Assessment Evidence Guide For

"Seed Procurement Assistant"

Level-3
Perform Seed Sampling
(Formative Assessment)



National Vocational & Technical
Training Commission

Instruction Sheet for the Candidate

Title of Qualification:	CS Code:	Level:3	Version:01
National Vocational Certificate Level 3 in Seed Processing & Biotechnology (Seed Procurement Assistant)			
Competency Standard Title:	Assessment	Date (DD/MM/	YY):
Perform Seed Sampling Maintain Safety at Site Work in a Team Environment	Assessment	Time:	

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):
	Assessment Task 1: Candidate is required to perform seed sampling as
Guidance	per instruction given by assessor.
for Candidate	Assessment Task 2: Candidate is required to perform labeling and transportation of seed sample as per instruction given by assessor.
	And complete:
	 Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete:
	Assessment Task 1
	Performance Criteria 1: Schedule activities according to work instructions
Minimum	Performance Criteria 2: Arrange the tools and equipment
Evidence	Performance Criteria 3: Collect sampling material
Required	Performance Criteria 4: Collect seed sample according to standard method
	Performance Criteria 5: Seal sample according to SOPs
	Performance Criteria 6: Identify potential hazards at work site
	Performance Criteria 7: Perform fall protection measures as per job requirements
	Assessment Task 2
	Performance Criteria 1: Arrange Labelling material
	Performance Criteria 2: Label sample according to work instructions
	Performance Criteria 3: Transfer collected sample from filed to lab

according to SOPs

Performance Criteria 4: Maintain record

Performance Criteria 5: FollowCOVID-19 SOP's

Performance Criteria 6: Perform mock first aid treatment for minor injuries

Performance Criteria 7: Inform co-workers and superiors about any

deviation

Assessors Judgment Guide

Candidate Details	Name: Candidate Signature:	
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	NOT YET COMPETENT□ . Assessor's code:

Assessment Summary (to be filled by the assessor)							
Activity		Method		Res	sult		
Nature of Activity	Written	Oral	Observati	Portfolio	Role Play	Competen t Not Yet Competen	
Practical Skill Demonstration			√				
Knowledge Assessment	√	✓					
Other Requirement							

Observation Checklist

Asses	ssment Task 1	Description	of As	sess	ment Task 1	
		Perform seed sampling as per instruction given by				
		assessor.				
	g the practical assessment, candi nstrated the following:	date	Yes	No	Remarks	
1.	Schedule activities according to wo instructions	ork				
2.	Arrange the tools and equipment					
3.	Collect sampling material					
4.	Collect seed sample according to s method	standard				
5.	5. Seal sample according to SOPs					
6.	6. Identify potential hazards at work site					
7.	Perform fall protection measures as requirements	s per job				
Comp	etent 🗆	Not Yet Com	peten	t 🗆		
Each	Assessment Task (with performa	nce criteria)				

Assessment Task 2		Description of Assessment Task2			
		Perform label as per instruc	•		portation of seed sample assessor.
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1.	Arrange Labelling material				
2.	Label sample according to work instructions				
3.	Transfer collected sample from filed to lab according to SOPs				
4.	Maintain record				
5.	5. FollowCOVID-19 SOP's				
6.	6. Perform mock first aid treatment for minor injuries				
7.	7. Inform co-workers and superiors about any deviation				
Competent □ Not Yet Cor		peten	t 🗆		

Knowledge Assessment

			<u> </u>			
Title	of Qua	lification:		CS Code:	Level:	Version:
Proce	essing &	ational Certificate Biotechnology (S Assistant)			3	01
Com	petenc	y Standard Title	9 :	Assessment	Date (DD/MN	I/YY):
Perfo	rm Seed	l Sampling				
Maint	tain Safe	ty at Site		Assessment	t Time: 30 min	1
Work	in a Tea	am Environment				
for	ance didate		our assessmener the questions		•	
Candidate Details Candidate Signature: Registration/Roll Number:						
Writte	_	COMPETEN			YET COMPET	ENT 🗆
Assessment Outcome Signature of the Assessor:						
Ques	stions (C		ntly answered que	•	and demonstra	ted
	Define	understanding o seed sampling?	f the topics and th	eir application)		
1. 2.		ny two seed				
	samplii	ng equipment's.				
3. What is the purpose of sealing of seed sample?						
4. What are seed labels?						
5.	What is	s seed lot?				
6.	technic					
7.	7. Define primary seed sample?					

Ques	Questions (Candidate confidently answered questions correctly and demonstrated			
	understanding of	f the topics and their application)		
8.	What is composite sample?			
9.	What is an emergency plan?			
10.	Define safety control measures.			
11.	Enlist three types of communication.			
12.	Model of Communication SMCR is stands for?			

ANSWER KEY

Sr.	Answers
1.	It is performed to assure accuracy of seeds for analysis.
2.	Seed Trier,
	Seed Sampling Probe
	Seed sampling Spear
3.	It is used to prevent humidity and contamination.
4.	These are used to provide information such as lot no, cultivar name, origin of
	production, species etc.
5.	A particular batch of seeds often collected from a specific zone.
6.	Simple random sampling
	Systematic sampling
	Stratified sampling
	Clustered sampling
	Quota sampling
7.	It is a small portion of seeds taken from one point in the lot/ bag.
8.	All primary samples are combined together to form a composite sample.
9.	An emergency plan specifies procedures for handling sudden or unexpected situations
10.	Control measures include actions that can be taken to reduce the potential of exposure to the hazard
11.	Verbal Communication.
	Non-verbal / Interpersonal communication.
	Written Communications.
	Formal &Informal
	Visual Communication
12.	Sender-Message-Channel-Receiver (SMCR)

Assessment Evidence Guide

For

"Seed Procurement Assistant"

Level-3
Perform Seed Procurement
(Formative Assessment)



National Vocational & Technical
Training Commission

Instruction Sheet for the Candidate

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)		3	01
Competency Standard Title:	Assessmen	t Date (DD/M	M/YY):
Perform Seed Procurement			
Maintain Safety at Site Assess		t Time:	
Work in a Team Environment			

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):
	Assessment Task 1: Candidate is required to prepare seed collection information sheet on prescribed format as per instruction given by assessor.
Guidance for Candidate	Assessment Task 2: Candidate is required to execute seed procurement as per instruction given by assessor.
Candidate	Assessment Task 3: Candidate is required to perform transportation of procured seed at collection site as per instruction given by assessor.
	And complete:
	 Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)

	During a practical assessment, under observation by an assessor, you will complete:
	Assessment Task 1
Minimum Evidence Required	Performance Criteria 1: Collect information regarding type/variety of crop on prescribed format Performance Criteria 2: Collect information regarding seed collection mechanism on prescribed format
	Performance Criteria 3: Collect information regarding seed quality on
	prescribed format Performance Criteria 4: FollowCOVID-19 SOP's
	Performance Criteria 4: 1 ollow COVID-19 3OF's Performance Criteria 5: Identify appropriate lines of communication with supervisors and colleagues
	Assessment Task 2
	Performance Criteria 1: Collect sample report
	Performance Criteria 2: Perform purchases according to SOPs
	Performance Criteria 3: Manage seed to avoid post-harvest losses, as per
	the requirement
	Performance Criteria 4: Maintain record
	Performance Criteria 5: Assess the specific and relevant information from the appropriate sources
	Assessment Task 3
	Performance Criteria 1: Arrange site for seed collection
	Performance Criteria 2: Maintain sanitary conditions at site according to SOPs
	Performance Criteria 3: Perform weighing according to work instructions
	Performance Criteria 4: Perform loading and unloading according to
	standard instructions
	Performance Criteria 5: Maintain records Performance Criteria 6: Identify potential hazards at work site Performance Criteria 7: Identify the risk of slip, trip and fall at work place Performance Criteria 8: Convey the information using the appropriate medium and ideas

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

Candidate Details	Name: Candidate Signature:	· ·
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	NOT YET COMPETENT□ . Assessor's code:

Assessment Summary (to be filled by the assessor)								
Activity	Method					Result		
Nature of Activity	Written	Oral	Observati	Portfolio	Role Play	Competen t	Not Yet Competen t	
Practical Skill Demonstration			✓					
Knowledge Assessment	√	√						
Other Requirement								

Observation Checklist

Asse	ssment Task 1	Description of Assessment Task 1				
		•		formation sheet on nstruction given by		
	g the practical assessment, cand	idate	Yes	No	Remarks	
demo	nstrated the following:					
1.	Collect information regarding type/	variety of				
1.	crop on prescribed format					
Collect information regarding seed coll		collection				
2.	mechanism on prescribed format					
2	Collect information regarding seed	quality on				
3.	prescribed format					
4.	4. FollowCOVID-19 SOP's					
	_ Identify appropriate lines of communication with				-	
5.	1	unication with				
	supervisors and colleagues			<u> </u>		
Comp	etent 🗆	Not Yet Com	ipeten	t 🗆		

Asses	ssment Task 2	Description of Assessment Task 2				
		Execute seed by assessor.	l procu	remen	t as per instruction given	
•	g the practical assessment, candi	idate	Yes	No	Remarks	
aemo	nstrated the following:					
1.	Collect sample report					
2.	2. Perform purchases according to SOPs					
	Manage seed to avoid post-harves	t losses, as				
3.	per the requirement					
4.	4. Maintain record					
_ Assess the specific and relevant info		formation				
from the appropriate sources						
Comp	etent 🗆	Not Yet Com	peten	t 🗆		

Asses	ssment Task 3	Description of Assessment Task 3					
		Perform transportation of procured seed at collection site as per instruction given by assessor.					
•	g the practical assessment, candi nstrated the following:	date	Yes	No	Remarks		
1.	Arrange site for seed collection						
2.	2. Maintain sanitary conditions at site according to SOPs						
3.	Perform weighing according to wor						
4.	4. Perform loading and unloading according to standard instructions						
5.	5. Maintain records						
6.	6. Identify potential hazards at work site						
7.	7. Identify the risk of slip, trip and fall at work place						
8.	Convey the information using the a medium and ideas	ppropriate					
Comp	etent 🗆	Not Yet Com	peten	t 🗆			

Knowledge Assessment

litle o	litle of Qualification:				CS Code:	Level:	Version:			
	roces	sin	nal Certificate Lev g and Biotechnolog sistant)			3	01			
Compe	etenc	y S	Standard Title:		Assessment Date (DD/MM/YY):					
Perform	n Seed	d P	rocurement							
Maintai	n Safe	ety	at Site		Assessmen	t Time:				
Work in a Team Environment										
Guidance for need to answer the question Candidate										
Details					Registration/Roll Number:					
Written Assessment Outcome COMPETENT Name of the Assessor: Signature of the Assessor:			sessor:	Ass		:				
Quest	tions	(Ca	andidate confidently	answered que	estions correctly	and demonstrate	ed understanding of			
		, , ,	•	•	their application)					
1.	Enlis	t se	ed types.							
2. What are the post-harvest losses of seeds										
3. Define seed quality.										
4. What is meant by seed procurement?										
5.	Defin	e S	eed.							
6.	6. Define variety?									

Ques	Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)				
7.	Define hybrid seed?				
8.	Enlist any three classes of seeds.				
9.	FSC&RD Stands for?				
10.	MSDS stands for?				
11.	Model of Communication SMCR is stands for?				

ANSWER KEY

Sr.	Answers					
1.	Monocotyledonous Dicotyledonous					
2.	The losses include: • Weight loss, • Quality loss, • Nutritional loss, • Seed viability loss					
3.	It is a potential performance of seed on the basis of physical and genetic purity.					
4.	Procurement is one of the key operational activities of Seed departments to ensure multiplication and production of certified seed.					
5.	It is an embryonic plant enclosed in a protective outer covering.					
6.	Seed having different form or types					
7.	It is created by crossing two different varieties of the same plant.					
8.	 Nucleus seed Breeder seed Foundation seed Certified seed 					
9.	Federal seed certification and registration department.					
10.	Material Safety Data Sheet					
11.	Sender-Message-Channel-Receiver (SMCR)					

Assessment Evidence Guide

For

"Seed Procurement Assistant"

Level-3
Perform Seed Transportation
(Formative Assessment)



National Vocational & Technical
Training Commission

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)	CS Code:	Level:	Version: 01	
Competency Standard Title: Perform Seed Transportation	Assessment Date (DD/MM/YY):			
Maintain Safety at Site	Assassman	t Timo:		
Work in a Team Environment	Assessment Time:			

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):
	Assessment Task 1: Candidate is required to prepare checklist for seed transportation given by assessor
	Assessment Task 2: Candidate is required to perform seed
Guidance for	transportation to warehouse as per instruction given by assessor.
Candidate	Assessment Task 3: Candidate is required to perform post transportation activities in warehouse as per instruction given by assessor.
	And complete:
	 Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1
	Performance Criteria 1: Collect weather forecast data
Minimum Evidence	Performance Criteria 2: Schedule activities according to work instructions
Required	Performance Criteria 3: Arrange materials required for transportation activity
	Performance Criteria 4: Identify potential hazards at work site
	Performance Criteria 5: FollowCOVID-19 SOP's

Assessment Task 2

Performance Criteria 1: Arrange transportation tools

Performance Criteria 2: Perform loading of bags as per standards

Performance Criteria 3: Weighing of vehicle as per requirement.

Performance Criteria 4: Load material according to work instructions.

Performance Criteria 5: Transport the loaded material to warehouse.

Performance Criteria 6: Maintain record

Performance Criteria 7: Perform fall protection measures as per job

requirements

Performance Criteria 8: Assess the specific and relevant information from

the appropriate sources

Performance Criteria 9: Convey the information using the appropriate

medium and ideas

Assessment Task 3

Performance Criteria 1: Arrange site for seed collection

Performance Criteria 2: Maintain sanitary conditions at site according to

SOPs

PerformanceCriteria3: Perform weighing according to work instructions

Performance Criteria 4: Perform loading and unloading according to

standard instructions

Performance Criteria 5: Maintain records

Performance Criteria 6: Identify the risk of slip, trip and fall at work place

Performance Criteria 7: Use appropriate non- verbal communication

Assessors Judgment Guide

Candidate Details	Name: Candidate Signature:	5
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	

Assessment Summary (to be filled by the assessor)								
Activity		Method				Result		
Nature of Activity	Written	Oral	Observati	Portfolio	Role Play	Competen	Not Yet Competen t	
Practical Skill Demonstration			√					
Knowledge Assessment	√	√						
Other Requirement								

Observation Checklist

Each	Each Assessment Task (with performance criteria)						
Asse	ssment Task 1	Description of Assessment Task 1					
		Prepare checklist for seed transportation given by assessor					
	g the practical assessment, candi enstrated the following:	idate	Yes	No	Remarks		
1.							
2.	Schedule activities according to wo instructions	ork					
3.	Arrange materials required for tran activity	sportation					
4.	Identify potential hazards at work s	ite			-		
5.	FollowCOVID-19 SOP's						
		N () ()					
Comp	petent 🗆	Not Yet Com	npeten	t 📙			
Assessment Task 2		Description	of As	sess	ment Task 2		
		Perform seed	d transp	ortati	on to warehouse as per		
		instruction giv	n given by assessor.				
	g the practical assessment, candi	date	Yes	No	Remarks		
1.	Arrange transportation tools						
2.	Perform loading of bags as per sta	ndards					
3.	Weighing of vehicle as per requirer	ment.					
4.	Load material according to work in	structions.					
5.	Transport the loaded material to wa	arehouse.			-		
6.	Maintain record				_		
7.	7. Perform fall protection measures as per job requirements						
8	8. Assess the specific and relevant information from the appropriate sources			<u> </u>			
J	Assess the specific and relevant in from the appropriate sources	formation					
9.					_		

Assessment Task 3		Description of Assessment Task 3				
		Perform post transportation activities in warehouse as per instruction given by assessor.				
During the practical assessment, candidate demonstrated the following:		date	Yes	No	Remarks	
1.	Arrange site for seed collection					
2.	Maintain sanitary conditions at site according to SOPs					
3.	3. Perform weighing according to work instructions					
4.	4. Perform loading and unloading according to standard instructions					
5.	5. Maintain records					
6.	6. Identify the risk of slip, trip and fall at work place					
7.	7. Use appropriate non- verbal communication					
Comp	etent □	Not Yet Com	peten	t 🗆		

Knowledge Assessment

Title of	Title of Qualification:					Level:	Version:		
National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)				3	01				
Compe	etency	y \$	Standard Title:		Assessmer	nt Date (DD	/MM/YY):		
Maintair	n Safe	ty	ransportation at Site Environment		Assessmer	ոt Time :30 ւ	min		
VVOIR III	<u>u 10u</u>		LITTIONING						
for	Guidance for need to answer the question Candidate					-			
Details					Registration/Roll Number:				
Written Assessment Outcome			Signature of the	sessor: Assessor's code:					
	,		ndidate confidently answer ir application)	ered que	stions correctly	and demonstr	ated understanding of		
1. What precautions are required during the transport of seeds?									
2.	Defin	e s	seed warehouse?						
What are the sanitary requirements for warehouse?									
4.			ny three types of orage bags.						
5.			nny two seed rtation vehicles?						
6.			Sanitization?						

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)						
7.	Define fumigation?					
8.	Define safety control measures.					
9.	Enlist three types of communication.					

ANSWER KEY

Sr.	Answers
1.	Avoid direct sunlight
	 Maintenance of temperature by using wet gunny bags
2.	A large building where seeds are stored prior to their distribution for sale.
3.	Sanitization
	 Disinfection
	Fumigation
4.	Paper Bags,
	Jute Bags,
	 Polypropylene Woven Bags,
	Cotton Bags
5.	 Truck
	• Van
	• train
6.	It is a process to sanitize all surfaces with a solution of bleach and water.
7.	The process of disinfecting an area with fumes of certain chemicals.
	Control managing include actions that can be talken to reduce the material of companies to the
8.	Control measures include actions that can be taken to reduce the potential of exposure to the hazard
9.	Verbal Communication.
Э.	
	Non-verbal / Interpersonal communication.
	Written Communications.
	Formal &Informal
	Visual Communication

Assessment Evidence Guide For

"Seed Procurement Assistant"

Level-3
Perform Basic Operations for Warehouse
Management
(Formative Assessment)



National Vocational & Technical
Training Commission

Instruction Sheet for the Candidate

Title of Qualification:	CS Code:	Level:	Version:		
National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)		3	01		
Competency Standard Title:	Assessment Date (DD/MM/YY):				
Perform Basic Operations for Warehouse Management	Assessmen	t Timo :			
Maintain Safety at Site	Assessmen	t tille.			
Work in a Team Environment					

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):
Guidance for	Assessment Task 1: Candidate is required to receive raw seed and perform coding as per instruction given by assessor.
Candidate	Assessment Task 2: Candidate is required to maintain suitable conditions for seed storage as per instruction given by assessor.
	And complete:
	3. Knowledge assessment test (Written or Oral)4. Portfolios at the time of assessment (if any)

	During a practical assessment, under observation by an assessor, you will complete:
Minimum Evidence Required	Assessment Task 1
	Performance Criteria 1: Verify procurement data and purchase invoice. Performance Criteria 2: Receive shipments. Performance Criteria 3: Weight the raw material. Performance Criteria 4: Pack raw material in bags. Performance Criteria 5: Assign batch number to each shipment. Performance Criteria 6: Maintain shipment record. Performance Criteria 7: Take Sample of product if required for Govt. department FSC&RD (Federal seed certification and registration department. Performance Criteria 8: Identify the risk of slip, trip and fall at work place
	Performance Criteria 9: Perform fall protection measures as per job
	requirements
	Performance Criteria 10: FollowCOVID-19 SOP's Performance Criteria 11: Share report with co-workers.
	Assessment Task 2
	Performance Criteria 1: Keeping store clean and hygiene.
	Performance Criteria 2: Separate damaged and intact bags.
	Performance Criteria 3: Maintain storage temperature and humidity.
	Performance Criteria 4: Keep record of temperature and humidity in storage
	Performance Criteria 5: Keep storage pest free.
Minimum	Performance Criteria 6: Perform prior fumigation.
Evidence Required	Performance Criteria 7: Follow safety standards involved in processing.
1 1	Performance Criteria 8: Recognize the safety signs and symbols
	Performance Criteria 9: Identify potential hazards at work site
	Performance Criteria 10: Treat all Chemicals as per Material Safety Data Sheet (MSDS). Performance Criteria 11: Use chemical resistant gloves while handling chemicals. Performance Criteria 12: Label chemicals as per safety standards. Performance Criteria 13: Listen other's point of view without interruption

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

Candidate Details	Name: Candidate Signature:	, and the second
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	

Assessment Summary (to be filled by the assessor)								
Activity	Method					Result		
Nature of Activity	Written	Oral	Observati	Portfolio	Role Play	Competen	Not Yet Competen t	
Practical Skill Demonstration			√					
Knowledge Assessment	√	✓						
Other Requirement								

Observation Checklist

Asse	ssment Task 1	Description	of As	sess	ment Task 1
		Receive raw instruction given		•	rform its coding as per sor.
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1.	Verify procurement data and purch	ase invoice.			
2.	Receive shipments.				
3.	Weight the raw material.				
4.	Pack raw material in bags.				
5.	Assign batch number to each shipment.				
6.	Maintain shipment record.				
7.	Take Sample of product if required for Govt. department FSC&RD (Federal seed certification and registration department.				
8.	Identify the risk of slip, trip and fall	at work place			
9.	Perform fall protection measures as per job				
10.	requirements				_
	11. Share report with co-workers.				
Comp	etent 🗆	Not Yet Com	peten	t 🗆	

Asse	ssment Task 2	Description of Assessment Task 2					
		Maintain suitable conditions for seed so per instruction given by assessor.					
	g the practical assessment, candi nstrated the following:	date	Yes	No	Remarks		
1.	Keeping store clean and hygiene.						
2.	Separate damaged and intact bags	5.					
3.	Maintain storage temperature and humidity.						
4.	Keep record of temperature and humidity in storage						
5.	Keep storage pest free.						
6.	Perform prior fumigation.						
7.	Follow safety standards involved in	processing.					
8.	Recognize the safety signs and sy	mbols			-		
9.	Identify potential hazards at work s	ite			-		
10.	Treat all Chemicals as per Material Safety Data Sheet (MSDS).						
11.	Use chemical resistant gloves while handling chemicals.						
12.	Label chemicals as per safety standards.						
13.	Listen other's point of view without interruption						
Comp	etent 🗆	Not Yet Com	peten	t 🗆	,		

Knowledge Assessment

Knowledge Assessment								
Title of Qu	alifi	cation:		CS Code:	Level:	Version:		
National Voc Seed Proces Procuremen	ssin	g and Biotecl	te Level 3 in hnology (Seed		3	01		
Competen	су S	Standard T	itle:	Assessmen	t Date (DD/M	M/YY):		
Perform Bas Managemen		perations fo	r Warehouse	Assassman	t Time: 30 mir	2		
Maintain Sat	fety	at Site		ASSESSITION	t Time.	•		
Work in a Te	eam	Environmen	t					
Guidance for need to answer the questions Candidate				•	• •			
Details		Registration/Roll Number:						
NA/ CH		COMPETE	ENT□ NOT YET COMPETENT□					
Written Assessmer	nt	Name of the	ame of the Assessor: Assessor's code:					
		Signature Assessor:	of the					
1. Define raw seed?								
What are the two factors crucial for storage of seeds?								
What is an ideal temperature for seed storage?								

4.	What is an ideal percentage of humidity required for seed storage?	
	otorago.	
5.	What is the responsibility of seed certification department?	
6.	What is the purpose of shipping documents?	
7.	Explain the purpose of humidifier in warehouse?	
8.	Define barricade.	
9.	Define risk in occupational health and safety.	
10.	Define fire alarm.	
11.	Write the modes of communication.	

ANSWER KEY

	ANOWER RET
Sr.	Answers
1.	Seed in its raw form without any chemical, biological, or physical treatment.
2.	Temperature and Relative Humidity
3.	Temperature 35-40 °F
4.	Humidity less than 40%
5.	It is responsible to implement seed regulatory framework throughout
6.	This document contains information about the product, destination as well as the region of export.
7.	It is used to maintain humidity in warehouse to maintain freshness, avoid disease outbreak and enhance shelf-life.
8.	The definition of a barricade is a barrier that stops the progress of something
9.	'Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.
10.	A device making a loud noise that gives warning of a fire.
11.	There are three modes of communication;
	Interpersonal
	Interpretive
	Presentational.

Assessment Evidence Guide

For

"Seed Procurement Assistant"

Level-3
Manage Inventory of Materials
(Formative Assessment)



National Vocational & Technical
Training Commission

Instruction Sheet for the Candidate

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)		3	01
Competency Standard Title: Manage Inventory of Materials	Assessmen	t Date (DD/M	M/YY):
Maintain Safety at Site	Accomon	4 Timos	
Work in a Team Environment	Assessmen	t iiiie:	

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):
	Assessment Task 1: Candidate is required to collect raw material as per
	instruction given by assessor.
Guidance for Candidate	Assessment Task 2: Candidate is required to perform the storage of materials as per instruction given by assessor.
Carididate	Assessment Task 3: Candidate is required to maintain the stock register as
	per instruction given by assessor.
	And complete:
	 Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete:
	Assessment Task 1
NA****	Performance Criteria 1: Arrange required raw material according to SOPs
Minimum Evidence	Performance Criteria 2: Calculate amount of materials available on site
Required	Performance Criteria 3: Cross check with the log register
	Performance Criteria 4: Manage plan accordingly Performance Criteria 5: Identify potential hazards at work site
	Performance Criteria 6: Inform co-workers and superiors about any deviation

Assessment Task 2

Performance Criteria 1: Segregate the received material according to work instruction

Performance Criteria 2: Store materials as per nature of material

Performance Criteria 3: Check materials quality & quantity as per standard procedures

Performance Criteria 4: Follow standard precautions for handling and storage of seed, chemical and pesticides

Performance Criteria 5: Convey the information using the appropriate medium and ideas

Assessment Task 3

Performance Criteria 1: Manage stock Register on daily basis

Performance Criteria 2: Enter data corresponding to every type of raw material

Performance Criteria 3: Report to in charge

Performance Criteria 4: Prepare production / dispatch record sheet

Performance Criteria 5: FollowCOVID-19 SOP's

Performance Criteria 6: Listen other's point of view without interruption

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

Candidate Details	Name: Candidate Signature:	<u> </u>
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	

Assessment Summary (to be filled by the assessor)							
Activity	Method				Result		
Nature of Activity	Written	Oral	Observati	Portfolio	Role Play	Competen t	Not Yet Competen t
Practical Skill Demonstration			✓				
Knowledge Assessment	√	√					
Other Requirement							

Observation Checklist

Asses	ssment Task 1	Description	of As	sess	ment Task 1
		Collect raw m	naterial	as pe	r instruction given by
D ::	. d			l	
	g the practical assessment, candinstrated the following:	idate	Yes	No	Remarks
uemo	instrated the following.				
4	Arrange required raw material according to				
1.	SOPs				
2.	Calculate amount of materials available on site				
3.	3. Cross check with the log register				
4.	4. Manage plan accordingly				
5.	5. Identify potential hazards at work site				
6.	Inform co-workers and superiors about any				
0.	deviation				
Comp	etent 🗆	Not Yet Com	peten	t 🗆	

Asses	ssment Task 2	Description	of As	sess	ment Task 2
		Perform the s	•	of ma	terials as per instruction
During the practical assessment, candidate demonstrated the following:				No	Remarks
1.	Segregate the received material according to work instruction				
2.	Store materials as per nature of material				
3.	Check materials quality & quantity as per standard procedures				
4.	Follow standard precautions for handling and storage of seed fertilizers and pesticides				
5.	Convey the information using the appropriate medium and ideas				
Comp	etent 🗆	Not Yet Com	peten	t 🗆	

Asses	ssment Task 3	Description	of As	sess	ment Task 3
		Maintain the	stock re	egister	as per instruction given
		by assessor.			
	g the practical assessment, candinstrated the following:	date	Yes	No	Remarks
1.	Manage stock Register on daily basis				
2.	Enter data corresponding to every type of raw material				
3.	Report to In charge				
4.	4. Prepare production / dispatch record sheet				
5.	FollowCOVID-19 SOP's				
6.	Listen other's point of view without interruption				
Comp	Competent □		peten	t 🗆	

Knowledge Assessment

Title of Occalit	· · ·	Kilowieuge As			\/ · - · -
Title of Qualit	rication	:	CS Code:	Level:	Version:
National Vocati Processing and Procurement As	l Biotech	tificate Level 3 in Seed nology (Seed	3 01		
Competency Manage Inventor			Assessmen	t Date (DD/M	M/YY):
Maintain Safety	at Site				
Work in a Team	n Environ	nment	Assessmen	t Time:30 mir	า
Guidance for need to answer the question Candidate					
Candidate Details					
Written Assessment Outcome COMPETENT Name of the Assessor: Signature of the Assessor:			Asse		
What are the a	advantag	es of inventory managem	nent?		
Define aggregate					
2. Define seed inventory?					
3. What is register seed?					
4. Define basic seed?					
5. Define certified seed?					

6.	Enlist safety control measures?	
7.	What is an emergency plan?	
8.	MSDS stands for?	
9.	Define fire extinguisher?	
10	. Enlist four types of communication?	

ANSWER KEY

ANSWER RET	
Sr.	Answers
1.	Inventory management helps to identify which and how much stock to order at what time. It tracks inventory from purchase to the sale of goods.
2.	Aggregate is a term that's used to describe coarse to medium grain material.
3.	A complete list of seeds stock.
4.	It is a progeny of foundation seed that is handled to maintain its genetic identity and purity.
5.	It is the first progeny of pre basic seed that is handed to maintain its specific identity and purity.
6.	It is the progeny of basic seed which is produced by the registered growers.
7.	The definition of a barricade is a barrier that stops the progress of something
8.	'Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.
9.	A device making a loud noise that gives warning of a fire.
10.	There are three modes of communication; Interpersonal Interpretive Presentational.
11.	The definition of a barricade is a barrier that stops the progress of something