

Assessment
and
Evaluation
Toolkit

Soft Skills

Electrician and Technician
Trade Group



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Introduction



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 *Electrician and Technician* trade group students 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 until 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 understand 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:

For the practical application of evaluation method, key indicators and tools are developed which include presentation, workbook assessment, observation and instructor's opinion.

Level of Evaluation	Who will Perform	When to Use
Examination/Assessment	<ul style="list-style-type: none">▪ Persons relevant 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">▪ At the end of course.

Examinations



Examination/Assessment		
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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. During the test, instructor should read out the questions of test and elaborate any difficult words. He should keep the track of time and collect and tally (according the number of students) the filled-out answer sheets after 15 minutes.

Instructor will conduct the pre-/post-test. At the end of the test, the students 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, 9 pre-tests and post-tests will be taken. For each correct answer, 0.25 marks will be given, thus the total marks of all 9 tests total marks will be 22. In the results, these will be counted as 20 percent. Samples of pre- and post- tests no. 1-9 are provided on pages 9-26.

3.2 Homework

Homework exercises are an important part of each module, which helps 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 8 exercises, with each exercise having 2 marks (total marks 18). In the results, these will be counted as 22 percent. Instructor will check the homework of each student and give marks. Homework no. 01-09 is provided in student's handbook, the detail of which is given below:

Homework No.	Page no.	Homework no.	Page no.
Homework 1	25	Homework 2	35
Homework 3	47	Homework 4	58
Homework 5	65	Homework 6	72
Homework 7	84	Homework 8	93
Homework 9	109		

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.

Final Examination

Final examination will be conducted at the end of course, which consists of 10 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 10) and presentation of 15 marks. Total marks of final exam will be counted as 20 percent. Question paper for final exam is provided on page 27.

3.4 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 each correct answer (22)	25%
Homework/Exercises	2 marks for each exercise - total 9 exercises (18)	22%
Attitude and Performance	5 marks for behavior and performance (20)	22%
Final Examination	10 marks for questions, 15 of presentation (25)	27%

3.5 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 32.

3.6 Result sheet for entire class

From start to end, every instructor of Soft skills training course must compile the results of the students of his class so that he is well aware of each student's performance and available for any internal or external inspection team. Sample of result sheet is given on page 34.

Pre and Post Test.

Training Course of Soft Skills – Test no. 1

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Confidence and communication skills.	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

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

No.	Statements	True/False
1.	Your better future depends upon self-confidence.	
2.	Self-confidence does not mean that you use your skills in a better way.	
3.	Confidence has nothing to do with communication.	
4.	Appropriate experience can enhance an electrician's confidence.	
5.	A confident electrician does not make too many linkages with others.	
6.	Non-verbal communication is not possible.	
7.	Sometimes intercepting someone talking may help to understand better.	
8.	Good writing skill reflects professionalism and solidifies your reputation.	
9.	Lack of confidence does not affect your communication.	
10.	Sometimes using harsh language with customers is necessary for an Electrician and Technician.	

Answer Sheet.

Soft Skills Training Course– Test no. 1

No.	Statements	True/False
1.	Your better future depends upon self-confidence.	True
2.	Self-confidence does not mean that you use your skills in a better way.	False
3.	Confidence has nothing to do with communication.	False
4.	Appropriate experience can enhance an electrician's confidence.	True
5.	A confident electrician does not make too many linkages with others.	False
6.	Non-verbal communication is not possible.	False
7.	Sometimes intercepting someone talking may help to understand better.	False
8.	Good writing skill reflects professionalism and solidifies your reputation.	True
9.	Lack of confidence does not affect your communication.	False
10.	Sometimes using harsh language with customers is necessary for an Electrician and Technician.	False

Pre and Post Test.

Training Course of Soft Skills – Test no. 2

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Attention to detail in electrician and technician work.	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	20 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	It is not necessary to give attention to detail; neither is doing your job properly.	
2.	Sometimes attention to detail may cause conflicts.	
3.	Good result and satisfactory work is due to attention to detail.	
4.	Preparing a checklist during electric work is not necessary.	
5.	Telephone talk during electric work does not divert our attention.	
6.	Safety measures are also included in attention to detail for an electrician.	
7.	Completion report is not included in attention to detail.	
8.	Learning new things is important for the work of electrician and technician.	
9.	Giving attention to tools and equipment and preparing a list of your tools is important for the completion of your work.	
10.	Not only giving attention to material is, but proper light and air is important too.	

Answer Sheet.

Soft Skills Training Course– Test no. 2

No.	Statements	True/False
1.	It is not necessary to give attention to detail; neither is doing your job properly.	False
2.	Sometimes attention to detail may cause conflicts.	False
3.	Good result and satisfactory work is due to attention to detail.	True
4.	Preparing a checklist during electric work is not necessary.	False
5.	Telephone talk during electric work does not divert our attention.	False
6.	Safety measures are also included in attention to detail for an electrician.	True
7.	Completion report is not included in attention to detail.	False
8.	Learning new things is important for the work of electrician and technician.	True
9.	Giving attention to tools and equipment and preparing a list of your tools is important for the completion of your work.	True
10.	Not only giving attention to material is, but proper light and air is important too.	True

Pre and Post Test.

Training Course of Soft Skills – Test no. 3

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Work Ethic	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	Honesty and sincerity in work is not always necessary and can be occasionally compromised.	
2.	Best work is possible even without discipline. <i>It is not necessary to include cleanliness in work ethic.</i>	
3.	Prioritizing the tasks in contrary to work ethic.	
4.	Appropriate policy for staff is included in work ethic.	
5.	Punctuality is not necessary in electrician and technician’s work.	
6.	Sometimes you can give false statements.	
7.	Customer satisfaction is included in the work ethic for electrician and technician.	
8.	It is not necessary to be truthful and honest all the time.	
9.	Avoiding the contradiction between fact and statement is included in work ethic.	
10.	Adopting balanced behavior is contrary to work ethic.	

Answer Sheet.

Soft Skills Training Course– Test no. 3

No.	Statements	True/False
1.	Honesty and sincerity in work is not always necessary and can be occasionally compromised.	False
2.	Best work is possible even without discipline. <i>It is not necessary to include cleanliness in work ethic.</i>	False
3.	Prioritizing the tasks in contrary to work ethic.	False
4.	Appropriate policy for staff is included in work ethic.	True
5.	Punctuality is not necessary in electrician and technician's work.	False
6.	Sometimes you can give false statements.	False
7.	Customer satisfaction is included in the work ethic for electrician and technician.	True
8.	It is not necessary to be truthful and honest all the time.	False
9.	Avoiding the contradiction between fact and statement is included in work ethic.	True
10.	Adopting balanced behavior is contrary to work ethic.	False

Pre and Post Test.

Training Course of Soft Skills – Test no. 4

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Time management	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	More work in less time is the cause of mental stress.	
2.	Playing games or having long conversations on mobile during work does not waste time.	
3.	Good time management enhances your reputation.	
4.	Lack of target is not a hindrance in time management.	
5.	Prioritizing the tasks is not necessary for an electrician.	
6.	Keeping the tools and devices in order saves time.	
7.	Multi-tasking do not wastes time.	
8.	Estimation of time duration and required resources saves time.	
9.	Using a To-do list for cooking or baking makes time management easy.	
10.	Planning and organization is not necessary for electrician and technician.	

Answer Sheet.

Soft Skills Training Course– Test no. 4

No.	Statements	True/False
1	More work in less time is the cause of mental stress.	True
2.	Playing games or having long conversations on mobile during work does not waste time.	Fase
3.	Good time management enhances your reputation.	True
4.	Lack of target is not a hindrance in time management.	False
5.	Prioritizing the tasks is not necessary for an electrician.	False
6.	Keeping the tools and devices in order saves time.	True
7.	Multi-tasking do not wastes time.	False
8.	Estimation of time duration and required resources saves time.	True
9.	Using a To-do list for cooking or baking makes time management easy.	False
10.	Planning and organization is not necessary for electrician and technician.	False

Pre and Post Test.

Training Course of Soft Skills – Test no. 5

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Teamwork	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	Achievement of goal is not possible through teamwork	
2.	In teamwork, only the electrician does the work and all other give him suggestions.	
3.	Staying away from conflict is not always necessary for a good worker.	
4.	Team work is not individual but a collective effort.	
5.	Appreciating and learning from each other's experience is called the teamwork.	
6.	In teamwork, the success of one individual is not the success of whole team.	
7.	During teamwork, giving feedback to each other is necessary for better performance.	
8.	Teamwork increases the chances of conflicts.	
9.	Working as a team enhances business opportunities.	
10.	Competent work and customer satisfaction is possible through teamwork only.	

Answer Sheet.

Soft Skills Training Course– Test no. 5

No.	Statements	True/False
1	Achievement of goal is not possible through teamwork	False
2.	In teamwork, only the electrician does the work and all other give him suggestions.	False
3.	Staying away from conflict is not always necessary for a good worker.	False
4.	Team work is not individual but a collective effort.	True
5.	Appreciating and learning from each other's experience is called the teamwork.	True
6.	In teamwork, the success of one individual is not the success of whole team.	False
7.	During teamwork, giving feedback to each other is necessary for better performance.	False
8.	Teamwork increases the chances of conflicts.	False
9.	Working as a team enhances business opportunities.	True
10.	Competent work and customer satisfaction is possible through teamwork only.	True

Pre and Post Test.

Training Course of Soft Skills – Test no. 6

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Work and stress	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	Lack of experience increases work pressure for an electrician.	
2.	Strict behavior of officers has nothing to do with your work or mental stress.	
3.	Multi-tasking lessens mental stress.	
4.	Appropriate experience may save us from mental stress.	
5.	Calm attitude and anger management is the key of success.	
6.	Eating something during mental stress wastes time.	
7.	Sometimes financial worries entangle your mind as well as work, thus the chances of loss are increased.	
8.	Being conscious of mental pressure helps to complete the work easily and in a better way.	

Answer Sheet.

Soft Skills Training Course– Test no. 6

No.	Statements	True/False
1.	Lack of experience increases work pressure for an electrician.	True
2.	Strict behavior of officers has nothing to do with your work or mental stress.	False
3.	Multi-tasking lessens mental stress.	False
4.	Appropriate experience may save us from mental stress.	True
5.	Calm attitude and anger management is the key of success.	True
6.	Eating something during mental stress wastes time.	False
7.	Sometimes financial worries entangle your mind as well as work, thus the chances of loss are increased.	True
8.	Being conscious of mental pressure helps to complete the work easily and in a better way.	False

Pre and Post Test.

Training Course of Soft Skills – Test no. 7

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Conflict resolution	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	Electrician or technician does not face conflicts in his occupation life.	
2.	Conflicts include fight only, but not argumentation.	
3.	Difference of opinion between team members may cause conflict.	
4.	Argumentation in dealing is necessary for the trade of electrician and technician.	
5.	Positive thinking and impartiality can save us from conflicts.	
6.	Most of the conflicts can be resolved in initial stage	
7.	Ignoring the conflict at workplace is the best way to resolve them.	
8.	Avoiding conflict resolution may affect your reputation negatively.	
9.	Most of the conflicts arise from unnecessary expectation or misunderstanding.	
10.	Most of the conflicts get worse if an arbitrator's help is sought for.	

Answer Sheet.

Soft Skills Training Course– Test no. 7

No.	Statements	True/False
1.	Electrician or technician does not face conflicts in his occupation life.	False
2.	Conflicts include fight only, but not argumentation.	False
3.	Difference of opinion between team members may cause conflict.	True
4.	Argumentation in dealing is necessary for the trade of electrician and technician.	False
5.	Positive thinking and impartiality can save us from conflicts.	True
6.	Most of the conflicts can be resolved in initial stage	True
7.	Ignoring the conflict at workplace is the best way to resolve them.	False
8.	Avoiding conflict resolution may affect your reputation negatively.	True
9.	Most of the conflicts arise from unnecessary expectation or misunderstanding.	True
10.	Most of the conflicts get worse if an arbitrator's help is sought for.	False

Pre and Post Test.

Training Course of Soft Skills – Test no. 8

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Occupational Health and Safety	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	Work can continue in bad light or darkness.	
2.	Work should continue even during rain or storm.	
3.	There is no problem with wearing a ring, chain or bracelet during work.	
4.	In case emergency, informing the relevant persons may mitigate the danger.	
5.	It is not necessary to inform the workers about safety measures and dangers.	
6.	Presence of emergency warning device ensures the enforcement of safety measures.	
7.	Machinery or tools should be carefully handled.	
8.	It is not necessary for electrician or technician to keep the environmental hazards in view.	
9.	First aid box is not necessary during electric work.	
10.	Personal health and hygiene is necessary while working with electric equipment.	

Answer Sheet.

Soft Skills Training Course– Test no. 8

No.	Statements	True/False
1.	Work can continue in bad light or darkness.	False
2.	Work should continue even during rain or storm.	False
3.	There is no problem with wearing a ring, chain or bracelet during work.	True
4.	In case emergency, informing the relevant persons may mitigate the danger.	True
5.	It is not necessary to inform the workers about safety measures and dangers.	False
6.	Presence of emergency warning device ensures the enforcement of safety measures.	True
7.	Machinery or tools should be carefully handled.	True
8.	It is not necessary for electrician or technician to keep the environmental hazards in view.	False
9.	First aid box is not necessary during electric work.	False
10.	Personal health and hygiene is necessary while working with electric equipment.	True

Pre and Post Test.

Training Course of Soft Skills – Test no. 9

Date:		Test:	<input type="checkbox"/> Pre	<input type="checkbox"/> Post
Topic:	Identification and Preparation of Job	Name of Student:		
Trade Group:		Training Institute:		
Total Marks:	2.5	Duration:	15 minutes	
Marks Obtained:		Percentage:		

No.	Statements	True/False
1.	Exaggeration or miss-statement of facts in CV is allowable.	
2.	The longer the CV, the better the chance of getting a job.	
3.	There is no difference between a cover letter and CV	
4.	Before the interview, it is necessary to acquire detailed information about the organization and employer.	
5.	Knowing your qualities and deficiencies is not necessary for getting a job.	
6.	Interview is only a formal meeting.	
7.	It is not necessary to mention the vacancy you are applying for.	
8.	A cover letter should be short and contain relevant information.	
9.	Colored sheets can be used for printing CV.	
10.	Interview is an integral part of job placement.	

Answer Sheet.

Soft Skills Training Course– Test no. 9

No.	Statements	True/False
1.	Exaggeration or miss-statement of facts in CV is allowable.	False
2.	The longer the CV, the better the chance of getting a job.	False
3.	There is no difference between a cover letter and CV	False
4.	Before the interview, it is necessary to acquire detailed information about the organization and employer.	True
5.	Knowing your qualities and deficiencies is not necessary for getting a job.	False
6.	Interview is only a formal meeting.	False
7.	It is not necessary to mention the vacancy you are applying for.	False
8.	A cover letter should be short and contain relevant information.	True
9.	Colored sheets can be used for printing CV.	False
10.	Interview is an integral part of job placement.	True

Final Test/Exam

Date:		Name of the student:	
Roll no.		Trade group:	
Training institute:		Total marks:	10
Duration:	10 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"/>	Preparing a bill of quantity	<input type="checkbox"/>	Checking the machinery or tools
<input type="checkbox"/>	Reaching the workplace on time	<input type="checkbox"/>	Making a drawing
<input type="checkbox"/>	Completing the day's work	<input type="checkbox"/>	Providing a site clearance report to the client
<input type="checkbox"/>	Following the health and hygiene principles	<input type="checkbox"/>	Full focus during survey

2. There is no link between confidence and communication:

True	False

3. Attention to detail implies the ability to perform a task correctly.

True	False

4. For an electrician and technician, work ethic is not as important as the style of execution and its results.

True	False

5. Setting the priorities of tasks only wastes time:

True	False

6. It is not necessary for all team members to work for a common objective.

True	False

7. Important reasons of mental stress for electrician and technician includes lack of skill and experience:

True	False

8. Bad relations with customer causes complain and conflicts.

True	False

9. Ensuring health and safety measures at workplace are not much important, anyone can do this.

True	False

10. CV depicts your background.

True	False

Answers Sheet (SHOULD BE SOLVED)

Final Test/Exam

Date:		Name of the student:	
Roll no.		Trade group:	
Training institute:		Total marks:	10
Duration:	10 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"/>	Preparing a bill of quantity	<input type="checkbox"/>	Checking the machinery or tools
<input type="checkbox"/>	Reaching the workplace on time	<input type="checkbox"/>	Making a drawing
<input type="checkbox"/>	Completing the day's work	<input type="checkbox"/>	Providing a site clearance report to the client
<input type="checkbox"/>	Following the health and hygiene principles	<input type="checkbox"/>	Full focus during survey

2. There is no link between confidence and communication:

True	False

3. Attention to detail implies the ability to perform a task correctly.

True	False

4. For an electrician and technician, work ethic is not as important as the style of execution and its results.

True	False

5. Setting the priorities of tasks only wastes time:

True	False

6. It is not necessary for all team members to work for a common objective.

True	False

7. Important reasons of mental stress for electrician and technician includes lack of skill and experience:

True	False

8. Bad relations with customer causes complain and conflicts.

True	False

9. Ensuring health and safety measures at workplace are not much important, any one can do this.

True	False

10. CV depicts your background.

True	False

Final examination with Presentation:

Total marks:	15
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. (5 marks)○ Speaking with confidence. (2 marks)○ Elaboration of topic and use of examples (3 marks)○ Non-verbal communication e.g. body language, facial expressions, smile, etc. (3 marks)○ 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 post-test		20
Homework exercises		18
Final exam with presentation		25
Total marks:		65

Part III – Level/Grade

Highest marks in class	Level/Grade	Marks Obtained	Total Marks
			85*

* 20 marks for behavior and performance in class, and 65 marks for exercises and results of exams, total 85 marks.

Level or grade will be awarded 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:

Result Sheet of Entire Class

Soft Skills Assessments Score																			
TSP Name	Session Start Date:											Instructor Name:							
	Date	Student Name 1	Student Name 2	Student Name 3	Student Name 4	Student Name 5	Student Name 6	Student Name 7	Student Name 8	Student Name 9	Student Name 10	Student Name 11	Student Name 12	Student Name 13	Student Name 14	Student Name 15	Student Name 16	Student Name 17	
Assesment 1																			
Assesment 2																			
Assesment 3																			
Assesment 4																			
Assesment 5																			
Assesment 6																			
Assesment 7																			
Assesment 8																			
Presentation																			
Final Exam																			
Remarks																			

Evaluation



Section 3: Evaluation

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4.1 Monitoring Indicators for Evaluation

Evaluation team should know 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 group according to these possible indicators.

Topics of the course includes work ethic, communication skills, attention to detail, time management, teamwork, problem solving, and occupational health which are relevant to routine and professional life of the students. Indicators for each topic and sub-topic are as under.

Indicators of Change
Self-Confidence and Communication Skills
Understanding and describing the need for self-confidence as electrician or technician.
Describing the methods of self-confidence and evaluating your confidence.
Introducing yourself with confidence and telling about your work.
Talking with teachers, classmates or colleagues with confidence.
Linking the self-confidence with communication skills.
Understanding and describing the occupational skills or soft skills as electrician or technician.
Talking and asking question without hesitation during class or work.
Talking to teacher/employer/supervisor/students/workers without any fear.
Reading the diagrams, instruction or manual carefully and noting down important points.
Using body language, positive language, smile and facial expressions.
Identifying and understanding the abbreviations, codes, signs or colors in work order, instructions or recipe.
Attention to Detail
Understanding and describing the electric or electronics work as electrician or technician.

Indicators of Change

Listening and understanding your work as electrician or technician, and preparing accordingly.

Preparing a checklist of required items, tools, devices and machines.

Preparing a correct estimate of required items, material, tools and machines according to market rate.

Using the material according to diagram.

Managing the input and output voltage as well as signs and colors.

Watching every aspect of work for better performance.

Using the machines and devices safely and putting them back properly.

Checking the work from every aspect after completion.

Work Ethic

Ensuring attendance and punctuality.

Observing the agreed discipline and policies of class or organization.

Understanding/describing/implementing the promises, tolerance, honesty, responsibility as electrician or technician.

Talking with classmates or colleagues with forbearance and cooperating with them.

Showing tolerance and patience in class or at workplace, giving pleasant facial expressions.

Abstain from lies, deceit or negligence.

Wearing appropriate dress or uniform and shoes.

Observing rules as electrician or technician, and being answerable.

Keeping the promise and accepting the results with full responsibility.

Time Management

Valuing time in your routine life and job as electrician or technician.

Linking your work with time and performance.

Preparing your daily schedule and following it.

Using modern machinery and devices for time management.

Abstaining from time wasting elements in kitchen or baking point.

Indicators of Change
Completing the tasks in sequence.
Completing and presenting the exercises on time in class or workplace.
Abstaining from phone, gossip, mobile games, facebook, eating & drinking, stray walk and negligence.
Teamwork
Giving importance to teamwork in daily routine and work as electrician or technician.
Identifying and valuing people concerned with work as electrician or technician.
Working as a team and encouraging others.
Helping, cooperating and guiding others according to technical requirement.
Receiving feedback from team members, making necessary changes and learning from the process.
Work and Stress Management
Understanding and describing the causes of stress and managing them.
Taking appropriate measures for physical exercise, food, sleep, medical treatment, training etc. to deal with work or mental stress.
Managing your anger as electrician or technician and not creating problems for others.
Considering and avoiding the causes of stress in home or workplace.
Conflict Resolution
Understanding and describing the importance of conflicts in the trade group of electrician or technician.
Understanding and describing the different causes of conflicts as electrician or technician.
Dealing and resolving conflicts with employer, supervisor, team or shopkeeper as electrician or technician.
In case of a conflict, remaining impartial, listening to others and resolving the issue without reacting.
Understanding and using six steps to resolve the conflicts as electrician or technician.
Occupational Health and Safety
Understanding and describing the principles of health and safety as electrician or

Indicators of Change

technician.
Understanding the environmental and human hazards and tackling them during work.
Ensuring occupational health and safety before and during the work.
Using machines and devices in a safe way; asking for help in case of emergency.
Wearing safety helmet, shoe, glasses, gloves, belt and gear.
Identifying hazards and ensuring practical measures.
Following the instruction in emergency.
Job Identification and Preparation
Identifying effective sources to search a job.
Preparing your CV.
Preparing your cover letter.
Understanding and describing different aspects of interview.
Appearing in an interview successfully.

4.2 Evaluation Method

Separate tools are developed for evaluation which can be amended by evaluation team as per their requirements. These 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.

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:

No.	Method	Description
1	Presentation (by the students)	Evaluators will observe and assign marks in the light of checklist. There are two ways to prepare this presentation. Students can describe the occupational skills of electrician or technician, or can adopt 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 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

Evaluation of soft skills learnt during the course

Date:		Name of the student:	
Department:		Training institute:	
Name of trainer/ instructor:		Venue:	
Total Marks:	250	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 of Change

1- Presentation

Self-Confidence and Communication Skills

Understanding and describing the need for self-confidence as electrician or technician.	5	
Talking with teachers, classmates or colleagues with confidence.	5	
Reading the diagrams, instruction or manual carefully and noting down important points.	5	
Using body language, positive language, smile and facial expressions.	5	
Identifying and understanding the abbreviations, codes, signs or colors in work order, instructions or recipe.	5	
Total:	25	

Indicators of Change

2- Checking the workbook and observation

Describing and using the methods of self-confidence.	5	
Introducing yourself with confidence and telling about your work.	5	
Evaluating your self-confidence and taking steps for betterment.	5	
Ensuring attendance and punctuality.	5	
Preparing your CV and cover letter.	5	
Describing and using the methods of self-confidence.	5	
Wearing appropriate dress or uniform and shoes.	5	
Total:	35	

3- Trainer/Instructor's opinion

Attention to detail

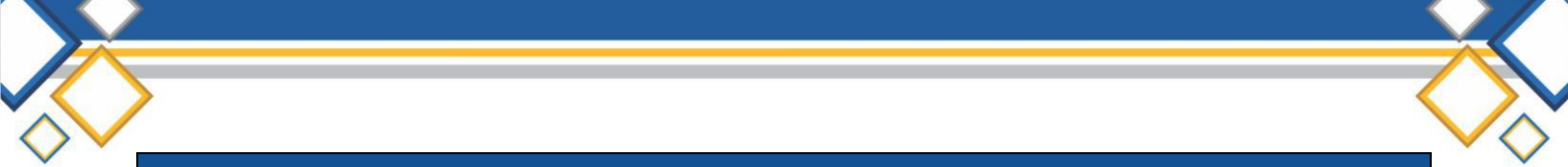
Understanding and describing the work as electrician or technician.	5	
Preparing a checklist of required items, tools, devices and machines. <i>Listening and understanding your work as electrician or technician, and preparing accordingly.</i>	5	
Using the material according to diagram.	5	
Managing the input and output voltage as well as signs and colors.	5	
Watching every aspect of work for better performance.	5	
Using the machines and devices safely and putting them back properly.	5	
Checking the work from every aspect after completion.	5	

Work Ethic

Ensuring attendance and punctuality.	5	
Observing the agreed discipline and policies of class or organization.	5	
Understanding/describing/implementing the promises, tolerance, honesty, responsibility as electrician or technician.	5	
Talking with classmates or colleagues with forbearance and cooperating with them.	5	

Indicators of Change		
Showing tolerance and patience in class or at workplace, giving pleasant facial expressions.	5	
Abstain from lies, deceit or negligence.	5	
Wearing appropriate dress or uniform and shoes.	5	
Observing rules as electrician or technician, and being answerable.	5	
Keeping the promise and accepting the results with full responsibility.	9	
Time Management		
Valuing time in your routine life and job as electrician or technician.	5	
Linking your work with time and performance.	5	
Preparing your daily schedule (in class or job) and following it.	5	
Using modern machinery and devices for time management.	5	
Completing and presenting the exercises on time in class or workplace.	5	
Abstaining from phone, gossip, mobile games, facebook, eating & drinking, stray walk and negligence.	5	
Teamwork		
Giving importance to teamwork in daily routine and work as electrician or technician.		
Identifying and valuing people concerned with work as electrician or technician.		
Working as a team and encouraging others.		
Receiving feedback from team members, making necessary changes and learning from the process.		
Work and Stress Management		
Understanding and describing the causes of stress and managing them.	5	
Taking appropriate measures for physical exercise, food, sleep, medical treatment, training etc. to deal with work or mental stress.	5	
Managing your anger as electrician or technician and not creating problems for others.	5	

Indicators of Change		
Conflict Resolution		
Understanding and describing the importance of conflicts in the trade group of electrician or technician.	5	
Dealing and resolving conflicts with employer, supervisor, team or shopkeeper as electrician or technician.	5	
In case of a conflict, remaining impartial, listening to others and resolving the issue without reacting.	5	
Understanding and using six steps to resolve the conflicts as electrician or technician.	5	
Occupational Health and Safety		
Understanding and describing the principles of health and safety as electrician or technician.	5	
Ensuring occupational health and safety before and during the work.	5	
Using machines and devices in a safe way; asking for help in case of emergency.	5	
Wearing safety helmet, shoe, glasses, gloves, belt and gear.	5	
Identifying hazards and ensuring practical measures.	5	
Job Identification and Preparation		
Identifying effective sources to search a job.	5	
Describing the process of preparing your CV and cover letter	5	
Understanding and describing different aspects of interview.	5	
Total:	200	
Aggregate result	Total Marks	Marks Obtained
Presentation	25	
Checking workbook and observation	35	



Indicators of Change		
Opinion of trainer/instructor	190	
Total marks obtained	250	
Percentage of total marks obtained		

Certificate



Certificate

This certificate is awarded to

for successful completion of the
Training Course on Following

Soft Skills

- Self Confidence & Communication
- Attention-to-Detail
- Work Ethic
- Time Management
- Teamwork
- Working Under Pressure
- Dealing with Customers & Conflict Management
- Occupational Health & Safety
- Job Placement

for Trade Group Electrician and Technician

Total Marks	
Marks Obtained	
Percentage	%

Person Name
Designation
Organization

Person Name
Designation
Organization