

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-2
Demonstrate Basic Numeracy Skills
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Demonstrate Basic Numeracy Skill Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to measure the boundaries of specified land and calculate area, volume and convert the measuring units assigned by assessor. And complete: 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Select measuring tools as per requirement Performance Criteria 2: Perform addition Performance Criteria 3: Perform subtraction Performance Criteria 4: Perform multiplication Performance Criteria 5: Calculate area of geometrical figures Performance Criteria 6: Calculate volume of solid figures Performance Criteria 7: Perform inter conversion of measuring units Performance Criteria 8: Perform division Performance Criteria 9: Comply with the given instructions Performance Criteria 10: Identify problems and report to supervisor Performance Criteria 11: Perform tasks within standard timeframe

Assessors Judgment Guide

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:.....

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)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to measure the boundaries of specified land and calculate area, volume and convert the measuring units assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected measuring tools as per requirement			
2.	Performed addition			
3.	Performed subtraction			
4.	Performed multiplication			
5.	Calculated area of geometrical figures			
6.	Calculated volume of solid figures			
7.	Performed inter conversion of measuring units			
8.	Performed division			
9.	Complied with the given instructions			
10.	Identified problems and report to supervisor			
11.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management "Field Assistant"	CS Code:	Level:2	Version:01
Competency Standard Title: Demonstrate Basic Numeracy Skills Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. How many inches in 4'-6"?	
2. Calculate the volume of Cube, having $6 \times 6 \times 6$ cm dimensions?	
3. A pond is 50 m long, 30 m wide and 2 m deep. Find the capacity of the pond in cubic meter.	
4. Calculate the volume of cylinder, having diameter of 6 cm & height is 50 cm?	
5. Find the length of the edge of the cube, if its area is 2400 sq.cm	
6. If the sidewall of a cubic structure has length 7m, then find the total surface area?	
7. One nanometer is equal to	
8. Calculate the area of room having dimension 10' x 12'	
9. Enlist any five Verbal communication techniques?	
10. Enlist non-verbal communication techniques?	

ANSWER KEY

Sr.	Answers
1.	54"
2.	216 cm ³
3.	3000 m ³
4.	1413.90 cm ³
5.	20 cm
6.	294 sq meter
7.	10 ⁻⁹ m
8.	120sft
9.	• Active listening • Clarity and conciseness • Confidence • Empathy • Friendliness • Open-mindedness • Giving and soliciting feedback • Confidence • Respectfulness
10.	• Body language • Tone of voice

Assessment Evidence Guide for “Urban Area Planning and Management”

**Level-2
Perform Basic Technical Drawings
(Formative Assessment)**

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Perform Basic Technical Drawings Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to draw pentagon, ellipse, parabola, different pattern of lines & shape and label, given by assessor. Assessment Task 2: Candidate is required to draw, label and dimension the following orthographic projection of simple objects given by assessor. • First angle projection • Third angle projection • Hidden view • Sectional view And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Select tools as per requirement Performance Criteria 2: Draw different types of lettering Performance Criteria 3: Draw different types of lines Performance Criteria 4: Draw different geometrical figures Performance Criteria 5: Draw simple geometrical curves Performance Criteria 6: Create a pattern with simple shapes Performance Criteria 7: Treat team members with respect and maintain positive relationships to achieve common organizational goals Performance Criteria 8: Comply with the given instructions Performance Criteria 9: Identify problems and report to supervisor Performance Criteria 10: Perform tasks within standard timeframe

Minimum Evidence Required	Assessment Task 2 Performance Criteria 1: Select tools as per requirement Performance Criteria 2: Draw first angle projection Performance Criteria 3: Draw third angle projection Performance Criteria 4: Draw hidden views Performance Criteria 5: Draw different sectional views Performance Criteria 6: Dimension the drawing by different method Performance Criteria 7: Treat team members with respect and maintain positive relationships to achieve common organizational goals Performance Criteria 8: Comply with the given instructions Performance Criteria 9: Identify problems and report to supervisor Performance Criteria 10: Perform tasks within standard timeframe
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Assessors Judgment Guide

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:.....

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

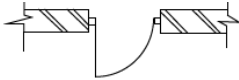
Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to draw pentagon, ellipse, parabola, different pattern of lines & shape and label, given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected tools as per requirement			
2.	Drawn different types of lettering			
3.	Drawn different types of lines			
4.	Drawn different geometrical figures			
5.	Drawn simple geometrical curves			
6.	Created a pattern with simple shapes			
7.	Treated team members with respect and maintain positive relationships to achieve common organizational goals			
8.	Complied with the given instructions			
9.	Identified problems and report to supervisor			
10.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 2 Candidate is required to draw, label and dimension the following orthographic projection of simple objects given by assessor. • First angle projection • Third angle projection • Hidden view • Sectional view		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected tools as per requirement			
2.	Drawn first angle projection			
3.	Drawn third angle projection			
4.	Drawn hidden views			
5.	Drew different sectional views			
6.	Dimension the drawing by different method			
7.	Treated team members with respect and maintain positive relationships to achieve common organizational goals			
8.	Complied with the given instructions			
9.	Identified problems and report to supervisor			
10.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

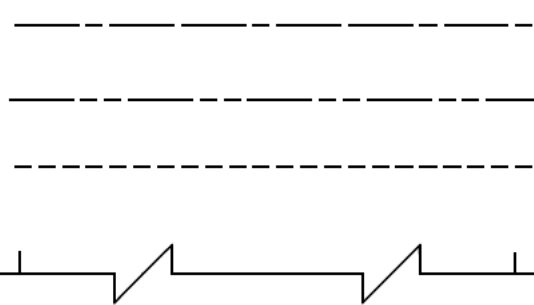
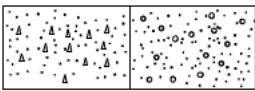
Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code: 719UPM02B 719UPM02D	Level: 2	Version: 01
Competency Standard Title: Perform Basic Technical Drawings Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Enlist any three types of dimensioning?	
2. Enlist the types of sectional view?	
3. Find the name of below mention abbreviations: a. FT b. CM c. CL d. DIA e. MM	
4. Draw the following types of lines Centre line Cutting plane line Hidden line Break line	
5. Enlist the types of scales?	
6. Identify this symbol 	
7. PPE stands for?	
8. What are the meaning of following shapes and colors? White circle with red outline and red diagonal bar 	

Question	Candidate's answer
9. Identify this symbol 	
10. Enlist the plane of projection	
11. Enlist any five Verbal communication techniques?	
12. Model of Communication SMCR is stands for?	
13. Draw Symbol of concrete	
14. Draw a sectional view of brick wall	
15. Draw sectional symbol of wood	

ANSWER KEY

Sr.	Answers
1.	Linear Dimensions. Radial Dimensions. Angular Dimensions. Ordinate Dimensions. Arc Length Dimensions. Baseline and Continued Dimensions.
2.	Full section, half section, Offset sections
3.	Foot, Centimeters, Center line, Diameter, Millimeter
4.	
5.	Simple scale, diagonal scale, comparative scale
6.	Earth
7.	Personal Protective Equipment
8.	Prohibition
9.	Frontal plane, end or profile plane, horizontal plane
10.	Single Leaf Door
11.	Active listening, Clarity and conciseness, Confidence, Empathy, Friendliness, Open-mindedness, Giving and soliciting feedback, Confidence, Respectfulness
12.	Sender-Message-Channel-Receiver (SMCR)
13.	
14.	
15.	

Assessment Evidence Guide for “Urban Area Planning and Management”

**Level-2
Perform Basic Computer Operations
(Formative Assessment)**

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Basic Computer Operations Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to install MS Office application and prepare a formatted document including table and figure using MS word, specified by assessor. Assessment Task 2: Candidate is required to prepare a presentation in Power Point, specified by assessor. Assessment Task 3: Candidate is required to prepare a spreadsheet in MS Excel and represent data in graphical format, specified by assessor. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Install drivers and applications according to the software specification Performance Criteria 3: Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition Performance Criteria 4: Compose a document as per the requirement. Performance Criteria 5: Format Word Document according to given requirements. Performance Criteria 6: Insert a table as per requirement Performance Criteria 7: Print Word Documents according to requirements. Performance Criteria 8: Treat team members with respect and maintain positive relationships to achieve common organizational goals Performance Criteria 9: Comply with the given instructions Performance Criteria 10: Identify problems and report to supervisor Performance Criteria 11: Perform tasks within standard timeframe

Minimum Evidence Required	Assessment Task 2 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Compose a document as per the requirement Performance Criteria 3: Insert slides with different layouts according to requirements of presentation. Performance Criteria 4: Insert text, tables, images, etc. according to the requirement. Performance Criteria 5: Apply a set of effects to animate the slide according to requirement. Performance Criteria 6: Apply slide transitions on slides according to requirement. Performance Criteria 7: Apply sound effects on objects/text/images according to requirement. Performance Criteria 8: Treat team members with respect and maintain positive relationships to achieve common organizational goals Performance Criteria 9: Comply with the given instructions Performance Criteria 10: Identify problems and report to supervisor Performance Criteria 11: Perform tasks within standard timeframe Assessment Task 3 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Create worksheet as per given data Performance Criteria 3: Format the worksheet according to given criteria Performance Criteria 4: Apply formulas according to the requirement Performance Criteria 5: Generate Charts/Graphs according to the given data Performance Criteria 6: Print worksheet according to requirements Performance Criteria 7: Print Word Documents according to requirements. Performance Criteria 8: Treat team members with respect and maintain positive relationships to achieve common organizational goals Performance Criteria 9: Comply with the given instructions Performance Criteria 10: Identify problems and report to supervisor Performance Criteria 11: Perform tasks within standard timeframe
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Assessors Judgment Guide

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:.....

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)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to install MS Office application and prepare a formatted document including table and figure using MS word, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Installed drivers and applications according to the software specification			
3.	Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition			
4.	Composed a document as per the requirement.			
5.	Formatted Word Document according to given requirements.			
6.	Inserted a table as per requirement			
7.	Printed Word Documents according to requirements.			
8.	Treated team members with respect and maintain positive relationships to achieve common organizational goals			
9.	Complied with the given instructions			
10.	Identified problems and report to supervisor			
11.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 2 Candidate is required to prepare a presentation in Power Point, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Composed a document as per the requirement			
3.	Inserted slides with different layouts according to requirements of presentation.			
4.	Inserted text, tables, images, etc. according to the requirement.			
5.	Applied a set of effects to animate the slide according to requirement.			
6.	Applied slide transitions on slides according to requirement.			
7.	Applied sound effects on objects/text/images according to requirement.			
8.	Treated team members with respect and maintain positive relationships to achieve common organizational goals			
9.	Complied with the given instructions			
10.	Identified problems and report to supervisor			
11.	Performed tasks within standard time frame			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 3		Description of Assessment Task 3 Candidate is required to prepare a spreadsheet in MS Excel and represent data in graphical format, specified by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Created worksheet as per given data			
3.	Formatted the worksheet according to given criteria			
4.	Applied formulas according to the requirement			
5.	Generated Charts/Graphs according to the given data			
6.	Printed worksheet according to requirements			
7.	Printed Word Documents according to requirements.			
8.	Treated team members with respect and maintain positive relationships to achieve common organizational goals			
9.	Complied with the given instructions			
10.	Identified problems and report to supervisor			
11.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management "Field Assistant"	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Basic Computer Operations Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Ctrl+Esc	
2. Ctrl+Shift+Esc	
3. Ctrl+X in MS word	
4. Ctrl+V in MS word	
5. Ctrl+A in MS word	
6. Enlist types of hazards?	
7. What is hygiene?	
8. Enlist any four first aid materials?	
9. Write any five barriers to communication?	
10. Define MS Excel spreadsheet?	
11. Define physical hazard??	
12. How to insert a table in MS Word?	
13. Define Email.	
14. How to add slides in powerpoint?	
15. Write any five barriers to communication?	

ANSWER KEY

Sr.	Answers
1.	Opens the Start menu.
2.	Opens Windows Task Manager.
3.	Cut
4.	Paste
5.	Select whole document
6.	Falls, fires, crushing, slips & trips, falling objects, electrical etc.
7.	Hygiene is maintaining good health through cleanliness
8.	Gloves/Eye Protection, CPR Pocket Mask, Tourniquet ,Roller Gauze ,4×4 Gauze Pads ,Medical Tape, Two Triangular Bandages, Sam Splint ,Elastic Bandage ,Trauma Shears
9.	• The use of jargon. Over-complicated or unfamiliar terms. • Emotional barriers and taboos. • Lack of attention, interest, distractions, or irrelevance to the receiver. • Differences in perception and viewpoint. • Physical disabilities such as hearing problems or speech difficulties. • Language differences and the difficulty in understanding unfamiliar accents. • Cultural differences.
10.	Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions.
11.	Physical hazards are environmental factors that can harm an employee without necessarily touching them, including heights, noise, radiation and pressure.
12.	• Click on insert • Click on table • Select rows and columns
13.	Email is an electronic mail system that is used for communication to transmit data, images, files, digital media and etc.
14.	• Click on new slides • Select format of slides
15.	• The use of jargon. Over-complicated or unfamiliar terms. • Emotional barriers and taboos. • Lack of attention, interest, distractions, or irrelevance to the receiver. • Differences in perception and viewpoint. • Physical disabilities such as hearing problems or speech difficulties. • Language differences and the difficulty in understanding unfamiliar accents. • Cultural differences.

Assessment Evidence Guide for “Urban Area Planning and Management”

**Level-2
Perform Bench Works
(Formative Assessment)**

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Bench Works Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to perform sawing and filing on work piece according to the drawing assigned by assessor. Assessment Task 2: Candidate is required to perform hand drilling, reaming and tapping on work piece according to the drawing assigned by assessor. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Close both jaws of Vernier Caliper/ micro meter Performance Criteria 4: Check zero error Performance Criteria 5: Open up jaws and precisely match the both jaws and assemble device Performance Criteria 6: Select blade according to the material and set in hacksaw frame Performance Criteria 7: Mark layout of job as per drawing using required marking tool Performance Criteria 8: Perform clamping of the work piece according to the instructions Performance Criteria 9: Perform sawing according to the given instructions Performance Criteria 10: Select required file type according to the material Performance Criteria 11: Perform filing as per standard procedures Performance Criteria 12: Inspect quality of the component at suitable intervals. Performance Criteria 13: Verify the final job with the given drawing Performance Criteria 14: Identify the safety signs and symbols Performance Criteria 15: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 16: Select PPE according to job

Minimum Evidence Required	Performance Criteria 17: Wear PPE according to job Performance Criteria 18: Perform tasks within standard timeframe Assessment Task 2 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Select hand brace and drilling bit according to the job requirement. Performance Criteria 4: Use marking tool and measuring instruments as per job. Performance Criteria 5: Clamp the work piece as per job requirement. Performance Criteria 6: Perform drilling as per standard procedures Performance Criteria 7: Inspect quality of job at suitable intervals. Performance Criteria 8: Perform post drilling operations Performance Criteria 9: Select required reamer according to the job specification Performance Criteria 10: Select required marking tool and mark layout of job as per drawing Performance Criteria 11: Select clamping device and clamp the work piece Performance Criteria 12: Perform reaming as per job specification Performance Criteria 13: Select required tap according to the job specification Performance Criteria 14: Perform drilling to produce hole Performance Criteria 15: Perform taping as per job specification Performance Criteria 16: Prepare checklist for daily cleanliness of the workplace Performance Criteria 17: Place all tools & material in proper place to ensure safe work Performance Criteria 18: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 19: Select PPE according to job Performance Criteria 20: Wear PPE according to job Performance Criteria 21: Perform tasks within standard timeframe
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Assessors Judgment Guide

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:.....

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)				
Assessment Task 1	Description of Assessment Task 1 Candidate is required to perform sawing and filing on work piece according to the drawing assigned by assessor.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Closed both jaws of Vernier Caliper/ micro meter			
4.	Checked zero error			
5.	Opened up jaws and precisely match the both jaws and assemble device			
6.	Selected blade according to the material and set in hacksaw frame			
7.	Marked layout of job as per drawing using required marking tool			
8.	Performed clamping of the work piece according to the instructions			
9.	Performed sawing according to the given instructions			
10.	Selected required file type according to the material			
11.	Performed filing as per standard procedures			
12.	Inspected quality of the component at suitable intervals.			
13.	Verified the final job with the given drawing			
14.	Identified the safety signs and symbols			
15.	Reported unsafe condition to immediate supervisor (shift position)			
16.	Selected PPE according to job			
17.	Wore PPE according to job			
18.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 2		
		Candidate is required to perform hand drilling, reaming and tapping on work piece according to the drawing assigned by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Selected hand brace and drilling bit according to the job requirement.			
4.	Used marking tool and measuring instruments as per job.			
5.	Clamped the work piece as per job requirement.			
6.	Performed drilling as per standard procedures			
7.	Inspected quality of job at suitable intervals.			
8.	Performed post drilling operations			
9.	Selected required reamer according to the job specification			
10.	Selected required marking tool and mark layout of job as per drawing			
11.	Selected clamping device and clamp the work piece			
12.	Performed reaming as per job specification			
13.	Selected required tap according to the job specification			
14.	Performed drilling to produce hole			
15.	Performed tapping as per job specification			
16.	Prepared checklist for daily cleanliness of the workplace			
17.	Placed all tools & material in proper place to ensure safe work			
18.	Reported unsafe condition to immediate supervisor (shift position)			
19.	Selected PPE according to job			
20.	Wore PPE according to job			
21.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management "Field Assistant	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Bench Works Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Define least count?	
2. State any four types of hand file according to finish /teeth?	
3. Enlist types of files according to shape?	
4. Which angle can be measured with tri square?	
5. Enlist four main parts of a drill machine?	
6. Enlist any five layout tools?	
7.What is cutting angle of a drill bit?	
8. Classify hacksaw blades?	
9. Enlist any two general safety rules?	
10. Write the communication skills?	
11. How do you maintain safety in the workplace?	

ANSWER KEY

Sr.	Answers
1.	Least count is an instrument to measure smallest division.
2.	Rough, Smooth, Dead smooth, straight teeth, curved teeth etc.
3.	Square, Flat, half round, round, Triangular, Knife edge etc.
4.	90 and 45 angle
5.	Bore, Column, Table, Head, Spindle, Speed change mechanism
6.	Scriber, Tri square, Combination set Mallet, Compass, Center punch, Prick punch
7.	180 angles
8.	Hack saw blades are classified according to no. of teeth per inch or pitch of teeth
9.	1. Your safety is your personal responsibility. 2. Always follow the correct procedures. 3. Never take shortcuts. 4. Take responsibility and clean up if you made a mess. 5. Clean and organize your workspace. 6. Ensure a clear and easy route to emergency exits and equipment. 7. Be alert and awake on the job.
10.	Reading, Writing, Speaking, Listening
11.	Understand the risks. Reduce workplace stress. Take regular breaks. Avoid stooping or twisting. Use mechanical aids whenever possible. Protect your back. Wear protective equipment to suit the task. Stay sober

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-2
Perform Basic Electrical Installation
(Formative Assessment)

28th March – 1st April 2022



National Vocational & Technical
Training Commission

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Basic Electrical Installations Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to perform basic electric circuits and electrical measurement according to the circuit diagram given by assessor. Assessment Task 2: Candidate is required to perform supply power to the machine according to the circuit diagram given by assessor. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Prepare series circuit on work bench Performance Criteria 4: Prepare parallel circuit on work bench tools. Performance Criteria 5: Prepare Head and Tail Light Circuit on work bench Performance Criteria 6: Prepare indicator circuit on work bench using appropriate tools. Performance Criteria 7: Measure voltage in a circuit Performance Criteria 8: Measure current in a circuit Performance Criteria 9: Measure resistance in a circuit Performance Criteria 10: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 11: Select PPE according to job Performance Criteria 12: Wear PPE according to job Performance Criteria 13: Perform tasks within standard time frame

Minimum Evidence Required	Assessment Task 2 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Select electrical appliances Performance Criteria 4: Connect cables with electrical appliances as per manual Performance Criteria 5: Verify the connections according to color code Performance Criteria 6: Check the connectivity of earthing point. Performance Criteria 7: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 8: Select PPE according to job Performance Criteria 9: Wear PPE according to job Performance Criteria 10: Perform tasks within standard timeframe
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Assessors Judgment Guide

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:.....

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)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to perform basic electric circuits and electrical measurement according to the circuit diagram given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Prepared series circuit on work bench			
4.	Prepared parallel circuit on work bench tools.			
5.	Prepared Head and Tail Light Circuit on work bench			
6.	Prepared indicator circuit on work bench using appropriate tools.			
7.	Measured voltage in a circuit			
8.	Measured current in a circuit			
9.	Measured resistance in a circuit			
10.	Reported unsafe condition to immediate supervisor (shift position)			
11.	Selected PPE according to job			
12.	Wore PPE according to job			
13.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of Assessment Task 2 Candidate is required to perform supply power to the machine according to the circuit diagram given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Selected electrical appliances			
4.	Connected cables with electrical appliances as per manual			
5.	Verified the connections according to color code			
6.	Checked the connectivity of earthing point.			
7.	Reported unsafe condition to immediate supervisor (shift position)			
8.	Selected PPE according to job			
9.	Wore PPE according to job			
10.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management "Field Assistant"	CS Code:	Level:2	Version:01
Competency Standard Title: Follow Safety Rules at Field Perform Basic Electrical Installation Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Define Ohm's Law?	
2. Define AC current?	
3. What does DMM stand for?	
4. Describe the working principle of earth tester?	
5. Enlist any two advantages of a three-phase power?	
6. Where 3 phase power supplies used?	
7. Define L.C.R meter?	
8.What are 3 R relevant to the waste management	
9. How can we communicate with other people?	

ANSWER KEY

Sr.	Answers
1.	Ohm's law states that the current through a conductor between two points is directly proportional to the voltage across the two points.
2.	Alternating current describes the flow of charge that changes direction periodically. As a result, the voltage level also reverses along with the current.
3.	Digital Multi Meter.
4.	The earth ground tester works on the principle that in parallel/multi-grounded systems, the net resistance of all ground paths will be extremely low compared to any single path (the one under test)
5.	Run larger loads Do not require any starters to three-phase motors used in big industries
6.	Three-phase power supplies power grids, data centers, aircraft, shipboard, and other electronic loads larger than 1,000 watts.
7.	Measure the inductance (L), capacitance (C), and resistance (R) of an electronic component.
8.	Reduce, Reuse, Recycle
9.	Speaking, Writing

Assessment Evidence Guide

for

“Urban Area Planning and Management”

Level-2

Perform Operation and Maintenance of Pumping Station

(Formative Assessment)

28th March – 1st April 2022



**National Vocational & Technical
Training Commission**

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management “Field Assistant”	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Operation and Maintenance of pumping station Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time:		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment): Assessment Task 1: Candidate is required to perform the preoperative checks of pumping station and perform the schedule maintenance and record on log register of pumping station. And complete: 1.Knowledge assessment test (Written or Oral) 2.Portfolios at the time of assessment (if any)
	During a practical assessment, under observation by an assessor, you will complete: Assessment Task 1 Performance Criteria 1: Identify risk associated with job to be done Performance Criteria 2: Select tools as per requirement Performance Criteria 3: Check the water level in storage tank Performance Criteria 4: Check the adequacy of voltage/frequency Performance Criteria 5: Check the air relief valve Performance Criteria 6: Check the tightness of all connections Performance Criteria 7: Check the operation of sluice valves Performance Criteria 8: Check the pressure gauges Performance Criteria 9: Check the storage of chemicals as per MSDS Performance Criteria 10: Check the functionality of emergency stop switch Performance Criteria 11: Startup the power switch Performance Criteria 12: Monitor the pressure gauges Performance Criteria 13: Check pump station components. Performance Criteria 14: Perform schedule maintenance task Performance Criteria 15: Identify and report pump station faults

Minimum Evidence Required	Performance Criteria 16: Maintain the maintenance record Performance Criteria 17: Maintain the inventory/log register Performance Criteria 18: Report unsafe condition to immediate supervisor (shift position) Performance Criteria 19: Select PPE according to job Performance Criteria 20: Wear PPE according to job Performance Criteria 21: Perform tasks within standard timeframe
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Assessors Judgment Guide

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:.....

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)				
Assessment Task 1		Description of Assessment Task 1 Candidate is required to perform the preoperative checks of pumping station and perform the schedule maintenance and record on log register of pumping station.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identified risk associated with job to be done			
2.	Selected tools as per requirement			
3.	Checked the water level in storage tank			
4.	Checked the adequacy of voltage/frequency			
5.	Checked the air relief valve			
6.	Checked the tightness of all connections			
7.	Checked the operation of sluice valves			
8.	Checked the pressure gauges			
9.	Checked the storage of chemicals as per MSDS			
10.	Checked the functionality of emergency stop switch			
11.	Startup the power switch			
12.	Monitored the pressure gauges			
13.	Checked pump station components.			
14.	Performed schedule maintenance task			
15.	Identified and report pump station faults			
16.	Maintained the maintenance record			
17.	Maintained the inventory/log register			
18.	Reported unsafe condition to immediate supervisor (shift position)			
19.	Selected PPE according to job			
20.	Wore PPE according to job			
21.	Performed tasks within standard timeframe			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Urban Area Planning and Management "Field Assistant"	CS Code:	Level: 2	Version: 01
Competency Standard Title: Follow Safety Rules at Field Perform Operation and Maintenance of pumping station Perform Basic Communication Skills	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Question	Candidate's answer
1. Define pump	
2. Enlist the components of pumping station	
3. Define MSDS	
4. Enlist any three preoperative checks of pumping machine	
5. RPM stands for?	
6. Enlist the types of pumps	
7. Enlist the type of valves used in pumping station	
8. What is fire extinguisher?	
9. Define electrical shock.	
10. What is earthing?	
11. Enlist the any three types of communication?	

ANSWER KEY

Sr.	Answers
1.	A mechanical device using suction or pressure to raise or move liquid
2.	Wet well, Dry well, Grit channel/chamber, Pumps, motor/engine, valves, check valves, sluice valve (gate valve), Air relief valve, pressure relief valve, non-return valve, control panels, Pressure gauges, turbines.
3.	Material safety data sheet
4.	Check water level of storage tank, Check air relief valve, check pressure gauges
5.	Revolution per minute
6.	Centrifugal pump, reciprocal pump, Rotary pump, air pressure pump, submersible pump,
7.	Check valves, Sluice valve (gate valve), Air relief valve, Pressure relief valve, non-return valve
8.	Dry chemical fire extinguishers work with a pressurized spray of a dry chemical that will blanket a fire and extinguish it.
9.	An electric shock occurs when a person comes into contact with an electrical energy source. Electrical energy flows through a portion of the body causing a shock.
10.	“The process in which the instantaneous discharge of the electrical energy takes place by transferring charges directly to the earth through low resistance wire.
11.	• Verbal Communication. • Non-verbal / Interpersonal communication. • Written Communications. • Formal & Informal • Visual Communication