

**ASSESSMENT
MATERIAL****EVIDENCE
GUIDE****Qualification**

LEN0101.v1

Level: 1**Credit: 10****Version: 1****LEN0101.v1 Maintain safety, health and
cleanliness****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 #****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 **NAVTTTC**

NAVTTTC OFFICE ONLY

**1. DATE
FORM
RECEIVED:**

DD		MM		YYYY					

**2. DATE ENTERED INTO
DATABASE:**

DD		MM		YYYY					

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ASSESSMENT SUMMARY & RECORD

CANDIDATE NAME:

FATHER 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		

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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

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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			

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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