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ARTIFICIAL INTELLIGENCE DATA TECHNICIAN



ASSESSMENT PACKAGE

National Vocational Certificate Level 1

Version 1 - November, 2019



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

Photo Credits 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 November, 2019 Islamabad, Pakistan

ARTIFICIAL INTELLIGENCE DATA TECHNICIAN



ASSESSMENT PACKAGE

National Vocational Certificate Level 1

Version 1 - November, 2019

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate Level 01 - Artificial Intelligence Data Technician
Competency Standards	061900924 Use Word Processing Software
Assessment Task	 Create a document as provided in Annexure A and produce a document as per the solution provided in Annexure B. Perform the following: 1. Find an exact word AI and replace it with Artificial intelligence and highlight, save the file with your registration number in word format as well as in PDF format. 2. Copy the first paragraph on second page and interchange it with second paragraph on the same page. 3. Put "Use Word Processor" in Header and Page Number in Footer of the document. 4. Print the final document in Portrait on legal size page.

I can.....

Performance Criteria	Yes	No
1. Launch word processing application		
2. Create a blank document		
3. Create from template		
4. Create content		
5. Identify saved location		
6. Save a document in desired format		
7. Navigate in a document		
8. Select text or object		
9. Find desired text		

11. Paste copied text12. Paste cut text13. Paste selected text from Clipboard14. Apply undo & redo operations15. Apply spell check16. Apply grammar check	
13. Paste selected text from Clipboard14. Apply undo & redo operations15. Apply spell check	
14. Apply undo & redo operations 15. Apply spell check	
15. Apply spell check	
16. Apply grammar check	
17. Insert Objects	
18. Change font size	
19. Change font style	
20. Change font family	
21. Change font color	
22. Highlight the text	
23. Apply predefined text style	
24. Change case	
25. Indent paragraph	
26. Change line spacing	
27. Align text	
28. Create Lists with proper bullets and numbering	
29. Select page layout	
30. Select page orientation	
31. Select page size	
32. Set page margins	
33. Insert headers & Footer	
34. Insert line numbers	
35. Insert page borders and Shading	
36. Select printer	
37. Preview print	

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38. Print selected pages		
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Candidate's Signature: Assessor's Signature:

.....

Date:

Instruction Sheet for the Candidate

Title of Qualification:	CS Code:	Level:	Version:
National Vocational Certificate Level 1 – Artificial Intelligence Data Technician			02
Competency Standard Title:	Assessment	Date (DD/MM/	YY):
Use Word Processing Software			

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): Create a document as provided in Annexure A and produce a document as per the solution provided in Annexure B. Perform the following: 1. Find an exact word AI and replace it with Artificial intelligence and highlight, save the file with your registration number in word format as well as in PDF format. 2. Copy the first paragraph on second page and interchange it with second paragraph on the same page. 3. Put "Use Word Processor" in Header and Page Number in Footer of the document. 4. Print the final document in Portrait on legal size page.
Time: 45 min	

	1.	Launch word processing application
	2.	Create a blank document
	3.	Create from template
	4.	Create content
	5.	Identify saved location
	6.	Save a document in desired format
	7.	Navigate in a document
	8.	Select text or object
	9.	Find desired text
	10.	Replace text
	11.	Paste copied text
	12.	Paste cut text
	13.	Paste selected text from Clipboard
	14.	Apply undo & redo operations
	15.	Apply spell check
	16.	Apply grammar check
	17.	Insert Objects
Minimum	18.	Change font size
Evidence	19.	Change font style
Required	20.	Change font family
rtoquirou	21.	Change font color
	22.	Highlight the text
	23.	Apply predefined text style
	24.	Change case
	25.	Indent paragraph
	26.	Change line spacing
	27.	Align text
	28.	Create Lists with proper bullets and numbering
	29.	Select page layout
	30.	Select page orientation
	31.	Select page size
	32.	Set page margins
	33.	Insert headers & Footer
	34.	Insert line numbers
	35.	Insert page borders and Shading
	36.	Select printer
	37.	Preview print
	38.	Print selected pages

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

Qualification	National Vocational Certificate Level 01 - Artificial Intelligence Data Technician
Competency Standard(s)	Use Word Processor
Candidate Details	Name:Registration/Roll Number:
Assessment Outcome	COMPETENT I NOT YET COMPETENT I Name of the Assessor: Assessor's code: Signature of the Assessor: Assessor:

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

Observation Checklist

Assessment Task	Description of assessment			
Assessment Task 1	 Create a document as provided in Annexure A and produce a document as per the solution provided in Annexure B. Perform the following: Find an exact word AI and replace it with Artificial intelligence and highlight, save the file with your registration number in word format as well as in PDF format. Copy the first paragraph on second page and interchange it with second paragraph on the same page. Put "Use Word Processor" in Header and Page Number in Footer of the document. 			
	Print the final documer	nt in Po	ortrait	on legal size page.
During the practical a demonstrated the foll	ssessment, candidate owing:	Yes	No	Remarks
1. Launch word p	processing application			
2. Create a blank	document			
3. Create from te	mplate			
4. Create conten	t			-
5. Identify saved	location			
6. Save a docum	ent in desired format			
7. Navigate in a c	document			
8. Select text or o	bject			
9. Find desired te	ext			
10. Replace text				
11. Paste copied t	ext			
12. Paste cut text				
13. Paste selected	I text from Clipboard			
14. Apply undo &	edo operations			
15. Apply spell che	eck			
16. Apply gramma	r check			

17.	Insert Objects			
18.	Change font size			
19.	Change font style			
20.	Change font family			
21.	Change font color			
22.	Highlight the text		1	
23.	Apply predefined text style			
24.	Change case			
25.	Indent paragraph			
26.	Change line spacing			
27.	Align text			
28.	Create Lists with proper bullets and nu	mbering		
29.	Select page layout			
30.	Select page orientation			
31.	Select page size			
32.	Set page margins			
33.	Insert headers & Footer			
34.	Insert line numbers			
35.	Insert page borders and Shading		1	
36.	Select printer		1	
37.	Preview print		1	
38.	Print selected pages			
Comp	etent	Not Yet Compet	ent	<u>.</u>

Feedback to the Candidate		

	Competent
In terms of complete competency, the	Not Yet Competent
candidate was found:	
Candidate's Signature:	Assessor's Signature:

Test Yourself (Multiple Choice Questions) MODULE 1

Question	1	Which of the following typeface applies to characters.	A	Font
			В	Paragraph Style
			С	Point Size
			D	Indent
Question	2	Which option would you use? If you type a paragraph, in uppercase and	A	Change Case
	need to change it to sentence case without having to retype the paragraph,	В	Change Size of Case	
			С	Sentence Case
			D	Toggle Case
Question	3	Which feature starts a new line whenever a word or sentence reached a border?	A	Text Line
			В	New Line
			С	Text Wrapping
			D	Text Align

Question	4	What is the shortcut key for finding text?	А	Ctrl+H.
			В	Ctrl+F.
			С	Ctrl+G.
			D	Ctrl+5
Question	5	Which of the following is \underline{NOT} a type of indent?	A	Hanging
			В	Negative
			С	Positive
			D	First-line
Question	6	Which word(s) refers to how text is positioned between the top and bottom margins of the page?	A	Horizontal alignment
			В	Vertical alignment
			С	Justified
			D	Line spacing
Question	7	is the amount of space between lines of text in a paragraph.	A	Character Spacing
		or toxt in a paragraph.	В	Line spacing
			С	Paragraph Spacing
			D	Indent Spacing

Question	8	Which type of bullet would you use to display a company logo?	A	Symbol
			В	Graphic
			С	Picture
			D	Numbered
Question	9	The direction of a rectangular page for viewing and printing is called	A	Orientation
			В	Direction
			С	Print Layout
			D	Preview
Question	10	A number of letter that appears little above the normal text is called :	A	Superscript
			В	Subscript
			С	Supertext
			D	Toptext

Answers

Question 01	Α	Font
Question 02	С	Sentence Case
Question 03	С	Text Wrapping
Question 04	В	Ctrl+F.
Question 05	С	Positive
Question 06	В	Vertical alignment
Question 07	В	Line spacing
Question 08	С	Picture
Question 09	Α	Orientation
Question 10	Α	Superscript

ANNUXURE-A

AI Data Technician

Modules of AI Data Technician

Word Processor

After the completion of this module the candidate will be able to operate and execute specified set of commands and tasks over the Word processing software.

Spreadsheet

After this compete module the candidate will be able to gain the skills to operate the spreadsheets and work with it to manage and manipulte the documents and the different types of data.

Multimedia Processing

This module deals with the skills and knowledge required to perform multimedia processing, manipulate AV data in varius forms for further processing

Programming Language

This module will give the candidate, skills that will be used for the programming purposes in the applied Languages in the field of AI.

Setup Environmen t

After this competency standard the candidate will be able to setup environment in order to work on the programming and a variety of applications of the software's/hardware's

Scrape data

After the completon of this module the candidate will be able to Scrape different types of data from the Web, build web pages and extract data from a variety of e-sources.

Introduction

Definition/ Description of the training program for AI Data Technician

In order to build the capacity of technical and vocational training institutes in Pakistan through provision of demand driven competencies-based trainings in Information technology sector the NAVTTC, and TEVT Sector Support Program (TSSP) have joined hands together to develop qualifications for Information Technology sector.

These qualifications will not only build the capacity of existing workers of this sector but also support the youth to acquire skills best fit for this sector. The benefits and impact of development of these qualifications will be on both demand and supply side.

Based upon this demand of industry these competency-based qualifications for AI Data Technician is developed under National Vocational Qualification Framework (NVQF) (Level 1 to 4). The qualifications mainly cover competencies along with related knowledge and professional skills which are essential for getting a job or self-employed.

The qualifications are also in line with the vision of Pakistan's National Skills Strategy (NSS), National TVET Policy and National Vocational Qualification Framework (NVQF). This provides policy directions, support and an enabling environment to the public and private sectors to impart training for skills development to enhance social and economic profile.

Annesure-B

Artificial Intelligence Data Technician

Modules of Artificial Intelligence Data Technician

Word Processor

After the <u>COMPLETION</u> of this module the candidate will be able to operate and execute specified set of commands and tasks over the Word processing software.

Spreadsheet

After this compete module the candidate will be able to gain the skills to operate the <u>SPREADSHEETS</u> and work with it to manage and manipulate the documents and the different types of data.

Multimedia Processing

This module deals with the skills and knowledge required to perform <u>MULTIMEDIA</u> processing, manipulate AV data in various forms for further processing

Programming Language

This module will give the candidate, skills that will be used for the programming purposes in the applied <u>LANGUAGES</u> in the field of Artificial Intelligence.

Setup Environment

After this competency standard the candidate will be able to <u>SETUP ENVIRONMENT</u> in order to work on the programming and a variety of applications of the software's/hardware's

Scrape data

After the completion of this module the candidate will be able to <u>SCRAPE</u> different types of data from the Web, build web pages and extract data from a variety of e-sources.





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Definition/ Description of the training program for Artificial Intelligence Data Technician

These qualifications will not only build the capacity of existing workers of this sector but also

support the youth to acquire skills best fit for this sector. The benefits and impact of

development of these qualifications will be on both demand and supply side.

In order to build the capacity of technical and vocational training institutes in Pakistan through provision of demand driven competencies-based trainings in Information technology sector the NAVTTC, and TEVT Sector Support Program (TSSP) have joined hands together to develop qualifications for Information Technology sector.

Based upon this demand of industry these competency-based qualifications for Artificial

Intelligence Data Technician are developed under National Vocational Qualification

Framework (NVQF) (Level 1 to 4). The qualifications mainly cover competencies along with

related knowledge and professional skills which are essential for getting a job or self-

employed.

The qualifications are also in line with the vision of Pakistan's National Skills Strategy (NSS), National TVET Policy and National Vocational Qualification Framework (NVQF). This provides policy directions, support and an enabling environment to the public and private sectors to impart training for skills development to enhance social and economic profile.

Q13_AG_Form_V2_14-11-2019 (M06)

Knowledge Assessment

Qualification	National Vocational Certificate Level 01 - Artificial Intelligence Data Technician
Competency Standard(s)	Use Word Processor
Candidate Details	Name:Registration/Roll Number:
Assessment Outcome	COMPETENT INOT YET COMPETENT INOT YET COMPETENT INOT YET COMPETENT Assessor's code:

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

corr	estions (Candidate confidently answered questions rectly and demonstrated understanding of the topics and r application)	Satisfactory	Not Satisfactory
1.	Name the type of paragraph formatting in word?		
	Candidate's response	_	
2.	Explain page orientation and name its different types?	_	
3.	Differentiate between header and footer in word?		
4.	Illustrate the differences between copy-paste and cut- paste operations.		
5.	Explain the purpose of indentation.	_	
6.	List the different types of text alignment.		
			J

7.	Indicate the purpose of using print preview.	
8.	Explain the use of templates.	
9.	Contrast sentence case, uppercase and lowercase.	
10.	Compare ordered and unordered lists.	

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate Level 01 - Artificial Intelligence Data Technician
Competency Standards	061900824 Use Word Processing Software
Assessment Task	 Create a document as provided in Annexure A and produce a document as per the solution provided in Annexure B. Perform the following: 1. Find an exact word AI and replace it with Artificial intelligence and highlight, save the file with your registration number in word format as well as in PDF format. 2. Copy the first paragraph on second page and interchange it with second paragraph on the same page. 3. Put "Use Word Processor" in Header and Page Number
	in Footer of the document. 4. Print the final document in Portrait on legal size page.

I can.....

Performance Criteria	Yes	No
1. Launch word processing application		
2. Create a blank document		
3. Create from template		
4. Create content		
5. Identify saved location		
6. Save a document in desired format		
7. Navigate in a document		
8. Select text or object		
9. Find desired text		
10. Replace text		

11. Paste copied text	
12. Paste cut text	
13. Paste selected text from Clipboard	
14. Apply undo & redo operations	
15. Apply spell check	
16. Apply grammar check	
17. Insert Objects	
18. Change font size	
19. Change font style	
20. Change font family	
21. Change font color	
22. Highlight the text	
23. Apply predefined text style	
24. Change case	
25. Indent paragraph	
26. Change line spacing	
27. Align text	
28. Create Lists with proper bullets and numbering	
29. Select page layout	
30. Select page orientation	
31. Select page size	
32. Set page margins	
33. Insert headers & Footer	
34. Insert line numbers	
35. Insert page borders and Shading	
36. Select printer	
37. Preview print	
38. Print selected pages	

Candidate's Signature: Assessor's Signature:

.....

Date:

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 1 – Artificial Intelligence Data Technician	CS Code: 061900824	Level: 01	Version: 02
Competency Standard Title: Use Word Processing Software	Assessment	Date (DD/MM	/YY):

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): Create a document as provided in Annexure A and produce a document as per the solution provided in Annexure B. Perform the following: 1. Find an exact word AI and replace it with Artificial intelligence and highlight, save the file with your registration number in word format as well as in PDF format. 2. Copy the first paragraph on second page and interchange it with second paragraph on the same page. 3. Put "Use Word Processor" in Header and Page Number in Footer of the document. 4. Print the final document in Portrait on legal size page.
Time: 45 min	

	1.	Launch word processing application
	2.	Create a blank document
	3.	Create from template
	4.	Create content
	5.	Identify saved location
	6.	Save a document in desired format
	7.	Navigate in a document
	8.	Select text or object
	9.	Find desired text
	3. 10.	Replace text
	11.	Paste copied text
	12.	Paste cut text
	13.	Paste selected text from Clipboard
	14.	Apply undo & redo operations
	14.	Apply spell check
	16.	Apply grammar check
	17.	Insert Objects
Minimum	18.	Change font size
	19.	Change font style
Evidence	20.	Change font family
Required	20.	Change font color
	21.	Highlight the text
	22.	Apply predefined text style
	23. 24.	Change case
	24.	Indent paragraph
	25. 26.	Change line spacing
	20.	
	27.	Align text Create Lists with proper bullets and numbering
	20.	Select page layout
	29. 30.	
	30. 31.	Select page orientation
	31.	Select page size
		Set page margins
	33. 34.	Insert headers & Footer Insert line numbers
	35. 36.	Insert page borders and Shading
	36. 37.	Select printer
	37. 38.	Preview print
	30.	Print selected pages

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

Qualification	National Vocational Certificate Level 01 - Artificial Intelligence Data Technician			
Competency Standard(s)	Use Word Processor			
Candidate Details	Name:Registration/Roll Number:			
Assessment Outcome	COMPETENT I NOT YET COMPETENT I Name of the Assessor: Assessor's code: Signature of the Assessor: Assessor:			

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

Observation Checklist

Asse	ssment Task	Description of assessment						
Durin	ssment Task 1 g the practical a nstrated the fol	Create a document as provided in Annexure A and produce a document as per the solution provided in Annexure B. Perform the following: • Find an exact word AI and replace it with Artificial intelligence and highlight, save the file with your registration number in word format as well as in PDF format. • Copy the first paragraph on second page and interchange it with second paragraph on the same page. • Put "Use Word Processor" in Header and Page Number in Footer of the document. • Print the final document in Portrait on legal size page. assessment, candidate Yes No Remarks						
1.	Launch word	processing application						
2.	Create a blan	k document			-			
3.	Create from te	emplate			-			
4.	Create conter	nt			-			
5.	Identify saved	location			_			
6.	Save a docun	nent in desired format						
7.	Navigate in a	document						
8.	Select text or	object						
9.	Find desired t	ext						
10.	Replace text				-			
11.	Paste copied	text						
12.	Paste cut text	:						
13.	Paste selected text from Clipboard							
14.	Apply undo &	redo operations						
15.	Apply spell ch	neck						
16.	Apply gramma	ar check						
17.	Insert Objects	3						
18.	Change font s	size						

	Change font style				
19.					
20.	Change font family				
21.	Change font color				
22.	Highlight the text				
23.	Apply predefined text style				
24.	Change case				
25.	Indent paragraph				
26.	Change line spacing				
27.	Align text				
28.	3. Create Lists with proper bullets and numbering				
29.	Select page layout				
30.). Select page orientation				
31.	1. Select page size				
32.	2. Set page margins				
33.	Insert headers & Footer				
34.	Insert line numbers				
35.	Insert page borders and Shading				
36.	Select printer				
37.	Preview print				
38.	38. Print selected pages				
Competent Not Yet Competent					

Feedback to the Candidate			
	Competent		
In terms of complete competency, the candidate was found:	Not Yet Competent		
	1		
Candidate's Signature:Assessor's Signature:			

Test Yourself (Multiple Choice Questions) MODULE 1

Question	1	Which of the following typeface applies to characters.	A	Font
			В	Paragraph Style
			С	Point Size
			D	Indent
Question	2	Which option would you use? If you type a paragraph, in uppercase and	A	Change Case
		need to obenge it to contenee acco without	В	Change Size of Case
			С	Sentence Case
			D	Toggle Case
Question	3	Which feature starts a new line whenever a word or sentence reached a border?	A	Text Line
		word of sentence reached a border?	В	New Line
			С	Text Wrapping
			D	Text Align

Question	4	What is the shortcut key for finding text?		Ctrl+H.
			В	Ctrl+F.
			С	Ctrl+G.
			D	Ctrl+5
Question	5	Which of the following is \underline{NOT} a type of indent?	A	Hanging
			В	Negative
			С	Positive
			D	First-line
Question	6	Which word(s) refers to how text is positioned between the top and bottom margins of the	A	Horizontal alignment
		page?	В	Vertical alignment
			С	Justified
			D	Line spacing
Question	7	is the amount of space between lines	A	Character Spacing
		of text in a paragraph.	В	Line spacing
			С	Paragraph Spacing
			D	Indent Spacing

Question	8	Which type of bullet would you use to display a company logo?	A	Symbol
			В	Graphic
			С	Picture
			D	Numbered
Question 9	9	The direction of a rectangular page for viewing and printing is called	A	Orientation
			В	Direction
			С	Print Layout
			D	Preview
Question	10	A number of letter that appears little above the normal text is called :	A	Superscript
			В	Subscript
			С	Supertext
			D	Toptext

Answers key:

Question 01	Α	Font
Question 02	С	Sentence Case
Question 03	С	Text Wrapping
Question 04	В	Ctrl+F.
Question 05	С	Positive
Question 06	В	Vertical alignment
Question 07	В	Line spacing
Question 08	С	Picture
Question 09	Α	Orientation
Question 10	Α	Superscript

ANNUXURE-A

AI Data Technician

Modules of AI Data Technician

Word Processor

After the completion of this module the candidate will be able to operate and execute specified set of commands and tasks over the Word processing software.

Spreadsheet

After this compete module the candidate will be able to gain the skills to operate the spreadsheets and work with it to manage and manipulte the documents and the different types of data.

Multimedia Processing

This module deals with the skills and knowledge required to perform multimedia processing, manipulate AV data in varius forms for further processing

Programming Language

This module will give the candidate, skills that will be used for the programming purposes in the applied Languages in the field of AI.

Setup Environmen t

After this competency standard the candidate will be able to setup environment in order to work on the programming and a variety of applications of the software's/hardware's

Scrape data

After the completon of this module the candidate will be able to Scrape different types of data from the Web, build web pages and extract data from a variety of e-sources.

Introduction

Definition/ Description of the training program for AI Data Technician

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Annesure-B

Artificial Intelligence Data Technician

Modules of Artificial Intelligence Data Technician

Word Processor

After the <u>COMPLETION</u> of this module the candidate will be able to operate and execute specified set of commands and tasks over the Word processing software.

Spreadsheet

After this compete module the candidate will be able to gain the skills to operate the <u>SPREADSHEETS</u> and work with it to manage and manipulate the documents and the different types of data.

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This module deals with the skills and knowledge required to perform <u>MULTIMEDIA</u> processing, manipulate AV data in various forms for further processing

Programming Language

This module will give the candidate, skills that will be used for the programming purposes in the applied <u>LANGUAGES</u> in the field of Artificial Intelligence.

Setup Environment

After this competency standard the candidate will be able to <u>SETUP ENVIRONMENT</u> in order to work on the programming and a variety of applications of the software's/hardware's

Scrape data

After the completion of this module the candidate will be able to <u>SCRAPE</u> different types of data from the Web, build web pages and extract data from a variety of e-sources.





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Definition/ Description of the training program for Artificial Intelligence Data Technician

These qualifications will not only build the capacity of existing workers of this sector but also

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development of these qualifications will be on both demand and supply side.

In order to build the capacity of technical and vocational training institutes in Pakistan through provision of demand driven competencies-based trainings in Information technology sector the NAVTTC, and TEVT Sector Support Program (TSSP) have joined hands together to develop qualifications for Information Technology sector.

Based upon this demand of industry these competency-based qualifications for Artificial

Intelligence Data Technician are developed under National Vocational Qualification

Framework (NVQF) (Level 1 to 4). The qualifications mainly cover competencies along with

related knowledge and professional skills which are essential for getting a job or self-

employed.

The qualifications are also in line with the vision of Pakistan's National Skills Strategy (NSS), National TVET Policy and National Vocational Qualification Framework (NVQF). This provides policy directions, support and an enabling environment to the public and private sectors to impart training for skills development to enhance social and economic profile.

Knowledge Assessment

Qualification	National Vocational Certificate Level 01 - Artificial Intelligence Data Technician
Competency Standard(s)	Use Word Processor
Candidate Details	Name:Registration/Roll Number:
Assessment Outcome	COMPETENT D NOT YET COMPETENT D Name of the Assessor: Assessor's code: Signature of the Assessor:

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

r application)		Satisfactory
Name the type of paragraph formatting in word?		
Candidate's response	-	
Explain page orientation and name its different types?	_	
Differentiate between header and footer in word?		
Illustrate the differences between copy-paste and cut- paste operations.		
Explain the purpose of indentation.		
	-	
List the different types of text alignment.	_	
	Candidate's response Explain page orientation and name its different types? Differentiate between header and footer in word? Illustrate the differences between copy-paste and cut- paste operations. Explain the purpose of indentation.	Candidate's response Explain page orientation and name its different types? Differentiate between header and footer in word? Illustrate the differences between copy-paste and cut- paste operations. Explain the purpose of indentation.

7.	Indicate the purpose of using print preview.	
8.	Explain the use of templates.	
9.	Contrast sentence case, uppercase and lowercase.	
10.	Compare ordered and unordered lists.	

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