













Published by

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Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder		CS Code:		Leve	el:3	Vers	sion	:1
Competency Standard: Perform Gathering	Asse	ssessment Date:		1_				
Composition of Chamber and Control of Contro			D	D	M	M	Υ	Υ

Candidate Details	Name Registration/Roll Number
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Perform substrate handling as per job requirement. Task .2 Verify form sequence and page number. Task .3 Perform gathering and record entries in given format A. Task .4 Complete Knowledge assessment test.
Minimum Evidence Required	During a practical assessment, under observation by trainer, you will complete following Tasks: Task 1. Perform substrate handling as per job requirement. Performance Criteria .1 Verify binding side as per docket/dummy Performance Criteria .2 Perform Substrate Stacking as per instruction/dummy Task 2. Verify form sequence and page number. Performance Criteria .1 Verify form number as per docket A-1. Performance Criteria .2 Arrange form sequence as per binding instruction. Performance Criteria .3 Verify page number sequence as per dummy. Task 3. Perform gathering and record entries in given format B. Performance Criteria .1 Set gathered forms as per instruction. Performance Criteria .2 Perform gathering as per dummy. Performance Criteria .3 Record the final counter along-with the wastages
	Task 4. During assessment, under observation by trainer, you will complete written knowledge test.

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candida Details	ate	Name:									
Assessr Outcon		Name of the Assessor (Trainer)								r's code:	
		Signature of the Assessor:									
Assessment Summary (to be filled by the assessor)											
		Asse	sment Si	ımmaı	ry (to b	e fille	d by the	e assesso	or)		
	Activ	rity			Metho	d			R	esult	
Nature of Activity			Written	Oral	Observation	Portfolio	Role Play		Not Yet Competent		
Practica	ıl Skill Den	nonstration			✓						
Knowle	dge Assess	sment	✓	✓							
Other R	equireme	nt				✓					
		Fa	ch Assessr	nent Ta	sk (wit	h nerfo	rmance	criteria)			
Accacem	ent Task		Descripti					criteria,			
A33C33111	ient rask		Perform					requirem	ent		
During to	-	l assessment, o	andidate	demon	strated	l the		Yes	No	Remarks	
1	Verify bind	ding side as per	docket/d	ummy							
2	Perform Si	ubstrate Stacki	ng as per i	nstruct	ion/dur	nmy					
Compete	ent 🗀		Not Yet (Compet	ent						
		Ea	ch Assessr	nent Ta	sk (wit	h perfo	rmance	criteria)			
Assessm	ent Task		Descripti Verify for					er			
During to	=	l assessment,	candidate	demon	strated	l the		Yes	No	Remarks	
1	Verify form	n number as pe	er docket A	۱-1.							
2		orm sequence a	•								
3	Verify pag	e number sequ	ence as pe	er dumr	ny.						
Compete	ent		Not Yet (Compet	tent						

Each Assessment Task (with performance criteria)										
Assessment Task Description of assessment task 3 Perform gathering and record entries in given format B.										
During following	the practical assessment, ong:	Yes	No	Remarks						
1	Set gathered forms as pe	r instruction.								
2	Perform gathering as per	dummy.								
3	Record the final counter	along-with the wastages								
Compe	tent									

	KNOWLEDGE ASSESSMENT QUESTIONNAIRE	MODEL	
CANDIDATE DETAILS	Candidate Name: Father's Name: Registration No: Training Institution: Qualification: Binder Module: Perform Gathering Operation	Candidate signature	
NOTE	Time Allowed: 20 minutesAttain all questions.All questions carry equal marks.		
INSTRUCTION	N Encircle the best answer.		
Q 1.Enlist any	y two types of binding.		
a)	Saddle stitch binding.		
b)	Hot glue binding.		
c)	Hard cover binding.		
d)	Pad binding		
Q 2. Why we	use gathering of forms?		
a)	For color management		
b)	Page sequence.		
c)	Die cutting.		
d)	Block making.		

Q 3. What wi	Il happen if form sequence is wrong?	
a)	Client will accept.	
b)	Good printing quality.	
c)	Page sequence not correct.	
d)	Binding quality.	
Q 4. Name th	ne types of numbering.	
a)	Numeric numbering.	
b)	Roman numbering.	
Q 5. Enlist th	e two Purpose of gathering.	
a)	Book binding.	
b)	Writing pad binding.	
c)	Invoice book binding.	
Q 6. The gat	hering style of saddle stitch and hot glue binding are same?	
a)	True.	
b)	False.	
Q 7. Gatherir	ng is the essential part of book binding?	
a)	True.	
b)	False.	
Q 8. Number	written on forms helps in?	
a)	Folding.	
b)	Binding.	
c)	Cutting.	
d)	Gathering sequence.	
Q 9. Gatherir	ng stack should be placed at what distance?	
a)	10 ft.	
b)	20 ft.	
c)	25 ft.	
d)	Arm's length	
Q 10. En:	suring sequence of the first pick is not important?	
a)	True	
b)	False	

DOCKET (Gathering)

Name	and	ID	of
as	sess	e	

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned

on:

15 March 2020

Client

PAPGAI

Job Type:

Prospectus

Quantity:

No of Page

80

10

No of forms

5

Size Specification Bond

Bonding type

Hot Glue

8.5" x 5.5"

Special instructions:	
Job Sample	As per provided sample

Format - B	Daily Production report										
Gathering O											
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks					
Operator Sig	gn:					Supervisor Sign:					

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder		CS Code:		Leve	el:3	Ver	sion	:1
Competency Standard: Carry out Folding Operation	Asse	ssment Date:	D	D	M	M	Υ	Υ

Candidate Details								
	To meet this standard, you are require	d to complete the following tasks within 02 Hours:						
	Task .1 Perform substrate handling as							
Guidance for	Task .2 Make ready workstation for f	= -						
Candidate	Task .3 Perform folding machine operation. Task .4 Perform post production activity and record folding entries in given format A. Task .5 Complete Knowledge assessment test.							
	During a practical assessment, under o	bservation by trainer, you will complete						
	following Tasks:							
	Task 1. Perform substrate handling as per job requirement							
	Performance Criteria .1 Verify side la	y and front lay as per assessor instruction.						
	Performance Criteria .2 Verify page r	number sequence as per dummy.						
	Task 2. Make ready workstation for folding operation.							
		size on feeder as per substrate.						
		er rollers as per instruction						
	=	g grill as per folding mark						
Minimum	=	g knife on folding mark as per instruction						
	=	er belt as per substrate.						
Evidence	=	ery trolley as per instruction.						
Required	Performance Criteria .7 Adjust count	er setting as per instruction						
	Task 3. Perform folding machine ope	ration.						
	Performance Criteria .1 Carry out fol	ding machine operation as per instruction.						
	Performance Criteria .2 Tie up the bu	undles as per instruction.						
	= = = _ = _ = _ = _ = _	rity and record folding entries in given format A.						
	Performance Criteria .1 Clean the wo	· · · · · · · · · · · · · · · · · · ·						
	Performance Criteria .2 Record the f	nal counter along-with the wastages						
	Task 5. During assessment, under obseknowledge test.	ervation by trainer, you will complete written						

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	e	Name:										
Details		Candidate Signature:										
		COMPETENT		l			NOT YE	TCOMPET	ΓΕΝΤ			
Assessme Outcome		Name of the	Assessor (Traineı	r)				Assesso	r's code:		
		Signature of the Assessor:										
Assessment Summary (to be filled by the assessor)												
	Activ	rity			Metho	d			R	esult		
Nature of	Activity		Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent		
Practical S	Skill Dem	nonstration			✓							
Knowledge	e Assess	sment	✓	✓								
Other Req	quireme	nt				✓						
		Ea	ch Assessi	nent Ta	ask (wit	th perf	ormance	criteria)				
Assessmen	nt Task		Descript Perform					requirem	ent			
During the following:	practica	l assessment, o	candidate	demor	strated	d the		Yes	No	Remarks		
1 Ve	erify side	lay and front I	ay as per a	assesso	r instru	ction.						
2 _{V6}	erify page	e number sequ	ence as pe	er dumi	my							
Competent			Not Yet					•				
		Ea	ch Assessı	ment T	ask (wi	th perf	ormance	criteria)				
Assessmen	nt Task		Descript Make rea					peration				
During the following:	practica	l assessment,					- 0 -1	Yes	No	Remarks		
1 A	djust pap	er size on feed	er as per s	substra	te.							
	-	nsfer rollers as	•									
	-	ling grill as per										
	-	ling knife on fo			r instruc	ction						
	-	nsfer belt as pe						+				
	-	ivery trolley as inter setting as	-									
Competent	_		Not Yet		tent				<u> </u>			

			Each Assessment Task (with performa	ance criteria)		
Assessi	ment Tas	k	Description of assessment task 3			
			Perform folding machine operatio	n and mainta	in log book	
During followi	-	tical assessme	nt, candidate demonstrated the	Yes	No	Remarks
1	Carry o	ut folding mad	chine operation as per instruction			
2	Tie up 1	he bundles as	per instruction			
Compe	tent		Not Yet Competent			
			Each Assessment Task (with performa	ance criteria)		
Assessi	ment Tas	k	Description of assessment task 4			
			Perform post production activity a	and record fol	ding entrie	s in given form
During followi	-	tical assessme	nt, candidate demonstrated the	Yes	No	Remarks
1	Clean t	he work statio	n as per instruction			
2	Record	the final coun	ter along-with the wastages			
Compe	tent		Not Yet Competent			
		KNO	WLEDGE ASSESSMENT QUESTIONN	AIRE MODEL		
Training Instituti Qualification: B		Training Inst	No: Date: itution: : Binder ry out Folding operation		Candi	-
NOTE		 Atta 	e Allowed: 20 minutes in all questions. questions carry equal marks.			
INSTRU	JCTION	Encircle the	best answer.			
Q 1.E	nlist any t	hree purpose	of fanning;			
	b) Ea c) To d) Fo	asy to count.	•			

Q 2. Name th	ne types of numbering	
a)	Numeric numbering.	
b)	Roman numbering.	
Q 3. Name th	ne type of folding in given picture.	
۵)	Devel Cate Fold	
a)	Panel Gate Fold. Double Gate Fold.	
b) c)	Roll Fold.	
d)	Double parallel Fold.	
u)	Double parallel i old.	
O 4 Enlist th	ne two types of binding.	
a)	Saddle stitch binding.	
b)	Hot glue binding.	
c)	Hard cover binding	
•,	g	
Q 5.It's nece	essary to check the number sequence in folding sample sheet.	
a)	True.	
b)	False.	
,		
Q 6.What is	the function of folding machine counter?	
a)	To count the folded sheet	
b)	To count the number of stitch	
c)	To count the number of working hours.	
d)	To count the number of days	
Q 7. If fannin	ng of paper not done properly does the paper run smoothly?	
a)	True	
b)	False	
O 0 Daga	payance of folded shoot is some in coddle atitabing and but also binding	
	equence of folded sheet is same in saddle stitching and hot glue binding. True	
a) b)	False	
b)	I aisc	

- Q 9. Creasing pressure is adjusted according to.
 - a) Substrate type
 - b) Press room moisture level
 - c) Artwork
 - d) Page sequence
- Q 10. Which of the following is a type of feeder in a folding machine?
 - a) Vacuum feeder
 - b) Pressure feeder
 - c) Roller feeder
 - d) Ink feeder

DOCKET (Folding)

Name	and	ID	of
as	sess	P	

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned

on:

15 March 2020

Client

PAPGAI

Job Type:

Book

Quantity:

100

Page no

80

Fold

Sheet

Size

8.5" x 5.5"

Specification

Туре

Three fold

GSM

70

Special instructions:	
Job Sample	As per provided sample

Format - A		Daily Production report					
Paper Foldin	ıg		Date :				
Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage	Remarks	
Operator Sig	gnature:				S	upervisor Signature:	

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:	CS Code:		Level:3		Version:1	
Competency Standard: Perform Thread Stitch Binding	Assessment Date:	D	D	M	M	Υ	Υ

Candidate Details	Name Registration/Roll Number
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Perform substrate handling as per job requirement. Task .2 Make ready workstation for thread stitch binding operation. Task .3 Perform thread stitch binding operation and record entries in the given format A Task .4 Complete Knowledge assessment test.
	During a practical assessment, under observation by trainer, you will complete following Tasks: Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Verify binding side of book as per instruction. Performance Criteria .2 Verify page number sequence of gathered book as per dummy. Performance Criteria .3 Perform stacking of gathered book as per instruction.
Minimum Evidence Required	Task 2. Make ready workstation for thread stitch binding operation. Performance Criteria .1 Adjust book clamping as per instruction Performance Criteria .2 Adjust required needle as per instruction Performance Criteria .3 Set required thread as per docket. Performance Criteria .4 Adjust thread cutting as per instruction Task 3. Perform thread stitch binding operation and record entries in the given format A. Performance Criteria .1 Carry out thread stitch binding operation as per instruction Performance Criteria .2 Remove the waste material as per instruction.
	Task 4. During assessment, under observation by trainer, you will complete written knowledge test.

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candio	date	Name: Registration/Roll Number:								
Details	S	Candidate Sigr	Candidate Signature:							
A	· ma a m t	COMPETENT	□ NOT YET					СОМРЕТ	TENT	
Assess Outco		Name of the A	ssessor (Trainer)	•••••			Assessor	's code:
		Signature of the	gnature of the Assessor:							
		Asses	sment Su	ımmaı	y (to k	e fille	d by the	assesso	or)	
	Activ	/ity			Metho	d	_		Re	esult
Nature of Activity			Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent
		nonstration			✓					
	edge Asses		√	✓						
Other	Requireme	nt				✓				
		Eac	h Assessn	nent Ta	sk (wit	h perf	ormance	criteria)		
Assessr	ment Task		Descripti Perform s					requirem	nent	
During the practical assessment, car following:							, - , , - , - , - , - , - , - , - , - ,	Yes	No	Remarks
1	Verify bind	ding side of bool	ok as per instruction.							
2			uence of gathered book as per dummy.				ummy.			
3	_	tacking of gathe	ered book as per instruction.							
Compe	tent _		Not Yet C	Compet	ent					
Each Assessment Task (with performance criteria)										
Assessment Task Description of assessment task 2 Make ready workstation for thread stitch binding operation										
During the practical assessment, candidate demonstrated the following: Yes No Remarks					Remarks					
1	<u> </u>	ok clamping as p								
2	1	uired needle as	-	ıction						
3 Set required thread as per doc								-		
4		ead cutting as p						1		
Compe	tent	1	Not Yet C	omnet	ent	1 1				

	Each Assessment Task (with performance criteria)							
Assessr	nent Task	Description of assessment task 3 Perform thread stitch binding and record entries in the given format A.						
_	During the practical assessment, candidate demonstrated the following: Yes No Remarks							
1 Carry out thread stitch binding operation as per instruction								
2 Remove the waste material as per instruction.								
Competent Not Yet Competent								

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL							
CANDIDAT DETAILS	Candidate Name:						
NOTE	 Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. 						
INSTRUCTI	ON Encircle the best answer.						
a) T	e size depends on paper thickness and number of pages. True Talse						
a) (two types of threads. Cotton thread Synthetic thread.						
Q 3. Forms measurement is necessary in thread stitch binding operation. a) True b) False							

Q 4.Thr	ead stitch binding has more strength then hot glue binding.
a)	True
b)	False
Q 5. In t	nread stitch binding operation there is no need to clamp the forms.
a)	True
b)	False
Q 6.On	what part of the book, thread stitching operations is performed.
a)	Spine
b)	Head
c)	Foot
d)	Side
Q 7.For	m gathering sequence of thread stitched binding is the same as.
a)	Hot glue binding
b)	Spiral binding
c)	Loose pages
d)	None of the above
Q 8.Car	n we use saddle stitched wire in thread binding?
a)	No
b)	Yes
Q 9. Aft	er stitching books are separated by:
a)	Cutting of thread
b)	By number sequence
c)	Color
d)	Size
Q 10.	What consumable is used in thread binding?
a)	Thread
b)	Ink
c)	Water
d)	Glue

Annexure
A-1

DOCKET (Thread Stitch Binding)

Name a	nd	ID	of				
assesse							

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned

on:

15 March 2020

Client

PAPGAI

Job Type:

Prospectus

Quantity:

10

No of Page

80

No of forms

5

Size

A4

Paper

Type

Offset paper

GSM

80

Special instructions:	Form Sequence checking	
Job Sample	As per provided sample	

Format A	Daily Production report								
Thread Stitcl	n Binding Date :								
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks			
Operator Signature: Supervisor Signature:						Supervisor Signature:			

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder	CS Code:		Leve	el:3	Ver	sion	:1
Competency Standard: Binder	Assessment Date:	D	D	M	M	Υ	Υ

Candidate Details	Name Registration/Roll Number
	To meet this standard, you are required to complete the following tasks within 03 Hours:
Guidance for	Task .1 Perform Gathering as per docket-A-1.
	Task .2 Carry out Folding Operation as per docket-A-2. Task .3 Perform Thread stitch binding as per docket-A-3.
Candidate	Task .4 Perform Waste Management as per standard.
	Task .5 Complete Knowledge assessment test.
	During a practical assessment, under observation by trainer, you will complete
	following Tasks:
	Task 1. Perform Gathering as per docket-A-1.
	Performance Criteria .1 Perform substrate handling as per job requirement.
	Performance Criteria .2 Verify form sequence and page number.
	Performance Criteria .3 Perform gathering as per docket and record entries in Format A.
	Task 2. Carry out Folding Operation as per docket-A-2.
	Performance Criteria .1 Perform substrate handling as per job requirement.
	Performance Criteria .2 Make ready workstation for folding operation.
·	Performance Criteria .3 Perform folding machine operation.
Minimum	Performance Criteria .4 Perform post production activity and record folding entries in
Evidence	given format A.
Required	Task 3. Perform Thread stitch binding as per docket-A-3.
	Performance Criteria .1 Perform substrate handling as per job requirement.
	Performance Criteria .2 Make ready workstation for thread stitch binding operation.
	Performance Criteria .3 Perform thread stitch binding operation and record entries in the given format B
	Task 4. Perform Waste Management as per standard.
	Performance Criteria .1 Manage post Press waste as per standard and Record in Format-D
	Task 5. During assessment, under observation by trainer, you will complete written knowledge test.

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

		Namo				Dogist	ration /D	ما الاسماد	or:	
Candid		Name: Registration/Roll Number:								
Details	; 	Candidate Signature:								
		COMPETENT					NOT VE	ГСОМРЕТ	renit .	
Assess	ment	COMPETENT					NOT TE	CONIFE	IEINI	
Outcor		Name of the Assessor (Trainer)Assessor's code:							's code:	
C 0.1001		Signature of the Assessor:								
		Signature of th								
		Assess	ment Si	umma	ry (to k	e fille	d by the	e assesso	or)	
	Activ	/ity		1	Metho	d			Re	esult
					on				int	et
Naturo	of Activity	,	L.		Observation	<u>:</u>	Play		Competent	Not Yet Competent
Nature	OI ACTIVITY		Written	-	ser	Portfolio	Role P		mo	Z Huo
			Į≶	Oral	g	Po	Ro	(S	O
Practica	al Skill Den	nonstration			✓					
	dge Asses		✓	✓						
Other F	Requireme	nt				✓				
								criteria)		
Assessn	nent Task		Descripti Perform							
During	the practica	al assessment, ca								
followin	-							Yes	No	Remarks
1	Perform s	ubstrate handlin	g as per j	ob req	uiremei	nt.				
2		n sequence and		nber.						
3	_	athering as per o								
Compet	tent _		Not Yet (Compe	tent					
		Eac	n Assessr	nent Ta	ask (wit	th perfo	rmance	criteria)		
Assessn	nent Task		Descripti							
		•	Carry out				per doc	ket-B.	<u> </u>	
During following	=	al assessment, ca	indidate	demor	istrated	the !		Yes	No	Remarks
1	_	ubstrate handlin	σ ac ner i	oh rea	uiramai	nt				
2		dy workstation for				11.				
3		olding machine o		•						
4		ost production a	ctivity ar	nd reco	rd foldi	ng entr	ies in			
	given forn									
Compet	tent		Not Yet (Compe	tent	\square				

		Each Assessment Task (with perfo		<i>'</i>	
Assessment Ta	sk	Description of assessment tas Perform Thread stitch binding			
During the prac following:	tical assessment	, candidate demonstrated the	Yes	No	Remarks
1 Perfor	m substrate hand	dling as per job requirement.			
		n for thread stitch binding operat			
≺	m thread stitch b ⁻ ormat B.	inding operation and record entri	es in the		
Competent		Not Yet Competent			
		Each Assessment Task (with perfo	ormance criteria)	
Assessment Ta	sk	Description of assessment tas Perform Waste Management			
During the practical following:	ctical assessmen	t, candidate demonstrated the	Yes	No	Remarks
	ge post Press was	ste as per standard and record in	format-		
Competent	KNOW	Not Yet Competent	DNNAIRE MODE	L	
Competent		LEDGE ASSESSMENT QUESTIC		L	
Competent					
	Candidate Nar	LEDGE ASSESSMENT QUESTIC			s Signature
CANDIDATE	Candidate Nar Father's Name	LEDGE ASSESSMENT QUESTION	Ca	ndidate's	
CANDIDATE	Candidate Nar Father's Name Registration N	LEDGE ASSESSMENT QUESTIC	Ca	ndidate's Cand	lidate signature
CANDIDATE	Candidate Nar Father's Name Registration N	ne: Date	Ca	ndidate's Cand	lidate signature
ANDIDATE	Candidate Nar Father's Name Registration N Training Institu Qualification:	ne: Date	Ca	ndidate's Cand	lidate signature
CANDIDATE	Candidate Nar Father's Name Registration N Training Institu	ne: Date	Ca	ndidate's Cand	lidate signature
CANDIDATE	Candidate Nar Father's Name Registration N Training Institu Qualification: Module: Binde	ne: Date o: Binder	Ca	ndidate's Cand	lidate signature
CANDIDATE DETAILS	Candidate Nar Father's Name Registration N Training Institu Qualification: Module: Binde	ne:	Ca	ndidate's Cand	lidate signature
ANDIDATE	Candidate Nar Father's Name Registration N Training Institu Qualification: Module: Binde	ne: Date o: Binder	Ca	ndidate's Cand	lidate signature

Q 1. Enlist two types of threads.

a) Cotton threadb) Synthetic thread.

Q 2.Forr	ns measurement is necessary in thread stitch binding operation.
a)	True
b)	False
Q 3. Thre	ead stitch binding has more strength then hot glue binding.
,	True
b)	False
Q 4.Wha	at is the function of folding machine counter?
a)	To count the number of folded sheet
b)	To count the number of stitch
c)	To count the number of working hours.
d)	To count the number of days
0.5.5.1	
	st the two types of binding.
	a) Saddle stitch binding.
	b) Hot glue binding.
	c) Hard cover binding
Q 6.Wha	at is the purpose of gathering of forms?
	a) For color management
	b) Page sequence.
	c) Die cutting. d) Block making.
Q 7.Wha	at will happen if form sequence is wrong?
	a) Client will accept.
	b) Good printing quality.
	c) Wrong page sequence.d) Binding quality.
Q 8.Nam	ne the types of numbering.
	a) Numeric numbering.
	b) Roman numbering.

- Q 9.A nice way to dispose of confidential documents is to
 - a) Use shredder
 - b) Tear off and put them into trash can
 - c) Burn them
 - d) Any of the above
- Q 10. All of the following are categories of waste, except:
 - a) Industrial
 - b) Hazardous
 - c) Municipal
 - d) Litter

Annexure
A-1

DOCKET (Gathering)

Name and ID of	F
assesse	

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned

on:

15 March 2020

Client

PAPGAI

10

Job Type:

Prospectus

Quantity:

No of Page 80

No of forms 5

Size 8.5" x 5.5"

Specification

Bonding type

Hot Glue

Special instructions:	
Job Sample	As per provided sample

DOCKET (Folding)

Name	and	ID	of
as	sess	e	

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned

on:

15 March 2020

Client

PAPGAI

Job Type:

Book

Quantity:

100

Page no

80

Fold

Sheet

Size

8.5" x 5.5"

Specification

Type

Three fold

GSM

70

Special instructions:	
Job Sample	As per provided sample

DOCKET (Thread Stitch Binding)

Name	and	ID	of
as	sess	e	

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned

on:

15 March 2020

Client

PAPGAI

Job Type:

Prospectus

Quantity:

10

No of Page

80

No of forms

5 A4

Paper

Туре

Size

Offset paper

GSM

80

Special instructions:	Form Sequence checking
Job Sample	As per provided sample

Format - A	Daily Production report							
Gathering O	peration				Date :			
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks		

Format - B	Daily Production report							
Paper Foldin	g		Date:					
Operator Name	Job card no.	Client name	Total Sheet	Sheet count	Wastage Remarks			

Format C	Daily Production report						
Thread Stitch	n Bindin	g			Date		
Operator Name	Job card no.	Client name	Binding Format	Total no. of forms	Total Books	Remarks	

Daily Production report							
agement		Date :					
Sorted Sheet Size	Sheet count	Printed	Blank	Remarks			
	Sorted	sorted Sheet count	sorted Sheet count Printed	sorted Sheet count Printed Blank			

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

Title of Qualification: Binder		CS Code:		Leve	el:3	Vers	sion	:1
Competency Standard: Perform Waste Management	Asses	ssment Date:	D	D	M	M	Υ	Υ

Candidate Details	Name Registration/Roll Number					
Guidance for Candidate	To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Manage post Press waste as per standard. Task .2 Handle toxic & nontoxic chemicals as per standard. Task .3 Complete Knowledge assessment test.					
Minimum Evidence Required	During a practical assessment, under observation by trainer, you will complete following Tasks: Task 1. Manage post Press waste as per standard. Performance Criteria .1 Sort the waste generated at the workplace according to usability. Performance Criteria .2 Tag the reusable components/item of the waste. Performance Criteria .3 Maintain record of reusable components of the waste in format-D Task 2. Handle toxic & nontoxic chemicals as per standard. Performance Criteria .1 Tag containers of toxic chemical as per instruction. Performance Criteria .2 Store toxic waste at designated place. Performance Criteria .3 Tag containers of non-toxic chemical as per instruction. Performance Criteria .4 Store nontoxic waste at designated place. Task 3. During assessment, under observation by trainer, you will complete written knowledge test.					

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

		cranic	. ana circ	· carra	.aacc (u	4550		-,	
Candio	date	Name:				Regist	ration/R	oll Numb	er:	
Details	5	Candidate Sig	gnature:							
Assess	ment	COMPETENT NOT YET							TENT	
Outco		Name of the	Name of the Assessor (Trainer)						Assesso	or's code:
		Signature of	the Assess	or:	•••••		•••••			
Г										
		Asse	ssment Su	ımmaı	ry (to k	e fille	d by the	e assess	or)	
	Activ	/ity		1	Metho	d			F	Result
Nature of Activity			Written	Oral	Observation	Portfolio	Role Play		Competent	Not Yet Competent
		nonstration			✓					
	edge Asses		√	√						
Other	Requireme	nt				✓				
		Ea	ch Assessn	nent Ta	ask (wit	h perf	ormance	criteria)		
Assessr	nent Task		Description of assessment task 1 Manage post Press waste as per standard							
During following		ll assessment,	candidate	demon	strated	l the		Yes	No	Remarks
1	Sort the w	aste generated	d at the wo	rkplace	accord	ling to	usability			
2	Tag the re	usable compor	nents/item	of the	waste.					
3	1	ecord of reusa				aste				
Compe	tent [Not Yet C	Compet	ent			•	•	
			l							
	Each Assessment Task (with performance criteria)									
Assessment Task Description of assessment task 2 Handle toxic & nontoxic chemicals as pe				er stand	ard					
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks				
1	1 Tag containers of toxic chemical as per instruction.									
2	2 Store toxic waste at designated place.									
3	Tag containers of non-toxic chemical as per instruction.									
4		toxic waste at o		-						
Compet	tent 🗌		Not Yet C	Compet	ent					

CANDIDATE DETAILS Candidate's Name: Father's Name: Registration No: Date: Training Institution: Qualification: Binder Module: Perform Waste Management

NOTE

- Time Allowed: 20 minutes.
- Attempt all questions.
- All questions carry equal marks.

INSTRUCTION	Encircle the best answer.	
Q-1	Waste management are all the activities and actions requi	·
	A) packing C) B) burning D)	Storage final disposal
Q-2	All of the following are categories of waste, except:	
	A) industrial C)	Municipal
	B) hazardous D)	Litter
Q-3	Hazardous waste.	
	A) Is ignitable C)	Is corrosive
	B) Is toxic D)	all choices are correct
Q-4	The key component of waste management is:	
	A) safety C)	keeping an eye on waste
	B) waste reduction D)	
Q-5	The sum of all the waste produced by individuals, industri	es, mining, and agriculture is referred to as:
	A) trash C)	
	B) municipal solid waste D)	Recycling

Q-6	Most recycling focuses on four major categories of products. Which one of these is NOT one of them? A) paper C) plastic B) chemicals D) glass
Q-7	 How are Chemical waste materials to be stored for disposal? A) In separate containers, each labeled with the contents and identified as waste. B) Mixed with other materials in one container, labeled with a list of the contents and identified as waste. C) In original containers only and identified as waste. D) Containers lined with yellow bags.
Q-8	Choose the correct type of containers for storing flammable waste prior to disposal. A) Glass bottles C) Plastic jugs B) Yellow containers D) Red cans
Q-9	Unidentified chemical waste can be disposed together with the other chemicals. True or False? A) True C) False
Q-10	A nice way to dispose of confidential documents is to: A) Use shredder B) Tear off and put them into trash can C) Burn them D) Any of the above

Format – A	Daily Production report					
Waste Mana	agement		Date :			
Operator Name	Sorted Sheet Size	Sheet count	Printed	Blank	Remarks	

Operator Signature:	Supervisor Signature:

Anne	xure
A-1	

POST PRESS ROOM WASTE MANAGEMENT REPORT

Name a Ass		

Date:		Activities start at:	A:M/ P:M	End at:	:A:M/ P:M
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Perform Waste Management								
S. No.		Waste	Hazard category				Qty.	Disposal method
1			Toxicity (Poison)	Ignitability (Flammable)	Corrosivity (Rusty)	Reactivity (Explosive)		
2	Solid		Toxicity	Ignitability	Corrosivity	Reactivity		
3			Toxicity	Ignitability	Corrosivity	Reactivity		
4			Toxicity	Ignitability	Corrosivity	Reactivity		
5	Liquid		Toxicity	Ignitability	Corrosivity	Reactivity		
6			Toxicity	Ignitability	Corrosivity	Reactivity		

Remarks (Optional)

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