



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

LEN0261.v1

Level: 1

Credit: 6

Version: 1

LEN0261H.v1 Perform basic civil construction works using hand tools

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 #

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					

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: PERFORM BASIC CIVIL CONSTRUCTION WORKS USING HAND TOOLS	COMPETENT	NOT YET COMPETENT
Practical skill demonstration			✓		• Prepare for work • Perform measurements • Perform excavation • 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		

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 practical tasks of performing basic civil construction works using hand tools within set timeframe on the following topics:

- Prepare for work
- Perform measurements
- Perform excavation
- Complete work

ACTIVITIES	CANDIDATE RESPONSE
1. Complete practical assessment of performing basic civil construction works using hand tools under observation by an Assessor	During a practical assessment, under observation by an assessor, I will correctly: Prepare for work • Obtain job requirements from specifications/instructions • Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner • Identify and minimize hazards and risks associated with job requirements Perform measurements • Select measuring tool according to job requirements • Apply suitable measuring process • Check for conformance with job requirements Perform excavation • Select excavation hand-tools according to job requirements • Apply excavation process • Check for conformance with job requirements Complete work • Perform final quality inspection at work environment • Clean up and store tools, equipment and materials Meeting set timeframe appropriate for supplied civil construction 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

3

ASSESSOR JUDGEMENT GUIDE

Candidate Name:

Father Name:

INSTRUCTIONS FOR ASSESSOR

THIS SECTION CONTAINS MINIMUM EVIDENCE REQUIREMENTS.

The supplied civil construction works requiring use of hand tools must meet the evidence requirements of the candidate's competence in performing civil construction works using hand tools

Set timeframe for practical skill demonstration must be adequate for candidate to perform civil construction 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 civil construction works using hand tools under observation by an Assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out:		
	Preparing for work		
	Obtain job requirements from specifications/instructions		
	Identify and select auxiliary tools and/or equipment to carry out work processes in a safe manner		
	Identify and minimize hazards and risks associated with job requirements		
	Perform measurements		
	Select measuring tool according to job requirements		
	Apply suitable measuring process		
	Check for conformance with job requirements		
	Perform excavation		
	Select excavation hand-tools according to job requirements		
	Apply excavation process		
	Check for conformance with job requirements		
	Completing work		
	Perform final quality inspection at work environment		
	Clean up and store tools, equipment and materials		
	Meeting set timeframe appropriate for supplied civil construction maintenance work requiring basic use of hand tools basic		
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		

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 practical skill demonstration will be conducted in a Micro Hydel 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	Civil construction hand tools and equipment	1 per candidate
3	Civil construction measuring equipment	

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