





#### **Published by**

National Vocational and Technical Training Commission Government of Pakistan

#### Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan www.navttc.org

#### Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission

National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

#### Layout & design

**SAP Communications** 

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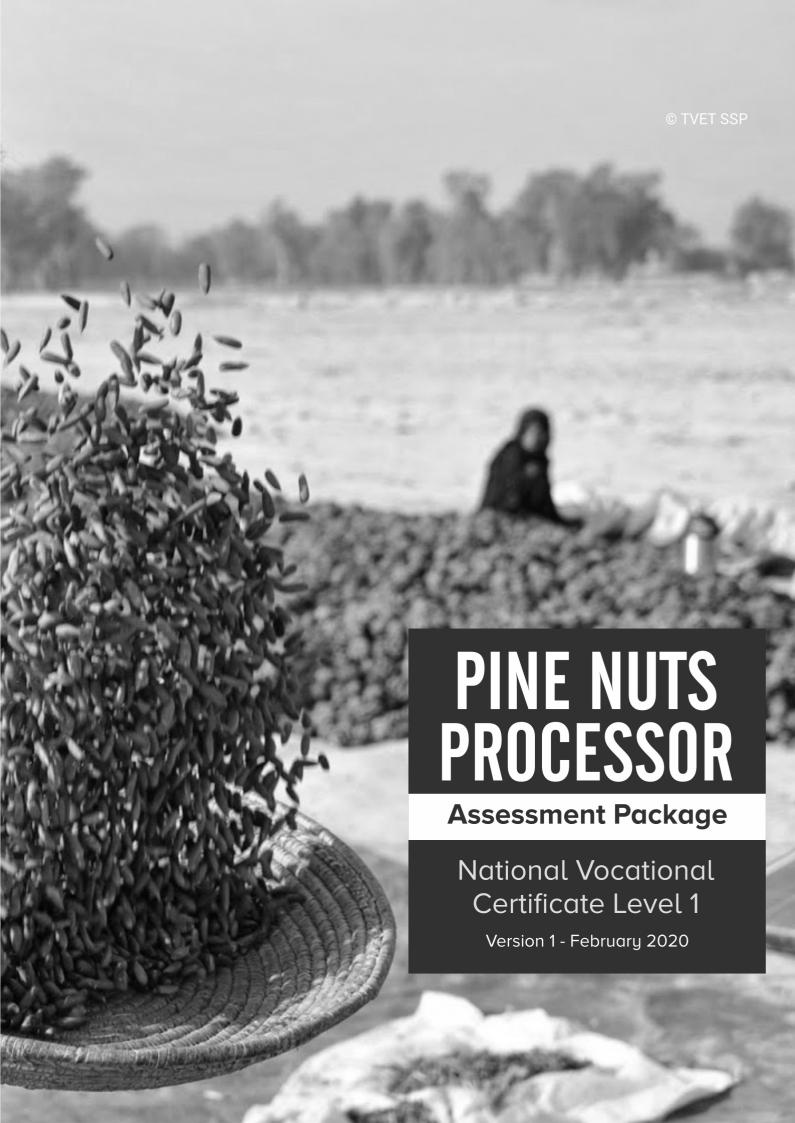
**TVET Sector Support Programme** 

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

**Document Version** February, 2020 **Islamabad, Pakistan** 



**Instructions for Candidate (to be given by the Assessor before Assessment)** 

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate level 1,		1	2 (2020)
In Pine Nuts Processor			
Competency Standard Title:	Assessment	Date (DD/MN	//YY):
Maintain Personal Safety			

	T
Candidate Details	NameRegistration/Roll Number
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 40 min timeframe:  1. Assessment Task 1: Maintain personal protective equipment (PPE) 2. Assessment Task 2: Maintain First-aid Box 3. Assessment Task 3: Maintain Firefighting equipment 4. Assessment Task 4: Prepare for emergencies 5. Assessment Task 5: Respond to emergencies  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:  Task 1: Maintain personal protective equipment (PPE)  Performance Criteria 1: Arrange personal protective equipment as per requirements Performance Criteria 2: Wear correct personal protective equipment Performance Criteria 3: Store PPE at appropriate place after use  Task 2: Maintain First-aid Box Performance Criteria 1: Identify first aid box Performance Criteria 2: Check first aid box for requisite emergency medicines Performance Criteria 3: Check expiry of medicines Performance Criteria 4: Demonstrate mock first aid treatment against electric shocks Performance Criteria 5: Demonstrate mock first aid treatment/bandages against minor injuries  Task 3: Maintain Fire Extinguisher Performance Criteria 1: Check expiry of fire extinguisher Performance Criteria 2: Operate fire extinguisher Performance Criteria 3: Replace fire extinguisher

#### • Task 4: Prepare for emergencies

Performance Criteria 1: Ensure emergency response Training

Performance Criteria 2: Perform mock emergency exercises

Performance Criteria 3: Demonstrate mock first aid cardio respiratory,

resuscitation and CPR

#### • Task 5: Respond to emergencies

Performance Criteria 1: Follow emergency plan

Performance Criteria 2: Communicate instructions to co workers Performance Criteria 3: Assess risk and determine course of action Performance Criteria 4: Operate emergency equipment and supplies

#### Portfolios required at the time of assessment (if any) for

Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training. **Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

## **00000000 Maintain Personal Safety standards**

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

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

Assessment Task 1 Ensure persona		al protective equipment (PPE)				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks	
1.	Arranged personal requirements	ed personal protective equipment as per ments				
2.	Wore correct personal protective equipment		pment			
3.	Stored PPE at appropriate place after use		use			
Compe	etent 🗆		Not Yet Compo	etent C	]	

Asses	ssment Task 2	Maintain First-a	nid Box			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks		
1	Identified first aid b	OX				
2	Checked first aid box for requisite emergency medicines					-
3	3 Checked expiry of medicines					
4	4 Demonstrated mock first aid treatment against electric shocks					-
5 Demonstrated mock first aid treatment/bandages against minor injuries						
Comp	etent 🗆		Not Yet Com	petent		

	B Mair	ntain Fire Ex	ctinguisher			
During the practica demonstrated the fo		ent, candid	ate	Yes	No	Remarks
1 Checked expir	y of fire extir	nguisher				
2 Operated fire 6	extinguisher					
3 Replaced fire	3 Replaced fire extinguisher					
Competent □			Not Yet Com	petent	t	1
Assessment Task 4	Prepar	re for emerg	gencies			
During the practical demonstrated the fo		ent, candida	ate	Yes	No	Remarks
1 Performed mod	ck emergend	y exercises				
2 Demonstrated resuscitation ar		d cardio resp	iratory,			
Competent □		1	Not Yet Com	petent		
During the practical demonstrated the fo		mi, canara	u.c	Yes	No	Remarks
1 Followed emer						
2 Communicated						
3 Assessed risk a						-
4 Operated emergency equipment and su			nnlide			
	37 - 1-1					
Competent □	37 - 1-1		Not Yet Com	petent		
	31 37 313		Not Yet Com			
	31 37 3 13 1					
Portfolio (if any)	cient 🗆		Description of	of portfo	olio	eliable 🗆
Portfolio (if any)	cient 🗆	Authentic	Description of Valid [	of portfo	olio R	
Portfolio (if any) Current□ Suffic	cient □ ving perform iteria for the k or activity i	Authentic nance standa	Description of Valid I	of portfo	olio R	

# **Knowledge Assessment**

Title of Qual	ification:	CS Code:	Level:	Version:			
National Voc	ational Certificate level 1,	0000000	1	2 (2020)			
In Pine Nuts	Processor						
0	Consideration		D. I. (DD /2424	100			
	Standard Title: rsonal Safety	Assessment Date (DD/MM/YY):					
Wallitalli Pe	isonal Salety	/					
		I					
Guidance	To complete your assessment	for this Competency	/ Standard, yo	u need to answer the			
for	questions on the following page	ges successfully.					
Candidate							
Assessors Gu	uide (to be completed by the Ass	essor and signed bot	th by the asses	ssor and the candidate af			
the assessme		essor and signed so	in by the doses				
	,						
Candidate	Name:	Reg	sistration/Roll	Number:			
Details	Candidata Signatura	Constitute Standard					
	Candidate Signature:	Candidate Signature:					
	_			_			
Written	COMPETENT	NO	T YET COMPET	ENT 🗆			
Assessment	Accessor Name:						
Outcome	ASSESSOI Name	Assessor Name: Assessor's code:					
Outcome	Assessor Signature:	Assessor Signature:					
	o the candidate on assessmer						
reedback to	the Candidate on assessmen	11.					
				<del></del>			
andidate Si	gnature	Assessor Signa	ature				

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate level 1,	071300615	1	1 (2019)
In Generator Mechanic			
Consideration Consideration	A	/DD /B 48 4 /\/	1
Competency Standard Title:	Assessment Da	te (DD/MM/YY	):
Competency Standard Title: Maintain Personal Safety Standards	Assessment Da	ate (DD/MM/YY	):
		ate (DD/MM/YY	):

#### WRITTEN ASSESSMENT

Question	Candidate's answer
What are the main factors affecting Health & Safety in the work place?	
2 What is the importance of Personal Protective Equipment (PPEs)?	

Qu	estion	Candidate's answer
3	How can we store PPEs?	
4	How do we use First-Aid-Box in emergency?	
5	Name emergency medicines in first –aid box?	

Que	estion	Candidate's answer
6	Define Fire Extinguisher?	
7	What are the main functions of various fire extinguishers?	
8	What is the operational technique of fire extinguishers?	

Question		Candidate's answer
9	What is the cardio	
	respiratory Procedure?	

Instructions for Candidate (to be given by the Assessor before Assessment)

Title of Qualification:	CS Code:	Level:	Version:		
National Vocational Certificate level 1,		1	2 (2020)		
In Pine Nuts Processor					
Competency Standard Title:	Assessment Date (DD/MM/YY):				
Maintain tools and equipment					
mammam to one and organization					

Candidate Details	NameRegistration/Roll Number						
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 40 min timeframe:  1. Assessment Task 1: Arrange Tools and Equipment 2. Assessment Task 2: Maintain Tool Box 3. Assessment Task 4: Ensure Calibration of measuring tools 4. Assessment Task 5: Manage Inventory of tools and equipment  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:  Task 1: Arrange Tools and Equipment Performance Criteria 1: Identify tools and equipment Performance Criteria 2: Prepare list of tools and equipment as per requirement Performance Criteria 3: Collect tools and equipment from store  Task 2: Maintain Tool Box Performance Criteria 1: Check physical conditions of tools and equipment before use Performance Criteria 2: Perform preventive maintenance as per standards Performance Criteria 3: Perform corrective maintenance of tools as per requirements Performance Criteria 4: Clean tools and equipment after use Performance Criteria 5: Place tools and equipment at appropriate place  Task 3: Calibrate measuring Tools Performance Criteria 1: Check calibration status of the measuring tools Performance Criteria 2: Perform calibration of measuring tools as per standards Performance Criteria 3: Record Calibration test results						

Task 4: Manage Inventory of tools and equipment
Performance Criteria 1: Check tools and equipment as per record

Performance Criteria 2: Report for faulty tools and equipment to supervisor Performance Criteria 3: Generate demand for deficit tools and equipment

Performance Criteria 4: Maintain all records of tools and equipment.

#### Portfolios required at the time of assessment (if any).

Performance criteria for the evaluation of portfolio:

Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

00000000 Maintain Tools and Equipment									
Candidate Details	Name:Registration/Roll Number:								
Details	Candidate Signature:								
	СОМРЕТЕНТ 🗖	MPETENT ☐ NOT YET COMPETENT ☐							
Assessment Outcome	Assessor Name:					Ass	sessor's code:		
	Assessor Signature:								
	Δοςρος	ment S	Summa	rv (to h	e filler	l by the	assessor)		
	Activity			Metho		i by the	-	esult	
Nature of Activity		Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent	
Practical Skill	Demonstration				_				
Knowledge As	ssessment								
Other Require	ement								
Feedback to	the candidate on a	ssessn	nent.						
Candidate Signature Assessor Signature									

Assessment Task 1		Arrange Tools a	nd Equipment			
During the practical assessment, candidate demonstrated the following:			•	Yes	No	Remarks
1.	Identified tools an	ols and equipment				
2.	Prepared list of tools and equipment as per		nt as per			
	requirement					
Collected tools and equipment from store		n store				
Competent □		Not Yet Compe	etent C	]		

Asse	ssment Task 2	Maintain Tool B				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks	
1	Checked physica equipment before	I conditions of toole use	ls and			
2	Performed preventive maintenance as per standards					
3	Performed corrective maintenance of tools as per requirements					
4	Cleaned tools and equipment after use					
5	Placed tools and equipment at appropriate place					
Comp	Competent ☐ Not Yet Co					

Assessment Task 3 Calibrate meas			ring tools			
During the practical assessment, candidate demonstrated the following:  Yes No Remarks						
1	Checked calibration status of the measuring tools					
2	Performed calibration of measuring tools as per standards					
3	Recorded Calibration test results					
Comp	etent 🗆	Not Yet Com	petent			

Assessment Task 4		Manage Inventory of tools and equipment				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Checked tools and equipment as per record					
2	Reported for faulty tools and equipment to					
2	supervisor					
3	Generated demand for deficit tools and					
equipment						
4 Maintained all records of tools and equipment						
Comp	etent 🗆	Not Yet Com	petent			

Portfol	io (if any)	Description of	portfoli	0	
Curren	☐ Valid ☐		Relia	able 🗆	
Portfolio meet the following performance standards:				No	Remarks
1	Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.				
Compe	etent 🗆	Not Yet Comp	etent C	]	

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# **Knowledge Assessment**

Title of Quali	fication:	CS Code:	Level:	Version:				
National Voca	ational Certificate level 1,	000000000	1	2 (2020)				
In Pine Nuts I	Processor							
Competency	Standard Title:	Assessment D	ate (DD/MN	1/YY):				
Maintain Too	ols and Equipment	/						
Guidance	To complete your assessment fo	r this Competency	Standard vo	u need to answer the				
for	questions on the following page:	•	Standard, yo	d field to diswer the				
Candidate	questions on the following page:							
Assessors Gu the assessme	ide (to be completed by the Asses nt)	sor and signed both	n by the asse	ssor and the candidate aft				
Candidate	Name:	Name: Registration/Roll Number:						
Details	Candidate Signature:							
Written	COMPETENT	OMPETENT  NOT YET COMPETENT						
Assessment Outcome	Assessor Name:	Assessor's code:						
Outcome	Assessor Signature:							
Feedback to	the candidate on assessment.							
andidate Sid	nature	Assessor Signat	ture					

Title of Qualification:	CS Code: Level: Version:				
National Vocational Certificate level 1,	00000000	1	1 (2020)		
In Pine Nuts Processor					
Competency Standard Title:					
Competency Standard Title:	Assessment Da	ite (DD/MM/YY	):		
Competency Standard Title:  Maintain Tools and Equipment	Assessment Da	ite (DD/MM/YY	):		
		ite (DD/MM/YY	):		

### WRITTEN ASSESSMENT

Que	estion	Candidate's answer
1	Explain the functions of any three different tools for Pine nuts process?	
2	How to arrange tools and equipment in tool box?	

Question	Candidate's answer
3 Define insulation.?	
4 Define calibration?	
5 Describe calibration methods of measuring tools?	

Que	estion	Candidate's answer
6	How to manage tools and equipment inventory?	
7	Define stock and dead stock record?	

Title of Qualification:	CS Code:	Level: 1	Version:
National Vocational Certificate level 1,			2 (2020)
In Pine Nuts Processor			
Competency Standard Title:	Assessment D	ate (DD/MM/YY):	
Competency Standard Title:  National Vocational Certificate Level – 1 in	Assessment D	ate (DD/MM/YY):	

Candidate Details	Name:
	Registration/Roll Number:
	To meet this standard, you are required to complete the following activities within 03 Hrs. time frame (for practical demonstration & assessment):
Guidance for Candidate	<ul> <li>In a given situation to identify and use of the PPEs, tools and equipment as per requirements</li> </ul>
	And complete:
	<ol> <li>Knowledge assessment test (Written or Oral).</li> <li>Portfolios at the time of assessment (if any).</li> </ol>
	During a practical assessment, under the observation by an assessor, you are required to demonstrate the following criteria
	<ol> <li>Performance Criteria 1: Wear correct personal protective equipment</li> <li>Performance Criteria 2: Check first aid box for requisite emergency medicines</li> <li>Performance Criteria 3: Check expiry of medicines</li> </ol>
Minimum	4. Performance Criteria 4: Operate fire extinguisher
Evidence Required	<ol> <li>Performance Criteria 5: Demonstrate first aid cardio respiratory, resuscitation</li> <li>Performance Criteria 6: Identify important working tools</li> </ol>

### Portfolios required at the time of assessment (if any) for

Performance criteria for the evaluation of portfolio:

Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.

## **Self-Assessment Checklist**

Candidate Name							
Registration No.							
Qualification	National Vocational Certif	icate Level – 1 in Pine Nu	ıts Processo	r			
Purpose of Assessment	Summative Assessment	Summative Assessment					
Assessment Task	In a given situation to equipment as per requirement		the PPEs, t	tools and			
	Knowledge Assessme	ent					
I can perform							
Performance Criteri	a		Yes	No			
Wear correct persona	Il protective equipment						
Check first aid box fo	r requisite emergency medicin	es					
Check expiry of medi	cines						
Operate fire extinguis	her						
Demonstrate first aid cardio respiratory resuscitation							
Identify important Working tools							
		l					
Candidate's SignatureAssessor's Signature							
<b>5</b>		<u> </u>					
Date:							

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

#### National Vocational Certificate Level – 1 in Pine Nuts Processor

Candidate Details	Name:Registration/Roll Number:							
	Candidate's Signature:							
	COMPETENT	PETENT□ NOT YET COMPETENT□						
Assessment Outcome	Assessor Name: .				A	ssesso	r's code:	
	Assessor's Signat	ure:						
	Assessme	nt Sun	nmary (	to be f	illed by	the as	ssessor)	
Activi	ity			Method	t		R	esult
Nature of Activity		Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demons	stration							
Knowledge Assessme	ent							
Other Requirement								
	Feedback to the Candidate							
Candidate's Signatu	Candidate's Signature Assessor's Signature							

Eac	Each Assessment Task (with performance criteria)						
Ass	essment Task	Description Identify and per require	d use		t task  PPEs, tools and equipment as		
	ing the practical assessment, candidate demons owing:	strated the	Yes	No	Remarks		
1.	Performance Criteria 1: Wore correct personal protective equipment						
2.	Performance Criteria 2: Checked first aid box for requisite emergency medicines						
3.	Performance Criteria 3: Checked expiry of med	dicines					
4.	Performance Criteria 4: Operated fire extinguis	sher					
5.	Performance Criteria 5: Demonstrated first aid cardio respiratory, resuscitation						
6.	Performance Criteria 6: Identify important working tools						
Cor	npetent	Not Yet Com	petent				

# **Knowledge Assessment**

	Qualification	National Vo	National Vocational Certificate Level – 1 in Pine Nuts Processor						
	Purpose of Assessment	Summative	Summative Assessment						
	Candidata	Name:							
Candidate Details		Registration	Registration Number:Signature:						
	Assessment	COMPETER	NT 🗆	NOT YET	COMF	PETEN	т 🗆		
	Outcome	Name of the	e Assessor						
		Assessor's	code:	Sign	ature:				
F	Portfolio (if any)			Description of p	oortfolio	1			
(	Current□	Sufficient□	Authentic□	Valid□	F	Reliable	. 🗆		
F	Portfolio meet the	following perforr	mance standards:		Yes	No	Remarks		
1	Sul	omitted log book	ria for the evaluation or activity record (p.c.) completed during	ractical journal,					
(	Competent $\square$			Not Yet Competent □					
			Feedback to	the Cand	didat	te			
(	Candidate's Sign	ature	Asse	essor's Signatu	re				

Question	ns (Candidate confidently answered questions correctly and demonstrated ding of the topics and their application)	Satisfactory	Not Satisfactory
1.	Name any three PPEs used at workplace?		
2.	Name emergency medicines available in first aid box?	Satisfactory	Not Satisfactory
3.			
3.	Why fire extinguisher is used?	Satisfactory	Not Satisfactory

5	What is cardio respiratory resuscitation?	Satisfactory	Not Satisfactory
5	Why calibration of measuring tools is important?	Satisfactory	Not Satisfactory

### National Vocational and Technical Training Commission (NAVTTC)

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