

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Carryout Housekeeping Jobs
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"> • CU1. Perform cleaning of workstation • CU2. Perform Cleaning of Equipments
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	CU1. Perform cleaning of workstation <p>P1. Prepare checklist for routine cleanliness of the workstation</p> <p>P2. Follow specific guidelines and checklists to conduct housekeeping of workstation</p> <p>P3. Clean the work area under process and create safe working environment</p> CU2. Perform Cleaning of Equipments <p>P1. Prepare list of the tools/equipment/consumables (lubricants etc.) and machinery used in the shop</p> <p>P2. Apply the methods and techniques for cleanliness and maintenance of machines & tools as per checklist</p> <p>P3. Perform greasing of all moving parts as per checklist</p> <p>P4. Store the tools & material in designated place</p>

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Carryout Housekeeping Jobs
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Perform cleaning of workstation • CU2. Perform Cleaning of Equipments

I can.....

Performance Criteria	Yes	No
P1. Prepare checklist for routine cleanliness of the workstation	<input type="checkbox"/>	<input type="checkbox"/>
P2. Follow specific guidelines and checklists to conduct housekeeping of workstation	<input type="checkbox"/>	<input type="checkbox"/>
P3. Clean the work area under process and create safe working environment	<input type="checkbox"/>	<input type="checkbox"/>
P4. Prepare list of the tools/equipment/consumables (lubricants etc.) and machinery used in the shop	<input type="checkbox"/>	<input type="checkbox"/>
P5. Apply the methods and techniques for cleanliness and maintenance of machines & tools as per checklist	<input type="checkbox"/>	<input type="checkbox"/>
P6. Perform greasing of all moving parts as per checklist	<input type="checkbox"/>	<input type="checkbox"/>
P7. Store the tools & material in designated place	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Carryout Housekeeping Jobs
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"> CU1. Perform cleaning of workstation CU2. Perform Cleaning of Equipments 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Prepare checklist for routine cleanliness of the workstation			
2.	Follow specific guidelines and checklists to conduct housekeeping of workstation			
3.	Clean the work area under process and create safe working environment			
4.	Prepare list of the tools/equipment/consumables (lubricants etc.) and machinery used in the shop			
5.	Apply the methods and techniques for cleanliness and maintenance of machines & tools as per checklist			
6.	Perform greasing of all moving parts as per checklist			
7.	Store the tools & material in designated place			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 2
Competency Standard	Carryout Housekeeping Jobs
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: flex-start;"> <div> COMPETENT <input type="checkbox"/> </div> <div> NOT YET COMPETENT <input type="checkbox"/> </div> </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.	What are the 4 Roles of housekeeping?		
2.	What are housekeeping skills?		

3.	What are 3 qualities a housekeeper should possess?		

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