

**Assessment Evidence Guide  
For  
Early Childhood  
Care and Education (ECCE)  
(ECCE Teacher Trainer)  
LEVEL-4  
(Summative Assessment)**



**National Vocational and  
Technical Training Commission (NAVTTTC)  
Government of Pakistan**

<b>Title of Qualification:</b> National Vocational Certificate Level 4 in Early Childhood Care and Education (ECCE Teacher Trainer)	<b>CS Code:</b>	<b>Level: 4</b>	<b>Version: 01</b>
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Establish and maintain the occupational Health and safety system</li> <li>• Perform Advance communication</li> <li>• Analyse Workplace Policies and Procedures</li> <li>• Use social media tools for collaboration and engagement</li> <li>• Use Critical Thinking and reflective practice</li> <li>• Manage and Administer School Organization</li> <li>• Maintain relationship with family, school and community</li> <li>• Apply Assessment &amp; Evaluation Techniques</li> <li>• Integrate Inclusion and Diversity in Early Childhood Care and Education</li> <li>• Setting &amp; Managing Day-care</li> <li>• Practice Positive Parenting</li> <li>• Execute Pedagogical Leadership</li> <li>• Practice ICT in Early Years</li> <li>• Practicum III (Seminars/Workshops/ Symposium)</li> <li>• Implement Green Skills</li> </ul>	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time: 5 hrs.</b>		

<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 the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>Assessment Task 1:</b> Candidate is required to conduct pre-assessment (for a student only) to identify the current level of the student and prepare a report card as per instructions given by assessor.</p> <p><b>Assessment Task 2:</b> Candidate is required to Design a Layout Plan for an inclusive classroom that promotes positive student behavior and a safe and healthy environment as per instructions given by assessor.</p> <p><b>Assessment Task 3:</b> Candidate is required to Develop lesson plans that promote active learning and aligned to SEN in an inclusive classroom as per instructions given by assessor.</p> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>1. Knowledge assessment test (Written or Oral)</b></li> <li><b>2. Portfolios at the time of assessment (if any)</b></li> </ol>

Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Use quizzes, hand signals, response card and four corners</p> <p><b>Performance Criteria 2:</b> Prepare report cards.</p> <p><b>Performance Criteria 3:</b> Record the pre-assessment</p> <p><b>Performance Criteria 4:</b> Identify formal and informal assessment</p> <p><b>Performance Criteria 5:</b> Identify children who need additional support</p> <p><b>Performance Criteria 6:</b> Complete work tasks within deadlines in according to order of priority</p>
	<p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Plan developmentally appropriate arrangements and adaptations of classroom physical environment.</p> <p><b>Performance Criteria 2:</b> Identifying students at risk in terms of biological and environmental conditions.</p> <p><b>Performance Criteria 3:</b> Initiate a positive attitude / relationship among all children in the classroom.</p> <p><b>Performance Criteria 4:</b> Recognize conflicts that may develop when dealing with differences.</p> <p><b>Performance Criteria 5:</b> Identify their own role of Special Education Teacher in a diverse classroom setting.</p> <p><b>Performance Criteria 6:</b> Create high expectations for every child to reach his or her full potential</p> <p><b>Performance Criteria 7:</b> Assess personal knowledge and skills against competency</p>
	<p><b>Assessment Task 3</b></p> <p><b>Performance Criteria 1:</b> Understanding of how the dynamics of differences affect the process of learning.</p> <p><b>Performance Criteria 2:</b> Plan a variety of instructional strategies conducive to diverse needs of the children.</p> <p><b>Performance Criteria 3:</b> Plan, control and facilitate active learning in the classroom that caters to the different needs and abilities of the students.</p> <p><b>Performance Criteria 4:</b> Assess through a checklist to determine whether students are achieving academic goals.</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <ul style="list-style-type: none"> <li>✓ Folder/file includes evidence about Occupational Health and Safety System</li> <li>✓ Folder/file includes evidence about advance communication</li> <li>✓ Folder/file includes evidence about social media tools for collaboration and engagement</li> <li>✓ Folder/file includes evidence about critical thinking and reflective practice</li> <li>✓ Folder/file includes evidence about manage and administter school organisation</li> <li>✓ Folder/file includes evidence about relationship with family ,school &amp; community</li> <li>✓ Folder/file includes evidence about setting and managing daycare center</li> <li>✓ Folder/file includes evidence about positive parenting</li> <li>✓ Folder/file includes evidence about pedagogical leadership</li> <li>✓ Folder/file includes evidence about ICT in early years</li> <li>✓ Folder/file includes evidence about practicum III( seminar/workshop/symposium)</li> </ul> <p><b>Performance Criteria 1:</b> Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and prevailing trends.</p> <p><b>Performance Criteria 2:</b> Establish a system for keeping occupational health and safety records in accordance with legislative requirements.</p> <p><b>Performance Criteria 3:</b> Develop CV Skills according requirements</p> <p><b>Performance Criteria 4:</b> Provide feedback on progress on trainees</p> <p><b>Performance Criteria 5:</b> Review most popular tools and applications within that social</p>

	media type
	<b>Performance Criteria 6:</b> Schedule activities for children to analyze and critique through engagement in formal tasks, informal tasks, and ongoing activities
	<b>Performance Criteria 7:</b> Design and maintain professional portfolio
	<b>Performance Criteria 8:</b> Manage school offices (principal, reception, accounts etc.)
	<b>Performance Criteria 9:</b> Design a daily routine plan for Early years classroom
	<b>Performance Criteria 10:</b> Plan activities to practice and implement above mentioned behaviors
	<b>Performance Criteria 11:</b> Organize sessions for kids and invite guest speakers.
	<b>Performance Criteria 12:</b> Enlist Six Types of School-Family-Community Involvement
	<b>Performance Criteria 13:</b> Distinguish between different types of childcare/ daycare services.
	<b>Performance Criteria 14:</b> Realize the scope and nature of work in a childcare / daycare setting
	<b>Performance Criteria 15:</b> Design a check list to ensure hygienic and safe environment.
	<b>Performance Criteria 16:</b> Construct a set of principles for daycare setup.
	<b>Performance Criteria 17:</b> Establish an understanding of positive parenting style.
	<b>Performance Criteria 18:</b> Realize parental attachment issues and recommendations to deal with them.
	<b>Performance Criteria 19:</b> Translate the vision into curriculum goals/outcomes by setting and communicating learning goals/outcomes with staff and other stakeholders
	<b>Performance Criteria 20:</b> List down developmentally appropriate practice of ICT for infant, toddler, young children.
	<b>Performance Criteria 21:</b> List out various ways in which different types of technology assess different types of student learning
	<b>Performance Criteria 22:</b> Plan the event logistics & effective team management

*Continued on following page*

## 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	<div style="display: flex; justify-content: space-between;"> <span>COMPETENT <input type="checkbox"/></span> <span>NOT YET COMPETENT <input type="checkbox"/></span> </div> 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)							
<b>Assessment Task 1</b>			<b>Description of Assessment Task 1</b> conduct pre-assessment (for a student only) to identify the current level of the student and prepare a report card as per instructions given by assessor.				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1.	Use quizzes, hand signals, response card and four corners						
2.	Prepare report cards.						
3.	Record the pre-assessment						
4.	Identify formal and informal assessment						
5.	Identify children who need additional support						
6.	Complete work tasks within deadlines in according to order of priority						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Each Assessment Task (with performance criteria)				
<b>Assessment Task 2</b>		<b>Description of Assessment Task 2</b> Design a Layout Plan for an inclusive classroom that promotes positive student behavior and a safe and healthy environment as per instructions given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Plan developmentally appropriate arrangements and adaptations of classroom physical environment.			
2.	Identifying students at risk in terms of biological and environmental conditions.			
3.	Initiate a positive attitude / relationship among all children in the classroom.			
4.	Recognize conflicts that may develop when dealing with differences.			
5.	Identify their own role of Special Education Teacher in a diverse classroom setting.			
6.	Create high expectations for every child to reach his or her full potential			
7.	Assess personal knowledge and skills against competency			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
<b>Assessment Task 3</b>		<b>Description of Assessment Task 3</b> Develop lesson plans that promote active learning and aligned to SEN in an inclusive classroom as per instructions given by assessor		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Understanding of how the dynamics of differences affect the process of learning.			
2.	Plan a variety of instructional strategies conducive to diverse needs of the children.			
3.	Plan, control and facilitate active learning in the classroom that caters to the different needs and abilities of the students			
4.	Assess through a checklist to determine whether students are achieving academic goals.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio		Description of Portfolio		
		<ul style="list-style-type: none"> <li>✓ Folder/file includes evidence about Occupational Health and Safety System</li> <li>✓ Folder/file includes evidence about advance communication</li> <li>✓ Folder/file includes evidence about social media tools for collaboration and engagement</li> <li>✓ Folder/file includes evidence about critical thinking and reflective practice</li> <li>✓ Folder/file includes evidence about manage and administter school organisation</li> <li>✓ Folder/file includes evidence about relationship with family ,school &amp; community</li> <li>✓ Folder/file includes evidence about setting and managing daycare center</li> <li>✓ Folder/file includes evidence about positive parenting</li> <li>✓ Folder/file includes evidence about pedagogical leadership</li> <li>✓ Folder/file includes evidence about ICT in early years</li> <li>✓ Folder/file includes evidence about practicum III( seminar/workshop/symposium)</li> </ul>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and prevailing trends.			
2.	Establish a system for keeping occupational health and safety records in accordance with legislative requirements.			
3.	Develop CV Skills according requirements			
4.	Provide feedback on progress on trainees			
5.	Review most popular tools and applications within that social media type			
6.	Schedule activities for children to analyze and critique through engagement in formal tasks, informal tasks, and ongoing activities			
7.	Design and maintain professional portfolio			
8.	Manage school offices (principal, reception, accounts etc.)			
9.	Design a daily routine plan for Early years classroom			
10.	Plan activities to practice and implement above mentioned behaviors			
11.	Organize sessions for kids and invite guest speakers.			
12.	Enlist Six Types of School-Family-Community Involvement			
13.	Distinguish between different types of childcare/ daycare services.			
14.	Realize the scope and nature of work in a childcare / daycare setting			
15.	Design a check list to ensure hygienic and safe environment.			
16.	Construct a set of principles for daycare setup.			
17.	Establish an understanding of positive parenting			

	style.			
18.	Realize parental attachment issues and recommendations to deal with them.			
19.	Translate the vision into curriculum goals/outcomes by setting and communicating learning goals/outcomes with staff and other stakeholders			
20.	List down developmentally appropriate practice of ICT for infant, toddler, young children.			
21.	List out various ways in which different types of technology assess different types of student learning			
22.	Plan the event logistics & effective team management			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment				
<b>Title of Qualification:</b> National Vocational Certificate Level 4 in Early Childhood Care and Education (ECCE Teacher Trainer)		<b>CS Code:</b>	<b>Level:</b> 4	<b>Version:</b> 01
<b>Competency Standard Title:</b> <ul style="list-style-type: none"> <li>• Establish and maintain the occupational Health and safety system</li> <li>• Perform Advance communication</li> <li>• Analyse Workplace Policies and Procedures</li> <li>• Use social media tools for collaboration and engagement</li> <li>• Use Critical Thinking and reflective practice</li> <li>• Manage and Administer School Organization</li> <li>• Maintain relationship with family, school and community</li> <li>• Apply Assessment &amp; Evaluation Techniques</li> <li>• Integrate Inclusion and Diversity in Early Childhood Care and Education</li> <li>• Setting &amp; Managing Day-care</li> <li>• Practice Positive Parenting</li> <li>• Execute Pedagogical Leadership</li> <li>• Practice ICT in Early Years</li> <li>• Practicum III (Seminars/Workshops/Symposium)</li> <li>• Implement Green Skills</li> </ul>		<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b> 30 min		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
------------------------	--

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

Question	Candidate's answer
1. Discuss your own reflection and mention at least five points of improvement you will incorporate in your leadership style.	
2. Give a presentation and mention 8-8 key points to to manage early years settings (School & Day Care)	
3. Develop an e checklist to promote inclusion and record child development.	
4. Develop an e checklist to promote inclusion and record child development.	
5.	
6.	
7.	
8.	
9.	
10.	

**ANSWER KEY**

<b>Sr.</b>	<b>Answers</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	