

Assessment Evidence Guide

for

“Seed Procurement Assistant”

Level-3

(Summative 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: Maintain Safety at Site Work in a Team Environment Perform Seed Sampling Perform Seed Procurement Perform Seed Transportation Perform Basic operations for Warehouse Management Manage Inventory of Materials	Assessment Date (DD/MM/YY): Assessment Time: 5 hrs.		

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 prepare collection site and perform procurement of required seed from given source and manage transportation 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> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Performance criteria 1.</td> <td>Identify potential hazards at work site</td> </tr> <tr> <td>Performance criteria 2.</td> <td>Arrange site for seed collection</td> </tr> <tr> <td>Performance criteria 3.</td> <td>Maintain storage temperature and humidity.</td> </tr> <tr> <td>Performance criteria 4.</td> <td>Perform prior fumigation.</td> </tr> <tr> <td>Performance criteria 5.</td> <td>Visit source site as per SOPs</td> </tr> <tr> <td>Performance criteria 6.</td> <td>Collect sampling material</td> </tr> <tr> <td>Performance criteria 7.</td> <td>Collect seed sample according to standard method</td> </tr> <tr> <td>Performance criteria 8.</td> <td>Seal sample according to SOPs</td> </tr> <tr> <td>Performance criteria 9.</td> <td>Label sample according to work instructions</td> </tr> <tr> <td>Performance criteria 10.</td> <td>Transfer collected sample from field to lab according to SOPs</td> </tr> <tr> <td>Performance criteria 11.</td> <td>Collect weather forecast data</td> </tr> <tr> <td>Performance criteria 12.</td> <td>Collect information regarding type/variety of crop on prescribed format</td> </tr> <tr> <td>Performance criteria 13.</td> <td>Collect information regarding seed collection mechanism on prescribed format</td> </tr> <tr> <td>Performance criteria 14.</td> <td>Collect information regarding seed quality on prescribed format</td> </tr> </table>	Performance criteria 1.	Identify potential hazards at work site	Performance criteria 2.	Arrange site for seed collection	Performance criteria 3.	Maintain storage temperature and humidity.	Performance criteria 4.	Perform prior fumigation.	Performance criteria 5.	Visit source site as per SOPs	Performance criteria 6.	Collect sampling material	Performance criteria 7.	Collect seed sample according to standard method	Performance criteria 8.	Seal sample according to SOPs	Performance criteria 9.	Label sample according to work instructions	Performance criteria 10.	Transfer collected sample from field to lab according to SOPs	Performance criteria 11.	Collect weather forecast data	Performance criteria 12.	Collect information regarding type/variety of crop on prescribed format	Performance criteria 13.	Collect information regarding seed collection mechanism on prescribed format	Performance criteria 14.	Collect information regarding seed quality on prescribed format
Performance criteria 1.	Identify potential hazards at work site																												
Performance criteria 2.	Arrange site for seed collection																												
Performance criteria 3.	Maintain storage temperature and humidity.																												
Performance criteria 4.	Perform prior fumigation.																												
Performance criteria 5.	Visit source site as per SOPs																												
Performance criteria 6.	Collect sampling material																												
Performance criteria 7.	Collect seed sample according to standard method																												
Performance criteria 8.	Seal sample according to SOPs																												
Performance criteria 9.	Label sample according to work instructions																												
Performance criteria 10.	Transfer collected sample from field to lab according to SOPs																												
Performance criteria 11.	Collect weather forecast data																												
Performance criteria 12.	Collect information regarding type/variety of crop on prescribed format																												
Performance criteria 13.	Collect information regarding seed collection mechanism on prescribed format																												
Performance criteria 14.	Collect information regarding seed quality on prescribed format																												

	<p>Performance criteria 15. Collect sample report</p> <p>Performance criteria 16. Perform purchases according to SOPs</p> <p>Performance criteria 17. Manage seed to avoid post-harvest losses, as per the requirement</p> <p>Performance criteria 18. Perform weighing according to work instructions</p> <p>Performance criteria 19. Arrange transportation tools/medium</p> <p>Performance criteria 20. Perform loading of bags as per standards</p> <p>Performance criteria 21. Weigh vehicle as per requirement.</p> <p>Performance criteria 22. Load material according to work instructions.</p> <p>Performance criteria 23. Transport the loaded material to warehouse.</p> <p>Performance criteria 24. Address the problems of co-worker effectively</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <ul style="list-style-type: none"> ▪ Folder/file includes Stock registers ▪ Folder/file includes evidence of ware house managemnet records ▪ Folder/file includes evidence of Field visit record <p>Performance criteria 1. Keeping store clean and hygiene.</p> <p>Performance criteria 2. Keep record of temperature and humidity in storage, report if there is any deviation.</p> <p>Performance criteria 3. Keep storage pest free.</p> <p>Performance criteria 4. Perform prior fumigation.</p> <p>Performance criteria 5. Follow safety standards involved in processing.</p> <p>Performance criteria 6. Assign batch number to each shipment.</p> <p>Performance criteria 7. Maintain shipment record.</p> <p>Performance criteria 8. Take Sample of product if required for Govt. department FSC&RD (Federal seed certification and registration department.</p> <p>Performance criteria 9. Manage stock Register on daily basis</p> <p>Performance criteria 10. Enter data corresponding to every type of material</p> <p>Performance criteria 11. Prepare production / dispatch record sheet</p>

Continued on following page

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	
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		
		Prepare collection site and perform procurement of required seed from given source and manage transportation as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify potential hazards at work site			
2.	Arrange site for seed collection			
3.	Maintain storage temperature and humidity.			
4.	Perform prior fumigation.			
5.	Visit source site as per SOPs			
6.	Collect sampling material			
7.	Collect seed sample according to standard method			
8.	Seal sample according to SOPs			
9.	Label sample according to work instructions			
10.	Transfer collected sample from field to lab according to SOPs			
11.	Collect weather forecast data			
12.	Collect information regarding type/variety of crop on prescribed format			
13.	Collect information regarding seed collection mechanism on prescribed format			
14.	Collect information regarding seed quality on prescribed format			
15.	Collect sample report			
16.	Perform purchases according to SOPs			
17.	Manage seed to avoid post-harvest losses, as per the requirement			
18.	Perform weighing according to work instructions			
19.	Arrange transportation tools/medium			
20.	Perform loading of bags as per standards			
21.	Weigh vehicle as per requirement.			
22.	Load material according to work instructions.			
23.	Transport the loaded material to warehouse.			
24.	Address the problems of co-worker effectively			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
------------------------------------	--------------------------------------------

Portfolio		Description of Portfolio		
		<ul style="list-style-type: none"> ▪ Folder/file includes Stock registers ▪ Folder/file includes evidence of ware house managemnet records ▪ Folder/file includes evidence of Field visit record 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Keeping store clean and hygiene.			
2.	Keep record of temperature and humidity in storage, report if there is any deviation.			
3.	Keep storage pest free.			
4.	Perform prior fumigation.			
5.	Follow safety standards involved in processing.			
6.	Assign batch number to each shipment.			
7.	Maintain shipment record.			
8.	Take Sample of product if required for Govt. department FSC&RD (Federal seed certification and registration department.			
9.	Manage stock Register on daily basis			
10.	Enter data corresponding to every type of material			
11.	Prepare production / dispatch record sheet			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Question	Candidate's answer
Answer these questions.	
7. How many Kgs are there in one maund?	
8. What is maximum load limit for single axle vehicles?	
9. What is the maximum load limit for 22-wheeler in Pakistan?	
10. Define stock register?	

ANSWER KEY

Question	Candidate's answer
1. Enlist different types of samples?	Primary sample Composite sample Submitted sample Working sample
2. What are the major factors effecting transportation?	Climatic factors like rainfall, storms, fog etc. Mode of transportation Holidays, strikes,
3. Enlist quality seed characteristics?	Should be diseased free Free from inert matter Free from contaminations Should be healthy Properly ripened etc.
4. Define basic seed?	Foundation seed, also known as basic seed, is the descendent of breeder seed and is produced under conditions that ensure maintaining genetic purity and identity.
5. Define certified seed?	Foundation seed, also known as basic seed, is the descendent of breeder seed and is produced under conditions that ensure maintaining genetic purity and identity.
6. Explain seed standard?	Seed Standard consist of: The minimum percentage of pure seeds and maximum permissible limits for inert matter, other crop seeds have been prescribed. The maximum permissible limits for objectionable weeds, seeds infected by seed borne diseases have been prescribed to ensure goods seed health.
7. How many Kgs are there in one maund?	37.3242 kg
8. What is maximum load limit for single axle vehicles?	12 tons
9. What is the maximum load limit for 22-wheeler in Pakistan?	58.5 tons
10. Define stock register?	Stock Register may be defined as live document/file/software record which is used for maintaining company's stock.