



ASSESSMENT MATERIAL

EVIDENCE GUIDE

Qualification

LEN0112.v1

Level: 2

Credit: 2

Version: 1

LEN0112B.v1 Apply continuing professional development

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					

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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 CONTINUING PROFESSIONAL DEVELOPMENT	COMPETENT	NOT YET COMPETENT
Knowledge Assessment	✓				- Answer all questions in the knowledge assessment on the following topics: - Identify professional development needs - Develop professional knowledge, skills and attitudes - Maintain professional proficiency		
Other Requirements	✓	✓	✓	✓	- All candidate formative assessments completed by Instructor including; - Observations - Demonstrations - Questions and recorded answers - All work completed as module assignments and projects - Completed learner logbooks - Evidence of participating in training programmes - Documented training outcomes such as reports, plans and portfolio writing		

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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 professional development needs
- Develop professional knowledge, skills and attitudes
- Maintain professional proficiency

ACTIVITIES	CANDIDATE RESPONSE
1. Complete knowledge assessment	• Answer all questions in the knowledge assessment on the following topics: ○ Identify professional development needs ○ Develop professional knowledge, skills and attitudes ○ Maintain professional proficiency
2. Other requirements	• All candidate formative assessments completed by Instructor including; ○ Observations ○ Demonstrations ○ Questions and recorded answers • All work completed as module assignments and projects • Completed learner logbooks • Evidence of participating in training programmes • Documented training outcomes such as reports, plans and portfolio writing

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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. Knowledge assessment	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application:		
	• Identify professional development needs		
	○ Professional development needs		
	○ Identifying professional development programmes		
	• Develop professional knowledge, skills and attitudes		
	○ Participating in training programmes		
	○ Documenting training outcome		
	• Maintain professional proficiency		
2. Other requirements	○ Identifying and using self-study sources		
	○ Implementing self-study plan		
	• Candidate provided all candidate formative assessments completed by Instructor including;		
	○ Observations		
	○ Demonstrations		
	○ Questions and recorded answers		
	• All work completed as module assignments and projects		
	• Completed learner logbooks		
	• Evidence of participating in training programmes		
	• Documented training outcomes such as reports, plans and portfolio writing		

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LIST OF MATERIAL AND CONTEXT OF ASSESSMENT

Instructions		This section contains information regarding; - Context of the assessment - List of consumable items required during the service
1. Context of Assessment		This knowledge assessment will be conducted in classroom 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