



Assessment Evidence Guides

for

“Assistant Digger Operator”

Level-5

(Formative)

Assessment Evidence Guide

For

“Operational Supervisor”

Level-5

Develop Project Management Life Cycle
(Formative Assessment)

6th–10th September 2021



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation/Technology) "Operational Supervisor"	CS Code:	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Develop Project Management Life Cycle Practice Professionalism 	Assessment Date (DD/MM/YY): Assessment Time:		

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> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to plan a project road map according to the instructions given by assessor. Assessment Task 2: Candidate is required to prepare project progress report as per requirement <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: Prepare documents for project.</p> <p>Performance Criteria 2: Establish relationship between the project and broader organisational strategies and goals</p> <p>Performance Criteria 3: Document project objectives, outcomes and benefits</p> <p>Performance Criteria 4: Establish the project governance structure-Induct requisite staff.</p> <p>Performance Criteria 5: Drafting a project charter for approval- feasibility report.</p> <p>Performance Criteria 6: Support breakdown of project objectives into achievable project deliverables</p> <p>Performance Criteria 7: Identify project stages, and key requirements for stage completion-resources, standards, and communication.</p> <p>Performance Criteria 8: Identify project milestones and map clearly against time and objectives</p> <p>Performance Criteria 9: Consolidate associated plans and baselines in project management plan</p> <p>Performance Criteria 10: Negotiate with relevant stakeholders and project authority to gain approval of project plan</p>

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Maintain and update records against project deliverables and plans at required intervals</p> <p>Performance Criteria 2: Prepare status reports on project progress and identified issues</p> <p>Performance Criteria 3: Assist with undertaking an impact analysis of proposed changes to the project</p> <p>Performance Criteria 4: Maintain relevant project logs and registers accurately and regularly to assist with project audit</p> <p>Performance Criteria 5: Update associated plans to reflect project progress against baselines and approved changes Assist project finalisation activities with concerned person</p> <p>Performance Criteria 6: Prepare finalised project specifications</p> <p>Performance Criteria 7: Prepare a report of project performance to assist with project review assessments</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 1		Description of assessment task 1 Candidate is required to plan a project road map according to the instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Prepare documents for project.			
2.	Establish relationship between the project and broader organisational strategies and goals			
3.	Document project objectives, outcomes and benefits			
4.	Establish the project governance structure-Induct requisite staff.			
5.	Drafting a project charter for approval- feasibility report.			
6.	Support breakdown of project objectives into achievable project deliverables			
7.	Identify project stages, and key requirements for stage completion-resources, standards, and communication.			
8.	Identify project milestones and map clearly against time and objectives			
9.	Consolidate associated plans and baselines in project management plan			
10.	Negotiate with relevant stakeholders and project authority to gain approval of project plan			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Candidate is required to prepare project progress report as per requirement		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Maintain and update records against project deliverables and plans at required intervals			
2.	Prepare status reports on project progress and identified issues			
3.	Assist with undertaking an impact analysis of proposed changes to the project			
4.	Maintain relevant project logs and registers accurately and regularly to assist with project audit			
5.	Update associated plans to reflect project progress against baselines and approved changes Assist project finalisation activities with concerned person			
6.	Prepare finalised project specifications			
7.	Prepare a report of project performance to assist with project review assessments			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide

For

“Operational Supervisor”

Level-5

Develop the Project Plan
(Formative Assessment)

6th–10th September 2021



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation/Technology) "Operational Supervisor"	CS Code:	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Develop the Project Plan Practice Professionalism 	Assessment Date (DD/MM/YY): Assessment Time:		

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> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to prepare a CPM for (the mining excavation OR a residential building OR canal OR trench, etc.), assigned by assessor. Assessment Task 2: Candidate is required to prepare crash progress of the project/CPM, given by assessor. <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: Collect data from estimation of construction project</p> <p>Performance Criteria 2: Identify pre-construction tasks</p> <p>Performance Criteria 3: Identify time dependency of activities- Dummy activities</p> <p>Performance Criteria 4: Divide the work into smaller parts</p> <p>Performance Criteria 5: Define the activities depending on resources</p> <p>Performance Criteria 6: Prepare the list of activities along with normal duration</p> <p>Performance Criteria 7: Identify the activities of construction project</p> <p>Performance Criteria 8: Find out predecessor and successor of each activity</p> <p>Performance Criteria 9: Arrange them in sequence</p> <p>Performance Criteria 10: Represent each activity with arrows</p> <p>Performance Criteria 11: Draw ellipse/ circles at start and end of activities</p> <p>Performance Criteria 12: Observe the direction of arrow.</p> <p>Performance Criteria 13: Examine the resources for each activity</p> <p>Performance Criteria 14: Estimate the workability of workforce</p> <p>Performance Criteria 15: Examine the productivity of machinery</p> <p>Performance Criteria 16: Determine the activities normal duration</p> <p>Performance Criteria 17: Write down time required to complete each activity</p> <p>Performance Criteria 18: Perform forward pass by formula at each project activities</p> <p>Performance Criteria 19: Write early start time and early finish time for each activity</p>

	<p>Performance Criteria 20: Perform backward pass by formula at each project activities</p> <p>Performance Criteria 21: Write late finish time and late start time for each activity</p> <p>Performance Criteria 22: Level the resources of project</p> <p>Performance Criteria 23: Apply constraints due to resources, time, environment, and season</p> <p>Performance Criteria 24: Calculate float/ slack time for each activity</p> <p>Performance Criteria 25: Decide the critical path of project- activities with zero float/ slack time</p> <p>Performance Criteria 26: Calculate the duration of project for completion</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Enhance workforce and machinery for activities</p> <p>Performance Criteria 2: Enhance daily working hours</p> <p>Performance Criteria 3: Assess the impact of each activity on project cost</p> <p>Performance Criteria 4: Calculate revised critical durations for activities</p> <p>Performance Criteria 5: Calculate time for completion of project</p> <p>Performance Criteria 6: Record actual time duration on flow diagram</p> <p>Performance Criteria 7: Calculate the actual cost</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 1		Description of assessment task 1 Candidate is required to prepare a CPM for (the mining excavation OR a residential building OR canal OR trench, etc.), assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Collect data from estimation of construction project			
2.	Identify pre-construction tasks			
3.	Identify time dependency of activities- Dummy activities			
4.	Divide the work into smaller parts			
5.	Define the activities depending on resources			
6.	Prepare the list of activities along with normal duration			
7.	Identify the activities of construction project			
8.	Find out predecessor and successor of each activity			
9.	Arrange them in sequence			
10.	Represent each activity with arrows			
11.	Draw ellipse/ circles at start and end of activities			
12.	Observe the direction of arrow.			
13.	Examine the resources for each activity			
14.	Estimate the workability of workforce			
15.	Examine the productivity of machinery			
16.	Determine the activities normal duration			
17.	Write down time required to complete each activity			
18.	Perform forward pass by formula at each project activities			
19.	Write early start time and early finish time for each activity			
20.	Perform backward pass by formula at each project activities			
21.	Write late finish time and late start time for each activity			
22.	Level the resources of project			
23.	Apply constraints due to resources, time, environment, and season			
24.	Calculate float/ slack time for each activity			
25.	Decide the critical path of project- activities with zero float/ slack time			
26.	Calculate the duration of project for completion			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
Assessment Task 2		Description of assessment task 2 Assessment Task 2: Candidate is required to prepare crash progress of the project/CPM, given by assessor (See ANNEX-1).	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Enhance workforce and machinery for activities		
2.	Enhance daily working hours		
3.	Assess the impact of each activity on project cost		
4.	Calculate revised critical durations for activities		
5.	Calculate time for completion of project		
6.	Record actual time duration on flow diagram		
7.	Calculate the actual cost		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Evidence Guide

For

“Operational Supervisor”

Level-5

Supervise on-site projects
(Formative Assessment)

6th–10th September 2021



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation/Technology) "Operational Supervisor"	CS Code:	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Supervise on-site projects Practice Professionalism 	Assessment Date (DD/MM/YY): Assessment Time:		

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> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to prepare a checklist to ensure quality control and assurance, as per the project assigned by assessor. Assessment Task 2: Candidate is required to prepare Project Defect Analysis (PDA) report of the project, assigned by assessor. <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: Determine quality objectives, standards and levels, with input from competent authority as per Quality Management Plan</p> <p>Performance Criteria 2: Establish Quality Management methods, techniques and tools Identify quality criteria from a competent authority and communicate to stakeholders</p> <p>Performance Criteria 3: Ensure clarity of understanding and achievement of quality and overall project objective</p> <p>Performance Criteria 4: Implement agreed quality requirements in the project plan and performance measurement</p> <p>Performance Criteria 5: Measure results of project activities</p> <p>Performance Criteria 6: Check product performance throughout the project life cycle as per quality standards</p> <p>Performance Criteria 7: Identify causes of unsatisfactory results, in consultation with client</p> <p>Performance Criteria 8: Recommend appropriate actions to competent authority for quality outcomes</p> <p>Performance Criteria 9: Conduct inspections of quality processes and quality control results as per quality standards</p> <p>Performance Criteria 10: Maintain a Quality Management System (QMS) for effective communication of quality issues</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Implement agreed changes in project life cycle to ensure continuous quality improvement</p>

	Performance Criteria 2: Review project outcomes against project success criteria Performance Criteria 3: Identify project drawbacks Performance Criteria 4: Recommend improvement
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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 1		Description of assessment task 1 Candidate is required to prepare a checklist to ensure quality control and assurance, as per the project assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Determine quality objectives, standards and levels, with input from competent authority as per Quality Management Plan			
2.	Establish Quality Management methods, techniques and tools Identify quality criteria from a competent authority and communicate to stakeholders			
3.	Ensure clarity of understanding and achievement of quality and overall project objective			
4.	Implement agreed quality requirements in the project plan and performance measurement			
5.	Measure results of project activities			
6.	Check product performance throughout the project life cycle as per quality standards			
7.	Identify causes of unsatisfactory results, in consultation with client			
8.	Recommend appropriate actions to competent authority for quality outcomes			
9.	Conduct inspections of quality processes and quality control results as per quality standards			
10.	Maintain a Quality Management System (QMS) for effective communication of quality issues			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Candidate is required to prepare Project Defect Analysis (PDA) report of the project, assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Implement agreed changes in project life cycle to ensure continuous quality improvement			
2.	Review project outcomes against project success criteria			
3.	Identify project drawbacks			
4.	Recommend improvement			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide

For

“Operational Supervisor”

Level-5

Plan the Project in Primavera P6
(Formative Assessment)

6th–10th September 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation/Technology) "Operational Supervisor"	CS Code:	Level: 05	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Plan the Project in Primavera P6 Create Technical Documentation Practice Professionalism 	Assessment Date (DD/MM/YY): Assessment Time:		

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>1. Assessment Task 1: Candidate is required to prepare a project plan using Primavera, including:</p> <ul style="list-style-type: none"> CPM Crash programming <p>Note: Job description, duration and sequence must be provided by assessor</p> <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. 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: Submit technical documentation to appropriate person for review</p> <p>Performance Criteria 2: Gather and analyse feedback</p> <p>Performance Criteria 3: Incorporate alterations into the technical documentation</p> <p>Performance Criteria 4: Edit the technical documentation for technical and grammatical accuracy</p> <p>Performance Criteria 5: Check that the completed technical documentation to meets client requirements and scope of work</p> <p>Performance Criteria 6: Submit the technical documentation to appropriate person for approval</p> <p>Performance Criteria 7: Prepare the technical documentation for publication and distribution using appropriate channels</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 1		Description of assessment task 1 Candidate is required to prepare a project plan using Primavera, including: <ul style="list-style-type: none"> • CPM • Crash programming 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Submit technical documentation to appropriate person for review			
2.	Gather and analyse feedback			
3.	Incorporate alterations into the technical documentation			
4.	Edit the technical documentation for technical and grammatical accuracy			
5.	Check that the completed technical documentation to meets client requirements and scope of work			
6.	Submit the technical documentation to appropriate person for approval			
7.	Prepare the technical documentation for publication and distribution using appropriate channels			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide

For

“Operational Supervisor”

Level-5

Create Technical Documentation
(Formative Assessment)

6th–10th September 2021



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation Supervisor) "Operational Supervisor"	CS Code:	Level: 5	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Create Technical Documentation Practice Professionalism 	Assessment Date (DD/MM/YY): Assessment Time:		

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>1. Assessment Task 1: Candidate is required to design a project report OR EIA report OR feasibility report OR progress report, etc. (assigned by assessor) using appropriate software, including:</p> <ul style="list-style-type: none"> Format of the report Bar charts Technical information/Terminologies Feedbacks Analysis of the data Scope of work Printouts <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. 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: Consult with client to identify documentation requirements</p> <p>Performance Criteria 2: Interpret and evaluate documentation requirements and confirm details with client</p> <p>Performance Criteria 3: Investigate industry and documentation standards for requirements</p> <p>Performance Criteria 4: Define and document the scope of work to be produced</p> <p>Performance Criteria 5: Consult with client to validate and confirm the scope of work</p> <p>Performance Criteria 6: Identify information requirements with reference to layout and document structure</p> <p>Performance Criteria 7: Create document templates and style guides consistent with information requirements</p> <p>Performance Criteria 8: Conduct a review of the system in order to understand its functionality</p> <p>Performance Criteria 9: Extract content that meets information requirements according to copyright restrictions</p> <p>Performance Criteria 10: Develop the structure of the technical documentation</p>

	<p>giving focus to the flow of information, style, tone and content format</p> <p>Performance Criteria 11: Validate the technical documentation structure with the client</p> <p>Performance Criteria 12: Write technical documentation based on the template and scope of work using the information gathered</p> <p>Performance Criteria 13: Translate technical terminology into plain English where appropriate</p> <p>Performance Criteria 14: Apply content format and style according to documentation standards and templates</p> <p>Performance Criteria 15: Submit technical documentation to appropriate person for review</p> <p>Performance Criteria 16: Gather and analyse feedback</p> <p>Performance Criteria 17: Incorporate alterations into the technical documentation</p> <p>Performance Criteria 18: Edit the technical documentation for technical and grammatical accuracy</p> <p>Performance Criteria 19: Check that the completed technical documentation meets client requirements and scope of work</p> <p>Performance Criteria 20: Submit the technical documentation to appropriate person for approval</p> <p>Performance Criteria 21: Prepare the technical documentation for publication and distribution using appropriate channels</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 1		Description of assessment task 1 Candidate is required to design a project report OR EIA report OR feasibility report OR progress report, etc. (assigned by assessor) using appropriate software, including: <ul style="list-style-type: none"> • Format of the report • Bar charts • Technical information/Terminologies • Feedbacks • Analysis of the data • Scope of work • Printouts 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Consult with client to identify documentation requirements			
2.	Interpret and evaluate documentation requirements and confirm details with client			
3.	Investigate industry and documentation standards for requirements			
4.	Define and document the scope of work to be produced			
5.	Consult with client to validate and confirm the scope of work			
6.	Identify information requirements with reference to layout and document structure			
7.	Create document templates and style guides consistent with information requirements			
8.	Conduct a review of the system in order to understand its functionality			
9.	Extract content that meets information requirements according to copyright restrictions			
10.	Develop the structure of the technical documentation giving focus to the flow of information, style, tone and content format			
11.	Validate the technical documentation structure with the client			
12.	Write technical documentation based on the template and scope of work using the information gathered			
13.	Translate technical terminology into plain English where appropriate			
14.	Apply content format and style according to documentation standards and templates			
15.	Submit technical documentation to appropriate person for review			
16.	Gather and analyse feedback			
17.	Incorporate alterations into the technical documentation			
18.	Edit the technical documentation for technical and grammatical accuracy			
19.	Check that the completed technical documentation meets client requirements and scope of work			

20.	Submit the technical documentation to appropriate person for approval			
21.	Prepare the technical documentation for publication and distribution using appropriate channels			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide

for

“Fashion Designing and Dress Making”

Level-5
Develop Entrepreneurial Skills
(Formative Assessment)

13-17 Oct 2020



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation/Technology) "Operational Supervisor"	CS Code:	Level: 05	Version: 01
Competency Standard Title: • Develop Entrepreneurial Skills	Assessment Date (DD/MM/YY): Assessment Time:		

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> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to develop a business plan as per instructions given by assessor and collect information regarding funding sources as per business plan. Assessment Task 2: Candidate is required to develop a marketing plan as per instructions given by assessor. <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: Conduct a market survey to collect following information</p> <ul style="list-style-type: none"> ○ Customer /demand ○ Tools, equipment, machinery and furniture with rates ○ Raw material ○ Supplier ○ Credit / funding sources ○ Marketing strategy ○ Market trends ○ Overall expenses ○ Profit margin <p>Performance Criteria 2: Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p>Performance Criteria 3: Compile the information collected through the market survey, in the business plan format</p> <p>Performance Criteria 4: Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p>Performance Criteria 5: Choose the best available option according to investment requirement</p> <p>Performance Criteria 6: Prepare documents according to the loan agreement requirement</p> <p>Performance Criteria 7: Include the information of funding sources in the business plan</p> <p>Assessment Task 2:</p> <p>Performance Criteria 1: Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning</p> <p>Performance Criteria 2: Include the information of marketing plan in the business plan</p> <p>Performance Criteria 3: Communicate with internal customers e.g.: labour, partners and external customers e.g.: suppliers, customers etc., using effective communication skills</p>

	<p>Performance Criteria 4: Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.</p> <p>Performance Criteria 5: Use specific business terms used in the market</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 1			Description of assessment task 1 Candidate is required to develop a business plan as per instructions given by assessor and collect information regarding funding sources as per business plan.				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Conduct a market survey to collect following information <ul style="list-style-type: none"> Customer /demand Tools, equipment, machinery and furniture with rates Raw material Supplier Credit / funding sources Marketing strategy Market trends Overall expenses Profit margin 						
2	Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses						
3	Compile the information collected through the market survey, in the business plan format						
4	Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate						
5	Choose the best available option according to investment requirement						
6	Prepare documents according to the loan agreement requirement						
7	Include the information of funding sources in the business plan						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Candidate is required to develop a marketing plan as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning			
2	Include the information of marketing plan in the business plan			
3	Communicate with internal customers e.g.: labour, partners and external customers e.g.: suppliers, customers etc., using effective communication skills			
4	Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.			
5	Use specific business terms used in the market			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



Assessment Evidence Guides

for

“Assistant Digger Operator”

Level-5

(Summative)

Assessment Evidence Guide for “Operational Supervisor”

Level-5

(Summative Assessment)

6th–10th September 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 5, in (Digging Operation Supervisor) “Operational Supervisor”	CS Code:	Level: 5	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • A- Develop Project Management Life Cycle • B- Develop the Project Plan • C- Supervise on-Site projects • D- Plan the Project in Primavera P6 • E- Create Technical Documentation • F- Develop entrepreneurial skills • G- Practice Professionalism 	Assessment Date (DD/MM/YY): Assessment Time: 5 hrs.		

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>1. Assessment Task 1: Candidate is required to prepare a project plan using Primavera, including:</p> <ul style="list-style-type: none"> • BOQ • CPM • Crash programming • Project Road Map • Progress report • Project Defect Analysis (PDA) • QA&QC checklist • Technical Documentation (progress reports, bar charts, scope of work, etc.) <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. 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: Load & unload primavera P6 Software</p> <p>Performance Criteria 2: Prepare interface of software</p> <p>Performance Criteria 3: Customize P6 Screen Layout</p> <p>Performance Criteria 4: Display Gantt Chart</p> <p>Performance Criteria 5: Add Project in Primavera</p> <p>Performance Criteria 6: Create WBS of project in Primavera</p> <p>Performance Criteria 7: Create Activities of project in Primavera</p> <p>Performance Criteria 8: Create Relationships between activities of project in Primavera</p> <p>Performance Criteria 9: Create Schedule of activities of project in Primavera</p>

	<p>Performance Criteria 10: Add constraints of activities of project in Primavera</p> <p>Performance Criteria 11: Create Calendar for activities of project in Primavera</p> <p>Performance Criteria 12: Assign Calendars to activities of project in Primavera</p> <p>Performance Criteria 13: Add Resources to activities of project in Primavera</p> <p>Performance Criteria 14: Assign Resources of activities of project in Primavera</p> <p>Performance Criteria 15: Add Cost of activities of project in Primavera</p> <p>Performance Criteria 16: Analyse Resources of activities of project in Primavera</p> <p>Performance Criteria 17: Perform Baseline process for Project</p> <p>Performance Criteria 18: Status the Project</p> <p>Performance Criteria 19: Prepare Mitigation plan of the project</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>Performance Criteria 1: File/folder of development of Project Management Life Cycle</p> <p>Performance Criteria 2: File/folder of development the Project Plan</p> <p>Performance Criteria 3: File/folder of Supervision on-Site projects</p> <p>Performance Criteria 4: File/folder of creation of Technical Documentation</p> <p>Performance Criteria 5: File/folder of development entrepreneurial skills</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 prepare a project plan, including: <ul style="list-style-type: none"> • BOQ • CPM • Crash programming • Project Road Map • Progress report • Project Defect Analysis (PDA) • QA&QC checklist 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Load & unload primavera P6 Software			
2	Prepare interface of software			
3	Customize P6 Screen Layout			
4	Display Gantt Chart			
5	Add Project in Primavera			
6	Create WBS of project in Primavera			
7	Create Activities of project in Primavera			
8	Create Relationships between activities of project in Primavera			
9	Create Schedule of activities of project in Primavera			
10	Add constraints of activities of project in Primavera			
11	Create Calendar for activities of project in Primavera			
12	Assign Calendars to activities of project in Primavera			
13	Add Resources to activities of project in Primavera			
14	Assign Resources of activities of project in Primavera			
15	Add Cost of activities of project in Primavera			
16	Analyse Resources of activities of project in Primavera			
17	Perform Baseline process for Project			
18	Status the Project			
19	Prepare Mitigation plan of the project			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio		Description of Portfolio		
		Candidate is required to present a portfolio including:		
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.	File/folder of development of Project Management Life Cycle			
2.	File/folder of development the Project Plan			
3.	File/folder of Supervision on-Site projects			
4.	File/folder of creation of Technical Documentation			
5.	File/folder of development entrepreneurial skills			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		