



ASSESSMENT EVIDENCE GUIDES FOR “TEXTILE & APPAREL MERCHANDISING”

Level-4 (Formative)



Assessment Evidence Guide
for
***“Textile & Apparel
Merchandising”***

(Apply Marketing and Management Concepts)
Level-4

26th - 30th April 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 4, in (Textile and Apparel Merchandising) “Assistant Merchandiser”	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Apply Marketing and Management Concepts • Analyse Workplace Policy and Procedures 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Assessment Task 1: Prepare a list of product lifecycle and make product lifecycle (using Adobe Photoshop) of any company assigned by the assessor. 2. Assessment Task 2: Candidate is required to prepare report on the management layers, styles and business model of any company assigned by the assessor. <p>And complete:</p> <ol style="list-style-type: none"> 3. Knowledge assessment test (Written or Oral) 4. Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1 Performance Criteria 1: Perform Initial Forecast Performance Criteria 2: Perform Consumer Analysis Performance Criteria 3: Prepare a Marketing Plan to source and present the product Performance Criteria 4: Complete work tasks within deadlines in according to order of priority</p> <hr/> <p>Assessment Task 2 Performance Criteria 1: Interpret Layers of Management Performance Criteria 2: Interpret Types of Management Performance Criteria 3: Demonstrate Problem Solving Techniques Performance Criteria 4: Perform Process of Decision Making Performance Criteria 5: Interpret Types of Business Models Performance Criteria 6: Evaluate the Contemporary Business Models Performance Criteria 7: Supervisors are informed of any delays in work times or projects</p>

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Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

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							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Prepare a list of product lifecycle and make product lifecycle (using Adobe Photoshop) of any company assigned by the assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performed Initial Forecast			
2.	Performed Consumer Analysis			
3.	Prepared a Marketing Plan to source and present the product			
4.	Completed work tasks within deadlines in according to order of priority			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Candidate is required to prepare report on the management layers, styles and business model of any company assign by the assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Interpreted Layers of Management			
2.	Interpreted Types of Management			
3.	Demonstrated Problem Solving Techniques			
4.	Performed Process of Decision Making			
5.	Interpreted Types of Business Models			
6.	Evaluated the Contemporary Business Models			
7.	Supervisors are informed of any delays in work times or projects			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide
for
***“Textile & Apparel
Merchandising”***

(Apply Visual Merchandising)
Level-4

26th - 30th April 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 4, in (Textile and Apparel Merchandising) “Assistant Merchandiser”	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Apply Visual Merchandising • Perform Advanced Communication • Establish and Maintain the Occupational Health and Safety System 	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to design display toolkit for product/industry assigned by assessor, considering display techniques and cross merchandising. Assessment Task 2: Candidate is required to prepare a mockup of thematic/nonthematic window display of product/industry assigned by assessor, considering given window display SOPs. Assessment Task 3: Candidate is required to execute floor layouts and promotional displays product/industry assigned by assessor using appropriate software (AutoCAD/ Photoshop). <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Design display toolkits including:</p> <ul style="list-style-type: none"> o Colour wise o Price wise o Category wise o Size wise <p>Performance Criteria 2: Design display techniques including:</p> <ul style="list-style-type: none"> o Pyramid display o Inverted Pyramid display o Asymmetrical display o Symmetrical display <p>Performance Criteria 3: Create Cross Merchandising Patterns including:</p> <ul style="list-style-type: none"> o Category wise o Colour wise o With carry wears <p>Performance Criteria 4: Identify task requirements.</p> <p>Performance Criteria 5: Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and prevailing trends.</p> <p>Assessment Task 2</p> <p>Performance Criteria 1: Plan and execute thematic/non thematic window display</p> <p>Performance Criteria 2: Design standard operating procedures (SOPs) such as:</p> <ul style="list-style-type: none"> o Mannequin handling o Prop placement o Product Placement o Lighting

	<p>Performance Criteria 3: Use different modes of communication to communicate</p> <ul style="list-style-type: none"> • Speaking • Reading • Writing • Listening • Presentation • visual representation etc <p>Performance Criteria 4: Plan steps to complete tasks.</p> <p>Performance Criteria 5: Review planning and organizing process.</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Design Floor Plans according to requirements</p> <p>Performance Criteria 2: Design NTI'S/Fixtures</p> <p>Performance Criteria 3: Design promotional display</p> <p>Performance Criteria 4: Organize work.</p>

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Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

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							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Candidate is required to design display toolkit for product/industry assigned by assessor, considering display techniques and cross merchandising.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Designed display toolkits including: <ul style="list-style-type: none"> Colour wise Price wise Category wise Size wise 			
2.	Designed display techniques including: <ul style="list-style-type: none"> Pyramid display Inverted Pyramid display Asymmetrical display Symmetrical display 			
3.	Created Cross Merchandising Patterns including: <ul style="list-style-type: none"> Category wise Colour wise With carry wears 			
4.	Identified task requirements.			
5.	Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and prevailing trends.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Candidate is required to prepare a mockup of thematic/monothematic window display of product/industry assigned by assessor, considering given window display SOPs.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Planned and execute thematic/non thematic window display			
2.	Designed standard operating procedures (SOPs) such as: <ul style="list-style-type: none"> ○ Mannequin handling ○ Prop placement ○ Product Placement ○ Lighting 			
3.	Used different modes of communication to communicate <ul style="list-style-type: none"> • Speaking • Reading • Writing • Listening • Presentation • visual representation etc 			
4.	Planned steps to complete tasks.			
5.	Reviewed planning and organizing process			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Candidate is required to execute floor layouts and promotional displays product/industry assigned by assessor using appropriate software (AutoCAD/ Photoshop).		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Designed Floor Plans according to requirements			
2.	Designed NTI'S/Fixtures			
3.	Designed promotional display			
4.	Organized work.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide

for

“Textile & Apparel Merchandising”

(Coordinate Production Processes)
Level-4

26th - 30th April 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 3, in (Textile and Apparel Merchandising) “Assistant Merchandiser”	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Coordinate Production Processes Analyse Workplace Policies and Procedures 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to design assembly line layouts (one single model and one mix model) for given purchase order to meet lead time and production quantity targets. Assessment Task 2: Candidate is required to prepare required quality standards check list from PO and Tech-Pack and evaluate shipment approval on the basis of Quality testing results (Material, Quantity, Process, and Packaging). Assessment Task 3: Candidate is required to do final audit according to the sale contract samples provided by the assessor. <p>(Note: Institute will arrange six different options/per candidate for ASSESSMENT TASK-3. These options for every candidate will have variations from the standard required. Also provide simulated environment for this task)</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1:</p> <p>Performance Criteria 1: Design assembly line as per requirement:</p> <ul style="list-style-type: none"> Single Model assembly line Mix Model assembly line <p>Performance Criteria 2: Set production target according to quantity and Time</p> <p>Performance Criteria 3: Supervisors are informed of any delays in work times or projects</p>

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Analyze raw material testing result</p> <p>Performance Criteria 2: Analyze Inline inspection result</p> <p>Performance Criteria 3: Analyze testing results of finished goods</p> <p>Performance Criteria 4: Inspect thread cropping procedure</p> <p>Performance Criteria 5: Inspect stain removal Procedure</p> <p>Performance Criteria 6: Inspect Ironing procedure</p> <p>Performance Criteria 7: Inspect Tagging procedure</p> <p>Performance Criteria 8: Inspect Folding procedure</p> <p>Performance Criteria 9: Inspect piece Packing and bulk packing procedure</p> <p>Performance Criteria 10: Complete work tasks within deadlines in according to order of priority</p>
	<p>Assessment Task 3</p> <p>Performance Criteria 1: Examine material/accessories inspection</p> <p>Performance Criteria 2: Examine measurement inspection</p> <p>Performance Criteria 3: Examine colour/design inspection</p> <p>Performance Criteria 4: Examine packaging and folding inspection</p> <p>Performance Criteria 5: Identify and implement workplace procedures and work instructions for controlling risks</p>

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Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name:Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:Assessor's code: Signature of the Assessor:

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							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Candidate is required to design assembly line layouts (one single model and one mix model) for given purchase order to meet lead time and production quantity targets.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Design assembly line as per requirement: <ul style="list-style-type: none"> Single Model assembly line Mix Model assembly line 			
2.	Set production target according to quantity and Time			
3.	Supervisors are informed of any delays in work times or projects			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Candidate is required to prepare required quality standards check list from PO and Tech-Pack and evaluate shipment approval on the basis of Quality testing results (Material, Quantity, Process, and Packaging).		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Analyze raw material testing result			
2.	Analyze Inline inspection result			
3.	Analyze testing results of finished goods			
4.	Inspect thread cropping procedure			
5.	Inspect stain removal Procedure			
6.	Inspect Ironing procedure			
7.	Inspect Tagging procedure			
8.	Inspect Folding procedure			
9.	Inspect piece Packing and bulk packing procedure			
10.	Complete work tasks within deadlines in according to order of priority			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Candidate is required to do final audit according to the sale contract samples provided by the assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Examine material/accessories inspection			
2.	Examine measurement inspection			
3.	Examine colour/design inspection			
4.	Examine packaging and folding inspection			
5.	Identify and implement workplace procedures and work instructions for controlling risks			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Evidence Guide
for
***“Textile & Apparel
Merchandising”***

(Perform Pre-Production Tasks)
Level-4

26th - 30th April 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 4, in (Textile and Apparel Merchandising) “Assistant Merchandiser”	CS Code:	Level: 04	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Pre-Production Tasks Perform Advanced Communication Develop Advance Computer Application Skills Establish and Maintain the Occupational Health and Safety System 	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Prepare detailed list of specifications for each trim, accessory and packing material. Analyse and select three alternatives from six available options to meet required specification of buyer as per Tech-Pack and trim card provided by the assessor Assessment Task 2: Inspect and select final sample for client approval from set of samples and Tech-Pack given by assessor. <p>(Note: Institute will arrange six different options/per candidate for ASSESSMENT TASK-1 from garment (Shirt, Trouser, Kurta etc.). These options for every candidate will have variations from the standard required garment as per Tech-Pack.)</p> <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Prepare a list of specifications of each trim</p> <p>Performance Criteria 2: Approve layout of all relevant printed packaging material</p> <p>Performance Criteria 3: Analyze quality samples as per requirement</p> <p>Performance Criteria 4: Select trims and packaging alternatives for the approval of client</p> <p>Performance Criteria 5: Complete work tasks within deadlines in according to order of priority</p> <p>Performance Criteria 6: Identify task requirements.</p> <p>Performance Criteria 7: Plan steps to complete tasks.</p> <p>Performance Criteria 8: Review planning and organizing process.</p> <p>Performance Criteria 9: Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and prevailing trends.</p> <p>Performance Criteria 10: Perform Data Entry in MS office</p> <p>Performance Criteria 11: Manage File/folder in MS office</p> <p>Performance Criteria 12: Perform Printing of document</p>

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Select design and colour options for approval (design strike off and/or colour swatch options, etc.)</p> <p>Performance Criteria 2: Present accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)</p> <p>Performance Criteria 3: Select pre-production sample for approval</p> <p>Performance Criteria 4: Select a production sample for approval</p> <p>Performance Criteria 5: Select a shipment sample for approval</p> <p>Performance Criteria 6: Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives</p> <p>Performance Criteria 7: Organize work.</p>
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Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name:Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:Assessor's code: Signature of the Assessor:

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							

Each Assessment Task (with performance criteria)			
Assessment Task 1		Description of assessment task 1 Prepare detailed list of specifications for each trim, accessory and packing material. Analyse and select three alternatives from six available options to meet required specification of buyer as per Tech-Pack and trim card provided by the assessor	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Prepare a list of specifications of each trim		
2.	Approved layout of all relevant printed packaging material		
3.	Analyzed quality samples as per requirement		
4.	Selected trims and packaging alternatives for the approval of client		
5.	Completed work tasks within deadlines in according to order of priority		
6.	Identified task requirements.		
7.	Planned steps to complete tasks.		
8.	Reviewed planning and organizing process.		
9.	Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and		
10.	Perform Data Entry in MS office		
11.	Manage File/folder in MS office		
12.	Perform Printing of document		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task 2		Description of assessment task 2 Inspect and select final sample for client approval from set of samples and Tech-Pack given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected design and colour options for approval (design strike off and/or colour swatch options, etc.)			
2.	Presented accessories for submission (yarn, stitching thread, printed/woven labels, zippers, etc.)			
3.	Selected pre-production sample for approval			
4.	Selected a production sample for approval			
5.	Selected a shipment sample for approval			
6.	Took initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
7.	Organized work.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



ASSESSMENT EVIDENCE GUIDES FOR “TEXTILE & APPAREL MERCHANDISING”

Level-4 (Summative)



Assessment Evidence Guide

for

“Textile & Apparel Merchandising”

Level-4
(Summative Assessment)

26th - 30th April 2021



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 4, in (Textile and Apparel Merchandising) "Assistant Merchandiser"	CS Code:	Level: 04	Version: 01
Competency Standard Title: A. Establish and maintain the occupational Health and safety system B. Perform Advance communication C. Analyse Workplace Policies and Procedures D. Apply visual merchandising E. Perform pre-production tasks F. Coordinate Production Processes G. Apply Marketing and Management Concepts	Assessment Date (DD/MM/YY): Assessment Time: 04 hrs.		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task 1: Candidate is required to prepare a mockup of thematic window display assigned by assessor. Considering given window display SOPs. Assessment Task 2: Candidate is required to analyse the specs and enlist raw material (accessories and trims), calculate consumption then design assembly line for planning and scheduling to dispatch shipment according to given purchase order and Tech pack. <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Plan and execute thematic/non thematic window display</p> <p>Performance Criteria 2: Design standard operating procedures (SOPs) such as:</p> <ul style="list-style-type: none"> o Mannequin handling o Prop placement o Product Placement o Lighting

	<p>Assessment Task 2</p> <p>Performance Criteria 1: Design assembly line as per requirement:</p> <ul style="list-style-type: none"> ○ Single assembly line ○ Mix Model assembly line <p>Performance Criteria 2: Set production target according to quantity and Time</p> <p>Performance Criteria 3: Calculate CBM by shipment volume</p> <p>Performance Criteria 4: Plan Dispatch</p> <p>Performance Criteria 5: Prepare Shipment Documents (Commercial Invoice, Pre-forma Invoice, Packing list, Bill of lading (Sea shipment), Airway bill (Air shipment), Certificate of goods, Certificate of a origin, Inspection certificate, Compliance certificates (Quality Standards Certificates), etc.</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>Performance Criteria 1: File/Folder of Apply visual merchandising</p> <p>Performance Criteria 2: File/Folder of Perform pre-production tasks</p> <p>Performance Criteria 3: File/Folder of Coordinate Production Processes</p> <p>Performance Criteria 4: File/Folder of Apply Marketing and Management Concepts</p>

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Assessors Judgment Guide (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

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							

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Candidate is required to prepare a mockup of thematic window display assigned by assessor. Considering given window display SOPs.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Plan and execute thematic/non thematic window display			
2	Design standard operating procedures (SOPs) such as: <ul style="list-style-type: none"> o Mannequin handling o Prop placement o Product Placement o Lighting 			
3	Apply knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> o Consultation o workplace policies o participation processes 			
4	Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
5	Perform Continuous professional development as required at workplace			
6	Practice verbal presentation			
7	Use design techniques confidently to produce designs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Candidate is required to analyse the specs and enlist raw material (accessories and trims), calculate consumption then design assembly line for planning and scheduling to dispatch shipment according to given purchase order and Tech pack.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Design assembly line as per requirement: <ul style="list-style-type: none"> Single assembly line Mix Model assembly line 			
2	Set production target according to quantity and Time			
3	Calculate CBM by shipment volume			
4	Plan Dispatch			
5	Prepare Shipment Documents (Commercial Invoice, Pre-forma Invoice, Packing list, Bill of lading (Sea shipment), Airway bill (Air shipment), Certificate of goods, Certificate of a origin, Inspection certificate, Compliance certificates (Quality Standards Certificates), etc			
6	Apply knowledge of all aspects of WHS measures to <ul style="list-style-type: none"> Consultation workplace policies participation processes 			
7	Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives			
8	Perform Continuous professional development as required at workplace			
9	Practice verbal presentation			
10	Use design techniques confidently to produce designs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio		Description of Portfolio Candidate is required to present a portfolio including:		
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	File/Folder of Apply visual merchandising			
2	File/Folder of Perform pre-production tasks			
3	File/Folder of Coordinate Production Processes			
4	File/Folder of Apply Marketing and Management Concepts			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		