

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

LEN0101.v1

Level: 1**Credit: 5****Version: 1****LEN0101B.v1 Communicate in different
work contexts****CONTENTS**

1. Assessment Summary and Record
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**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: 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		

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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:

- 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

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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:			
	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: ○ Work forms ○ Job cards			

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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 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