

Assessment Evidence Guide

For

“Field Assistant for Seed Processing”

Level-2

Operate Equipment/Machinery Used in Harvesting
(Formative Assessment)



National Vocational & Technical
Training Commission

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing & Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level:2	Version:01
Competency Standard Title: Operate Equipment/Machinery Used in Harvesting Follow Safety Rules at Site Perform Basic Communication Skills	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="margin-left: 40px;">Assessment Task 1: Candidate is required to operate tractor as per instruction given by assessor</p> <p style="margin-left: 40px;">Assessment Task 2: Candidate is required to operate and maintain harvesting machinery 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 tools and equipment for maintenance of machinery</p> <p>Performance Criteria 2: Perform pre checks according to SOPs</p> <p>Performance Criteria 3: Drive tractor according to SOPs</p> <p>Performance Criteria 4: Follow health and safety guidelines</p> <p>Performance Criteria 5: Report unsafe condition to immediate supervisor (shift person)</p> <p>Performance Criteria 6: Wear PPE according to job</p> <p>Performance Criteria 7: Carry out the instructions of the supervisor</p>

	Performance Criteria 8: Maintain housekeeping
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Arrange tools and equipment for maintenance of machinery</p> <p>Performance Criteria 2: Perform pre checks according to SOPs</p> <p>Performance Criteria 3: Arrange tools for required task</p> <p>Performance Criteria 4: Operate harvesting machines according to SOPs</p> <p>Performance Criteria 5: Follow health and safety guidelines</p> <p>Performance Criteria 6: Perform maintenance operations according to SOPs</p> <p>Performance Criteria 7: Maintain records</p> <p>Performance Criteria 8: Use appropriate hand signals as per situation</p> <p>Performance Criteria 9: Report to the supervisor as per organizational SOP's given standards</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	
	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			
	Operate tractor as per instruction given by assessor			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and equipment for maintenance of machinery			
2.	Performed pre checks according to SOPs			
3.	Drive tractor according to SOPs			
4.	Followed health and safety guidelines			
5.	Maintained housekeeping			
6.	Reported unsafe condition to immediate supervisor (shift person)			
7.	Wear PPE according to job			
8.	Carried out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 2		Description of Assessment Task2		
		Operate and maintain harvesting machinery as per instruction given by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and equipment for maintenance of machinery			
2.	Performed pre checks according to SOPs			
3.	Arranged tools for required task			
4.	Operated harvesting machines according to SOPs			
5.	Followed health and safety guidelines			
6.	Performed maintenance operations according to SOPs			
7.	Maintained records			
8.	Used appropriate hand signals as per situation			
9.	Reported to the supervisor as per organizational SOP's given standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing & Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Operate Equipment/Machinery Used in Harvesting Follow Safety Rules at Site Perform Basic Communication 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 pre checks?	
2. What are the pre-checks for tractor?	
3. Enlist different tractor operations?	
4. Name the tools/machinery used for seed harvesting?	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

5. What are the different tractor brands working in Pakistan?	
6. Enlist five Verbal communication techniques?	
7. Enlist non-verbal communication techniques?	
8. Enlist two general safety rules.	

ANSWER KEY

Sr.	Answers
1.	Pre check is a number of key components of the machine and helps to identify maintenance issues and repairs that may be required.
2.	Check the Fuel and water level, Inspect and Clean the Battery, Assess Tire Condition, engine oil, hydraulic Oil gear box, diesel Filter, pre–Air Cleaner Fan Belt.
3.	Tractor operations include ploughing, cultivating, fertilizing, harvesting and thrashing crops.
4.	<ul style="list-style-type: none">• Sickle• Scythe• Reaper• Maize harvester• Drum cutter• Diggers• Fruit and vegetable picker• Combine harvester
5.	MILLAT (Messy Ferguson) New Holland (ghazi) Belarus John Deere
6.	<ul style="list-style-type: none">• Active listening• Clarity and conciseness• Confidence• Empathy• Friendliness• Open-mindedness• Giving and soliciting feedback• Confidence Respectfulness
7.	<ul style="list-style-type: none">• Body language• Tone of voice
8.	<ol style="list-style-type: none">1. Your safety is your personal responsibility.2. Always wear required PPEs at the workplace3. Always follow the procedures.4. Never take shortcuts.5. Clean and organize workplace6. Ensure a clear and easy route to emergency exits and equipment7. .Be alert on the job.

Assessment Evidence Guide

For

“Field Assistant for Seed Processing”

Level-2

**Maintain Equipment/Machinery Used in
Harvesting
(Formative Assessment)**



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Maintain Equipment/Machinery Used in Harvesting Follow Safety Rules at Site Perform Basic Communication Skills	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 perform routine machine checks and troubleshoot as per instruction given by assessor</p> <p>Assessment Task 2: Candidate is required to perform handling of machinery 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: Prepare history sheet/card for required machinery according to SOPs</p> <p>Performance Criteria 2: Clean machines according to SOPs</p> <p>Performance Criteria 3: Select and arrange tools for required task</p> <p>Performance Criteria 4: Perform machinery pre checks according to SOPs</p> <p>Performance Criteria 5: Calibrate basic machines according to SOPs</p> <p>Performance Criteria 6: Execute troubleshoot operations according to work instructions</p> <p>Performance Criteria 7: Maintain records</p> <p>Performance Criteria 8: Maintain housekeeping</p> <p>Performance Criteria 9: Wear PPEs according to job</p> <p>Performance Criteria 10: Report to the supervisor as per organizational SOP's given standards</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Clean machines before and after use according to instructions</p> <p>Performance Criteria 2: Place machines in parking area according to SOPs</p> <p>Performance Criteria 3: Maintain log books according to work instructions</p> <p>Performance Criteria 4: Maintain records</p> <p>Performance Criteria 5: Carry out the instructions of the supervisor</p> <p>Performance Criteria 6: Report unsafe condition to immediate supervisor (shift person)</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	
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		
		Perform routine machine checks and troubleshoot as per instruction given by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Prepared history sheet/card for required machinery according to SOPs			
2.	Cleaned machines according to SOPs			
3.	Selected and arrange tools for required task			
4.	Performed machinery pre checks according to SOPs			
5.	Calibrated basic machines according to SOPs			
6.	Executed troubleshoot operations according to work instructions			
7.	Maintained records			
8.	Maintained housekeeping			
9.	Wear PPEs according to job			
10.	Reported to the supervisor as per organizational SOP's given standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of Assessment Task 2		
		Perform handling of machinery as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Clean machines before and after use according to instructions			
2.	Placed machines in parking area according to SOPs			
3.	Maintained log books according to work instructions			
4.	Maintained records			
5.	Carried out the instructions of the supervisor			
6.	Reported unsafe condition to immediate supervisor (shift person)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Maintain Equipment/Machinery Used in Harvesting Follow Safety Rules at Site Perform Basic Communication 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. What is the history sheet?	
2. Define troubleshooting?	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

3. Explain lubrication and why is it necessary?	
4. Define log book?	
5. Explain process of calibration?	
6. What is meant by PPEs?	
7. Define communication skills?	

ANSWER KEY

Sr.	Answers
1.	A file or sheet recording machines history in particular context.
2.	Troubleshooting is a form of problem solving, often applied to repair failed products or processes on a machine or a system.
3.	Lubrication reduces friction and allows moving machine parts to slide smoothly past each other. Lubrication is a crucial element in the efficiency and life-expectancy of any rotating equipment.
4.	A log book is a book in which someone records details and events relating to something, for example farm machinery.
5.	The procedure may vary from product to product, the calibration process generally involves using the instrument to test samples of one or more known values called "calibrators.
6.	PPEs stands for personal protective equipment's e.g. gloves, protective hearing devices, respirators, foot and eye protection and body protection etc.
7.	Communication skills are the ability to convey or share ideas and feelings effectively.

**Assessment Evidence
Guide**

For

**“Field Assistant for Seed
Processing”**

Level-2

Perform Seed Harvesting
(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Seed Harvesting Follow Safety Rules at Site Perform Basic Communication Skills	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 a report to identify produce maturity assigned by assessor</p> <p>Assessment Task 2: Candidate is required to perform manual harvesting of on-farm seed crop as per instructions given by assessor.</p> <p>Assessment Task 3: Candidate is required to perform mechanical harvesting of on-farm seed crop as per instructions 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 tools and equipment as per requirements</p> <p>Performance Criteria 2: Collect information regarding crop maturity according to instructions</p> <p>Performance Criteria 3: Prepare report</p> <p>Performance Criteria 4: Collect information regarding weather conditions according to work instructions</p> <p>Performance Criteria 5: Maintain records</p> <p>Performance Criteria 6: Arrange required resources for harvesting process</p> <p>Performance Criteria 7: Prepare work plan and submit</p>

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Arrange tools and machinery as per crop requirement.</p> <p>Performance Criteria 2: Perform manual harvesting according to crop requirement</p> <p>Performance Criteria 3: Maintain record according to SOPs</p> <p>Performance Criteria 4: Wear PPE according to job</p> <p>Performance Criteria 5: Identify risk associated with job to be done</p> <p>Performance Criteria 6: Use appropriate hand signals as per situation</p> <p>Performance Criteria 7: Lift and place the load with proper posture</p> <p>Performance Criteria 8: Carry out the instructions of the supervisor</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Arrange tools and machinery as per crop requirement.</p> <p>Performance Criteria 2: Perform mechanical harvesting according to set practices.</p> <p>PerformanceCriteria3: Maintain record according to SOPs</p> <p>Performance Criteria 4: Wear PPE according to job</p> <p>Performance Criteria 5: Maintain housekeeping</p> <p>Performance Criteria 6: Report to the supervisor as per organizational SOP's given standards</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

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1		
		Prepare a report to identify produce maturity assigned by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and equipment as per requirements			
2.	Collected information regarding crop maturity according to instructions			
3.	Prepare report			
4.	Collected information regarding weather conditions according to work instructions			
5.	Maintained records			
6.	Arranged required resources for harvesting process			
7.	Prepared work plan and submit			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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Assessment Task 2		Description of Assessment Task 2		
		Perform manual harvesting of on-farm seed crop as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and machinery as per crop requirement.			
2.	Performed manual harvesting according to crop requirement			
3.	Maintained record according to SOPs			
4.	Wear PPE according to job			
5.	Identified risk associated with job to be done			
6.	Used appropriate hand signals as per situation			
7.	Lifted and place the load with proper posture			
8.	Carried out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of Assessment Task 3		
		Perform mechanical harvesting of on-farm seed crop as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and machinery as per crop requirement.			
2.	Performed mechanical harvesting according to set practices.			
3.	Maintained record			
4.	Wear PPE according to job			
5.	Maintained housekeeping			
6.	Reported to the supervisor as per organizational SOP's given standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Seed Harvesting Follow Safety Rules at Site Perform Basic Communication 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 crop maturity?	
2. Enlist different crop maturity indicator parameters.	
3. Describe required climatic condition for harvesting?	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

4. Define harvesting?	
5. Enlist methods of harvesting.	
6. What are the PPEs used during harvesting?	
7. What is report?	

ANSWER KEY

Sr.	Answers
1.	Maturity is the process for the determination of the perfect stage to harvest the crop.
2.	<ul style="list-style-type: none">• Size• Shape• Color• Aroma• Firmness
3.	The required condition includes that there is no predication of rain and storm, and temperature is optimum for harvesting according to crop.
4.	It is a process of gathering the ripe crop from fields.
5.	There are two general methods of harvesting. Manual and mechanical harvesting method
6.	Gloves, face mask, work boots, hardhats, first aid
7.	Reports are well researched, planned and organized documents that are written for a purpose.

**Assessment Evidence
Guide**

For

**“Field Assistant for Seed
Processing”**

Level-2

Perform Threshing of Seed
(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Threshing of Seed Follow Safety Rules at Site Perform Basic Communication Skills	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 harvested crop assigned by assessor.</p> <p>Assessment Task 2: Candidate is required to perform manual threshing of on-farm seed crop as per instruction given by assessor.</p> <p>Assessment Task 3: Candidate is required to perform mechanical threshing of on-farm seed crop 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 tools and equipment as per requirements</p> <p>Performance Criteria 2: Collect harvested commodity according to SOPs</p> <p>Performance Criteria 3: Maintain records</p> <p>Performance Criteria 4: Collect information regarding weather conditions according to work instructions</p> <p>Performance Criteria 5: Arrange required resources for threshing process</p> <p>Performance Criteria 6: Prepare work plan and submit</p>

<p>Minimum Evidence Required</p>	<p>Assessment Task 2</p> <p>Performance Criteria 1: Arrange machinery as per crop requirement.</p> <p>Performance Criteria 2: Perform manual threshing according to crop requirement</p> <p>Performance Criteria 3: Maintain record according to SOPs</p> <p>Performance Criteria 4: Carry out the instructions of the supervisor</p> <p>Performance Criteria 5: Report unsafe condition to immediate supervisor (shift person)</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Arrange machinery as per crop requirement.</p> <p>Performance Criteria 2: Perform mechanical threshing according to set practices.</p> <p>Performance Criteria 3: Maintain record according to SOPs</p> <p>Performance Criteria4: Maintain housekeeping</p> <p>Performance Criteria5: Wear PPE according to job</p> <p>Performance Criteria6: Report to the supervisor as per organizational SOP's given standards</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	
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 Collect harvested crop assigned by assessor.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and equipment as per requirements			
2.	Collected harvested commodity according to SOPs			
3.	Maintained records			
4.	Collect information regarding weather conditions according to work instructions			
5.	Arranged required resources for threshing process			
6.	Prepared work plan and submit			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2	Description of Assessment Task 2 Perform manual threshing of on-farm seed crop as per instruction given by assessor.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged machinery as per crop requirement.			
2.	Performed manual threshing according to crop requirement			
3.	Maintained record according to SOPs			
4.	Carried out the instructions of the supervisor			
5.	Reported unsafe condition to immediate supervisor (shift person)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of Assessment Task 3		
		Perform mechanical threshing of on-farm seed crop as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged machinery as per crop requirement.			
2.	Perform mechanical threshing according to set practices.			
3.	Maintain record according to SOPs			
4.	Maintain housekeeping			
5.	Wear PPE according to job			
6.	Report to the supervisor as per organizational SOP's given standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology(Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Threshing of seed Follow Safety Rules at Site Perform Basic Communication 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 threshing?	
2. Enlist different types of threshing machinery.	
3. Describe required climatic condition for thrashing?	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

4. Name different methods of thrashing.	
5. Which factors affect Thresher performance?	
6. Define verbal communication?	
7. What is the purpose of ergonomics principle?	

ANSWER KEY

Sr.	Answers
1.	Threshing is the separation of the grain or seeds from different crops.
2.	<ul style="list-style-type: none">• Hammer mill type.• Rasp bar cylinder type.• Spike-tooth cylinder type.• Syndicator type.• Drummy type thresher.• Combine harvester
3.	The required condition includes that there is no predication of rain and storm, and temperature is optimum for thrashing according to crop.
4.	There are two general methods of threshing. Manual and mechanical threshing.
5.	The factor influencing thrasher performance includes <ul style="list-style-type: none">• Crop moisture content• Spike shape, size and spike number• Cylinder type and its shape.
6.	Verbal communication uses language, words, sentences, and voice as the medium of communication.
7.	The purpose of ergonomics is to reduce your exposure to work hazards.

**Assessment Evidence
Guide
For
“Field Assistant for Seed
Processing”
Level-2
Perform Post Harvest Management of
Threshed Seed
(Formative Assessment)**



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Post Harvest Management of Threshed Seed Follow Safety Rules at Site Perform Basic Communication Skills	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 handle threshed seed given by assessor.</p> <p>Assessment Task 2: Candidate is required to perform sun drying and cleaning of seed assigned 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 tools and material for handling</p> <p>Performance Criteria 2: Store threshed seed according to instructions</p> <p>Performance Criteria 3: Maintain record as per SOPs</p> <p>Performance Criteria 4: Carry out the instructions of the supervisor</p> <p>Performance Criteria 5: Wear PPE according to job</p>

Assessment Task 2

Performance Criteria 1: Arrange tools and material

Performance Criteria 2: Schedule the sundrying operation according to environmental condition

Performance Criteria 3: Select place for sun drying of seeds

Performance Criteria 4: Place seed for sun drying according to instructions

Performance Criteria 5: Remove derbies/dust/trash using graded sieves as per instruction

Performance Criteria 6: Separate light weight material by gentle winnowing method

Performance Criteria 7: Separate damaged seeds

Performance Criteria 8: Pack and label seeds according to instructions

Performance Criteria 9: Maintain record as per SOPs

Performance Criteria 10: Report to the supervisor as per organizational SOP's given standards

Performance Criteria 11: Wear PPE according to job

Performance Criteria 12: Maintain housekeeping

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Handle threshed seed given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and material for handling			
2.	Stored threshed seed according to instructions			
3.	Maintained record as per SOPs			
4.	Carried out the instructions of the supervisor			
5.	Wear PPE according to job			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of Assessment Task 2		
		Perform sun drying and cleaning of seed assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged tools and material			
2.	Scheduled the sundrying operation according to environmental condition			
3.	Selected place for sun drying of seeds			
4.	Placed seed for sun drying according to instructions			
5.	Removed derbies/dust/trash using graded sieves as per instruction			
6.	Separated light weight material by gentle winnowing method			
7.	Separated damaged seeds			
8.	Packed and label seeds according to instructions			
9.	Maintained record as per SOPs			
10.	Reported to the supervisor as per organizational SOP's given standards			
11.	Wear PPE according to job			
12.	Maintained housekeeping			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Post Harvest Management of Threshed Seed Follow Safety Rules at Site Perform Basic Communication 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 seed?	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

2. What are the post-harvest stages for seed crops?	
3. Why reduction of moisture content is necessary in seed processing?	
4. Explain the process of seed sun drying?	
5. What is seed cleaning?	
6. Enlist method of seed cleaning.	
7. Define winnowing?	
8. Define hazards?	
9. What is meant by non-verbal communication?	

ANSWER KEY

Sr.	Answers
1.	Grains or ripened ovules of plants used for sowing.
2.	The post-harvesting is divided into seven stages that involve: <ul style="list-style-type: none">• Threshing• Drying• Transportation• Processing• Packaging• Storage
3.	The reduction of moisture content is necessary in seed processing to reduce or minimize the chances seed sprouting and fungal attack etc.
4.	Sun drying is a traditional drying method for reducing the moisture content of different crops by spreading the grains under the sun.
5.	The removal of any debris or low quality infested or infected seeds
6.	<ul style="list-style-type: none">• Winnowing• Particle Size Sorting by Vibration• Sieve• Machines
7.	Winnowing is the process of separating the grain from the chaff.
8.	A hazard is something that has the potential cause harm.
9.	Body language, such as eye contact, facial expressions, gestures, and more, is used in nonverbal communication to convey information.

Assessment Evidence Guide

For

“Field Assistant for Seed Processing”

Level-2

Perform Basic Computer Applications

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform basic Computer Applications Follow Safety Rules at Site Perform Basic Communication Skills	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 install MS Office application and prepare a formatted document using MS word, specified by assessor.</p> <p>Assessment Task 2: Candidate is required to prepare a presentation in Power Point, specified by assessor.</p> <p>Assessment Task 3: Candidate is required to prepare a spreadsheet in MS Excel, specified 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: Install drivers and applications according to the software specification</p> <p>Performance Criteria 2: Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition</p> <p>Performance Criteria 3: Compose a document as per the requirement.</p> <p>Performance Criteria 4: Format Word Document according to given requirements.</p> <p>Performance Criteria 5: Print Word Documents according to requirements.</p> <p>Performance Criteria 6: Identify risk associated with job to be done</p> <p>Performance Criteria 7: Treat team members with respect</p> <p>Performance Criteria 8: Identify interrelated work activities to avoid confusion</p> <p>Performance Criteria 9: Identify problems in communication with a team</p> <p>Performance Criteria 10: Carry out the instructions of the supervisor</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Insert Slides with different Layouts according to requirements of presentation.</p> <p>Performance Criteria 2: Insert text, tables, images, etc. according to the requirement.</p> <p>Performance Criteria 3: Apply a set of effects to animate the slide according to requirement.</p> <p>Performance Criteria 4: Apply Slide Transitions on Slides according to requirement.</p> <p>Performance Criteria 5: Apply Sound Effects on Objects/text/images according to requirement.</p> <p>Performance Criteria 6: Check leads and cable for any visual damage before use</p>

	<p>Assessment Task 3</p> <p>Performance Criteria 1: Develop a worksheet as per given data.</p> <p>Performance Criteria 2: Format the worksheet according to given criteria.</p> <p>Performance Criteria 3: Apply Formulas according to the requirement.</p> <p>Performance Criteria 4: Generate Charts/Graphs according to the given data.</p> <p>Performance Criteria 5: Print Worksheet according to requirements.</p> <p>Performance Criteria 6: Use appropriate non- verbal communication.</p>
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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			
	Install MS Office application and prepare a formatted document using MS word, specified by assessor.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Installed drivers and applications according to the software specification			
2.	Troubleshooted applications to trace and fix faults in a specific application to bring it in a running condition			
3.	Composed a document as per the requirement.			
4.	Formatted Word Document according to given requirements.			
5.	Printed Word Documents according to requirements.			
6.	Identified risk associated with job to be done			
7.	Treated team members with respect			
8.	Identified interrelated work activities to avoid confusion			
9.	Identified problems in communication with a team			
10.	Carried out the instructions of the supervisor			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of Assessment Task 2		
		Prepare a presentation in Power Point, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Inserted Slides with different Layouts according to requirements of presentation.			
2.	Inserted text, tables, images, etc. according to the requirement.			
3.	Applied a set of effects to animate the slide according to requirement.			
4.	Applied Slide Transitions on Slides according to requirement.			
5.	Applied Sound Effects on Objects/text/images according to requirement.			
6.	Checked leads and cable for any visual damage before use			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of Assessment Task 3		
		Prepare a spreadsheet in MS Excel, specified by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Developed a worksheet as per given data.			
2.	Formatted the worksheet according to given criteria.			
3.	Applied Formulas according to the requirement.			
4.	Generated Charts/Graphs according to the given data.			
5.	Printed Worksheet according to requirements.			
6.	Used appropriate non- verbal communication.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Seed Processing and Biotechnology (Field Assistant for Seed Processing)	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform basic Computer Applications Follow Safety Rules at Site Perform Basic Communication 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. Ctrl+Esc	
2. Ctrl+Shift+Esc	
3. Ctrl+X in MS word	
4. Ctrl+V in MS word	
5. Ctrl+A in MS word	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

6. Enlist types of hazards	
7. Define hygiene	
8. Enlist four first aid materials	
9. What are the 5 C's of communication?	
10. Write five barriers to communication?	
11. What is MS Excel spreadsheet?	
12. What are the four uses of Microsoft Power Point?	

ANSWER KEY

Sr.	Answers
1.	Opens the Start menu.
2.	Opens Windows Task Manager.
3.	Cut
4.	Paste
5.	Select whole document
6.	Falls, fires, crushing, slips & trips, falling objects, electrical etc.
7.	Hygiene is maintaining good health through cleanliness
8.	Gloves/Eye Protection, CPR Pocket Mask, Tourniquet, Roller Gauze ,4x4 Gauze Pads, Medical Tape, Two Triangular Bandages, Sam Splint, Elastic Bandage, Trauma Shears
9.	Clarity, Consistency, Creativity, Content, Connections
10.	<ul style="list-style-type: none">• The use of jargon. Over-complicated or unfamiliar terms.• Emotional barriers and taboos.• Lack of attention, interest, distractions, or irrelevance to the receiver.• Differences in perception and viewpoint.• Physical disabilities such as hearing problems or speech difficulties.• Language differences and the difficulty in understanding unfamiliar accents.• Cultural differences.
11.	Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions.
12.	Documents, performed calculations, analyzed data, reports in slides shows