify your career options
- Prioritize the options
- Make comparisons
- Consider other factors
- Make a choice

Q2. Define decision making?

Ans: Decision making is a process which involves choosing between possible solutions to a particular problem.

Q3. How can you research about your career?

Ans:

- By consulting with a career advisor like your instructor
- Through internet
- By reading newspaper

Q4. What are the important steps to introduce yourself?

Ans:

- Introduction
- Work Experience
- Expertise in your work
- Qualification

Q5. What are the aspects of a reliable job generally?

Ans:

- Company profile
- Chances for professional growth
- Salary package
- Facilities
- Distance from your residence

Electrical-Electronic Assembler (Level-1)
KNOWLEDGE ASSESSMENT TEST
(Electrical-Electronic Assembler-Integrated)

Credit: 33 Version: 1

Candidate Name: Father's Name:

Registration No: Date: Time Allowed: 1 hour and 30 minutes

Training Institution:

Instructions to Candidates:

You must answer all questions.

1) Short circuit can cause

- A) Fire
- B) Injury
- C) Cooling
- D) Both A&B**

2) Types of electrical hazards?

- A) Direct
- B) Indirect
- C) Both a & b**
- D) None

3) Flow of electrons is called?

- A) Voltage
- B) Current**
- C) Power
- D) None of them

4) Water is used to extinguish _____ fire

- A) Wood & Paper**
- B) Petroleum
- C) Short circuit
- D) Chemical

5) Electrical hazards may cause

- A) Electrical short circuit
- B) Electrical Equipment damage
- C) Both a & b**
- D) None of above

6) What are different types of communication?

- A) Verbal
- B) Non-Verbal
- C) Both a & b
- D) None of them

7) Which device is not used in electronic communication?

- A) Mobile Phone
- B) Telephone
- C) Transformer
- D) TV network

8) Problem solving methods are?

- A) Brain Storming
- B) Pros & Cons
- C) Ideal & Research
- D) All of above

9) First step in process of problem solving is to _____?

- A) Design a solution
- B) Define a problem
- C) Practicing solution
- D) Organizing data

10) There are _____ basic skills in English language?

- A) Two
- B) Five
- C) One
- D) Four

11) Corrections and modifications can be performed using_____

- A) Planning Process
- B) Editing Process
- C) Drafting Process
- D) All of above

12) _____ is a process of preparing a preliminary vision of a document

- E) Planning Process
- F) Editing Process
- G) Drafting Process
- H) All of above

13) There are _____ dimensional drawings available?

- A) Two

- B) Three
- C) Four
- D) Both A&B

14) -----is the act of taking care of the customers need?

- A) tolerance
- B) patience
- C) customer service
- D) None of them

15) Personal behavior is influenced by?

- A) Anger
- B) Stress
- C) Patience
- D) All above

16) Acceptable dress code is _____?

- A) Loose clothes
- B) Apron above clothes
- C) Jeans & shirt with apron
- D) None of them

17) Corrective maintenance is done after _____?

- A) Solution
- B) Correction
- C) Problem
- D) All of above

18) Personal protective equipment used for _____?

- A) Human Safety
- B) Cost Saving
- C) Facility
- D) None of them

19) Establishing self-career goals depends upon _____?

- A) Individual Role
- B) Manager Role
- C) Employer Role
- D) All of above

20) A person who has command in his work called _____?

- A) Worker
- B) Expert
- C) Layman
- D) None of them

Short Questions & Answers

Q1. What are types of electrical Hazards at a work place?

Ans.

- Electrical shock
- Short circuit
- Fire

Q2. How you can be protected from electrical Hazards?

Ans. Use safety signs, safety symbols or accidental prevention tags to warn others about electrical Hazards which may endanger them.

Q3. Why cleanliness is important at work place?

Ans: Cleanliness is important for the health & safety of workers and work place.

Q4. What is communication?

Ans: Communication is the simple act of transferring information from one person to another person.

Q5. What is the purpose of instruction?

Ans: The purpose of instruction is to help people in learning. The goal of instruction designer is to make learning easier, quicker and more enjoyable.

Q6. Define Research?

Ans:

A creative work undertaken on a systematic basis in order to increase the stock of knowledge.

Q7. What is a problem?

Ans: A question raised for inquiry, consideration, or solution which is a source of trouble or worry.

Q8. What is the importance of written text?

Ans: Writing at the start of any work saves considerable time and make presentation easy.

Q9. What are basic skill in English, write the names?

Ans: There are four basic skills in English.

- Reading
- Writing
- Speaking
- Listing

Q11. Differentiate between planning, drafting and editing process?

Ans:

- The process of making plans for something
- Prepare a preliminary version of document
- Editing is the process of selecting and preparing the written text, Visual and audible information

Q12. What do you mean by patience?

Ans: The ability to continue doing something despite difficulties, or to suffer without complaining or becoming annoyed.

Q13. What are types of electrical instruments?

Ans:

- Multi-meter
- Clamp on meter
- Power factor meter
- Frequency meter
- Watt-meter

Q14. Describe proper dress code in a work environment?

Ans: When working in a work shop wear a proper dress code names as apron. This dress code used for human safety when you are working with electrical machines.

Q15. Write the difference between Responsibility & Accountability?

Ans: The main different between the responsibility & accountability is that responsibility can be shared while accountability cannot.

Q16. Define customer service?

Ans: Customer service means facilitating the customer by solving every type of problems and deal the customer very politely.

Q17. What is the difference between preventive & corrective maintenance?

Ans: Preventive maintenance is performed to prevent any fault to occur, while corrective maintenance is performed when a fault has occurred.

Q18. Why scheduled maintenance is important?

Ans: Scheduled maintenance saves time as well as the cost of maintenance.

Q19. What are the types of personal protective equipment at work place?

Ans: Major types of personal protective equipment used in an Electrical workshop

- Goggles for eyes protection
- Industrial safety helmet
- Ear plug for ear protection
- Gloves for hands

Q20. What are the important steps to introduce yourself?

Ans:

- Personal Detail
- Work Experience
- Expertise in your work
- Qualification

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