



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification code:

LEN0101.v1

Level: 1

Credit: 40

Version: 1

Apply Building Electrician (Helper) skills for solar PV systems

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment's, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor Name:

Assessor Code

Assessor Signature

Date

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate Name:

First Name

Last Name

Father Name

Institute Name and
District

CNIC #

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OR

Registration Number:

Gender

Male

☐

Female

☐

Candidate Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate Signature:

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

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1. DATE
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2. DATE ENTERED INTO
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1

ASSESSMENT SUMMARY AND RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF: APPLY BUILDING ELECTRICIAN (HELPER) SKILLS FOR SOLAR PV SYSTEMS	COMPETENT	NOT YET COMPETENT
Practical final project				✓	Final project brief related to the Building Electrician (Helper) skills for solar PV systems: • Wear and use personal protective equipment for building electrical wiring. • Collect data and information for install wiring of client (assessor/trainee may like as a client). • Perform Role play against electric shock in building wiring. • Identify different electrical safety signs for building wiring as per annex 1 • Select tools and equipment for preventive maintenance as per annex 2		
Knowledge assessment	✓	✓			• Answer all questions Assessment Panel will have following oral presentation of completed final project brief		
Other requirements				✓	• All completed course assignments and projects, and formative assessments • Oral presentation of final project to assessment panel • Completed plan for career options related to a Building Electrician		

2

CANDIDATE ASSESSMENT

Candidate Name..... Father Name

ALL WORK ASSESSED FOR THESE COMPETENCY STANDARDS MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to:

- Wear and use personal protective equipment for building electrical wiring.
- Collect data and information for install wiring of client (assessor/trainee may like as a client).
- Perform Role play against electric shock in building wiring.
- Identify different electrical safety signs for building wiring as per annex 1
- Select tools and equipment for preventive maintenance as per annex 2

ACTIVITIES	CANDIDATE RESPONSE
1. Complete project brief of applying Building Electrician (helper) skills for solar PV systems under observation by Instructor	During a practical assessment ,under observation by an assessor, I will correctly: • Wear and use personal protective equipment for building wiring as per annex 1. ✓ Identify different personal protective equipment for building wiring. ✓ Select personal protective equipment for building wiring. ✓ Wear personal protective equipment for building wiring. • Collect data and information for install wiring from client (assessor/trainee may like as a client). ✓ Identify types of load (single phase, three phase) for building wiring. ✓ Calculate the room load as per requirement of client. ✓ Calculate wiring points as per requirement. • Perform Role play against electric shock in building wiring. ✓ Identify major hazards against electric shock in building ✓ Perform preventive measures against electric shock. ✓ Apply first aid methods. • Identify different electrical safety signs for building wiring as per annex 2. • Select tools and equipment for preventive maintenance as per annex 3.
2-other requirements	
4. Answer all questions of Assessor Panel	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. <i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i>

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name Father Name

INSTRUCTIONS FOR ASSESSMENT PANEL

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

- This section contains minimum evidence requirement. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
1. Present portfolio of evidence	Portfolio of evidence includes:			
Wear and use personal protective equipment for building wiring. Annex 1.	Identify different personal protective equipment for building wiring. Annex 1.			
	Select personal protective equipment for Building wiring.			
	Wear personal protective equipment for building wiring			
Collect data and information for install wiring from client (assessor/ trainee may like as a client).	Identify types of load (single phase, three phase) for building wiring.			
	Calculate the room load as per requirement of client			
	Calculate wiring points as per requirement.			
Perform Role play against electric shock in building wiring.	Identify major hazards against electric shock in building			
	Perform preventive measures against electric shock.			
	Apply first aid methods.			
Identify different electrical safety signs for building wiring as per annex 2.	Identify different electrical safety signs for building wiring as per annex 2.			
Select tools and equipment for preventive maintenance as per annex 3	Select tools and equipment for preventive maintenance as per annex- 3			
3. Presented completed project to Assessment Panel	Oral presented project brief and completed project work to Assessment Panel.			
	Presentation included:			
	Requirements of brief			
	Planning and preparation of project			
	Problems encountered and how they were dealt with			
	Project outcome/s			
	Lessons learnt from undertaking project (reflective thinking)			
	Presentation to take no longer than 10 minutes			
4. Answered all questions of Assessor Panel	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.			
Assessor Panel to document below all questions asked and candidate answers. Use extra sheets if required and attached here.				

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4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions

- This section contains information regarding;
- Context of the assessment
 - List of required tools and equipment's.
 - List of consumable items required during the service

1. Context of Assessment

This task will be performed in Building Electrician's workshop environment.

Required tools, equipment and consumables will vary according to project brief.

2. List of tools and equipment required

S. No	Name of Items (tools and equipment's)	Quantity
1	Safety Hamlet	5
2	High Insulated Rubber Hand Gloves	5
3	Insulated Work Bench	5
4	Drawing Board	5
5	safety shoes	5
6	Safety Eyes Glass	5
7	Insulated Rubber Mat	5
8	Fire bucket	5
9	Fire blanket	5
10	Personal protective equipment and clothing	5
11	Safety signage	5 sets
12	Fire extinguisher	5

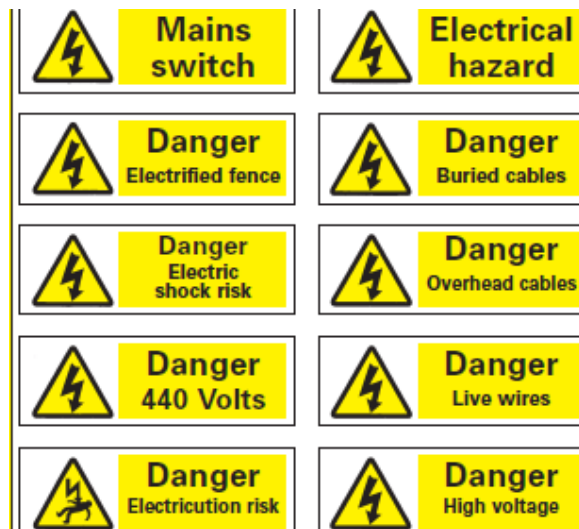
3. List of consumable items required

S. No	Consumable Items	Quantity
1	Documents Related Drawing	5
2	Led Pencil	5
3	Papers for Drawing	5
4	Rubber	5
5		5

Personal protective equipment's signs



Safety signs



Annex: -3

Tools and equipment for preventive maintenance





ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

LEN0123.v1

Level: 3

Credit: 20

Version: 1

INSTALL AND COMMISSION OFF-GRID SOLAR PV SYSTEM

CONTENTS

1. Assessment Summary and Record
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ASSESSMENT AND ASSESSOR DETAILS

Competent

☐

Not Yet Competent

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Assessment

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Re-Assessment

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Assessor's Name:

Assessor's Code

Assessor's Signature

Date

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CANDIDATE DETAILS

Candidate's Name:

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by Assessment Body :

Gender

Male

☐

Female

☐

Transgender

☐

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DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:..... Father's Name:.....

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: INSTALL AND COMMISSION OFF-GRID SOLAR PV SYSTEM	COMPETENT	NOT YET COMPETENT
Practical skill demonstration			✓		Install and commission the off grid 1 KW solar PV System		
Knowledge Assessment		✓			Answer any questions your assessor may have for you during the practical skill demonstration		
Other Requirements				✓	- All candidate module reports completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - All work completed as module assignments including: ✓ Work related documents and procedures		

2

CANDIDATE ASSESSMENT

Candidate's Name: Father 's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following practical tasks within set timeframe of five hours:

- Prepare the Plan for installation Install and commission the off grid 1 KW solar PV System
- Mount a photovoltaic array on a roof for PV Module
- Install and commission solar photovoltaic array
- Install Convertor Module for AC Load
- Carry out operational checks
-

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical assessment of installing and commissioning off-grid 1 KW solar PV system under observation by an assessor	During a practical assessment, under observation by an assessor, I will correctly carry out: • Prepare the Plan for installation and commissioning of the off grid 1 KW solar PV System. ✓ Follow safety rules as per SOP, s. ✓ Choose suitable location for the PV array and other components. ✓ Obtain tools, equipment and testing devices. ✓ Specify installation requirements for all system components to ensure correct operation, long life, safety and ease of maintenance. • Mounting a photovoltaic array on mounting structure at a roof ✓ Interpret and confirm installation in terms of roof construction and suitable mounting methods ✓ Choose appropriate array frame for the roof type and determine and set correct tilt angle adjustments ✓ Use correct fixing and waterproofing methods appropriate for the roof type • Installing and commissioning solar photovoltaic array ✓ Install system components in suitable location ✓ Connect PV panels and electrical components and minimise cable route length to minimise power loss ✓ Arrange for earthing ✓ Commission off-grid solar PV system to confirm installation • Carrying out operational checks ✓ Test the load of 1 KW and adjust loading component i.e. Search Lights of 1 KW and/or parts ✓ Confirm operation of PV system ✓ Complete work related documents and procedures ✓ Perform final quality inspection ✓ Clean up and store tools, equipment and materials ✓ Carry out customer induction on installed off-grid solar PV system
2. Complete knowledge assessment	Answer all questions my assessor may have during the practical assessment
3. Other requirements	• All candidate module reports completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • All work completed as module assignments including: ✓ Material estimates ✓ Documented wiring test results ✓ Work related documents and procedures

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
1. Completed practical assessment of installing and commissioning off-grid 1 KW solar PV system under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out:			
Prepare the Plan for installation Install and commission the off grid 1 KW solar PV System	Identify and obtain safety and other regulatory requirements for installation			
	Choose suitable location for the PV array and other components			
	Obtain tools, equipment and testing devices			
	Specify installation requirements for all system components to ensure correct operation, long life, safety and ease of maintenance			
Mounting a photovoltaic array on mounting structure at a roof	Interpret and confirm installation in terms of roof construction and suitable mounting methods			
	Choose appropriate array frame for the roof type and determine and set correct tilt angle adjustments			
	Use correct fixing and waterproofing methods appropriate for the roof type			
Installing and commissioning solar photovoltaic array	Install system components in suitable location			
	Connect PV panels and electrical components and minimise cable route length to minimise power loss			
	Arrange for earthing			
	Commission off-grid solar PV system to confirm installation			
Carrying out operational checks	Test the load of 1 KW and adjust loading component i.e. Search Lights of 1 KW and/or parts			
	Confirm operation of PV system			
	Complete work related documents and procedures			
	Perform final quality inspection			
	Clean up and store tools, equipment and materials			
	Carry out customer induction on installed off-grid solar PV system			
Prepare the Plan for installation Install and commission the off grid 1 KW solar PV System	Identify and obtain safety and other regulatory requirements for installation			

2. Knowledge assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. <i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i>			
3. Other requirements	• Candidate provided all module reports completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • All work completed as module assignments including: ✓ Work related documents and procedures			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; - Context of the assessment - List of required tools and equipment. - List of consumable items required during the service
1. Context of Assessment	This practical skill demonstration will be conducted in a Building Electrician's lab/workshop environment The Assessor will select the required tools, equipment and consumables from the list below for the assessment

2. List of tools and equipment required		
S. No	Tools and equipment	Quantity
1	Personal protective equipment	As Required
2	Fire extinguishers	As Required
3	First aid box	As Required
4	Adjustable wrench	As Required
5	Amp meter	As Required
6	AVO meter	As Required
7	Batteries	As Required
8	Battery charger	As Required
9	Bench vice	As Required
10	Ceiling hole cutter	As Required
11	Charge controller	As Required
12	Chisel	As Required
13	Clamp on meter	As Required
14	Compass	As Required
15	Cutter	As Required
16	Drill machine	As Required
17	Earth tester meter	As Required
18	Extension board	As Required
19	File set	As Required
20	First Aid box	As Required
21	Gloves	As Required
22	Goggles	As Required
23	Grinder	As Required
24	Hammer	As Required
25	Hand drill machine	As Required
26	Helmet	As Required
27	Herts meter	As Required
28	Hex saw	As Required
29	Knife (cable)	As Required
30	Level	As Required
31	L-key set	As Required
32	Lock pliers	As Required
33	Measuring tape	As Required
34	Megger meter (Analog & Digital)	As Required
35	Micrometer	As Required
36	Multimeter	As Required
37	Number punch	As Required
38	Phase sequence meter	As Required
39	Pipe cutter	As Required
40	Pipe vice	As Required
41	Pipe wrench	As Required
42	Pliers set	As Required
43	Punching tool (Networking /Telephone)	As Required

44	Ratchet set	As Required
45	Safety boots	As Required
46	Scissor	As Required
47	Screw driver set	As Required
48	Soldering iron	As Required
49	Spanner set	As Required
50	Steel scale	As Required
51	Steel wire	As Required
52	synchronizing meter	As Required
53	Tachometer	As Required
54	Tester	As Required
55	Thimble press	As Required
56	Tong tester (clamp-on meter) AC/DC	As Required
57	Torch	As Required
58	Vernier calliper	As Required
59	Volt meter	As Required
60	Wire gauge	As Required
61	Wood saw	As Required

3. List of consumable items required		
S. No	Consumable Items	Quantity
	PV Panel mono crystalline	As Required
	PV Panel Poly Crestline	As Required
	PV Panel thin film	As Required
	Mounting Structure	As Required
	Mounting array	As Required
1	Cable 3 / .029"	As Required
2	Cable 7 / .029"	As Required
3	Cable 1 / .036"	As Required
4	Cable 23 / .0076"	As Required
5	Cable 40 / .0076"	As Required
6	Switch Single Way	As Required
7	Switch Two Way	As Required
8	Push Button	As Required
9	Bulb Holder Piano Type	As Required
10	Bulb Holder Button Type	As Required
11	Ceiling Rose	As Required
12	Fan Dimmer	As Required
13	Socket Two Pin	As Required
14	Socket Three Pin	As Required
15	Light Plug	As Required
16	Power Plug	As Required
17	PVC Pipe	As Required
18	PVC Elbow	As Required
19	PVC Band	As Required
20	Junction Box	As Required
21	Fan Box	As Required
22	Raval Plug	As Required
23	Pipe Shaddle	As Required
24	Cable Shaddle	As Required
25	Board 4 x 4	As Required
26	Board 7 x 4	As Required
27	Board 8 x 10	As Required
28	TV Pin	As Required
29	Telephone Pin	As Required
30	Insolation Tape	As Required
31	PVC Duct Plain 3/4"	As Required
32	PVC Duct Slotted 1"	As Required
33	PVC Duct Plain 3/4"	As Required
34	PVC Duct Slotted 1"	As Required
35	Fuse Piano Type	As Required
36	Main Switch	As Required

37	Breaker Single Poll	As Required
38	Breaker Double Poll	As Required
39	Volt meter Panel	As Required
40	Ampere Meter Panel	As Required
41	DB Box	As Required
42	DB Switch	As Required
43	PG Connector	As Required
44	Neutral Terminal	As Required
45	Screw Different Size	As Required
46	Steel Nail Different Size	As Required
47	Blub 100 Watt	As Required
48	Bulb 200 Watt	As Required
49	Nut Bolt Different Size	As Required
50	Electric Bell	As Required
51	Two Pin Shoe	As Required
52	Three Pin Shoe	As Required
53	Cable Tube Connection	As Required
54	Tube Rod	As Required
55	Choke 20w, 40w	As Required
56	Tube Starter	As Required
57	Choke Patti Fitting	As Required
58	Winding Wire Different Size	As Required
59	Slat Paper Different Size	As Required
60	Cotton Tape	As Required
61	Sleeve Different Size	As Required
62	Varnish	As Required
63	Cable Three Core 40/ .0076	As Required
64	Cable Four Core 7/ .036	As Required
65	Cable Three Core 7/ .029	As Required
66	Connection Plate	As Required
67	Clutch Plate	As Required
68	Breaker Fitting Patti (Din Ray)	As Required
69	Relay 12V, 5A	As Required
70	Resistor Different Types	As Required
71	Transistor Different Types	As Required
72	LED	As Required
73	Diode	As Required
74	Rectifier Bridge	As Required
75	Carbon Brush	As Required
76	Battery 6v	As Required
77	Breaker Stripe	As Required
78	Flout Switch	As Required
79	Magnetic Connector	As Required
80	Cut Out	As Required
81	Breaker Cartridge Fuse	As Required
82	ON / OFF Push Button	As Required
83	Timer	As Required
84	Relay AC – 220V	As Required
85	Relay DC- 12V	As Required
86	Selector Switch Volt Meter	As Required
87	Selector Switch Ampere Meter	As Required
88	Emergency Switch	As Required
89	Soldering Wire	As Required
90	Paste	As Required
91	Light Indicator	As Required
92	Limit Switch (MEM Inter Locking)	As Required
93	Motor Driven Selector Switch (Water Tank)	As Required
94	Speaker	As Required
95	Acid	As Required
96	Hydro Metter	As Required
97	Multi Metter (Analogue / Digital)	As Required
98	Cam Starter (single phase & three phase)	As Required

99	Generator Switch	As Required
100	Star Delta Manual	As Required
101	Capacitor Different Size	As Required
102	Intercom Bell	As Required
103	Over Load Relay	As Required
104	Forward Reverse Switch	As Required
105	Tai Different Size	As Required
106	Magnetic Connector	As Required
107	Current Transformer	As Required
108	8 Pin type & 11 Pin type relay with base	As Required
109	Timer Circuit	As Required
110	Relay Circuit	As Required
111	Transformer	As Required
112	Core Transformer	As Required
113	Coal	As Required
114	Calcium Carbonate	As Required
115	Petrol	As Required
116	Heat Sleeve Tube	As Required
117	Changer Over Switch	As Required
118	Timer 0-60 second	As Required
119	Time 1-6 minute	As Required
120	Babon 1 ¼", 1 ½", 2", 2x3"	As Required
121	UPS Card	As Required



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 10

Version: 1

MAINTAIN SAFETY, HEALTH AND CLEANLINESS

CONTENTS

1. Assessment Summary and Record
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ASSESSMENT AND ASSESSOR DETAILS

Competent

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Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor Name:

Assessor Code

Assessor Signature

Date

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate Name:

First Name

Last Name

Father Name

Institute Name and
District

CNIC/BFORM #

OR

Registration Number:

Gender

Male ☐

Female ☐

Transgender ☐

Candidate Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate Signature:

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ASSESSMENT SUMMARY & RECORD

Candidate's Name:..... Father's Name:.....							
ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAINTAIN SAFETY, HEALTH AND CLEANLINESS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Identify risks in the workplace ✓ Follow cleanliness procedures to control risks ✓ Apply safe work procedures ✓ Follow emergency procedures		
Other Requirements				✓	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments - Complete work records		

2

CANDIDATE ASSESSMENT

Candidate Name:Father Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Identify risks in the workplace
- Follow cleanliness procedures to control risks
- Apply safe work procedures
- Follow emergency procedures

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Identify risks in the workplace ✓ Types of hazards ✓ Ways of controlling hazards ✓ Procedures for reporting hazards • Follow cleanliness procedures to control risks: ✓ Importance of cleanliness of person and workplace • Apply safe work procedures: ✓ Handling and storing items and materials ✓ Safety signs and symbols • Follow emergency procedures: ✓ Procedures for dealing with emergency and evacuation situations ✓ Fire prevention methods for different classes of fire ✓ Types of firefighting equipment and their use
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work records

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	Identify risks in the workplace			
	✓ Types of hazards			
	✓ Ways of controlling hazards			
	✓ Procedures for reporting hazards			
	Follow cleanliness procedures to control risks:			
	✓ Importance of cleanliness of person and workplace			
	Apply safe work procedures:			
	✓ Handling and storing items and materials			
	✓ Safety signs and symbols			
	Follow emergency procedures:			
	✓ Procedures for dealing with emergency and evacuation situations			
	✓ Fire prevention methods for different classes of fire			
	✓ Types of firefighting equipment and their use			
2. Other requirements	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments - Completed work records			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a classroom/workshop environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT
MATERIAL

EVIDENCE
GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 5

Version: 1

COMMUNICATE IN DIFFERENT WORK CONTEXTS

CONTENTS

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ASSESSMENT AND ASSESSOR DETAILS

Competent

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Not Yet Competent

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Assessment

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Re-Assessment

☐

Assessor Name:

Assessor Code

Assessor Signature

Date

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CANDIDATE DETAILS

Candidate Name:

First Name

Last Name

Father Name

Institute Name and
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CNIC/BFORM #

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Registration Number:

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Female ☐

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ASSESSMENT SUMMARY & RECORD

Candidate's Name: Father's Name:

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: COMMUNICATE IN DIFFERENT WORK CONTEXTS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: - Gather, convey and receive information - Apply routine face-to-face communication - Apply visual communication - Complete relevant work related documents		
Other Requirements				✓	- All learner log books and formative assessments completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Any work completed as course assignments - Any completed written report/s on work related topic - Completed relevant work documents including: - Work forms - Job cards		

2

CANDIDATE ASSESSMENT

Candidate's Name:..... Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Gather, convey and receive information
- Apply routine face-to-face communication
- Apply visual communication
- Complete relevant work related documents

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Gathering, conveying and receiving information: ✓ Gather, receive and respond verbal and written actions ✓ Convey instructions ✓ Clarify understanding by asking questions • Applying routine face-to-face communication: ✓ Receive and follow routine instructions ✓ Access and interpret information from a range of sources ✓ Complete verbal and/or written reporting • Applying visual communication: ✓ Obtain and acknowledge attention of communicating parties ✓ Clarify and confirm the intention of visual communication
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Any completed written report/s on work related topic • Completed relevant work documents including: ✓ Work forms ✓ Job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	Gather, conveying and receiving information:			
	✓ Gather, receive and respond verbal and written actions			
	✓ Convey instructions			
	✓ Clarify understanding by asking questions			
	Applying routine face-to-face communication:			
	✓ Receive and follow routine instructions			
	✓ Access and interpret information from a range of sources			
	✓ Complete verbal and/or written reporting			
	Applying visual communication:			
	✓ Obtain and acknowledge attention of communicating parties			
	✓ Clarify and confirm the intention of visual communication			
2. Other requirements	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments - Any completed written report/s on work related topic - Completed relevant work documents including: - o Work forms - o Job cards			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT
MATERIAL

EVIDENCE
GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 4

Version: 1

APPLY A PROBLEM SOLVING METHOD

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor Name:

Assessor Code

Assessor Signature

Date

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate Name:

First Name

Last Name

Father Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued
by Assessment Body :

Gender

Male

☐

Female

☐

Transgender

☐

Candidate Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate Signature:

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

NAVTTC OFFICE
ONLY

1. DATE
FORM
RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO
DATABASE:

DD		MM		YYYY					

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:..... Father's Name:.....							
ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY A PROBLEM SOLVING METHOD	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Define problem ✓ Consult a method for solving an identified problem after consulting with senior ✓ Apply the problem solving method under the supervision and guidance of senior		
Other Requirements				✓	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments - Completed short report - Completed work forms - Completed job cards		

2

CANDIDATE ASSESSMENT

Candidate's Name: Father's Name.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Define problem
- Consult a method for solving an identified problem after consulting from senior
- Apply the problem solving method under the supervision & guidance of senior

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Define problem: ✓ Nature of problem, parties involved, and the effects it may have ✓ Ownership of problem, responsibility, its sphere of influence and authority • Consult a method for solving an identified problem after consulting with senior: ✓ Problem solving methods in terms of processes to be undertaken ✓ Problem solving method in terms of its suitability • Apply the problem solving method under the supervision and guidance of senior: ✓ Application of a chosen method ✓ Outcome of the problem ✓ Implementing a conclusion to the problem
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments on using problem-solving method/s • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name:.....Father's Name:.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	Define problem:			
	✓ Nature of problem, parties involved, and the effects it may have			
	✓ Ownership of problem, responsibility, its sphere of influence and authority			
	Consult a method for solving an identified problem after consulting with senior:			
	✓ Problem solving methods in terms of processes to be undertaken			
	✓ Problem solving method in terms of its suitability			
	Apply the problem solving method under the supervision and guidance of senior:			
	✓ Application of a chosen method			
	✓ Outcome of the problem			
	✓ Implementing a conclusion to the problem			
2. Other requirements	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments on using problem-solving method/s - Completed work forms - Completed job cards			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT
MATERIAL

EVIDENCE
GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 5

Version: 1

APPLY BASIC READING, WRITING AND SPEAKING SKILLS IN ENGLISH IN DIFFERENT LIFE CONTEXTS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent	☐	Not Yet Competent	☐
Assessment	☐	Re-Assessment	☐
Assessor's Name:	Assessor's Code		
Assessor's Signature	Date		
		DD	MM YYYY

CANDIDATE DETAILS

Candidate's Name: First Name Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

Registration Number issued by Assessment Body:

Gender Male ☐ Female ☐ Transgender ☐

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature:

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTTC

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:		2. DATE ENTERED INTO DATABASE:	
	DD MM YYYY		DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:..... Father's Name:.....							
ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY BASIC READING, WRITING AND SPEAKING SKILLS IN ENGLISH IN DIFFERENT LIFE CONTEXTS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Read texts used in different contexts ✓ Write texts for different contexts ✓ Apply speaking and listening skills		
Other Requirements				✓	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments on writing texts for different contexts - Completed work forms		

2

CANDIDATE ASSESSMENT

Candidate's Name: Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- ✓ Read texts used in different contexts
- ✓ Write texts for different contexts
- ✓ Apply speaking and listening skills

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Reading texts used in different contexts: ✓ Purpose of texts ✓ Main ideas and/or key procedures in the texts ✓ Meaning of key words and phrases in the texts • Writing texts for different contexts: ✓ Use of clear and simple English with correct spelling, punctuation, and use of grammar ✓ Planning, drafting and editing processes ✓ Use of correct and coherent sequence and structure of information and/or ideas • Applying speaking and listening skills: ✓ Expression of opinions on the text or on its subject matter clearly and simply ✓ Interpretation of key points ✓ Convey information clearly and concisely ✓ Effective speaking and listening skills
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments on writing texts for different contexts • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name: Father's Name:.....

INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	Reading texts used in different contexts:			
	✓ Purpose of texts			
	✓ Main ideas and/or key procedures in the texts			
	✓ Meaning of key words and phrases in the texts			
	Writing texts for different contexts:			
	✓ Use of clear and simple English with correct spelling, punctuation, and use of grammar			
	✓ Planning, drafting and editing processes			
	✓ Use of correct and coherent sequence and structure of information and/or ideas			
	Applying speaking and listening skills:			
	✓ Expression of opinions on the text or on its subject matter clearly and simply			
	✓ Interpretation of key points			
	✓ Convey information clearly and concisely			
	✓ Effective speaking and listening skills			
2. Other requirements	- All learner log books and formative assessments completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Any work completed as course assignments on writing texts for different contexts - Completed work forms - Completed job cards			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT
MATERIAL

EVIDENCE
GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 2

Version: 1

APPLY BASIC NUMERACY SKILLS IN DIFFERENT LIFE CONTEXTS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor's Name:

Assessor's Code

Assessor's Signature

Date

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate's Name:

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number
issued by Assessment
Body :

Gender

Male

☐

Female

☐

Transgender

☐

Candidate's Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature:

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

NAVTTTC OFFICE
ONLY

1. DATE
FORM
RECEIVED:

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DD MM YYYY

2. DATE ENTERED INTO
DATABASE:

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DD MM YYYY

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:.....Father's Name:.....

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: APPLY BASIC NUMERACY SKILLS IN DIFFERENT LIFE CONTEXTS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Apply knowledge and conventions of common shapes to represent real life objects ✓ Measure materials or objects ✓ Perform basic calculations associated with money, and time ✓ Use and create tables and graphs to represent and interpret public information ✓ Apply simple formulae to solve arithmetic problems in real life contexts		
Other Requirements				✓	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Completed 2D and 3D diagrammatic sketches - Completed constructed 3D objects - Basic calculations associated with money, and time - Tables and graphs created to represent and interpret public information - Apply simple formulae to solve arithmetic problems in real life context - Completed work forms - Completed job cards		

2

CANDIDATE ASSESSMENT

Candidate's Name:..... Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- ✓ Read texts used in different contexts
- ✓ Write texts for different contexts
- ✓ Apply speaking and listening skills

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	Answer all questions in the knowledge assessment on the following topics: • Apply knowledge and conventions of common shapes to represent real life objects: ✓ Common two and three-dimensional shapes ✓ Two and three-dimensional shapes and objects in diagrammatic form ✓ Simple three-dimensional objects • Measure materials or objects: ✓ Measuring instruments and correct use ✓ Simple formulae to calculate area and volume of regular shapes • Perform basic calculations associated with money, and time: ✓ Simple calculations involving time ✓ Conversion of fractions, decimals, and percentages ✓ Simple calculations involving money • Use and create tables and graphs to represent and interpret public information: ✓ Key features of everyday tables and graphs ✓ Collection, sorting and recording of data in a table ✓ Construction and labelling of simple graphs • Apply simple formulae to solve arithmetic problems in real life contexts: ✓ Simple formulae and algebraic expressions, and their use ✓ Verification of solutions to simple arithmetic problems
2. Other requirements	• All candidate module reports completed by Instructor including; a. Observations b. Demonstrations c. Questions and recorded answers • Completed 2D and 3D diagrammatic sketches • Completed constructed 3D objects • Evidence of correctly completed calculations relating to money and time • Prepared basic data, tables and graphs correctly labelled for values • Evidence of verified use of simple formulae and algebraic expressions relating to ✓ Area ✓ Perimeter ✓ Dimensions of regular and irregular shapes • Completed work forms • Completed job cards

Candidate Name:

Father Name:

INSTRUCTIONS
FOR
ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	Apply knowledge and conventions of common shapes to represent real life objects:			
	✓ Common two and three-dimensional shapes			
	✓ Two and three-dimensional shapes and objects in diagrammatic form			
	✓ Simple three-dimensional objects			
	Measure materials or objects:			
	✓ Measuring instruments and correct use			
	✓ Simple formulae to calculate area and volume of regular shapes			
	Perform basic calculations associated with money, and time:			
	✓ Simple calculations involving time			
	✓ Conversion of fractions, decimals, and percentages			
	✓ Simple calculations involving money			
	Use and create tables and graphs to represent and interpret public information:			
	✓ Key features of everyday tables and graphs			
	✓ Collection, sorting and recording of data in a table			
	✓ Construction and labelling of simple graphs			
	Apply simple formulae to solve arithmetic problems in real life contexts:			
	✓ Simple formulae and algebraic expressions, and their use			
	✓ Verification of solutions to simple arithmetic problems			
2. Other requirements	- All candidate module reports completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Completed 2D and 3D diagrammatic sketches - Completed constructed 3D objects - Evidence of correctly completed calculations relating to money and time - Prepared basic data, tables and graphs correctly labelled for values - Evidence of verified use of simple formulae and			

	algebraic expressions relating to ✓ Area ✓ Perimeter ✓ Dimensions of regular and irregular shapes • Completed work forms • Completed job cards			
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4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
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1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT MATERIAL EVIDENCE GUIDE	DEMONSTRATE POSITIVE WORKPLACE ATTITUDE AND BEHAVIOURS																																																														
Qualification LEN0101.v1 Level: 1 Credit: 3 Version: 1																																																															
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/ equipment, material and context of assessment																																																														
ASSESSMENT AND ASSESSOR DETAILS	<table><tr><td>Competent</td><td>☐</td><td>Not Yet Competent</td><td>☐</td></tr><tr><td>Assessment</td><td>☐</td><td>Re-Assessment</td><td>☐</td></tr><tr><td>Assessor Name:</td><td colspan="3">Assessor Code</td></tr><tr><td>Assessor Signature</td><td colspan="3">Date</td></tr><tr><td></td><td colspan="3"><table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">DD</td><td colspan="2">MM</td><td colspan="6">YYYY</td></tr></table></td></tr></table>	Competent	☐	Not Yet Competent	☐	Assessment	☐	Re-Assessment	☐	Assessor Name:	Assessor Code			Assessor Signature	Date				<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">DD</td><td colspan="2">MM</td><td colspan="6">YYYY</td></tr></table>													DD		MM		YYYY																											
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CANDIDATE DETAILS	<table><tr><td>Candidate Name:</td><td colspan="2">First Name</td><td colspan="2">Last Name</td></tr><tr><td>Father Name</td><td colspan="4"></td></tr><tr><td>Institute Name and District</td><td colspan="4"></td></tr><tr><td>CNIC/BFORM #</td><td colspan="4"><table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr><tr><td>Registration Number issued by Assessment Body:</td><td colspan="4"></td></tr><tr><td>Gender</td><td>Male</td><td>☐</td><td>Female</td><td>☐</td><td>Transgender</td><td>☐</td></tr><tr><td>Candidate's Consent</td><td colspan="4">I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.</td></tr><tr><td>Candidate's Signature:</td><td colspan="4"></td></tr></table>	Candidate Name:	First Name		Last Name		Father Name					Institute Name and District					CNIC/BFORM #	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																								Registration Number issued by Assessment Body:					Gender	Male	☐	Female	☐	Transgender	☐	Candidate's Consent	I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.				Candidate's Signature:				
Candidate Name:	First Name		Last Name																																																												
Father Name																																																															
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ASSESSMENT RESULTS SUMMARY FORM	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to NAVTTTC																																																														

NAVTTT OFFICE ONLY	1. DATE FORM RECEIVED:		2. DATE ENTERED INTO DATABASE:	
	DD MM YYYY	DD MM YYYY		

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name: Father's Name:.....

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: DEMONSTRATE POSITIVE WORKPLACE ATTITUDE AND BEHAVIOURS	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Apply knowledge of positive workplace attitude and behaviors ✓ Interact with people in the context of a work environment ✓ Assess own professional behavior in a work environment setting		
Other Requirements				✓	- All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Any work completed as course assignments - Completed work forms - Completed job cards		

2

CANDIDATE ASSESSMENT

Candidate's Name:..... Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Apply knowledge of positive workplace attitude and behaviors
- Interact with people in the context of a work environment
- Assess own professional behavior in a work environment setting

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: • Apply knowledge of positive workplace attitude and behaviors: ✓ Correct dress code in a work environment ✓ Positive listening skills ✓ Concept of work ethic • Interact with people in the context of a work environment: ✓ Importance of first impression ✓ Interaction with people in a work environment setting including dealing with difficult people ✓ Customer service practice ✓ Confidentiality requirements of work environment • Assess own professional behavior in a work environment setting: ✓ Influencing factors on personal behaviour in a work environment ✓ Code of conduct
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name:..... Father's Name:.....

INSTRUCTIONS FOR ASSESSOR

This section contains model answers and/or minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics: Apply knowledge of positive workplace attitude and behaviors: ✓ Correct dress code in a work environment ✓ Positive listening skills ✓ Concept of work ethic Interact with people in the context of a work environment: ✓ Importance of first impression ✓ Interaction with people in a work environment setting including dealing with difficult people ✓ Customer service practice ✓ Confidentiality requirements of work environment Assess own professional behavior in a work environment setting: ✓ Influencing factors on personal behaviour in a work environment ✓ Code of conduct		
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards		

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment



ASSESSMENT MATERIAL EVIDENCE GUIDE	CARRY OUT MAINTENANCE PROCEDURES AS BUILDING ELECTRICIAN (HELPER)																																										
Qualification LEN0101.v1 Level: 1 Credit: 9 Version: 1																																											
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/ equipment, material and context of assessment																																										
ASSESSMENT AND ASSESSOR DETAILS	<table style="width: 100%;"> <tr> <td>Competent ☐</td> <td>Not Yet Competent ☐</td> </tr> <tr> <td>Assessment ☐</td> <td>Re-Assessment ☐</td> </tr> <tr> <td>Assessor's Name: _____</td> <td>Assessor's Code _____</td> </tr> <tr> <td>Assessor's Signature _____</td> <td>Date <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="3">DD</td> <td colspan="3">MM</td> <td colspan="4">YYYY</td> </tr> </table> </td> </tr> </table>	Competent ☐	Not Yet Competent ☐	Assessment ☐	Re-Assessment ☐	Assessor's Name: _____	Assessor's Code _____	Assessor's Signature _____	Date <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="3">DD</td> <td colspan="3">MM</td> <td colspan="4">YYYY</td> </tr> </table>											DD			MM			YYYY																	
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1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:.....Father's Name:.....

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: CARRY OUT MAINTENANCE PROCEDURES AS BUILDING ELECTRICIAN (HELPER)	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: ✓ Demonstrate knowledge of preventive maintenance ✓ Carry out a preventive maintenance programme ✓ Demonstrate safe working procedures		
Other Requirements				✓	- All candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Evidence of applying appropriate techniques to solve preventative maintenance problems - Completed learner logbooks - Completed work forms - Completed job cards		

2

CANDIDATE ASSESSMENT

Candidate's Name: Father's Name:

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following knowledge assessment within 1 hour timeframe on the following topics:

- Demonstrate knowledge of preventive maintenance
- Carry out a preventive maintenance programme
- Demonstrate safe working procedures

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: ✓ Demonstrate knowledge of preventive maintenance procedures ✓ Describe a preventive maintenance programme ✓ Demonstrate knowledge of safe working procedures
2. Other requirements	• All candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Evidence of applying appropriate techniques to solve preventative maintenance problems • Completed learner logbooks • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name: Father's Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:			
	Demonstrate knowledge of preventive maintenance			
	✓ Define 'preventive maintenance'			
	✓ Explain the importance of maintenance			
	Carry out a preventive maintenance programme			
	✓ Explain preventive maintenance programmes			
	✓ Follow preventive maintenance programme			
	Demonstrate safe working procedures			
	✓ Personal protective equipment (PPE)			
	✓ Documented maintenance procedures			
2. Other requirements	- All candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - Evidence of applying appropriate techniques to solve preventative maintenance problems - Completed learner logbooks - Completed work forms - Completed job cards			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This knowledge assessment will be conducted in a knowledge assessment environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT MATERIAL EVIDENCE GUIDE	PRODUCE A PLAN FOR CAREER OPTIONS RELATED TO A BUILDING ELECTRICIAN																														
Qualification LEN0101.v1 Level: 1 Credit: 2 Version: 1																															
CONTENTS	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgement Guide 4. List of required tools/ equipment, material and context of assessment																														
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DD	MM					YYYY																									
DD	MM					YYYY																									

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name: Father's Name:.....

ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PRODUCE A PLAN FOR CAREER OPTIONS RELATED TO A BUILDING ELECTRICIAN	COMPETENT	NOT YET COMPETENT
Knowledge Assessment		✓			✓ Answer all questions in the oral knowledge assessment on the following topics: - o Gather information for a personal profile - o Produce a plan for achieving future direction		
Other Requirements				✓	• Provide candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Completed learner logbooks • Completed career plan as Building Electrician • Completed work forms • Completed job cards		

2

CANDIDATE ASSESSMENT

Candidate's Name: Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete this assessment on the following topics:

- Gather information for a personal profile
- Produce a plan for achieving future direction

ACTIVITIES	CANDIDATE RESPONSE
1. Complete oral knowledge assessment	Answer all questions in the oral knowledge assessment on this topic: • Gather information for a personal profile ✓ How did you gather information relevant to own future directions decision-making? ✓ How did you identify options compatible with personal profile? ✓ How did you investigate sources of current career information in terms of planning for future directions? ✓ How did you select information sufficient and relevant to the identified options in terms of producing a plan for future directions? ✓ How did you prioritise and justify options on the basis of gathered information?
2. Provide other requirements	• Provide candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • Completed learner logbooks • Completed career plan as Building Electrician which includes: ✓ Short-term goals ✓ Long-term goals ✓ Milestones ✓ Completion date ✓ Criteria for review ✓ Time period ✓ Career plan as Building Electrician includes identified information sources • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name:

Father's Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed oral knowledge assessment	The candidate correctly answered all questions in the oral knowledge assessment on the following topics:			
	Gather information for a personal profile			
	✓ How did you gather information relevant to your own decision-making on future directions?			
	✓ How did you identify options compatible with your personal profile?			
	✓ How did you investigate sources of current career information to help you plan for your career?			
	✓ How did you select information sufficient and relevant to the identified options to help you produce a plan for a career?			
	✓ How did you prioritise and justify options on the basis of gathered information?			
2. Other requirements	• Provide candidate formative assessments completed by Instructor including; - o Observations - o Demonstrations - o Questions and recorded answers • Completed learner logbooks • Completed career plan as Building Electrician which includes: - o Short-term goals - o Long-term goals - o Milestones - o Completion date - o Criteria for review - o Time period • Career plan as Building Electrician includes identified information sources • Completed work forms • Completed job cards			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This oral knowledge assessment will be conducted in a classroom or workplace environment

2. List of consumable items required		
S. No	Consumable and non-consumable Items	Quantity
1	A 4 Papers	05 each
2	Led Pencil's	05 each
3	Eraser	05 each
4	Sharpener	05 each
5	Ruler	05 each
6	Highlighter	05 each



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

LEN0112.v1

Level: 3

Credit: 15

Version: 1

PERFORM CORRECTIVE MAINTENANCE AS PART OF ELECTRICAL OPERATIONS

CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgement Guide
4. List of required tools/ equipment, material and context of assessment

ASSESSMENT AND ASSESSOR DETAILS

Competent

☐

Not Yet Competent

☐

Assessment

☐

Re-Assessment

☐

Assessor's Name:

Assessor's Code

Assessor's Signature

Date

DD	MM	YYYY							

CANDIDATE DETAILS

Candidate's Name:

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

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Registration Number issued by assessment Body:

Gender

☐
☐
☐

Candidate's Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature:

ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

NAVTTTC OFFICE ONLY

1. DATE FORM RECEIVED:

DD	MM	YYYY							

2. DATE ENTERED INTO DATABASE:

DD	MM	YYYY							

1

ASSESSMENT SUMMARY & RECORD

Candidate's Name:..... Father's Name:.....							
ACTIVITY		METHOD			DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	OBSERVATION	PORTFOLIOS	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PERFORM CORRECTIVE MAINTENANCE AS PART OF ELECTRICAL OPERATIONS	COMPETENT	NOT YET COMPETENT
Practical skill demonstration			✓		- Plan and prepare for corrective maintenance of main Distribution Box - Perform troubleshooting after necessary testing at Distribution Box - Carry out corrective maintenance at Distribution Box		
Knowledge Assessment		✓			Answer any questions your assessor may have for you during the practical skill demonstration		
Other Requirements				✓	- All candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers - All work produced as module projects and assignments - Completed learner logbooks - Completed work records		

2

CANDIDATE ASSESSMENT

Candidate's Name: Father's Name:.....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following practical tasks within set timeframe on the following topics:

- Prepare Plan for corrective maintenance of main Distribution Box, appliances, fixtures.
- Perform troubleshooting after necessary testing at Distribution Box.
- Carry out corrective maintenance at Distribution Box.

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical skill demonstration	During a practical assessment, under observation by an assessor, I will correctly by: • Prepare Plan for corrective maintenance of main Distribution Box, appliances, fixtures. ✓ Identifying and obtaining safety and other regulatory requirements for maintenance ✓ Interpreting circuit diagrams to make plan of corrective maintenance. ✓ Identifying and selecting tools and equipment for corrective maintenance of main Distribution Box, appliances, fixtures. • Perform troubleshooting of main Distribution Box, appliances, fixtures: ✓ Checking for safety hazards ✓ Carrying out diagnostic procedures ✓ Identifying faulty parts and/or equipment ✓ Analysing system fault • Carry out corrective maintenance of main Distribution Box, appliances, fixtures: ✓ Dismantling faulty parts or components ✓ Replacing or repairing faulty parts or components ✓ Performing commissioning ✓ Completing work related documents and procedures ✓ Performing final quality inspection ✓ Cleaning up and storing tools, equipment and materials
2. Complete knowledge assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application:
3. Other requirements	• All candidate formative assessments completed by Instructor including; ✓ Observations ✓ Demonstrations ✓ Questions and recorded answers • All work produced as module projects and assignments • Completed learner logbooks • Completed work records

3

ASSESSOR JUDGEMENT GUIDE

Candidate's Name: Father's Name:.....

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.
.Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO		ASSESSOR COMMENTS
1. Completed practical skill demonstration	During a practical assessment, under observation by an assessor, the candidate correctly carried out by:			
Prepare Plan for corrective maintenance of main Distribution Box, appliances, and fixtures.	Identifying and obtaining safety and other regulatory requirements for maintenance			
	Interpreting circuit diagrams to make plan of corrective maintenance.			
	Identifying and selecting tools and equipment for corrective maintenance of main Distribution Box, appliances, fixtures.			
Perform troubleshooting of main Distribution Box, appliances, fixtures	Checking for safety hazards			
	Carrying out diagnostic procedures			
	Identifying faulty parts and/or equipment			
	Analysing system fault			
Carry out corrective maintenance of main Distribution Box, appliances, fixtures:	Dismantling faulty parts or components			
	Replacing or repairing faulty parts or components			
	Performing commissioning			
	Completing work related documents and procedures			
	Performing final quality inspection			
	Cleaning up and storing tools, equipment and materials			
2. Knowledge assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application. <i>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attached.</i>			
3. Other requirements	- All candidate formative assessments completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - All work produced as module projects and assignments - Completed learner logbooks - Completed work records			

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

Instructions	This section contains information regarding; • Context of the assessment • List of required tools and equipment. • List of consumable items required during the service
1. Context of Assessment	This practical skill demonstration will be conducted in a Building Electrician's lab/workshop environment The Assessor will select the required tools, equipment and consumables from the list below for the assessment

S. No	Consumable and non-consumable Items	Quantity
1	Pointer (Red , Yellow , Blue)	05 each
2	Knowledge assessment including space for answers	05 each
3	Personal protective equipment	05 each
4	Fire extinguishers	01 each
5	First aid box	01 each
6	Adjustable wrench	05 each
7	Amp meter	05 each
8	AVO meter	05 each
9	Batteries	02 each
10	Battery charger	01 each
11	Bench vice	05 each
12	Ceiling hole cutter	05 each
13	Charge controller	01 each
14	Chisel	01 each
15	Clamp on meter	05 each
16	Compass	05 each
17	Cutter	05 each
18	Drill machine	02 each
19	Earth tester meter	02 each
20	Extension board	02 each
21	File set	05 each
22	Inter changeable screw driver	05 each
23	Gloves	05 each
24	Goggles	05 each
25	Grinder	02 each
26	Hammer	05 each
27	Hand drill machine	02 each
28	Helmet	05 each
29	Herts meter	05 each
30	Hacksaw	05 each
31	Knife (cable)	05 each
32	Level	05 each
33	L-key set	05 each
34	Lock pliers	05 each
35	Measuring tape	05 each
36	Mega meter (Analogue & Digital)	02 each
37	Micrometer	02 each
38	Multimeter	05 each
39	Number punch	02 each
40	Phase sequence meter	02 each
41	Pipe cutter	05 each
42	Pipe vice	02 each
43	Pipe wrench	05 each
44	Pliers set	05 each

45	Punching tool (Networking /Telephone)	05 each
46	Ratchet set	05 each
47	Safety boots	05 each
48	Scissor	05 each
49	Screw driver set	05 each
50	Soldering iron	05 each
51	Spanner set	05 each
52	Steel scale	05 each
53	Wire stripper	05 each
54	Grip pliers	05 each
55	PVC Wire 3/.029	01 coil
56	PVC Wire 7/.029	01 coil
57	PVC Wire 7/.044	01 coil
58	PVC Wire 1/.044	01 coil
59	Magnetic conductor	10 nos
60	Over load relay (as required current rating)	10 nos
61	Circuit breaker	10 nos
62	Main switch	05 nos
63	Fuses (Different Current Ratings)	05 nos
64	PVC pipe (Different Sizes)	200 ft
65	Single pole switch	12 nos
66	Two way switch	12 nos
67	3 / 2 / pin socket	12 nos each
68	PVC Duct	As per requirement
69	Lamp Holders	As per requirement
70	PVC Board (Different Sizes)	As per requirement