

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Perform Preparation for Metal Processing
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Arrange raw materials for metal processing • CU2. Prepare tools and equipment for metal processing • CU3. Prepare the machine for metal processing • CU4. Maintain coordination with relevant departments
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Arrange raw materials for metal processing</p> <p>P1. Interpret the drawings as per specific metal processing requirement</p> <p>P2. Identify material specifications according to metal processing drawing</p> <p>P3. Arrange the grains and powder required for injection molding and extrusion process as per the given specification.</p> <p>P4. Arrange the sheet required for sheet metal working operations</p> <p>P5. Arrange the sheet required for rolling operations</p> <p>P6. Prepare the work piece required for machining operations</p> <p>P7. Arrange the flux material required for given welding operations</p> <p>CU2. Prepare tools and equipment for metal processing</p> <p>P1. Identify the Hand tools, Power Tools, Cutting Tools, Marking and Measuring Tools required for each forming operations</p> <p>P2. Arrange the required tools for forming operation as per job requirement</p> <p>P3. Clean tools and equipment after use</p> <p>P4. Store the tools and equipment at the designated place.</p>

	<p>CU3. Prepare the machine for metal processing</p> <p>P1. Check the machine for proper working condition</p> <p>P2. Fix the work piece on machine as per job requirement</p> <p>P3. Set the cutting tool on machine as per job requirement</p> <p>P4. Adjust cutting condition of machine as per job need</p> <p>P5. Adjust the feed and speed required for the given job</p> <p>CU4. Maintain coordination with relevant departments</p> <p>P1. Collaborate with relevant departments before the job execution</p> <p>P2. Remove hurdles for inter-departmental collaboration in case of continuous production</p> <p>P3. Maintain collaborative culture at workplace</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
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Assessment Task	<ul style="list-style-type: none"> • CU1. Arrange raw materials for metal processing • CU2. Prepare tools and equipment for metal processing • CU3. Prepare the machine for metal processing • CU4. Maintain coordination with relevant departments

I can.....

Performance Criteria	Yes	No
P1. Interpret the drawings as per specific metal processing requirement	<input type="checkbox"/>	<input type="checkbox"/>
P2. Identify material specifications according to metal processing drawing	<input type="checkbox"/>	<input type="checkbox"/>
P3. Arrange the grains and powder required for injection molding and extrusion process as per the given specification.	<input type="checkbox"/>	<input type="checkbox"/>
P4. Arrange the sheet required for sheet metal working operations	<input type="checkbox"/>	<input type="checkbox"/>
P5. Arrange the sheet required for rolling operations	<input type="checkbox"/>	<input type="checkbox"/>
P6. Prepare the work piece required for machining operations	<input type="checkbox"/>	<input type="checkbox"/>
P7. Arrange the flux material required for given welding operations	<input type="checkbox"/>	<input type="checkbox"/>
P8. Identify the Hand tools, Power Tools, Cutting Tools, Marking and Measuring Tools required for each forming operations	<input type="checkbox"/>	<input type="checkbox"/>
P9. Arrange the required tools for forming operation as per job requirement	<input type="checkbox"/>	<input type="checkbox"/>
P10. Clean tools and equipment after use	<input type="checkbox"/>	<input type="checkbox"/>
P11. Store the tools and equipment at the designated place.	<input type="checkbox"/>	<input type="checkbox"/>
P12. Check the machine for proper working condition	<input type="checkbox"/>	<input type="checkbox"/>
P13. Fix the work piece on machine as per job requirement	<input type="checkbox"/>	<input type="checkbox"/>
P14. Set the cutting tool on machine as per job requirement	<input type="checkbox"/>	<input type="checkbox"/>
P15. Adjust cutting condition of machine as per job need	<input type="checkbox"/>	<input type="checkbox"/>
P16. Adjust the feed and speed required for the given job	<input type="checkbox"/>	<input type="checkbox"/>

P17.	Collaborate with relevant departments before the job execution	<input type="text"/>	<input type="text"/>
P18.	Remove hurdles for inter-departmental collaboration in case of continuous production	<input type="text"/>	<input type="text"/>
P19.	Maintain collaborative culture at workplace	<input type="text"/>	<input type="text"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

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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"> • CU1. Arrange raw materials for metal processing • CU2. Prepare tools and equipment for metal processing • CU3. Prepare the machine for metal processing • CU4. Maintain coordination with relevant departments 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Collaborate with relevant departments before the job execution			
2.	Remove hurdles for inter-departmental collaboration in case of continuous production			
3.	Maintain collaborative culture at workplace			
4.	Collaborate with relevant departments before the job execution			
5.	Remove hurdles for inter-departmental collaboration in case of continuous production			
6.	Maintain collaborative culture at workplace			
7.	Collaborate with relevant departments before the job execution			
8.	Remove hurdles for inter-departmental collaboration in case of continuous production			
9.	Maintain collaborative culture at workplace			
10.	Collaborate with relevant departments before the job execution			
11.	Remove hurdles for inter-departmental collaboration in case of continuous production			
12.	Maintain collaborative culture at workplace			
13.	Collaborate with relevant departments before the job execution			
14.	Remove hurdles for inter-departmental collaboration in case of continuous production			
15.	Maintain collaborative culture at workplace			
16.	Collaborate with relevant departments before the job execution			
17.	Remove hurdles for inter-departmental collaboration in case of continuous production			

18.	Maintain collaborative culture at workplace			
19.	Collaborate with relevant departments before the job execution			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

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Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </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.	How do you prepare metal surface for fabrication?		
2.	What are the Stages of Preparing Sheet Metal for Finishing		

3.	Which are ferrous metals?		

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