ASSESSMENT EVIDENCE GUIDES FOR "TEXTILE & APPAREL MERCHANDISING"

Level – 2 (Formative)

Assessment Evidence Guide

for

"Textile & Apparel Merchandising"

(Handle the Documents)
Level-2

26-30 April 2021

National Vocational & Technical

Training Commission

Title of Qualification:	CS Code:	Level: 02	Version: 01
National Vocational Certificate Level 2, in (Textile Merchandiser) "Trainee Merchandiser"			

Competency Standard Title:	Assessment Date (DD/MM/YY):
• Handle the Document • Maintain Personal Health, hygiene and safety • Perform basic communication skills	Assessment Time:

Candidate Details	Name: .... Registration/Roll Number: ....
Guidance for Candidate	**To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):** 1. **Assessment Task 1:** Candidate is required to determine the following from the Purchase Order given by assessor. • How much the products purchased? • Determine article wise unit price? • Mention size wise quantity requirement against first color/design of order. 2. **Assessment Task 2:** Candidate is required to enlist material (raw, packaging and accessories) from Bill of Material given by assessor. 3. **Assessment Task 3:** Enlist the product / article components according to the Quality Assurance checklist from the Tech pack given by assessor. 4. **Assessment Task 4:** Candidate is required to determine name of the Banks of supplier & Buyer, also Payment terms involved for purpose of transaction from letter of credit given by assessor. 5. **Assessment Task 5:** Candidate is required to determine and enlist the points of sale contract given by assessor. **And complete:** 6. **Knowledge assessment test (Written or Oral)** 7. **Portfolios at the time of assessment (if any)**
Minimum Evidence Required	**During a practical assessment, under observation by an assessor, you will complete:** ## Assessment Task 1: **Performance Criteria 1:** Identify Pre-production Documents ✓ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.) **Performance Criteria 2:** Interpret given document according to the requirement including: ✓ Purchase Order ✓ Tech-Pack **Performance Criteria 3:** Maintain cleanliness and hygiene as per organizational policy **Performance Criteria 4:** Treat team members with respect and maintain positive relationships to achieve common organizational goals

Assessment Task 2:

Performance Criteria 1: Interpret given document according to the requirement including:
- ✓ Purchase Order
- ✓ Bill of Materials
- ✓ Tech-Pack

Performance Criteria 2: Identify Production Documents
- ✓ Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.)

Performance Criteria 3: Comply with Health, hygiene and safety precautions before starting work

Performance Criteria 4: Listen to instructions carefully & comply with those instructions

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Assessment Task 3:

Performance Criteria 1: Identify Pre-production Documents

- ✓ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.)

Performance Criteria 2: Identify Production Documents
- ✓ Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.)

Performance Criteria 3: Interpret given document according to the requirement including:
- ✓ Tech-Pack

Performance Criteria 4: Follow organizational Health, hygiene and safety guidelines during work

Performance Criteria 5: Carefully listen and note down the instructions of Supervisor

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Assessment Task 4 :

Performance Criteria 1: Interpret given document according to the requirement including:
- ✓ Letter of Credit (LC)

Performance Criteria 2: Carry out the instructions of the supervisor

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Assessment Task 5:

Performance Criteria 1: Identify Pre-production Documents
- ✓ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.)

Performance Criteria 2: Identify Post-production Documents
Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.)

Performance Criteria 3: Prepare given document according to the requirement including:
- ✓ Invoice
- ✓ Packing List
- ✓ Quality Testing Checklist
- ✓ Dispatch List

Performance Criteria 4: Provide work related information to team members and identify interrelated work activities to avoid confusion

Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: .... Registration/Roll Number: .... Candidate Signature:.................................. ....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor:............................... Assessor's code: .... Signature of the Assessor: ....

Assessment Summary (to be filled by the assessor)

Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✔				
Knowledge Assessment	✔	✔					
Other Requirement							

Each Assessment Task (with performance criteria)	
Assessment Task 1	**Description of assessment task 1** Candidate is required to determine the following from the Purchase Order given by your assessor. • How much the products purchased? • Determine article wise unit price? • Mention size wise quantity requirement against first color/design of order.

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identified Pre-production Documents ✔ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.			
2	Interpreted given document according to the requirement including: ✔ Purchase Order ✔ Tech-Pack			
3	Maintained cleanliness and hygiene as per organizational policy			
4	Treat team members with respect and maintain positive relationships to achieve common organizational goals			
Competent ☐		Not Yet Competent ☐		

Assessment Task 2		Description of assessment task 2 Candidate is required to enlist material (raw, packaging and accessories) from Bill of Material given by assessor.			
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Interpreted given document according to the requirement including: ✓ Purchase Order ✓ Bill of Materials ✓ Tech-Pack				
2	Identified Production Documents ✓ Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.)				
3	Complied with Health, hygiene and safety precautions before starting work				
4	Listen to instructions carefully & comply with those instructions				
Competent ☐		Not Yet Competent ☐			

Assessment Task 3		Description of assessment task 3 Enlist the product / article components according to the Quality Assurance checklist from the Tech pack given by assessor.			
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Identified Pre-production Documents ✓ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.)				
2	Identified Production Documents ✓ Enlist Production Documents content wise according to the requirement (Bill of Material-BOM), Timeline sheet / production plan sheet, Sample approval sheet, etc.)				
3	Interpreted given document according to the requirement including:				
4	Followed organizational Health, hygiene and safety guidelines during work				
5	Carefully listen and note down the instructions of Supervisor				
Competent ☐		Not Yet Competent ☐			

Assessment Task 4		Description of assessment task 4 Candidate is required to determine name of the Banks of supplier & Buyer, also Payment terms involved for purpose of transaction from letter of credit given by assessor.			
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Interpreted given document according to the requirement including: ✓ Letter of Credit (LC)				
2	Carried out the instructions of the supervisor				
Competent ☐		Not Yet Competent ☐			

Assessment Task 5		Description of assessment task 5 Candidate is required to determine and enlist the points of sale contract given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identified Pre-production Documents ✓ Enlist Pre-production Documents content wise according to the requirement (Cost sheet, Purchase order (PO), Sales Contract, Tech-pack, Pro-Performa invoice, etc.)			
2	Identified Post-production Documents ✓ Enlist Post-production documents content wise according to the requirement (Audit / inspection sheets, Dispatch / Storage Documents, Shipping Documents, etc.)			
3	Prepared given document according to the requirement including: ✓ Invoice ✓ Packing List ✓ Quality Testing Checklist ✓ Dispatch List			
4	Provided work related information to team members and identify interrelated work activities to avoid confusion			
Competent ☐		Not Yet Competent ☐		

Assessment Evidence Guide

for

"Textile & Apparel Merchandising"

(Organize Store Merchandising)
Level-2

26-30 April 2021

National Vocational & Technical

Training Commission

Title of Qualification: National Vocational Certificate Level 2, in (Textile Merchandiser) "Trainee Merchandiser"	CS Code:	Level: 02	Version: 01

Competency Standard Title: • Organize Store Merchandising • Maintain Personal Health, hygiene and safety Perform basic communication skills • Perform Basic Computer Operations • Manage Waste Materials at Workplace	Assessment Date (DD/MM/YY): Assessment Time:

Candidate Details	Name: .... Registration/Roll Number: ....

Guidance for Candidate	**To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):**
	
	1. **Assessment Task 1:** Candidate is required to prepare SKU (Stock Keeping Unit) wise finished goods Inventory control chart using LIFO, FIFO and cross Dock policies while opening inventory and inventory transactions for the following products, given by the assessor:
	    a) Seasonal Product
	    b) Single Period Product
	    c) Multi Period Product
	
	2. **Assessment Task 2:** Candidate is required to prepare inventory report of seasonal products (of ASSESSMENT TASK-1).
	
	And complete:
	3. **Knowledge assessment test (Written or Oral)**
	4. **Portfolios at the time of assessment (if any)**

Minimum Evidence Required	**During a practical assessment, under observation by an assessor, you will complete:**
	
	## Assessment Task 1:
	
	Performance Criteria 1: Arrange inventory in layers:
	    • Last In First Out (LIFO)
	    • First In First Out (FIFO)
	    • Cross Dock
	Performance Criteria 2: Arrange products in shelves in a right order according to instructions.
	Performance Criteria 3: Maintain cleanliness and hygiene as per organizational policy
	Performance Criteria 4: Comply with Health, hygiene and safety precautions before starting work
	Performance Criteria 5: Treat team members with respect and maintain positive relationships to achieve common organizational goals
	Performance Criteria 6: Listen to instructions carefully & comply with those instructions
	Performance Criteria 7: Sort the waste
	
	Performance Criteria 8: Shred the waste

During a practical assessment, under observation by an assessor, you will complete:

Assessment Task 2:

Performance Criteria 1: Read and understand inventory reports including:
- Dispatch sheet
- Transfer order
- Delivery note

Performance Criteria 2: Prepare Product inventory report according to the requirement

Performance Criteria 3: Follow organizational Health, hygiene and safety guidelines during work

Performance Criteria 4: Carefully listen and note down the instructions of Supervisor

Performance Criteria 5: Develop a worksheet as per given data.

Performance Criteria 6: Format the worksheet according to given criteria.

Performance Criteria 7: Apply Formulas according to the requirement.

Performance Criteria 8: Generate Charts/Graphs according to the given data.

Performance Criteria 9: Print Worksheet according to requirements.

Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: .... Registration/Roll Number: .... Candidate Signature:.................................. ....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor:................................ Assessor's code: .... Signature of the Assessor: ....

<table>
<tr><th colspan="8" align="center">Assessment Summary (to be filled by the assessor)</th></tr>
<tr><th align="center">Activity</th><th colspan="5" align="center">Method</th><th colspan="2" align="center">Result</th></tr>
<tr><td>Nature of Activity</td><td>Written</td><td>Oral</td><td>Observation</td><td>Portfolio</td><td>Role Play</td><td>Competent</td><td>Not Yet Competent</td></tr>
<tr><td>Practical Skill Demonstration</td><td></td><td></td><td>✔</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Knowledge Assessment</td><td>✔</td><td>✔</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Other Requirement</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Each Assessment Task (with performance criteria)	
Assessment Task 1	**Description of assessment task 1** Candidate is required to prepare SKU (Stock Keeping Unit) wise finished goods Inventory control chart using LIFO, FIFO and cross Dock policies while opening inventory and inventory transactions for the following products, given by the assessor. **a)** Seasonal Product **b)** Single Period Product **c)** Multi Period Product

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged inventory in layers: • Last In First Out (LIFO) • First In First Out (FIFO) • Cross Dock			
2.	Arranged products in shelves in a right order according to instructions.			
3.	Maintained cleanliness and hygiene as per organizational policy			
4.	Complied with Health, hygiene and safety precautions before starting work			
5.	Treated team members with respect and maintain positive relationships to achieve common organizational goals			
6.	Listen to instructions carefully & comply with those instructions			
7.	Sorted the waste			
8.	Shredded the waste			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2	**Description of assessment task 2** Candidate is required to prepare inventory report of seasonal products (of ASSESSMENT TASK-!) using MS EXCEL.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Read and understand inventory reports including: o Dispatch sheet o Transfer order o Delivery note			
2.	Prepared Product inventory report according to the requirement			
3.	Followed organizational Health, hygiene and safety guidelines during work			
4.	Carefully listen and note down the instructions of Supervisor			
5.	Developed a worksheet as per given data.			
6.	Formatted the worksheet according to given criteria.			
7.	Applied Formulas according to the requirement.			
8.	Generated Charts/Graphs according to the given data.			
9.	Print Worksheet according to requirements.			
Competent ☐	Not Yet Competent ☐			

Assessment Evidence Guide

for

"Textile & Apparel Merchandising"

(Operate Computer Functions (General))
Level -2

26th – 30th April 2021

National Vocational & Technical

Training Commission

Title of Qualification: National Vocational Certificate Level 2, in (Textile and Apparel Merchandising) "Trainee Merchandiser"	CS Code:	Level: 02	Version: 01
Competency Standard Title: • Operate Computer Functions (General)	**Assessment Date (DD/MM/YY):** **Assessment Time :**		

Candidate Details	Name: .... Registration/Roll Number: ....
Guidance for Candidate	**To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):** 8. **Assessment Task 1:** Candidate is required set up the computer, as per instructions given by assessor. 9. **Assessment Task 2:** Candidate is required to organize data in folders, as per instructions given by assessor and then shut down system appropriately. **And complete:** 10. **Knowledge assessment test (Written or Oral)** 11. **Portfolios at the time of assessment (if any)**
Minimum Evidence Required	**During a practical assessment, under observation by an assessor, you will complete:** **Assessment Task 1** **Performance Criteria 1:** Identify physical components of computer **Performance Criteria 2:** Identify peripheral devices of the computer **Performance Criteria 3:** Connect all components of computer **Performance Criteria 4:** Follow procedures to turn on the computer system **Assessment Task 2** **Performance Criteria 1:** Create folders/subfolders with suitable names **Performance Criteria 2:** Save files in relevant folders. **Performance Criteria 3:** Rename and move folders in different drives. **Performance Criteria 4:** Move folders and files using drag and drop techniques **Performance Criteria 5:** Save folders and files on different media **Performance Criteria 6:** Search for folders/subfolders and files using appropriate tool bars **Performance Criteria 7:** Delete Folder files **Performance Criteria 8:** Restore deleted folder files **Performance Criteria 9:** Save any work to be retained **Performance Criteria 10:** Close open application programs correctly **Performance Criteria 11:** Shut down computer **Performance Criteria 12:** Switch off any unused peripheral devices **Performance Criteria 13:** Ensure computer safety

Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: .... Registration/Roll Number: .... Candidate Signature:..................................... ....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor:............................... Assessor's code: .... Signature of the Assessor: ....

Assessment Summary (to be filled by the assessor)							
Activity	**Method**					**Result**	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✔				
Knowledge Assessment	✔	✔					
Other Requirement							

Each Assessment Task (with performance criteria)	
Assessment Task 1	**Description of assessment task 1** Candidate is required set up the computer, as per instructions given by assessor.

During the practical assessment, candidate demonstrated the following:		**Yes**	**No**	**Remarks**
1.	Identify physical components of computer			
2.	Identify peripheral devices of the computer			
3.	Connect all components of computer			
4.	Follow procedures to turn on the computer system			
Competent ☐		Not Yet Competent ☐		

Assessment Task 2	Description of assessment task 2
	Candidate is required to organize data in folders, as per instructions given by assessor and then shut down system appropriately.

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Create folders/subfolders with suitable names			
2.	Save files in relevant folders.			
3.	Rename and move folders in different drives.			
4.	Move folders and files using drag and drop techniques			
5.	Save folders and files on different media			
6.	Search for folders/subfolders and files using appropriate tool bars			
7.	Delete Folder files			
8.	Restore deleted folder files			
9.	Save any work to be retained			
10.	Close open application programs correctly			
11.	Shut down computer			
12.	Switch off any unused peripheral devices			
13.	Ensure computer safety			
Competent ☐		Not Yet Competent ☐		

ASSESSMENT EVIDENCE GUIDES FOR "TEXTILE & APPAREL MERCHANDISING"

Level – 2 (Summative)

Assessment Evidence Guide

for

"Textile & Apparel Merchandising"

Level-2

(Summative Assessment)

14 Oct 2019

National Vocational & Technical Training Commission

Title of Qualification:	CS Code:	Level: 2	Version: 01
National Vocational Certificate Level 2, in (Industrial Merchandiser) "Junior Merchandiser"			

Competency Standard Title:	Assessment Date (DD/MM/YY):
E: Comply Personal Health and Safety Guidelines **F:** Communicate the Workplace Policy and Procedure **G:** Perform Basic Communication (Specific) **H:** Perform Basic Computer Application (Specific) **I:** Handle the Documents **J:** Organize store merchandising	**Assessment Time: 3 hrs.**

Candidate Details	Name: .... Registration/Roll Number:...
Guidance for Candidate	**To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):** 1. **Assessment Task 1:** Candidate is required to prepare the product inventory report manually of the given purchase order considering the Inventory layers 2. **Assessment Task 2:** Candidate is required to arrange given products in shelves in right order considering layers according to given instructions. (Note: provide simulated environment for ASSESSMENT TASK 2) **And complete:** 3. **Knowledge assessment test (Written or Oral)** 4. **Portfolios at the time of assessment (if any)**

Minimum Evidence Required	**During a practical assessment, under observation by an assessor, you will complete:**
	## Assessment Task 1
	Performance Criteria 1: Read and understand inventory reports including:
	   o Dispatch sheet
	   o Transfer order
	   o Delivery note
	Performance Criteria 2: Prepare Product inventory report according to the requirement

	## Assessment Task 2
	Performance Criteria 1: Arrange inventory in layers:
	   o Last In First Out (LIFO)
	   o First In First Out (FIFO)
	   o Cross Dock
	Performance Criteria 2: Arrange products in shelves in a right order according to instructions

	Portfolios required at the time of assessment (if any) for
	Performance criteria 1: File/folder of Handle the documents
	Performance criteria 2: File/folder of Organize store merchandising
	Performance criteria 3: File/folder of Manage Waste Materials at Workplace

Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

<table>
<tr>
<td>Candidate Details</td>
<td>Name: .... Registration/Roll Number: ....

Candidate Signature:....................................... ....</td>
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<tr>
<td>Assessment Outcome</td>
<td>COMPETENT ☐   NOT YET COMPETENT ☐

Name of the Assessor: ....Assessor's code: ....

Signature of the
Assessor: ....</td>
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<th>Role Play</th>
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<th>Not Yet Competent</th>
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<td>Practical Skill Demonstration</td>
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<td>Other Requirement</td>
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<tr>
<td colspan="5">Each Assessment Task (with performance criteria)</td>
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<tr>
<td colspan="2">Assessment Task 1</td>
<td colspan="3">Description of assessment task 1
Candidate is required to prepare the product inventory report manually of the given purchase order considering the Inventory layers</td>
</tr>
<tr>
<td colspan="2">During the practical assessment, candidate demonstrated the following:</td>
<td>Yes</td>
<td>No</td>
<td>Remarks</td>
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<tr>
<td>1.</td>
<td>Prepare Product inventory report according to the requirement.</td>
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<td>2.</td>
<td>Identify appropriate lines of communication with supervisors and colleagues.</td>
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<td>3.</td>
<td>Use effective questioning, and active listening and speaking skills to gather and convey information</td>
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<td>4.</td>
<td>Use appropriate non-verbal behavior at all times</td>
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<td>5.</td>
<td>Maintain positive relationships to achieve common organizational goals</td>
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<td>6.</td>
<td>Get work related information from team</td>
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<tr>
<td>7.</td>
<td>Receive the instructions from Supervisor</td>
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<td>8.</td>
<td>Carry out the instructions of the supervisor</td>
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<td>9.</td>
<td>Report to the supervisor as per organizational SOPs</td>
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<tr>
<td colspan="2">Competent ☐</td>
<td colspan="3">Not Yet Competent ☐</td>
</tr>
</table>

Assessment Task 3		Description of assessment task 2 Candidate is required to arrange given products in shelves in right order considering layers according to given instructions.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks

1.	Arrange inventory in layers:
	   o Last In First Out (LIFO)
	   o First In First Out (FIFO)
	   o Cross Dock			

2.	Arrange products in shelves in a right order according to instructions			
3.	Identify appropriate lines of communication with supervisors and colleagues.			
4.	Use effective questioning, and active listening and speaking skills to gather and convey information			
5.	Use appropriate non-verbal behavior at all times			
6.	Maintain positive relationships to achieve common organizational goals			
7.	Get work related information from team			
8.	Receive the instructions from Supervisor			
9.	Carry out the instructions of the supervisor			
10.	Report to the supervisor as per organizational SOPs			
Competent ☐		Not Yet Competent ☐		

Portfolio		Description of Portfolio Candidate is required to present a portfolio including:		
Current ☐	Sufficient ☐	Authentic ☐	Valid ☐	Reliable ☐
Portfolio meet the following performance standards:		Yes	No	Remarks
1.	File/folder of Handle the documents			
2.	File/folder of Organize store merchandising			
3.	File/folder of Manage Waste Materials at Workplace			
Competent ☐		Not Yet Competent ☐		