

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5
Perform Sampling of Construction Materials
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Perform Sampling of Construction Materials	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to collect sample of following material/product according to sampling plan following the standard sampling procedure • Aggregate sample • Soil sample • Fresh concrete • Asphalt concrete • Hardened concrete And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1: Performance Criteria 1: Select the sampling location Performance Criteria 2: Identify hazards associated with the sample preparation Performance Criteria 3: Select sampling equipment and tools Performance Criteria 4: Prepare all solutions ready for field use. Performance Criteria 5: Identify faulty or unsafe components and equipment and report to concern person Performance Criteria 6: De-contaminate the sample container and sampling tools Performance Criteria 7: Select required tools and equipment Performance Criteria 8: Collect required quantity of aggregates samples Performance Criteria 9: Perform sample preparations Performance Criteria 10: Perform soil sample extraction Performance Criteria 11: Collect samples of fresh concrete from batch Performance Criteria 12: Cast concrete cubes/cylinders in required quantity

Minimum Evidence Required	Performance Criteria 13: Label the concrete cubes/cylinders and engrave identification mark on it. Performance Criteria 14: Store concrete cubes/cylinders in curing tank Performance Criteria 15: Collect the required numbers of asphalt concrete layer cores by core cutter Performance Criteria 16: Collect the required numbers of cement concrete slab cores by core cutter Performance Criteria 17: Record the results of tests in the sampling document Performance Criteria 18: Re-instate all disturbed surfaces Performance Criteria 19: Prepare sub-samples and back-up samples Performance Criteria 20: Seal and label the sample & sub-samples in the presence of witnesses Performance Criteria 21: Complete the sampling document Performance Criteria 22: Perform sample storage Performance Criteria 23: Deliver sample store reception point Performance Criteria 24: Perform tasks within standard time frame
---------------------------	---

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to collect sample of following material/product according to sampling plan following the standard sampling procedure - Aggregate sample - Soil sample - Fresh concrete - Asphalt concrete - Hardened concrete		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected the sampling location			
2.	Identified hazards associated with the sample preparation			
3.	Selected sampling equipment and tools			
4.	Prepared all solutions ready for field use.			
5.	Identified faulty or unsafe components and equipment and report to concern person			
6.	De-contaminated the sample container and sampling tools			
7.	Selected required tools and equipment			
8.	Collected required quantity of aggregates samples			
9.	Performed sample preparations			
10.	Performed soil sample extraction			
11.	Collected samples of fresh concrete from batch			
12.	Casted concrete cubes/cylinders in required quantity			
13.	Labelled the concrete cubes/cylinders and engrave identification mark on it.			
14.	Stored concrete cubes/cylinders in curing tank			
15.	Collected the required numbers of asphalt concrete layer cores by core cutter			
16.	Collected the required numbers of cement concrete slab cores by core cutter			
17.	Recorded the results of tests in the sampling document			
18.	Re-instated all disturbed surfaces			
19.	Prepared sub-samples and back-up samples			
20.	Sealed and labelled the sample & sub-samples in the presence of witnesses			
21.	Completed the sampling document			
22.	Performed sample storage			
23.	Delivered sample store reception point			
24.	Performed tasks within standard timeframe			

Competent ☐Not Yet Competent ☐

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Perform Sampling of Construction Materials	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Enlist the types of aggregate	
2. Classify the types of aggregate according to nature of size	
3. What are the characteristics of a good coarse aggregate?	
4. Define aggregate gradation	
5. Enlist the types of gradation	
6. Explain sieve analysis	
7. Enlist any five building construction material	
8. Define workability of concrete	
9. Define bleeding of concrete	
10. Define compressive strength of concrete	

ANSWER KEY

Sr.	Answers
1.	Gravel, rock and sand.
2.	Fine aggregate
3.	Coarse aggregate.
4.	It is hard, tough, sound, durable, clean and free from any organic matter, chemicals and coating of clay.
5.	Aggregate gradation is the distribution of various particle sizes in the mix
6.	Uniformly graded
7.	Open graded
8.	Gap graded
9.	Dense or well graded
10.	It determines the gradation (the distribution of aggregate particles, by size, within a given sample)

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5
Perform Material Testing
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Perform material testing	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to perform following test on soil sample according to ASTM standard testing procedures • Compaction test Assessment Task 2: Candidate is required to perform following test on aggregate sample according to standard testing procedures • Particle distribution Assessment Task 3: Candidate is required to perform workability test on fresh sample by slump test according to standard testing procedure Assessment Task 4: Candidate is required to perform following non-destructive test on Hardened sample according to standard testing procedures • Rebound hammer Assessment Task 5: Candidate is required to perform following test on Brick sample according to standard testing procedures • Compressive strength • Water absorption • Efflorescence • Hardness test • Abrasion test Assessment Task 6: Candidate is required to perform following test on steel sample according to standard testing procedures • Ductility And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance criteria 1: Select sample Performance criteria 2: Perform standard and modified compaction test Performance criteria 3: Perform tasks within standard timeframe

Minimum Evidence Required	Assessment Task 2 Performance criteria 1: Select Sample Performance criteria 2: Perform test for particle size distribution of fine and coarse aggregate Performance criteria 3: Fill in the test sheet Performance criteria 4: Perform tasks within standard timeframe Assessment Task 3 Performance criteria 1: Select Sample Performance criteria 2: Perform test for workability by slump cone Performance criteria 3: Fill in the test sheet Performance criteria 4: Perform tasks within standard timeframe Assessment Task 4 Performance criteria 1: Select Sample Performance criteria 2: Perform field test by Rebound hammer Performance criteria 3: Fill in the test sheet Performance criteria 4: Perform tasks within standard timeframe Assessment Task 5 Performance criteria 1: Select brick sample Performance criteria 2: Perform test for compressive strength of brick Performance criteria 3: Perform test for water absorption of brick Performance criteria 4: Check dimensional tolerance of brick Performance criteria 5: Perform test for efflorescence of brick Performance criteria 6: Perform hardness test on brick Performance criteria 7: Perform abrasion test on brick Performance criteria 8: Fill in the test sheet Performance criteria 9: Perform tasks within standard timeframe Assessment Task 6 Performance criteria 1: Select steel sample Performance criteria 2: Perform test for ductility of steel Performance criteria 3: Fill in the test sheet Performance criteria 4: Perform tasks within standard timeframe
---------------------------	---

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to perform following test on soil sample according to ASTM standard testing procedures Compaction test		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected sample			
2.	Performed standard and modified compaction test			
3.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 3 Candidate is required to perform following test on aggregate sample according to standard testing procedures Particle distribution		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected Sample			
2.	Performed test for particle size distribution of fine and coarse aggregate			
3.	Filled in the test sheet			
4.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 3		Description of Assessment Task 4 Candidate is required to perform workability test on fresh sample by slump test according to standard testing procedure		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected Sample			
2.	Performed test for workability by slump cone			
3.	Filled in the test sheet			
4.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of Assessment Task 5 Candidate is required to perform following nondestructive test on Hardened sample according to standard testing procedures • Rebound hammer		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected Sample			
2.	Performed field test by Rebound hammer			
3.	Filled in the test sheet			
4.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 5		Description of Assessment Task 6 Candidate is required to perform following test on Brick sample according to standard testing procedures • Compressive strength • Water absorption • Efflorescence • Hardness test • Abrasion test		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected brick sample			
2.	Performed test for compressive strength of brick			
3.	Performed test for water absorption of brick			
4.	Checked dimensional tolerance of brick			
5.	Performed test for efflorescence of brick			
6.	Performed hardness test on brick			
7.	Performed abrasion test on brick			
8.	Filled in the test sheet			
9.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 6		Description of Assessment Task 7 Candidate is required to perform following test on steel sample according to standard testing procedures • Ductility		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected steel sample			
2.	Performed test for ductility of steel			
3.	Filled in the test sheet			
4.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Perform material testing	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1.Enlist properties of cement	
2.Define soundness of cement	
3.Define initial and final setting time of cement	
4.Define aggregate gradation	
5.State Atterberg limits	
6.Explain sieve analysis	
7.Explain modified proctor test for soil	
8.Define elongation and flakiness index	
9.Define specific gravity	
10.Explain the purpose of slump cone test	
11.Define bleeding of concrete	

ANSWER KEY

Sr.	Answers
1.	• Fineness of cement • Soundness • Consistency • Strength • Setting time • Heat of hydration • Loss of ignition • Bulk density • Specific gravity
2.	Soundness refers to the ability of cement to not shrink upon hardening
3.	The initial setting time of concrete is the time when cement paste starts hardening The final setting time is the time when cement paste has hardened sufficiently in such a way that a 1 mm needle makes an impression on the paste
4.	Aggregate gradation is the distribution of various particle sizes in the mix
5.	Shrinkage limit Plastic limit Liquid limit
6.	It determines the gradation (the distribution of aggregate particles, by size, within a given sample)
7.	The Modified proctor test is widely used for the determination of the compaction of the different types of soils and their properties with a change in the water content.
8.	The Elongation index of aggregate is the % by weight of the particles (aggregates) whose length is greater than 1 and 1.8 times of their mean dimension The flakiness index of aggregate is the % by weight of the particles (aggregates) whose thickness is less than 0.6 times of their mean dimension.
9.	The specific gravity is the ratio between the density of an object, and a reference substance.
10.	Slump test is used to measure the consistency of concrete
11.	Separation of water from freshly mixed concrete is called Bleeding

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5
Perform Inventory Management
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Perform Inventory Management	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to store the raw material available at site and maintain the log register and prepare a procurement plan. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance criteria 1: Calculate quantity of materials at site Performance criteria 2: Check with the log register Performance criteria 3: Adjust demands in accordance with the available raw materials Performance criteria 4: Manage production plan accordingly Performance criteria 5: Perform material dumping as per graded sizes Performance criteria 6: Check materials quality and quantity Performance criteria 7: Prepare material consumption report Performance criteria 8: Check tools quality Performance criteria 9: Generate incident report Performance criteria 10: Manage log register Performance criteria 11: Prepare issuance checklist Performance criteria 12: Maintain Material borrow checklist Performance criteria 13: Enter data corresponding to every type of raw material Performance criteria 14: Audit Log register with available materials at site Performance criteria 15: Report to in charge in case of any issues Performance criteria 16: Prepare production record sheet Performance criteria 17: Maintain supply and demand Performance criteria 18: Perform future forecast of demand and supply Performance criteria 19: Generate purchase requisition request

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1		
		Candidate is required to store the raw material available at site and maintain the log register and prepare a procurement plan.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Calculated quantity of materials at site			
2.	Checked with the log register			
3.	Adjusted demands in accordance with the available raw materials			
4.	Managed production plan accordingly			
5.	Performed material dumping as per graded sizes			
6.	Checked materials quality and quantity			
7.	Prepared material consumption report			
8.	Checked tools quality			
9.	Generated incident report			
10.	Managed log register			
11.	Prepared issuance checklist			
12.	Maintained Material borrow checklist			
13.	Entered data corresponding to every type of raw material			
14.	Audited Log register with available materials at site			
15.	Reported to in charge in case of any issues			
16.	Prepared production record sheet			
17.	Maintained supply and demand			
18.	Performed future forecast of demand and supply			
19.	Generated purchase requisition request			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Perform Inventory Management	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Define inventory.	
2. Define inventory management.	
3. What are FIFO and LIFO?	
4. Enlist the inventory costs.	
5. What are 5M resources in industry.	
6. Enlist three objectives of inventory management?	
7. Why we keep inventory?	
8. What do you mean by JIT?	
9. Define Just-in-time inventory.	
10. What is formula of reorder point?	

ANSWER KEY

Sr.	Answers
1.	Inventory or stock refers to the goods and materials that a business holds for the ultimate goal of resale, production or utilization.
2.	Inventory management is the process of ordering, storing and using a company's inventory: raw materials, components, and finished products.
3.	First-in, First-out and Last-in, First-out
4.	• Ordering Cost • Carrying Cost • Shortage or stock out Cost & Cost of Replenishment • Cost of Loss, pilferage, shrinkage and obsolescence etc. • Cost of Logistics • Sales Discounts, Volume discounts and other related costs.
5.	Following resources are popularly known as 5 M's of any industrial activity i.e., men, machines, materials, money and methods.
6.	• To maintain continuity of production by ensuring uniform flow of materials. • To minimize material cost. • To purchase the required materials at minimum possible prices. • To supply materials of consistent quality. • To maintain proper and up-to-date records of all stores transactions and purchases.
7.	• It helps in smooth and efficient running of an enterprise. • It helps to avoid stock-outs and shortages. • It helps in availing quantity discounts because of bulk purchasing. • It acts as a buffer stock when raw materials are received late.
8.	Just-in-Time inventory
9.	Just-in-time inventory means, raw materials are expected just in time to be used to manufacture finished products; and finished products are manufactured in time to be supplied to the consumers.
10.	Reorder point = (Lead time x average daily usage) + Safety margin

Assessment Evidence Guide for “Urban Area Planning and Management”

**Level-5
Manage & supervise the job Activities
(Formative Assessment)**

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Manage and Supervise Job Activities	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to design supervision program for construction site activities as per instructions given by assessor. Assessment Task 2: Candidate is required to conduct inspection of housing society development works and develop inspection report as per instructions given by assessor. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance criteria 1: Prepare SOPs in accordance with the identified requirements. Performance criteria 2: Prepare the process flow diagram in order to achieve Quality outcome. Performance criteria 3: Break down work of activities into small achievable components and efficient sequences Performance criteria 4: Recognize site hazards and the personal protective equipment (PPE) and safety procedures specified for job Performance criteria 5: Organize site induction for support personnel as required Performance criteria 6: Plan housekeeping activities prior to and post completion of work Performance criteria 7: List and arrange required resources prior to commencement of work Performance criteria 8: Recognize the areas of work which could result in a delay of work, wastage of material or damage to tools. Performance criteria 9: Allocate appropriate responsibility to appropriate team member to avoid conflicts.

Minimum Evidence Required	Performance criteria 10: Review work plan in response to new information, urgent requests, changed situations or instructions from appropriate personnel Performance criteria 11: Cooperate with team members to negotiate and achieve agreed outcomes, timelines and priorities Assessment Task 2 Performance criteria 1: Conduct inspection of processes & materials in accordance with the inspection plan Performance criteria 2: Identify the defects and deficiencies in product & processes and record with evidence Performance criteria 3: Perform test as per standard procedure for determining the physical properties of materials and product. Performance criteria 4: Collect the samples of materials & products for lab testing as per standards Performance criteria 5: Pack and seal the sample & sub-samples in the presence of witnesses as per standards Performance criteria 6: Complete the sampling document as per requirement Performance criteria 7: Check the actions taken for rectification of snag list. Performance criteria 8: Record the non-compliance and expected breaches of contract as per SOPs. Performance criteria 9: Collect and review the information relevant to inspection activities for recoding inspection results Performance criteria 10: Verify the integrity of information supplied by other party as a part of the inspection process. Performance criteria 11: Write the inspection observations and findings Performance criteria 12: Suggest the necessary corrective actions for tackling the identified problems.
---------------------------	--

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1		
		Candidate is required to design supervision program for construction site activities as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Prepared SOPs in accordance with the identified requirements.			
2.	Prepared the process flow diagram in order to achieve Quality outcome.			
3.	Broke down work of activities into small achievable components and efficient sequences			
4.	Recognized site hazards and the personal protective equipment (PPE) and safety procedures specified for job			
5.	Organized site induction for support personnel as required			
6.	Planned housekeeping activities prior to and post completion of work			
7.	Listed and arranged required resources prior to commencement of work			
8.	Recognized the areas of work which could result in a delay of work, wastage of material or damage to tools.			
9.	Allocated appropriate responsibility to appropriate team member to avoid conflicts.			
10.	Reviewed work plan in response to new information, urgent requests, changed situations or instructions from appropriate personnel			
11.	Cooperated with team members to negotiate and achieve agreed outcomes, timelines and priorities			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1		
		Candidate is required to conduct inspection of housing society development works and develop inspection report as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Conducted inspection of processes & materials in accordance with the inspection plan			
2.	Identified the defects and deficiencies in product & processes and record with evidence			
3.	Performed test as per standard procedure for determining the physical properties of materials and product.			
4.	Collected the samples of materials & products for lab testing as per standards			
5.	Packed and sealed the sample & sub-samples in the presence of witnesses as per standards			
6.	Completed the sampling document as per requirement			
7.	Checked the actions taken for rectification of snag list.			
8.	Recorded the non-compliance and expected breaches of contract as per SOPs.			
9.	Collected and review the information relevant to inspection activities for recoding inspection results			
10.	Verified the integrity of information supplied by other party as a part of the inspection process.			
11.	Wrote the inspection observations and findings			
12.	Suggested the necessary corrective actions for tackling the identified problems.			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Manage and Supervise Job Activities	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. What are the principles of project management?	
2. What are Principles for Project Planning	
3. What is the duty of a site supervisor?	
4 What are the inspection activities?	
5. What is sample inspection report?	
6. Why is it important to have a regular inspection report of your drafting tools and equipment?	
7. What is an inspection body?	
8. What is a workplace safety inspection?	
9. What is internal inspection?	
10. What are the types of corrective action?	

ANSWER KEY

Sr.	Answers
1.	• Create clear and concise project goals. • Manage your risks. • Establish a performance baseline. • Establish and maintain healthy communication. • Clearly define team responsibilities
2.	• 1 Know your outcome. • 2 Identify the resources you will need. • 3 Communicate with Stakeholders. • 4 Anticipate the risks. • 5 Break down the project into tasks. • 6 Do it! Beat procrastination. • 7 Review and learn.
3.	Site supervisors monitor the progress of construction projects and ensure compliance with construction safety regulations. They supervise construction workers and subcontractors, educate construction workers on site safety practices, and evaluate employee performance.
4.	An inspection is an activity such as measuring, examining, testing or gauging one or more characteristics of a product and comparing the results with specified requirements in order to establish whether conformity is achieved for each characteristic.
5.	The Initial Sample Inspection Report (ISIR) is an important part of the sampling process as it documents the results of the tests at the “initial sample”.
6.	With regular inspection, you make sure your equipment is in top shape and can handle the toughest jobs. A trained technician can determine if small repairs will make a big difference and can suggest repairs to help your equipment run more efficiently
7.	Inspection bodies conduct assessments on behalf of private clients, their parent organizations or the authorities, for the purpose of providing them with information on compliance with legislation, standards, specifications, contractual commitments, etc.
8.	A workplace inspection is a planned event in which the workplace is inspected to identify potential hazards. It is the best way of proactively identifying hazards before they have the ability to cause an injury.
9.	Internal inspection refers to an examination of the interior of an asset. These inspections are used to determine the condition of the inside of the asset and to identify any defects that may require further testing or maintenance.
10.	Action taken to eliminate the causes of non-conformities or other undesirable situations, so as to prevent recurrence. Preventive action: Action taken to prevent the occurrence of such non-conformities, generally as a result of a risk analysis

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5
Develop 3D Model using REVIT
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Develop 3D Model using REVIT	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to develop the 3D model of overhead water tank for a housing society assigned by the assessor and generate a material statement in REVIT software. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance criteria 1: Create custom user interface as per requirement of specific trade. Performance criteria 2: Create and apply Families for given specifications and requirements. Performance criteria 3: Create/import drawings to make layout according to the given requirements. Performance criteria 4: Modify drawings and objects to meet given criteria. Performance criteria 5: Create 3D prototype model of the drawing according to given measurements. Performance criteria 6: Create specification/detail for various parts according to given requirements. Performance criteria 7: Apply specified detail to objects according to given requirements. Performance criteria 8: Annotate the drawings using set parameters as per given details. Performance criteria 9: Add scene of 3D model according to specification Performance criteria 10: Add lights for illumination to get the requisite scene of 3D model. Performance criteria 11: Assign cameras to execute different views of 3D Model. Performance criteria 12: Render the 3D model according to required image size or resolution & orientation. Performance criteria 13: Generate material sheet Performance criteria 14: Perform tasks within standard timeframe

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to develop the 3D model of overhead water tank for a housing society assigned by the assessor and generate a material statement in REVIT software.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified work requirements			
2.	Performed site check to prevent damage to utilities			
3.	Selected the required equipment			
4.	Calculated required manpower			
5.	Identified potential risks to public and environment			
6.	Selected required PPE			
7.	Performed setting out of pipeline plan			
8.	Checked Excavation alignment and invert level			
9.	Joined pipes and fittings			
10.	Calculated backfill excavation			
11.	Checked, maintained and stored equipment, tools and materials			
12.	Restored work site to meet environmental and organizational requirements.			
13.	Completed workplace records and constructed drawings			
14.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Develop 3D Model using REVIT	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
List the file types used in Revit architecture?	
Where can you see a list of groups that you create in a project?	
What are Grids?	
In which view we cannot draw flex duct/pipe?	
What is the REVIT family file format?	
Which parameters that have been used to create the Fan Coil Unit?	
Which options are NOT found in the View Properties Palette for a floor plan?	
In which view type can you place a level?	
Which key rotates a component counter clockwise by 90° (degrees)?	

ANSWER KEY

Sr.	Answers
1.	RVT: Revit Project Files RFA: Revit Family Files RTE: Revit Template Files RFT: Revit Family Template Files
2.	Project Browser
3.	Datum Elements
4.	Elevation & Section
5.	That is RFA
6.	These are Pipe Radius, Spigot Position, Unit Width and Duct Height
7.	These are Temporary Hide/Isolate and Thin Line
8.	That is Elevation
9.	Spacebar

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5

Prepare Topographic Map by GPS
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Prepare Topographic Map by GPS	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to prepare a topographic map of a locality by using GPS and measure the area. And complete: 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1: Performance criteria 1: Set out GPS Performance criteria 2: Open google map Performance criteria 3: Find your co-ordinates Performance criteria 4: Record coordinate location Performance criteria 5: Use various mode Performance criteria 6: View profile by google map Performance criteria 7: Use Processing options Performance criteria 8: Generate Data Performance criteria 9: Set GPS at station point Performance criteria 10: Select “RTK” Network Approach Performance criteria 11: Apply (R.T) Real Time Positioning by GPS Performance criteria 12: Use GPS Derived “COORDINATES” Performance criteria 13: Identify the longitude and latitude of given location Performance criteria 14: Locate the given site by GPS Performance criteria 15: Scale topographic sheet Performance criteria 16: Identify the values of longitude and latitude of given site Performance criteria 17: Measure distance between two specific points on topographic sheet Performance criteria 18: Identify man made and natural features on topographic sheets Performance criteria 19: Calculate area of project site on topographic map Performance criteria 20: Identify water bodies, vegetation cover, agricultural land, mountainous and plain area Performance criteria 21: Identify man-made structures Performance criteria 22: Identify the landforms by reading contours Performance criteria 23: Perform tasks within standard timeframe

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1		
		Candidate is required to prepare a topographic map of a locality by using GPS and measure the area.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Set out GPS			
2.	Opened google map			
3.	Found your co-ordinates			
4.	Recorded coordinate location			
5.	Used various mode			
6.	Viewed profile by google map			
7.	Used Processing options			
8.	Generated Data			
9.	Set GPS at station point			
10.	Selected "RTK" Network Approach			
11.	Applied (R.T) Real Time Positioning by GPS			
12.	Used GPS Derived "COORDINATES"			
13.	Identified the longitude and latitude of given location			
14.	Located the given site by GPS			
15.	Scaled topographic sheet			
16.	Identified the values of longitude and latitude of given site			
17.	Measured distance between two specific points on topographic sheet			
18.	Identified manmade and natural features on topographic sheets			
19.	Calculated area of project site on topographic map			
20.	Identified water bodies, vegetation cover, agricultural land, mountainous and plain area			
21.	Identified man-made structures			
22.	Identified the landforms by reading contours			
23.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Prepare Topographic Map by GPS	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
GPS stand for	
GPS provides a nominal fix accuracy of	
How many minimum satellites are operational in the constellation of GPS?	
Define Topography	
GPS provide which services	
CORS stands for	
CTRL + M	
CTRL + C	
The mathematical principle involved in GPS is	
A group formed with four of the satellites is known as	

ANSWER KEY

Sr.	Answers
1.	Global Positioning System
2.	100 meters with selective availability enabled
3.	24
4.	Topography is the study of the forms and features of land surfaces.
5.	Positioning, Navigation and Timing
6.	Continuously Operating Reference Station
7.	MARK a waypoint at the current GPS location (when tracking a GPS device)
8.	COPY (to the clipboard) features currently selected with the Digitizer/ Edit tool.
9.	Trilateration
10.	Constellation

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5

Apply ArcGIS and Google Earth in Urban Area Management

(Formative Assessment)

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Apply ArcGIS and Google Earth in Urban Area Management	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to prepare the layers plans for a small housing society using the topographical digital map and prepare static data. It includes the following plans • Vegetation plan • Street layout plan • Building plan • Zoning plan • Water supply services • Sewerage services plan And complete: 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance criteria 1: Setup Google earth as per job requirements Performance criteria 2: Access the location of the given area Performance criteria 3: Manipulate the coordinates as required Performance criteria 4: Calculate the area of the given site Performance criteria 5: Calculate the distance between different points Performance criteria 6: Upload map sheet as required Performance criteria 7: Assign coordinate system to uploaded sheet Performance criteria 8: Apply different commands in GIS as per requirement Performance criteria 9: Select area for analysis Performance criteria 10: Outline the position of selected area Performance criteria 11: Insert layer template Performance criteria 12: Add data of urban features Performance criteria 13: Add labels to urban features Performance criteria 14: Export layout Performance criteria 15: Perform tasks within standard timeframe

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to prepare the layers plans for a small housing society using the topographical digital map and prepare static data. It includes the following plans • Vegetation plan • Street layout plan • Building plan • Zoning plan • Water supply services • Sewerage services plan		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
24.	Setup Google earth as per job requirements			
25.	Accessed the location of the given area			
26.	Manipulated the coordinates as required			
27.	Calculated the area of the given site			
28.	Calculated the distance between different points			
29.	Uploaded map sheet as required			
30.	Assigned coordinate system to uploaded sheet			
31.	Applied different commands in GIS as per requirement			
32.	Selected area for analysis			
33.	Outlined the position of selected area			
34.	Inserted layer template			
35.	Added data of urban features			
36.	Added labels to urban features			
37.	Exported layout			
38.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Apply ArcGIS and Google Earth in Urban Area Management	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1.What is ArcGIS?	
2.What are the major GIS functions?	
3.What are the main components of a GIS?	
4.What is the difference between GIS commands and GIS tools?	
5.GIS deals with which kind of data	
6.What is Google Earth?	
7.Enlist Steps for installation of Google Earth.	
8.What are the main features of Google Map?	
9.Enlist Categorize of GIS Type.	
10.Enlist Component of GIS	

ANSWER KEY

Sr.	Answers
1.	A geographical information system (GIS) software that allows handling and analyzing geographic information by visualizing geographical statistics through layer building maps like climate data or trade flows.
2.	• Data acquisition (spatial and non-spatial). • Data processing (data management). • Data analysis (Spatial & statistical analysis). • Data storage (Store data more efficiently). • Data output (Maps, graphs, tables, reports).
3.	To create and maintain a GIS, you will need: data, servers (or access to cloud services), software and most importantly people with GIS skills and methodology.
4.	Commands do not require interaction with the map, they just rely on surface. Tools on the other hand require interaction with the map canvas.
5.	• Numeric data • Binary data • Spatial data • Complex data
6.	Google Earth is a computer program that renders a 3D representation of Earth based primarily on satellite imagery.
7.	• Download Google Earth Pro. • Double-click the file and follow the installation process. To open Google Earth Pro, click Start > Programs > Google Earth Pro. Then, click Google Earth Pro.
8.	• It searches places and provides route directions. • It measures distance and Estimated Time of Arrival (ETA) • It helps in getting traffic information. • It receives verbal instructions. • It provides location sharing and location editing • It display the street view.
9.	• Vector Raster
10.	• Hardware • Software • Data • Methods • People • Network

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5

Plan a Project in Primavera P6
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Plan a Project in Primavera P6	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Assessment Task 1: Candidate is required to prepare a project plan using Primavera, including: • CPM • WBS Note: Job description, duration and sequence must be provided by assessor And complete: 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Load & unload primavera P6 Software. Performance Criteria 2: Prepare interface of software Performance Criteria 3: Customize P6 Screen Layout Performance Criteria 4: Display Gantt Chart Performance Criteria 5: Add Project in Primavera Performance Criteria 6: Create WBS of project in Primavera. Performance Criteria 7: Create Activities of project in Primavera. Performance Criteria 8: Create Relationships between activities of project in Primavera. Performance Criteria 9: Create Schedule of activities of project in Primavera. Performance Criteria 10: Add constraints of activities of project in Primavera. Performance Criteria 11: Create Calendar for activities of project in Primavera. Performance Criteria 12: Assign Calendars to activities of project in Primavera. Performance Criteria 13: Add Resources to activities of project in Primavera.

Minimum Evidence Required	Performance Criteria 14: Assign Resources of activities of project in Primavera. Performance Criteria 15: Add Cost of activities of project in Primavera. Performance Criteria 16: Analyze Resources of activities of project in Primavera. Performance Criteria 17: Perform Baseline process for Project. Performance Criteria 18: Status the Project Performance Criteria 19: Mitigate the schedule Performance Criteria 20: Perform tasks within standard timeframe
---------------------------	---

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to prepare a project plan using Primavera, including: • CPM • WBS		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Loaded & unloaded primavera P6 Software.			
2.	Prepared interface of software			
3.	Customized P6 Screen Layout			
4.	Displayed Gantt Chart			
5.	Added Project in Primavera			
6.	Created WBS of project in Primavera.			
7.	Created Activities of project in Primavera.			
8.	Created Relationships between activities of project in Primavera.			
9.	Created Schedule of activities of project in Primavera.			
10.	Added constraints of activities of project in Primavera.			
11.	Created Calendar for activities of project in Primavera.			
12.	Assigned Calendars to activities of project in Primavera.			
13.	Added Resources to activities of project in Primavera.			
14.	Assigned Resources of activities of project in Primavera.			
15.	Added Cost of activities of project in Primavera.			
16.	Analysed Resources of activities of project in Primavera.			
17.	Performed Baseline process for Project.			
18.	Status the Project			
19.	Mitigated the schedule			
20.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:4	Version:01
Competency Standard Title: Plan a Project in Primavera P6	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1.What is the role of planning engineer in a project?	
2.What is the importance of Primavera?	
3.What is a Gantt chart in Primavera?	
4.What does WBS stands for in Primavera?	
5.What is a constraint in Primavera?	
6.What is the difference between recovery schedule and revised schedule?	
7.How can you define the Critical Path in primavera?	
8.How can you differentiate total float and free float?	
9.How will you make a manpower loading for your schedule?	
10.What are the methods of calculating EV (earned value)?	
11.What does SDK in primavera stands for?	
12.How do you start planning without any information on hand?	
13.How do you explain project delay if earned value is more than planned value?	
14.What does CPI stands for?	
15.What does SPI stands for?	

ANSWER KEY

Sr.	Answers
1.	Planning Engineer can work along with the project team to develop a complete time schedule including cost of resources.
2.	Primavera p6 is complete, optimum performance, multi-project planning and control software. It helps organizations manage any type of portfolio and gives numerous ways to organize, projects, filter and sort activities and resources.
3.	The Primavera P6 Gantt chart is a powerful visualization of the project schedule. It tabulates the late start and late finish of activities.
4.	Work Breakdown Structure
5.	Constraints in primavera is to fix the early or late start or finish dates of an activity.
6.	Recovery schedule keeps the same finish date with some corrective actions to recover the delay such as add more resources and break down some activities. Revised schedule we have a new finish date because of claims or adding a new scope of work.
7.	Simply filter the activities with Zero Total Float.
8.	Total float represents the number of days that can be delayed without affecting the completion of the project, whereas free float determines the number of days that can be delayed without affecting the successor activity
9.	Required Man Hours = QTY / (Productivity Rate)
10.	1. Updating actual cost of activities 2. Updating the actual budgeted units of activities 3. Updating the actual resources comparing to budgeted ones
11.	Software Development Kit
12.	Gather the necessary Materials, such as the Scope requirements, project start and finish dates and any documents needed to produce project objective.
13.	The contractor has performed better in areas which are not on longest path "The Critical Path". In another words, the contractor executed the right quantity in the wrong place.
14.	Cost Performance Index
15.	Schedule Performance Index

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-5
Develop Entrepreneurial Skills
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level: 5	Version: 01
Competency Standard Title: Develop Entrepreneurial Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to develop a business plan as per instructions given by assessor and collect information regarding funding sources as per business plan. Assessment Task 2: Candidate is required to develop a marketing plan as per instructions given by assessor. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1: Performance criteria 1: Conduct a market survey to collect information Performance criteria 2: Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses Performance criteria 3: Compile the information collected through the market survey, in the business plan format Performance criteria 4: Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate

Minimum Evidence Required	Performance criteria 5: Choose the best available option according to investment requirement Performance criteria 6: Prepare documents according to the loan agreement requirement Performance criteria 7: Include the information of funding sources in the business plan Performance criteria 8: Perform tasks within standard timeframe Assessment Task 2: Performance criteria 1: Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning Performance criteria 2: Include the information of marketing plan in the business plan Performance criteria 3: Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills Performance criteria 4: Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc. Performance criteria 5: Use specific business terms used in the market Performance criteria 6: Perform tasks within standard timeframe
---------------------------	---

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to develop a business plan as per instructions given by assessor and collect information regarding funding sources as per business plan.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Conducted a market survey to collect information			
2.	Selected the best option in terms of cost, service, quality, sales, profit margin, overall expenses			
3.	Compiled the information collected through the market survey, in the business plan format			
4.	Identified the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate			
5.	Choose the best available option according to investment requirement			
6.	Prepared documents according to the loan agreement requirement			
7.	Included the information of funding sources in the business plan			
8.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 2 Candidate is required to develop a marketing plan as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Made a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning			
2.	Included the information of marketing plan in the business plan			
3.	Communicated with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills			
4.	Used different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.			
5.	Used specific business terms used in the market			
6.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 5 in Urban Area Planning and Management “Urban Area Manager “	CS Code:	Level:5	Version:01
Competency Standard Title: Develop Entrepreneurial Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1.What is a business plan?	
2. What is a marketing plan?	
3.What are basic communication skills?	
4.Define 7C in business communication	
5.Enlist some basic survey tools	

ANSWER KEY

Sr.	Answers
1.	Business plan is a written document that describes in detail how a business, usually a startup, defines its objectives and how it is to go about achieving its goals
2.	A marketing plan is the advertising strategy that a business will implement to sell its product or service.
3.	Written, Oral, Non-verbal, Contextual, Active listening
4.	Clear, Correct, Complete, Concrete, Concise, Considered and Courteous
5.	Interview, Questionnaire, Survey, Existing data