

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop Project Proposal
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. Develop a business plan • CU2. Develop a marketing plan • CU3. Develop basic business communication skills
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Develop a business plan P1. Conduct a market survey to collect following information</p> <ul style="list-style-type: none"> • Business Model • Financials • Equipment Estimation • Revenue Generation Sources • Marketing strategy • Market Trends • Overall Expenses <p>P2. Select the best option in terms of cost, service, quality, sales, operational expenses P3. Compile the information collected through the market survey, in the business plan format</p> <p>CU2. Develop a marketing plan P1. Make a marketing plan for the service products, price, placement, promotion, people, packaging and positioning P2. Incorporate the information of marketing plan in the business plan</p> <p>CU3. Develop basic business communication skills P1. Communicate with guests using effective communication skills P2. Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc. P3. Use specific business terms used in the market</p>

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop Project Proposal
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Develop a business plan • CU2. Develop a marketing plan • CU3. Develop basic business communication skills

I can.....

Performance Criteria	Yes	No
P1. Conduct a market survey to collect following information <ul style="list-style-type: none"> • Business Model • Financials • Equipment Estimation • Revenue Generation Sources • Marketing strategy • Market Trends • Overall Expenses 	<input type="checkbox"/>	<input type="checkbox"/>
P2. Select the best option in terms of cost, service, quality, sales, operational expenses	<input type="checkbox"/>	<input type="checkbox"/>
P3. Compile the information collected through the market survey, in the business plan format	<input type="checkbox"/>	<input type="checkbox"/>
P4. Make a marketing plan for the service products, price, placement, promotion, people, packaging and positioning	<input type="checkbox"/>	<input type="checkbox"/>
P5. Incorporate the information of marketing plan in the business plan	<input type="checkbox"/>	<input type="checkbox"/>
P6. Communicate with guests using effective communication skills	<input type="checkbox"/>	<input type="checkbox"/>
P7. Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc.	<input type="checkbox"/>	<input type="checkbox"/>
P8. Use specific business terms used in the market	<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 5
Competency Standard	Develop Project Proposal
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. Develop a business plan CU2. Develop a marketing plan CU3. Develop basic business communication skills 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Conduct a market survey to collect following information <ul style="list-style-type: none"> Business Model Financials Equipment Estimation Revenue Generation Sources Marketing strategy Market Trends Overall Expenses 			
2.	Select the best option in terms of cost, service, quality, sales, operational expenses			
3.	Compile the information collected through the market survey, in the business plan format			
4.	Make a marketing plan for the service products, price, placement, promotion, people, packaging and positioning			
5.	Incorporate the information of marketing plan in the business plan			
6.	Communicate with guests using effective communication skills			
7.	Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc.			
8.	Use specific business terms used in the market			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop Project Proposal
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.	What is a project proposal?		
2.	What should be included in a project proposal?		

3.	What are the steps in planning a project proposal?		

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