

Assessment Evidence Guide

For

“Dies and Mould Technology”

Level-2

Perform Bench Works
(Formative Assessment)

1st -5th March 2021



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 2, in (Dies and Mould Technology) "Machinist"	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Bench Works Maintain Personal Health, hygiene and safety Perform Basic Communication skills Carryout General Maintenance	Assessment Date (DD/MM/YY): Assessment Time: 3 hours		

Candidate Details	Name: Registration/Roll Number:.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task 1: Candidate is required to perform sawing and filing on work piece according to the drawing assign by assessor.</p> <p>Assessment Task 2: Candidate is required to perform drilling, reaming, tapping and counter sinking on work piece according to the drawing assign by assessor.</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: Select appropriate blade according to the material and set in hacksaw frame</p> <p>Performance Criteria 2: Mark layout of job as per drawing using appropriate marking tool</p> <p>Performance Criteria 3: Perform clamping of the work piece according to the instructions</p> <p>Performance Criteria 4: Perform sawing according to the instructions</p> <p>Performance Criteria 5: Select appropriate file type according to the material & profile</p> <p>Performance Criteria 6: Perform filing as per standard procedures</p> <p>Performance Criteria 7: Check quality of the component at suitable intervals.</p> <p>Performance Criteria 8: Verify the final job with the given drawing</p> <p>Performance Criteria 9: Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace</p> <p>Performance Criteria 10: Recognize processes, tools, equipment and consumable materials that have the potential to cause harm</p>

	<p>Performance Criteria 11: Select personal protective equipment in terms of type and quantity according to work orders.</p> <p>Performance Criteria 12: Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.</p> <p>Performance Criteria 13: Maintain cleanliness and hygiene as per organizational policy</p> <p>Performance Criteria 14: Comply with Health, hygiene and safety precautions before starting work</p> <p>Performance Criteria 15: Follow organizational Health, hygiene and safety guidelines during work</p> <p>Performance Criteria 16: Identify hazardous waste/ drug materials which needs to be disposed off</p> <p>Performance Criteria 17: Treat team members with respect and maintain positive relationships to achieve common organizational goals</p> <p>Performance Criteria 18: Listen to instructions carefully & comply with those instructions</p> <p>Performance Criteria 19: Carefully listen and note down the instructions of Supervisor</p> <p>Performance Criteria 20: Clean and maintain all bench-work tools and machines as per housekeeping checklists or instructions provided</p> <p>Performance Criteria 21: Prepare checklist for daily cleanliness of the workplace</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Select appropriate tool & clamping device according to the job requirement.</p> <p>Performance Criteria 2: Manage the marking tool and measuring instruments as per job requirement.</p> <p>Performance Criteria 3: Select appropriate marking tool and mark layout of job as per drawing</p> <p>Performance Criteria 4: Clamp the work piece as per job requirement.</p> <p>Performance Criteria 5: Set the machine RPM according to the drill size and work piece material</p> <p>Performance Criteria 6: Perform drilling as per standard procedures</p> <p>Performance Criteria 7: Perform post drilling operations</p> <p>Performance Criteria 8: Select appropriate reamer according to the job specification</p> <p>Performance Criteria 9: Perform drilling to produce hole according to the size of reamer</p> <p>Performance Criteria 10: Perform reaming as per job specification</p> <p>Performance Criteria 11: Select appropriate tap according to the job specification</p> <p>Performance Criteria 12: Perform drilling to produce hole according to tap size</p> <p>Performance Criteria 13: Perform tapping as per job specification</p> <p>Performance Criteria 14: Select appropriate counter sinking tool according to the drawing</p> <p>Performance Criteria 15: Set the machine RPM according to the counter sink size and work piece material</p> <p>Performance Criteria 16: Perform counter sinking as per standard procedures</p>

	<p>Performance Criteria 17: Verify the final job with the given drawing</p> <p>Performance Criteria 18: Ensure personal protective equipment is cleaned and stored in proper place.</p> <p>Performance Criteria 19: Deal with resolvable problems according to prescribed procedures</p> <p>Performance Criteria 20: Report unresolved problems to immediate supervisor</p> <p>Performance Criteria 21: Place the tools equipment etc. at their prescribed place after completion of work</p> <p>Performance Criteria 22: Collect hazardous or non-hazardous waste carefully from the designated area as per approved procedure</p> <p>Performance Criteria 23: Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure</p> <p>Performance Criteria 24: Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p> <p>Performance Criteria 25: Respond appropriately to safety hazards on all bench-work tools & machines</p> <p>Performance Criteria 26: Identify all the tools and material in proper place to ensure safe work</p> <p>Performance Criteria 27: Adopt methods and techniques for cleanliness and maintenance of tools</p>
	<p>Portfolios required at the time of assessment (if any) for</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)

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		Description of assessment task 1		
		Candidate is required to perform sawing and filing on work piece according to the drawing assign by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Select appropriate blade according to the material and set in hacksaw frame			
2.	Mark layout of job as per drawing using appropriate marking tool			
3.	Perform clamping of the work piece according to the instructions			
4.	Perform sawing according to the instructions			
5.	Select appropriate file type according to the material & profile			
6.	Perform filing as per standard procedures			
7.	Check quality of the component at suitable intervals.			
8.	Verify the final job with the given drawing			
9.	Interpret work processes and procedures correctly to identify risk to Health, hygiene and safety at workplace			
10.	Recognize processes, tools, equipment and consumable materials that have the potential to cause harm			
11.	Select personal protective equipment in terms of type and quantity according to work orders.			
12.	Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures			
13.	Maintain cleanliness and hygiene as per organizational policy			
14.	Comply with Health, hygiene and safety precautions before starting work			
15.	Follow organizational Health, hygiene and safety guidelines during work			
16.	Identify hazardous waste/ drug materials which needs to be disposed off			
17.	Treat team members with respect and maintain positive relationships to achieve common organizational goals			
18.	Listen to instructions carefully & comply with those instructions			
19.	Carefully listen and note down the instructions of Supervisor			
20.	Clean and maintain all bench-work tools and machines as per housekeeping checklists or instructions provided			

21.	Prepare checklist for daily cleanliness of the workplace			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2		
		Candidate is required to perform drilling, reaming, tapping and counter sinking on work piece according to the drawing assign by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Select appropriate tool & clamping device according to the job requirement.			
2.	Manage the marking tool and measuring instruments as per job requirement.			
3.	Select appropriate marking tool and mark layout of job as per drawing			
4.	Clamp the work piece as per job requirement			
5.	Set the machine RPM according to the drill size and work piece material			
6.	Perform drilling as per standard procedures			
7.	Perform post drilling operations			
8.	Select appropriate reamer according to the job specification			
9.	Perform drilling to produce hole according to the size of reamer			
10.	Perform reaming as per job specification			
11.	Select appropriate tap according to the job specification			
12.	Perform drilling to produce hole according to tap size			
13.	Perform tapping as per job specification			
14.	Select appropriate counter sinking tool according to the drawing			
15.	Set the machine RPM according to the counter sink size and work piece material			
16.	Perform counter sinking as per standard procedures			
17.	Verify the final job with the given drawing			
18.	Ensure personal protective equipment is cleaned and stored in proper place.			
19.	Deal with resolvable problems according to prescribed procedures			
20.	Report unresolved problems to immediate supervisor			
21.	Place the tools equipment etc. at their prescribed place after completion of work			
22.	Collect hazardous or non-hazardous waste carefully from the designated area as per approved procedure			
23.	Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure			
24.	Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials			

	as per standard operating procedure			
25.	Respond appropriately to safety hazards on all bench-work tools & machines			
26.	Identify all the tools and material in proper place to ensure safe work			
27.	Adopt methods and techniques for cleanliness and maintenance of tools			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		