

# **Assessment Evidence Guide**

## **for**

### **“Head Worker”**

#### **Level-3**

**Perform Computer Applications**  
**(Formative Assessment)**



**National Vocational & Technical**  
**Training Commission**

# Instruction Sheet for the Candidate

<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management "Head Worker"	<b>CS Code:</b>	<b>Level:</b> 3	<b>Version:</b> 01
<b>Competency Standard Title:</b> Perform Computer Applications Maintain Safety at Site Work in a Team Environment	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<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 prepare a presentation in Power Point, specified by assessor.</p> <p><b>Assessment Task 2:</b> Candidate is required to prepare a spreadsheet in MS Excel, specified by assessor.</p> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
	<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> Insert Slides with different Layouts according to requirements of presentation.</p> <p><b>Performance Criteria 2:</b> Insert text, tables, images, etc. according to the requirement.</p> <p><b>Performance Criteria 3:</b> Apply a set of effects to animate the slide according to requirement.</p> <p><b>Performance Criteria 4:</b> Apply Slide Transitions on Slides according to requirement.</p> <p><b>Performance Criteria 5:</b> Apply Sound Effects on Objects/text/images according to requirement.</p> <p><b>Performance Criteria 6:</b> Check leads and cable for any visual damage before use</p> <p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Develop a worksheet as per given data.</p> <p><b>Performance Criteria 2:</b> Format the worksheet according to given criteria.</p> <p><b>Performance Criteria 3:</b> Apply Formulas according to the requirement.</p> <p><b>Performance Criteria 4:</b> Generate Charts/Graphs according to the given data.</p> <p><b>Performance Criteria 5:</b> Print Worksheet according to requirements.</p> <p><b>Performance Criteria 6:</b> Use appropriate non- verbal communication.</p>

# Assessors Judgment Guide

(To be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

<b>Candidate Details</b>	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
<b>Assessment Outcome</b>	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							

## Observation Checklist

Each Assessment Task (with performance criteria)			
<b>Assessment Task 1</b>	<b>Description of Assessment Task 1</b> Prepare a presentation in Power Point, specified by assessor.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Insert Slides with different Layouts according to requirements of presentation.			
2. Insert text, tables, images, etc. according to the requirement.			
3. Apply a set of effects to animate the slide according to requirement.			
4. Apply Slide Transitions on Slides according to requirement.			
5. Apply Sound Effects on Objects/text/images according to requirement.			
6. Check leads and cable for any visual damage before use			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

<b>Assessment Task 2</b>	<b>Description of Assessment Task 2</b> Prepare a spreadsheet in MS Excel, specified by assessor.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Develop a worksheet as per given data.			
2. Format the worksheet according to given criteria.			
3. Apply Formulas according to the requirement.			
4. Generate Charts/Graphs according to the given data.			
5. Print Worksheet according to requirements.			
6. Use appropriate non- verbal communication.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

## Knowledge Assessment

<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management” Head Worker”	<b>CS Code:</b>	<b>Level:</b> 3	<b>Version:</b> 01
<b>Competency Standard Title:</b> Perform Computer Applications Maintain Safety at Site Work in a Team Environment	<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>
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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 the Assessor:.....

Question	Candidate's Answer
1. What is MS Excel spreadsheet?	
2. What are the four uses of Microsoft Power Point?	
3. What is physical hazard?	
4. Define barricade.	
5. What is a risk in safety?	
6. What are the 5 C's of communication?	
7. Write any five barriers to communication?	

## **ANSWER KEY**

<b>Sr.</b>	<b>Answers</b>
<b>1.</b>	Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions.
<b>2.</b>	Documents, Performed calculations, Analyzed data ,Reports in slides shows
<b>3.</b>	Physical hazards are environmental factors that can harm an employee without necessarily touching them, including heights, noise, radiation and pressure.
<b>4.</b>	The definition of a barricade is a barrier that stops the progress of something
<b>5.</b>	'Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.
<b>6.</b>	<ul style="list-style-type: none"><li>• Clarity,</li><li>• Consistency,</li><li>• Creativity</li><li>• Content</li><li>• Connections</li></ul>
<b>7.</b>	<ul style="list-style-type: none"><li>• The use of jargon. Over-complicated or unfamiliar terms.</li><li>• Emotional barriers and taboos.</li><li>• Lack of attention, interest, distractions, or irrelevance to the receiver.</li><li>• Differences in perception and viewpoint.</li><li>• Physical disabilities such as hearing problems or speech difficulties.</li><li>• Language differences and the difficulty in understanding unfamiliar accents.</li><li>• Cultural differences.</li></ul>

# **Assessment Evidence Guide**

## **For**

### **“Head Worker”**

**Level-3**

**Maintain Inventory at Site**  
(Formative Assessment)



**National Vocational & Technical**  
**Training Commission**

# Instruction Sheet for the Candidate

<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management "Head Worker"	<b>CS Code:</b>	<b>Level: 3</b>	<b>Version: 01</b>
<b>Competency Standard Title:</b> Maintain Inventory at Site Maintain Safety at Site Work in a Team Environment	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<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 identify the parts of ventilation system and its various accessories as specified by assessor.</p> <p><b>Assessment Task 2:</b> Candidate is required to identify different tools in tool box and perform corrective maintenance as per requirement given by assessor.</p> <p><b>Assessment Task 3:</b> Candidate is required to put entry in stock register; generate demand of consumables and the report of faulty tools at site as per requirement given by assessor.</p> <p><b>And complete:</b></p> <p>3. Knowledge assessment test (Written or Oral)</p> <p>4. Portfolios at the time of assessment (if any)</p>
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> Identify capacity of shed and hatchery machinery as per manufacturers specifications</p> <p><b>Performance Criteria 2:</b> identify standard tools supplied with machines</p> <p><b>Performance Criteria 3:</b> Check spares/consumable materials</p> <p><b>Performance Criteria 4:</b> Adopt communication skills, which are designed in a team.</p> <p><b>Performance Criteria 5:</b> Identify problems in communication with a team</p> <p><b>Performance Criteria 6:</b> Use appropriate hand signals as per situation.</p>
	<p><b>Assessment Task 2:</b></p> <p><b>Performance Criteria 1:</b> Check physical condition of tools</p> <p><b>Performance Criteria 2:</b> Place tools in tool box as per layout</p> <p><b>Performance Criteria 3:</b> Perform preventive maintenance of tools as per standards</p> <p><b>Performance Criteria 4:</b> Perform corrective maintenance of tools as per standards</p> <p><b>Performance Criteria 5:</b> Clean tools after use</p> <p><b>Performance Criteria 6:</b> Carry out the instructions of the supervisor</p> <p><b>Performance Criteria 7:</b> Maintain housekeeping</p> <p><b>Performance Criteria 8:</b> Wear PPE according to job</p> <p><b>Performance Criteria 9:</b> Store PPE at Designated place after use</p>



	<p><b>Assessment Task 3:</b></p> <p><b>Performance Criteria 1:</b> Count number of tools and equipment as per record</p> <p><b>Performance Criteria 2:</b> Report for faulty tools and equipment</p> <p><b>Performance Criteria 3:</b> Generate demand for defective tools and equipment</p> <p><b>Performance Criteria 4:</b> Prepare record of all tools and equipment</p> <p><b>Performance Criteria 5:</b> Identify basic safety signs and symbols</p> <p><b>Performance Criteria 6:</b> Identify risk associated with job to be done</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							

# Observation Checklist

Each Assessment Task (with performance criteria)			
<b>Assessment Task 1</b>		<b>Description of Assessment Task 1</b> Identify the parts of ventilation system and its various accessories as specified by assessor.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Identify capacity of shed and hatchery machinery as per manufacturers specifications		
2.	Identify standard tools supplied with machines		
3.	Check spares/consumable materials		
4.	Adopt communication skills, which are designed in a team.		
5.	Identify problems in communication with a team		
6.	Use appropriate hand signals as per situation.		
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> Identify different tools in tool box and perform corrective maintenance as per requirement given by assessor.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Check physical condition of tools		
2.	Place tools in tool box as per layout		
3.	Perform preventive maintenance of tools as per standards		
4.	Perform corrective maintenance of tools as per standards		
5.	Clean tools after use		
6.	Carry out the instructions of the supervisor		
7.	Maintain housekeeping		
8.	Wear PPE according to job		
9.	Store PPE at Designated place after use		
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> Put entry in stock register; generate demand of consumables and the report of faulty tools at site as per requirement given by assessor.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1.	Count number of tools and equipment as per record		
2.	Report for faulty tools and equipment		
3.	Generate demand for defective tools and equipment		
4.	Prepare record of all tools and equipment		
5.	Identify basic safety signs and symbols		
6.	Identify risk associated with job to be done		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

## Knowledge Assessment

<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management "Head Worker"	<b>CS Code:</b>	<b>Level:</b> 3	<b>Version:</b> 01
<b>Competency Standard Title:</b> Maintain Inventory at Site Maintain Safety at Site Work in a Team Environment	<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>
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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 the Assessor: .....

Question	Candidate's answer
1. What is considered a consumable item?	
2. Enlist the types of poultry shed machinery	
3. What are hatchery equipment?	
4. Enlist safety control measures.	
5. What is an emergency plan?	
6. MSDS stands for?	
7. Define fire extinguisher?	
8. Enlist four types of communication.	

### **ANSWER KEY**

<b>Sr.</b>	<b>Answers</b>
<b>1.</b>	Consumables are goods used by individuals and businesses that must be replaced regularly because they wear out or are used up.
<b>2.</b>	Egg transfer machines, vaccinating/sexing/grading systems, waste removal system, hatcher tray washers, chick box washers, rack washers, high pressure pumps etc.
<b>3.</b>	Incubators, setters, Hatchers and accessories.
<b>4.</b>	Control measures include actions that can be taken to reduce the potential of exposure to the hazard
<b>5.</b>	An emergency plan specifies procedures for handling sudden or unexpected situations
<b>6.</b>	Material Safety Data Sheet
<b>7.</b>	Dry chemical fire extinguishers work with a pressurized spray of a dry chemical that will blanket a fire and extinguish it.
<b>8.</b>	<ul style="list-style-type: none"><li>• Verbal Communication.</li><li>• Non-verbal / Interpersonal communication.</li><li>• Written Communications.</li><li>• Formal &amp; Informal.</li><li>• Visual Communication</li></ul>

# **Assessment Evidence Guide**

## **For**

### **“Head Worker”**

**Level-3**

**Perform Feed, Water and Light Management**  
(Formative Assessment)



**National Vocational & Technical**  
**Training Commission**

## Instruction Sheet for the Candidate

<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management “Head Worker”	<b>CS Code:</b>	<b>Level:</b> 3	<b>Version:</b> 01
<b>Competency Standard Title:</b> Perform Feed, Water and Light Management Maintain Safety at Site Work in a Team Environment	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<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 calculate and offer feed according to bird requirement as per instruction given by assessor.</p> <p><b>Assessment Task 2:</b> Candidate is required to evaluate quality of raw material and perform feed manufacturing as per instruction given by assessor.</p> <p><b>Assessment Task 3:</b> Candidate is required to manage light regime for different types of birds and it's troubleshooting as per instruction given by assessor.</p> <p><b>Assessment Task 4:</b> Candidate is required to calculate water intake, maintain water quality and water system as per instruction given by assessor.</p> <p><b>And complete:</b></p> <p><b>5. Knowledge assessment test (Written or Oral)</b></p> <p><b>6. Portfolios at the time of assessment (if any)</b></p>
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> Interpret feed manual</p> <p><b>Performance Criteria 2:</b> Calculate total feed bags per shed</p> <p><b>Performance Criteria 3:</b> Adjust the numbers of the feeder according to the total feed</p> <p><b>Performance Criteria 4:</b> Calculate the feed according to the age of bird</p> <p><b>Performance Criteria 5:</b> Calculate the feed according to the type of poultry bird</p> <p><b>Performance Criteria 6:</b> Calculate the feed according to the production of the bird</p> <p><b>Performance Criteria 7:</b> Identify appropriate lines of communication with supervisors and colleagues.</p> <p><b>Performance Criteria 8:</b> Identify potential hazards at work site</p>



	<p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Arrange raw materials as per requirement</p> <p><b>Performance Criteria 2:</b> Measure quality of feed ingredients as per SOPs</p> <p><b>Performance Criteria 3:</b> Perform weighing according to requirement</p> <p><b>Performance Criteria 4:</b> Perform grinding of ingredients</p> <p><b>Performance Criteria 5:</b> Perform mixing of ingredients</p> <p><b>Performance Criteria 6:</b> Identify risk associated with job to be done.</p> <p><b>Performance Criteria 7:</b> Assess the specific and relevant information from the appropriate sources</p>
	<p><b>Assessment Task 3</b></p> <p><b>Performance Criteria 1:</b> Maintain light management for broiler</p> <p><b>Performance Criteria 2:</b> Maintain light management for layer</p> <p><b>Performance Criteria 3:</b> Maintain light management for breeder</p> <p><b>Performance Criteria 4:</b> Perform troubleshooting for light</p> <p><b>Performance Criteria 5:</b> Check leads and cable for any visual damage before use</p> <p><b>Performance Criteria 6:</b> Share report with co-workers.</p>
	<p><b>Assessment Task 4</b></p> <p><b>Performance Criteria 1:</b> Maintain water pH</p> <p><b>Performance Criteria 2:</b> Perform chlorination as per SOPs</p> <p><b>Performance Criteria 3:</b> Calculate water intake</p> <p><b>Performance Criteria 4:</b> Maintain water temperature</p> <p><b>Performance Criteria 5:</b> Maintain water odour</p> <p><b>Performance Criteria 6:</b> Maintain Total Dissolve Solids level (TDS)</p> <p><b>Performance Criteria 7:</b> Maintain water system management</p> <p><b>Performance Criteria 8:</b> Perform protection measures as per job requirements</p> <p><b>Performance Criteria 9:</b> Report to immediate boss</p>

*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	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)							
Observation Checklist							
Assessment Task 1			Description of Assessment Task 1 calculate and offer feed according to bird requirement as per instruction given by assessor.				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1.	Interpret feed manual						
2.	Calculate total feed bags per shed						
3.	Adjust the numbers of the feeder according to the total feed						
4.	Calculate the feed according to the age of bird						
5.	Calculate the feed according to the type of poultry bird						
6.	Calculate the feed according to the production of the bird						
7.	Identify appropriate lines of communication with supervisors and colleagues						
8.	Identify potential hazards at work site						
Competent <input type="checkbox"/>					Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 2</b>		<b>Description of Assessment Task 2</b> evaluate quality of raw material and perform feed manufacturing as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arrange raw materials as per requirement			
2.	Measure quality of feed ingredients as per SOPs			
3.	Perform weighing according to requirement			
4.	Perform grinding of ingredients			
5.	Perform mixing of ingredients			
6.	Identify risk associated with job to be done.			
7.	Assess the specific and relevant information from the appropriate sources			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of Assessment Task 3</b> manage light regime for different types of birds and it's troubleshooting as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Maintain light management for broiler			
2.	Maintain light management for layer			
3.	Maintain light management for breeder			
4.	Perform troubleshooting for light			
5.	Check leads and cable for any visual damage before use			
6.	Share report with co-workers.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 4</b>		<b>Description of Assessment Task 4</b> calculate water intake, maintain water quality and water system as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Maintain water pH			
2.	Perform chlorination as per SOPs			
3.	Calculate water intake			
4.	Maintain water temperature			
5.	Maintain water odour			
6.	Maintain Total Dissolve Solids level (TDS)			
7.	Maintain water system management			
8.	Perform protection measures as per job requirements			
9.	Report to immediate boss			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment			
<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management "Head Worker"	<b>CS Code:</b>	<b>Level:</b> 3	<b>Version:</b> 01
<b>Competency Standard Title:</b> Perform Feed, Water and Light Management Maintain Safety at Site Work in a Team Environment	<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>
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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 the Assessor:.....

Question	Candidate's answer
1. Name the types of feed	
2. Write different feeding equipment	
3. What are the raw materials for poultry?	
4. Why is light a very important element for poultry?	
5. How to maintain water pH?	
6. What happens if TDS of poultry water is high?	
7. MSDS stands for?	
8. What is an emergency plan?	

### **ANSWER KEY**

<b>Sr.</b>	<b>Answers</b>
<b>1.</b>	Mash, Crumbs, Pellet
<b>2.</b>	Automatic feeder, linear feeder, circular feeder, shell grit box
<b>3.</b>	maize, bajra, Rice Bran, Rice polish, jowar, Soybean Meal
<b>4.</b>	Lighting directly influences productivity, growth and sexual maturation of birds.
<b>5.</b>	Sanitization, regular testing
<b>6.</b>	higher levels of TDS had the most negative effects on mortality rate in the rearing period of broilers
<b>7.</b>	Material Safety Data Sheet
<b>8.</b>	An emergency plan specifies procedures for handling sudden or unexpected situations

**Assessment Evidence Guide**  
**for**  
**“Head Worker”**  
**Level-3**  
**Perform Basic Hatchery Operations**  
**(Formative Assessment)**



**National Vocational & Technical  
Training Commission**

## Instruction Sheet for the Candidate

<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management "Head Worker"	<b>CS Code:</b>	<b>Level: 3</b>	<b>Version: 01</b>
<b>Competency Standard Title:</b> Perform Basic Hatchery Operations Maintain Safety at Site Work in a Team Environment	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time:</b>		

Candidate Details	Name: .....  Registration/Roll Number: .....
Guidance for Candidate	<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 select eggs according to standards for incubation and candling as per instruction given by assessor.</p> <p><b>Assessment Task 2:</b> Candidate is required to maintain factors affecting environment during incubation as per instruction given by assessor.</p> <p><b>Assessment Task3:</b> Candidate is required to perform hatch pull, break out analysis and record keeping as per instruction given by assessor.</p> <p><b>Assessment Task4:</b> Candidate is required to clean, disinfect and sanitize hatchery as per SOPs assigned by assessor.</p> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>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> Wear PPEs</p> <p><b>Performance Criteria 2:</b> Separate eggs on physical basis</p> <p><b>Performance Criteria 3:</b> Perform grading of eggs</p> <p><b>Performance Criteria 4:</b> Perform candling of eggs</p> <p><b>Performance Criteria 5:</b> Maintain record</p>
	<p><b>Assessment Task 2</b></p> <p><b>Performance Criteria 1:</b> Calibrate the incubation tools</p> <p><b>Performance Criteria 2:</b> Maintain temperature in setter and Hatcher</p> <p><b>Performance Criteria 3:</b> Maintain relative humidity in setter and Hatcher</p> <p><b>Performance Criteria 4:</b> Maintain air quality</p>



	<b>Assessment Task 3</b> <b>Performance Criteria 1:</b> Remove un- hatched eggs <b>Performance Criteria 2:</b> Perform egg breakout analysis <b>Performance Criteria 3:</b> Maintain record <b>Performance Criteria 4:</b> Work together with co-workers in an effective manner
	<b>Assessment Task 4</b> <b>Performance Criteria 1:</b> Arrange tools and material <b>Performance Criteria 2:</b> Remove organic waste as per SOPs <b>Performance Criteria 3:</b> Perform dry cleaning of site as per SOPs <b>Performance Criteria 4:</b> Perform wet cleaning of site as per SOPs <b>Performance Criteria 5:</b> Perform disinfection of equipment and site as per SOPs  <b>Performance Criteria 6:</b> Perform sanitization of equipment and site as per SOPs  <b>Performance Criteria 7:</b> Maintain record <b>Performance Criteria8:</b> Perform protection measures as per job requirements

*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	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)				
<b>Observation Checklist</b>				
<b>Assessment Task 1</b>		<b>Description of Assessment Task 1</b> select eggs according to standards for incubation and candling as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Wear PPEs			
2.	Separate eggs on physical basis			
3.	Perform grading of eggs			
4.	Perform candling of eggs			
5.	Maintain record			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 2</b>		<b>Description of Assessment Task 2:</b> maintain factors affecting environment during incubation as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Calibrate the incubation tools			
2.	Maintain temperature in setter and Hatcher			
3.	Maintain relative humidity in setter and Hatcher			
4.	Maintain air quality			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 3</b>		<b>Description of Assessment Task 3:</b> perform hatch pull, break out analysis and record keeping as per instruction given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Remove un- hatched eggs			
2.	Perform egg breakout analysis			
3.	Maintain record			
4.	Work together with co-workers in an effective manner			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Assessment Task 4</b>		<b>Description of Assessment Task4:</b> clean, disinfect and sanitize hatchery as per SOPs assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arrange tools and material			
2.	Remove organic waste as per SOPs			
3.	Perform dry cleaning of site as per SOPs			
4.	Perform wet cleaning of site as per SOPs			
5.	Perform disinfection of equipment and site as per SOPs			
6.	Perform sanitization of equipment and site as per SOPs			
7.	Maintain record			
8.	Perform protection measures as per job requirements			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment			
<b>Title of Qualification:</b> National Vocational Certificate Level 3 in Poultry Management "Head Worker"	<b>CS Code:</b>	<b>Level:</b> 3	<b>Version:</b> 01
<b>Competency Standard Title:</b> Perform Basic Hatchery Operations Maintain Safety at Site Work in a Team Environment	<b>Assessment Date (DD/MM/YY):</b>  <b>Assessment Time: 30 mins</b>		

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

Question	Candidate's answer
1. Define candling	
2. What is the importance of egg grading	
3. What is embryonic mortality	
4. Importance of using disinfectants	
5. What is dry cleaning	
6. What is wet cleaning	
7. What are the causes of unhatched eggs	
8. Define fire extinguisher?	

### **ANSWER KEY**

<b>Sr.</b>	<b>Answers</b>
<b>1.</b>	Candling detects fertility /infertility of eggs
<b>2.</b>	Egg grading is used in the egg industry to reduce waste
<b>3.</b>	Embryonic mortality occurs at any time from fertilization up to the time of hatching.
<b>4.</b>	Cleaning and disinfection are central to any biosecurity program.
<b>5.</b>	Scrape manure and accumulated dust and dirt from perches and roosts
<b>6.</b>	Wet cleaning is done in three steps such as soaking, washing and rinsing.
<b>7.</b>	<ul style="list-style-type: none"><li>✓ Infertility</li><li>✓ Infection</li><li>✓ Sick hen</li><li>✓ Considerably incorrect incubator settings</li></ul>
<b>8.</b>	Dry chemical fire extinguishers work with a pressurized spray of a dry chemical that will blanket a fire and extinguish it.