NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

Transformation of Apprenticeship NVQ - Establishment Assesment Guide

Requirement of Tools , Equipment and others for

CLERK

Competency Standards Code :K74S004.0

(Selected Package for Apprenticeship Mode)

Sourse : National Competency Standard

Name , Address of Estblishment & Contact Number

Date of Assessment :								**District:**	
NO	**Tools,Equipments & Others**	**Requirment for the Units**						**Availability at Establishment (Yes/No)**	**Remarks**
		1	**2**	**3**	**4**	**5**	**6**		
1	Computer and accessories	✓	✓	✓	✓	✓	✓		
2	Calculator	✓	✓	✓	✓	✓	✓		
3	Filling cabinets		✓						
4	Photocopier	✓	✓	✓	✓	✓	✓		
5	Telephone and Fax machine	✓	✓	✓	✓	✓	✓		

Selected Qualification (Package)		**Units**

forwarded by:

Name of the Officer : .....

Designation : .....

Signature : .....

Date : .....

Official Stamp : .....

Recommended by:

Name of the Officer : .....

Designation : .....

Signature : .....

Date : .....

Official Stamp : .....

Certified by:

Name of the Officer : ..... *Designation : .....*

Signature : ..... *Official Stamp : .....*

Date : .....