

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

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="padding-left: 40px;">Assessment Task 1: Candidate is required to perform seed sampling as per instruction given by assessor.</p> <p style="padding-left: 40px;">Assessment Task 2: Candidate is required to perform labeling and transportation of seed sample as per instruction given by assessor.</p> <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: Schedule activities according to work instructions</p> <p>Performance Criteria 2: Arrange the tools and equipment</p> <p>Performance Criteria 3: Collect sampling material</p> <p>Performance Criteria 4: Collect seed sample according to standard method</p> <p>Performance Criteria 5: Seal sample according to SOPs</p> <p>Performance Criteria 6: Identify potential hazards at work site</p> <p>Performance Criteria 7: Perform fall protection measures as per job requirements</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Arrange Labelling material</p> <p>Performance Criteria 2: Label sample according to work instructions</p> <p>Performance Criteria 3: Transfer collected sample from field to lab</p>

	<p>according to SOPs</p> <p>Performance Criteria 4: Maintain record</p> <p>Performance Criteria 5: Follow COVID-19 SOP's</p> <p>Performance Criteria 6: Perform mock first aid treatment for minor injuries</p> <p>Performance Criteria 7: Inform co-workers and superiors about any deviation</p>
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Observation Checklist

Assessment Task 1		Description of Assessment Task 1		
		Perform seed sampling as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Schedule activities according to work instructions			
2.	Arrange the tools and equipment			
3.	Collect sampling material			
4.	Collect seed sample according to standard method			
5.	Seal sample according to SOPs			
6.	Identify potential hazards at work site			
7.	Perform fall protection measures as per job requirements			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 2		Description of Assessment Task2		
		Perform labeling and transportation of seed sample as per instruction given by 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 field to lab according to SOPs			
4.	Maintain record			
5.	Follow COVID-19 SOP's			
6.	Perform mock first aid treatment for minor injuries			
7.	Inform co-workers and superiors about any deviation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Questions (Candidate confidently answered questions correctly and demonstrated understanding of 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.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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: National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)	CS Code:	Level: 3	Version: 01
Competency Standard Title: Perform Seed Procurement Maintain Safety at Site Work in a Team Environment	Assessment Date (DD/MM/YY): Assessment Time:		

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: Candidate is required to prepare seed collection information sheet on prescribed format as per instruction given by assessor.</p> <p>Assessment Task 2: Candidate is required to execute seed procurement as per instruction given by assessor.</p> <p>Assessment Task 3: Candidate is required to perform transportation of procured seed at collection site as per instruction given by assessor.</p> <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)

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

Observation Checklist

Assessment Task 1	Description of Assessment Task 1			
	Prepare seed collection information sheet on prescribed format as per instruction given by assessor.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Collect information regarding type/variety of crop on prescribed format			
2.	Collect information regarding seed collection mechanism on prescribed format			
3.	Collect information regarding seed quality on prescribed format			
4.	Follow COVID-19 SOP's			
5.	Identify appropriate lines of communication with supervisors and colleagues			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2	Description of Assessment Task 2			
	Execute seed procurement as per instruction given by assessor.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Collect sample report			
2.	Perform purchases according to SOPs			
3.	Manage seed to avoid post-harvest losses, as per the requirement			
4.	Maintain record			
5.	Assess the specific and relevant information from the appropriate sources			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of Assessment Task 3		
		Perform transportation of procured seed at collection site as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arrange site for seed collection			
2.	Maintain sanitary conditions at site according to SOPs			
3.	Perform weighing according to work instructions			
4.	Perform loading and unloading according to standard instructions			
5.	Maintain records			
6.	Identify potential hazards at work site			
7.	Identify the risk of slip, trip and fall at work place			
8.	Convey the information using the appropriate medium and ideas			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

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

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 seed types.	
2.	What are the post-harvest losses of seeds	
3.	Define seed quality.	
4.	What is meant by seed procurement?	
5.	Define Seed.	
6.	Define variety?	

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.	<ul style="list-style-type: none">• Monocotyledonous• Dicotyledonous
2.	The losses include: <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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: 3	Version: 01
Competency Standard Title: Perform Seed Transportation Maintain Safety at Site Work in a Team Environment	Assessment Date (DD/MM/YY): Assessment Time:		

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: Candidate is required to prepare checklist for seed transportation given by assessor</p> <p>Assessment Task 2: Candidate is required to perform seed transportation to warehouse as per instruction given by assessor.</p> <p>Assessment Task 3: Candidate is required to perform post transportation activities in warehouse as per instruction given by assessor.</p> <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: Collect weather forecast data</p> <p>Performance Criteria 2: Schedule activities according to work instructions</p> <p>Performance Criteria 3: Arrange materials required for transportation activity</p> <p>Performance Criteria 4: Identify potential hazards at work site</p> <p>Performance Criteria 5: Follow COVID-19 SOP's</p>

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Arrange transportation tools</p> <p>Performance Criteria 2: Perform loading of bags as per standards</p> <p>Performance Criteria 3: Weighing of vehicle as per requirement.</p> <p>Performance Criteria 4: Load material according to work instructions.</p> <p>Performance Criteria 5: Transport the loaded material to warehouse.</p> <p>Performance Criteria 6: Maintain record</p> <p>Performance Criteria 7: Perform fall protection measures as per job requirements</p> <p>Performance Criteria 8: Assess the specific and relevant information from the appropriate sources</p> <p>Performance Criteria 9: Convey the information using the appropriate medium and ideas</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Arrange site for seed collection</p> <p>Performance Criteria 2: Maintain sanitary conditions at site according to SOPs</p> <p>Performance Criteria 3: Perform weighing according to work instructions</p> <p>Performance Criteria 4: Perform loading and unloading according to standard instructions</p> <p>Performance Criteria 5: Maintain records</p> <p>Performance Criteria 6: Identify the risk of slip, trip and fall at work place</p> <p>Performance Criteria 7: Use appropriate non- verbal communication</p>

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1		
		Prepare checklist for seed transportation given by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Collect weather forecast data			
2.	Schedule activities according to work instructions			
3.	Arrange materials required for transportation activity			
4.	Identify potential hazards at work site			
5.	Follow COVID-19 SOP's			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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Assessment Task 2		Description of Assessment Task 2		
		Perform seed transportation to warehouse as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arrange transportation tools			
2.	Perform loading of bags as per standards			
3.	Weighing of vehicle as per requirement.			
4.	Load material according to work instructions.			
5.	Transport the loaded material to warehouse.			
6.	Maintain record			
7.	Perform fall protection measures as per job requirements			
8.	Assess the specific and relevant information from the appropriate sources			
9.	Convey the information using the appropriate medium and ideas			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

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:		Yes	No	Remarks
1.	Arrange site for seed collection			
2.	Maintain sanitary conditions at site according to SOPs			
3.	Perform weighing according to work instructions			
4.	Perform loading and unloading according to standard instructions			
5.	Maintain records			
6.	Identify the risk of slip, trip and fall at work place			
7.	Use appropriate non- verbal communication			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

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.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Sanitization• Disinfection• Fumigation
4.	<ul style="list-style-type: none">• Paper Bags,• Jute Bags,• Polypropylene Woven Bags,• Cotton Bags
5.	<ul style="list-style-type: none">• 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.
8.	Control measures include actions that can be taken to reduce the potential of exposure to the hazard
9.	<ul style="list-style-type: none">• Verbal Communication.• 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: National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)	CS Code:	Level: 3	Version: 01
Competency Standard Title: Perform Basic Operations for Warehouse Management Maintain Safety at Site Work in a Team Environment	Assessment Date (DD/MM/YY): Assessment Time :		

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: Candidate is required to receive raw seed and perform coding as per instruction given by assessor.</p> <p>Assessment Task 2: Candidate is required to maintain suitable conditions for seed storage as per instruction given by assessor.</p> <p>And complete:</p> <ol style="list-style-type: none"> 3. Knowledge assessment test (Written or Oral) 4. Portfolios at the time of assessment (if any)

<p>Minimum Evidence Required</p>	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>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: Follow COVID-19 SOP's Performance Criteria 11: Share report with co-workers.</p>
<p>Minimum Evidence Required</p>	<p>Assessment Task 2</p> <p>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. Performance Criteria 6: Perform prior fumigation. Performance Criteria 7: Follow safety standards involved in processing. 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</p>

Observation Checklist

Assessment Task 1	Description of Assessment Task 1		
	Receive raw seed and perform its coding as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Verify procurement data and purchase 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 requirements			
10. Follow COVID-19 SOP's			
11. Share report with co-workers.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task 2		Description of Assessment Task 2		
		Maintain suitable conditions for seed storage as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Keeping store clean and hygiene.			
2.	Separate damaged and intact bags.			
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 symbols			
9.	Identify potential hazards at work site			
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			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)	CS Code:	Level: 3	Version: 01
Competency Standard Title: Perform Basic Operations for Warehouse Management Maintain Safety at Site Work in a Team Environment	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:

1. Define raw seed?	
2. What are the two factors crucial for storage of seeds?	
3. What is an ideal temperature for seed storage?	

4. What is an ideal percentage of humidity required for seed storage?	
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

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; <ul style="list-style-type: none">• 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: National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)	CS Code:	Level: 3	Version: 01
Competency Standard Title: Manage Inventory of Materials Maintain Safety at Site Work in a Team Environment	Assessment Date (DD/MM/YY): Assessment Time:		

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: Candidate is required to collect raw material as per instruction given by assessor.</p> <p>Assessment Task 2: Candidate is required to perform the storage of materials as per instruction given by assessor.</p> <p>Assessment Task 3: Candidate is required to maintain the stock register as per instruction given by assessor.</p> <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: Arrange required raw material according to SOPs</p> <p>Performance Criteria 2: Calculate amount of materials available on site</p> <p>Performance Criteria 3: Cross check with the log register</p> <p>Performance Criteria 4: Manage plan accordingly</p> <p>Performance Criteria 5: Identify potential hazards at work site</p> <p>Performance Criteria 6: Inform co-workers and superiors about any deviation</p>

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Segregate the received material according to work instruction</p> <p>Performance Criteria 2: Store materials as per nature of material</p> <p>Performance Criteria 3: Check materials quality & quantity as per standard procedures</p> <p>Performance Criteria 4: Follow standard precautions for handling and storage of seed, chemical and pesticides</p> <p>Performance Criteria 5: Convey the information using the appropriate medium and ideas</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Manage stock Register on daily basis</p> <p>Performance Criteria 2: Enter data corresponding to every type of raw material</p> <p>Performance Criteria 3: Report to in charge</p> <p>Performance Criteria 4: Prepare production / dispatch record sheet</p> <p>Performance Criteria 5: Follow COVID-19 SOP's</p> <p>Performance Criteria 6: Listen other's point of view without interruption</p>

Assessors Judgment Guide

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

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <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	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1	Description of Assessment Task 1 Collect raw material as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Arrange required raw material according to SOPs			
2. Calculate amount of materials available on site			
3. Cross check with the log register			
4. Manage plan accordingly			
5. Identify potential hazards at work site			
6. Inform co-workers and superiors about any deviation			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task 2	Description of Assessment Task 2 Perform the storage of materials as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:	Yes	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			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task 3		Description of Assessment Task 3		
		Maintain the stock register as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		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.	Prepare production / dispatch record sheet			
5.	Follow COVID-19 SOP's			
6.	Listen other's point of view without interruption			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

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

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; <ul style="list-style-type: none">• Interpersonal• Interpretive• Presentational.
11.	The definition of a barricade is a barrier that stops the progress of something