

**Assessment Evidence Guide**

**For**

**Woodworks**  
**(Carpentry Supervisor/Foreman)**  
**Level-4**

**(Formative Assessment)**



**National Vocational & Technical Training  
Commission Islamabad**

## Instruction Sheet for the Candidate

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks “Carpentry Supervisor/ Foreman”
<b>Competency Standard</b>	0722-W&C-19 Specify job routing
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____
	Registration/Roll Number_____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• Access the job requirements</li> <li>• Plan the job as per requirement</li> <li>• Arrange the required material as per specification</li> <li>• Arrange the required tool/machinery for the required operation</li> <li>• Perform cutting operation</li> <li>• Perform planning operation</li> <li>• Perform sizing as per drawing</li> <li>• Perform profiling operations</li> <li>• Perform boring operations</li> <li>• Perform pre-assembling to check accuracy of job</li> <li>• Perform dismantling of assigned job</li> <li>• Perform assembling process</li> <li>• Perform fixing process</li> <li>• Perform excesses removal</li> <li>• Perform sanding process for the assigned job</li> <li>• Perform finishing process for the assigned job</li> <li>• Check the quality of product</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to

<p><b>Minimum Evidence Required</b></p>	<p><b>Access the job requirements</b></p> <ol style="list-style-type: none"> <li>1. Identify and report the physical hazards at workplace, if any.</li> <li>2. Install barricades hoardings, signage in the hazardous areas</li> <li>3. Remove obstacles from work area.</li> <li>4. Check all tools and accessories are fit for the purpose.</li> <li>5. Select appropriate personal protective equipment for the purpose.</li> </ol> <p><b>Plan the job as per requirement</b></p> <ol style="list-style-type: none"> <li>1. Prepare the list of components and accessories as per job requirement.</li> <li>2. Read job order.</li> <li>3. Interpret drawings.</li> <li>4. Plan the transportation and manpower requirement in accordance with job.</li> </ol> <p><b>Arrange the required material as per specification</b></p> <ol style="list-style-type: none"> <li>1. Identify the material as per job demand.</li> <li>2. Collect the required material.</li> <li>3. Arrange the materials in sequence.</li> </ol> <p><b>Arrange the required tool/machinery for the required operation</b></p> <ol style="list-style-type: none"> <li>1. Collect the tools for the required as per job requirements.</li> <li>2. Organize the tool on your work space.</li> <li>3. Identify hand tools as per job requirements.</li> <li>4. Check Physical Condition of Tools &amp; Equipment before use.</li> </ol> <p><b>Perform cutting operation</b></p> <ol style="list-style-type: none"> <li>1. Select the required machine as per job.</li> <li>2. Set the fence at required angle</li> <li>3. Adjust the blade for required height.</li> <li>4. Perform first end cut in required angle.</li> <li>5. Set stopper for the required length.</li> <li>6. Cut the job as per desired length.</li> </ol> <p><b>Perform planning operation</b></p> <ol style="list-style-type: none"> <li>1. Select planer as per job.</li> <li>2. Adjust the out-feed table according to cutting edge of the cutter.</li> <li>3. Set the required cut off in feed table.</li> <li>4. Feed the piece manually or by feeder.</li> </ol>
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	<ol style="list-style-type: none"> <li>Plane the surface.</li> </ol> <p><b>Perform sizing as per drawing</b></p> <ol style="list-style-type: none"> <li>Collect the drawing/cutting list as per job requirements.</li> <li>Interpret drawing/cutting list</li> <li>Collect the required items.</li> <li>Mark the items as per requirement of job.</li> <li>Shift the items for further processing.</li> </ol> <p><b>Perform profiling operations</b></p> <ol style="list-style-type: none"> <li>Mark the job for profile.</li> <li>Select the machine.</li> <li>Install the required accessories (Cutters/Jigs/Fixtures)</li> <li>Set machine as per operation.</li> <li>Perform test cut.</li> <li>Perform profiling.</li> </ol> <p><b>Perform boring operations</b></p> <ol style="list-style-type: none"> <li>Mark center point of the job for boring</li> <li>Select the machine/hand tools</li> <li>Install the required Bit.</li> <li>Set machine as per operation.</li> <li>Ensure center marking on the job</li> <li>Perform boring</li> </ol> <p><b>Perform Pre-assembling process</b></p> <ol style="list-style-type: none"> <li>Collect the parts for assembling</li> <li>Arrange the parts in Sequence.</li> <li>Assemble the job to ensure accuracy.</li> </ol> <p><b>Perform dismantling process</b></p> <ol style="list-style-type: none"> <li>Check measurements</li> <li>Check angles</li> <li>Check joints flushing</li> <li>Perform disassembly</li> <li>Perform correction if required</li> </ol> <p><b>Perform assembling process</b></p> <ol style="list-style-type: none"> <li>Collect the parts for assembling</li> <li>Arrange the parts in Sequence.</li> <li>Assemble the job to ensure accuracy.</li> <li>Adjust the clamps according to job</li> </ol>
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	<p><b>Perform fixing process</b></p> <ol style="list-style-type: none"> <li>1. Apply adhesive material.</li> <li>2. Fix clamps</li> <li>3. Fix the nails</li> <li>4. Identify the fastener (if required)</li> <li>5. Fix fastener (if required)</li> <li>6. Remove the clamps after adhesive setting.</li> </ol> <p><b>Perform excesses removal</b></p> <ol style="list-style-type: none"> <li>1. Remove the excess adhesive at the time of joining before it gets dry.</li> <li>2. Remove the excess adhesive with chisel if it dries.</li> <li>3. Use sand paper for smoothness of joints and surface.</li> </ol> <p><b>Perform sanding process</b></p> <ol style="list-style-type: none"> <li>1. Select the appropriate machine for sanding.</li> <li>2. Install the required sand paper.</li> <li>3. Set machine as per operation.</li> <li>4. Perform sanding of job.</li> </ol> <p><b>Perform finishing process</b></p> <ol style="list-style-type: none"> <li>1. Select the appropriate tools for surface preparation.</li> <li>2. use the required tools for the finishing process</li> <li>3. Punch the nails for surface smoothing.</li> <li>4. Check for surface dents.</li> <li>5. Fill up the cracks/minute holes.</li> <li>6. Remove the extra adhesive.</li> <li>7. Apply sand paper for edge/surface smoothing.</li> </ol> <p><b>Check the quality of product</b></p> <ol style="list-style-type: none"> <li>1. Ensure Product specification</li> <li>2. Check the product before polishing on it</li> <li>3. Check the product for hardware installation</li> <li>4. Check the product carefully and mark the areas if there any fault</li> <li>5. Check quality of finished product</li> <li>6. Ensure safe packing of product before delivery</li> </ol>
<b>Portfolios</b>	<b>Portfolios required at the time of assessment (if any)</b>

## Assessors Judgment Guide

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks “Carpentry Supervisor/ Foreman”
<b>Competency Standard</b>	0722-W&C-19 Specify job routing
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	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

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Access the job requirements</li> <li>• Plan the job</li> <li>• Arrange the required material</li> <li>• Arrange the required tool/machinery</li> <li>• Perform cutting operation</li> <li>• Perform planning operation</li> <li>• Perform sizing as per drawing</li> <li>• Perform profiling operations</li> <li>• Perform boring operations</li> <li>• Perform assembling process</li> <li>• Perform fixing process</li> <li>• Perform excesses removal</li> <li>• Perform sanding process</li> <li>• Perform finishing process</li> <li>• Check the quality of product</li> </ul>			
	<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1.	Identify and report the physical hazards at workplace, if any.			
2.	Install barricades hoardings, signage in the hazardous areas			
3.	Remove obstacles from work area.			
4.	Check all tools and accessories are fit for the purpose.			
5.	Select appropriate personal protective equipment for the purpose.			
6.	Prepare the list of components and accessories as per job requirement.			
7.	Read job order			
8.	Interpret drawings.			
9.	Plan the transportation and manpower requirement in accordance with job.			
10.	Identify the material as per job demand			

11.	Collect the required material			
12.	Arrange the materials in Sequence.			
13.	Collect the tools for the required as per job requirements.			
14.	Organize the tool on your work space			
15.	Identify hand tools as per job requirements.			
16.	Check Physical Condition of Tools & Equipment before use.			
17.	Select the required machine as per job.			
18.	Set the fence at required angle			
19.	Adjust the blade for required height.			
20.	Perform first end cut in required angle.			
21.	Set stopper for the required length.			
22.	Cut the job as per desired length.			
23.	Select planer as per job.			
24.	Adjust the out-feed table according to cutting edge of the cutter.			
25.	Set the required cut off in feed table.			
26.	Feed the piece manually or by feeder.			
27.	Plane the surface.			
28.	Collect the drawing/cutting list as per job requirements.			
29.	Interpret drawing/cutting list			
30.	Collect the required items.			
31.	Mark the items as per requirement of job.			
32.	Shift the items for further processing.			



33.	Mark the job for profile.			
34.	Select the machine.			
35.	Install the required accessories (Cutters/Jigs/Fixtures)			
36.	Set machine as per operation.			
37.	Perform test cut.			
38.	Perform profiling.			
39.	Mark center point of the job for boring			
40.	Select the machine/hand tools			
41.	Install the required Bit.			
42.	Set machine as per operation.			
43.	Ensure center marking on the job			
44.	Perform boring			
45.	Collect the parts for assembling			
46.	Arrange the parts in Sequence.			
47.	Assemble the job to ensure accuracy.			
48.	Check measurements			
49.	Check angles			
50.	Check joints flushing			
51.	Perform disassembly			
52.	Perform correction if required			
53.	Collect the parts for assembling			
54.	Arrange the parts in Sequence.			

55.	Assemble the job to ensure accuracy.			
56.	Adjust the clamps according to job			
57.	Apply adhesive material.			
58.	Fix clamps			
59.	Fix the nails			
60.	Identify the fastener (if required)			
61.	Fix fastener (if required)			
62.	Remove the clamps after adhesive setting.			
63.	Remove the excess adhesive at the time of joining before it gets dry.			
64.	Remove the excess adhesive with chisel if it dry			
65.	Use sand paper for smoothness of joints and surface			
66.	Select the appropriate machine for sanding			
67.	Install the required sand paper.			
68.	Set machine as per operation.			
69.	Perform sanding of job			
70.	Select the appropriate tools for surface preparation.			
71.	use the required tools for the finishing process			
72.	Punch the nails for surface smoothing.			
73.	Check for surface dents			
74.	Fill up the cracks/minute holes			
75.	Remove the extra adhesive.			
76.	Apply sand paper for edge/surface smoothing.			

77.	Ensure Product specification			
78.	Check the product before polishing on it			
79.	Check the product for hardware installation			
80.	Check the product carefully and mark the areas if there any fault			
81.	Check quality of finished product			
82.	Ensure safe packing of product before delivery			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	National Competency Standards Level-4 for Woodworks "Carpentry Supervisor/ Foreman"
<b>Competency Standard</b>	0722-W&C-19 Specify job routing
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </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.	Enlist essential personal protective equipment for the cutting process.		
2.	Name any three tools used for profiling.		

3.	Why sanding job is performed?		
4.	What are the types of cutting blades?		
5.	What is the criteria to check the finished product quality?		

<b>Feedback to the Candidate</b>	
<b>Candidate's Signature</b> _____	<b>Assessor's Signature</b> _____

## Knowledge Assessment – Answers

1.	<p>Enlist essential personal protective equipment for the cutting process.</p> <ol style="list-style-type: none"> <li>1. Hand Gloves</li> <li>2. Safety Goggles OR Face Shield</li> <li>3. Safety Shoes</li> <li>4. Safety Helmet</li> </ol>
2.	<p>Name any three tools used for profiling.</p> <ol style="list-style-type: none"> <li>1. UM Profiles</li> <li>2. DP Profiling tool</li> <li>3. HW Profiling tool</li> <li>4. Easy cut</li> <li>5. Finger joint cutter</li> <li>6. Cutters for corrugated knives</li> <li>7. Cutters for edge benders</li> </ol>
3.	<p>Why sanding job is performed?</p> <ol style="list-style-type: none"> <li>1. To make smooth finish of the job.</li> <li>2. To clear the roughness from surface</li> <li>3. To make visible the wood grains</li> <li>4. To remove the dents form surface</li> <li>5. Remove the extra potty</li> <li>6. Remove the extra adhesive (If any)</li> <li>7. Flushing of joints</li> </ol>
4.	<p>What are the types of cutting blades?</p> <ol style="list-style-type: none"> <li>1. Flat top grind</li> <li>2. Alternate top bevel</li> <li>3. Combination</li> <li>4. And triple chip grind</li> </ol>

5.	What are the criteria to check the finished product quality?
	<ol style="list-style-type: none"> <li>1. Pre-production inspection.</li> <li>2. During productions inspection.</li> <li>3. Piece by piece inspection in the factory.</li> <li>4. Final inspection on a platform.</li> <li>5. Training and auditing internal inspector in the factory.</li> </ol>