



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification code:

LEN0131.v1

Level: 1

Credit: 40

Version: 1

Apply Plumber (Helper) skills for solar water heating systems

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 #

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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

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1. DATE FORM
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2. DATE ENTERED INTO
DATABASE:

DD		MM		YYYY					

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 Plumber (Helper) skills for solar PV systems: • Maintain health, safety and cleanliness • Carry out maintenance procedures as Plumber (Helper) • Demonstrate positive workplace attitude and behaviors • Communicate in different work contexts • Apply basic reading, writing and speaking skills in different life contexts • Apply basic numeracy skills in different life contexts • Produce a plan for career options related to a Plumber		
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 Plumber		

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:

- Apply Plumber (helper) skills for solar PV systems

ACTIVITIES	CANDIDATE RESPONSE
1. Present portfolio of evidence	Portfolio of evidence includes: • All completed course assignments • Completed work forms • Completed job records • Completed plan for career options related to a Plumber • All learner log books and formative assessments completed by Instructor including; - o Observations - o Demonstrations - o Questions and recorded answers
2. Complete project brief of applying Plumber (Helper) skills for solar PV systems under observation by Instructor	I will correctly complete requirements of supplied project brief under the following conditions: - o In a group or individually, as required by project brief - o Supplied brief will require a 5 day period to complete in a workshop environment Your Assessment Panel will be looking for your competence in: - o Demonstrating task skills, task management (integration of tasks), managing any contingencies which may arise, and achieving task outcomes throughout the project timeframe - o Applying knowledge and skill in the working environment
3. Present completed project to Assessment Panel	• Oral presentation of project brief and completed project work to Assessment Panel. • Presentation to include: - o Requirements of brief - o Planning and preparation of project - o Problems encountered and how they were dealt with - o Project outcome/s - o Lessons learnt from undertaking project (reflective thinking) • Presentation to take no longer than 10 minutes
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.

- The project brief will consist of integrated task requirements to enable the candidate to supply sufficient evidence of their competence in the skills required to help a Plumber installing solar PV systems
- The project brief must be suitable for the level of knowledge and skills required (i.e. Level 1)
- The timeframe for completion of assigned project brief is 5 working days
- The candidate may work in a team or as an individual to complete the project brief. If in a team, the contribution of each candidate must be clearly defined and observable.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS ON CANDIDATE PERFORMANCE
1. Present portfolio of evidence	Portfolio of evidence includes: • All completed course assignments • Completed work forms • Completed job records • Completed plan for career options related to a Plumber • All learner log books and formative assessments completed by Instructor including; - o Observations - o Demonstrations - o Questions and recorded answers			
2. Completed project brief applying Plumber (Helper) skills for solar PV systems under observation by Instructor	Completed requirements of supplied project brief under the following conditions: • In a group or individually, as required by project brief • Supplied brief will require a 5 day period to complete in a workshop environment Demonstrated: • Required task skills • Integrating tasks • Managing any contingencies which may arise • Achieving task outcomes throughout the project timeframe • Applying knowledge and skill in the working environment			
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.			

	<i>Assessor Panel to document below all questions asked and candidate answers. Use extra sheets if required and attached here.</i> 			
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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 task will be performed in Plumber's workshop environment.

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



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 10

Version: 1

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	<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>DD</td><td>MM</td><td colspan="8">YYYY</td></tr></table>												DD	MM	YYYY							
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CANDIDATE DETAILS

Candidate Name:	<table><tr><td colspan="10">First Name</td><td colspan="10">Last Name</td></tr></table>		First Name										Last 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></tr></table>																					
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

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DD	MM	YYYY																																									
DD	MM	YYYY																																									

1

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		

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; - o Observations - o Demonstrations - o 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:			
	o Types of hazards			
	o Ways of controlling hazards			
	o Procedures for reporting hazards			
	Follow cleanliness procedures to control risks:			
	o Importance of cleanliness of person and workplace			
	Apply safe work procedures:			
	o Handling and storing items and materials			
	o Safety signs and symbols			
	Follow emergency procedures:			
	o Procedures for dealing with emergency and evacuation situations			
	o Fire prevention methods for different classes of fire			
	o Types of firefighting equipment and their use			
	Identify risks in the workplace:			
	o Types of hazards			
	o Ways of controlling hazards			
	Follow cleanliness procedures to control risks:			
	o Apply safe work procedures			
	o Follow emergency procedures			
2. Other requirements	- All learner log books and formative assessments completed by Instructor including; - o Observations - o Demonstrations - o 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 Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 4

Version: 1

LEN0101B.v1 Communicate in different work 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 Name:

.....

Assessor Code

.....

Assessor Signature

.....

Date

DD		MM		YYYY					

CANDIDATE DETAILS

Candidate Name:

.....
First Name Last Name

Father Name

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Institute Name and
District

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CNIC/BFORM #

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OR

Registration Number:

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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:

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ASSESSMENT RESULTS SUMMARY FORM

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DD		MM		YYYY					

1

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		

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:

- 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: - o Gathering, conveying and receiving information: ▪ Gather, receive and respond verbal and written actions ▪ Convey instructions ▪ Clarify understanding by asking questions - o 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 - o 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; - o Observations - o Demonstrations - o 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

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:			
	Gathering, conveying and receiving information:			
	Gather, receive and respond verbal and written actions			
	Conveying instructions			
	Clarifying 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			

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 Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 4

Version: 1

LEN0101C.v1 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:

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First Name Last Name

Father Name

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Institute Name and
District

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CNIC/BFORM #

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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:

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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: 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 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:

- o Define problem
- o Consult a method for solving an identified problem after consulting from senior
- o 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: - o Define problem: ▪ Nature of problem, parties involved, and the effects it may have ▪ Ownership of problem, responsibility, its sphere of influence and authority - o 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 - o 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; - o Observations - o Demonstrations - o 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 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:			
	• Define problem:			
	o Nature of problem, parties involved, and the effects it may have			
	o Ownership of problem, responsibility, its sphere of influence and authority			
	• Consult a method for solving an identified problem after consulting with senior:			
	o Problem solving methods in terms of processes to be undertaken			
	o Problem solving method in terms of its suitability			
	• Apply the problem solving method under the supervision and guidance of senior:			
	o Application of a chosen method			
	o Outcome of the problem			
	o 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 Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 5

Version: 1

LEN0101D.v1 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 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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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:

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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: 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 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:

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

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: - o 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 - o 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 - o 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; - o Observations - o Demonstrations - o 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 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:			
	• Reading texts used in different contexts:			
	o Purpose of texts			
	o Main ideas and/or key procedures in the texts			
	o Meaning of key words and phrases in the texts			
	• Writing texts for different contexts:			
	o Use of clear and simple English with correct spelling, punctuation, and use of grammar			
	o Planning, drafting and editing processes			
	o Use of correct and coherent sequence and structure of information and/or ideas			
	• Applying speaking and listening skills:			
	o Expression of opinions on the text or on its subject matter clearly and simply			
	o Interpretation of key points			
	o Convey information clearly and concisely			
	o 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 Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 4

Version: 1

LEN0101E.v1 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 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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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

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1. DATE
FORM
RECEIVED:

DD		MM		YYYY					

2. DATE ENTERED INTO
DATABASE:

DD		MM		YYYY					

1

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: 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 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:

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

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: - o 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 - o Measure materials or objects: ▪ Measuring instruments and correct use ▪ Simple formulae to calculate area and volume of regular shapes - o Perform basic calculations associated with money, and time: ▪ Simple calculations involving time ▪ Conversion of fractions, decimals, and percentages ▪ Simple calculations involving money - o 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 - o 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 - o Area - o Perimeter - o Dimensions of regular and irregular shapes • Completed work forms • Completed 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
2. 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:		
	o Common two and three-dimensional shapes		
	o Two and three-dimensional shapes and objects in diagrammatic form		
	o Simple three-dimensional objects		
	• Measure materials or objects:		
	o Measuring instruments and correct use		
	o Simple formulae to calculate area and volume of regular shapes		
	• Perform basic calculations associated with money, and time:		
	o Simple calculations involving time		
	o Conversion of fractions, decimals, and percentages		
	o Simple calculations involving money		
	• Use and create tables and graphs to represent and interpret public information:		
	o Key features of everyday tables and graphs		
	o Collection, sorting and recording of data in a table		
	o Construction and labelling of simple graphs		
	• Apply simple formulae to solve arithmetic problems in real life contexts:		
	o Simple formulae and algebraic expressions, and their use		
	o Verification of solutions to simple arithmetic problems		
3. Other requirements	- All candidate module reports completed by Instructor including; - o Observations - o Demonstrations - o 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 - o Area - o Perimeter - o 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		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0101.v1

Level: 1

Credit: 1

Version: 1

LEN0101F.v1 Demonstrate positive workplace attitude and behaviours

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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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

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1

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		

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:

- 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: - o Apply knowledge of positive workplace attitude and behaviors: ▪ Correct dress code in a work environment ▪ Positive listening skills ▪ Concept of work ethic - o 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 - o 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; - o Observations - o Demonstrations - o Questions and recorded answers • Any work completed as course assignments • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MODEL ANSWERS AND/OR MINIMUM EVIDENCE REQUIREMENTS.
Where model answers are provided for the Assessor, the candidate's response is not required to be identical but similar concepts and/or keywords must be used. 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: - o Correct dress code in a work environment - o Positive listening skills - o Concept of work ethic • Interact with people in the context of a work environment: - o Importance of first impression - o Interaction with people in a work environment setting including dealing with difficult people - o Customer service practice - o Confidentiality requirements of work environment • Assess own professional behavior in a work environment setting: - o Influencing factors on personal behaviour in a work environment - o Code of conduct		
2. Other requirements	• All learner log books and formative assessments completed by Instructor including; - o Observations - o Demonstrations - o 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

2. List of consumable items required		
S. No	Consumable Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0131.v1

Level: 1

Credit: 10

Version: 1

LEN0131G.v1 Carry out maintenance procedures as Plumber (Helper)

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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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:

.....

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DD		MM		YYYY					

1

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: CARRY OUT MAINTENANCE PROCEDURES AS PLUMBER (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 module reports completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Evidence of correctly applying a model to solve problems - Completed work forms - Completed job cards		

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:

- 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: - o Demonstrate knowledge of preventive maintenance - o Carry out a preventive maintenance programme - o Demonstrate safe working procedures
2. Other requirements	• All candidate module reports completed by Instructor including; d. Observations e. Demonstrations f. Questions and recorded answers • Evidence of correctly applying a model to solve preventative maintenance problems • Completed work forms • Completed job cards

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

Where model answers are provided for the Assessor, the candidate's response is not required to be identical but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS
2. Completed knowledge assessment	The candidate correctly answered 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		
3. Other requirements	- All candidate module reports completed by Instructor including; a. Observations b. Demonstrations c. Questions and recorded answers - Evidence of correctly applying a model to solve preventive maintenance problems - 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 Items	Quantity
1	Pen	1 per candidate
2	Knowledge assessment with sufficient space for required answers	1 per candidate



ASSESSMENT
MATERIAL

EVIDENCE GUIDE

Qualification

LEN0131.v1

Level: 1

Credit: 2

Version: 1

LEN0131H.v1 Produce a plan for career options related to a Plumber

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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OR

Registration Number:

.....

Gender

Male ☐

Female ☐

Candidate Consent

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Candidate Signature:

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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: PRODUCE A PLAN FOR CAREER OPTIONS RELATED TO A PLUMBER	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: - Gather information for a personal profile - Produce a plan for achieving future direction		
Other Requirements	✓	✓	✓	✓	- All candidate module reports completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Produce completed career plan as Plumber - Completed work forms - Completed job cards		

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:

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

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: - o Gather information for a personal profile - o Produce a plan for achieving future direction
2. Other requirements	• All candidate module reports completed by Instructor including; - o Observations - o Demonstrations - o Questions and recorded answers • Produce completed career plan as Plumber which includes: - o Short-term goals - o Long-term goals - o Milestones - o Completion date - o Criteria for review - o Time period • Completed work forms • Completed 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
2. Completed knowledge assessment	The candidate correctly answered all questions in the knowledge assessment on the following topics:		
	Gather information for a personal profile		
	Produce a plan for achieving future direction		
3. Other requirements	- All candidate module reports completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Produce completed career plan as Plumber which includes: - Short-term goals - Long-term goals - Milestones - Completion date - Criteria for review - Time period - Completed work forms - Completed job cards		

4

LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

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