

ELECTRICAL MACHINE WINDING TECHNICIAN



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ASSESSMENT PACKAGE
National Vocational Certificate Level 1

Version 1 - September, 2018

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September, 2018
Islamabad, Pakistan

ELECTRICAL MACHINE WINDING TECHNICIAN



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ASSESSMENT PACKAGE

National Vocational Certificate Level 1

Version 1 - September, 2018

This formative assessment relates to the training programme: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Module Title: Comply with Work Health and Safety Policies	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet the required standard of assessment, you have to complete the following assessment tasks within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task 1: Work safely at work place</p> <p>Assessment Task2: Communicate work health and safety (WHS) assess at work place</p> <p>Assessment Task3: Minimize risks to personal safety at work place.</p> <p>Assessment Task4: Minimize risks to public safety</p> <p>And complete:</p> <ol style="list-style-type: none"> 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1:</p> <p>Performance Criteria 2:</p> <p>Performance Criteria 3:</p> <p>Performance Criteria 4:</p> <p>Performance Criteria 5:</p> <p>Performance Criteria 6:</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1:</p> <p>Performance Criteria 2:</p> <p>Performance Criteria 3:</p> <p>Performance Criteria 4:</p> <p>Performance Criteria 5:</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1:</p> <p>Performance Criteria 2:</p> <p>Performance Criteria 3:</p> <p>Performance Criteria 4:</p> <p>Performance Criteria 5:</p>
	<p>Assessment Task 4</p> <p>Performance Criteria 1:</p> <p>Performance Criteria 2:</p> <p>Performance Criteria 3:</p> <p>Performance Criteria 4:</p> <p>Performance Criteria 5:</p>

	<p>Portfolios required at the time of assessment (if any) like trainees assignment, Project job etc:</p> <p>Performance criteria 1 for the evaluation of portfolio</p> <p>Performance criteria 2 for the evaluation of portfolio</p> <p>Performance criteria 3 for the evaluation of portfolio</p> <p>.....</p>
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Continued on following page

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

(Formative Assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)			
Assessment Task 1 : Work safely at work place		Description of assessment task 1	

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
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Assessment Task 2 Communicate work health and safety (WHS) assess at work place		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3: Minimize risks to personal safety at work place.		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria 2:			
3	Performance criteria 3:			
4	Performance criteria 4:			
5	Performance criteria 5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4:.. Minimize risks to public safety		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria 2:			
3	Performance criteria 3:			
4	Performance criteria 4:			
5	Performance criteria 5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio(if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Performance criteria 1				
2	Performance criteria 2				
3	Performance criteria 3				
4				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Assessors Judgment Guide
TITLE OF QUALIFICATION
(Formative Assessment)

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Competency Standard Title: Comply Work Health and Safety Policies	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Curriculum Module, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

WRITTEN ASSESSMENT

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level:	Version:
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Competency Standard Title: Comply Work Health and Safety Policies	Assessment Date (DD/MM/YY):
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Question	Candidate's answer
1.	
2.	
3.	
4.	
5.	
6.	
7.	

This formative assessment relates to the training programme: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Module Title: Obey the Workplace Policies and procedures	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet the required standard of assessment, you have to complete the following assessment tasks within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task 1. Obey the workplace personal appearance and hygiene</p> <p>Assessment Task 2. Follow work ethics</p> <p>Assessment Task 3. Demonstrate the Work place behaviors</p> <p>Assessment Task 4. Communicate workplace policy & procedures</p> <p>Assessment Task 5. Review the implementation of workplace policy & procedures And complete:</p> <p>3. Knowledge assessment test (Written or Oral)</p> <p>4. Portfolios at the time of assessment (if any)</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5: Performance Criteria 6:</p> <p>Assessment Task 2</p> <p>Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5:</p> <p>Assessment Task 3</p> <p>Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5:</p>

	Portfolios required at the time of assessment (if any) like trainees assignment, Project job etc: Performance criteria 1 for the evaluation of portfolio Performance criteria 2 for the evaluation of portfolio Performance criteria 3 for the evaluation of portfolio
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Continued on following page

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

(Formative Assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)				
Assessment Task 1 : Obey the workplace personal appearance and hygiene		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2: Follow work ethics		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3: Demonstrate the Work place behaviors		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria 2:			
3	Performance criteria 3:			
4	Performance criteria 4:			
5	Performance criteria 5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4: Communicate workplace policy & procedures		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria 2:			
3	Performance criteria 3:			
4	Performance criteria 4:			
5	Performance criteria 5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5: Review the implementation of workplace policy & procedures		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1:			
2	Performance criteria 2:			
3	Performance criteria 3:			
4	Performance criteria 4:			
5	Performance criteria 5:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio(if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria 1			
2	Performance criteria 2			
3	Performance criteria 3			
4			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessors Judgment Guide

TITLE OF QUALIFICATION

(Formative Assessment)

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Competency Standard Title: Obey the Workplace Policies and Procedures	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Curriculum module, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level:	Version:
Competency Standard Title: Obey the Workplace Policies and Procedures	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
8.	
9.	
10.	
11.	
12.	
13.	
14.	

This formative assessment relates to the training programme: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Module Title: Follow Basic Communication skills (General)	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet the required standard of assessment, you have to complete the following assessment tasks within the given time frame (for practical demonstration & assessment):</p> <p style="text-align: center;"> Assessment Task 1. Adopt Effective listening to Skills Assessment Task 2. Develop Non verbal communication with peers Assessment Task 3. Prepare for Interview to get a job Assessment Task 4. Use communication platform at workplace Assessment Task 5. Identify communication barriers to improve interpersonal skills </p> <p>And complete:</p> <p style="padding-left: 40px;"> 5. Knowledge assessment test (Written or Oral) 6. Portfolios at the time of assessment (if any) </p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5: Performance Criteria 6:</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5:</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5:</p>

	Portfolios required at the time of assessment (if any) like trainees assignment, Project job etc: Performance criteria 1 for the evaluation of portfolio Performance criteria 2 for the evaluation of portfolio Performance criteria 3 for the evaluation of portfolio
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Continued on following page

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

(Formative Assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)				
Assessment Task 1 : Adopt Effective listening to Skills		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2 : Develop Non verbal communication with peers		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 3 : Prepare for Interview to get a job		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				
Assessment Task 4 : Use communication platform at workplace		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 5 : Identify communication barriers to improve interpersonal skills		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio(if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria 1			
2	Performance criteria 2			
3	Performance criteria 3			
4			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessors Judgment Guide

TITLE OF QUALIFICATION

(Formative Assessment)

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Competency Standard Title: Follow Basic Communication Skills (General)	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Curriculum Module, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level:	Version:
Competency Standard Title: Follow Basic Communication Skills (General)	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
15.	
16.	
17.	
18.	
19.	
20.	
21.	

This formative assessment relates to the training programme: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Module Title: Operate Computer Functions (General)	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet the required standard of assessment, you have to complete the following assessment tasks within the given time frame (for practical demonstration & assessment):</p> <p> Assessment Task 1. Set up the computer for use Assessment Task 2. Organize files in folder Assessment Task 3. Shut down computer system </p> <p>And complete:</p> <p> 7. Knowledge assessment test (Written or Oral) 8. Portfolios at the time of assessment (if any) </p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p> Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5: Performance Criteria 6: </p>
	<p>Assessment Task 2</p> <p> Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5: </p>
	<p>Assessment Task 3</p> <p> Performance Criteria 1: Performance Criteria 2: Performance Criteria 3: Performance Criteria 4: Performance Criteria 5: </p>

	Portfolios required at the time of assessment (if any) like trainees assignment, Project job etc: Performance criteria 1 for the evaluation of portfolio Performance criteria 2 for the evaluation of portfolio Performance criteria 3 for the evaluation of portfolio
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Continued on following page

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

(Formative Assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)				
Assessment Task 1 : Set up the computer for use		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2 : Organize files in folder		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 3 : Shut down computer system		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:			
2	Performance criteria2:			
3	Performance criteria3:			
4	Performance criteria4:			
5	Performance criteria5			
6	Performance criteria6:			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio(if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Performance criteria 1				
2	Performance criteria 2				
3	Performance criteria 3				
4				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Assessors Judgment Guide

TITLE OF QUALIFICATION

(Formative Assessment)

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Competency Standard Title: Operate Computer Functions(General)	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Curriculum Module, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level:	Version:
Competency Standard Title: Operate Computer Functions(General)	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
22.	
23.	
24.	
25.	
26.	
27.	
28.	

This formative assessment relates to the training programme: Electrical Machine Winding Technician	CS Code: 0713001124	Level: 1	Version:
Module Title: Perform Safe Transportation of Faulty Machine	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet the required standard of assessment, you have to complete the following assessment tasks within the given time frame 4hrs (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Prepare for work to perform safe transportation of fault machine Assessment Task 2: Install/Adjust Tri Pod and chain Block to lift the Machine Assessment Task 3: Lift the Machine through Tri Pod and chain block Assessment Task 4: Load Machine on the Loader Assessment Task 5: Load machine on Fork Lifter Assessment Task 6: Ensure safe shifting of Machine to Workshop Assessment Task 7: Ensure safe unloading of Machine at Workshop Assessment Task 8: Maintain Inventory Record <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify the required PPE's Performance Criteria 2: Collect the required PPE's Performance Criteria 3: Identify the required tools and equipment Performance Criteria 4: Collect the required tools and equipment Performance Criteria 5: Ensure functional condition of PPE's/Tools and equipment Performance Criteria 6: Ensure safe working conditions</p> <ul style="list-style-type: none"> ➤ Clear Passage ➤ Cleanliness ➤ Adequate light ➤ Ventilation <p>Assessment Task 2</p> <p>Performance Criteria 1: Wear the required PPE's Performance Criteria 2: Pick the required tools and equipment Performance Criteria 3: Prepare place for installation of tripod and chain block Performance Criteria 4: Install tripod and chain block Performance Criteria 5: Adjust tripod and chain block</p>

	<p>Assessment Task 3</p> <p>Performance Criteria 1: Wear the required PPE's</p> <p>Performance Criteria 2: Pick the required tools and equipment</p> <p>Performance Criteria 3: Identify eye bolt/hook of the machine</p> <p>Performance Criteria 4: Fasten chain using U bolt shackle with eye bolt/hook of machine</p> <p>Performance Criteria 5: Lift the machine up to safe and required height</p>
	<p>Assessment Task 4</p> <p>Performance Criteria 1: Wear the required PPE's</p> <p>Performance Criteria 2: Pick the required tools and equipment</p> <p>Performance Criteria 3: Ensure right positioning of loader for loading the machine</p> <p>Performance Criteria 4: Perform loading of machine on the loader</p> <p>Performance Criteria 5: Un-bolt the U bolt shackle of chain from eye bolt/hook of machine</p> <p>Performance Criteria 6: Fasten the machine at loader</p>
	<p>Assessment Task 5</p> <p>Performance Criteria 1: Wear the required PPE's</p> <p>Performance Criteria 2: Pick the required tools and equipment</p> <p>Performance Criteria 3: Ensure right positioning of fork lifter to load the machine</p> <p>Performance Criteria 4: Ensure safe loading of machine on the fork lifter</p>
	<p>Assessment Task 6</p> <p>Performance Criteria 1: Wear the required PPE's</p> <p>Performance Criteria 2: Pick the required tools and equipment</p> <p>Performance Criteria 3: Fasten properly machine at loader / fork lifter to avoid slipping during transportation</p> <p>Performance Criteria 4: Perform safe shifting of Machine to Workshop</p>
	<p>Assessment Task 7</p> <p>Performance Criteria1: Wear the required PPE's</p> <p>Performance Criteria2: Pick the required tools and equipment</p> <p>Performance Criteria3: Prepare site for safe unloading/placing of machine</p> <p>Performance Criteria4: Un load the machine from fork lifter</p> <p>Performance Criteria5: Prepare place for installation of tripod and chain block</p> <p>Performance Criteria6: Install tripod and chain block</p> <p>Performance Criteria7: Adjust tripod and chain block</p> <p>Performance Criteria8: Ensure right positioning of loader for unloading the machine</p> <p>Performance Criteria9: Bolt the U bolt shackle of chain with eye bolt/hook of machine</p> <p>Performance Criteria10: Un-fasten the machine at loader</p> <p>Performance Criteria11: Perform unloading of machine from the loader</p> <p>Performance Criteria12: Un-bolt the U bolt shackle of chain from eye bolt of machine</p>
	<p>Assessment Task 8</p> <p>Performance Criteria 1: Record receiving of machine</p> <p>Performance Criteria 2: Allot inventory number to machine</p> <p>Performance Criteria 3: Tag machine according to inventory number</p>
	<p>Portfolios required at the time of assessment (if any) like trainees assignment, Project job etc:</p> <p>Performance criteria 1 for the evaluation of portfolio</p> <p>Performance criteria 2 for the evaluation of portfolio</p> <p>Performance criteria 3 for the evaluation of portfolio</p> <p>.....</p>

Continued on following page

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

(Formative Assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)				
Assessment Task 1 :Prepare for work to perform safe transportation of fault machine		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1: Identify the required PPE's			
2	Performance criteria2: Collect the required PPE's			
3	Performance criteria3: Identify the required tools and equipment			
4	Performance criteria4: Collect the required tools and equipment			
5	Performance criteria5: Ensure functional condition of PPE's/Tools and equipment			
6	Performance criteria6:Ensure safe working conditions <ul style="list-style-type: none"> ➤ Clear Passage ➤ Cleanliness ➤ Adequate light ➤ Ventilation 			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2: Install/Adjust Tri Pod and chain Block to lift the Machine		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Wear the required PPE's			
2	Performance criteria2:Pick the required tools and equipment			
3	Performance criteria3: Prepare place for installation of tripod and chain block			
4	Performance criteria4:Install tripod and chain block			
5	Performance criteria5:Adjust tripod and chain block			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3: Lift the Machine through Tri Pod and chain block		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Wear the required PPE's			
2	Performance criteria 2: Pick the required tools and equipment			
3	Performance criteria 3: Identify eye bolt/hook of the machine			
4	Performance criteria 4: Fasten chain using U bolt shackle with eye bolt/hook of machine			
5	Performance criteria 5: Lift the machine up to safe and required height			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4: Load Machine on the Loader		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Wear the required PPE's			
2	Performance criteria 2: Pick the required tools and equipment			
3	Performance criteria 3: Ensure right positioning of loader for loading the machine			
4	Performance criteria 4: Perform loading of machine on the loader			
5	Performance criteria 5: Un-bolt the U bolt shackle of chain from eye bolt/hook of machine			
6	Performance criteria 6: Fasten the machine at loader			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5: Load machine on Fork Lifter		Description of assessment task 5		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Wear the required PPE's			
2	Performance criteria 2: Pick the required tools and equipment			
3	Performance criteria 3: Ensure right positioning of fork lifter to load the machine			
4	Performance criteria 4: Ensure safe loading of machine on the fork lifter			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 6: Ensure safe shifting of Machine to Workshop		Description of assessment task 6		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1: Wear the required PPE's			
2	Performance criteria2: Pick the required tools and equipment			
3	Performance criteria3: Fasten properly machine at loader / fork lifter to avoid slipping during transportation			
4	Performance criteria4:Perform safe shifting of Machine to Workshop			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 7: Ensure safe unloading of Machine at Workshop		Description of assessment task 7		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Wear the required PPE's			
2	Performance criteria 2: Pick the required tools and equipment			
3	Performance criteria 3: Prepare site for safe unloading/placing of machine			
4	Performance criteria 4: Un load the machine from fork lifter			
5	Performance criteria 5: Prepare place for installation of tripod and chain block			
6	Performance criteria 6: Install tripod and chain block			
7	Performance criteria 7: Adjust tripod and chain block			
8	Performance criteria 8:Ensure right positioning of loader for unloading the machine			
9	Performance criteria 9: Boltthe U bolt shackle of chain with eye bolt/hook of machine			
10	Performance criteria 10: Un-fasten the machine at loader			
11	Performance criteria 11: Perform unloading of machine from the loader			
12	Performance criteria 12: Un-bolt the U bolt shackle of chain from eye bolt of machine			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 8: Maintain Inventory Record		Description of assessment task 8		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria1:Record receiving of machine			
2	Performance criteria2: Allot inventory number to machine			
3	Performance criteria3: Tag machine according to inventory number			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio(if any)		Description of portfolio		
Current <input type="checkbox"/> Sufficient <input type="checkbox"/> Authentic <input type="checkbox"/> Valid <input type="checkbox"/> Reliable <input type="checkbox"/>				
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria 1			
2	Performance criteria 2			
3	Performance criteria 3			
4			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessors Judgment Guide

TITLE OF QUALIFICATION

(Formative Assessment)

This formative assessment relates to the training programme: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Module Title: Perform Safe Transportation of Faulty Machine	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Curriculum Module, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level:	Version:
Competency Standard Title: Perform Safe Transportation of Faulty Machine	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
29. Why tri pod and chain block is used?	Tri pod and chain block is used to: 1- Lift the heavy machines for loading / unloading in loader 2- Lift the heavy part of machine to separate from other parts for repair.
30. Why machines are fastened at loader during shifting?	Machines are fastened at loader to prevent them from slipping during shifting to ensure safe shifting.
31. What types of fastener are used to fasten machine at loader?	Following fasteners are used to fasten the machines at loader; 1- Wooden wedges 2- Old used tier's 3- Wire rope 4- Jute rope
32. What is Fork lifter?	Fork lifter is a machine having petrol or diesel engine, driven by a driver which is used to lift the heavy machinery for shifting them from one place to another up to a short distance, especially within the premises of a factory / industry
33. What type of bolt is used to fasten the machine with chain block for lifting?	U shackle type bolt is used to fasten the machine with chain block for lifting.
34. What is meant by preparation of place for installation of tri pod?	Preparation of place for installation of tri pod means that: 1- Tri pod requires open area for its installation, hence clearing of relevant area from other items lying in workshop / site. 2- Tri pod legs can slip during lifting heavy machine, therefore making semi holes or fastening bolt at the outer edge of the tri pod leg to avoid them from slipping in surface of floor of workshop / site.
35. What points will you consider to ensure safe transportation of machine?	Safe transportation can be ensured by considering following points. 1- Prepare site for safe installation of tri pod chain block / Prepare place for fork lifter 2- Fasten machine properly with chain block using U shackle bolt 3- Load machine on loader / fork lifter properly, keeping in view centre of gravity of machine 4- Fasten properly machine at loader / fork lifter to avoid slipping during transportation 5- Drive slowly and smoothly, avoid sharp turn 6- Prepare proper place for unloading at workshop / site 7- Unload machine from loader / fork lifter properly

(Summative Assessment)

Instruction Sheet for the Candidate

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Competency Standard Title: Perform Safe Transportation of Faulty Machine	Assessment Date (DD/MM/YY):		
Purpose of Assessment:	Summative Assessment		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet the required standard of assessment, you have to complete the following assessment tasks within the given time frame 4hrs (for practical demonstration & assessment):</p> <p>Assessment Task 1: Shift a given 20 HP Motor/25KVA Transformer from site to workshop ensuring personal, Machine and environmental safety.</p> <p>And complete:</p> <p>11. Knowledge assessment test (Written or Oral) 12. Portfolios at the time of assessment (if any)</p>

Minimum Evidence Required	<p>Performance Criteria 1. Identify the required tools , equipment & PPE's</p> <p>Performance Criteria 2. Check functional condition of the required PPE's/Tools, and equipment</p> <p>Performance Criteria 3. use the required PPE's/Tools, equipment and</p> <p>Performance Criteria 4. Ensure safe working conditions</p> <ul style="list-style-type: none"> • Clear Passage • Cleanliness • Adequate light • Ventilation <p>Performance Criteria 5. Install & adjust tripod and chain block</p> <p>Performance Criteria 6. Identify eye bolt/hook of the machine</p> <p>Performance Criteria 7. Fasten chain using U bolt shackle with eye bolt/hook of machine</p> <p>Performance Criteria 8. Lift the machine up to safe and required height</p> <p>Performance Criteria 9. Position the loader at the right place for loading of machine.</p> <p>Performance Criteria 10. Load the machine on the loader .</p> <p>Performance Criteria 11. Un-bolt the U bolt shackle of chain from eye bolt/hook of machine</p> <p>Performance Criteria 12. Fasten the machine at loader</p> <p>Performance Criteria 13. Perform safe shifting of Machine to Workshop</p> <p>Performance Criteria 14. Prepare site for safe unloading / placing of machine</p> <p>Performance Criteria 15. Position the loader at the right place for unloading of machine.</p> <p>Performance Criteria 16. Unfasten the machine at loader</p> <p>Performance Criteria 17. Install & adjust tripod and chain block</p> <p>Performance Criteria 18. Identify eye bolt/hook of the machine</p> <p>Performance Criteria 19. Fasten chain using U bolt shackle with eye bolt/hook of machine</p> <p>Performance Criteria 20. Lift the machine up to safe and required height</p> <p>Performance Criteria 21. Unload the machine through tripod and chian block from the loader.</p> <p>Performance Criteria 22. Position the lifter at the right place for lifting of machine.</p> <p>Performance Criteria 23. Load the machine on the Fork Lifter.</p> <p>Performance Criteria 24. Perform safe shifting of machine through lifter.</p> <p>Performance Criteria 25. Un load the machine from fork lifter</p> <p>Performance Criteria 26. Record receiving of machine</p> <p>Performance Criteria 27. Allot inventory number to machine</p> <p>Performance Criteria 28. Tag machine according to inventory number</p> <p>Portfolios required at the time of assessment (if any) like trainees assignment, Projects/ Jobs etc.</p> <p>for</p> <p>Performance criteria 1 for the evaluation of portfolio</p> <p>Performance criteria 2 for the evaluation of portfolio</p> <p>Performance criteria 3 for the evaluation of portfolio</p> <p>.....</p>
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Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)	
Assessment Task: Shift a given 20 HP Motor/25KVA Transformer from site to workshop ensuring personal, Machine and environmental safety. .	Description of assessment task

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the required tools , equipment & PPE's			
2.	Check functional condition of the required PPE's / Tools, equipment and use them as per job demand.			
3.	Ensure safe working conditions <ul style="list-style-type: none"> • Clear Passage • Cleanliness • Adequate light • Ventilation 			
4.	Use the required PPE's/Tools, and equipment			
5.	Install & adjust tripod and chain block			
6.	Identify eye bolt/hook of the machine			
7.	Fasten chain using U bolt shackle with eye bolt/hook of machine			
8.	Lift the machine up to safe and required height			
9.	Position the loader at the right place for loading of machine.			
10.	Load the machine on the loader .			
11.	Un-bolt the U bolt shackle of chain from eye bolt/hook of machine			
12.	Fasten the machine at loader			
13.	Perform safe shifting of Machine to Workshop			
14.	Prepare site for safe unloading / placing of machine			
15.	Position the loader at the right place for unloading of machine.			
16.	Unfasten the machine at loader			
17.	Install & adjust tripod and chain block .			
18.	Identify eye bolt/hook of the machine			
19.	Fasten chain using U bolt shackle with eye bolt/hook of machine			
20.	Lift the machine up to safe and required height			
21.	Unload the machine through tripod and chain block			
22.	Position the lifter at the right place for lifting of machine.			
23.	Load the machine on the fork lifter			
24.	Perform safe shifting of machine through lifter			

25.	Un load the machine from fork lifter			
26.	Record receiving of machine			
27.	Allot inventory number to machine			
28.	Tag machine according to inventory number			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio(if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>
		Reliable <input type="checkbox"/>		
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria 1			
2	Performance criteria 2			
3	Performance criteria 3			
4			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessors Judgment Guide
TITLE OF QUALIFICATION
(Summative Assessment / Knowledge Part)

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level: 1	Version:
Competency Standard Title: Perform Safe Transportation of Faulty Machine	Assessment Date (DD/MM/YY):		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Assessors Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Title of Qualification: Electrical Machine Winding Technician	CS Code:	Level:1	Version:
Competency Standard Title: Perform Safe Transportation of Faulty Machine	Assessment Date (DD/MM/YY):		

WRITTEN ASSESSMENT

Question	Candidate's answer
1. Why tri pod and chain block is used?	Tri pod and chain block is used to: <ul style="list-style-type: none"> 1- Lift the heavy machines for loading / unloading in loader 2- Lift the heavy part of machine to separate from other parts for repair.
2. Why machines are fastened at loader during shifting?	Machines are fasted at loader to prevent them from slipping during shifting to ensure safe shifting.
3. What types of fastener are used to fasten machine at loader?	Following fasteners are used to fasten the machines at loader; <ul style="list-style-type: none"> 1- Wooden wedges 2- Old used tier's 3- Wire rope 4- Jute rope
4. What is Fork lifter?	Fork lifter is a machine having petrol or diesel engine, driven by a driver which is used to lift the heavy machinery for shifting them from one place to another up to a short distance, especially with in the premises of a factory / industry
5. What type of bolt is used to fasten the machine with chain block for lifting?	U shackle type bolt is used to fasten the machine with chain block for lifting.
6. What is meant by preparation of place for installation of tri pod?	Preparation of place for installation of tri pod means that: <ul style="list-style-type: none"> 1- Tri pod require open area for its installation, hence clearing of relevant area from other items laying in workshop / site. 2- Tri pod legs can slip during lifting heavy machine, therefore making semi holes or fastening bolt at the outer edge of the tri pod leg to avoid them from slipping in surface of floor of workshop / site.
7. What points you will consider to ensure safe transportation of machine?	Safe transportation can be ensured by considering following points. <ul style="list-style-type: none"> 1- Prepare site for safe installation of tri pod chain block / Pre pare place for fork lifter 2- Fasten machine properly with chain block using U shackle bolt 3- Load machine on loader / fork lifter properly, keeping in view centre of gravity of machine 4- Fasten properly machine at loader / fork lifter to avoid slipping during transportation 5- Drive slowly and smoothly, avoid sharp turn 6- Prepare proper place for unloading at workshop / site 7- Un load machine from loader / fork lifter properly

