

Assessment Evidence Guide

For

“Environmental Technician”

Level-5

Conduct On-Site Training

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-1	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Conduct On-Site Training Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> Assessment Task 1: Plan and conduct a training on repair and maintenance of given equipment and perform Post Training Assessment Assessment Task 2: Plan and conduct a training on job safety <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Follow operational and maintenance manuals Performance Criteria 2: Conduct operational training Performance Criteria 3: Conduct training on repair procedures.</p>
	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 2</p> <p>Performance Criteria 1: Conduct risk assessment to ensure safety measures Performance Criteria 2: Conduct emergency response drills Performance Criteria 3: Implement standard operating procedure for working at height Performance Criteria 4: Conduct post training feedback</p>
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Candidate is required to Conduct operation and maintenance training in front of assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Follow operational and maintenance manuals			
2.	Conduct operational training			
3.	Conduct training on repair procedures.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 2		Description of Assessment Task 2 Candidate is required to Plan and conduct a training on job safety		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Conduct risk assessment to ensure safety measures			
2.	Conduct emergency response drills			
3.	Implement standard operating procedure for working at height			
4.	Conduct post training feedback			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-1	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Conduct On-Site Training Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30mins		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Enlist the steps required for training need assessment. (TNA)	
2. Define the importance of Post Training Evaluation	
3. Define the importance of Job Safety Analysis	
4. Describe importance of worker's training in any organization	

ANSWER KEY

Sr.	Answers
1.	<p>1. The processes of Training Needs Assessment can be divided into following steps:</p> <ul style="list-style-type: none">• Identify problem and needs• Investigate the problem• Determine the design required for training assessment• Select the method of training• Conduct the training• Analyze data• Provide feedback
2.	<p>It gives you an idea of what the learners thought of the course, but more importantly, it tells you what's working and what's not</p>
3.	<p>A job safety analysis (JSA) is to identify the dangers of specific tasks within jobs in order to reduce the risk of injury to workers</p>
4.	<p>Training gives everyone a great understanding of their responsibilities and the knowledge and skills they need to do that job. This will enhance their confidence which can also improve their overall performance.</p> <p>Worker's training has a lot of benefits for any organization which includes</p> <ul style="list-style-type: none">• Long term financial benefits• Reduced accidents rate• Reduce turnover rate• Increase awareness among employees

Assessment Evidence Guide

For

“Environmental Technician”

Level-5

**Conduct Analysis of all Technical and
Administrative Field Tasks**

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-2	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Technical and Administrative Field Tasks Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task 1: Develop SOPs for given task</p> <p>Assessment Task 2: Conduct a TBT to discuss Basic General Industry Safety Rules and compile Minutes of Meeting</p> <p>Assessment Task 3: Prepare a monthly schedule for team activities of specific department</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Follow company policy and guidelines</p> <p>Performance Criteria 2: Follow procedures of field tasks according to organization policy</p> <p>Performance Criteria 3: Conduct tool box talks</p> <p>Performance Criteria 4: Follow administrative procedures and guidelines.</p> <p>Performance Criteria 5: Manage team tasks and assign the duties according to the roster</p> <p>Performance Criteria 6: Manage housekeeping and time keeping log sheets</p> <p>Performance Criteria 7: Maintain all administrative records</p>
	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 2</p> <p>Performance Criteria 1: Perform diagnostic analysis to identify any fault in machinery</p> <p>Performance Criteria 2: Enlist the malfunctioning parts of equipment</p> <p>Performance Criteria 3: Categorize parts according to the technical requirement</p>

	Performance Criteria 4: Perform calibration of equipment and tools Performance Criteria 5: Follow calibration plan for equipment and tools Performance Criteria 6: Ensure the availability of calibrated equipment and tools at work
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Candidate is required to Perform company and site-specific administrative activities		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Perform diagnostic analysis to identify any fault in machinery			
2.	Enlist the malfunctioning parts of equipment			
3.	Categorize parts according to the technical requirement			
4.	Perform calibration of equipment and tools			
5.	Follow calibration plan for equipment and tools			
6.	Ensure the availability of calibrated equipment and tools at work			
7.	Perform diagnostic analysis to identify any fault in machinery			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 2		Description of Assessment Task 2 Candidate is required to Identify malfunctioning parts of machinery		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Perform diagnostic analysis to identify any fault in machinery			
2.	Enlist the malfunctioning parts of equipment			
3.	Categorize parts according to the technical requirement			
4.	Perform calibration of equipment and tools			
5.	Follow calibration plan for equipment and tools			
6.	Ensure the availability of calibrated equipment and tools at work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-2	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Technical and Administrative Field Tasks Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30mins		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define Overall Equipment Efficiency (OEE).	
2. Describe the importance of Calibration	
3. Explain 5-W's Analysis.	
4. Describe Root Cause Analysis.	
5. Describe Working principle of Calibration	

ANSWER KEY

Sr.	Answers
1.	Overall Equipment Effectiveness is a measure of how well a manufacturing operation is utilized compared to its full potential, during the periods when it is scheduled to run
2.	Calibration is important because it helps to ensure accurate measurements, development as well as safe and profitable production across virtually all industries of most products and services we use every day.
3.	5W's is an acronym that stands for Who, What, Where, When, Why; The 5 W's is an analysis method, composed of several stages that question the fundamental characteristics of a situation
4.	Root cause analysis (RCA): It is the process of discovering the root causes of problems in order to identify appropriate solutions. RCA assumes that it is much more effective to systematically prevent and solve for underlying issues rather than just treating symptoms and putting out fires.
5.	Calibration is the activity of checking, by comparison with a standard, the accuracy of a measuring instrument of any type. It may also include adjustment of the instrument to bring it into alignment with the standard.

Assessment Evidence Guide

For

“Assistant Environmental Technician”

Level-5

Supervise the Team to Achieve Goals and

Prepare Action Plan on Daily Basis

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-3	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Supervise the Team to Achieve Goals and Prepare Action Plan on Daily Basis Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task 1: Prepare checklist to evaluate the performance of team following appropriate approach and by using MS EXCEL</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Appreciate team members when they do a good job</p> <p>Performance Criteria 2: Be a respectful, honest and supportive supervisor</p> <p>Performance Criteria 3: Ensure psychological health of workers</p> <p>Performance Criteria 4: Share positive feedback</p> <p>Performance Criteria 5: Encourage learning opportunities.</p> <p>Performance Criteria 6: Provide team with latest technology</p> <p>Performance Criteria 7: Strengthen communication protocols</p> <p>Performance Criteria 8: Align goal with performance metrics</p> <p>Performance Criteria 9: Let your employees know that you are analyzing their performance</p> <p>Performance Criteria 10: Set a probation period/timeline</p> <p>Performance Criteria 11: Know your team on an individual level</p> <p>Performance Criteria 12: Keep communication channels always open</p> <p>Performance Criteria 13: Ask for the opinions and feedback</p>

	<p>Performance Criteria 14: Listen to the arguments</p> <p>Performance Criteria 15: Create strong bonding with staff</p> <p>Performance Criteria 16: Enhance working knowledge</p> <p>Performance Criteria 17: Analyse future development</p> <p>Performance Criteria 18: Identify effective solution to resolve any problem</p> <p>Performance Criteria 19: Identify organizational chart</p> <p>Performance Criteria 20: Check job descriptions and responsibilities of departmental staff</p> <p>Performance Criteria 21: Check standard operating procedures for control measures</p> <p>Performance Criteria 22: Ensure team working according to organizational charts</p>
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	<div style="display: flex; justify-content: space-between;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Candidate is required to Prepare checklist by using appropriate approach to evaluate the standards of performance		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Appreciate team members when they do a good job			
2.	Be a respectful, honest and supportive supervisor			
3.	Ensure psychological health of workers			
4.	Share positive feedback			
5.	Encourage learning opportunities.			
6.	Provide team with latest technology			
7.	Strengthen communication protocols			
8.	Align goal with performance metrics			
9.	Let your employees know that you are analyzing their performance			
10.	Set a probation period/timeline			
11.	Know your team on an individual level			
12.	Keep communication channels always open			
13.	Ask for the opinions and feedback			
14.	Listen to the arguments			
15.	Create strong bonding with staff			
16.	Enhance working knowledge			
17.	Analyse future development			
18.	Identify effective solution to resolve any problem			
19.	Identify organizational chart			
20.	Check job descriptions and responsibilities of departmental staff			
21.	Check standard operating procedures for control measures			
22.	Ensure team working according to organizational charts			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-3	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Supervise the Team to Achieve Goals and Prepare Action Plan on Daily Basis Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Explain any two ways to enhance work efficiency	
2. Enlist benefits of team management	
3. How to write an action plan?	

ANSWER KEY

Sr.	Answers
1.	<p>Any individual can increase work efficiency by</p> <ul style="list-style-type: none">• Training and experience• Doing task on time• Keeping goals focused and cleared
2.	<p>Team management is important for a number of reasons within the workplace: It promotes a unified approach to leadership within a company or team It has many benefits such as:</p> <ul style="list-style-type: none">• Effective team building• Productivity booster• Promotes leaning• Employee satisfaction• Increased Performance
3.	<p>Followings are the steps to write an action plan:</p> <ul style="list-style-type: none">• Define your end goal• List down the steps to be followed• Prioritize tasks and add deadlines• Set Milestones• Identify the resources needed• Visualize your action plan.• Monitor, evaluate and update

Assessment Evidence Guide

For

**“Environmental
Technician”**

Level-5

**Coordinate with all Departments,
Establishing Collaborative Relationship to
Achieve Objectives**

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-4	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Coordinate with all Departments, Establishing Collaborative Relationship to Achieve Objectives Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1: Draft a memo to convey the information and collaborative relations with different department</p> <p>Assessment Task 2: Prepare J'Ds for assigned department</p> <p>Assessment Task 3: Prepare a Work Instruction Sheet according to the requirement</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify environmental policy</p> <p>Performance Criteria 2: Implement environmental policy in assigned task</p> <p>Performance Criteria 3: Assist in development of SMART objectives</p> <p>Performance Criteria 4: Develop an action plan to achieve environmental objectives</p> <p>Performance Criteria 5: Implement SMART objectives</p> <p>Performance Criteria 6: Assure compliance of environmental policy and objectives</p>
	<p>During a practical assessment, under observation by an assessor, you will complete:</p>

	Assessment Task 2: Performance Criteria 1: Assist in building up team Performance Criteria 2: Engage team in planning process Performance Criteria 3: Monitor and communicate planning progress Performance Criteria 4: Assign roles and responsibilities
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 3: Performance Criteria 1: Develop work instruction sheets for various monitoring and control operations Performance Criteria 2: Ensure the implementation of SOPs Performance Criteria 3: Inspect the operational activities Performance Criteria 4: Supervise the team in monitoring and control activities
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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							

Observation Checklist

Assessment Task 1	Description of Assessment Task 1 Candidate is required to Draft a memo to convey the information and collaborative relations with different department		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Identify environmental policy			
2. Implement environmental policy in assigned task			
3. Assist in development of SMART objectives			
4. Develop an action plan to achieve environmental objectives			
5. Implement SMART objectives			
6. Assure compliance of environmental policy and objectives			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	
Each Assessment Task (with performance criteria)			

Assessment Task 2	Description of Assessment Task 2 Candidate is required to Prepare J'Ds for assigned department		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Assist in building up team			
2. Engage team in planning process			
3. Monitor and communicate planning progress			
4. Assign roles and responsibilities			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	
Each Assessment Task (with performance criteria)			

Assessment Task 3		Description of Assessment Task 3 Candidate is required to Prepare a Work Instruction Sheet according to the requirement		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Develop work instruction sheets for various monitoring and control operations			
2.	Ensure the implementation of SOPs			
3.	Inspect the operational activities			
4.	Supervise the team in monitoring and control activities			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-4	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Coordinate with all Departments, Establishing Collaborative Relationship to Achieve Objectives Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define "Memorandum".	
2. Define the term SMART goals.	
3. Enlist any three ways of communication	

ANSWER KEY

Answer Key

Question No.	Answer
1.	An informal written record of an agreement that has not yet become official. A memorandum (memo) is used to communicate something of immediate importance to people within a business or organization.
2.	The term “SMART” in SMART goals stands for goals which are, Specific, Measurable, Achievable, Relevant, and Time-Bound
3.	<p>Ways of communications are as follows</p> <ul style="list-style-type: none">• Verbal Communication. Verbal communication occurs when we engage in speaking with others.• Non-Verbal Communication. What we do while we speak often says more than the actual words.• Written Communication.

Assessment Evidence Guide

For

“Assistant Environmental Technician”

Level-5

Assist in Implementation of Environmental

Management System

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-5	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Assist in Implementation of Environmental Management System (EMS) Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task 1: Develop a PDCA cycle for EMS implementation in given industry (flowchart) using appropriate software</p> <p>Assessment Task 2: Draft an Action Plan for implementation of EMS System</p> <p>Assessment Task 3: Prepare a checklist of important documents required for Internal Audits</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify environmental policy</p> <p>Performance Criteria 2: Implement environmental policy in assigned tasks</p> <p>Performance Criteria 3: Assist in development of SMART objectives in relation with environmental technology</p> <p>Performance Criteria 4: Develop an action plan to achieve environmental objectives</p> <p>Performance Criteria 5: Implement SMART objectives</p> <p>Performance Criteria 6: Assure compliance of environmental policy and objectives</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Assist in building up team</p> <p>Performance Criteria 2: Engage team in planning process</p>

	<p>Performance Criteria 3: Monitor and communicate planning progress</p> <p>Performance Criteria 4: Implement plan</p> <p>Performance Criteria 5: Assign roles and responsibilities</p> <p>Performance Criteria 6: Support operations</p> <p>Performance Criteria 7: Develop work instruction sheets for various monitoring and control operations</p> <p>Performance Criteria 8: Ensure the implementation of SOPs</p> <p>Performance Criteria 9: Inspect the operational activities</p> <p>Performance Criteria 10: Supervise the team in monitoring and control activities</p> <p>Performance Criteria 11: Identify the target process for improvement</p> <p>Performance Criteria 12: Organize the team for continual improvement</p> <p>Performance Criteria 13: Collect current performance data</p> <p>Performance Criteria 14: Identify value added activities</p> <p>Performance Criteria 15: Establish desired performance goals</p> <p>Performance Criteria 16: Develop an action plan to improve the targeted process</p> <p>Performance Criteria 17: Evaluate the result in perspective of action plan</p> <p>Performance Criteria 18: Attend management review meetings</p> <p>Performance Criteria 19: Repeat the cycle to look for new opportunities</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Assist in scheduling internal audit</p> <p>Performance Criteria 2: Assist in fieldwork of audit</p> <p>Performance Criteria 3: Take physical evidence of internal audit findings</p> <p>Performance Criteria 4: Assist in reporting audit findings</p>
	<p>Portfolios required at the time of assessment (if any) for</p>

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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							

Observation Checklist

Assessment Task 1	Description of Assessment Task 1 Develop a PDCA cycle for EMS implementation in given industry (flowchart) using appropriate software		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Identify environmental policy			
2. Implement environmental policy in assigned tasks			
3. Assist in development of SMART objectives in relation with environmental technology			
4. Develop an action plan to achieve environmental objectives			
5. Implement SMART objectives			
6. Assure compliance of environmental policy and objectives			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	
Each Assessment Task (with performance criteria)			

Assessment Task 2		Description of Assessment Task 2		
		Draft an Action Plan for implementation of EMS System		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Assist in building up team			
2.	Engage team in planning process			
3.	Monitor and communicate planning progress			
4.	Implement plan			
5.	Assign roles and responsibilities			
6.	Support operations			
7.	Develop work instruction sheets for various monitoring and control operations			
8.	Ensure the implementation of SOPs			
9.	: Inspect the operational activities			
10.	Supervise the team in monitoring and control activities			
11.	Identify the target process for improvement			
12.	Organize the team for continual improvement			
13.	Collect current performance data			
14.	Identify value added activities			
15.	Establish desired performance goals			
16.	Develop an action plan to improve the targeted process			
17.	Evaluate the result in perspective of action plan			
18.	Attend management review meetings			
19.	Repeat the cycle to look for new opportunities			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 3		Description of Assessment Task 2		
		Prepare a checklist of important documents required for Internal Audits		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Assist in scheduling internal audit			
2.	Assist in fieldwork of audit			
3.	Take physical evidence of internal audit findings			
4.	Assist in reporting audit findings			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-5	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Assist in Implementation of Environmental Management System Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30mins		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define Environmental Management System	
2. Define the terms 'Environmental policy and objectives'	
3. What is ISO?	
4. What are the main reasons to implement EMS system	
5. Enlist four phases of EMS implementation plan	

ANSWER KEY

Sr.	Answers
1.	An Environmental Management System (EMS) is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency
2.	<p>The environmental policy is defined in a statement which addresses the company expectations for programs that are important to assure adequate environmental protection and define its future commitment towards preventing pollution and continuously improving the effectiveness of its environmental protection programs.</p> <p>Environmental objectives are the overall aims that your business sets itself to improve environmental performance through its EMS, Environmental Objectives are the part of Environmental Policy</p>
3.	ISO stands for International Organization for Standardization, it is an independent, non-governmental, international organization that develops standards to ensure the quality, safety, and efficiency of products, services, and systems.
4.	<p>There are 3 main reasons</p> <ul style="list-style-type: none">• Moral reasons• Financial reasons• Legal reasons
5.	<p>Four phases of EMS implementation plan are</p> <ul style="list-style-type: none">• Planning• Implementation and operation• Checking and corrective action• Management analysis

**Assessment Evidence
Guide
For
“Environmental
Technician”
Level-5
Implement Emergency Response Plan (ERP)
(Formative Assessment)**



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-6	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Implement Emergency Response Plan (ERP) Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p style="text-align: center;">Assessment Task 1: Conduct fire safety training to a group, including:</p> <ul style="list-style-type: none"> Emergency exit plan according to given instructions List of required Emergency Response equipment <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify potential environmental emergencies</p> <p>Performance Criteria 2: Assist in performing environmental emergency risk assessment</p> <p>Performance Criteria 3: Update Materials Safety Data Sheet (MSDS) in accordance with Workplace Hazardous Materials Information System (WHMIS)</p> <p>Performance Criteria 4: Implement preventive maintenance program for equipment in timely manner to prevent environmental emergencies</p> <p>Performance Criteria 5: Assess the emergency situation</p> <p>Performance Criteria 6: Determine response level to emergency</p> <p>Performance Criteria 7: Ensure quick reporting of incident to higher management</p> <p>Performance Criteria 8: Execute emergency exit plan under emergency situations</p> <p>Performance Criteria 9: Follow post emergency procedures</p> <p>Performance Criteria 10: Update the emergency response plan</p>

	Performance Criteria 11: Check response PPEs are available Performance Criteria 12: Ensure medium to long term recovery Performance Criteria 13: Inform respective agencies according to the situation Performance Criteria 14: Restock response supplies
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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							

Observation Checklist

Assessment Task 1	Description of Assessment Task 1 Conduct fire safety training to a group, including: <ul style="list-style-type: none"> Emergency exit plan according to given instructions List of required Emergency Response equipment 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Identify potential environmental emergencies			
2. Assist in performing environmental emergency risk assessment			
3. Update Materials Safety Data Sheet (MSDS) in accordance with Workplace Hazardous Materials Information System (WHMIS)			
4. Implement preventive maintenance program for equipment in timely manner to prevent environmental emergencies			
5. Assess the emergency situation			
6. Determine response level to emergency			
7. Ensure quick reporting of incident to higher management			
8. Execute emergency exit plan under emergency situations			
9. Follow post emergency procedures			
10. Update the emergency response plan			
11. Check response PPEs are available			
12. Inform respective Ensure medium to long term recovery agencies according to the situation			
13. Restock response supplies			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	
Each Assessment Task (with performance criteria)			

Knowledge Assessment

Title of Qualification: National Competency Standards Level-3 for Environmental Technology “Assistant Environmental Technician”	CS Code: 081PF02B	Level: 03	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Implement Emergency Response Plan (ERP) Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define ERP	
2. What are material safety data sheets?	
3. Define Emergency Drill	
4. Define emergency plan	
5. Enlist three benefits of PPEs	

ANSWER KEY

Sr.	Answers
1.	An emergency response plan is a documented series of steps that an organization will take during a critical event to ensure employees' safety and minimize the impact on critical operations.
2.	A material safety data sheet is a technical document which provides detailed and comprehensive information on a controlled product related to: <ul style="list-style-type: none">• Health effects of exposure to the product• Hazard evaluation related to the product's handling, storage, or use• Measure to protect workers at risk of exposure• Emergency procedures.
3.	Emergency evacuation drills include alarm activation to ensure fire protection and reliability, along with an orderly, disciplined evacuation, followed by a thorough inspection of the building to immediately rectify any code related issues.
4.	An emergency plan specifies procedures for handling sudden or unexpected situations. The objective is to be prepared to: <ul style="list-style-type: none">• Prevent fatalities and injuries.• Reduce damage to buildings, stock, and equipment.• Protect the environment and the community.• Accelerate the resumption of normal operation
5.	Three benefits of PPEs <ul style="list-style-type: none">• Fewer injuries• Less sickness• Stay on right side of law

Assessment Evidence Guide

For

**“Environmental
Technician”**

Level-5

Assist in Environmental Safety (ES)

Assessment

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 081PF02C	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Assist in Environmental Safety (ES) Assessment Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p style="text-align: center;">Assessment Task 1: Perform Site safety Inspection and Risk assessment</p> <p style="text-align: center;">Assessment Task 2: Suggest recommendations to maintain and improve environmental performance by following green skills</p> <p style="text-align: center;">Assessment Task 2: Implement 4R strategy (Reduce, Reuse, Recycle and Recover)</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>Assessment Task 1</p> <p>Performance Criteria 1: Conduct surveys to identify various hazards</p> <p>Performance Criteria 2: Determine permanent and temporal characteristics of different hazards</p> <p>Performance Criteria 3: Identify various scenarios under which different hazards could cause threat</p> <p>Performance Criteria 4: Calculate accident probability for various scenarios</p> <p>Performance Criteria 5: Assess the accident consequences for different hazards</p> <p>Performance Criteria 6: Determine risk associated with each hazard</p> <p>Performance Criteria 7: Determine whether risk is within acceptance limit</p>
	<p>Assessment Task 2:</p> <p>Performance Criteria 1: Follow Key Performance Indicators (KPIs) related to environmental performance</p> <p>Performance Criteria 2: Follow the relevant environmental regulations</p> <p>Performance Criteria 3: Follow low emission regulations for gases</p> <p>Performance Criteria 4: Ensure Procurement of environmentally friendly materials</p>
	<p>Assessment Task 3:</p>

	<p>Performance Criteria 1: Implement the methods used for reduction of waste</p> <p>Performance Criteria 2: Use environmentally friendly material in processes</p> <p>Performance Criteria 3: Promote use of biodegradable products</p> <p>Performance Criteria 4: Reduce consumption of needless items</p> <p>Performance Criteria 5: Print on both sides of a paper</p> <p>Performance Criteria 6: Use rechargeable batteries</p> <p>Performance Criteria 7: Apply criteria for the reuse of waste</p> <p>Performance Criteria 8: Isolate the recycled materials form non-recycle material</p> <p>Performance Criteria 9: Implement green skills necessary for sustainable development</p> <p>Performance Criteria 10: Implement green skills to support sustainable green economy</p>
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	<div style="display: flex; justify-content: space-between;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Candidate is required to Perform Site safety Inspection and Risk assessment		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Conduct surveys to identify various hazards			
2.	Determine permanent and temporal characteristics of different hazards			
3.	Identify various scenarios under which different hazards could cause threat			
4.	Calculate accident probability for various scenarios			
5.	Assess the accident consequences for different hazards			
6.	Determine risk associated with each hazard			
7.	Determine whether risk is within acceptance limit			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 2		Description of Assessment Task 2 Candidate is required to Suggest recommendations to maintain and improve environmental performance by following green skills		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Follow Key Performance Indicators (KPIs) related to environmental performance.			
2.	Follow the relevant environmental regulations			
3.	Follow low emission regulations for gases, if any			
4.	Ensure Procurement of environmentally friendly materials			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 3		Description of Assessment Task 3 Candidate is required to Implement 4R strategy in assigned classroom/ lab/ field (Reduce, Reuse, Recycle and Recover)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Implement the methods used for reduction of waste			
2.	Use environmentally friendly material in processes			
3.	Promote use of biodegradable products			
4.	Reduce consumption of needless items			
5.	Print on both sides of a paper			
6.	Use rechargeable batteries			
7.	Apply criteria for the reuse of waste			
8.	Isolate the recycled materials form non-recycle material			
9.	Implement green skills necessary for sustainable development			
10.	Implement green skills to support sustainable green economy			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-7	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Assist in Environmental Safety (ES) Assessment Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Differentiate between risk assessment and risk analysis	
2. Enlist steps required for performing risk assessment	
3. Enlist any five NEQS being followed in Pakistan	
4. Enlist classes of hazardous waste	

ANSWER KEY

Answer Key

Questi on No.	Answer				
1.	Risk analysis is a technique used to identify and assess factors that may jeopardize the safety of the work place Risk assessment is the combined effort of identifying and analyzing potential events that may negatively impact individuals, assets, and/or the environment and making judgments on the tolerability of the risk on the basis of a risk analysis. For example: using risk matrix				
2.	A risk assessment process generally have following steps <ul style="list-style-type: none">Decide who might be harmed and how.Evaluate the risksDecide on control measures required for risksRecord your findings and implement themReview your assessment and update if necessary				
3.	Some of National Environmental Quality Standards being followed in Pakistan are as follows:				
	S. No	Parameter	Existing Standards	Revised Standards	
			Into Inland water	Into Sewage Treatment	Into S
	1	Temperature or Temperature increase	40 °C	= <3 °C	= <3 °C
	2	pH value	6-10	6-9	6-9
	3	BOD at 20 °C	80 mg/l	80	250
	4	COD	150 mg/l	150	400
	5	Total Suspended Solids	150 mg/l	200	400
	6	Total Dissolved Solids	3500 mg/l	3500	3500
4.	Class 1: Explosives. Class 2: Gases. Class 3: Flammable Liquids. Class 4: Flammable Solids or Substances. Class 5: Oxidizing Substances and Organic Peroxides. Class 6: Toxic and Infectious Substances. Class 7: Radioactive. Class 8: Corrosive Substances.				

Assessment Evidence Guide

For

**“Environmental
Technician”**

Level-5

**Perform Cost Analysis Related to
Operations and Maintenance**

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-8	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Cost Analysis related to Operations and Maintenance Follow Green Skills 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p style="text-align: center;">Assessment Task 1: Analyse data and prepare cost analysis report</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>Assessment Task 1:</p> <p>Performance Criteria 1: Identify various types of costs</p> <p>Performance Criteria 2: Choose appropriate economic evaluation method</p> <p>Performance Criteria 3: Apply statistical methods to analyze cost data</p> <p>Performance Criteria 4: Interpret results from cost data</p> <p>Performance Criteria 5: Apply the result obtained from cost data</p> <p>Performance Criteria 6: Identify various parts of cost analysis report</p> <p>Performance Criteria 7: Identify the impacts and select measurement indicators</p> <p>Performance Criteria 8: Prepare cost benefit analysis report</p>
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> 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							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Analyse data and prepare cost analysis report		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify various types of costs			
2.	Choose appropriate economic evaluation method			
3.	Apply statistical methods to analyze cost data			
4.	Interpret results from cost data			
5.	Apply the result obtained from cost data			
6.	Identify various parts of cost analysis report			
7.	Identify the impacts and select measurement indicators			
8.	Prepare cost benefit analysis report			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code: 0712-EPT-8	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Cost Analysis related to Operations and Maintenance 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define the term 'Cost Management'	
2. Name components of cost analysis	
3. Describe various economic evaluation methods	

ANSWER KEY

Question No.	Answer
1.	Cost management is the process of planning and controlling the costs associated with running a business. It includes collecting, analyzing and reporting cost information to more effectively budget, forecast and monitor costs.
2.	A cost analysis involves following components <ul style="list-style-type: none">• Activities and Resources• Cost Categories• Personnel Costs• Direct and Indirect Costs (Overhead)• Depreciation• Annual Costs.
3.	There are generally four types of economic evaluation: <ul style="list-style-type: none">• Cost-Benefit Analysis (CBA)• Cost-Minimization Analysis (CMA)• Cost-Effectiveness Analysis (CEA)• Cost-Utility Analysis (CUA).

**Assessment Evidence
Guide
For
“Assistant Environmental
Technician”
Level-5
(Summative Assessment)**



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code:	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Conduct On-Site Training • Perform Technical and Administrative Field Tasks • Supervise the Team to Achieve Goals and Prepare Action Plan on Daily Basis • Coordinate with all Departments, Establishing Collaborative Relationship to Achieve Objectives • Assist in Implementation of Environmental Management System (EMS) • Implement Emergency Response Plan (ERP) • Assist in Environmental Safety (ES) Assessment • Perform Cost Analysis related to Operations and Maintenance • Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 5 hours		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Assessment Task1: The Trainee is asked to plan and conduct a training of various department employees on emergency response plan and OHS by following EMS using given resources 2. Assessment Task 2: The trainee is required to conduct environmental safety assessment along with other technical and administrative tasks assigned by assessor <p>And complete:</p> <ol style="list-style-type: none"> 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Plan the training on given topic</p>

	<p>Performance Criteria 2: Conduct inter departmental meetings</p> <p>Performance Criteria 3: Record minutes of meeting</p> <p>Performance Criteria 4: Determine desired knowledge and skills</p> <p>Performance Criteria 5: Determine desired outcomes of training</p> <p>Performance Criteria 6: Select suitable venue for training</p> <p>Performance Criteria 7: Perform environmental emergency risk assessment</p> <p>Performance Criteria 8: Conduct training</p> <p>Performance Criteria 9: Clearly define objectives, roles, and responsibilities of all employees</p> <p>Performance Criteria 10: Simulate the crisis as close to reality as you can</p> <p>Performance Criteria 11: Ensure use of PPEs</p> <p>Performance Criteria 12: Let other employees know that you are analyzing their performance</p> <p>Performance Criteria 13: Create sense of community and collaborative culture</p> <p>Performance Criteria 14: Strengthen communication protocols</p> <p>Performance Criteria 15: Encourage learning opportunities and open feedback</p> <p>Performance Criteria 16: Conduct post training feedback</p> <p>Performance Criteria 17: Respond to the feedback</p> <p>Performance Criteria 18: Conduct post training meeting</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Conduct thorough survey of assigned site</p> <p>Performance Criteria 2: Inspect the site to identify various hazards</p> <p>Performance Criteria 3: Follow organizational policies and procedures</p> <p>Performance Criteria 4: Identify various scenarios under which different hazards could cause threat</p> <p>Performance Criteria 5: Check the previous incidents history</p> <p>Performance Criteria 6: Assess the incident probability and consequences for different hazards</p> <p>Performance Criteria 7: Determine risk associated with each hazard</p> <p>Performance Criteria 8: Determine whether risk is within acceptance limit</p> <p>Performance Criteria 9: Enlist any malfunctioned equipment</p> <p>Performance Criteria 10: Identify Key Performance Indicators (KPIs) related to environmental performance</p> <p>Performance Criteria 11: 11. Follow relevant environmental regulations</p> <p>Performance Criteria 12: Make a detailed report of environmental safety assessment</p>
	<p>Portfolios required at the time of assessment (if any) for</p>

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	<div style="display: flex; justify-content: space-between;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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							

Observation Checklist

Assessment Task 1	Description of Assessment Task 1 Candidate is required to plan and conduct a training of various department employees on emergency response plan and OHS by following EMS using given resources		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Plan the training on given topic			
2. Conduct inner departmental meetings			
3. Record minutes of meeting			
4. Determine desired knowledge and skills			
5. Determine desired outcomes of training			
6. Select suitable venue for training			
7. Perform environmental emergency risk assessment			
8. Conduct training			
9. Clearly define objectives, roles, and responsibilities of all employees			
10. Simulate the crisis as close to reality as you can			
11. Ensure use of PPEs			
12. Let other employees know that you are analyzing their performance			
13. Create sense of community and collaborative culture			
14. Strengthen communication protocols			
15. Encourage learning opportunities and open feedback			
16. Conduct post training feedback			
17. Respond to the feedback			
18. Conduct post training meeting			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	
Each Assessment Task (with performance criteria)			

Assessment Task 2		Description of Assessment Task 2		
		Candidate is required to conduct environmental safety assessment along with other technical and administrative tasks assigned by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Conduct thorough survey of assigned site			
2.	Inspect the site to identify various hazards			
3.	Follow organizational policies and procedures			
4.	Identify various scenarios under which different hazards could cause threat			
5.	Check the previous incidents history			
6.	Assess the incident probability and consequences for different hazards			
7.	Determine risk associated with each hazard			
8.	Determine whether risk is within acceptance limit			
9.	Enlist any malfunctioned equipment			
10.	Identify Key Performance Indicators (KPIs) related to environmental performance			
11.	Follow relevant environmental regulations			
12.	Make a detailed report of environmental safety assessment			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Portfolio		Description of Portfolio Candidate is required to present a portfolio including:		
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1.	File/folder of Conduct On-Site Training			
2.	File/folder of Perform Technical and Administrative Field Tasks			
3.	File/folder of Supervise the Team to Achieve Goals and Prepare Action Plan on Daily Basis			
4.	File/folder of Coordinate with all Departments, Establishing			
5.	File/folder of Collaborative Relationship to Achieve Objectives			
6.	File/folder of Assist in Implementation of Environmental Management System (EMS)			
7.	File/folder of Implement Emergency Response Plan (ERP)			
8.	File/folder of Assist in Environmental Safety (ES) Assessment			
9.	File/folder of Perform Cost Analysis related to Operations and Maintenance			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Competency Standards Level-5 for Environmental Technology (Environmental Technician)	CS Code:	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Conduct On-Site Training • Perform Technical and Administrative Field Tasks • Supervise the Team to Achieve Goals and Prepare Action Plan on Daily Basis • Coordinate with all Departments, Establishing Collaborative Relationship to Achieve Objectives • Assist in Implementation of Environmental Management System (EMS) • Implement Emergency Response Plan (ERP) • Assist in Environmental Safety (ES) Assessment • Perform Cost Analysis related to Operations and Maintenance • Follow Green Skills 	Assessment Date (DD/MM/YY): Assessment Time: 30 minutes		

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Enlist any five clauses of ISO 14001	
2. Differentiate between risk and hazard	
3. Briefly describe any two SMART objectives for environmental policy	
4. Write down five stages of Emergency Response Plan	
5. Why is it mandatory to follow NEQs	
6. What is national resource management	
7. Describe deforestation and its causes	
8. Enlist any five sustainable development goals (SDGs)	

Answer Key

Question No.	Answer						
1.	Five clauses of ISO 14001 <ul style="list-style-type: none"> • Context of organization • Leadership • Planning • Support • Operations • Performance evaluation • Improvement 						
2.	<table border="1"> <thead> <tr> <th>Hazards</th><th>Risks</th></tr> </thead> <tbody> <tr> <td>A hazard is something that can cause harm</td><td>Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.</td></tr> <tr> <td>For-Example: Electricity, chemicals, working up a ladder, noise, etc</td><td>For-Example: Electric shock, fall from height</td></tr> </tbody> </table>	Hazards	Risks	A hazard is something that can cause harm	Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.	For-Example: Electricity, chemicals, working up a ladder, noise, etc	For-Example: Electric shock, fall from height
Hazards	Risks						
A hazard is something that can cause harm	Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.						
For-Example: Electricity, chemicals, working up a ladder, noise, etc	For-Example: Electric shock, fall from height						
3.	<p>Following are two SMART objectives</p> <ul style="list-style-type: none"> • Reduce energy use (e.g., electricity, oil, coal, gas) by 5% per year for the next five years. • Reduce the amounts of solid waste sent to landfill by 25% in two years 						
4.	<p>The five phases of emergency response plan are</p> <ul style="list-style-type: none"> • Prevention • Mitigation • Preparedness • Response • Recovery 						
5.	<p>Environmental Regulations are followed to protect environment. Non-compliance of these regulations results in various punishments like fines, and in some extreme cases, jail time. Without these NEQS, the government would not be able to punish those who treat the environment poorly.</p>						
6.	<p>Natural Resource Management (NRM) refers to the sustainable utilization of major natural resources, such as land, water, air, minerals, flora and fauna.</p>						
7.	<p>Deforestation means felling and clearing of forest cover in order to accommodate agriculture, industrial or urban use. Throughout history and into modern times, forests have been razed to make space for agriculture and animal grazing, and to obtain wood for fuel, manufacturing, and construction.</p> <p>Some of main causes of deforestation are agricultural expansion, forest fire, wood extraction (e.g., logging or wood harvest for domestic fuel or charcoal), and infrastructure expansion such as road building.</p>						
8.	<p>Following are Five Sustainable development goals (SDGs)</p>						

	<ul style="list-style-type: none">• No Poverty• Sustainable Cities and Communities• Clean water and Sanitation• Climate Action• Life on Land
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