

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

LEN0101.v1

Level: 1**Credit: 3****Version: 1****LEN0101F.v1 Demonstrate positive
workplace attitude and behaviours****CONTENTS**

1. Assessment Summary and Record
2. Candidate Assessment
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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 **NAVTTC**

NAVTTC 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: 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		

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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:

- 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

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ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father 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		

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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