III/15/09/01

Competency Based Final Assessment Record Book – NVQ 1-4

Occupation/Sector:

National Competency Standard Code: | | | | **S** | | | | · | |

Candidate's
Name with Initials:

Address :

Sex : Male ☐ Female ☐

Candidate's NIC/Passport Number :

Training /Assessment Agency : ……..……..

Name & Location of the
Training Centre : ……..……..
(State 'RPL' for RPL Candidates)

……..……..

Assessment Centre : ……..……...…..
(If not the Training Centre given above)

Date/s of Assessment : Y Y Y Y M M D D Y Y Y Y M M D D

Assessor Details : Y Y Y Y M M D D Y Y Y Y M M D D

Name of the Assessor	Assessor Registration Number	Specimen Signature	Short Signature
1.			
2.			
3.			

Awarded Qualifications :

Qualification Code												Version	Assessors' Signature in Full	
			S				**Q**							
			S				**Q**							
			S				**Q**							
								Assessor's Seal						

(This Record Book shall be kept with the Training Institute / Industry Establishment, who facilitated the Assessment.)

Assessment Record Sheet National competency stand Code : ……..

Elements	U01	U02	U03	U04	U05	U06	U07	U08	U09	U10	U11	U12	U13	U14	U15
	Whether the candidate has achieved the competency, C or N or A														
Element 1															
Element 2															
Element 3															
Element 4															
Element 5															
Element 6															
Element 7															
Element 8															
Element 9															
Element 10															
Critical Aspects															
Underpinning Knowledge															
Evidence From															
Unit Result															
Assessors' Short Signature															

C - Competent **N – Not yet Competent** **A – Absent**

Evidence may be collected using one or more of the following.

WT = Written Test, **PT** = Practical Test, **OW** = Observation at work Place, **OQ** = Oral questioning, **TR/LB** = Trainee's Record/Log Book, **T** = Trainer report, **S** = Supervisor/team leader report, **C**=Certificates, **T**=Testimonies, **VD**= Video, **P**=Photographs, **PP**=Product Produced, **S**=Simulations, **FB**=Feed Back from Fellow Members, **CS**=Case Studies , **RP**=Role Play

Assessment Record Sheet National Competency Stand Code: ……..

Elements	U16	U17	U18	U19	U20	U21	U22	U23	U24	U25	U26	U27	U28	U29	U30
	Whether the candidate has achieved the competency, C or N or A														
Element 1															
Element 2															
Element 3															
Element 4															
Element 5															
Element 6															
Element 7															
Element 8															
Element 9															
Element 10															
Critical Aspects															
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List of Document Attached to Support Gathered Evidence

S/N	Unit No.	Type of Document	Description	Assessors' Short Signature	

Feed back to candidate on overall performance:

……..……

……..

……..

Achievement of Unit of Competence

Unit No.								
Date of Achievement								
Assessor's Short Signature								

Unit No.								
Date of Achievement								
Assessor's Short Signature								

	Candidate	**Assessors**	
Name			
Full Signature			
Date :			

For Institute use only

Candidate's Full Name : ……..……...…

Centre : ……...…….…… Batch : ……

Course Instructor : Name : ……Signature :……...