

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

LEN0261.v1

Level: 1**Credit: 8****Version: 1****LEN0261D.v1 Perform basic mechanical
works using hand tools****CONTENTS**

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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

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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: PERFORM BASIC MECHANICAL WORKS USING HAND TOOLS	COMPETENT	NOT YET COMPETENT
Practical skill demonstration			✓		- Plan and prepare for work - Perform hand-saw cutting - Perform thread cutting - Perform filing - Complete work		
Knowledge Assessment		✓			Answer any questions your assessor may have for you during the practical skill demonstration		
Other Requirements	✓	✓	✓	✓	- All candidate formative assessments completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - Any work completed as course assignments - Completed work forms - Completed learner logbooks - 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 practical tasks of performing basic mechanical works using hand tools within set timeframe on the following topics:

- Plan and prepare for work
- Perform hand-saw cutting
- Perform thread cutting
- Perform filing
- Complete work

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical assessment of performing basic mechanical works using hand tools under observation by an Assessor	During a practical assessment, under observation by an assessor, I will correctly: Planning and preparing for work • Obtain job requirements from specifications • Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner • Identify and minimise hazards and risks associated with job requirements Performing hand-saw cutting • Select saw and saw blade according to job requirements • Apply safe hand-saw cutting process • Check for conformance with job requirements Performing thread cutting • Select thread cutting tools & equipment according to job requirements • Apply safe thread cutting process • Check for conformance with job requirements Performing filing • Select appropriate file according to job requirements • Apply safe filing process • Check for conformance with job requirements Completing work • Complete work related documents and procedures • Perform final quality inspection • Clean up and store tools, equipment and materials Meeting set timeframe appropriate for supplied mechanical maintenance work requiring basic use of hand tools basic
2. Complete knowledge assessment	My answers to questions are correct and demonstrate my understanding of the topics and their application:
2. Other requirements	• All candidate formative assessments completed by Instructor including; ○ Observations ○ Demonstrations ○ Questions and recorded answers • All work produced as module projects and assignments • Completed learner logbooks • Completed work record • Completed job records

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ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

The supplied Micro Hydro Power works requiring use of hand tools must meet the evidence requirements of the candidate's competence in performing basic mechanical works using hand tools.

Set timeframe for practical skill demonstration must be adequate for candidate to perform basic mechanical works using hand tools in the commercially viable timeframe for the tasks.

Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES/NO	ASSESSOR COMMENTS
1. Complete practical assessment of performing basic mechanical works using hand tools under observation by an Assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out: Planning and preparing for work - Obtain job requirements from specifications - Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner - Identify and minimise hazards and risks associated with job requirements Performing hand-saw cutting - Select saw and saw blade according to job requirements - Apply safe hand-saw cutting process - Check for conformance with job requirements Performing thread cutting - Select thread cutting tools & equipment according to job requirements - Apply safe thread cutting process - Check for conformance with job requirements Performing filing - Select appropriate file according to job requirements - Apply safe filing process - Check for conformance with job requirements Completing work - Complete work related documents and procedures - Perform final quality inspection - Clean up and store tools, equipment and materials Meeting set timeframe appropriate for supplied mechanical works requiring basic use of hand tools		
2. Complete knowledge assessment	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 here</i>		
3. 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 practical skill demonstration will be conducted in a Micro Hydro Power Plant lab/workshop environment

2. List of tools and equipment required		
S. No	Tools and equipment	Quantity
1	Personal protective equipment	Candidate's own set
2	MHP hand tools and equipment	1 per candidate

3. List of consumable items required		
S. No	Consumable items	Quantity
1	Job requirements	1 set per candidate