

# PLUMBING

## Assessment Package

National Vocational  
Certificate Level 1

Version 1 - December 2014

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**Document Version**

December, 2014  
Islamabad, Pakistan

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## Assessment Package

National Vocational  
Certificate Level 1

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<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>Apply Plumber (Helper) skills for solar water heating systems</h1>
Qualification code: LEN0131.v1 Level: 1 Credit: 40 Version: 1	

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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 Name: .....	Assessor Code .....																				
Assessor Signature .....	Date	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td>DD</td> <td>MM</td> <td colspan="4">YYYY</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>											DD	MM	YYYY							
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CANDIDATE DETAILS	Candidate Name: .....	<small>First Name</small>	<small>Last Name</small>																			
	Father Name .....																					
	Institute Name and District .....																					
	CNIC #	<table border="1" style="display: inline-table; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	OR																					
Registration Number: .....																						
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>																				
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 <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC
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# 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 BUILDING ELECTRICIAN (HELPER) SKILLS FOR SOLAR PV SYSTEMS		
Practical final project	✓	✓	✓	✓	Final project brief related to the Plumber (Helper) skills for solar PV systems: <ul style="list-style-type: none"> <li>• Maintain health, safety and cleanliness</li> <li>• Carry out maintenance procedures as Plumber (Helper)</li> <li>• Demonstrate positive workplace attitude and behaviors</li> <li>• Communicate in different work contexts</li> <li>• Apply basic reading, writing and speaking skills in different life contexts</li> <li>• Apply basic numeracy skills in different life contexts</li> <li>• Produce a plan for career options related to a Plumber</li> </ul>		
Knowledge assessment		✓			<ul style="list-style-type: none"> <li>• Answer all questions Assessment Panel will have following oral presentation of completed final project brief</li> </ul>		
Other requirements	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>• All completed course assignments and projects, and formative assessments</li> <li>• Oral presentation of final project to assessment panel</li> <li>• Completed plan for career options related to a Plumber</li> </ul>		

# 2

# CANDIDATE ASSESSMENT

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

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

## GUIDANCE TO CANDIDATE

To meet this standard you are required to:

- Apply Plumber (helper) skills for solar PV systems

ACTIVITIES	CANDIDATE RESPONSE
1. Present portfolio of evidence	Portfolio of evidence includes: <ul style="list-style-type: none"> <li>• All completed course assignments</li> <li>• Completed work forms</li> <li>• Completed job records</li> <li>• Completed plan for career options related to a Plumber</li> <li>• All learner log books and formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> </ul>
2. Complete project brief of applying Plumber (Helper) skills for solar PV systems under observation by Instructor	I will correctly complete requirements of supplied project brief under the following conditions: <ul style="list-style-type: none"> <li>○ In a group or individually, as required by project brief</li> <li>○ Supplied brief will require a 5 day period to complete in a workshop environment</li> </ul> Your Assessment Panel will be looking for your competence in: <ul style="list-style-type: none"> <li>○ Demonstrating task skills, task management (integration of tasks), managing any contingencies which may arise, and achieving task outcomes throughout the project timeframe</li> <li>○ Applying knowledge and skill in the working environment</li> </ul>
3. Present completed project to Assessment Panel	<ul style="list-style-type: none"> <li>• Oral presentation of project brief and completed project work to Assessment Panel.</li> <li>• Presentation to include:               <ul style="list-style-type: none"> <li>○ Requirements of brief</li> <li>○ Planning and preparation of project</li> <li>○ Problems encountered and how they were dealt with</li> <li>○ Project outcome/s</li> <li>○ Lessons learnt from undertaking project (reflective thinking)</li> </ul> </li> <li>• Presentation to take no longer than 10 minutes</li> </ul>
4. Answer all questions of Assessor Panel	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.  <i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i>

# 3

## ASSESSOR JUDGEMENT GUIDE


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

**INSTRUCIONS FOR ASSESSMENT PANEL**

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

- 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 help a Plumber installing solar PV systems
- 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.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
1. Present portfolio of evidence	Portfolio of evidence includes:		
	• All completed course assignments		
	• Completed work forms		
	• Completed job records		
	• Completed plan for career options related to a Plumber		
	• All learner log books and formative assessments completed by Instructor including:		
	○ Observations		
	○ Demonstrations		
	○ Questions and recorded answers		
2. Completed project brief applying Plumber (Helper) skills for solar PV systems under observation by Instructor	Completed requirements of supplied project brief under the following conditions:		
	• In a group or individually, as required by project brief		
	• Supplied brief will require a 5 day period to complete in a workshop environment		
	Demonstrated:		
	• Required task skills		
	• Integrating tasks		
	• Managing any contingencies which may arise		
• Achieving task outcomes throughout the project timeframe			
• Applying knowledge and skill in the working environment			
3. Presented completed project to Assessment Panel	Oral presented project brief and completed project work to Assessment Panel.		
	Presentation included:		
	• Requirements of brief		
	• Planning and preparation of project		
	• Problems encountered and how they were dealt with		
	• Project outcome/s		
• Lessons learnt from undertaking project (reflective thinking)			
• Presentation to take no longer than 10 minutes			
4. Answered all questions of Assessor Panel	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.		

	<p><i>Assessor Panel to document below all questions asked and candidate answers. Use extra sheets if required and attached here.</i></p> 			
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# 4

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

### Instructions

This section contains information regarding;

- Context of the assessment
- List of required tools and equipment.
- List of consumable items required during the service

#### 1. Context of Assessment

This task will be performed in Plumber's workshop environment.

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



# 1

## ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate Name:

Father Name:

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

### GUIDANCE TO CANDIDATE

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

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

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

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

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

# 4

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

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



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>LEN0101B.v1 Communicate in different work contexts</h1>
<b>Qualification</b> LEN0101.v1 <b>Level:</b> 1 <b>Credit:</b> 4 <b>Version:</b> 1	

<b>CONTENTS</b>	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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<b>ASSESSMENT AND ASSESSOR DETAILS</b>	Competent <input type="checkbox"/> <span style="float: right;">Not Yet Competent <input type="checkbox"/></span>																			
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	Father Name: .....																				
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Gender Male <input type="checkbox"/> Female <input type="checkbox"/>																					
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: .....																					

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# 1

## ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER NAME:

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



# 2

## CANDIDATE ASSESSMENT

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

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

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

# 4

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

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

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



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>LEN0101C.v1 Apply a problem solving method</h1>
<b>Qualification</b> LEN0101.v1 <b>Level:</b> 1 <b>Credit:</b> 4 <b>Version:</b> 1	

CONTENTS	<ol style="list-style-type: none"> <li>1. Assessment Summary and Record</li> <li>2. Candidate Assessment</li> <li>3. Assessor Judgement Guide</li> <li>4. List of required tools/ equipment, material and context of assessment</li> </ol>
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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 Name: .....	Assessor Code .....																		
	Assessor 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="6"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>											DD	MM						
DD	MM							YYYY												

CANDIDATE DETAILS	Candidate Name: .....	First Name	Last Name																			
	Father Name .....																					
	Institute Name and District .....																					
	CNIC/BFORM # OR .....	<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><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	Registration Number: .....																					
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>																					
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 <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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NAVTTCC OFFICE ONLY	1. DATE FORM RECEIVED: <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="6"></td><td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>											DD	MM							YYYY	2. DATE ENTERED INTO DATABASE: <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="6"></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 NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate 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:

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

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

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

# 4

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

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

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





<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>LEN0101D.v1 Apply basic reading, writing and speaking skills in English in different life contexts</h1>
<b>Qualification</b> LEN0101.v1 <b>Level:</b> 1 <b>Credit:</b> 5 <b>Version:</b> 1	

<b>CONTENTS</b>	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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<b>ASSESSMENT AND ASSESSOR DETAILS</b>	<b>Competent</b> <input type="checkbox"/> <span style="float: right;"><b>Not Yet Competent</b> <input type="checkbox"/></span>																		
	<b>Assessment</b> <input type="checkbox"/> <span style="float: right;"><b>Re-Assessment</b> <input type="checkbox"/></span>																		
	<b>Assessor Name:</b> ..... <b>Assessor Code</b> ..... <b>Assessor Signature</b> ..... <b>Date</b> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; font-size: 8px;">DD</td> <td style="text-align: center; font-size: 8px;">MM</td> <td colspan="6"></td> <td style="text-align: center; font-size: 8px;">YYYY</td> </tr> </table>											DD	MM						
DD	MM							YYYY											

<b>CANDIDATE DETAILS</b>	<b>Candidate Name:</b> ..... <small style="display: flex; justify-content: space-between; width: 100%;"> <span>First Name</span> <span>Last Name</span> </small>																				
	<b>Father Name</b> .....																				
	<b>Institute Name and District</b> .....																				
	<b>CNIC/BFORM #</b> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	<b>OR</b> <b>Registration Number:</b> .....																				
<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>																					
<b>Candidate Consent</b> 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.																					
<b>Candidate Signature:</b> .....																					

<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTC
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# 1

## ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate 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:

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

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

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

ORAL QUESTIONING MAY BE USED TO CLARIFY CANDIDATE UNDERSTANDING OF THE TOPIC AND ITS APPLICATION.

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

# 4

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

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

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



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h2>LEN0101E.v1 Apply basic numeracy skills in different life contexts</h2>
Qualification 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 Name: .....	Assessor Code .....																		
	Assessor 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						
DD	MM							YYYY												

CANDIDATE DETAILS	Candidate Name: .....	<small>First Name</small>	<small>Last Name</small>																			
	Father Name .....																					
	Institute Name and District .....																					
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	Registration Number: .....																					
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>																						
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 <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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# 1

## ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate 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:

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

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



# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

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

	<p>algebraic expressions relating to</p> <ul style="list-style-type: none"><li>○ Area</li><li>○ Perimeter</li><li>○ Dimensions of regular and irregular shapes</li></ul> <ul style="list-style-type: none"><li>● Completed work forms</li><li>● Completed job cards</li></ul>			
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# 4

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

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

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



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>LEN0101F.v1 Demonstrate positive workplace attitude and behaviours</h1>
<b>Qualification</b> LEN0101.v1 <b>Level:</b> 1 <b>Credit:</b> 1 <b>Version:</b> 1	

<b>CONTENTS</b>	<ol style="list-style-type: none"> <li>1. Assessment Summary and Record</li> <li>2. Candidate Assessment</li> <li>3. Assessor Judgement Guide</li> <li>4. List of required tools/ equipment, material and context of assessment</li> </ol>
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<b>ASSESSMENT AND ASSESSOR DETAILS</b>	<b>Competent</b> <input type="checkbox"/> <span style="float: right;"><b>Not Yet Competent</b> <input type="checkbox"/></span>																
	<b>Assessment</b> <input type="checkbox"/> <span style="float: right;"><b>Re-Assessment</b> <input type="checkbox"/></span>																
	<b>Assessor Name:</b> ..... <b>Assessor Code</b> ..... <b>Assessor Signature</b> ..... <b>Date</b> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center; 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				
DD	MM					YYYY											

<b>CANDIDATE DETAILS</b>	<b>Candidate Name:</b> ..... <small style="display: flex; justify-content: space-between; width: 100%;"> <span>First Name</span> <span>Last Name</span> </small>																				
	<b>Father Name</b> .....																				
	<b>Institute Name and District</b> .....																				
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	<b>OR</b>																				
<b>Registration Number:</b> .....																					
<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>																					
<b>Candidate Consent</b> 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.																					
<b>Candidate Signature:</b> .....																					

<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTCC
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# 1

## ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate 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:

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

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

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MODEL ANSWERS AND/OR MINIMUM EVIDENCE REQUIREMENTS. Where model answers are provided for the Assessor, the candidate's response is not required to be identical but similar concepts and/or keywords must be used. 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:		
	<ul style="list-style-type: none"> <li>• Apply knowledge of positive workplace attitude and behaviors:               <ul style="list-style-type: none"> <li>○ Correct dress code in a work environment</li> <li>○ Positive listening skills</li> <li>○ Concept of work ethic</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• Interact with people in the context of a work environment:               <ul style="list-style-type: none"> <li>○ Importance of first impression</li> <li>○ Interaction with people in a work environment setting including dealing with difficult people</li> <li>○ Customer service practice</li> <li>○ Confidentiality requirements of work environment</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• Assess own professional behavior in a work environment setting:               <ul style="list-style-type: none"> <li>○ Influencing factors on personal behaviour in a work environment</li> <li>○ Code of conduct</li> </ul> </li> </ul>		
2. Other requirements	<ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including:               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• Any work completed as course assignments</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>		

# 4

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

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

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 NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate Name:

Father Name:

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

### GUIDANCE TO CANDIDATE

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

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

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	<ul style="list-style-type: none"><li>• Answer all questions in the knowledge assessment on the following topics:<ul style="list-style-type: none"><li>○ Demonstrate knowledge of preventive maintenance</li><li>○ Carry out a preventive maintenance programme</li><li>○ Demonstrate safe working procedures</li></ul></li></ul>
2. Other requirements	<ul style="list-style-type: none"><li>• All candidate module reports completed by Instructor including;<ul style="list-style-type: none"><li>d. Observations</li><li>e. Demonstrations</li><li>f. Questions and recorded answers</li></ul></li><li>• Evidence of correctly applying a model to solve preventative maintenance problems</li><li>• Completed work forms</li><li>• Completed job cards</li></ul>

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Where model answers are provided for the Assessor, the candidate's response is not required to be identical but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS
2. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:		
	• Demonstrate knowledge of preventive maintenance		
	• Carry out a preventive maintenance programme		
	• Demonstrate safe working procedures		
3. Other requirements	<ul style="list-style-type: none"> <li>• All candidate module reports completed by Instructor including;                             <ul style="list-style-type: none"> <li>a. Observations</li> <li>b. Demonstrations</li> <li>c. Questions and recorded answers</li> </ul> </li> <li>• Evidence of correctly applying a model to solve preventive maintenance problems</li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>		

# 4

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

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

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



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h1>LEN0131H.v1 Produce a plan for career options related to a Plumber</h1>
<b>Qualification</b> LEN0131.v1 <b>Level:</b> 1 <b>Credit:</b> 2 <b>Version:</b> 1	

<b>CONTENTS</b>	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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<b>ASSESSMENT AND ASSESSOR DETAILS</b>	Competent <input type="checkbox"/> <span style="float: right;">Not Yet Competent <input type="checkbox"/></span>																
	Assessment <input type="checkbox"/> <span style="float: right;">Re-Assessment <input type="checkbox"/></span>																
	Assessor Name: ..... Assessor Code ..... Assessor Signature ..... Date <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td> <td style="text-align: center;">MM</td> <td colspan="4"></td> <td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM				
DD	MM					YYYY											

<b>CANDIDATE DETAILS</b>	Candidate Name: ..... <small style="display: flex; justify-content: space-between; width: 100%;">First Name Last Name</small>																				
	Father Name .....																				
	Institute Name and District .....																				
	CNIC/BFORM # <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	OR Registration Number: .....																				
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>																					
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: .....																					

<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTTC
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NAVTTTC OFFICE ONLY	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td colspan="4"></td><td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM					YYYY	2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">DD</td><td style="text-align: center;">MM</td><td colspan="4"></td><td style="text-align: center;">YYYY</td> </tr> </table>											DD	MM					YYYY
DD	MM					YYYY																														
DD	MM					YYYY																														

# 1

## ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER NAME:

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

# 2

## CANDIDATE ASSESSMENT

Candidate Name:

Father Name:

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

### GUIDANCE TO CANDIDATE

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

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

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	<ul style="list-style-type: none"><li>● Answer all questions in the knowledge assessment on the following topics:<ul style="list-style-type: none"><li>○ Gather information for a personal profile</li><li>○ Produce a plan for achieving future direction</li></ul></li></ul>
2. Other requirements	<ul style="list-style-type: none"><li>● All candidate module reports completed by Instructor including:<ul style="list-style-type: none"><li>○ Observations</li><li>○ Demonstrations</li><li>○ Questions and recorded answers</li></ul></li><li>● Produce completed career plan as Plumber which includes:<ul style="list-style-type: none"><li>○ Short-term goals</li><li>○ Long-term goals</li><li>○ Milestones</li><li>○ Completion date</li><li>○ Criteria for review</li><li>○ Time period</li></ul></li><li>● Completed work forms</li><li>● Completed job cards</li></ul>



# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

### INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

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

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS
2. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:		
	<ul style="list-style-type: none"> <li>• Gather information for a personal profile</li> <li>• Produce a plan for achieving future direction</li> </ul>		
3. Other requirements	<ul style="list-style-type: none"> <li>• All candidate module reports completed by Instructor including:               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• Produce completed career plan as Plumber which includes:               <ul style="list-style-type: none"> <li>○ Short-term goals</li> <li>○ Long-term goals</li> <li>○ Milestones</li> <li>○ Completion date</li> <li>○ Criteria for review</li> <li>○ Time period</li> </ul> </li> <li>• Completed work forms</li> <li>• Completed job cards</li> </ul>		

# 4

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

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

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 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"> <li>• Maintain health, safety and cleanliness</li> <li>• Carry out maintenance procedures as Micro Hydrel Power (Helper)</li> <li>• Demonstrate positive workplace attitude and behaviors</li> <li>• Communicate in different work contexts</li> <li>• Apply basic reading, writing and speaking skills in different life contexts</li> <li>• Apply basic numeracy skills in different life contexts</li> <li>• Produce a plan for career options related to a Micro Hydrel Power operations</li> </ul>		
Knowledge assessment		✓			Answer all questions Assessment Panel will have following oral presentation of completed project brief		
Other requirements	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>• All learner log books and formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> <li>• Oral presentation of project to assessment panel</li> <li>• Completed plan for career options related to a Micro Hydrel Power operations</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

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

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

### GUIDANCE TO CANDIDATE

To meet this standard you are required to:

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

ACTIVITIES	CANDIDATE RESPONSE
<b>1. Complete portfolio of evidence</b>	<ul style="list-style-type: none"> <li>• All completed course assignments</li> <li>• Completed work forms</li> <li>• Completed job records</li> <li>• Completed plan for career options related to Micro Hydel Power operations</li> <li>• All learner log books and formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>○ Observations</li> <li>○ Demonstrations</li> <li>○ Questions and recorded answers</li> </ul> </li> </ul>
<b>2. Complete project brief of Apply Micro Hydel Power (Helper) skills for MHP plant under observation by Instructor</b>	<ul style="list-style-type: none"> <li>• I will correctly complete requirements of supplied project brief under the following conditions:               <ul style="list-style-type: none"> <li>○ In a group or individually, as required by project brief</li> <li>○ Supplied brief will require a 5 day period to complete in a workshop environment</li> </ul> </li> </ul> <p>Your Assessment Panel will be looking for your competence in:</p> <ul style="list-style-type: none"> <li>○ Demonstrating task skills, task management (integration of tasks), managing any contingencies which may arise and task outcomes throughout the project timeframe</li> <li>○ Applying knowledge and skill in the working environment</li> </ul>
<b>3. Present completed project brief supplied by Instructor</b>	<ul style="list-style-type: none"> <li>• Oral presentation of project brief and completed project work to Assessment Panel.</li> <li>• Presentation to include:               <ul style="list-style-type: none"> <li>○ Requirements of brief</li> <li>○ Planning and preparation of project</li> <li>○ Problems encountered and how they were dealt with</li> <li>○ Project outcome/s</li> <li>○ Lessons learnt from undertaking project (reflective thinking)</li> </ul> </li> <li>• Presentation to take no longer than 10 minutes</li> </ul>
<b>4. Answer all questions Assessor Panel will have following project presentation</b>	<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 .....

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

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
<p><b>4. Answer any questions their Assessor may have during the practical assessment</b></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


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





## National Vocational and Technical Training Commission (NAVTTTC)

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