

MICRO HYDRO POWER PLANT TECHNOLOGY

Assessment Package

National Vocational
Certificate Level 1

Version 1 - July 2015



EUROPEAN UNION



Kingdom of the Netherlands



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Document Version

July, 2015

Islamabad, Pakistan

MICRO HYDRO POWER PLANT TECHNOLOGY

Assessment Package

National Vocational
Certificate Level 1

Version 1 - July 2015

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: APPLY MICRO HYDEL POWER (HELPER) SKILLS FOR MHP PLANT		
Practical Skill Demonstration			✓	✓	Complete supplied project brief related to the application of Micro Hydel Power (Helper) skills for MHP plant: <ul style="list-style-type: none"> • Maintain health, safety and cleanliness • Carry out maintenance procedures as Micro Hydel Power (Helper) • Demonstrate positive workplace attitude and behaviours • Communicate in different work contexts • Apply basic reading, writing and speaking skills in different life contexts • Apply basic numeracy skills in different life contexts • Produce a plan for career options related to a Micro Hydel Power operations 		
Knowledge Assessment		✓			Answer all questions Assessment Panel will have following oral presentation of completed project brief		
Other Requirements			✓		<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Oral presentation of project to assessment panel • Completed plan for career options related to a Micro Hydel Power operations 		

2

CANDIDATE ASSESSMENT

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

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

GUIDANCE TO CANDIDATE

To meet this standard you are required to:

- Apply Micro Hydel Power (Helper) skills for MHP plant

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete project brief of Apply Micro Hydel Power (Helper) skills for MHP plant under observation by Instructor</p>	<ul style="list-style-type: none"> • I will correctly complete requirements of supplied project brief under the following conditions: <ul style="list-style-type: none"> ○ In a group or individually, as required by project brief ○ Supplied brief will require a 5 day period to complete in a workshop environment <p>Your Assessment Panel will be looking for your competence in:</p> <ul style="list-style-type: none"> ○ Demonstrating task skills, task management (integration of tasks), managing any contingencies which may arise and task outcomes throughout the project timeframe ○ Applying knowledge and skill in the working environment
<p>2. Present completed project brief supplied by Instructor</p>	<ul style="list-style-type: none"> • Oral presentation of project brief and completed project work to Assessment Panel. • Presentation to include: <ul style="list-style-type: none"> ○ 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
<p>4. Answer all questions Assessor Panel will have following project presentation</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name Father's Name

**INSTRUCTIONS
FOR
ASSESSOR**

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
1. Complete project brief of Apply Micro Hydel Power (Helper) skills for MHP plant under observation by Instructor	Completed requirements of supplied project brief under the following conditions: <ul style="list-style-type: none"> • In a group or individually, as required by project brief <ul style="list-style-type: none"> ○ Supplied brief will require a 5 day period to complete in a workshop environment ○ Demonstrated: <ul style="list-style-type: none"> ○ Required task skills ○ Integrating tasks ○ Managing any contingencies which may arise • Achieving task outcomes throughout the project timeframe 			
3. Present completed project brief supplied by Instructor	<ul style="list-style-type: none"> • Oral presentation of project brief and completed project work to Assessment Panel. • Presentation to include: <ul style="list-style-type: none"> ○ 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. Answer any questions their Assessor may have during the practical assessment	Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application. Assessor to document all questions asked, if any, and the answers here:			

4

LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

instrcutions	This section contains information regarding; <ul style="list-style-type: none">• Context of the assessment• List of required tools and equipments.• List of consumeable items required during the service
1. Context of Assessment	This task will be performed in MHP plant lab/workshop enviornment. Required tools, equipment and consumables will vary according to project brief.



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification
Micro Hydro Power Plant
Technology
CS Code:
Level: 1
Credit: 8
Version: 1

MAINTAIN SAFETY, HEALTH AND CLEANLINESS

CONTENTS

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

ASSESSMENT AND ASSESSOR DETAILS

Competent [] Not Yet Competent []
Assessment [] Re-Assessment []
Assessor's Name: Assessor's Code
Assessor's Signature Date [] [] [] [] [] [] [] [] [] []
DD MM YYYY

CANDIDATE DETAILS

Candidate's Name: First Name Last Name
Father's Name
Institute Name and District
CNIC/BFORM # []
Registration Number issued by Assessment Body:
Gender Male [] Female [] Transgender []
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:

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

NAVTTCC OFFICE ONLY

1. DATE FORM RECEIVED: [] [] [] [] [] [] [] [] [] [] DD MM YYYY
2. DATE ENTERED INTO DATABASE: [] [] [] [] [] [] [] [] [] [] 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: MAINTAIN SAFETY, HEALTH AND CLEANLINESS		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> • Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> ✓ Identify risks in the workplace ✓ Follow cleanliness procedures to control risks ✓ Apply safe work procedures ✓ Follow emergency procedures 		
Other Requirements				✓	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Complete work records 		

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 knowledge assessment on the following topics within 1 hour timeframe

- 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"> • Answer all questions in the knowledge assessment on the following topics: • Identify risks in the workplace <ul style="list-style-type: none"> ✓ Types of hazards (Electrical Short Circuits, Shaft Break, misalignment of pulleys) ✓ Ways of controlling hazards (Removing extra grease from moving mechanical parts) ✓ Procedures for reporting hazards • Follow cleanliness procedures to control risks: <ul style="list-style-type: none"> ✓ Importance of cleanliness of person and workplace • Apply safe work procedures: <ul style="list-style-type: none"> ✓ Handling and storing items and materials ✓ Safety signs and symbols • Follow emergency procedures: <ul style="list-style-type: none"> ✓ Procedures for dealing with emergency and evacuation situations ✓ Fire prevention methods for different classes of fire ✓ Types of fire fighting equipment and their use
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work records

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:			
Identify risks in the workplace	Types of hazards (Electrical Short Circuits, Shaft Break, misalignment of pulleys)			
	Ways of controlling hazards (Removing extra grease from moving mechanical parts)			
	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:	Procedure for dealing with emergency and evacuation situations			
	Fire prevention methods for different classes of fire			
	Types of fire fighting equipment and their use			
Identify risks in the workplace	Types of hazards (Electrical Short Circuits, Shaft Break, misalignment of pulleys)			
	Ways of controlling hazards (Removing extra grease from moving mechanical parts)			
	Procedures for reporting hazards			
Follow cleanliness procedures to control risks:	Importance of cleanliness of person and workplace			
2. Other requirements	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments • Completed work records 			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

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

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate

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: COMMUNICATE IN DIFFERENT WORK CONTEXTS		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> • Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> ✓ Gather, convey and receive information ✓ Apply routine face-to-face communication ✓ Apply visual communication ✓ Complete relevant work related documents 		
Other Requirements				✓	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; • Any completed written report/s on work related topic • Completed relevant work documents including: <ul style="list-style-type: none"> ✓ Work forms ✓ Job cards 		

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:

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

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:			
Gathering, conveying and receiving information:	Gathered, received and responded verbal and written actions			
	Conveyed instructions as per requirement			
	Clarified understanding by asking questions			
Applying routine face-to-face communication:	Received and followed routine instructions			
	Accessed and interpreted information from a range of sources			
	Completed verbal and/or written reporting			
Applying visual communication:	Obtained and acknowledged attention of communicating parties			
	Clarified and confirmed the intention of visual communication			
2. Other requirements	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Any completed written report/s on work related topic • Completed relevant work documents including: <ul style="list-style-type: none"> ✓ Work forms ✓ Job cards 			

4

LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

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

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h2 style="margin: 0;">APPLY A PROBLEM SOLVING METHOD</h2>																																						
Qualification CS Code: LEN0101.v1 Level: 1 Credit: 2 Version: 1																																							
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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: APPLY A PROBLEM SOLVING METHOD		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> • Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> ✓ Define problem ✓ Consult a method for solving an identified problem after consulting with senior ✓ Apply the problem solving method under the supervision and guidance of senior 		
Other Requirements				✓	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed short report • Completed work forms • Completed job cards 		

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 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"> • Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> • Define problem: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ Application of a chosen method ✓ Outcome of the problem ✓ Implementing a conclusion to the problem
2. Other requirements	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments on using problem-solving method/s • Completed work forms • Completed job cards

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			
	Implementing a conclusion to the problem			
2. Other requirements	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments on using problem-solving method/s • Completed work forms • Completed job cards 			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

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

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>APPLY BASIC READING, WRITING AND SPEAKING SKILLS IN ENGLISH IN DIFFERENT LIFE CONTEXTS</h1>
Qualification CS Code: LEN0101.v1 Level: 1 Credit: 4 Version: 1	

CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/equipment, material and context of assessment
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ASSESSMENT AND ASSESSOR DETAILS	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;"> <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						
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	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
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	Candidate's Signature: _____																				

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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: APPLY BASIC READING, WRITING AND SPEAKING SKILLS IN ENGLISH IN DIFFERENT LIFE CONTEXTS		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> ✓ Read texts used in different contexts ✓ Write texts for different contexts ✓ Apply speaking and listening skills 		
Other Requirements				✓	<ul style="list-style-type: none"> All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers Any work completed as course assignments on writing texts for different contexts Completed work forms 		

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 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"> • Answer all questions in the knowledge assessment on the following topics: • Reading texts used in different contexts: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ 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
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments on writing texts for different contexts • Completed work forms • Completed job cards

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"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments on writing texts for different contexts • Completed work forms • Completed job cards 			

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2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h2>APPLY BASIC NUMERACY SKILLS IN DIFFERENT LIFE CONTEXTS</h2>																																						
Qualification LEN0101.v1 Level: 1 Credit: 4 Version: 1																																							
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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: APPLY BASIC NUMERACY SKILLS IN DIFFERENT LIFE CONTEXTS		
Knowledge Assessment	✓				<ul style="list-style-type: none"> • Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> ✓ Apply knowledge and conventions of common shapes to represent real life objects ✓ Measure materials or objects ✓ Perform basic calculations associated with money, and time ✓ Use and create tables and graphs to represent and interpret public information ✓ Apply simple formulae to solve arithmetic problems in real life contexts 		
Other Requirements				✓	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Completed 2D and 3D diagrammatic sketches • Completed constructed 3D objects • Basic calculations associated with money, and time • Tables and graphs created to represent and interpret public information • Apply simple formulae to solve arithmetic problems in real life context • Completed work forms • Completed job cards 		

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 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"> • Apply knowledge and conventions of common shapes to represent real life objects: <ul style="list-style-type: none"> ✓ Common two and three-dimensional shapes ✓ Two and three-dimensional shapes and objects in diagrammatic form ✓ Simple three-dimensional objects • Measure materials or objects: <ul style="list-style-type: none"> ✓ Measuring instruments and correct use ✓ Simple formulae to calculate area and volume of regular shapes • Perform basic calculations associated with money, and time: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ✓ Simple formulae and algebraic expressions, and their use ✓ Verification of solutions to simple arithmetic problems
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • All candidate module reports completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Completed 2D and 3D diagrammatic sketches • Completed constructed 3D objects • Evidence of correctly completed calculations relating to money and time • Prepared basic data, tables and graphs correctly labelled for values • Evidence of verified use of simple formulae and algebraic expressions relating to <ul style="list-style-type: none"> ✓ Area ✓ Perimeter ✓ Dimensions of regular and irregular shapes • Completed work forms • Completed job cards

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:			
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. Other requirements	<ul style="list-style-type: none"> • All candidate module reports completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Completed 2D and 3D diagrammatic sketches • Completed constructed 3D objects • Evidence of correctly completed calculations relating to money and time • Prepared basic data, tables and graphs correctly labelled for values • Evidence of verified use of simple formulae and algebraic expressions relating to <ul style="list-style-type: none"> ✓ Area ✓ Perimeter ✓ Dimensions of regular and irregular shapes • Completed work forms • Completed job cards 			

4

LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRCUTIONS	This section contains information regarding; <ul style="list-style-type: none">• Context of the assessment• List of required tools and equipment.• List of consumeable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knoweldge assessment enviornment

2. List of consumeable items required		
S. No	Consumeable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficent space for required answers	1 per candidate



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h1>DEMONSTRATE POSITIVE WORKPLACE ATTITUDE AND BEHAVIOURS</h1>																																				
Qualification LEN0101.v1 Level: 1 Credit: 2 Version: 1																																					
CONTENTS	<ol style="list-style-type: none">1. Assessment Summary and Record2. Candidate Assessment3. Assessor Judgement Guide4. List of required tools/ equipment, material and context of assessment																																				
ASSESSMENT AND ASSESSOR DETAILS	<table style="width: 100%;"><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;"><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's Name: _____	Assessor's Code _____	Assessor's Signature _____	Date <table border="1" style="display: inline-table; border-collapse: collapse;"><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									
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NAVTTTC OFFICE ONLY	1. DATE FORM RECEIVED:	DD	MM	YYYY	2. DATE ENTERED INTO DATABASE:	DD	MM	YYYY

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"> • Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> ✓ Apply knowledge of positive workplace attitude and behaviours ✓ Interact with people in the context of a work environment ✓ Assess own professional behaviour in a work environment setting 			
Other Requirements			✓	✓	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards 			

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 behaviours
- Interact with people in the context of a work environment
- Assess own professional behaviour in a work environment setting

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

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 behaviours:	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 behaviour 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"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards 			

4

LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

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

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT MATERIAL EVIDENCE GUIDE	<h2>PERFORM BASIC ELECTRICAL WORKS USING HAND TOOLS</h2>																																						
Qualification CS Code: LEN0261.v1 Level: 1 Credit: 8 Version: 1																																							
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/ equipment, material and context of assessment																																						
ASSESSMENT AND ASSESSOR DETAILS	<table style="width: 100%; border-collapse: collapse;"> <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 colspan="2">Assessor's Name: _____ Assessor's Code _____</td> </tr> <tr> <td colspan="2">Assessor's Signature _____ Date _____</td> </tr> <tr> <td></td> <td style="text-align: right;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <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; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="4"></td> <td style="text-align: center; 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;"> <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; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="4"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>											DD	MM					YYYY											
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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: PERFORM BASIC ELECTRICAL WORKS USING HAND TOOLS		
Prctical Skill Demonstration			✓		<ul style="list-style-type: none"> • Prepare for work • Lay cables • Joint cables and connections • Complete work 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer any questions your assessor may have for you during the practical skill demonstration 		
Other Requitrements				✓	<ul style="list-style-type: none"> • All candidate formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed learner logbooks • Completed job cards 		

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 tasks of within set timeframe

- Perform basic electrical works using hand tools
 - ✓ Prepare for work
 - ✓ Lay cables
 - ✓ Joint cables and connections
 - ✓ Complete work

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical tasks of performing basic electrical works using hand tools under observation by an Assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Prepare for work <ul style="list-style-type: none"> ✓ Obtain job requirements from specifications/instructions ✓ Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner ✓ Identify and minimise hazards and risks associated with job requirements • Lay cables <ul style="list-style-type: none"> ✓ Prepare for installation of cables ✓ Install conduit, GI pipes, PVC pipes and/or ducts ✓ Pull cables in conduits • Joint cables and connections <ul style="list-style-type: none"> ✓ Select jointing tools according to job requirements ✓ Apply safe cable jointing process ✓ Check for conformance with job requirements • Complete work <ul style="list-style-type: none"> ✓ Complete work related documents and procedures ✓ Perform final quality inspection ✓ Clean up and store tools, equipment and materials ✓ Meeting set timeframe appropriate for supplied mechanical maintenance work requiring basic use of hand tools basic
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • All candidate formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • All work produced as module projects and assignments • Completed learner logbooks • Completed work record • Completed job records

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. Complete practical tasks of performing basic electrical works using hand tools under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Preparing for work	Obtained job requirements from specifications/instructions			
	Identified and selected auxiliary tools and/or equipment to carry out work processes in a safe manner			
	Identified and minimised hazards and risks associated with job requirements			
Laying cables	Prepared for installation of cables			
	Installed conduit, GI pipes, PVC pipes and/or ducts			
	Pulled cables in conduits			
Joining cables and connections	Selected joining tools according to job requirements			
	Applied safe cable joining process			
	Checked for conformance with job requirements			
Completing work	Completed work related documents and procedures			
	Performed final quality inspection			
	Cleaned up and stored tools, equipment and materials			
	Met set timeframe appropriate for supplied mechanical maintenance work requiring basic use of hand tools basic			
2. Complete knowledge assessment	<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 here</i></p>			
3. Other requirements	<p>All learner log books and formative assessments completed by Instructor including;</p> <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers <p>Any work completed as course assignments Completed work forms Completed job cards</p>			

4

LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRCUTIONS	This section contains information regarding; Context of the assessment List of required tools and equipments. List of consumeable items required during the service
1. Context of Assessment	This practical skill demonstration will be conducted in a Micro Hydel Power Plant lab/workshop environment

2. List of tools and equipments required		
S. No	Tools and equipments	Quantity
1	Personal protective equipment	Candidate's own set
2	Electrical hand tools and equipment	1 per candidate
3	Electrical test equipment	

3. List of consumeable items required		
S. No	Consumeable items	Quantity
1	Job requirements	1 per candidate
2	Insulation tape	1 per candidate
3	Conduit, GI pipes, PVC pipes and/or ducts	1 set per candidate

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 BASIC CIVIL CONSTRUCTION WORKS USING HAND TOOLS		
Prctical Skill Demonstration			✓		<ul style="list-style-type: none"> • Prepare for work • Perform measurements • Perform excavation • Complete work 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> • Answer any questions your assessor may have for you during the practical skill demonstration 		
Other Requirements					<ul style="list-style-type: none"> • All candidate formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed learner logbooks • Completed job cards 		

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 of performing basic civil construction works using hand tools within set timeframe on the following topics:

- Prepare for work
- Perform measurements
- Perform excavation
- Complete work

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical assessment of performing basic civil construction works using hand tools under observation by an Assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly:</p> <ul style="list-style-type: none"> • Prepare for work <ul style="list-style-type: none"> ✓ Obtain job requirements from specifications/instructions ✓ Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner ✓ Identify and minimise hazards and risks associated with job requirements • Perform measurements <ul style="list-style-type: none"> ✓ Select measuring tool according to job requirements ✓ Apply suitable measuring process ✓ Check for conformance with job requirements • Perform excavation <ul style="list-style-type: none"> ✓ Select excavation hand-tools according to job requirements ✓ Apply excavation process ✓ Check for conformance with job requirements • Complete work <ul style="list-style-type: none"> ✓ Perform final quality inspection at work environment ✓ Clean up and store tools, equipment and materials ✓ Meeting set timeframe appropriate for supplied civil construction maintenance work requiring basic use of hand tools basic
<p>2. Complete knowledge assessment</p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application:</p>
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • All candidate formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • All work produced as module projects and assignments • Completed learner logbooks • Completed work record • Completed job records

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. Complete practical assessment of performing basic civil construction works using hand tools under observation by an Assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out:			
Preparing for work	Obtained job requirements from specifications/instructions			
	Identified and selected auxiliary tools and/or equipment to carry out work processes in a safe manner			
	Identified and minimised hazards and risks associated with job requirements			
Perform measurements	Selected measuring tool according to job requirements			
	Applied suitable measuring process			
	Checked for conformance with job requirements			
Perform excavation	Select excavation hand-tools according to job requirements			
	Applied excavation process			
	Checked for conformance with job requirements			
Completing work	Performed final quality inspection at work environment			
	Cleaned up and store tools, equipment and materials			
	Met set timeframe appropriate for supplied civil construction maintenance work requiring basic use of hand tools basic			
2. Complete knowledge assessment	<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 here</i></p>			
3. Other requirements	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards 			

4

LIST OF TOOLS , EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

instrcutions	This section contains information regarding; <ul style="list-style-type: none"> • Context of the assessment • List of required tools and equipment. • List of consumeable items required during the service
1. Context of Assessment	This practical skill demonstration will be conducted in a Micro Hydel Power Plant lab/workshop enviornment

2. List of tools and equipment required		
S. No	Tools and equipments	Quantity
1	Personal protective equipment	Candidate's own set
2	Civil construction hand tools and equipment	1 per candidate
3	Civil construction measuring equipment	

3. List of consumeable items required		
S. No	Consumeable items	Quantity
1	Job requirements	1 per candidate

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 BASIC MECHANICAL WORKS USING HAND TOOLS		
Practical Skill Demonstration			✓		<ul style="list-style-type: none"> Perform basic mechanical works using hand tools 		
Knowledge Assessment		✓			<ul style="list-style-type: none"> Answer any questions your assessor may have for you during the practical skill demonstration 		
Other Requirements				✓	<ul style="list-style-type: none"> All candidate formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers Any work completed as course assignments Completed work forms Completed learner logbooks Completed job cards 		

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 tasks within set timeframe

- Perform basic mechanical works using hand tools which include
 - ✓ Plan and prepare for work
 - ✓ Perform hand-saw cutting
 - ✓ Perform thread cutting
 - ✓ Perform filing
 - ✓ Complete work

ACTIVITIES	CANDIDATE RESPONSE
<p>1. Complete practical task of performing basic mechanical works using hand tools under observation by an assessor</p>	<p>During a practical assessment, under observation by an assessor, I will correctly perform the following tasks :</p> <ul style="list-style-type: none"> • Plan and prepare for work <ul style="list-style-type: none"> ✓ Obtain job requirements from specifications ✓ Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner ✓ Identify and minimise hazards and risks associated with job requirements • Perform hand-saw cutting <ul style="list-style-type: none"> ✓ Select saw and saw blade according to job requirements ✓ Apply safe hand-saw cutting process ✓ Check for conformance with job requirements • Perform thread cutting <ul style="list-style-type: none"> ✓ Select thread cutting tools & equipment according to job requirements ✓ Apply safe thread cutting process ✓ Check for conformance with job requirements • Perform filing <ul style="list-style-type: none"> ✓ Select appropriate file according to job requirements ✓ Apply safe filing process ✓ Check for conformance with job requirements • Complete work <ul style="list-style-type: none"> ✓ Complete work related documents and procedures ✓ Perform final quality inspection ✓ Clean up and store tools, equipment and materials <p>Meeting set timeframe appropriate for supplied mechanical maintenance work requiring basic use of hand tools basic</p>
<p>2. Other requirements</p>	<ul style="list-style-type: none"> • All candidate formative assessments completed by Instructor including; <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • All work produced as module projects and assignments • Completed learner logbooks • Completed work record • Completed job records

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. Complete practical assessment of performing basic mechanical works using hand tools under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Planning and preparing for work	Obtained job requirements from specifications			
	Identified and select auxiliary tools and equipment to carry out work processes in a safe manner			
	Identified and minimised hazards and risks associated with job requirements			
Performing hand-saw cutting	Selected saw and saw blade according to job requirements			
	Applied safe hand-saw cutting process			
	Checked for conformance with job requirements			
Performing thread cutting	Selected thread cutting tools & equipment according to job requirements			
	Applied safe thread cutting process			
	Checked for conformance with job requirements			
Performing filing	Selected appropriate file according to job requirements			
	Applied safe filing process as per requirement			
	Checked for conformance with job requirements			
Completing work	Completed work related documents and procedures			
	Performed final quality inspection			
	Cleaned up and store tools, equipment and materials			
	Met set timeframe appropriate for supplied mechanical works requiring basic use of hand tools			
1. Complete knowledge assessment	<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 attach here</i></p>			
2. Other requirements	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including: <ul style="list-style-type: none"> ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards 			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

INSTRUCTIONS	This section contains information regarding; <ul style="list-style-type: none"> • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This practical skill demonstration will be conducted in a Micro Hydro Power Plant lab/workshop environment

2. List of tools and equipments required		
S. No	Tools and equipment	Quantity
1	Personal protective equipment	Candidate's own set
2	MHP hand tools and equipment	1 per candidate

3. List of consumable items required		
S. No	Consumable items	Quantity
1	Job requirements	1 set per candidate



**ASSESSMENT
MATERIAL**

**EVIDENCE
GUIDE**

Qualification code:

LEN0261.v1

Level: 1

Credit: 44

Version: 1

Apply Micro Hydel Power (Helper) skills for MHP plant

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, 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:**

DD		MM		YYYY					

**2. DATE ENTERED INTO
DATABASE:**

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: APPLY MICRO HYDEL POWER (HELPER) SKILLS FOR MHP PLANT		
Practical skill demonstration			✓	✓	Complete supplied project brief related to the application of Micro Hydrel Power (Helper) skills for MHP plant: <ul style="list-style-type: none"> • Maintain health, safety and cleanliness • Carry out maintenance procedures as Micro Hydrel Power (Helper) • Demonstrate positive workplace attitude and behaviors • Communicate in different work contexts • Apply basic reading, writing and speaking skills in different life contexts • Apply basic numeracy skills in different life contexts • Produce a plan for career options related to a Micro Hydrel Power operations 		
Knowledge assessment		✓			Answer all questions Assessment Panel will have following oral presentation of completed project brief		
Other requirements	✓	✓	✓	✓	<ul style="list-style-type: none"> • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers • Oral presentation of project to assessment panel • Completed plan for career options related to a Micro Hydrel Power operations 		

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:

- Apply Micro Hydel Power (Helper) skills for MHP plant

ACTIVITIES	CANDIDATE RESPONSE
1. Complete portfolio of evidence	<ul style="list-style-type: none"> • All completed course assignments • Completed work forms • Completed job records • Completed plan for career options related to Micro Hydel Power operations • All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> ○ Observations ○ Demonstrations ○ Questions and recorded answers
2. Complete project brief of Apply Micro Hydel Power (Helper) skills for MHP plant under observation by Instructor	<ul style="list-style-type: none"> • I will correctly complete requirements of supplied project brief under the following conditions: <ul style="list-style-type: none"> ○ In a group or individually, as required by project brief ○ Supplied brief will require a 5 day period to complete in a workshop environment <p>Your Assessment Panel will be looking for your competence in:</p> <ul style="list-style-type: none"> ○ Demonstrating task skills, task management (integration of tasks), managing any contingencies which may arise and task outcomes throughout the project timeframe ○ Applying knowledge and skill in the working environment
3. Present completed project brief supplied by Instructor	<ul style="list-style-type: none"> • Oral presentation of project brief and completed project work to Assessment Panel. • Presentation to include: <ul style="list-style-type: none"> ○ 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. Answer all questions Assessor Panel will have following project presentation	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name Father Name

INSTRUCTIONS FOR ASSESSMENT PANEL	<p>THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.</p> <ul style="list-style-type: none"> The Assessment Panel will consist of a registered Assessor, the candidate's Instructor, and a private sector expert The project brief will consist of integrated task requirements to enable the candidate to supply sufficient evidence of their competence in the skills required to work as a MHP (Helper) The project brief must be suitable for the level of knowledge and skills required (i.e. Level 1) The timeframe for completion of assigned project brief is 5 working days The candidate may work in a team or as an individual to complete the project brief. If in a team, the contribution of each candidate must be clearly defined and observable.
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ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
1. Present portfolio of evidence	All completed course assignments		
	<ul style="list-style-type: none"> Completed work forms Completed job records 		
	<ul style="list-style-type: none"> Completed plan for career options related to Micro Hydel Power operations 		
	<ul style="list-style-type: none"> All learner log books and formative assessments completed by Instructor including; <ul style="list-style-type: none"> Observations Demonstrations Questions and recorded answers 		
2: Complete project brief of Apply Micro Hydel Power (Helper) skills for MHP plant under observation by Instructor	<ul style="list-style-type: none"> Completed requirements of supplied project brief under the following conditions: 		
	<ul style="list-style-type: none"> In a group or individually, as required by project brief <ul style="list-style-type: none"> Supplied brief will require a 5 day period to complete in a workshop environment Demonstrated: <ul style="list-style-type: none"> Required task skills Integrating tasks Managing any contingencies which may arise 		
	<ul style="list-style-type: none"> Achieving task outcomes throughout the project timeframe 		
3. Present completed project brief supplied by Instructor	<ul style="list-style-type: none"> Oral presentation of project brief and completed project work to Assessment Panel. 		
	<ul style="list-style-type: none"> Presentation to include: <ul style="list-style-type: none"> 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) 		
	<ul style="list-style-type: none"> Presentation to take no longer than 10 minutes 		

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
<p>4. Answer any questions their Assessor may have during the practical assessment</p>	<p>Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application.</p> <p>Assessor to document all questions asked, if any, and the answers here:</p>			

4


LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; <ul style="list-style-type: none">• Context of the assessment• List of required tools and equipment.• List of consumable items required during the service
1. Context of Assessment	This task will be performed in MHP plant lab/workshop environment. Required tools, equipment and consumables will vary according to project brief.

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