

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform Bench Works
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Carryout Sawing • Carryout Filing • Carryout Chipping
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>Carryout Sawing</p> <ol style="list-style-type: none"> 1. Identify the required tools and equipment as per job requirement 2. Interpret the given drawing 3. Mark layout of job as per drawing using required marking tool 4. Perform clamping of the work piece according to the instructions 5. Select type/size of the blade according to the material and fix in hacksaw frame 6. Perform sawing according to the instructions 7. Check quality of the component at suitable intervals 8. Verify the final job with the given drawing <p>Carryout Filing</p> <ol style="list-style-type: none"> 9. Identify the required tools and equipment as per job requirement 10. Interpret the given drawing 11. Select marking tool and mark layout of job as per drawing 12. Select clamping device and clamp the work piece as per standard 13. Select the type of file according to the material & profile 14. Perform filing as per standard procedures 15. Check quality of the component at suitable intervals. 16. Verify the final job with the given drawing <p>Carryout Chipping</p> <ol style="list-style-type: none"> P1. Identify the required tools and equipment as per job requirement P2. Interpret the given drawing P3. Select tool & clamping device according to the job requirement.

	<p>P4. Use the marking tool and measuring instruments as per job requirement.</p> <p>P5. Clamp the work piece as per job requirement.</p> <p>P6. Perform chipping as per standard procedures</p> <p>P7. Check quality of the component at suitable intervals.</p> <p>P8. Verify the final job with the given drawing</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform Bench Works
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Carryout Sawing • Carryout Filing • Carryout Chipping

I can.....

Performance Criteria	Yes	No
1. Identify the required tools and equipment as per job requirement	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret the given drawing	<input type="checkbox"/>	<input type="checkbox"/>
3. Mark layout of job as per drawing using required marking tool	<input type="checkbox"/>	<input type="checkbox"/>
4. Perform clamping of the work piece according to the instructions	<input type="checkbox"/>	<input type="checkbox"/>
5. Select type/size of the blade according to the material and fix in hacksaw frame	<input type="checkbox"/>	<input type="checkbox"/>
6. Perform sawing according to the instructions	<input type="checkbox"/>	<input type="checkbox"/>
7. Check quality of the component at suitable intervals	<input type="checkbox"/>	<input type="checkbox"/>
8. Verify the final job with the given drawing	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify the required tools and equipment as per job requirement	<input type="checkbox"/>	<input type="checkbox"/>
10. Interpret the given drawing	<input type="checkbox"/>	<input type="checkbox"/>
11. Select marking tool and mark layout of job as per drawing	<input type="checkbox"/>	<input type="checkbox"/>
12. Select clamping device and clamp the work piece as per standard	<input type="checkbox"/>	<input type="checkbox"/>
13. Select the type of file according to the material & profile	<input type="checkbox"/>	<input type="checkbox"/>
14. Perform filing as per standard procedures	<input type="checkbox"/>	<input type="checkbox"/>
15. Check quality of the component at suitable intervals.	<input type="checkbox"/>	<input type="checkbox"/>
16. Verify the final job with the given drawing	<input type="checkbox"/>	<input type="checkbox"/>

17. Identify the required tools and equipment as per job requirement	<input type="text"/>	<input type="text"/>
18. Interpret the given drawing	<input type="text"/>	<input type="text"/>
19. Select tool & clamping device according to the job requirement.	<input type="text"/>	<input type="text"/>
20. Use the marking tool and measuring instruments as per job requirement.	<input type="text"/>	<input type="text"/>
21. Clamp the work piece as per job requirement.	<input type="text"/>	<input type="text"/>
22. Perform chipping as per standard procedures	<input type="text"/>	<input type="text"/>
23. Check quality of the component at suitable intervals.	<input type="text"/>	<input type="text"/>
24. Verify the final job with the given drawing	<input type="text"/>	<input type="text"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
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Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	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

Assessment Task		<ul style="list-style-type: none"> • Carryout Sawing • Carryout Filing • Carryout Chipping 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify the required tools and equipment as per job requirement			
2.	Interpret the given drawing			
3.	Mark layout of job as per drawing using required marking tool			
4.	Perform clamping of the work piece according to the instructions			
5.	Select type/size of the blade according to the material and fix in hacksaw frame			
6.	Perform sawing according to the instructions			
7.	Check quality of the component at suitable intervals			
8.	Verify the final job with the given drawing			
9.	Identify the required tools and equipment as per job requirement			
10.	Interpret the given drawing			
11.	Select marking tool and mark layout of job as per drawing			
12.	Select clamping device and clamp the work piece as per standard			
13.	Select the type of file according to the material & profile			
14.	Perform filing as per standard procedures			
15.	Check quality of the component at suitable intervals.			
16.	Verify the final job with the given drawing			
17.	Identify the required tools and equipment as per job requirement			
18.	Interpret the given drawing			
19.	Select tool & clamping device according to the job requirement.			

20.	Use the marking tool and measuring instruments as per job requirement.			
21.	Clamp the work piece as per job requirement.			
22.	Perform drilling as per standard procedures			
23.	Perform post drilling operations			
24.	Check quality of the component at suitable intervals.			
25.	Verify the final job with the given drawing			
26.	Identify the required tools and equipment as per job requirement			
27.	Interpret the given drawing			
28.	Select marking tool and mark layout of job as per drawing			
29.	Select clamping device and clamp the work piece as per job requirement			
30.	Select reamer according to the job specification			
31.	Perform drilling to produce hole according to the size of reamer			
32.	Perform reaming as per job specification			
33.	Verify the final job with given drawing			
34.	Identify the required tools and equipment as per job requirement			
35.	Interpret the given drawing			
36.	Select marking tool and mark layout of job as per drawing			
37.	Select clamping device and clamp the work piece as per job requirement			
38.	Select tap according to the job specification			
39.	Perform drilling to produce hole according to tap size			
40.	Perform tapping as per job specification			
41.	Verify the final job with given drawing			

42.	Identify the required tools and equipment as per job requirement			
43.	Interpret the given drawing			
44.	Select marking tool and mark layout of job as per drawing			
45.	Select clamping device and clamp the work piece			
46.	Select counter sinking tool according to the drawing			
47.	Perform drilling operation as per drawing			
48.	Perform counter sinking as per standard procedures			
49.	Verify the final job with the given drawing			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform Bench Works
Purpose of 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: _____

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 basic engineering drawing		
2.	Enlist types and uses of layout tools		
3.	Enlist methods of taping		

4.	Enlist types of drilling tools		
5.	Define application of reamers		

Feedback to the Candidate	
Candidate's Signature_____ Assessor's Signature _____	