

## Instruction Sheet for the Candidate

<b>Qualification</b>	Technical Writer (Content Writing)
<b>Competency Standard</b>	Create Instruction Manuals and Guides
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____
	Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Learn the product or service</li> <li>• Learn the product / service features</li> <li>• Write the instruction manual</li> <li>• Review the instruction manual for correction and clarity</li> <li>• Finalize and instruction manual and publish</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>Learn the product or service</b></p> <ol style="list-style-type: none"> <li>1. Use the service</li> <li>2. Note the steps performed during every task of the service</li> <li>3. Take images during every task</li> </ol> <p><b>Learn the product / service features</b></p> <ol style="list-style-type: none"> <li>4. Explore every feature of the service</li> <li>5. Note the steps to explore every feature</li> </ol> <p><b>Write the instruction manual</b></p> <ol style="list-style-type: none"> <li>6. Write the instruction to perform every task of the service</li> <li>7. Add images to make the manual more helpful for users</li> </ol> <p><b>Review the instruction manual for correction and clarity</b></p> <ol style="list-style-type: none"> <li>8. Review the instruction manual for correction and clarity</li> <li>9. Make amendments in language making it clearer and more accurate</li> </ol> <p><b>Finalize and instruction manual and publish</b></p> <ol style="list-style-type: none"> <li>10. Include images, tables and other visual components to support the answers.</li> <li>11. Publish the instruction manual at appropriate platform</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Technical Writer (Content Writing)
<b>Competency Standard</b>	Create Instruction Manuals and Guides
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Learn the product or service</li> <li>• Learn the product / service features</li> <li>• Write the instruction manual</li> <li>• Review the instruction manual for correction and clarity</li> <li>• Finalize and instruction manual and publish</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Use the service	<input type="checkbox"/>	<input type="checkbox"/>
2. Note the steps performed during every task of the service	<input type="checkbox"/>	<input type="checkbox"/>
3. Take images during every task	<input type="checkbox"/>	<input type="checkbox"/>
4. Explore every feature of the service	<input type="checkbox"/>	<input type="checkbox"/>
5. Note the steps to explore every feature	<input type="checkbox"/>	<input type="checkbox"/>
6. Write the instruction to perform every task of the service		
7. Add images to make the manual more helpful for users		
8. Review the instruction manual for correction and clarity		
9. Make amendments in language making it clearer and more accurate		
10. Include images, tables and other visual components to support the answers		
11. Publish the instruction manual at appropriate platform		

Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgement Guide

<b>Qualification</b>	Technical Writer (Content Writing)
<b>Competency Standard</b>	Create Instruction Manuals and Guides
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

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							

## Observation Checklist

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Learn the product or service</li> <li>Learn the product / service features</li> <li>Write the instruction manual</li> <li>Review the instruction manual for correction and clarity</li> <li>Finalize and instruction manual and publish</li> </ul>			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Use the service			
2.	Note the steps performed during every task of the service			
3.	Take images during every task			
4.	Explore every feature of the service			
5.	Note the steps to explore every feature			
6.	Write the instruction to perform every task of the service			
7.	Add images to make the manual more helpful for users			
8.	Review the instruction manual for correction and clarity			
9.	Make amendments in language making it clearer and more accurate			
10.	Include images, tables and other visual components to support the answers			
11.	Publish the instruction manual at appropriate platform			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Technical Writer (Content Writing)
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<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </div> 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.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Differentiate between product and service.		
2.	Define factual correction.		
3.	Give an example of product/service publishing platform		

4.	Define clarity of language.		

<b>Feedback to the Candidate</b>	
<b>Candidate's Signature</b> _____	<b>Assessor's Signature</b> _____