

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Maintain professionalism in workplace
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. Respect work timeframes • CU2. Maintain personal appearance and hygiene • CU3. Maintain adequate distance with colleagues and clients • CU4. Work in an ethical manner
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Respect work timeframes P1. Demonstrate punctuality in meeting, set working hours and times. P2. Utilize working hours only for working and follow company regulations. P3. Complete work tasks within deadlines according to order of priority P4. Perform extra ordinary during working hours</p> <p>CU2. Maintain personal appearance and hygiene P1. Clean hair, body and nails regularly. P2. Wear suitable cloths for the workplace, and respect local and cultural contexts P3. Meet specific company dress code requirements P4. Keep smiling and have positive body language during working hours</p> <p>CU3. Maintain adequate distance with colleagues and clients P1. Respect personal space of colleagues and clients with reference to local customs and cultural contexts. P2. Avoid cross transmission of infections (especially through respiration).</p> <p>CU4. Work in an ethical manner P1. Follow company values/ethics codes of ethics and/or conduct, policies and guidelines. P2. Use company resources in accordance with company ethical standards. P4. Undertake work practices in compliance with company ethical standards, organizational policy and guidelines. P5. Instruct co-workers on ethical, lawful and reasonable directives. P6. Share company values/practices with co-workers using appropriate</p>

	<p>behavior and language.</p> <p>P7. Report work incidents/situations and/or resolved in accordance with company protocol/guidelines.</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Maintain professionalism in workplace
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Respect work timeframes • CU2. Maintain personal appearance and hygiene • CU3. Maintain adequate distance with colleagues and clients • CU4. Work in an ethical manner

I can.....

Performance Criteria	Yes	No
P1. Demonstrate punctuality in meeting, set working hours and times.	<input type="checkbox"/>	<input type="checkbox"/>
P2. Utilize working hours only for working and follow company regulations.	<input type="checkbox"/>	<input type="checkbox"/>
P3. Complete work tasks within deadlines according to order of priority	<input type="checkbox"/>	<input type="checkbox"/>
P4. Perform extra ordinary during working hours	<input type="checkbox"/>	<input type="checkbox"/>
P5. Clean hair, body and nails regularly.	<input type="checkbox"/>	<input type="checkbox"/>
P6. Wear suitable cloths for the workplace, and respect local and cultural contexts	<input type="checkbox"/>	<input type="checkbox"/>
P7. Meet specific company dress code requirements	<input type="checkbox"/>	<input type="checkbox"/>
P8. Keep smiling and have positive body language during working hours	<input type="checkbox"/>	<input type="checkbox"/>
P9. Respect personal space of colleagues and clients with reference to local customs and cultural contexts.	<input type="checkbox"/>	<input type="checkbox"/>
P10. Avoid cross transmission of infections (especially through respiration).	<input type="checkbox"/>	<input type="checkbox"/>
P11. Follow company values/ethics codes of ethics and/or conduct, policies and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
P12. Use company resources in accordance with company ethical standards.	<input type="checkbox"/>	<input type="checkbox"/>
P13. Undertake work practices in compliance with company ethical standards, organizational policy and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
P14. Instruct co-workers on ethical, lawful and reasonable directives.	<input type="checkbox"/>	<input type="checkbox"/>
P15. Share company values/practices with co-workers using appropriate behavior and language.	<input type="checkbox"/>	<input type="checkbox"/>

P16. Report work incidents/situations and/or resolved in accordance with company protocol/guidelines.	<input type="text"/>	<input type="text"/>
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Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Maintain professionalism in workplace
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> 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. Respect work timeframes • CU2. Maintain personal appearance and hygiene • CU3. Maintain adequate distance with colleagues and clients • CU4. Work in an ethical manner 		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Demonstrate punctuality in meeting, set working hours and times.			
2.	Utilize working hours only for working and follow company regulations.			
3.	Complete work tasks within deadlines according to order of priority			
4.	Perform extra ordinary during working hours			
5.	Clean hair, body and nails regularly.			
6.	Wear suitable cloths for the workplace, and respect local and cultural contexts			
7.	Meet specific company dress code requirements			
8.	Keep smiling and have positive body language during working hours			
9.	Respect personal space of colleagues and clients with reference to local customs and cultural contexts.			
10.	Avoid cross transmission of infections (especially through respiration).			
11.	Follow company values/ethics codes of ethics and/or conduct, policies and guidelines.			
12.	Use company resources in accordance with company ethical standards.			
13.	Undertake work practices in compliance with company ethical standards, organizational policy and guidelines.			
14.	Instruct co-workers on ethical, lawful and reasonable directives.			
15.	Share company values/practices with co-workers using appropriate behavior and language.			
16.	Report work incidents/situations and/or resolved in accordance with company protocol/guidelines.			

Competent

☐

Not Yet Competent

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Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 4
Competency Standard	Maintain professionalism in workplace
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.	Why is it important to maintain professionalism in the workplace?		
2.	What is an example of maintaining professionalism?		

3.	What are the benefits of professionalism?		

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