



ASSESSMENT MATERIAL EVIDENCE GUIDE Qualification LEN0101.v1 Level: 1 Credit: 8 Version: 1	LEN0101.v1 Maintain safety, health and cleanliness																																													
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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></td><td>DD</td><td>MM</td></tr><tr><td></td><td></td><td>YYYY</td><td></td></tr></table>	Competent	☐	Not Yet Competent	☐	Assessment	☐	Re-Assessment	☐	Assessor Name:	Assessor Code			Assessor Signature	Date					DD	MM			YYYY																						
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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																																													
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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 (Electrical Short Circuits, Shaft Break, misalignment of pulleys) ✓ Ways of controlling hazards (Removing extra grease from moving mechanical parts) ✓ 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 fire fighting 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 (Electrical Short Circuits, Shaft Break, misalignment of pulleys)			
	- Ways of controlling hazards (Removing extra grease from moving mechanical parts)			
	- 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 fire fighting equipment and their use			
	Identify risks in the workplace			
	- Types of hazards (Electrical Short Circuits, Shaft Break, misalignment of pulleys)			
	- Ways of controlling hazards (Removing extra grease from moving mechanical parts)			
	- Procedures for reporting hazards			
	Follow cleanliness procedures to control risks:			
	- Importance of cleanliness of person and workplace			
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 equipments. • 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