**Competency Based Training & Assessment (CBT&A)**

**EVIDENCE DOCUMENTS**

**Submitted To**

**Bangladesh Technical Education Board (BTEB)**

**For**

**Fulfillment of Certificate - IV in CBT& A (Methodology)**

**Submitted by**



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# Evidence 1:

# Hazard Inspection Report

**Risk Levels**

**High = H: could result in accidental death**

**Medium = M: could to result in injury**

**Low = L: could result in staff or trainee discomfort**

|  |  |
| --- | --- |
| **Contact Information** | |
| **Name of people undertaking for inspection** | Sanjeeda Hossen |
| **Date of Inspection** | 20/04/2022 |
| **Workshop** | CAD Lab |
| **OSH coordinator** | Shariful Islam |
| **Manager responsible** | Engr Dr. Romjan Ali |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Floors | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Even surface – no holes, protruding nails | √ |  |  |  |  |
| Loose boards nailed down | √ |  |  |  |  |
| Dropped objects picked up | √ |  |  |  |  |
| Dust and rubbish |  | √ | L | Dust on Table & rubbish on Floor | Kamrul Jamil  Dr. Eng. Ramjan Ali |
| Stock material out of way | √ |  |  |  |  |
| Floor around machines is clear | √ |  |  |  |  |
| Power cables on floor. |  | √ | L | Power cables are not well organized | Pollob Kumar Ray  Dr. Eng. Ramjan Ali |
| Machines | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Adequate space between machinery | √ |  |  |  |  |
| Provision to store waste materials | √ |  |  |  |  |
| Safety guards in place | √ |  |  |  |  |
| Starting and stopping devices within reach | √ |  |  |  |  |
| Power connection in good order |  | √ | L | Power connection is not good | Pollob Kumar Ray Dr. Eng. Ramjan Ali |
| Cleanliness |  | √ | L | Lab is not in clean condition | Kamrul Jamil  Dr. Eng. Ramjan Ali |
| Noise level | √ |  |  |  |  |
| Lighting |  | √ | L | Light is not sufficient | Pollob Kumar Ray  Dr. Eng. Ramjan Ali |
| Fire | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Extinguishers in place, recently serviced and clearly marked for type of fire | √ |  |  |  |  |
| Adequate direction notices for fire exits | √ |  |  |  |  |
| Exit doors easily opened from inside | √ |  |  |  |  |
| Exits clear of obstructions | √ |  |  |  |  |
| Fire alarm system functioning correctly |  | √ | M | There is no fire alarm. In case of fire accident people will not be warned timely, as a result physical hazard and death may occur. | Shariful Islam  Dr. Eng. Ramjan Ali |
| Fire instructions available and displayed | √ |  |  |  |  |
| Ladders/staircases are clear | √ |  |  |  |  |
| Fire blanket/s available |  | √ | L | Fire blankets are not available | Salma Begum  Dr. Eng. Ramjan Ali |
| Ladders and steps | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Stored in proper place | √ |  |  |  |  |
| No broken or missing rungs or other deflects | √ |  |  |  |  |
| Storage areas | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Storage area designed to minimize lifting problems | √ |  |  |  |  |
| Materials stored in racks and bins wherever possible | √ |  |  |  |  |
| Shelves free of dust and rubbish | √ |  |  |  |  |
| Electrical | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Plugs, sockets or switches in good condition |  | √ | L | Plugs are not in good condition need to repair. | Pollob Kumar Ray  Dr. Eng. Ramjan Ali |
| No frayed or deflective leads | √ |  |  |  |  |
| Portable power tools in good condition | √ |  |  |  |  |
| No temporary leads on floors | √ |  |  |  |  |
| Isolating transformers | √ |  |  |  |  |
| No strained leads | √ |  |  |  |  |
| Staff amenities | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Washrooms clean and supplied with soap and hand wash. |  | √ | L | May result in biological hazard | Pollob Kumar Ray  Dr. Eng. Ramjan Ali |
| Toilets clean | √ |  |  |  |  |
| Meal rooms clean and tidy | √ |  |  |  |  |
| First aid | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Cabinets and contents clean and orderly | √ |  |  |  |  |
| Cabinet stocked appropriately | √ |  |  |  |  |
| Emergency numbers displayed |  | √ | L | As there is no emergency contact number it will not be possible to get right information on right time which may cause any type of hazard. | Salma Begum  Dr. Eng. Ramjan Ali |
| Rubbish | No Risk | Risk | Risk Level | Details | Who is responsible for corrective action? Name of manager |
| Bins located at suitable points | √ |  |  |  |  |
| Bins emptied regularly | √ |  |  |  |  |
| Oily rags and combustible refuse placed in covered metal containers | √ |  |  |  |  |

Comment (If any)

This report should be provide to the relevant manager for action. Venue is ready to take the assessment if nesseary action take within 27/04/2022. Manager name: Dr. Eng. Ramjan Ali

# Evidence 2:

# Maintenance and Housekeeping Checklist for training workshop

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Maintenance and Housekeeping Checklist for training workshop | | | | | | | | | | |
| 1 | LAYOUT | | Y | | N | | NA | | Actions: (include person responsible and target completion date) | |
| 1.1 | Area is tidy and well kept | | √ | |  | |  | |  | |
| 1.2 | Adequate storage area provided | | √ | |  | |  | |  | |
| 1.3 | Floor is free of obstructions and not-slippery | | √ | |  | |  | |  | |
| 1.4 | Opening in the floor is guarded or covered | | √ | |  | |  | |  | |
| 1.5 | Walkways clearly marked and guarded if necessary | | √ | |  | |  | |  | |
| 2 | ENVIRONMENT | | Y | | N | | NA | | Actions: (include person responsible and target completion date) | |
| 2.1 | Lighting is adequate | |  | | √ | |  | | Action: 3 Lights must be replaced.  Responsible: Pollob Kumer Ray.  Date: 27/04/2022 | |
| 2.2 | Lighting covers and fittings are secure | | √ | |  | |  | |  | |
| 2.3 | Area is free from odors | | √ | |  | |  | |  | |
| 2.4 | Noise level is acceptable/adequately controlled | | √ | |  | |  | |  | |
| 2.5 | Ventilation is adequate | | √ | |  | |  | |  | |
| 2.6 | Recycling posters and information displayed | |  | | √ | |  | | Action: SOP must be hung.  Responsible: Salma Begum  Date: 26/04/2022 | |
| 3 | EMERGENCY PROCEDURES | | Y | | N | | NA | | Actions: (include person responsible and target completion date) | |
| 3.1 | Written procedures posted | | √ | |  | |  | |  | |
| 3.2 | Extinguisher of appropriate type easily accessible | | √ | |  | |  | |  | |
| 3.3 | Emergency and hazard signage is clearly visible | |  | | √ | |  | | Action: signage must be clearly visible.  Responsible: Pollob Kumer Ray  Date: 25/04/2022 | |
| 4 | FIRST AID FACILITIES | | Y | | N | | NA | | Actions: (include person responsible and target completion date) | |
| 4.1 | Kit kept and marked in accessible area. | | √ | |  | |  | |  | |
| 4.2 | Kit is stocked and contents are in-date | | √ | |  | |  | |  | |
| 5 | GENERAL FACILITIES | | Y | | N | | NA | | Actions: (include person responsible and target completion date) | |
| 5.1 | Cleaning area is accessible and functional | | √ | |  | |  | |  | |
| 6 | ELECTRICAL SAFETY | Y | | N | | NA | | Comments / Hazards | | Actions: (include person responsible and target completion date) | |
| 6.1 | Power extension boards / Multi-plugs in good condition | √ | |  | |  | |  | |  | |
| 6.2 | Power leads are off the floor or covered & away from walkways | √ | |  | |  | |  | |  | |
| 6.3 | Faulty equipment is removed from service | √ | |  | |  | |  | |  | |
| 7 | WASTE DISPOSAL | Y | | N | | NA | | Comments / Hazards | | Actions: (include person responsible and target completion date) | |
| 7.1 | Waste containers are provided and labelled |  | |  | | √ | |  | |  | |
| 7.2 | Waste is segregated and stored appropriately away from drains |  | |  | | √ | |  | |  | |
| 8 | PPE | Y | | N | | NA | | Comments / Hazards | | Actions: (include person responsible and target completion date) | |
| 8.1 | Required PPE available for all staff and trainees | √ | |  | |  | |  | |  | |
| 8.2 | Correctly stored | √ | |  | |  | |  | |  | |
| 8.3 | Well maintained and in good condition | √ | |  | |  | |  | |  | |
| 8.4 | Signage of PPE requirements displayed |  | | √ | |  | | Must be assign to order | | Act: Must be hung the poster with PPE sign.  Responsible: Salma Begum  Date:27/04/2022 | |  |

Comment (If any):

|  |
| --- |
| Lab will be workable if above mentioned correction will done by 27/04/2022. |

# **Evidence No 3 :**

# Task Analysis Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Unit of Competency: Practice 2D CAD** | | | |
| **Name of Task: Draw a plan of a stair case by using AutoCAD 2D within 10 minutes accoroding to industry standard.** | | | |
| **Elements** | **Knowledge** | **Skills** | **Attitude** |
| Conduct work safely | * Safe work practice * Report on OSH hazards and incidents | * Practice workplace safely * Use PPE * Working place in a safe location | * Commitment to occupational health and safety. * Environmental concerns |
| Operate Computer | Basic components of PC.  IT and IT Tools.  Type of software and application packages. | * Creating, opening , copying, renaming, deleting and sorting files and folders as per requirement. | * + Tidiness and timeliness.   + Environmental concerns. |
| Interpret drawings and specifications from manuals, designs and plans | * Methods and techniques of sketching / drawing of basic shapes and objects. * Techniques of sketching using manual drafting equipment. * Techniques of sketching using manual drafting equipment. | * Sketching / drawing of basic shapes and objects. * Using of manual drafting equipment. * Sketching using manual drafting equipment. * Identifying relevant drawings and specifications correctly. | * Commitment to occupational safety and health. * Promptness in carrying out activities. * Communication with peers and seniors at workplace. |
| Create basic drawings | * Procedure of creating and saving CAD files. * Procedure of applying draw tool bar command.  Procedure of creating basic drawings in 2D. | * Creating drawing files using CAD. * Saving drawing files. * Applying draw tool bar commands and modifying commands. * Creating basic drawing in 2D. | * Environmental concerns. * Eagerness to learn. * Tidiness and timeliness. * Respect for rights of peers and seniors at workplace. |
| Clean up workplace | * Shutdown process * clean Workplace | * Turn off the devices. * Switch off Power at the Power Source. | * follow the Right instructions |

# **Evidence No 4 :**

# Unit delivery plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Title : Practice 2D CAD** | **Unit code: CONCAD3001 A1** | **NTVQF Level 03** | **Nominal hours :60 Hour** |
| **Qualified Trainer: Sanjeeda Hossen** | **Number of Students enrolled :10** | **Proposed Start Date :01/02/2022** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Session  number | Hrs/ Time | Element/s covered | Performance criteria covered | Delivery mode/  strategy | Equipment and Resources required |
| 1 | 45  Min | 1. Identify, control and report OSH hazards 2. Operate Computer 3. Interpret drawings and specifications from manuals, designs and plans 4. Create basic drawings 5. Clean up workplace | 1.1Immediate work area is routinely checked for Occupational Safety and Health (OSH) hazards prior to commencing and during work.  2.3Computer is switched as per standard.  2.5Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement.  3.1 Relevant drawings and specifications are correctly recognized from manuals, designs and plans.  3.2 Terms and abbreviations are recognized.  3.3 Signs and symbols are interpreted.  2.1 Draw tools bar commands are applied.  2.2 Modify commands are applied.  2.3 Basic drawings in 2D are created. | * Introduction * Ice Breaking * Presentation * Discussion * Demonstration * Question & Answer | * CBLM * White Board & Marker Multimedia Projector   Computer/laptop with necessary software |
| 2 | 45  Min | 1. Conduct work safely 2. Operate Computer 3. Interpret drawings and specifications from manuals, designs and plans 4. Create basic drawings 5. Clean up workplace | * 1. OSH practices are applied in the workplace.   2.5Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement.  2.6Properties of files and folders are viewed and searched.  3.1 Relevant drawings and specifications are correctly recognized from manuals, designs and plans.  3.2 Terms and abbreviations are recognized.  3.3 Signs and symbols are interpreted.  2.1Draw tools bar commands are applied.  2.2Modify commands are applied.  2.3Basic drawings in 2D are created. | * Introduction * Ice Breaking * Presentation * Discussion * Demonstration * Question & Answer | * CBLM * White Board & Marker Multimedia Projector * Computer/laptop with necessary software |
| 3 | 45  Min | 1. Conduct work safely  Store manuals, designs and plans  1. Create Basic drawings 2. Clean up workplace | * 1. OSH practices are applied in the workplace.   4.1. Manuals, designs and plans are collected and packed.  4.2. Manuals, designs and plans are stored to prevent damage, and ready access and updating of information when required.  2.1. Draw tools bar commands are applied.   * 1. Modify commands are applied.   2. Basic drawings in 2D are created. | * Introduction * Ice Breaking * Presentation * Discussion * Demonstration * Question & Answer | * CBLM * White Board & Marker Multimedia Projector * Computer/laptop with necessary software |

# Evidence **No 5(A) :**

**Training Session Plan 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit of competency** | **Practice 2D CAD** | | **Unit Code: CONCAD3001 A1** | **NTVQF Level-3** | | **Session No:01** |
| **Task** | **Draw a Plan of 2 rooms.** | |
| **Learning Outcomes**: At the end of the session the Trainees will be able to: Draw a plan of 2 room by using Auto CAD 2D as per industry standard within 10 min | | | | | | |
| **Relevant Performance Criteria:**  1.1Immediate work area is routinely checked for Occupational Safety and Health (OSH) hazards prior to commencing and during work.  2.3Computer is switched as per standard.  2.5Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement  3.1 Relevant drawings and specifications are correctly recognized from manuals, designs and plans.  3.2 Terms and abbreviations are recognized.  3.3 Signs and symbols are interpreted.  2.1 Draw tools bar commands are applied.  2.2 Modify commands are applied.  2.3 Basic drawings in 2D are created. | | | | | | |
| **Date: 29/04/2022** | | **Session Duration: 45 Minutes** | | | **Trainer: Sanjeeda Hossen** | |
| **Learning Segment &Approximate Time Required** | | **Key points & Activities** | | | **Training**  **Method** | **Materials, Equipment’s& Resources** |
| **Introduction**  **O3 Minutes** | | * **Get attention**   Hello everybody, How is it going? Ready for Today’s session?   * **Link to previous session :**   **Q 1. Which types of tool the bar ‘Line’ commend is?**  **Q 2. Tell me 2 modify tools commend name?**   * **Today’s outcome:** Draw a plan of room by using AutoCAD 2D as per industry standard. * **Structure of the session :**   Pre-discussion, Demonstration, Review, feedback.  Remind learners about OSH issues.  -Follow OSH  -Safe use of Computer.   * **Stimulate Learners**   Social status , Importance this session, Career opportunity | | | Discussion with Power Point Presentation, | CBLM  White board & marker  Multimedia projector  Computer |
| **Discussion and Demonstration**  **25** | | * **Discussion** * Safety issue * PPE * Key points of task (Draw a room Plan ) * **Demonstration:** * Do as industry standards, * Do step by step with Explanation, * Do together involving the trainees,   During demonstration make sure task is performed As per specification.   * **During demonstration:** make sure task is performed as per specification | | | Presentation,  Discussion  Demonstration | CBLM  White board & marker  Multimedia projector  Computer |
| **Trainee Practice**  **10 Min.** | | * **Trainees Practice:** Observe the performance of the trainees and facilitate if required. | | | Observation | CBLM  Multimedia projector  Computer |
| **Review and feed back**  **5 Minutes** | | * **Review:** Summary of the session: : Draw a floor plan of 2 room house by using Auto CAD 2D according to information requirements & Saved the Auto CAD Document to directory**.** * **Feedback to the learners:** * Q 1. What do you mean by a PLAN? * Q 2. What is the function of save commend? | | | Presentation, Discussion, | CBLM  White board & marker  Multimedia projector |
| **Next lesson**  **2 Minutes** | | Encourage the learners of their activities and briefing the next session.   * Draw a plan of a stair case. * **Stimulate Learners**   Social status , Importance this session, Career opportunity | | | Presentation,  Discussion | CBLM |

# 

# Evidence **No 5(B):**

**Training Session Plan 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit of competency | **Practice 2D CAD** | | Unit Code: CONCAD3001 A1 | NTVQF Level-3 | | Session No:01 |
| **Task** | **Draw a Plan of a stair case.** | |
| **Learning Outcomes**: At the end of the session the Trainees will be able to: Draw a plan of a stair case by using Auto CAD 2D as per industry standard within 20 min | | | | | | |
| **Relevant Performance Criteria:**  2.1OSH practices are applied in the workplace.  2.5Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement.  2.6Properties of files and folders are viewed and searched.  3.1 Relevant drawings and specifications are correctly recognized from manuals, designs and plans.  3.2 Terms and abbreviations are recognized.  3.3 Signs and symbols are interpreted.  2.1Draw tools bar commands are applied.  2.2Modify commands are applied.  2.3Basic drawings in 2D are created. | | | | | | |
| **Date: 30/04/2022** | | **Session Duration: 45 Minutes** | | | **Trainer: Sanjeeda Hossen** | |
| **Learning Segment &Approximate Time Required** | | **Key points & Activities** | | | **Training**  **Method** | **Materials, Equipment’s& Resources** |
| **Introduction**  **O3 Minutes** | | * **Get attention**   Hello everybody, How is it going? Ready for Today’s session?   * **Link to previous session :** * Q 1. What do you mean by a PLAN? * Q 2. What is the function of save commend? * **Today’s outcome:** Draw a plan of a stair case by using AutoCAD 2D as per industry standard. * **Structure of the session :**   Pre-discussion, Demonstration, Review, feedback.  Remind learners about OSH issues.  -Follow OSH  -Safe use of Computer.   * **Stimulate Learners**   Social status , Importance this session, Career opportunity | | | Discussion with Power Point Presentation, | CBLM  White board & marker  Multimedia projector  Computer |
| **Discussion and Demonstration**  **25** | | * **Discussion** * Safety issue * PPE * Key points of task (Draw a Plan of a staircase ) * **Demonstration:** * Do as industry standards, * Do step by step with Explanation, * Do together involving the trainees,   During demonstration make sure task is performed As per specification.   * **During demonstration:** make sure task is performed as per specification | | | Presentation,  Discussion  Demonstration | CBLM  White board & marker  Multimedia projector  Computer |
| **Trainee Practice**  **10 Min.** | | * **Trainees Practice:** Observe the performance of the trainees and facilitate if required. | | | Observation | CBLM  Multimedia projector  Computer |
| **Review and feed back**  **05 Minutes** | | * **Review:** Summary of the session: Draw a plan of a stair case of a typical house by using Auto CAD 2D according to information requirements & Saved the Auto CAD Document to directory**.** * **Feedback to the learners:** * What do you mean by a stair? * What is riser height? * When we use the chamfer commend? | | | Presentation, Discussion, | CBLM  White board & marker  Multimedia projector |
| **Next lesson**  **02 Minutes** | | Encourage the learners of their activities and briefing the next session.  Draw a section of a stair case.   * **Stimulate Learners**   Social status , Importance this session, Career opportunity | | | Presentation,  Discussion | CBLM |

# Evidence **No 5(C) :**

**Training Session Plan 3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit of competency | Practice 2D CAD | | Unit Code: **CONCAD3001 A1** | NTVQF Level-3 | | Session No:01 |
| **Task** | Draw a Section of a stair case. | |
| **Learning Outcomes**: At the end of the session the Trainees will be able to: Draw a section of a stair case by using Auto CAD 2D as per industry standard within 20 min | | | | | | |
| **Relevent Performance Criteria:**  2.1OSH practices are applied in the workplace.   * 1. Manuals, designs and plans are collected and packed.   4.2 Manuals, designs and plans are stored to prevent damage, and ready access and updating of information when required.  2.1Draw tools bar commands are applied.  2.2Modify commands are applied.  2.3Basic drawings in 2D are created. | | | | | | |
| **Date: 02/05/2022** | | **Session Duration: 45 Minutes** | | | **Trainer: Sanjeeda Hossen** | |
| **Learning Segment &Approximate Time Required** | | **Key points & Activities** | | | **Training**  **Method** | **Materials, Equipment’s& Resources** |
| **Introduction**  **O3 Minutes** | | * **Get attention**   Hello everybody, How is it going? Ready for Today’s session?   * **Link to previous session :** * **Q 1.** When we use the trim commend? * **Q2.** What is riser height? * **Today’s outcome:** Draw a section of a stair case by using AutoCAD 2D as per industry standard. * **Structure of the session :**   Pre-discussion, Demonstration, Review, feedback.  Remind learners about OSH issues.  -Follow OSH  -Safe use of Computer.   * **Stimulate Learners**   Social status , Importance this session, Career opportunity | | | Discussion with Power Point Presentation, | CBLM  White board & marker  Multimedia projector  Computer |
| **Discussion and Demonstration**  **25** | | * **Discussion** * Safety issue * PPE * Key points of task (Draw a section of a staircase) * **Demonstration:** * Do as industry standards, * Do step by step with Explanation, * Do together involving the trainees,   During demonstration make sure task is performed  As per specification.   * **During demonstration:** make sure task is performed as per specification | | | Presentation,  Discussion  Demonstration | CBLM  White board & marker  Multimedia projector  Computer |
| **Trainee Practice**  **10 Min.** | | * **Trainees Practice:** Observe the performance of the trainees and facilitate if required. | | | Observation | CBLM  Multimedia projector  Computer |
| **Review and feed back**  **05 Minutes** | | * **Review:** Summary of the session: Draw a section of a stair by using Auto CAD 2D according to information requirements & Saved the Auto CAD Document to directory**.** * **Feedback to the learners:** * What do you mean by Headroom? * How can you use array command? | | | Presentation, Discussion, | CBLM  White board & marker  Multimedia projector |
| **Next lesson**  **02 Minutes** | | Encourage the learners of their activities and briefing the next session.  Draw a section of a plan of a lift.   * **Stimulate Learners**   Social status , Importance this session, Career opportunity | | | Presentation,  Discussion | CBLM |

# 

# Evidence No 6:

# Competency Based Learning Materials

**(CBLM’s)**

**NTVQF Level - 03**

**CAD for Construction (2D & 3D), Level - Ill**

**For**

**Construction Sector**

**PRACTICE 2D CAD**



Information sheet 1.1

**Plan of a stair case**.

**Personal Protective Equipment (PPE):**

Personal protective equipment (PPE) is any clothing. Equipment or substance designed to protect a person from risks of injury or illness.

A **Stair** is a system of steps by which people and objects may pass from one level to another level of a building.”



COMPONENTS & TERMINOLOGY

**Flight:** A series of steps between different levels or storeys of a building is known as flight.

**Landing:** An area of floor at the top of or between flights of stairs for changing direction in the stairs.

**Tread** - The part of the step that is stepped on.

**Riser** - The vertical portion of the step between steps.

**Design a staircase for a residential building.**

* **The space available for the stairwell is 14'X7'-6''. The floor-to-floor height is provided at 10ft.**
* For residential a building, normally the riser height is taken from 6**''-7''(inch)**
* So, let us provide the riser of a height of 6 inch.
* Also, tread depth is taken as 10 **inch**.
* Stairwell dimensions = **14'X7'-6''**
* Floor height = 10 fit
* Total number of flight to be provided = 2
* Therefore, height of 1 flight = (10**'** / 2**')**= 5**'** fit
* Rise = 6 inch

Therefore, Number of risers in a flight = (5 **X 12) / 6** = 10 risers

Number of treads = Number of riser – 1 = 10 – 1 = 9

Self check sheet 2

1. What do you mean by PPE?
2. What do you mean by a stair?
3. What do you mean by landing?
4. What is flight?
5. What is trade?
6. What is Riser?

Answer sheet 2

1. What do you mean by PPE?

Ans: Personal protective equipment (PPE) is any clothing. Equipment or substance designed to protect a person from risks of injury or illness.

2. What do you mean by a stair?

Ans: “A **Stair** is a system of steps by which people and objects may pass from one level of a building to another.”

3. What do you mean by landing?

Ans: **Landing:** An area of floor at the top of or between flights of stairs for changing direction in the stairs.

4. What is flight?

Ans: **Flight:** A series of steps between different levels or storeys of a building is known as Flight.

5. What is trade?

Ans: **Tread** - The part of the step that is stepped on.

6. What is Riser?

Ans: **Riser** - The vertical portion of the step between steps.

Job sheet 1

Name of the job: Time: 10minutes

**Draw a plan of a staircase using Auto CAD 2D within 10 minutes according to industrial standard.**

**Procedures/ Steps:**

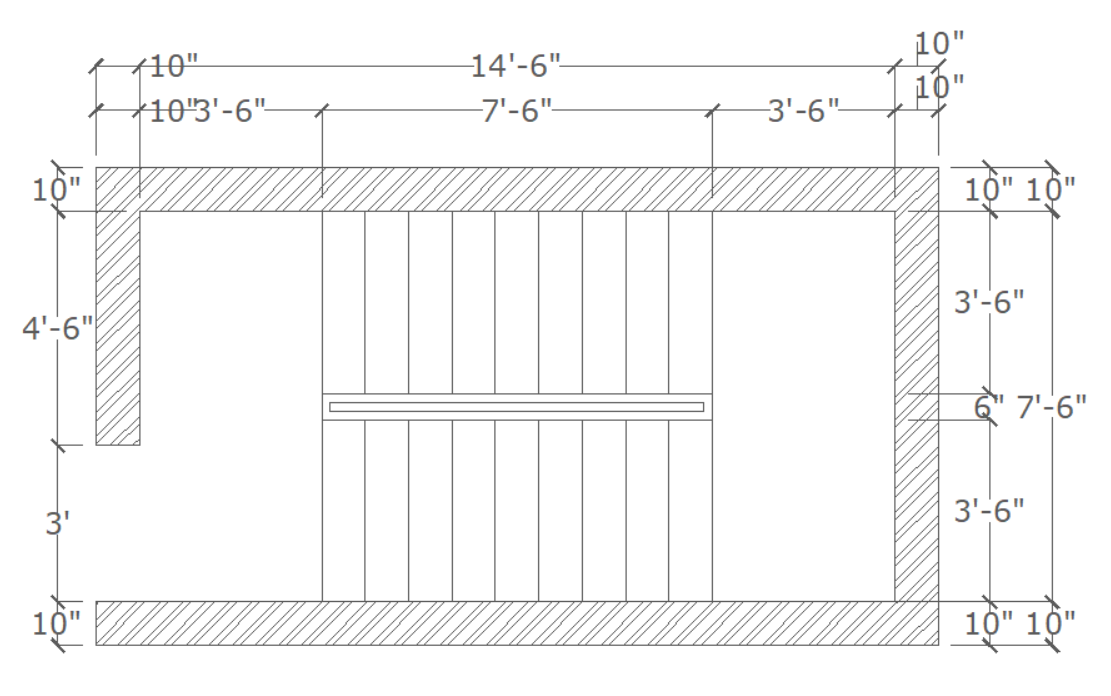
1. Follow OSH
2. Read provided Job sheet and Specification sheet.
3. Identify & Collect tools, equipment and materials as per specification sheet.
4. Prepare tools, equipment’s and materials to do the job
5. Open the existing CAD file.
6. Draw a plan of a staircase using AutoCAD according to Specification sheet.
7. Use the ‘Line’ Commend.
8. Use the ‘Offset’ Commend.
9. Use the ‘Chamfer’ Commend
10. Use the ‘Trim’ Commend
11. Use the ‘hatch’ Commend
12. Use the ‘Dimension’ Commend
13. Indicate all the dimensions like tread widths & depths.
14. Close the Computer properly.
15. Clean your workplace and dispose waste materials.

Specification Sheet

**Name of the job:**

**Draw a plan of a staircase using Auto CAD 2D within 10 minutes according to industrial standard.**

**Conditions for the job:** Work must be carried out in a safe manner and according to relevant competency standards.



**Plan of a stair case**

**Required Personal Protective Equipment (PPE):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Name of the PPE** | **Specification (if** | **Unit** | **Required Quantity** | **Remarks** |
| **No.** |  | **needed)** |  | **(individual)** |  |
| 1 | Apron | Cloth | pcs | 01 |  |
| **Required Materials:** | |  |  |  |  |
|  |  |  |  |  |  |
| **Sl.** | **Name of the** | **Specification (if** | **Unit** | **Required Quantity** | **Remarks** |
| **No.** | **Materials** | **needed)** |  | **(individual)** |  |
| 01 | Monitor |  | pcs | 01 |  |
| 02 | CPU |  | pcs | 01 |  |
| 03 | Keyboard |  | pcs | 01 |  |
| 04 | Mouse |  | pcs | 01 |  |
| **Required Tools:** | |  |  |  |  |
|  |  |  |  |  |  |
| **Sl.** | **Name of the** | **Specification (if** | **Unit** | **Required Quantity** | **Remarks** |
| **No.** | **Tools** | **needed)** |  | **(individual)** |  |
| 1 | AutoCAD software |  |  | 01 |  |

# Evidence No 7:

# Peer Feedback on Training and Assessment Activity

|  |  |  |
| --- | --- | --- |
| **Name of trainee assessor: Sanjeeda Hossen**  **Name of peer assessor: Lutfa Khanom** | | **Comments/feedback** |
| **Session plan** | Learning outcome statements   1. were written using active verb 2. Can be measured 3. Were realistic for the time allocated   Performance criteria   1. Performance measured against given standard   Structure   1. Learner activities/practice planned 2. Training aids listed 3. OSH issues covered where relevant | 1. Yes, active verbs are use.  2. Yes, Can be measur.  3.Yes, it is realistic for the time allocated  1. Yes, Performance measur against given standard.  1. Yes, it is.  2. Yes, training aids listed.  3. Yes, OSH issue cover. |
| **Training Delivery** | 1. OSH issues discussed with trainees as appropriate and managed 2. Appropriate learning methods were used 3. Learning aids assisted learning 4. Practice activities were effectively conducted 5. Review of key topics done 6. Appropriate time management demonstrated during the session 7. Theory and practice were integrated | 1. Yes, OSH issues discussed with trainees  2. Yes, appropriate learning methods are use.  3. Yes, assist.  4. Yes, Practice activities are effectively conduct  5. Yes, Review of key topics is done  6. Yes, it is.  7. Yes, Theory and practice are integrate. |
| **Feedback to trainee** | 1. Helpful feedback on performance was provided to trainee. | 1. Yes, Helpful feedback are provide to trainee. |
| **Evidence guide** | 1. The assessment methods chosen by the trainee teacher were suitable for collecting the evidence required to confirm competence 2. 2 appropriate evidence guides (assessment tools/instruments) are provided 3. Questions appropriate to PC were asked 4. Observation checklist matched PC | 1.Yes,The assessment methods chosen by the trainee teacher are suitable for collecting the evidence required to confirm competence  2. Yes, appropriate evidence guides are provide.  3.Yes,  4. Yes, Observation checklist matched PC |

# Evidence No 8:

# Personal Evaluation Form

**Trainer’s Name: Sanjeeda Hossen Date: 30/04/2022**

|  |  |
| --- | --- |
| **Questions** | **Comments** |
| 1. How did you make your session introduction informative? | By using GLOSS method, I make my session plan informative. |
| 2. How did you make your session plan clear and useful? | I made my session with small segments, so that trainee can understand easily. I also study my session plan properly so that I can deliver properly. |
| 3. How could you improve your session planning in the future? | With different activities and some moral advices with main lectures I could improve my session. |
| 4. What improvements do you need to make to your activities to make them more effective? | I will take learner’s feedback and will know where they are facing problems. Then will take initiative to improve those problems to make my activities more effective. |
| 5. How did you cater for a variety of learning styles? | I used different learning styles by using different visual aid, videos, activities what learners will enjoy and learn easily. |
| 6. How did you make your instructional and demonstrational skills effective? | I will let them practice and will observe their performance and will help them if they need. |
| 7. What did you do to motivate your learners? | I motivate my learners by telling them training outcome and the benefit of the training. |
| 8. What was the best feature of your presentation? | The best feature of my presentation is my topics and the contents of training sheets. |
| 9. How did you ensure your support materials were appropriate? | I made a checklist of my support materials and ensure those before I started my training. |
| 10. How did you structure the practice opportunity? | I structure the practice opportunity after presentation, discussion and demonstration. |
| 11. What did you do to ensure the environment was safe and supportive for your learners? | I ensure the environment by checking all health and safety issues. By checking all learning, training materials I ensure the environment supportive to learners so that they get all the materials whatever they need. |
| 12. Explain why you think that the feedback you gave to your learners was effective | I was discussed review of the session again and again and let them respond. I tried to find their deficiency and tried to understand them very well. |
| 13. How did you know that your learners achieved the stated learning outcomes? | By their performance. If they are good in performance. |
| 14. How did you know your learner was ready for assessment? | By assessing by myself first. If they perform well, then I will understand that they are ready. |
| 15. How did you conclude your session? | With review of present class, by telling tomorrow’s outcome and with greeting. |

The best part of my training was the activities which my learners performed and also their response, attention in the whole training session.

Next time, I will add some topics more interesting.

**Evidence No 9:**

**Personal Professional Skills Development Planner**

For Trainer

|  |
| --- |
| **Name : Sanjeeda Hossen**  **Age :39**  **Position : Instructor(AIDT)**  **Technology : Architecture and Interior Design**  **Contact Number : 01712749291**  **Email No : lsbonisanjeeda@gmail.com** |

**Institution / Industry:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competencies to be developed in 2021** | | | |
| **Competency** | **Learning strategy and location** | **Resources required** | **Timeframe** |
| Pedagogic, Level 5 | Off the job, TTTC, Dhaka. | Approval by Principal | Jun-July 2022 |

|  |
| --- |
| **Mentor name:Sujit Bikash Chakma Position: Instructor**  **Signature Date:01/06/2022** |
| **Approved by Principal/Supervisor :Dr. Eng. Ramjan Ali Position: Principal**  **Signature Date:10/06/2022** |

**Personal Professional Skills Development Plan Details**

**Competency to be developed 2022**

|  |  |  |
| --- | --- | --- |
| **Competency** | **Performance Criteria** | **Certified by** |
| * Identify organizational/ client needs * Develop instruments for training analysis * Administer training needs analysis * Analyses TNA results * Prepare report * Provide advice and recommendation | 1.1 Clients objectives and expectations are identified through discussion with clients.  1.2 Organizational requirements are verified. 1.3 Issues are identified to be addressed.  1.4 TNA respondents / target group is established based on objectives and requirements.  1.5 Resources are identified and verified according to organizational requirements.  2.1 Reliable and appropriate methods for collecting information and data are selected. 2.2 Information and data on current emerging and future training needs and plan is developed and finalized with concern persons.  2.3 TNA instruments are prepared according to prescribed format.  2.4 TNA instruments are validated.  3.1 Orientation regarding TNA is conducted. 3.2 Instruments are disseminated to the identified respondents.  3.3.Filled up TNA instruments are gathered in accordance with selected procedures appropriate method.  4.1 Information is analyzed using reliable and valid data analysis methods.  4.2 Skills gaps are determined that can be addressed through training or other intervention.  4.3 Conclusions on training needs are prepared and supported by evidence and consistent with research objectives.  5.1 Conclusions on training needs are disseminated to the clients.  5.2 Clients are provided with options for meeting identified training needs.  5.3 Report is prepared on training needs.  6.1 Clients are provided with clear advice and recommendations.  6.2 Feedback and comments are obtained with suitable and sufficient advice.  6.3 Recommendations are recorded and applied in future planning if required.   * 1. 6.4 Final report is completed and presented to the client. | BTEB |
| * Identify organizational/ client needs * Develop instruments for training analysis * Administer training needs analysis * Analyses TNA results * Prepare report * Provide advice and recommendation | * 1. Purpose of training program is clarified with key stakeholders.   1.2 Type and scope of training programmers are ascertained.  1.3 Competency standards and/or relevant training specifications are accessed based on existing training program.  1.4 Training environment, operational resources and learner characteristics required to develop training program are Identified and considered.  2.1 Training program outcomes are formulated based on training needs analysis  2.2 Time frames are allocated based on learning outcomes depending on learner characteristics  2.3 Learning outcomes are formulated to meet programs outcomes  2.4 Training approaches are decided based on training needs analysis  2.5 Resources required for training are determined based on learning outcome and learner characteristics.  2.6 Training components and learning outcomes are sequenced to meet programs outcomes  2.7 Training programs costs are estimated according to training programs outline.  3.1 Subject matters are determined based on learning out comes.  3.2 Subject matters are sequenced considering the principles of teaching and learning process and learning outcomes.  3.3 Delivery strategies, required assessment methods and instruments for training program are determined and confirmed.  3.4 Assessment and certification criteria are determined according to criterion reference method.  3.5 Completed learning program is documented in line with organizational and national qualifications requirements.  4.1 Feedback are obtained from client / relevant authority/ pilot programs as per standard organizational procedures.  4.2 Necessary changes are made based on feedback to proceed training programs.  5.1 Drafts of training programs and contents are reviewed with key stakeholders.  5.2 Drafts of training program and content are adjusted to reflect the review outcomes.  5.3 Final approval of structure, contents and | BTEB |

# Evidence No 10:

# TVET Teacher/Trainer Technical Competency Development Planner

**Summary of the planner**

**2021**

|  |  |  |
| --- | --- | --- |
| **Name : Sanjeeda Hossen Position: Instructor(AIDT) Age : 39Y**  **Trade : Aechitecture & interior Design Institute: Technical Teachers Training Collage Contact number : 01712749291**  **Email : lsbonisanjeeda@gmail.ccom** | | |
| **Year competencies will be developed** | **Year: 2021** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Competency** | **NTVQF** | **Strategy** | **Name of the Training Center/ Industry** | **Cost to be incurred** | **Time frame** |
| 1. CONSCM4001A1- Interpret supply chain management. | NSC4 | Off job | Dhaka Polytechnic Institute | 13,000/= | 25.11.2022 |

|  |
| --- |
| **Approved by Principal/ Supervisor Signature Date:15/10/2022**  **Dr. Eng. Ramjan Ali** |
| **Approved by Agency Designation Signature Date: 01/10/2022**  **Md. Zakir Hossain Principal** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Competency Development Plan** | | | |
| **Competencies to be developed** | | | |
| **Competency** | **NTVQF** | **Elements** | **Performance criteria** |
| CONSCM400a1  Interpret supply chain management. | NTVQF  LEVEL-04 | 1. Identify stages of supply chain in an organization  2. Describe the objective of supply function  3. Identify linkage between supply chain management and operation management. | 1.1. State of supply chain is comprehended.  1.2 Stage of supply chain in an organization are identify.  2.1 objective of supply chain is interpret.  2.2 The role and responsibilities of supply functions is comprehended.  2.3 Process view of supply chain are identify.  4.1 Supply chain management is interpreted.  4.2 Operation management is interpreted.  4.3 Operation management in connection with supply chain management is comprehended. |

**CERTIFICATION**

**This is to certify that Sanjeeda Hodden, Insrtuctor(AIDT), Technical Teachers Training Collage, achieved competencies on the following units.**

|  |  |
| --- | --- |
| **Name of the industry Person:**  **Md. Jahangir Alam**  **Designation :Trainer** | **Organization :**  **Dhaka Polytechnic Institute**  **Signature with date** |

# Evidence No-11

# Assessment Matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualification** | | **CAD for Construction, Level-3** | | | | | | | |
| **Unit Code& Name** | | **CONCAD3001 A1, Practice 2D CAD** | | | | | | | |
| **Unit descriptor** | | This unit covers the knowledge, skills and attitudes required to practice 2D CAD.  It includes controlling display in drawing and creating basic drawings. | | | | | | | |
| **Assessment process** | | **D** | **O** | **W** | **P** | | | | **T** |
| **Demonstration** | **Oral questioning** | **Written Test** | **Portfolio**  **( Sample product or document)** | | | | **Third Party Report** |
| **Unit code and Name** | **Elements/Performance criteria** | | | | **D** | **O** | **W** | **P** | **T** |
| **GN1002A1 Apply Occupational Safety and Health (OSH) Practices at Workplace** | **Element name: 1** | | | | **3** | | | |  |
| 2.1OSH practices are applied in the workplace. | | | | √ | √ | √ |  |  |
| **GN1015A1**  **Perform Basic IT Skills** | Element name: 2 | | | | 1 | | | |  |
| 2.5Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement. | | | | √ | √ |  |  |  |
| 2.6Properties of files and folders are viewed and searched. | | | | √ |  |  |  |  |
| **CONSS2005A1**  **Interpret Drawings, Plans and Specifications** | Element name: 2 | | | | **3** | | | |  |
| 3.1Relevant *drawings* and *specifications* are correctly recognized from manuals, designs and plans. | | | | √ | √ | √ |  |  |
| 3.2Terms and abbreviations are recognized. | | | | √ |  | √ |  |  |
| 3.3Signs and symbols are interpreted. | | | | √ |  |  |  |  |
| **CONCAD3001 A1**  **Practice 2D CAD** | Element name: 3 | | | | 3 | | | |  |
| 2.1Draw tools bar commands are applied. | | | | √ |  |  |  |  |
| 2.2 Modify commands are applied. | | | | √ | √ |  |  |  |
| 2.3. Basic drawings in 2D are created. | | | | √ | √ | √ |  |  |

# Evidence No-12

# Self-Assessment Guide

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification: | **CAD for Construction, Level-3** | | | |
| Instruction:   * + Read each of the questions in the left-hand column of the chart.   + Place a check in the appropriate box opposite each question to indicate your answer. | | | | |
| **Can I?** | | | **YES** | **NO** |
| 2.1 practices & applied OSH in the workplace? | | | √ |  |
| 2.5 create opened, copied, renamed, deleted and sorted files and folders as per requirement? | | | √ |  |
| 2.6 view and searched Properties of files and folders? | | | √ |  |
| 3.1 recognized relevant drawings and specifications are correctly recognized from manuals, designs and plans. | | | √ |  |
| 3.2 recognize terms and abbreviations? | | | √ |  |
| 3.3 Interpreted Signs and symbols? | | | √ |  |
| 2.1draw tools bar commands are applied? | | | √ |  |
| 2.2 apply Modify commands? | | | √ |  |
| 2.3draw basic drawings in 2D are created? | | | √ |  |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor. | | | | |
| **Candidate’s name:**  **& signature:** | | **Lutfa Khanom** | **Date:30/04/2022** | |

# Evidence No-13

# Attendance Sheet

**Technical Teachers’ Training Collage**

NSC Level 3

CBT & A: Level 4

Assessment Type: Regular/re-assessment

Candidate Type: RPL

Date: 30/04/2022

Number of Candidate: 1

Occupation: CAD for Construction

Batch: 01

**Attendance Sheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SL** | **Code Number** | **Candidate Name** | **Father’s Name** | **Registration No.** | **Signature** | **Result**  **(C / NYC)** | **Remarks (If NYC)** |
| 1 | 01 | Lutfa Khanom | Lutfor Rahaman | Cad-2341 |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| Assessor’s / Assessors’ Signature | | | Lutfa Khanom | | | Date: | 30/04/2022 |
| Board Representative’s Name & Signature | | |  | | | Date: | 30/04/2022 |

# Evidence No-14

# Competency Assessment Agreement

|  |  |  |
| --- | --- | --- |
| **Candidate’s Name:** | **Lutfa Khanom** | |
| **Assessor’s Name:** | **Sanjeeda Hossen** | |
| **Qualification/Units of Competency to be Assessed** | **CAD for Construction, Level-3** | |
| **Candidate to answer the question:** | Yes | No |
| * Have the context and purpose of assessment been explained | √ |  |
| * Have the qualification and units of competency been explained? | √ |  |
| * Have the Project-Based Assessment been explained? | √ |  |
| * Do you understand the assessment procedure and evidence to be collected? | √ |  |
| * Have your rights and appeal system been explained? | √ |  |
| * Have you discussed any special needs to be considered during assessment? | √ |  |
| I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned personnel and my manager/supervisor. | | |
| **Candidate’s Signature:** | **Date:30/04/2022** | |
| **Assessor Signature:** | **Date:30/04/2022** | |

# Evidence No-15

# Written Test Sheet

**Time: 0:20 Minute**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **CAD for Construction, Level-3** | |
| **Candidate’s Name** | **Lutfa Khanom** | |
| **Assessor Name** | **Sanjeeda Hossen** | |
| **Assessment Centre** | **Technical Teachers Training C0llage** | |
| **Date of assessment** | **30/04/2022** | |
| **Open book written test Question:** | | |
| 1.What do you mean by PPE? | | |
| 2. What do you mean by a stair? | | |
| 3.What do you mean by landing? | | |
| 4.What is trade? | | |
| 5.What is Riser? | | |
| **The candidate’s underpinning knowledge was: Satisfactory 🞏 Not Satisfactory 🞏** | | |
| **Feedback to candidate:** | | |
| **Candidate’s Signature** |  | **Date:30/04/2022** |
| **Assessor Signature** |  | **Date: 30/04/2022** |

**Written Test Sheet answer sheet**

**Qualification: CAD for Construction, Level-3**

**Date of assessment: 30/04/2022**

|  |  |
| --- | --- |
| **Question 1 Answer** | Ans: Personal protective equipment (PPE) is any clothing. Equipment or substance designed to protect a person from risks of injury or illness. |
| **Question 2 Answer** | Ans: “A **Stair** is a system of steps by which people and objects may pass from one level of a building to another.” |
| **Question 3 Answer** | Ans: **Landing:** An area of floor at the top of or between flights of stairs for changing direction in the stairs. |
| **Question 4 Answer** | Ans: **Tread** - The part of the step that is stepped on. |
| **Question 5 Answer** | Ans: **Riser** - The vertical portion of the step between steps. |

# 

# Evidence No-17

# Job Sheet

Name of the job: Time: 10minutes

**Draw a plan of a staircase using Auto CAD 2D within 10 minutes according to industrial standard.**

**Procedures/ Steps:**

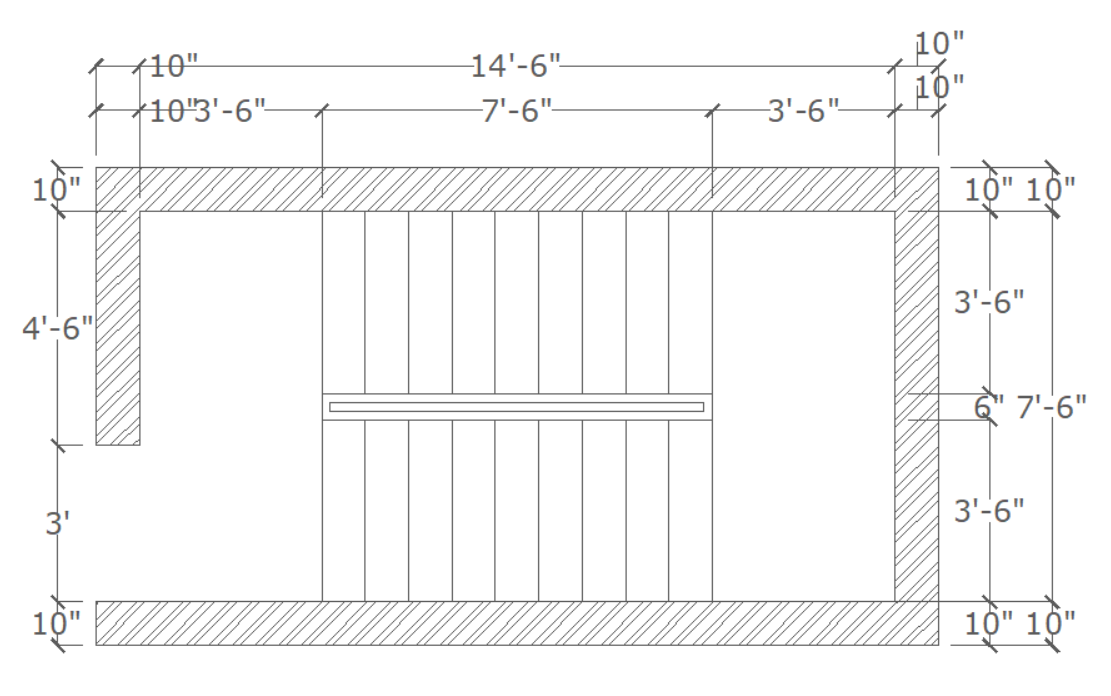
1. Follow OSH
2. Read provided Job sheet and Specification sheet.
3. Identify & Collect tools, equipment and materials as per specification sheet.
4. Prepare tools, equipment’s and materials to do the job
5. Open the existing CAD file.
6. Draw a plan of a staircase using AutoCAD according to Specification sheet.
7. Use the ‘Line’ Commend.
8. Use the ‘Offset’ Commend.
9. Use the ‘Chamfer’ Commend
10. Use the ‘Trim’ Commend
11. Use the ‘hatch’ Commend
12. Use the ‘Dimension’ Commend
13. Indicate all the dimensions like tread widths & depths.
14. Close the Computer properly.
15. Clean your workplace and dispose waste materials.

Specification Sheet

**Name of the job:**

**Draw a plan of a staircase using Auto CAD 2D within 10 minutes according to industrial standard.**

**Conditions for the job:** Work must be carried out in a safe manner and according to relevant competency standards.



**Plan of a stair case**

**Required Personal Protective Equipment (PPE):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Name of the PPE** | **Specification (if** | **Unit** | **Required Quantity** | **Remarks** |
| **No.** |  | **needed)** |  | **(individual)** |  |
| 1 | Apron | Cloth | pcs | 01 |  |
| **Required Materials:** | |  |  |  |  |
|  |  |  |  |  |  |
| **Sl.** | **Name of the** | **Specification (if** | **Unit** | **Required Quantity** | **Remarks** |
| **No.** | **Materials** | **needed)** |  | **(individual)** |  |
| 01 | Monitor |  | pcs | 01 |  |
| 02 | CPU |  | pcs | 01 |  |
| 03 | Keyboard |  | pcs | 01 |  |
| 04 | Mouse |  | pcs | 01 |  |
| **Required Tools:** | |  |  |  |  |
|  |  |  |  |  |  |
| **Sl.** | **Name of the** | **Specification (if** | **Unit** | **Required Quantity** | **Remarks** |
| **No.** | **Tools** | **needed)** |  | **(individual)** |  |
| 1 | AutoCAD software |  |  | 01 |  |

# Evidence No-17

# Observation/Demonstration Check List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualification | | **CAD for Construction, Level-3** | | | |
| Candidate’s Name | | **Lutfa Khanom** | | | |
| Assessor’s Name | | **Sanjeeda Hossen** | | | |
| Date of Assessment: | | 30/04/2022 | | | |
| Assessment Centre | | **TTTC** | | | |
| For Project/Job -1 | | | | | |
| **During the demonstration of skills, did the candidate:** | | | | Please check (🗸) to show if evidence is demonstrated | |
| **Yes** | **No** | |
| 2.1OSH practices are applied in the workplace. | | | | √ |  | |
| 2.5Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement. | | | | √ |  | |
| 2.6Properties of files and folders are viewed and searched. | | | | √ |  | |
| 3.1Relevant *drawings* and *specifications* are correctly recognized from manuals, designs and plans. | | | | √ |  | |
| 3.2Terms and abbreviations are recognized. | | | | √ |  | |
| 3.3Signs and symbols are interpreted. | | | | √ |  | |
| 2.1Draw tools bar commands are applied. | | | | √ |  | |
| 2.2 Modify commands are applied. | | | | √ |  | |
| 2.3. Basic drawings in 2D are created. | | | | √ |  | |
| The candidate’s demonstration was: Satisfactory🗌 Not Satisfactory🗌 | | | | | |
| Feedback to Candidate | | | | | |
| The candidate’s overall demonstration was: Satisfactory🗌 Not Satisfactory🗌 | | | | | |
| Assessor Signature: | **Sanjeeda Hossen** | | Date:30/04/2022 | | |
| Candidate Signature: | **Lutfa Khanom** | | Date: 30/04/2022 | | |

# Evidence No:18

# Oral Questioning Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | | **CAD for Construction, Level-3** | | | |
| **Candidate Name** | | **Lutfa Khanom** | | | |
| **Assessor Name** | | **Sanjeeda Hossen** | | | |
| **Instructions for the assessor:** | | | | | |
| * **Check for the satisfactory answer of the candidate during the conduct of oral questioning** * **Place a tick in the yes box if the candidate answered the oral questions correctly and no box if the candidate does not answer the oral questioning correctly** | | | | | |
| **Date of assessment** | | | **30/04/2022** | | |
| **Location of the assessment activity** | | | **Technical Teachers Training Collage** | | |
| **Questions** | | | | **Satisfactory response** | |
| **Yes** | **No** |
| 1. What is PPE? | | | | √ |  |
| 2. Why we use ‘Save’ command? | | | | √ |  |
| 3. Why we use ‘offset’ commend? | | | | √ |  |
| 4. Do you know the ‘height’ of a riser? | | | | √ |  |
| 1. What do you mean by ‘Stair’? | | | | √ |  |
| **Feedback to candidate:**  All Performance is good. | | | | | |
| **The candidate’s overall performance was: Satisfactory 🞏 Not yet Satisfactory 🞏** | | | | | |
| **Candidate’s Signature** | **Lutfa Khanom** | | | **Date:30/04/2022** | |
| **Assessor Signature** | **Sanjeeda Hossen** | | | **Date: 30/04/2022** | |

**Oral Questioning answer sheet**

**Qualification: CAD for Construction, Level-3**

**Date of assessment: 30/04/2022**

|  |  |
| --- | --- |
| **Question 1 Answer** | Personal-Protective-equipment |
| **Question 2 Answer** | To store Data for the future. |
| **Question 3 Answer** | To draw a same & parallel line in a particular distance. |
| **Question 4 Answer** | 6 inches. |
| **Question 4 Answer** | “A Stair is a system of steps by which people and objects may pass from one level of a building to another.” |

# Evidence No: 21

# Competency Assessment Results Summary (CARS)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY ASSESSMENT RESULTS SUMMARY (CARS)** | | | | | | | |
| **Name of Candidate:** | | **Lutfa Khanom** | | | | | |
| **Registration No.** | | Cad-2341 | | | | | |
| **Name of Assessors:** | | **Sanjeeda Hossen** | | | | | |
| **Title of Qualification/ Cluster of Units of Competency** | | **CAD for construction, Level-3** | | | | | |
| **Assessment Centre:** | | TTTC | | | **Date of Assessment:** | |  |
| The performance of the candidate in the following unit(s) of competency and corresponding assessment methods | | | | | | | |
| **Assessment Event** | | | | | **Satisfactory** | | **Not Satisfactory** |
| **Event-1: Written** | | | | | √ | |  |
| **Event-2: Demonstration** | | | | | | | |
| Project/Job-1 | Draw a plan of a staircase using Auto CAD 2D according to industrial standard. | | | | √ | |  |
| **Event 3: Oral** |  | | | | √ | |  |
| Note: Satisfactory Performance shall only be given to candidate who demonstrated successfully all the competencies identified in the above-named Qualification/Cluster of Units of Competency. | | | | | | | |
| Recommendation : | |   For issuance of √NC/SoA (Indicate title/s of SoA, if Full Qualification is not met) | |   For submission of Additional documents Specify: | |   For re-assessment (pls. specify) | |
| Did the candidate overall performance meet the required evidences/ standards? | | | | |   Yes | |   No |
| OVERALL EVALUATION | | |   √**Competent** | |   **Not Yet Competent** | | |
| **General Comments** [Strengths/Improvements needed] | | | | | | | |
| Signature of Candidate | |  | | | Date: | | 30/04/2022 |
| Signature of Assessor | |  | | | Date: | | 30/04/2022 |
| Signature of Centre Manager | |  | | | Date: | | 30/04/2022 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CANDIDATE’S COPY** (Please present this form when you claim your NC/SoA) | | | | | | | |
| **COMPETENCY ASSESSMENT RESULTS SUMMARY (CARS)** | | | | | | | |
| Qualification: | **CAD for Construction, Level -3** | | | | | | |
| Name of Candidate: | Lutfa Khanom | | | Date of Issue: | | | 30/04/2022 |
| Name of Assessment Centre: | TTTC | | | Date of assessment: | | |  |
| Assessment Results: | |   √**COMPETENT** | | |   **NOT YET COMPETENT** | | |
| Recommendation : |  For issuance of √NC/SoA (Indicate title/s of SoA, if Full Qualification is not met) | |  For submission of Additional Documents Specify: | | |   For re-assessment (pls. specify): | |
| **Name and Signature:** | Assessed by | | | Attested by | | | |

# Evidence No-2Evidence Requirement for CBT& A Methodology

|  |  |
| --- | --- |
| **Name of the Trainee:** | **Sanjeeda Hossen** |
| **Registration ID** |  |
| **Instruction: Please check the correct box before submitting the assessment evidence to your assessor** | |

**Plan and Deliver Competency Based Training – evidence documents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL NO** | **Required evidence** | **Submitted** | | **Comment** |
| **YES** | **NO** |
|  | Completed Hazard Inspection Checklist |  |  |  |
|  | Completed Maintenance and Housekeeping Form |  |  |  |
|  | Completed Task Analysis From |  |  |  |
|  | Completed Unit Delivery Plan |  |  |  |
|  | Completed Session Plans for 3 training sessions |  |  |  |
|  | Relevant CBLMS for the session to be conducted |  |  |  |
|  | Completed Peer Feedback Form |  |  |  |
|  | Completed Personnel Evaluation Form |  |  |  |
|  | Developed Personal Professional Development Plan |  |  |  |
|  | Developed Technical Competency Development Plan |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL NO** | **Required evidence** | **Submitted** | | **Comment** |
| **YES** | **NO** |
|  | Completed Assessment Planning Matrix |  |  |  |
|  | Self-Assessment for unit being assessed |  |  |  |
|  | Attendance sheet with Registration No. |  |  |  |
|  | Competency Assessment Agreement Sheet |  |  |  |
|  | Job Sheet and Specification Sheet |  |  |  |
| **Relevant assessment tools** | | | | |
|  | Observation/Demonstration Checklist |  |  |  |
|  | Oral Questioning Checklist (With Answer Key) |  |  |  |
|  | Written question (With Answer Key) |  |  |  |
|  | Competency Assessment Result Summery (CARS) |  |  |  |

**I have submitted the above documents.**

**Trainer Signature:**

**Date:**