

Assessment
and
Evaluation
Toolkit

Training Course on

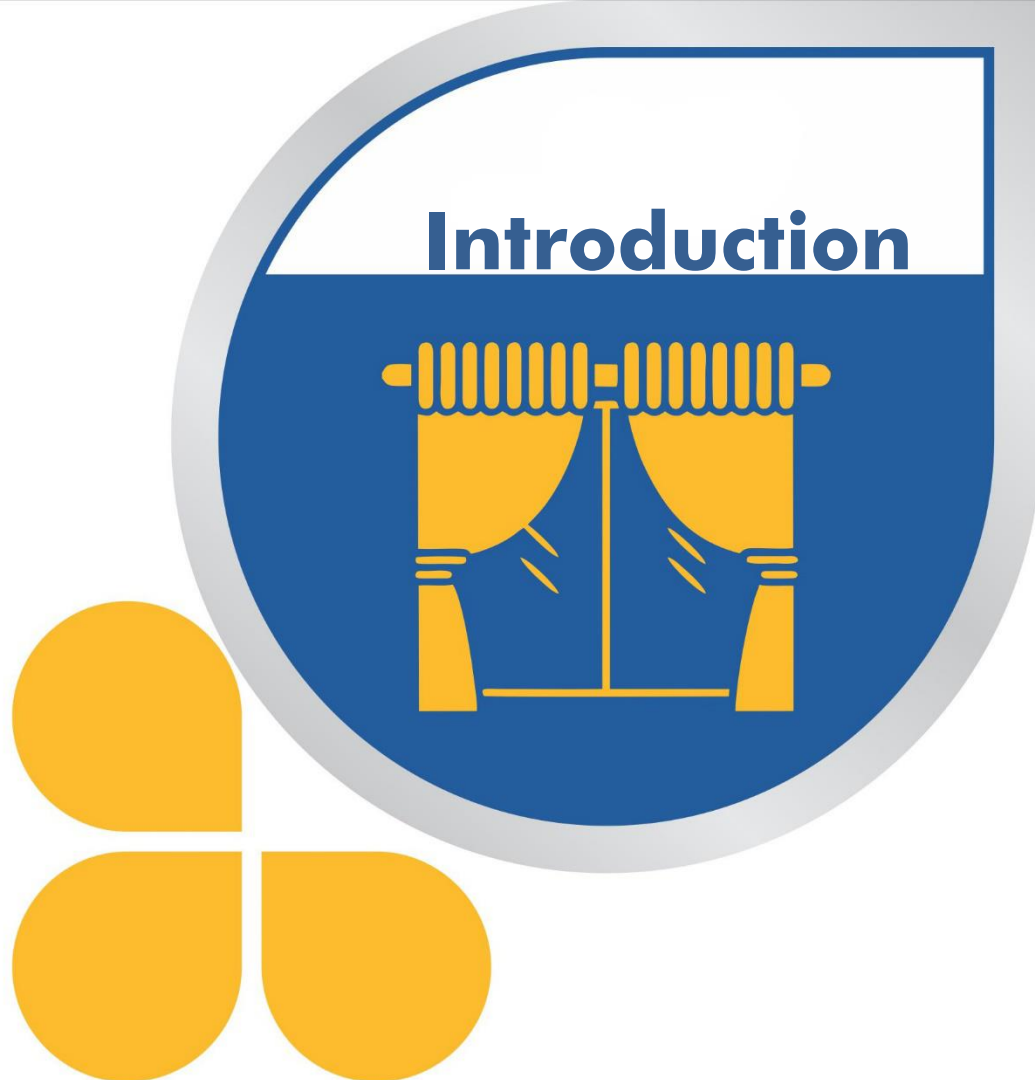
Soft Skills

For Stitching Machine Operators Trade Group



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Section 1: Introduction of Toolkit		
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For the students, many activities have been included in Examination and Evaluation Toolkit that will help analyzing what stitching machine operators have learnt from the Soft skills training course and how much they benefitted from it. This Evaluation process consists of two steps:

Examinations will be a continuous process for which instructor will use different methods from start till the end of the course. The purpose of these exams is to evaluate the knowledge, information and skills of the students. For this approach, methods like pre-test, homework, behavior and participation, post-test and final examinations will be used. Detail of some of the methods is given below.

No.	Method of Examination	Explanation
1	Pre-Test	In the beginning of the course or session, the pre-test helps to assess the students' knowledge, information and skills.
2	Homework	Tasks assigned in each session to be completed at home. The purpose is to understanding and assess their seriousness regarding the topic.
3	Behavior and Participation	Will help to evaluate the class participation, attendance, mutual correlation and personal development as well as performance.
4	Post-Test	Will help to evaluate the knowledge, information and skills of the students after the conclusion of session.
5	Final Examination	The final examination will evaluate the knowledge and information learned, as well as the applicability of these learnt skills in practical life.

These methods of examination consist of all those topics that are parts of this curriculum or training course. A report card is also designed to share the results of these examinations, which is included in this toolkit.

Evaluation and Analysis will be performed during and after the course. Evaluation of the 'Soft Skills Course' can be performed through PSDF evaluation team, evaluation team of the training organization or by some third party organization. Its purpose will be to evaluate the changes that may occur within the knowledge, information, skills and behavior of students attending the course. Two levels are proposed for this evaluation:

During Course Evaluation	Post-Course Evaluation
Evaluation team will assess changes in the knowledge and skills of students. For this process, team may visit the training institution or class. It should be noted that changes to be observed in the evaluation should be related to present training course.	During this evaluation, internal or external team will visit the training organizations/classes to assess the performance of the students. All skills learned during course will be observed to assess the actual change after the completion of course.

For the practical application of these two methods, key indicators and tools are developed which include presentation, workbook assessment, observation, instructor's opinion, and interviews of students and instructors.

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Who will use the Toolkit and When?

Level of Evaluation	Who will Perform	When to Use
Examination/Assessment	<ul style="list-style-type: none"> Persons related to training organization. Instructor. Examination staff. 	<ul style="list-style-type: none"> At the beginning of each session or class. During each session or class. At the end of each session or class. At the end of course.
Evaluation	<ul style="list-style-type: none"> Evaluation team of PSDF Evaluation team of training organization. External independent/impartial organization. 	<ul style="list-style-type: none"> During the classes. At the end of course.

Examinations



Examination/Assessment		
2.1	Method and Process of Examination	08
2.2	Soft skills training course – Test no. 1	13
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3.1 Exercises for pre- and post-test

For the stage of learning for each session/topic of 'Soft Skills', an exercise will be performed using pre- and post-test method. This exercise will be done at the start and end of each session/topic in the form of pre- and post-test respectively, having duration of 15 minutes. Pre- and post-test will consist of yes/no answers of questions to gauge the understanding level of the students. These exercises will help to test specific information and understanding. They will answer the question in the form of Yes or No. These tests are in simple language so that the students can understand them easily. At the end of the test, the student will give him their filled-in forms. Prior to giving the post-test, pre-test results will not be shared with students so that the answers of both tests can be compared in an effective manner. At the end of each session, the instructor will prepare individual as well as class reports for the entire class which can be sent to a neutral team later on.

Remember that, in total, 8 pre-tests and post-tests will be taken, containing 10 questions each. So, the total number of questions will be 80. For each correct answer, 0.25 marks will be given, thus the total marks of each test will be 2.5 and of all 8 tests total marks will be 20. In the final results, these will be counted as 20 percent. Samples of pre- and post- tests no. 1-8 are provided on pages 10-25.

3.2 Homework

Homework exercises are an important part of each module which help to memorize the topics covered in class. In each session or topic, different concepts and skills are elaborated through stories, group work, individual exercises or role play. It is also assured that students can work on concerned topic as homework so that they can have more clarity and understanding. Each session ends with homework. These exercises are designed as a practical example of things learned. Homework consists of 10 exercises, with each exercise having 2 marks. In the final results, these will be counted as 20 percent. Instructor will check the homework of each student and give marks. Homework no. 1-10 is provided in student's handbook, the detail of which is given below:

Homework No.	Page no.	Homework no.	Page no.
Homework 1	17	Homework 2	25
Homework 3	26	Homework 4	31
Homework 5	40	Homework 6	47

Homework No.	Page no.	Homework no.	Page no.
Homework 7	55	Homework 8	65
Homework 9	87	Homework 10	102

3.3 Attitude and performance within Class

Knowledge and information of Soft skills is important as well as attitude, participation and performance of the students, which should be evaluated in connection to curricular activities. Students will be evaluated during course in this regard. For this purpose, their record and observation will be assessed to evaluate their performance on the following standard. During the course, instructor will give final marks to the students on the basis of the following characteristics.

No.	Characteristics	Marks
1	Punctuality (coming to class on time, providing the exercise according to specified time, etc.)	5
2	Total attendance	5
3	Participation	5
4	Personal development and growth	5
Total Marks: 20		20

20 marks have been assigned for attitude and performance; that are 20% of total marks.

3.4 Final Examination

Final examination will be conducted at the end of course which consists of 8 questions. These questions present the crux of different topics of training course and will help to gauge the knowledge and skills learning level of the students. Theoretical as well as practical aspects are also covered in this exam. Practical topic includes a 2 minutes presentation on a specific topic. Students will express their learnt skills in this presentation. Each correct answer of final examination will be of 1 mark (total marks 8) and presentation of 14 marks. Total marks of final exam will be counted as 22 percent. Question paper for final exam is provided on page 27.

3.5 Summary of Examination Marks

Different Examinations/Exercises	Total Marks of Exercise	Percentage of Marks of overall Evaluation
Pre- and Post-Test	0.25 marks for every correct answer (20)	20%
Homework/Exercises	2 marks for each exercise - total 10 exercises (20)	20%
Behavior and Efficiency	5 marks for behavior and efficiency (20)	20%
Final Examination	8 marks for 8 question, 12 of presentation	20%

3.6 Report Card

Report card gives an overall assessment of student's performance. This will include pre- and post-tests, homework exercises, in-class attitude, performance and result of final examination. Last section of report card will provide instructor's opinion about the student, including his conduct, personality, skill-set, job preparation and other skills. A sample of report card is given on page 35.

Pre and Post Test.

Training Course of Soft Skills – Test no. 1

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Self Confidence of Stitching machine Operator	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	10	Duration:	15 minutes	
Marks Obtained:		Percentage:		

Instructions: Please mark the following statements as True or False

No.	Statement	True/False
1.	Development of skills and performance brings positive changes in personality.	
2.	Education, skill and efficiency promote self-confidence.	
3.	Physical appearance of the machine operator does not affect his/her self-confidence.	
4.	A self-confident person does not rely on others.	
5.	A self-confident person never expresses his/her emotions.	
6.	Education and skill are invisible reasons for self-confidence.	
7.	It is not necessary for the machine operator to change his/her dress daily, self-confidence is enough!	
8.	Appropriate experience is a sign of self-confidence.	
9.	A self-confident person can easily win the trust of his/her supervisor.	
10.	Self-confidence and skills are necessary for success.	

Answer Sheet.

Soft Skills Training Course– Test no. 1

No.	Statements	True/False
1.	Development of skills and performance bring positive changes in personality.	True
2.	Education, skill and efficiency promote self-confidence.	True
3.	Physical appearance of the machine operator does not affect his/her self-confidence.	False
4.	A self-confident person does not rely on others.	False
5.	A self-confident person never expresses his/her emotions.	False
6.	Education and skill are invisible reasons for self-confidence.	True
7.	It is not necessary for the machine operator to change his/her dress daily; self-confidence is enough!	False
8.	Appropriate experience is a sign of self-confidence.	True
9.	A self-confident person can easily win the trust of his/her supervisor.	True
10.	Self-confidence and skills are necessary for success.	True

Pre/Post-Test

Soft Skills Training Course– Test no. 2

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Communication Skills for Stitching machine Operator	Name of the Student:		
Trade Group:		Training Institute:		
Total Marks:	20	Duration:	30 minutes	
Marks Obtained:		Percentage:		

Instructions: Please mark the following statements as True or False

No.	Statements	True/False
1.	Communication is a two way process.	
2.	Listening is not a crucial skill for communication.	
3.	Listening saves money.	
4.	Interrupting someone is necessary for better listening.	
5.	The person talking to you must feel that he really, is talking to you.	
6.	We listen to acquire information.	
7.	Physical proximity is not a guarantee of better communication.	
8.	Facial expressions can affect the communication positively or negatively.	
9.	Addition to information and better relations are important benefits of communication.	
10.	Understanding the situation is not necessary for speaking.	

Answer Sheet.

Soft Skills Training Course– Test no. 2

No.	Statements	True/False
1.	Communication is a two way process.	True
2.	Listening is not a crucial skill for communication.	False
3.	Listening saves money.	True
4.	Interrupting someone is necessary for better listening.	False
5.	The person talking to you must feel that that he, really, is talking to you.	True
6.	We listen to acquire information.	True
7.	Physical proximity is not a guarantee of better communication.	False
8.	Facial expressions can affect the communication positively or negatively.	True
9.	Addition to information and better relations are important benefits of communication.	True
10.	Understanding the situation is not necessary for speaking.	False

Pre/Post-Test

Soft Skills Training Course– Test no. 3

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Work ethic for Stitching machine Operator	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	10	Duration:	15 minutes	
Marks Obtained:		Percentage:		

Instructions: Please mark the following statements as True or False

No.	Statements	True/False
1.	Work ethic entails the belief that hard work always brings fruit.	
2.	Providing a safe working environment is not included in work ethic.	
3.	Devotion to work and coming to work on time is included in work ethic of the machine operator.	
4.	Working faithfully and honestly is not always necessary; we can compromise on occasionally.	
5.	Simple apology is sufficient in case of any mistake.	
6.	Ensuring the quality of the work is not necessary for work ethic.	
7.	In case of any mistake, listening to the machine operator's colleague makes things easy.	
8.	Ensuring better working conditions, health and safety is included in work ethic.	
9.	Cleaning the machine is not the machine operator's job.	
10.	In case of hazards at the workplace, knowledge of safety measures is necessary for the machine operator.	

Answer Sheet.

Soft Skills Training Course– Test no. 3

No.	Statements	True/False
1.	Work ethic entails the belief that hard work always brings fruit.	True
2.	Providing a safe working environment does not include in work ethic.	False
3.	Devotion to work and coming to work on time is included in work ethic for the machine operator.	True
4.	Working faithfully and honestly is not necessary; we can compromise occasionally.	False
5.	simple apology is sufficient in case of any mistake	False
6.	Ensuring the quality of the work is not necessary for work ethic.	False
7.	In case of any mistake, listening to the machine operator's colleague makes things easy.	True
8.	Ensuring better working conditions, health and safety is included in work ethic.	True
9.	Cleaning the machine is not the machine operator's job.	False
10.	In case of hazards at the workplace, knowledge of safety measures is necessary for the machine operator.	True

Pre/Post-Test

Soft Skills Training Course– Test no. 4

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Time Management for Stitching machine Operator	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	10	Duration:	15 minutes	
Marks Obtained:		Percentage:		

Instructions: Please mark the following statements as True or False

No.	Statements	True/False
1.	Better time management can alleviate mental pressure.	
2.	Playing games and having long conversations on cell phone during work hours is not a waste of time.	
3.	Better time management enhances our reputation.	
4.	Better time management differentiates the machine operators from others.	
5.	Regular repair and care of machine prevents the waste of time.	
6.	Chit chat with friends is an integral part of work and does not waste time.	
7.	Better time management for machine operator is an important part of saving time.	
8.	Completion of job before stipulated time causes more work load.	
9.	Absence of target does not cause any obstacle in time management.	
10.	If the work is not completed on time, this may cause mental stress for the machine operator.	

Answer Sheet

Soft Skills Training Course– Test no. 4

No.	Statements	True/False
1.	Better time management can alleviate mental pressure.	True
2.	Playing games and having long conversations on cell phone during work hours is not a waste of time.	False
3.	Better time management enhances our reputation.	True
4.	Better time management differentiates the machine operators from others.	True
5.	Regular repair and care of machine prevents the waste of time.	True
6.	Chit chat with friends is an integral part of work and does not waste time.	True
7.	Better time management for machine operator is an important part of saving time.	True
8.	Completion of job before stipulated time causes more work load.	False
9.	Absence of target does not cause any obstacle in time management.	False
10.	If the work is not completed on time, this may cause mental stress for the machine operator.	True

Pre/Post-Test

Soft Skills Training Course– Test no. 5 & 6

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Attention to Detail	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	20	Duration:	15 minutes	
Marks Obtained:		Percentage:		

Instructions: Please Please mark the following statements as True or False

No.	Statements	True/False
1.	Attention-to-detail is important for better performance.	
2.	It is not necessary to give attention to work and perform better as well.	
3.	Attention-to-detail is the first step toward success.	
4.	Machine operator's work can be done without giving attention.	
5.	Observation is possible even without attention-to-detail and detailed evaluation.	
6.	For a machine operator, it is impossible to perform without attention-to-detail.	
7.	It is not necessary for a machine operator to do detail work for quality.	
8.	Due to giving attention-to-detail, you do not give much importance to others' feedback.	
9.	Remembering the shapes, designs and patterns is important for attention-to-detail.	
10.	To enhance the attention-to-detail in work, it is necessary to use time correctly and postpone less important tasks.	
11.	Sometimes, attention-to-detail at work may cause friction and differences.	
12.	Lack of interest may cause disorientation and result in loss.	

No.	Statements	True/False
13.	Choose the kind of work where only the start and end are important, and the process does not require attention.	
14.	Preparing a checklist is not necessary for monitoring work.	
15.	Giving attention to work enhances our reputation.	
16.	It is not necessary to remember the stage of work while doing the stitching.	
17.	Managing the raw material, machine and tools diverts your attention away from work.	
18.	It is not important for a stitching machine operator to count the received pieces and write down the numbers in workbook.	
19.	Correctly recording the material used and pieces completed as per specifications is included in detail work.	
20.	attention-to-detail is a capability through which we complete a task properly.	

Answer Sheet

Soft Skills Training Course – Test no. 5 & 6

No.	Statements	True
1.	Attention-to-detail is important for better performance.	False
2.	It is not necessary to give attention to work and perform better as well.	True
3.	Attention-to-detail is the first step toward success.	False
4.	Machine operator's work can be done without giving attention.	False
5.	Observation is possible even without attention-to-detail and detailed evaluation.	False
6.	For a machine operator, it is impossible to perform without attention-to-detail.	False
7.	It is not necessary for a machine operator to do detail work for quality.	False
8.	Due to giving attention-to-detail, you do not give much importance to others' feedback.	True
9.	Remembering the shapes, designs and patterns is important for attention-to-detail.	True
10.	To enhance the attention-to-detail in work, it is necessary to use time correctly and postpone less important tasks.	False
11.	Sometimes, attention-to-detail at work may cause friction and differences.	True
12.	Lack of interest may cause disorientation and result in loss.	False
13.	Choose the kind of work where only the start and end are important, and the process does not require attention.	False
14.	Preparing a checklist is not necessary for monitoring work.	True
15.	Giving attention to work enhances our reputation.	False
16.	It is not necessary to remember the stage of work while doing the stitching.	False
17.	Managing the raw material, machine and tools diverts your attention away from work.	True

No.	Statements	True
18.	It is not important for a stitching machine operator to count the received pieces and write down the numbers in workbook.	True
19.	Correctly recording the material used and pieces completed as per specifications is included in detail work.	True
20.	attention-to-detail is a capability through which we complete a task properly.	

Pre/Post-Test

Soft Skills Training Course– Test no. 7

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Working Under Pressure	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	10	Duration:	15 minutes	
Marks Obtained:		Percentage:		

Instructions: Please mark the following statements as True or False

No.	Statements	True/False
1.	Mental stress entails any situation that may cause a sudden surge in tension.	
2.	Lack of sleep and being ill may cause stress during work.	
3.	Strict attitude of instructor may also cause stress.	
4.	In a stressful situation, scheduling of work is not important.	
5.	Stress during work does not affect our health.	
6.	Stress can motivate us to complete the task in less time.	
7.	A sudden fault in machine or breaking of thread may cause mental stress.	
8.	Seeing things against your will has nothing to do with mental stress.	
9.	Some time is required to understand the design but this may reduce stress.	
10.	In a stressful situation, eating something and resting a little may give some peace of mind and work can be done in a proper way.	

Answer Sheet

Soft Skills Training Course– Test no. 7

No.	Statements	True/False
1.	Mental stress entails any situation which may cause a sudden surge in tension.	True
2.	Lack of sleep and being ill may cause stress during work.	False
3.	Strict attitude of instructor may also cause stress.	True
4.	In a stressful situation, scheduling of tasks is not important.	False
5.	Stress during work does not affect our health.	False
6.	Stress can motivate us to complete the task in less time.	False
7.	A sudden fault in machine or breaking of thread may cause mental stress.	True
8.	Seeing things against your will has nothing to do with mental stress.	False
9.	Some time is required to understand the design but this may reduce stress.	True
10.	In a stressful situation, eating something and resting a little may give some peace of mind and work can be done in a proper way.	True

Pre/Post-Test

Soft Skills Training Course– Test no. 8

Date:		Test:	Pre <input type="checkbox"/>	Post <input type="checkbox"/>
Topic:	Problem Solving	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	10	Duration:	15 minutes	
Marks Obtained:		Percentage:		

Instructions: Please mark the following statements as True or False

No.	Statements	True/False
1.	Solving your issues in a better way guarantees your success.	
2.	Ignorance of modern techniques increases the problems.	
3.	Recognition of the problem is necessary to solve it.	
4.	Setting priorities helps in problem solving.	
5.	Through creative measures, you can solve your problems in an innovative way.	
6.	In the face of a problem, we should leave the consequences to the supervisor.	
7.	Machine operators face two types of problems: professional and personal.	
8.	Lack of appreciation may increase the problem.	
9.	All problems are solved by giving more importance to colleagues' attitudes.	
10.	Problems are alleviated if the supervisor does not assign the tasks.	

Answer Sheet

Soft Skills Training Course– Test no. 8

No.	Statements	True/False
1.	Solving your issues in a better way guarantees your success.	True
2.	Ignorance of modern techniques increases the problems.	True
3.	Recognition of the problem is necessary to solve it.	False
4.	Setting priorities helps in problem solving.	True
5.	Through creative measures, you can solve your problems in an innovative way.	True
6.	In the face of a problem, we should leave the consequences to the supervisor.	False
7.	Machine operators face two types of problems: professional and personal.	True
8.	Lack of appreciation may increase the problem.	True
9.	All problems are solved by giving more importance to colleagues' attitudes.	False
10.	Problems are alleviated if the supervisor does not assign the tasks.	False

Final Test/Exam

Date:		Name of the student:	
Roll no.		Trade group:	
Training institute:		Total marks:	24
Duration:	08 minutes	Marks obtained:	

1. Tick mark (✓) the Soft Skills from the following:

<input type="checkbox"/>	Driving	<input type="checkbox"/>	Communication with co-workers at workplace
<input type="checkbox"/>	stitching a dress	<input type="checkbox"/>	Listening to supervisor
<input type="checkbox"/>	Reaching the workplace on time	<input type="checkbox"/>	Using internet to learn about new trends/fashion
<input type="checkbox"/>	Completing the day's work	<input type="checkbox"/>	Confident about job interviews
<input type="checkbox"/>	Understanding the importance of quality in drafting.	<input type="checkbox"/>	Cooperation with co-workers at workplace

2. Tick mark (✓) the visible and invisible causes of self-confidence from the following:

Signs of self-confidence	Visible causes	Invisible causes
Complete information		
Proper dress		
Trust of supervisor		
Walking with confidence		
Skill		
Cleanliness of hands and hair		
Education		
Good behavior		

3. What should a machine operator do for better communication?

Interrupt others during conversation	Physical proximity	Swing legs while listening	Long conversation	Listen carefully	Lack of attention

4. Which of the following are *not* included in work ethic?

Accountability	Health and safety	Working alone	Strict behavior	Distance from colleagues

5. What is the result of detail work?

Misunderstanding	Waste of time	Completion of tasks in due order	Lack of attention	good reputation

6. What is meant by "Spend your day or let your day spend you?"

Better time management	Cooperation in doing your work	Concluding your work properly	Correct use of resources

7. What are the causes of stress during work?

Fault in machine	More work, less time	Cooperation of colleagues	Categorization of tasks	On time completion of tasks

8. If a machine operator tackles the problems during work.....

Work load increases	Saves time	Beneficial or non-beneficial solution sets the priorities	Increases stress	People do not cooperate

Answers Sheet – Final test/Exam

1. Tick mark (✓) the Soft Skills from the following:

	Driving	✓	Communication with co-workers at workplace
	stitching a dress	✓	Listening to supervisor
✓	Reaching the workplace on time		Using internet to learn about new trends/fashion
✓	Completing the day's work	✓	Confident about job interviews
	Understanding the importance of quality in drafting.	✓	Cooperation with co-workers at workplace

2. Tick mark (✓) the visible and invisible causes of self-confidence from the following:

Reasons of self-confidence	Visible causes	Invisible causes
Complete information		✓
Proper dress	✓	
Trust of supervisor		✓
Walking with confidence	✓	
Skill		✓
Cleanliness of hands and hair	✓	
Education		✓
Good behavior	✓	

3. What should a machine operator do for better communication?

Interrupt others during conversation	Physical proximity	Swing legs while listening	Long talk	Listen carefully	Lack of attention
✓				✓	

4. Which of the following are *not* included in work ethic?

Accountability	Health and safety	Working alone	Strict behavior	Distance from colleagues
		✓	✓	✓

5. What is the result of detail work?

Misunderstanding	Waste of time	Completion of tasks in due order	Lack of attention	good reputation
		✓		✓

6. What is meant by "Spend your day or let your day spend you?"

Better time management	Cooperation in doing your work	Concluding your work properly	Correct use of resources
✓			

7. What are the causes of stress during work?

Fault in machine	More work, less time	Cooperation of colleagues	Categorization of tasks	On time completion of tasks
✓	✓			

8. If a machine operator tackles the problems during work.....

Work load increases	Saves time	Beneficial or non-beneficial solution sets the priorities	Increases stress	People do not cooperate
	✓	✓		

Final examination with presentation:

Total marks:	14
Duration:	2 minutes
Topic:	State three of the skills you learned through Soft skills training course which are (in your view) most important for your professional life, and explain the reasons.
Criterion of marking:	<ul style="list-style-type: none">○ Grip on topic. (4 marks)○ Speaking with confidence. (2 marks)○ Elaboration of topic and use of examples (2 marks)○ Non-verbal communication e.g. gestures, facial expressions, smile etc. (2marks)○ Physical appearance e.g. dress, cleanliness etc. (2 marks)

Soft Skills Training Course Report Card

Date:		Name of the Student:	
Roll no.		Trade Group:	
Training institute:		Instructor:	

Part I – Behavior and performance in class

Points for assessment	Marks obtained	Total marks
Punctuality		5
Total Attendance		5
Participation		5
Personal development and growth		5
Grand Total		20

Part II – performance in exercises and exams:

Exercises and Tests	Marks obtained	Total marks
Marks in pre-test		20
Marks in post-test		20
Homework		20
Final exam with presentation		20
Total marks:		80

Part III – Level/Grade

Highest marks in class	Level/Grade	Marks Obtained	Total Marks
			100*

* 20 marks for behavior and performance in class, and 80 marks for exercises and results of exams, total 100 marks.

Level or grade will be given according to following criterion:

Marks	Grade	Remarks
91-100	A+	With Distinction
81-90	A	Excellent
71-80	B+	Very Good
61-70	B	Good
51-60	C	Satisfactory
41-50	D	Passing marks
<40	F	Fail

Part IV – Instructor's opinion about the student:

Signature: _____

Date: _____



Section 3: Evaluation		
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3.1 Monitoring Indicators for Evaluation

Evaluation team should know that on what basis they will assess the knowledge, skills and practical measures of the students. For this purpose, indicators of change are developed according to each topic or session, so that overall changes through the course, vis-a-vis the objectives of different topics, can be assessed. These indicators are suggested for two levels, i.e. during course and post-course. While developing the indicators of change, it was made sure that things learned are viewed practically. We can assess each student or student as a group according to these possible indicators.

Topics of the course includes personal development, communication skills, time management, stress management, work ethic, attention to detail and problem solving which are related to routine and professional life of the students. Indicators for each topic and sub-topic are given below. Mark ✓ in the columns indicates the stage for this assessment.

1) Personal Development

Indicators of Change	When to evaluate	
	During Course	After the Course
Self-confidence of stitching machine operator		
Identifying and expressing personal educational and technical abilities	✓	
Appropriate physical appearance according to his work (dress, shoes, hair, etc.)	✓	
Expressing and introducing himself to colleagues and teachers without hesitation	✓	
Talking frankly in class or group	✓	
Conversation with family members or friends without hesitation	✓	
Maintaining eye contact while talking with teachers	✓	✓
Wearing clean dress or uniform according to work or factory environment	✓	✓
Maintaining personal cleanliness (body, hairs, teeth, etc.)	✓	✓
Eye contact with senior employer/worker while talking		✓

Indicators of Change	When to evaluate	
	During Course	After the Course
Giving introduction to team members without any hesitation		✓
Accepting the challenges according to his capabilities and completing the tasks		✓

2) Communication skills for Machine Operator

Open communication with family members, friends and relatives.	✓	✓
Conversation and asking questions in class without any hesitation.	✓	
Conversation with teacher, employer or co-operator without any fear.	✓	✓
Asking questions from co-worker or supervisor.		✓
Listening to education or work instructions carefully and getting feedback for explanation.	✓	✓
Sending and receiving messages through gestures, body language and tone of voice.	✓	✓
Understanding the signs and symbols of stitching machine, tools and designs.		✓

3) Work ethic for Stitching machine Operator

Ensuring attendance and punctuality.	✓	✓
Following the discipline of class or company.	✓	✓
Keeping the workplace (table, floor, dustbin, extra material) clean.	✓	✓
Maintenance and repair of stitching machine and other equipment.	✓	✓
Wearing appropriate dress or uniform during work.	✓	✓
Observing the instructions for health and safety.	✓	✓
Giving preference to quality in stitching work.		✓
Accepting the responsibility and consequences of stitching related tasks.		✓
Cooperation with other students or machine operators.		✓

4) Time Management

Valuing the time in personal life and work of machine operator.	✓	✓
Abstaining from phone calls, chit chat, mobile games, Facebook and idleness.	✓	✓
Comparison of performance between time in simple work and machine operator's work.	✓	✓
Recognizing the time spent on each piece and keeping an eye on clock.		✓
Readying your stitching machine and tools before starting the work.		✓
Getting your piece cutting on time.		✓
Understanding the work instructions thoroughly to avoid problems and waste of time.		✓

5) Attention to Detail

Understanding the stitching machine and parts and paying attention to them.	✓	
Thorough understanding of tools for measurements, cutting and stitching and using them properly.	✓	✓
Giving attention to raw material used and extra material.	✓	✓
Preparing a record of pieces, raw material, tools and other items.	✓	✓
Paying attention to the piece and needle during hand and machine during stitching.	✓	✓
Paying attention to machine gauge and signs.		✓
Paying attention to the detail of work order, understanding of design or pattern.		✓
Assessing the stitching work according to fixed standards and forwarding		✓

6) Stress Management

Leaving the household worries at home and getting enough sleep.	✓	✓
Resting for a while if feeling tired and resuming the work with revived energy.	✓	✓
Preventing the causes of mental stress and focusing on them.	✓	✓

Understanding the effects of stress (tiredness, irritation, incomplete work, anger) and dealing with them.	✓	✓
In case of huge work in less time, fixing time taken per piece and following it.		✓
Understanding and fixing the faults in machine and tools.		✓
Understanding the details of work-order and asking questions.		✓
Not submitting to negative attitude of officer or supervisor		✓

7) Problem Solving

Not letting your problems overwhelm you and focusing on their solution.	✓	✓
Understanding the problems of routine life and machine work, and recognizing their reasons.	✓	✓
Brainstorming for solving problems and selecting viable options.	✓	✓
Taking steps for problem solving and enhancing your work	✓	✓
In case of fault in machine or tools, arranging a substitute or setting a new target.	✓	✓
Fully understanding the detail of work order and following it.		✓
Counting the pieces on receipt before forwarding.		✓
Not submitting to negative attitude of officer or supervisor.		✓

3.2 Evaluation Methods

As mentioned above, evaluation of course can be done during or after the completion. The indicators to gauge the change are also given. Separate tools are developed for these two methods which can be amended by evaluation team as per their requirements. Both methods include oral questions, presentations, exercises and observations, so that the performance of the students can be assessed, and evaluator is able to give them marks on the basis of their performance. In this way, the level of increase in the skill can be assessed. This assessment can be linked with the exams or surveys of training institute for comparison purpose.

3.3 During Course Evaluation

Three methods are suggested during course evaluation through which the students can be assessed. A checklist is provided for each method to facilitate evaluation team:

- 1) **Presentation (by the students):** Evaluators will observe and assign marks in the light of checklist. This presentation can be prepared on any topic (like My Pakistan, My Training Course, Who Am I, My Professional Future, etc.) Total duration is 5-10 minutes.
- 2) **Checking the work book and observation:** Workbook of each student will be checked according to checklist provided and current situation of the student will also be observed to give marks.
- 3) **Instructor's opinion:** In this method, some information will be obtained from instructor according to checklist provided. Marks will be given according to instructor's opinion. Instructor can be asked to provide attendance register, report card, and answer sheet or homework book for evidence.

During course evaluation tool is given on page 39.

3.4 Post-Course Evaluation

As this evaluation will be conducted after the completion, it should be noted that the students may not be able to give much time, so it is necessary to inform the training institute about date and time beforehand. The techniques used in this method are based on less time consumption and better results. The details of both methods are given below:

- 1) **Interview of the student:** A checklist will be used to see how these learnt skills are translated into practice. Question will be asked and in the light of answers the evaluation teams will give marks. Duration of interview will not be more than 45 minutes.
- 2) **Instructor/Trainer's opinion:** With the help of same checklist, permission to ask questions from the students will be obtained from concerned instructor or trainer. The marks given by evaluation teams will be entered in the interview column.
- 3) In this method, information will be obtained from instructor according to checklist provided. Marks will be given according to instructor's opinion. Instructor can be asked to provide attendance register, report card, and answer sheet or homework book for evidence so that comparison is possible. Duration of this meeting will not be more than 45 minutes.

Same checklist will be used for interview with student or instructor, so it is important to conduct both interviews separately and student should be interviewed first. Post-course evaluation tool is given on page 45.

Evaluation of skills learned during course – Tool 1

Date:		Name of the student:	
Department:		Training institute:	
Name of trainer/ instructor:		Venue:	
Total Marks:	100	Marks obtained:	

Marking Criteria:

Below Standard 1 (0-40%)	Above Standard 4 (71-86%)
Occasionally According to Standard 2 (41-55%)	Above standard 5 (87-100%)
According to Standard 3 (56-76%)	

Indicators for evaluation	Total Marks	Marks Obtained
1) Presentation		
Self-Confidence		
Recognizing and expressing capability as machine operator.	5	
Eye contact with senior employer/worker while talking.	5	
Talking frankly in class or group.	5	
Communication Skills		
Expressing and introducing him-self to colleagues and teachers without hesitation.	5	
Because of work detail you do not give much importance to others' feedback.	5	
Understanding the signs and symbols of stitching machine, tools and design.	5	
Total:	03	
2) Checking the workbook and observation		
Maintaining personal cleanliness (body, hairs, teeth, etc.)	5	
Eye contact with teachers while talking.	5	

Indicators for evaluation	Total Marks	Marks Obtained
Wearing clean dress or uniform according to work or factory environment.	5	
Maintaining personal cleanliness (body, hairs, teeth, etc.)	5	
Total:	20	
3) Trainer/Instructor's opinion		
Work ethic		
Following the discipline of class or company and punctuality.	5	
Keeping the workplace (table, floor, dustbin, extra material) clean.	5	
Observing the instructions for health and safety.	5	
Time Management		
Valuing the time in personal life and work of machine operator.	5	
Abstaining from phone calls, chit chat, mobile games, Facebook and idleness.	5	
Comparison of performance between time taken in simple work and machine operator's work.	5	
Attention to Detail		
Understanding the stitching machine and parts and paying attention to them.	5	
Thorough understanding of tools for measurements, cutting as well as stitching, and using them properly.	5	
Giving attention to raw material used, as well as extra material.	5	
Preparing a record of pieces, raw material, tools and other items.	5	
Paying attention to piece, needle, hand and machine during stitching.	5	
Stress management		

Indicators for evaluation	Total Marks	Marks Obtained
Leaving the household worries at home and getting enough sleep.	5	
Resting for a while when feeling tired and resuming the work with revived energy.	5	
Preventing the causes of mental stress and focusing on them.	5	
Understanding the effects of stress (tiredness, irritation, incomplete work, anger) and dealing with them.	5	
Problem Solving		
Not letting the problems overwhelm you and, instead, focusing on their solution.	5	
Understanding the problems of routine life and machine work, and recognizing their reasons.	5	
Brainstorming for solving problems and selecting viable options.	5	
Taking steps for problem solving and enhancing your work	5	
In case of fault in machine or tools, arranging a substitute or setting a new target.	5	
Total	100	
<i>Total result</i>	Total Marks	Marks Obtained
<i>Presentation</i>	35	
<i>Checking workbook and observation</i>	20	
<i>Opinion of trainer/instructor</i>	115	
<i>Total marks obtained</i>	150	
<i>Percentage of total marks obtained</i>		

Post course evaluation of skills learned – Tool 2

Date:		Name of the student:	
Department:		Training institute:	
Name of trainer/ instructor:		Venue:	
Total Marks:	220	Marks obtained:	

Marking Criteria:

Above standard 5 (87-100%)	Above standard 5 (87-100%)
According to Standard 3 (56-76%)	According to Standard 3 (56-76%)
Below Standard 1 (0-40%)	

Indicator for Evaluation	Total marks	Marks according to student	Marks according to instructor
Personal Development)			
Eye contact with senior employer/worker while talking	5		
Giving introduction to team members without any hesitation.	5		
Accepting the challenges according to his capabilities and completing tasks on time.	5		
Maintaining personal cleanliness (body, hair, teeth, etc.)	5		
Wearing clean dress or uniform according to work or factory environment.	5		
Communication Skills			
Open communication with family members, friends and relatives.	5		
Conversation with teacher, employer or co-operator without any fear.	5		
Asking question to co-worker or supervisor.	5		

Indicator for Evaluation	Total marks	Marks according to student	Marks according to instructor
Listening to education or work order instructions carefully and getting feedback for explanation.	5		
Sending and receiving messages through gestures, body language and tone of voice.	5		
Work ethic			
Ensuring attendance and punctuality.	5		
Following the discipline of class or company.	5		
Keeping the workplace (table, floor, dustbin, extra material) clean.	5		
Maintenance and repair of stitching machine and other equipment.	5		
Observing instructions for health and safety.	5		
Giving preference to quality in stitching work.	5		
Accepting the responsibility and consequences of stitching-related tasks.	5		
Cooperation with other students or machine operators.	5		
Time Management			
Valuing the time in personal life and work life of machine operator.	5		
Abstaining from phone calls, chit chat, mobile games, Facebook and idleness	5		
Comparison of performance between time taken in simple work and machine operator's work.	5		
Recognizing the stitching time spent on each piece and keeping an eye on clock.	5		

Indicator for Evaluation	Total marks	Marks according to student	Marks according to instructor
Readying your stitching machine and tools before starting the work.	5		
Getting your piece cutting on time	5		
Attention to Detail			
Thorough understanding of tools for measurements, cutting and stitching and using them properly.	5		
Giving attention to raw material used, as well as extra material.	5		
Paying attention to the piece and needle in hand and machine during stitching.	5		
Paying attention to machine gauge and signs.	5		
Paying attention to the detail of work order, and understanding the design or pattern.	5		
Assessing the stitching work according to fixed standards and forwarding	5		
Stress Management			
Leaving the household worries at home and having enough sleep.	5		
Resting for a while when feeling tired and resuming the work with revived energy.	5		
Understanding the effects of stress (tiredness, irritation, incomplete work, anger) and dealing with them.	5		
In case of huge work in less time, fixing per piece time and following it.	5		
Not submitting to negative attitude of officer or supervisor	5		
Problem Solving			

Indicator for Evaluation	Total marks	Marks according to student	Marks according to instructor
Not letting your problems overwhelm you and, instead, focusing on their solution.	5		
Understanding the problems of routine life and machine work, and recognizing their reasons.	5		
Brainstorming for solving problems and selecting viable options.	5		
In case of fault in machine or tools, arranging a substitute or setting a new target.	5		
Not submitting to problems, always keeping a solution ready, not creating any problems.	5		
Total	200		

Certificate:



Certificate

This certificate is awarded to

for successful completion of the
Training Course on Following

Soft Skills

- Self-Confidence
- Communication Skills
- Work Ethics
- Time Management
- Attention to Detail
- Working Under Pressure

for Stitching Machine Operators Trade Group

Total Marks	
Marks Obtained	
Percentage	%

Person Name
Designation
Organization

Person Name
Designation
Organization