



# ASSESSMENT MATERIAL

## EVIDENCE GUIDE

### Qualification

LEN0112.v1

Level: 2

Credit: 2

Version: 1

# LEN0112A.v1 Maintain workplace safety

## 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 **NAVTTTC**

NAVTTTC 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: MAINTAIN WORKPLACE SAFETY                                                                                                                                                                                                                                                                 | COMPETENT | NOT YET COMPETENT |
| Knowledge Assessment | ✓       |        |             |            | Answer all questions in the knowledge assessment on the following topics: <ul style="list-style-type: none"> <li>Follow safe work procedures</li> <li>Apply tools &amp; equipment safety measures</li> <li>Follow workplace emergency procedures</li> </ul>                                                                                                  |           |                   |
| Other Requirements   | ✓       | ✓      | ✓           | ✓          | <ul style="list-style-type: none"> <li>All candidate formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>Observations</li> <li>Demonstrations</li> <li>Questions and recorded answers</li> </ul> </li> <li>Any work completed as module assignments</li> <li>Completed learner logbooks</li> </ul> |           |                   |

# 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:

- Follow safe work procedures
- Apply tools & equipment safety measures
- Follow workplace emergency procedures

| ACTIVITIES                       | CANDIDATE RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Complete knowledge assessment | <p>Answer all questions in the knowledge assessment on the following topics:</p> <ul style="list-style-type: none"> <li>• Following safe work procedures when working with electricity               <ul style="list-style-type: none"> <li>✓ Organizing and arranging duties, tools, equipment materials and work area</li> <li>✓ Using and storing PPE</li> <li>✓ Performing tasks in a safe manner</li> </ul> </li> <li>• Applying tools &amp; equipment safety measures when working with electricity               <ul style="list-style-type: none"> <li>✓ Checking earthing for safety of equipment</li> <li>✓ Storing tooling and equipment securely</li> </ul> </li> <li>• Following workplace emergency procedures for electrical accident or injury               <ul style="list-style-type: none"> <li>✓ Following safe workplace procedures for dealing with accidents, fires and emergencies within scope of responsibility</li> </ul> </li> </ul> |
| 2. Other requirements            | <ul style="list-style-type: none"> <li>• All candidate formative assessments completed by Instructor including;               <ul style="list-style-type: none"> <li>• Observations</li> <li>• Demonstrations</li> <li>• Questions and recorded answers</li> </ul> </li> <li>• Any work completed as module assignments</li> <li>• Completed learner logbooks</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# 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. <b>Knowledge assessment</b> | Candidate correctly answered all questions in the knowledge assessment on the following topics:                                                                                                                                                                                                                                                                                         |        |  |                   |
|                                | <ul style="list-style-type: none"> <li>Following safe work procedures when working with electricity                             <ul style="list-style-type: none"> <li>Organizing and arranging duties, tools, equipment materials and work area</li> <li>Using and storing PPE</li> <li>Performing tasks in a safe manner</li> </ul> </li> </ul>                                       |        |  |                   |
|                                | <ul style="list-style-type: none"> <li>Applying tools &amp; equipment safety measures when working with electricity                             <ul style="list-style-type: none"> <li>Checking earthing for safety of equipment</li> <li>Storing tooling and equipment securely</li> </ul> </li> </ul>                                                                                 |        |  |                   |
|                                | <ul style="list-style-type: none"> <li>Following workplace emergency procedures for electrical accident or injury                             <ul style="list-style-type: none"> <li>Following safe workplace procedures for dealing with accidents, fires and emergencies within scope of responsibility</li> </ul> </li> </ul>                                                        |        |  |                   |
|                                |                                                                                                                                                                                                                                                                                                                                                                                         |        |  |                   |
|                                |                                                                                                                                                                                                                                                                                                                                                                                         |        |  |                   |
|                                |                                                                                                                                                                                                                                                                                                                                                                                         |        |  |                   |
|                                |                                                                                                                                                                                                                                                                                                                                                                                         |        |  |                   |
| 2. <b>Other requirements</b>   | <ul style="list-style-type: none"> <li>All candidate formative assessments completed by Instructor including;                             <ul style="list-style-type: none"> <li>Observations</li> <li>Demonstrations</li> <li>Questions and recorded answers</li> </ul> </li> <li>Any work completed as module assignments and projects</li> <li>Completed learner logbooks</li> </ul> |        |  |                   |

# 4

## LIST OF MATERIAL AND CONTEXT OF ASSESSMENT

| Instructions             | This section contains information regarding; <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of consumable items required during the service</li> </ul> |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Context of Assessment | This knowledge assessment will be conducted in classroom /workshop environment                                                                                                         |

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