

Assessment Evidence Guide

For

Building Painting and Decorating
(Architect Supervisor)

Level-4

(Formative Assessment)



**National Vocational & Technical Training
Commission Islamabad**

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC016Prepare Trade Requirements
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Interpret Trade requirements 2. Acquire resources based on trade requirements 3. Secure handling of resources
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Interpret Trade requirements 2. Acquire resources based on trade requirements 3. Secure handling of resources
Minimum Evidence Required	1. Interpret Trade requirements • Identify work Procedure of the Trade based on approved construction documents and specifications • Identify work requirements of the trade based on approved construction documents and specifications • Estimate required resources in accordance with work requirements of the trade 2. Acquire resources based on trade requirements • Coordinate required resources with appropriate personnel based on bill of materials • Acquire required resources as per work requirements • Inspect acquired work resources based on estimated quantities and specification Wear gloves. 3. Secure handling of resources • Transport acquired resources in accordance with handling procedures • Inspect transported resources for damages and functionality based on specifications and schedules

	• Secure transported resources in accordance with company standard operating procedures (SOPs)
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level –4 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC016 Prepare Trade Requirements
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Interpret Trade requirements 2. Acquire resources based on trade requirements 3. Secure handling of resources

I can.....

Performance Criteria	Yes	No
1. Identify work Procedure of the Trade based on approved construction documents and specifications	☐	☐
2. Identify work requirements of the trade based on approved construction documents and specifications	☐	☐
3. Estimate required resources in accordance with work requirements of the trade Turn off all the fans	☐	☐
4. Coordinate required resources with appropriate personnel based on bill of materials	☐	☐
5. Acquire required resources as per work requirements Wear mask and safety goggles	☐	☐
6. Inspect acquired work resources based on estimated quantities and specification	☐	☐
7. Transport acquired resources in accordance with handling procedures	☐	☐
8. Inspect transported resources for damages and functionality based on specifications and schedules	☐	☐
9. Secure transported resources in accordance with company standard operating procedures (SOPs)	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC016 Prepare Trade Requirements
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified work Procedure of the Trade based on approved construction documents and specifications	☐	☐	
2.	Identified work requirements of the trade based on approved construction documents and specifications	☐	☐	
3.	Estimated required resources in accordance with work requirements of the trade Turn off all the fans	☐	☐	
4.	Coordinated required resources with appropriate personnel based on bill of materials	☐	☐	
5.	Acquired required resources as per work requirements Wear mask and safety goggles	☐	☐	
6.	Inspected acquired work resources based on estimated quantities and specification	☐	☐	
7.	Transported acquired resources in accordance with handling procedures	☐	☐	
8.	Inspected transported resources for damages and functionality based on specifications and schedules	☐	☐	
9.	Secured transported resources in accordance with company standard operating procedures (SOPs)	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC016 Prepare Trade Requirements
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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. Define construction materials?		
2. Name different types of construction materials?		
3. State any three construction documents?		
4. State any five PPEs for construction site?		
5. Define resources?		
6. Enlist the construction resources?		
7. Define specifications?		
8. Define the quality of materials?		

9. Define quality control?		
10. SOPs stand for?		
11. Enlist Construction Resources?		
12. What is record register?		
13. Define schedule of rates?		
14. What is meant by bill of materials?		

Feedback to the Candidate

Candidate's Signature _____ **Assessor's Signature** _____

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC017 Data Collection, Analyse and Organize
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Study information requirements 2. Process data 3. Analyse, interpret and organize information gathered 4. Present findings/ recommendations
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Study information requirements 2. Process data 3. Analyse, interpret and organize information gathered 4. Present findings/ recommendations
Minimum Evidence Required	1. Study information requirements • Identify needs using procedures • Select respondents <u>based on established survey/research to implement survey / research based on established procedures</u> • Gather the information on relevant forms and recording systems 2.Process data • <u>Process the Gcollected</u> data on a prescribed method. • Use relevant data as references in accordance with the objectives of the program.

	• Compile information according to the required form 3. Analyse, interpret and organize information gathered • Analyse data using relevant methodologies • Apply statistical analysis/methods according to the objectives of the program • Prepare graphs and other visual presentations to facilitate analysis / interpretation of information 4. Present findings/ recommendations • Summarize findings/ recommendations and present. • Gather relevant inputs to finalize report. • Prepare draft report based on standard format. • Submit technical reports and disseminated to concerned offices.
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

I can.....

Performance Criteria	Yes	No
1. Identify needs using procedures	☐	☐
2. Gather the information on relevant forms and recording systems	☐	☐
Select respondents based on established survey/research 3. Select respondents to implement survey / research based on established procedures	☐	☐
Process the collected data on a prescribed method. 4. Collect data on a prescribed method.	☐	☐
5. Use relevant data as references in accordance with the objectives of the program.	☐	☐
6. Compile information according to the required form	☐	☐
7. Analyse data using relevant methodologies	☐	☐
8. Apply statistical analysis/methods according to the objectives of the program	☐	☐
9. Prepare graphs and other visual presentations to facilitate analysis / interpretation of information	☐	☐
10. Summarize findings/ recommendations and present.	☐	☐
11. Gather relevant inputs to finalize report.	☐	☐
12. Prepare draft report based on standard format.	☐	☐
13. Submit technical reports and disseminated to concerned offices	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC017 Data Collection, Analyse and Organize
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified needs using established research procedures	☐	☐	
2.	Gathered the information on relevant forms and recording systems	☐	☐	
3.	• <u>Selected respondents based on established survey/research</u> Selected respondents to implement survey / research based on established procedures	☐	☐	
4.	• <u>Processed the collected data on a prescribed method.</u> Collect data on the prescribed method.	☐	☐	
5.	Used relevant data as references in accordance with the objectives of the program.	☐	☐	
6.	Compiled information according to the required form	☐	☐	
7.	Analyzed data using relevant methodologies	☐	☐	
8.	Applied statistical analysis/methods according to the objectives of the program	☐	☐	
9.	Prepared graphs and other visual presentations to facilitate analysis / interpretation of information	☐	☐	
10.	Summarized findings/ recommendations and present.	☐	☐	
11.	Gathered relevant inputs to finalize report.	☐	☐	
12.	Prepared draft report based on standard format.	☐	☐	
13.	Submitted technical reports and disseminated to concerned offices	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC017 Data Collection, Analyse and Organize
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. Define data processing?		
2. Enlist the types of research methods?		
3. Define qualitative research?		
4. Define quantitative research?		
5. Define statistical research?		
6. State the types of forms?		
7. Differentiate between qualitative and quantitative methods?		
8. How to write a report?		

9. How to analyze the Information?		
10. How to compile information?		
11. How many types of variables used in research work?		
12. What are the types of average in statistical analysis?		

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

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC018 Apply Supervision Techniques in Workplace
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Evaluate effectiveness and efficiency of workplace 2. Foster the habit of critical inquiry and curiosity in the workplace 3. Monitor practical action plans for improving workplace conditions.
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Evaluate effectiveness and efficiency of workplace 2. Foster the habit of critical inquiry and curiosity in the workplace 3. Monitor practical action plans for improving workplace conditions.
Minimum Evidence Required	1. Evaluate effectiveness and efficiency of workplace • Check effectiveness and efficiency of workplace standards. • Implement Usage of inquiry and dialogue to communicate evaluation measures and results. • Prepare evaluation report and communicate to team members. 2. Foster the habit of critical inquiry and curiosity in the workplace • Manage issues and problems in the workplace among team members. • Evaluate efficiency and effectiveness of workplace policies,

	procedures and protocols. • Apply growth mind-set, positive relationship and communication in the context of critical inquiry and curiosity in the workplace. 3. Monitor practical action plans for improving workplace conditions. • Evaluate efficiency and effectiveness of workplace policies/procedures/protocols. • Formulate practical action plans in improving workplace conditions. • Implement proposed changes and directions as per procedures.
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

I can.....

Performance Criteria	Yes	No
1. Check effectiveness and efficiency of workplace standards.	☐	☐
2. Implement Usage of inquiry and dialogue to communicate evaluation measures and results.	☐	☐
3. Prepare evaluation report and communicate to team members.	☐	☐
4. Manage issues and problems in the workplace among team members.	☐	☐
5. Evaluate efficiency and effectiveness of workplace policies, procedures and protocols.	☐	☐
6. Apply growth mind-set, positive relationship and communication in the context of critical inquiry and curiosity in the workplace.	☐	☐
7. Evaluate efficiency and effectiveness of workplace policies/procedures/protocols.	☐	☐
8. Formulate practical action plans in improving workplace conditions.	☐	☐
9. Implement proposed changes and directions as per procedures.	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC018 Apply Supervision Techniques in Workplace
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Checked effectiveness and efficiency of workplace standards.	☐	☐	
2.	Implemented Usage of inquiry and dialogue to communicate evaluation measures and results.	☐	☐	
3.	Prepared evaluation report and communicate to team members.	☐	☐	
4.	Managed issues and problems in the workplace among team members.	☐	☐	
5.	Evaluated efficiency and effectiveness of workplace policies, procedures and protocols.	☐	☐	
6.	Applied growth mind-set, positive relationship and communication in the context of critical inquiry and curiosity in the workplace.	☐	☐	
7.	Evaluated efficiency and effectiveness of workplace policies/procedures/protocols.	☐	☐	
8.	Formulated practical action plans in improving workplace conditions.	☐	☐	
9.	Implemented proposed changes and directions as per procedures.	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC018 Apply Supervision Techniques in Workplace
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. Define workplace standards?		
2. Define positive relationship?		
3. Define workplace procedures?		
4. State the procedures and protocols in the workplace?		
5. Name the different methods of inquiry?		
6. Define financial benefits?		
7. Why questions are important?		
8. Define positive communication?		

9. How to evaluate overall workplace conditions?		
10. State the benefits of asking good questions?		
11. How to developed practical action plans for improving workplace conditions?		

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

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC019 Observe Procedures, Specifications and Manual of Instruction
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Identify and access specification/ manual 2. Interpret manuals 3. Apply information according to manual
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Identify and access specification/ manual 2. Interpret manuals 3. Apply information according to manual
Minimum Evidence Required	1. Identify and access specification/ manual • Select appropriate manual of instructions as per job requirements. • Use updated version of manual. 2. Interpret manuals • Locate relevant sections, chapters of specifications/ manuals in relation to the work to be conducted. • Interpret information and procedure in the manual in accordance with industry practices. 3. Apply information according to manual • Ensure work steps, as per specifications. • Apply manual data according to the given task • Interpret all corrected information /data to improve <u>working manual / specifications.</u> • Revise information <u>as per where required by</u> company requirements • Store manual/ specification appropriately
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 4 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC019 Observe Procedures, Specifications and Manual of Instruction
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Identify and access specification/ manual 2. Interpret manuals 3. Apply information according to manual

I can.....

Performance Criteria	Yes	No
1. Select appropriate manual of instructions as per job requirements.	☐	☐
2. Ensure updated version of manual.	☐	☐
3. Locate relevant sections, chapters of specifications/ manuals in relation to the work to be conducted.	☐	☐
4. Interpret information and procedure in the manual in accordance with industry practices.	☐	☐
5. Ensure work steps, as per specifications.	☐	☐
6. Apply manual data according to the given task	☐	☐
• <u>Interpret all corrected information /data to improve working manual</u>	☐	☐
• <u>Interpret all corrected information /data in accordance to improved manual specifications.</u>	☐	☐
• <u>Revise information as per company requirements</u>	☐	☐
• <u>Revise information where required in accordance with company requirements</u>	☐	☐
9. Store manual/ specification appropriately	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC019 Observe Procedures, Specifications and Manual of Instruction
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected appropriate manual of instructions as per job requirements.	☐	☐	
2.	Ensured updated version of manual.	☐	☐	
3.	Located relevant sections, chapters of specifications/ manuals in relation to the work to be conducted.	☐	☐	
4.	Interpreted information and procedure in the manual in accordance with industry practices.	☐	☐	
5.	Ensured work steps, as per specifications.	☐	☐	
6.	Applied manual data according to the given task	☐	☐	
7.	• <u>Interpreted all corrected information /data to improve working manual</u> Interpreted all corrected information /data in accordance to improved manual specifications.	☐	☐	
8.	• <u>Revised information as per company requirements</u> Revised information where required in accordance with company requirements	☐	☐	
9.	Stored manual/ specification appropriately	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC019 Observe Procedures, Specifications and Manual of Instruction
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. How many types of manual used in construction?		
2. State the system of measurement?		
3. How units are converted?		
4. How to measure paint work?		
5. How to deduct opening?		
6. Name the opening in building?		
7. How area is measured?		
8. Define the types of units systems?		

9. Enlist the types of specifications?		
10. State the role of symbol in drawing?		
11. Define the procedure of unit conversion?		

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

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC020 Interpret Technical Drawing and Plans
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Analyze signs, symbols and data 2. Interpret drawings and plans
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Analyze signs, symbols and data 2. Interpret drawings and plans
Minimum Evidence Required	1. Analyze signs, symbols and data • Identify signs, symbols and data according to job specifications • Determine signs, symbols and data according to site regulations 2. Interpret drawings and plans Wash Scraper • Identify necessary tools and materials according to the work plan • List supplies and materials according to specifications • Recognize components, assemblies or objects as required • Identify dimensions as appropriate to the plan • Match specification details with existing/available drawings resources and in line with job requirement • Perform regular cleaning of scaffolding/ladder
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 2 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC020 Interpret Technical Drawing and Plans
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Analyze signs, symbols and data 2. Interpret drawings and plans

I can.....

Performance Criteria	Yes	No
1. Identify signs, symbols and data according to job specifications	☐	☐
2. Determine signs, symbols and data according to site regulations	☐	☐
3. Identify necessary tools and materials according to the work plan	☐	☐
4. List supplies and materials according to specifications	☐	☐
5. Recognize components, assemblies or objects as required	☐	☐
6. Identify dimensions as appropriate to the plan	☐	☐
• <u>Match specification details with existing/available drawings</u> 7. Match specification details with existing/available resources and in line with job requirement	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC020 Interpret Technical Drawing and Plans
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____ _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified signs, symbols and data according to job specifications	☐	☐	
2.	Determined signs, symbols and data according to site regulations	☐	☐	
3.	Identified necessary tools and materials according to the work plan	☐	☐	
4.	Listed supplies and materials according to specifications	☐	☐	
5.	Recognized components, assemblies or objects as required	☐	☐	
6.	Identified dimensions as appropriate to the plan	☐	☐	
7.	<u>Matched specification details with existing/available drawings</u> Matched specification details with existing/available resources and in line with job requirement	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC020 Interpret Technical Drawing and Plans
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. Differentiate between signs and symbols used in construction work?		
2. State any two types of signs used at construction site?		
3. State any three signs used in construction drawings?		
4. State types of drawing used in building construction?		
5. Difference between drawing and plan?		

6. State parts of drawing?		
7. State rules and regulations for building drawing?		
8. How many measurement systems are?		
9. What is meant by linear measurement?		
10. What is meant by aligned measurement?		
11. State any three symbols used in drawing?		

Feedback to the Candidate

Candidate's Signature_____ **Assessor's Signature** _____

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC021 Perform Mensuration and Calculations
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Select measuring instruments 2. Carry out measurements and calculations
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Select measuring instruments 2. Carry out measurements and calculations
Minimum Evidence Required	1. Select measuring instruments • Select/identify measuring tools as per object/components to be measured. • Obtain correct specifications from relevant sources • Use alternative measuring tools without sacrificing cost and quality of work. 2. Carry out measurements and calculations • Identify systems of measurement and convert according to job requirements • Perform calculations needed to complete work tasks using the four-basic process of addition (+), subtraction (-), multiplication (x) and division (/) • Use calculations involving fractions, percentages, and mixed numbers to complete measurements. • Check numerical computation and correct it for accuracy. • Obtain measurements from drawings • Measure physical work
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 2 in Building painting and decorating(worker)
Competency Standard	0732P&WC021 Perform Mensuration and Calculations
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Select measuring instruments 2. Carry out measurements and calculations

I can.....

Performance Criteria	Yes	No
1. Select/identify measuring tools as per object/ components to be measure	☐	☐
2. Obtain correct specifications from relevant sources	☐	☐
3. Use alternative measuring tools without sacrificing cost and quality of work	☐	☐
4. Identify systems of measurement and convert according to job requirements	☐	☐
5. Perform calculations needed to complete work tasks using the four-basic process of addition (+), subtraction (-), multiplication (x) and division (/)	☐	☐
6. Use calculations involving fractions, percentages, and mixed numbers to complete measurements.	☐	☐
7. Check numerical computation and correct <u>it</u> for accuracy.	☐	☐

8. Obtain measurements from drawings	☐	☐
9. Measure physical work	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC021 Perform Mensuration and Calculations
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____ _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Select / identify measuring tools as per object/ components to be measure			
2.	Obtain correct specifications from relevant sources			
3.	Use alternative measuring tools without sacrificing cost and quality of work			
4.	Identify systems of measurement and convert according to job requirements			
5.	Perform calculations needed to complete work tasks using the four-basic process of addition (+), subtraction (-), multiplication (x) and division (/)			
6.	Use calculations involving fractions, percentages, and mixed numbers to complete measurements.			
7.	Check numerical computation and correct it for accuracy.			
8.	Obtain measurements from drawings			
9.	Measure physical work			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC021 Perform Mensuration and Calculations
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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. State tools used for measurement?		
2. Define plan scale?		
3. Differentiate between plan and diagonal scale?		
4. State the process of measurement?		
5. How to calculate area of rectangle?		

6. What is meant by perimeter of plan?		
7. How volume is calculated?		
8. What are geometric figures?		
9. How to measure the arc length?		
10. State any three geometric figures.		

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

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC022 Implement Allocated Resources
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Verify job assignment 2. Assign resources 3. Monitor resources and manpower placement
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Verify job assignment 2. Assign resources 3. Monitor resources and manpower placement
Minimum Evidence Required	1. Verify job assignment • Identify job requirements based on work strategies • Estimate manpower as per job based on work strategies • Ensure required resources qualifications as per specification of job 2. Assign resources • Identify required tools and materials as per job • Schedule resources based on job requirements • Ensure required tools and materials based on job requirements

	3. Monitor resources and manpower placement • Check worker's qualifications & manpower placement based on work assignments • Check worker's tools, materials and equipment by occupational safety & health standards and job requirements.
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 4 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC022 Implement Allocated Resources
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Verify job assignment 2. Assign resources 3. Monitor resources and manpower placement

I can.....

Performance Criteria	Yes	No
• Identify job requirements 1. Identify job requirements based on work strategies	☐	☐
• Estimate manpower as per job 2. Estimate manpower based on work strategies	☐	☐
• Ensure required resources as per specification of job 3. Ensure required qualifications as per specification of job	☐	☐
4. Identify required tools and materials based on job requirements	☐	☐
5. Ensure required tools and materials based on job requirements	☐	☐
6. Schedule resources based on job requirements	☐	☐
7. Check worker's qualifications & manpower placement based on work assignments	☐	☐
8. Check worker's tools, materials and equipment by occupational safety & health standards and job requirements.	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC022 Implement Allocated Resources
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	• <u>Identified job requirements</u> Identified job requirements based on work strategies	☐	☐	
2.	• <u>Estimated manpower as per job</u> Estimated manpower based on work strategies	☐	☐	
3.	• <u>Ensured required resources as per specification of job</u> Ensured required qualifications as per specification of job	☐	☐	
4.	Identified required tools and materials based on job requirements	☐	☐	
5.	Ensured required tools and materials based on job requirements	☐	☐	
6.	Scheduled resources based on job requirements	☐	☐	
7.	Checked worker's qualifications & manpower placement based on work assignments	☐	☐	
8.	Checked worker's tools, materials and equipment by occupational safety & health standards and job requirements.	☐	☐	
9.	Took actions to eliminate workplace hazards or to reduce risks	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC022 Implement Allocated Resources
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. State construction work strategies.		
2. Name types of scheduling?		
3. What is safety management plan?		
4. How productivity of machine can be increased?		
5. What is payment chart?		
6. What is muster roll?		
7. What is meant by material consumption?		
8. State steps of material stock entry?		

9. Define the mode of payment?		
10. How to calculate manpower hours for a required job?		
11. How to calculate material for a required job?		

Feedback to the Candidate

Candidate's Signature _____ **Assessor's Signature** _____

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC023Supervise work activities
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Inspect Work Activities 2. Record Work Performance 3. Ensure OHS Standards
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Inspect Work Activities 2. Record Work Performance 3. Ensure OHS Standards
Minimum Evidence Required	1. Inspect Work Activities • Check utilization of materials and equipment as per approved company's SOPs • Ensure construction methodologies as per approved company's SOPs • Ensure work Performance in accordance with company'sSOPs 2.Record Work Performance • Measure work performance in accordance with company'sSOPs • Notify workers regarding their performance in accordance with company'sSOPs

	• Discuss workers concerns in accordance with company's SOPs 3. Ensure OHS Standards • Contribute to workplace meetings, inspections or other consultative activities • Raise OHS issues with designated persons in accordance with organizational procedures • Take actions to eliminate workplace hazards or to reduce risks
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 4 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC023Supervise Completion of Work
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Inspect Work Activities 2. Road Work Performance 3. Ensure OHS Standards

I can.....

Performance Criteria	Yes	No
1. Check utilization of materials and equipment based on approved company standard operating procedures (SOPs)s	☐	☐
2. Ensure construction methodologies based on approved company standard operating procedures (SOPs)s	☐	☐
3. Ensure work Performance in accordance with company standard operating procedures (SOPs)	☐	☐
4. Measure work performance in accordance with company standard operating procedures (SOPs)	☐	☐
5. Notify workers regarding their performance in accordance with company standard operating procedures (SOPs)	☐	☐
6. Discuss workers concerns in accordance with company standard operating procedures (SOPs)	☐	☐
7. Contribute to workplace meetings, inspections or other consultative activities	☐	☐
8. Raise OHS issues with designated persons in accordance with organizational procedures	☐	☐
9. Take actions to eliminate workplace hazards or to reduce risks	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC023 Supervise Completion of Work
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Checked utilization of materials and equipment based on approved company standard operating procedures (SOPs)s	☐	☐	
2.	Ensured construction methodologies based on approved company standard operating procedures (SOPs)s	☐	☐	
3.	Ensured work Performance in accordance with company standard operating procedures (SOPs)	☐	☐	
4.	Measured work performance in accordance with company standard operating procedures (SOPs)	☐	☐	
5.	Notified workers regarding their performance in accordance with company standard operating procedures (SOPs)	☐	☐	
6.	Discussed workers concerns in accordance with company standard operating procedures (SOPs)	☐	☐	
7.	Contributed to workplace meetings, inspections or other consultative activities	☐	☐	
8.	Raised OHS issues with designated persons in accordance with organizational procedures	☐	☐	
9.	Took actions to eliminate workplace hazards or to reduce risks	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC023 Supervise Completion of Work
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. What is construction method statement?		
2. How to implement company administrative policies?		
3. How to check performance of construction work?		
4. What are best quality control techniques?		
5. How to analyze skills of painter?		
6. What skills are required for auditor?		
7. What skills are required for monitoring construction works?		
8. Define administrative policies?		

9. How to record worker performance?		
10. What is the purpose of inspection of construction work?		

Feedback to the Candidate

Candidate's Signature _____ **Assessor's Signature** _____

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC024Apply Problem-Solving Techniques
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Analyze the problem 2. Identify Possible Solutions 3. Recommend solution to higher management 4. Implement Solution 5. Evaluate/ Monitor results and outcome
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Analyze the problem 2. Identify Possible Solutions 3. Recommend solution to higher 4. Implement Solution 5. Evaluate/ Monitor results and outcome
Minimum Evidence Required	1. Analyze the problem(Use system thinking) • Evaluate issues/concerns based on data gathered • Identify possible causes of problem within the area of responsibility as based on experience and the use of problem solving tools/analytical techniques • Develop possible cause statements based on findings 2. Identify Possible Solutions • Consider all possible options for resolution of the problem in accordance with safety and operating procedures • Consider strengths and weaknesses of possible options

	• Determine corrective action is to resolve the problem and its possible future cause 3.Recommend solution to higher management (Make judgment and decisions/ Solve problems • Prepare report/ communication or documentation • Submit recommendations to appropriate personnel • Follow up recommendations 4.Implement Solutions • Identify measurable objectives • Identify resource needs • Implement recommendations in accordance with the plan 5.Evaluate/ Monitor results and outcome • Identify processes and improvements based on evaluative assessment of problem • Prepare report and submit to concerns.
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 4 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC024 Apply Problem-Solving Techniques
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Analyze the problem 2. Identify Possible Solutions 3. Recommend solution to higher management 4. Implement Solution 5. Evaluate/ Monitor results and outcome

I can.....

Performance Criteria	Yes	No
1. Evaluate issues/concerns based on data gathered	☐	☐
2. Identify possible causes of problem within the area of responsibility as based on experience and the use of problem solving tools/analytical techniques	☐	☐
3. Develop possible cause statements based on findings	☐	☐
4. Consider all possible options for resolution of the problem in accordance with safety and operating procedures	☐	☐
5. Consider strengths and weaknesses of possible options	☐	☐
6. Determine corrective action is to resolve the problem and its possible future cause Compile information according to the required form	☐	☐
7. Prepare report/ communication or documentation	☐	☐
8. Submit recommendations to appropriate personnel	☐	☐
9. Follow up recommendations		
10. Identify measurable objectives	☐	☐

11. Identify resource needs		
12. Implement recommendations in accordance with plan	☐	☐
13. Identify processes and improvements based on evaluative assessment of problem	☐	☐
14. Prepare recommendations and submit to superiors.	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC024 Apply Problem-Solving Techniques
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Evaluated issues/concerns based on data gathered	☐	☐	
2.	Identified possible causes of problem within the area of responsibility as based on experience and the use of problem solving tools/analytical techniques	☐	☐	
3.	Developed possible cause statements based on findings	☐	☐	
4.	Considered all possible options for resolution of the problem in accordance with safety and operating procedures	☐	☐	
5.	Considered strengths and weaknesses of possible options	☐	☐	
6.	Determine corrective action is to resolve the problem and its possible future cause Compile information according to the required form	☐	☐	
7.	Prepared report/ communication or documentation	☐	☐	
8.	Presented recommendations to appropriate personnel	☐	☐	
9.	Followed up recommendations	☐	☐	
10.	Identified measurable objectives	☐	☐	
11.	Identify resource needs	☐	☐	
12.	Implement recommendations in accordance with plan	☐	☐	
13.	Identified processes and improvements based on evaluative assessment of problem	☐	☐	
14.	Prepare recommendations and report and submit to concern.	☐	☐	
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC024 Apply Problem-Solving Techniques
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ 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. Define organization?		
2. State any two functions of organization?		
3. What is the role of help desk in problem solving?		
4. What are maintenance practices?		
5. Give any two principles of OHS?		
6. Why divisions are required in organization?		
7. How to monitor unit of an organization?		
8. What is the role of supervisor in problem solving at job site?		

9. What is action plan?		
10. Why outcomes are monitored?		

Feedback to the Candidate

Candidate's Signature _____ **Assessor's Signature** _____

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Worker)
Competency Standard	0732P&WC025Monitor Work Accomplishment
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete the following within time frame (for practical demonstration & assessment): 1. Identify work accomplishment 2. Record work accomplishment 3. Transmit work accomplishment
Time: 04.5 Hrs.	During a practical assessment, under observation by an assessor, you are required to: 1. Identify work accomplishment 2. Record work accomplishment 3. Transmit work accomplishment
Minimum Evidence Required	1. Identify work accomplishment • Check work accomplishment in accordance with plans and Occupational Safety and Health Standards • Compare work accomplishment against approved work schedules and plans 2. Record work accomplishment • Prepare reports in accordance with company rules and regulations • Record individual worker's performance rating in accordance with company SOPs • Communicate accomplishment issues in accordance with company

	SOPs 3. Transmit work accomplishment • Submit accomplishment reports and performance rating in accordance with company SOPs • Secure transmittal files in accordance with company SOPs • Store accomplishment reports and performance rating in accordance with company SOPs
Portfolios	Portfolios required at the time of assessment (if any)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification Level – 4 in Building painting and decorating(Architect Supervisor)
Competency Standard	0732P&WC025Monitor Work Accomplishment
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Identify work accomplishment 2. Record work accomplishment 3. Transmit work accomplishment

I can.....

Performance Criteria	Yes	No
1. Check work accomplishment in accordance with plans and Occupational Safety and Health Standards	☐	☐
2. Compare work accomplishment against approved work schedules and plans	☐	☐
3. Prepare reports in accordance with company rules and regulations	☐	☐
4. Record individual worker's performance rating in accordance with company SOPs	☐	☐
5. Communicate accomplishment issues in accordance with company SOPs	☐	☐
6. Submit accomplishment reports and performance rating in accordance with company SOPs	☐	☐
7. Secure transmittal files in accordance with company SOPs	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC025Monitor Work Accomplishment
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Checked work accomplishment in accordance with plans and Occupational Safety and Health Standards			
2.	Compared work accomplishment against approved work schedules and plans			
3.	Prepared reports in accordance with company rules and regulations			
4.	Recorded individual worker's performance rating in accordance with company SOPs			
5.	Communicated accomplishment issues in accordance with company SOPs			
6.	Submit accomplishment reports and performance rating in accordance with company SOPs			
7.	Secured transmittal files in accordance with company SOPs			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification Level – 4 in Building painting and decorating (Architect Supervisor)
Competency Standard	0732P&WC025 Monitor Work Accomplishment
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ 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. What is the purpose of action plan in achieving required level of performance?		
2. How to identify work accomplishments?		
3. Define SOPs?		
4. Why accountability system is required?		
5. What is code of conduct at construction site?		
6. State productivity rates of relevant trades.		
7. How to prepare performance report?		
8. How to make accountability system efficient.		

9. Define performance report?		
10. What is schedule of rates?		

Feedback to the Candidate

Candidate's Signature _____ **Assessor's Signature** _____