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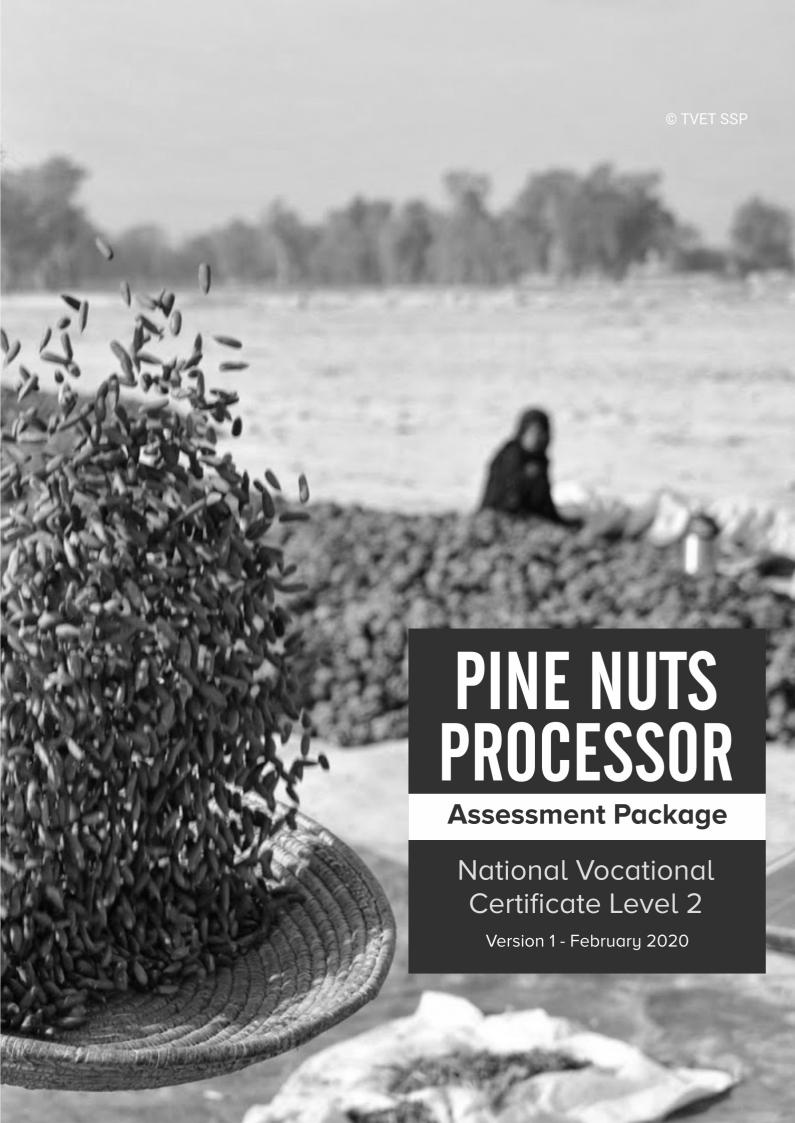
TVET Sector Support Programme

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

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate level 2,		2	2 (2020)
In Pine Nuts Processor			
Competency Standard Title:	Assessment Da	ate (DD/MM/YY):
Develop basic computer operating skills			

Candidate Details	Name Registration/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: Operate MS word 2. Assessment Task 1: Operate MS Excel 3. Assessment Task 1: Operate MS Power Point 4. Assessment Task 1: Perform Browsing 5. Assessment Task 1: Print Document And complete: 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
	2. Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Task 1: Operate MS word Performance Criteria 1: Perform Microsoft basic commands in MS word Performance Criteria 2: Open File Performance Criteria 3: Format a file i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink Performance Criteria 4: Save a File Performance Criteria 5: Save a folder
Minimum Evidence Required	Task 2: Operate MS Excel Performance Criteria 1: Perform basic commands in Microsoft MS Excel Performance Criteria 2: Open a worksheet. Performance Criteria 3: Sum functions Performance Criteria 4: If functions Performance Criteria 5: Basic calculations Performance Criteria 6: Table and graphs Performance Criteria 7: Save a worksheet/folder Task 3: Operate MS Power Point Performance Criteria 1: Prepare Microsoft power point presentation with basic commands Performance Criteria 2: Make a power point file Performance Criteria 3: Insert pics/table/hyperlink Performance Criteria 4: Design a theme for slides Performance Criteria 5: Save a power point file

Task 4: Perform Browsing

Performance Criteria 1: Perform browsing on the internet as per needs Performance Criteria 2: Perform search online on new trends in the market with the help of internet

Task 5: Print Document

Performance Criteria 1: Select Printer Performance Criteria 2: Select page setup Performance Criteria 3: Print relevant pages

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)

Develop basic computer operating skills

Candidate Name:			Registration/Roll Number:				
Candidate Signatu	Candidate Signature:						
COMPETENT				N	OT YET (COMPETENT	
Assessor Name:					А	ssessor's code	
Assessor's Signatu	re:		•••••		•••••		
Assessm	ent Su	ımmary	(to be	filled	by the a	ssessor)	
Activity				d		Res	ult
Nature of Activity		Oral	Observation	ortfolio	ole Play	Competent	Not Yet Competent
Demonstration							20
ssessment							
ement							
o the candidate on	assess	ment.					
	Candidate Signatur COMPETENT Assessor Name: Assessor's Signatur Assessmativity Demonstration assessment ement	Candidate Signature:	Candidate Signature:	Candidate Signature: COMPETENT Assessor Name: Assessor's Signature: Assessment Summary (to be Mactivity Method Livity Demonstration Assessment Ement	Competent	Competent	Assessor Name:

Assessment Task 1 Operate MS word					
During	the practical assessment, candidate	9			1
_	nstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed commands in MS word	Microsoft basic			
2	Performance Criteria 2: Opened File				
3	Performance Criteria 3: Formatted a file i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink				
4	Performance Criteria 4: Saved a File	ce Criteria 4: Saved a File			
5	Performance Criteria 5: Saved a folde	erformance Criteria 5: Saved a folder			
Competent		Not Yet Compe	etent		

Assessment Task 2 Operate MS Excel						
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Performance Criteria 1: Performed basic commands in Microsoft MS Excel					
2	Performance Criteria 2: Opened a worksheet.					
3	Performance Criteria 3: Summed functions					
4	Performance Cr	riteria 4: Performed If f	unctions]
5	Performance Criteria 5: Performed Basic calculations					
6	Performance Criteria 6: Developed Table and graphs					1
7	Performance Criteria 7: Saved a worksheet/folder					
Compe	Competent		Not Yet Compe	tent	•	

Assess	ment Task 3	Operate MS Power I	Point			
	the practical ass lowing:	essment, candidate d	emonstrated	Yes	No	Remarks
1	Performance Criteria 1: Prepared Microsoft power point presentation with basic commands					
2	Performance Cr	iteria 2: Made a powe	r point file			
3	Performance Criteria 3: Inserted pics/table/hyperlink					
4	Performance Criteria 4: Designed a theme for slides					
5	Performance Criteria 5: Saved a power point file					
Competent Not Yet Comp			tent			

Assessi	ment Task 4	Perform Browsing				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Performance Criteria 1: Performed browsing on the internet as per needs					
2	Performance Criteria 2: Performed search online on new trends in the market with the help of internet					
Competent		Not Yet Compe	etent			

Assess	ment Task 5	Print Document				
During the practical assessment, candidate demonstrated			Yes	No	Remarks	
the fol	lowing:			103	110	Kemarks
1	Performance Cr	iteria 1: Selected the	Printer			
2	Performance Criteria 2: Selected page setup					
3	3 Performance Criteria 3: Printed relevant pages					
Competent Not Yet Compe		tent				

Portfolio (if any)			Description of p	ortfolio		
Current	□ Sufficient □ A	Authentic□	Valid □		Relia	ble 🗆
Portfolio meet the following performance standards:			rds:	Yes	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.					
Competent □		Not Yet Compet	ent 🗆			

	Knowled	ge Assess	sment				
	Title of	CS Code:	Level:	Version:			
Qualification	ı:		2	2 (2020)			
National Voc	ational Certificate level 2,						
In Pine Nuts	Processor						
Competency	Standard Title:	Assessment	Date (DD/MN	1/YY):			
Develop ba	sic computer operating skills	//					
		l					
Guidance	To complete your assessment for the	•	cy Standard, yo	ou need to answer the			
for	questions on the following pages so	uccessfully.					
Candidate							
Assessors Gu	iide (to be completed by the Assessoi	r and signed bo	oth by the asse	ssor and the candidate aft			
the assessme		J	•				
Candidate	Name:	Ke	gistration/Roll	Number:			
Details	Candidate Signature:	Candidate Signature:					
	Canada Ciginata Ciminin						
	COMPETENT	NO	OT YET COMPE	TENT [
Written	COMPLIENT	INC	JI ILI COMPL	ILINI 🗖			
Assessment	Assessor Name:		Assessor's c	ode:			
Outcome							
	Assessor Signature:						
Feedback to	the candidate on assessment.						
							
							
Candidate Si	gnature	Assessor Sign	nature				

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate level 2,		2	2 (2020)
In Pine Nuts Processor			
Competency Standard Title:	Assessment Da	ate (DD/MM/YY	') :
Competency Standard Title: Develop basic computer operating skills	Assessment Da	ate (DD/MM/YY	'):
		ate (DD/MM/YY	'):

WRITTEN ASSESSMENT

Qu	estion	Candidate's answer
1	Define Basic parts of computers?	
2	Describe the Importance and use of MS Word?	

Qu	estion	Candidate's answer
3	Describe the Importance and use of MS Excel?	
4	Describe the Importance and use of MS Power Point?	
5	Describe the importance of Internet.?	

Question	Candidate's answer
6 Describe Use of various search engines?	
7 Describe Printing Procedure?	

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

3	given by the recessor before resessioning				
Title of Qualification:	CS Code:	Level:	Version:		
National Vocational Certificate level 2,		2	2 (2020)		
In Pine Nuts Processor					
Competency Standard Title:	Assessment Date (DD/MM/YY):				
Maintain Work place safety					
Maintain Work place safety					

Candidate	Name						
Details	Registration/Roll Number						
	To meet this standard, you are required to complete the following tasks within 40 min timeframe:						
	1. Identify Hazards at work place						
	Comply with Occupational Safety and Health Perform safe work practices at work place						
	4. Dispose of Hazardous/waste material						
Guidance for Candidate	5. Follow emergency procedure at work place						
	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:						
	Identify Hazards at Workplace						
	Performance Criteria 1. Interpret work processes and procedures correctly to identify risk of hazards at workplace						
	Performance Criteria 2. Recognize processes, tools, equipment and consumable materials that have the potential to cause harm						
	Performance Criteria 3. Identify any potential hazards and take appropriate action to minimize the risk						
	Comply with Occupational Safety and Health (OSH)						
Minimum Evidence	Performance Criteria 1. Comply with health and safety precautions. Performance Criteria 2. Keep work area clean and clear of obstructions.						
Required	Performance Criteria 3. Store tools and equipment as per the procedure of industry to overcome any incident.						
	Performance Criteria 4. Remove personal articles (jewelry, watch, cell phone, etc.)						
	Perform safe Work practices at workplace						
	Performance Criteria 1. Follow industry workplace safety policy (rules/regulations).						
	Derformance Criteria 2 Internret estatu werkhlace handhook						
	Performance Criteria 2. Interpret safety workplace handbook. Performance Criteria 3. Repair equipment for avoiding damage or injuries						

Dispose of hazardous Waste/materials

Performance Criteria 1. Identify hazardous waste need to be disposed off

Performance Criteria 2. Collect hazardous or non-hazardous waste carefully from

the designated area as per approved procedure

Performance Criteria 3. Dispose-off hazardous waste as per procedure

Performance Criteria 4. Ensure masks and gloves while dispose-off hazardous

waste as per standard operating procedure

Follow emergency procedures at work place

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)

- o Identify Hazards at work place
- Comply with Occupational Safety and Health
- Perform safe work practices at work place
- Dispose of Hazardous/waste material
- o Follow emergency procedure at work place

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)

0000000 Maintain Work place safety

Candidate Details	Name: Candidate Signature:	
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	NOT YET COMPETENT Assessor's code:

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								

Assessment Task 1 Identify Hazards at wo						
During the practical assessment, candidate demonstrated the following:)	Yes	No	Remarks
1.	Performance Criteria 1. Interpreted work processes and procedures correctly to identify risk of hazards at workplace					
2.	Performance Criteria 2. Recognized processes, tools, equipment and consumable materials that have the potential to cause harm					
Performance Criteria 3. Identified any potential hazards and take appropriate action to minimize the risk						
Com	Competent □		Not Yet Compe	etent C	j	·

Ass	Assessment Task 2 Comply with Occupational Safety and Health (OSH)							
During the practical assessment, candidate demonstrated the following:				No	Remarks			
Performance Criteria 1. Complied with health and safety precautions.								
2	2 Performance Criteria 2. Kept work area clean and clear of obstructions.							
3	3 Performance Criteria 3. Stored tools and equipment as per the procedure of industry to overcome any incident.							
4	4 Performance Criteria 4. Removed personal articles (jewelry, watch, cell phone, etc.)							
Con	npetent □	Not Yet Com	petent					
Ass	Assessment Task 3 Perform safe Work practices at workplace							
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks			
	Performance Criteria 1 Followed in	dustry workplace						

safety policy (rules/regulations).

avoiding damage or injuries

2

Competent □

Competent □

handbook.

Performance Criteria 2. Interpreted safety workplace

Performance Criteria 3. Repaired equipment

As	sessment Task 4	Dispose of hazardous Waste/	materia	ıls		
During the practical as demonstrated the follo		•		No	Remarks	
1	Performance Criteria materials need to be o					
2		Collected hazardous or non- efully from the designated area as re				
3	Performance Criteria as per procedure.	3. Disposed-off hazardous waste				
4	Performance Criteria while dispose-off ha operating procedure	 Ensured masks and gloves zardous waste as per standard 				

Not Yet Competent □

for

Not Yet Competent

Asses	Assessment Task 5 Follow emergency procedures					e
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks	
1	Performance Criteria 1. Followed emergency plan					
2	Performance Criter to co workers	nce Criteria 2. Communicated instructions ers				
3		ormance Criteria 3. Assessed risk and rmine course of action				
Performance Criteria 4. Operated emergency equipment and supplies						
Competent □			Not Yet Com	petent	: 🗆	

Portfolio (if any)			scription of p	ortfolio	1	
Current	□ Sufficient □ /	Authentic 🗆	Valid \square		Relia	ble 🗆
Portfoli		Yes	No	Remarks		
Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.						
Competent □			t Yet Compet	tent 🛘		

Knowledge Assessment

Title of Qualifi	cation:	CS Code:	Level:	Version:				
National Vocat	tional Certificate level 2,	0000000	2	2 (2020)				
In Pine Nuts Pr	rocessor							
Competency S	tandard Title:	Assessment	Assessment Date (DD/MM/YY):					
Maintain Worl	k place safety	//						
Cuidana I	T		. C+ dd					
	To complete your assessment for		/ Standard, yo	u need to answer the				
for Candidate	questions on the following pages	s successfully.						
Assessors Guid the assessmen	de (to be completed by the Assesst)	sor and signed bot	th by the asses	ssor and the candidate aft				
Candidate	Name:	Registration/Roll Number:						
Details	Candidate Signature:							
Written	COMPETENT	NO	T YET COMPET	ENT 🗆				
Assessment	Assessor Name:	Assessor's code:						
Outcome	Assessor Signature:							
Feedback to	the candidate on assessment.							
								

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate level 2,	071300615	2	1 (2019)
In Generator Mechanic			
Competency Standard Title:	Assessment Da	ate (DD/MM/YY	r):
Competency Standard Title: Maintain Work place safety	Assessment Da	ate (DD/MM/YY):
		ate (DD/MM/YY):

WRITTEN ASSESSMENT

Que	estion	Candidate's answer
1	Name main factors affecting Health & Safety in the work place?	
2	Describe Occupational Health and safety?	

Que	estion	Candidate's answer
3	Define importance of repaired equipment for work place safety?	
4	Describe different types of hazards at workplace?	
5	What is an emergency plan?	

Que	estion	Candidate's answer
6	Describe importance of emergency equipment and supplies for work place safety?	
7	How effective communication ensures work place safety?	

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

motifications for Garialdate (to be give	cir by the Ass	COOOI BCIOIC	100000iiiciit)
Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate level 2,		2	2 (2020)
In Pine Nuts Processor			
Competency Standard Title:	Assessment Da	ate (DD/MM/YY) :
Collect Pine Nut Cones from Trees			

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. Arrange tools for cutting Pine nut cones 2. Adopt Health and Safety measures 3. Select appropriate cones for cutting 4. Cut Pine nut cones from tree 5. Sort Pine nut cones according to grade 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: Arrange Tools for cutting of Pine Nut Cones. Performance Criteria 1. Identify the required cutting tools for cutting Pine Nuts cones. Performance Criteria 2. Secure the tools for safe carrying to the work place Performance Criteria 3. Clean and Store the Tools and equipment after use. Adopt Health and safety measures Performance Criteria 1. Identify the hazardous at work place Performance Criteria 2. Remove hazardous properly. Performance Criteria 3. Wear the safety equipment accurately. Performance Criteria 4. Ensure the work place is safe for wok. Select appropriate cones for cutting. Performance Criteria 1. Identify the appropriate trees for cutting the cones. Identify the appropriate cones for cutting. Cut Pine nut cones from trees. Performance Criteria 1. Wear proper Personal Protective Equipment (PPEs) for cutting of Pine nut cones. Performance Criteria 2. Cut cones from Pine nut trees without damaging the immature cones (Next year). Performance Criteria 3. Place Pine nut cones at appropriate point.					

Sort Pine nut cones according to grades

Performance Criteria 1. Segregate Pine nut cones by sizes correctly.

Performance Criteria 2. Remove defective Pine nut cones.

Performance Criteria 3. Put the cones in bags.

Performance Criteria 4. Place Pine nut cones at dry place in a ventilated room /

shelter

Portfolios required at the time of assessment (if any)

- o Arrange tools for cutting Pine nut cones
- Adopt Health and Safety measures
- Select appropriate cones for cutting
- o Cut Pine nut cones from tree
- o Sort Pine nut cones according to grade

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)

0000000 Collect Pine Nut Cones from Trees

Candidate Details	Name:	
Assessment Outcome	COMPETENT Name of the Assessor: Signature of the Assessor:	

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

Asses	ssment Task 1	Arrange Tools fo	e Tools for cutting of Pine Nut Cones.				
During the practical assessment, candidate demonstrated the following:			•	Yes	No	Remarks	
1.		ce Criteria 1. Identified the required cutting itting Pine Nuts cones.					
2.	Performance Criter carrying to the work	eria 2. Secured the tools for safe rk place					
3.	Performance Criteria 3. Cleaned and Stored the Tools and equipment after use.						
· · ·			Not Yet Compo	etent []		

Assessment Task 2 Adopt Health and safety measures							
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria	Identified the work place	he hazardous	s at			
2	Performance Criteria properly.	2. Removed	hazardous				
3	Performance Criteria	3. Wore the accurately.	safety equipr	ment			
4	Performance Criteria safe for wok.	4. Ensured	the work plac	e is			

Comp	etent 🗆		Not Yet Competent □			
Asses	Assessment Task 3 Select appropriate cones for cutting.					
	g the practical as	•	idate	Yes	No	Remarks
1		a 1. Identified the ap for cutting t	the cones.			
2	Performance Criteria	2. Identified the app for cut	•			
Comp	etent 🗆		Not Yet Com	peten	t	
Asses	ssment Task 4	Cut Pine nut cor	nes from trees			
•	g the practical as nstrated the follo	•	date	Yes	No	Remarks
1	Performance Criteria 1. Wore proper Personal Protective Equipment (PPEs) for cutting of Pine nut cones.					
2	Performance Criteria trees without (Next year).	Cut cones find damaging the im	from Pine nut nmature cones			
3	Performance Criteria	Placed Pine appropriate poi	nut cones at nt.			
Comp	etent 🗆		Not Yet Com	petent		
Asses	ssment Task 5	Sort Pine nut co	nes according t	o grad	les	
During the practical assessment, candidate demonstrated the following:			date	Yes	No	Remarks
1	Performance Criteria 1. Segregated Pine nut cones by sizes correctly.					
2	cones.					
3	Performance Criteria					
	Performance Criteria		ne nut cones at			
Comp	dry place in a ventilated room / shelter Competent □ Not Yet Comp					

Portfoli	io (if any)	Description of p	oortfolio)	
Current	t□ Sufficient □ Authenti	c□ Valid □		Relia	ble 🗆
Portfoli	io meet the following performance stan	dards:	Yes	No	Remarks
Performance criteria for the evaluation of portfolio: Submit log book or activity record (practical journal, project, pictures etc.) completed during the training.					
Competent □ Not Yet Competent □			•		

Knowledge Assessment

Title of Qualification: National Vocational Certificate level 2, In Pine Nuts Processor		CS Code: 00000000	Level:	Version: 2 (2020)	
Competency Standard Title: Collect Pine Nut Cones from Trees		Assessment I	Assessment Date (DD/MM/YY)://		
Guidance for Candidate Assessors Guithe assessment	To complete your assessment for questions on the following pages iide (to be completed by the Assessent)	successfully.			
Candidate Details	Name: Candidate Signature:				
Written Assessment Outcome	COMPETENT Assessor Name:			ode:	
Feedback to	the candidate on assessment.				
Candidate Sig	gnature	Assessor Signa	ature		

Title of Qualification:		Level:	Version:
National Vocational Certificate level 2,		2	1 (2019)
In Generator Mechanic			
	Assessment Date (DD/MM/YY):		
Competency Standard Title:	Assessment Da	ite (DD/MM/YY):
Competency Standard Title: Collect Pine Nut Cones from Trees	Assessment Da	ite (DD/MM/YY):
• •		ite (DD/MM/YY):

WRITTEN ASSESSMENT

Question		Candidate's answer
1	Name the safety equipment used for cutting Pine nut cones?	
2	Describe the importance of using Protective equipment for cutting Pine nut cones?	

Question		Candidate's answer
3	Define maturity and Colour of various cones?	
4	Describe different methods of cutting Pine nut cones?	
5	Describe the steps for safe placement of cones?	

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