

## Instruction Sheet for the Candidate

<b>Qualification</b>	Freelancer Writer (Content Writing)
<b>Competency Standards</b>	<ol style="list-style-type: none"> <li>1. Search multiple topics</li> <li>2. Create quality content based on industry standards</li> <li>3. Write content for a target audience</li> <li>4. Proofreading the content before submission</li> <li>5. Meet the deadline/commitment</li> </ol>
<b>Purpose of Assessment</b>	Summative 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 04 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <p>Design an optimized gig/bid post for any two freelance platform</p>
<b>Time: 04 Hrs.</b>	<p>During a practical assessment, under observation by an assessor, you are required to</p> <p>Design an optimized gig/bid post for any two freelance platform</p>
<b>Minimum Evidence Required</b>	<p><b>Design an optimized gig/bid post for any two freelance platform</b></p> <ol style="list-style-type: none"> <li>1. Create account any two-freelancer platform</li> <li>2. Activate your account</li> <li>3. Setting your profile</li> <li>4. create a gig/bid</li> <li>5. Create Contents for gig/bid of 500 words</li> <li>6. Optimized your Gig using keywords, catchy title, relevant description etc.</li> <li>7. write Email contents to respond your clients which includes services or product description</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Freelancer Writer (Content Writing)
<b>Competency Standards</b>	<ol style="list-style-type: none"> <li>1. Search multiple topics</li> <li>2. Create quality content based on industry standards</li> <li>3. Write content for a target audience</li> <li>4. Proofreading the content before submission</li> <li>5. Meet the deadline/commitment</li> </ol>
<b>Purpose of Assessment</b>	Summative Assessment
<b>Assessment Task</b>	Design an optimized gig/bid post for any two freelance platform

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Create account any two-freelancer platform	<input type="checkbox"/>	<input type="checkbox"/>
2. Activate your account	<input type="checkbox"/>	<input type="checkbox"/>
3. Setting your profile	<input type="checkbox"/>	<input type="checkbox"/>
4. create a gig/bid	<input type="checkbox"/>	<input type="checkbox"/>
5. Create Contents for gig/bid of 500 words	<input type="checkbox"/>	<input type="checkbox"/>
6. Optimized your Gig using keywords, catchy title, relevant description etc.	<input type="checkbox"/>	<input type="checkbox"/>
7. write Email contents to respond your clients which includes services or product description	<input type="checkbox"/>	<input type="checkbox"/>

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

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

## Assessors Judgement Guide

<b>Qualification</b>	Freelancer Writer (Content Writing)
<b>Competency Standards</b>	1. Search multiple topics 2. Create quality content based on industry standards 3. Write content for a target audience 4. Proofreading the content before submission 5. Meet the deadline/commitment
<b>Purpose of Assessment</b>	Summative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-between;"> <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: _____

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>	Design an optimized gig/bid post for any two freelance platform			
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Create account any two-freelancer platform			
2.	Activate your account			
3.	Edit your profile			
4.	Create a gig/bid			
5.	Create Contents for gig/bid of 500 words			
6.	Optimized your Gig using keywords, catchy title, relevant description etc.			
7.	write Email contents to respond your clients which includes services or product description			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	Freelancer Writer (Content Writing)
<b>Competency Standard</b>	1. Search multiple topics 2. Create quality content based on industry standards 3. Write content for a target audience 4. Proofreading the content before submission 5. Meet the deadline/commitment
<b>Purpose of Assessment</b>	Summative 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.	Define sales marketing.		
2.	Define Bidding.		

3.	What is Email prospective client?		
4.	Define connects regarding UpWorks.		
5.	Define Gig optimization?		

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