

Instruction Sheet for the Candidate

Qualification	Tunnel Farming, Greenhouse & Agribusiness(Level-5)
Competency Standard	Maintain Records of produce
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 time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Maintain Inventory registers 2. Prepare daily performance reports
Time: 03 Hrs.	<p>During a practical assessment, under observation by an assessor, you are required to:</p> <ol style="list-style-type: none"> 1. Maintain Inventory registers <ul style="list-style-type: none"> • Maintain stock register as per standard format • Maintain cash book on prescribed format • Maintain fixed assets register as per prescribed format • Maintain crop registers according to standard format 2. Prepare daily performance reports <ul style="list-style-type: none"> • Maintain Repair and maintenance history sheets • Maintain logbooks • Maintain crop data sheets according to prescribed format • Prepare and submit damage report according to company SOPs
Minimum Evidence Required	

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Tunnel Farming, Greenhouse & Agribusiness (Level-5)
Competency Standard	Maintain Records of produce
Purpose of Assessment	Formative Assessment
Assessment Task	<ol style="list-style-type: none"> 1. Maintain Inventory registers 2. Prepare daily performance reports

I can.....

Performance Criteria	Yes	No
1. Maintain stock register as per standard format	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain cash book on prescribed format	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain fixed assets register as per prescribed format	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain crop registers according to standard format	<input type="checkbox"/>	<input type="checkbox"/>
5. Maintain Repair and maintenance history sheets	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintain logbooks	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintain crop data sheets according to prescribed format	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepare and submit damage report according to company SOPs	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	Tunnel Farming, Greenhouse & Agribusiness(Level-5)
Competency Standard	Maintain Records of produce
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 YETCOMPETENT <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	1. Maintain Inventory registers 2. Prepare daily performance reports			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Maintain stock register as per standard format	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Maintain cash book on prescribed format	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Maintain fixed assets register as per prescribed format	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Maintain crop registers according to standard format	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Maintain Repair and maintenance history sheets	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Maintain logbooks	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Maintain crop data sheets according to prescribed format	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Prepare and submit damage report according to company SOPs	<input type="checkbox"/>	<input type="checkbox"/>	
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Tunnel Farming, Greenhouse & Agribusiness (Level-5)
Competency Standard	Maintain Records of produce
Purpose of Assessment	Formative 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: _____	

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.	When type of information should be collected while maintaining records and documentation?		
2.	What parameters should be adopted for maintaining records?		
3.	How ethical and cultural issues impacted the collection of record keeping?		
4.	How legislative and copyright issues impacted the record keeping?		
5.	Explain the importance of record keeping?		
6.	Discuss intellectual property?		

7.	What type of literacy skill should be required for documentation and record keeping?		

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