

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Undertake project work
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. Identify project • CU2. Develop project plan • CU3. Monitor project • CU4. Finalize the project
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Identify project P1. Assess project scope and other relevant documentation P2. Identify project stakeholders P3. Seek clarification of discrepancies from delegating authority related to project and project parameters P4. Determine and access available resources to undertake project</p> <p>CU2. Develop project plan P1. Develop project feasibility report P2. Develop project plan in line with the project parameters P3. Develop and approve project budget P4. Formulate risk management plan for project, including Workplace Health and Safety (WHS)</p> <p>CU3. Monitor project P1. Ensure project team members are clear about their responsibilities and the project requirements P2. Ensure outcomes and documented time lines of the project are met P3. Maintain required recordkeeping systems throughout the project P4. Implement and monitor plans of project finances and resources P5. Prepare project progress reports as required to stakeholders P6. Monitor risk management as required to ensure project outcomes are met</p> <p>CU4. Finalize the project P1. Assess project scope and other relevant documentation</p>

	<p>P2. Identify project stakeholders</p> <p>P3. Seek clarification of discrepancies from delegating authority related to project and project parameters</p> <p>P4. Determine and access available resources to undertake project</p>
--	--

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Undertake project work
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Identify project • CU2. Develop project plan • CU3. Monitor project • CU4. Finalize the project

I can.....

Performance Criteria	Yes	No
P1. Assess project scope and other relevant documentation	<input type="checkbox"/>	<input type="checkbox"/>
P2. Identify project stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
P3. Seek clarification of discrepancies from delegating authority related to project and project parameters	<input type="checkbox"/>	<input type="checkbox"/>
P4. Determine and access available resources to undertake project	<input type="checkbox"/>	<input type="checkbox"/>
P5. Develop project feasibility report	<input type="checkbox"/>	<input type="checkbox"/>
P6. Develop project plan in line with the project parameters	<input type="checkbox"/>	<input type="checkbox"/>
P7. Develop and approve project budget	<input type="checkbox"/>	<input type="checkbox"/>
P8. Formulate risk management plan for project, including Workplace Health and Safety (WHS)	<input type="checkbox"/>	<input type="checkbox"/>
P9. Ensure project team members are clear about their responsibilities and the project requirements	<input type="checkbox"/>	<input type="checkbox"/>
P10. Ensure outcomes and documented time lines of the project are met	<input type="checkbox"/>	<input type="checkbox"/>
P11. Maintain required recordkeeping systems throughout the project	<input type="checkbox"/>	<input type="checkbox"/>
P12. Implement and monitor plans of project finances and resources	<input type="checkbox"/>	<input type="checkbox"/>
P13. Prepare project progress reports as required to stakeholders	<input type="checkbox"/>	<input type="checkbox"/>
P14. Monitor risk management as required to ensure project outcomes are met	<input type="checkbox"/>	<input type="checkbox"/>
P15. Assess project scope and other relevant documentation	<input type="checkbox"/>	<input type="checkbox"/>
P16. Identify project stakeholders	<input type="checkbox"/>	<input type="checkbox"/>

P17. Seek clarification of discrepancies from delegating authority related to project and project parameters	<input type="text"/>	<input type="text"/>
P18. Determine and access available resources to undertake project	<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 4
Competency Standard	Undertake project work
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. Identify project • CU2. Develop project plan • CU3. Monitor project • CU4. Finalize the project 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Assess project scope and other relevant documentation			
2.	Identify project stakeholders			
3.	Seek clarification of discrepancies from delegating authority related to project and project parameters			
4.	Determine and access available resources to undertake project			
5.	Develop project feasibility report			
6.	Develop project plan in line with the project parameters			
7.	Develop and approve project budget			
8.	Formulate risk management plan for project, including Workplace Health and Safety (WHS)			
9.	Ensure project team members are clear about their responsibilities and the project requirements			
10.	Ensure outcomes and documented time lines of the project are met			
11.	Maintain required recordkeeping systems throughout the project			
12.	Implement and monitor plans of project finances and resources			
13.	Prepare project progress reports as required to stakeholders			
14.	Monitor risk management as required to ensure project outcomes are met			
15.	Assess project scope and other relevant documentation			
16.	Identify project stakeholders			
17.	Seek clarification of discrepancies from delegating authority related to project and project parameters			

18.	Determine and access available resources to undertake project			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Undertake project work
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 style="text-align: center;"> COMPETENT <input type="checkbox"/> </div> <div style="text-align: center;"> 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 steps of project work?		
2.	Give examples of project management tools		

3.	State process for identifying and managing risk in a project		

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