

Assessment
and
Evaluation
Toolkit

Soft Skills for Trade Group, Surveyor and Safety Inspector

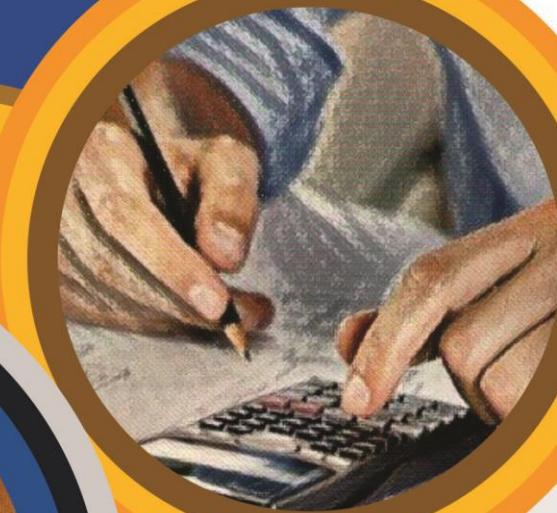
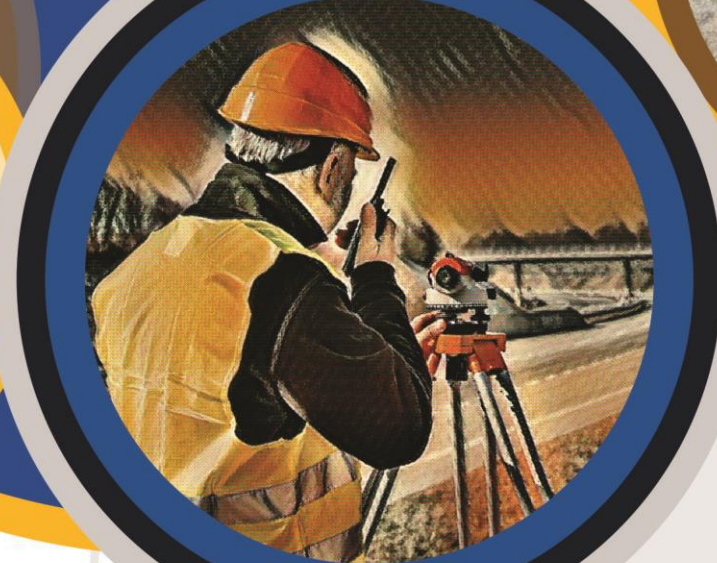
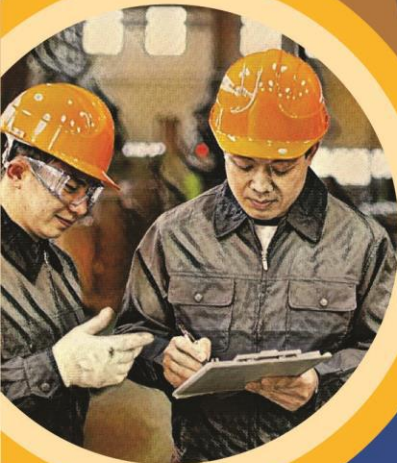
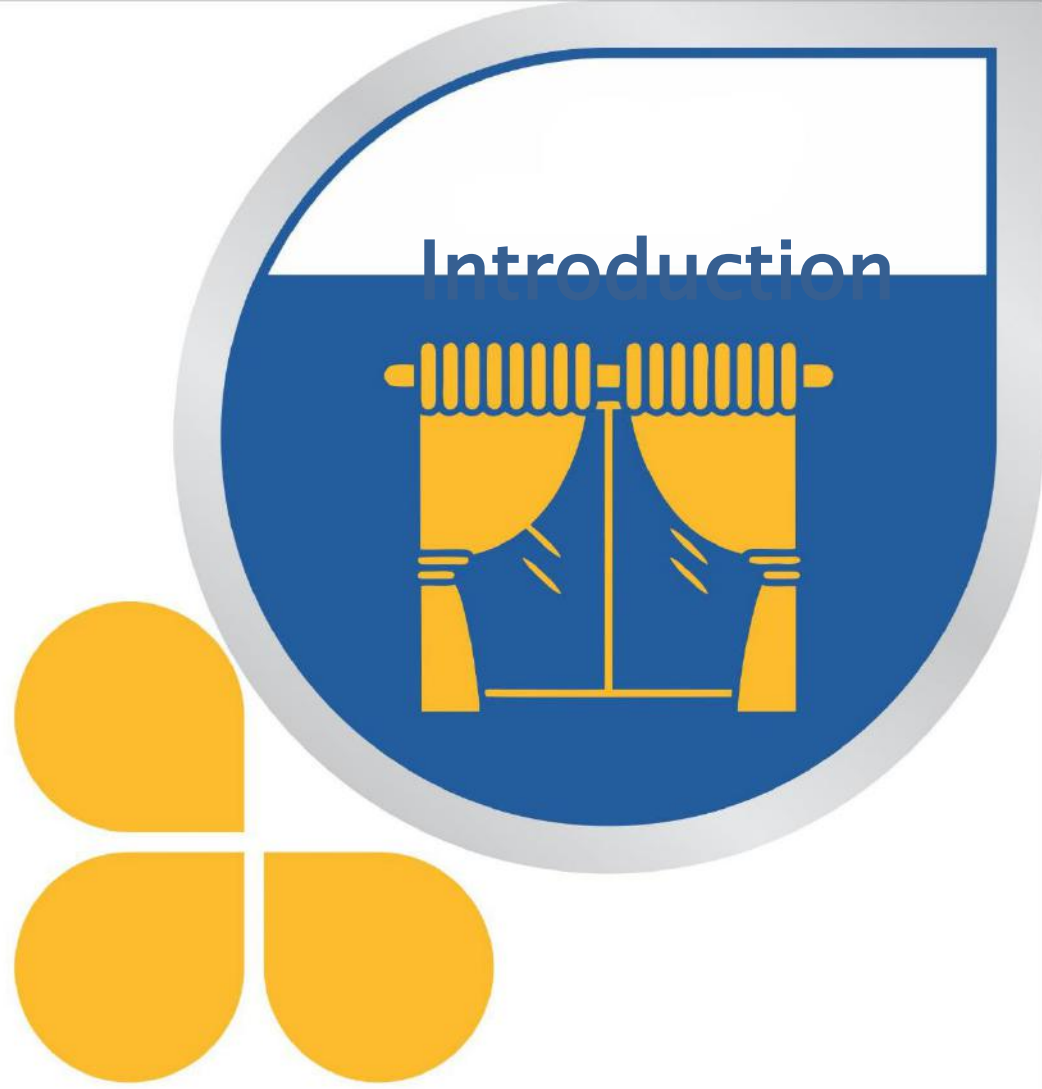


Table of Content

#	Topics	Page No.
Section 1: Introduction		
1	Introduction of Toolkit	3
2	Who will use this toolkit and When?	4
Section 2: Examination		
3	Method and Process of Examination	6
4	Soft Skills Training Course Training Course – Test no. 1	9
5	Soft Skills Training Course– Test no. 2	11
6	Soft Skills Training Course– Test no. 3	13
7	Soft Skills Training Course– Test no. 4	15
8	Soft Skills Training Course– Test no. 5	17
9	Soft Skills Training Course– Test no. 6	19
10	Soft Skills Training Course– Test no. 7	21
11	Soft Skills Training Course– Test no. 8	23
12	Soft Skills Course – Final Examination	25
13	Presentation/ Speech with Final Examination	29
14	Report Card	30
15	Result Sheet of Entire Class	32
Section 3: Assessment and Evaluation		
14	Evaluation of the Soft Skills Training Course	34
15	Evaluation of soft skills learned from the course – Tool	38
16	Certificate Distribution	41



#	Topics	Page No.
Section 1: Introduction of the Toolkit		
1	Introduction of the Toolkit	3
2	Who will use this toolkit and when?	4

1

Introduction of Toolkit

The assessment and evaluation toolkit feature numerous activities to assess the students and understand what the students of Surveyor and Safety Inspector Trade Group have learned from the training curriculum of soft skills trainings and how useful it has been. The evaluation consists of 2 steps:

Examination will be a continuous process for which the instructor will use different methods from the start to the end of the course. The purpose of these exams is to evaluate knowledge, information and skills of the students. For this purpose, pre-tests, homework, behavior and participation, post-test and final examination will be used. Description of each method is as follows:

#	Method of Examination	Detail
1	Pre-test	Pre-Tests are conducted at the beginning of the session or course, this helps estimate the students pre-existing information, knowledge and skills on any specific topic.
2	Homework	Homework is the activity that students will need to finish at home. The reason is to assess the comprehension and efficiency of transfer of knowledge for every topic
3	Behavior and Participation	Behavior and Participation evaluation is to gauge collective participation, attendance, mutual collaboration, personal progress and performance.
4	Post-test	Post-Test is the post session assessment of student's information, knowledge and skills for any specific topic.
5	Final Examination	Final examination not only assesses the acquired knowledge and information but also helps understand utilization of the learned skills in practical life.

These methods of examination will be implemented on the topics given in the training course and curriculum. A report card is also designed for the final results which is also included in the tool-kit.

Evaluation will be conducted after the course. Evaluation of the training course for soft skills can either be done by a team of PSDF, the training institute or by a third-party organization. Its basic aim is to evaluate the changes in the knowledge, skills and mannerisms of students. In this evaluation at the end of course either external or internal teams will assess performances of students in the training classes to evaluate the degree of improvement upon completion of course.

To practically implement the assessment indicators and tools are developed which include presentation, workbook review, observation and instructor opinion.

2

Who and When to use the Tool-kit

Level of Assessment	Who should use it?	When to use it?
Examination/ Assessment	<ul style="list-style-type: none"> ▪ Related people of the Training Institute ▪ Instructor ▪ Examination staff 	<ul style="list-style-type: none"> ▪ At the start of each session/class ▪ During each session/class ▪ At the end of each session/class ▪ End of the course
Evaluation	<ul style="list-style-type: none"> ▪ Assessment Team of PSDF ▪ Assessment team of Training Institute ▪ Third Party Organization 	<ul style="list-style-type: none"> ▪ At the end of the course.

Examinations



#	Topics	Page No.
Section 2: Examination		
3	Method and Process of Examination	6
4	Soft Skills Training Course Training Course – Test no. 1	9
5	Soft Skills Training Course– Test no. 2	11
6	Soft Skills Training Course– Test no. 3	13
7	Soft Skills Training Course– Test no. 4	15
8	Soft Skills Training Course– Test no. 5	17
9	Soft Skills Training Course– Test no. 6	19
10	Soft Skills Training Course– Test no. 7	21
11	Soft Skills Training Course– Test no. 8	23
12	Soft Skills Course – Final Examination	25
13	Presentation/ Speech with Final Examination	29
14	Report Card	30



15	Result Sheet of Entire Class	32
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3.1 Pre and Post-test exercises:

An exercise using the method of pre and post-test will be used to establish the learning tier of professional expertise in every session/topic. This exercise will be in the form of pre-test at the start and post-test at the end of each session/topic respectively, the duration of which will be fifteen minutes. Pre or post-test will be comprised of true/false statements which will give a quick assessment of the student's understanding of topic. These exercises will aid in testing specific knowledge and information, with the help of which students will be capable of answering more questions in lesser time in the form of true or false statements. These tests are provided in simple language to facilitate students with easy understanding.

Instructors will conduct the pre and post-tests. The pupils will hand over solved answer sheets to the instructor at the end of test. The results of pre-test will not be handed over to the pupils till the time of post-test to better assess answers of both pre and post-tests. At the end of each session the instructor will make an individual and comparative report of the entire class which can be sent to an impartial team if need be.

Remember, there will be total 8 pre-tests and 8 post-tests. Each test will have 10 questions hence a total of 80 questions will be given. Every correct answer will be awarded 0.25 marks so every test is of 2.5 marks and the mark total of all 8 tests will be 20 which will be considered 20% in final results. Specimens of pre and post-test 1 to 8 are provided from Pages 10 to 25.

3.2 Homework:

Homework exercises are an integral part of every module which will help in remembering the subject learned in class. While different concepts and skills in each session or topic have been clarified by stories, group work, individual exercises or games, it has also been made sure that students can work on the related topic at home as well which will not only revise the topic but also help in its further understanding. Every session ends with homework. These exercises are designed to physically implement the learned material. Homework comprises of 10 exercises, every exercise has 2 marks, with a total of 20 for all

exercises and 20% of the final result. Instructor will check and grade every student's homework.

Home work #	Page #	Home work #	Page #
Home Work 1	24	Home Work 2	35
Home Work 3	49	Home Work 4	62
Home Work 5	74	Home Work 6	88
Home Work 7	100	Home Work 8	115

3.3 Behavior and Performance in Class:

Along with professional expertise, skills and knowledge student behavior and performance is also integral to be assessed alongside curricular activities. For this purpose, students will be evaluated during the course. The assessment will be student's record and observation of student activity according to the following scale. During the course the instructor will give the final marks to the students based on the following traits

S. No	Traits	Marks
1	Time Punctuality (Arriving to class on time, submitting exercises on time)	5
2	Aggregate Attendance	5
3	Participation	5
4	Personal Progress and Improvement	5
Total Marks		20

Behavior and class performance will be out of total 20 numbers which will be about 21% of total numbers.

3.4 Final Examination:

Final Examination will be conducted at the end of the course featuring a question paper comprising of 8 questions. The provided questions in this exam will be an extract of all the different topics taught during the course and are intended to assess the student's

acquired knowledge, skills and information. The topics included are both, theoretical and practical. Practical will include a speech of 2 minutes on a specific topic, the speech will be based on the skills acquired by students during the course. Every correct answer in final examination is worth 1 mark (total 8 marks) and the speech is worth 11 marks. Total marks of the final examination are 20% of complete assessment. Final Question Paper with answer sheet is provided from pages 26 to 29.

3.5 Summary of Marks in Examination:

Different Examination/ Exercises	Total Marks of Exercise	Percentage Marks in total assessment
Pre and Post-test	(20) Every correct answer 0.25 marks	21%
Homework exercises	(16) Every exercise is of 2 marks, total 8 exercises	17%
Behavior and Performance	(20) For every performance 5 marks	21%
Final Examination	(19) 8 marks for question paper, 11 for presentation	20%

3.6 Report Card

Report card is a complete assessment of a student's performance which presents the result of all the pre-test, post-test, homework exercises, class behavior and performance and final examination. The final section of the report card will hold the instructor's comments about the student which will include his/her behavior, personality, job willingness and other skills. A report card specimen is provided at page number 31.

3.7 Result sheet of the whole class

It is compulsory for every instructor to write the results of each student from the start to the end of the soft skills training course and be aware of each student's performance. It should also be possible for every internal or external team to check those results. A specimen of the result sheet is provided on page 33.

Soft Skills Training Course– Test no 1

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

#	STATEMENTS	TRUE/FALSE
1	Work ethic portray the personality of a person.	
2	It Is not important to take care of cleanliness at work.	
3	Maintaining discipline at a construction sites is a part of work ethic.	
4	To prioritize a team's capabilities is against work rules and regulations.	
5	Work ethics do not include self-evaluation.	
6	It is not necessary to work with truth and honesty, sometimes compromises can be made.	
7	Treating servants well and with respect represents your personality as good.	
8	Ensuring a better environment and Healthy and Safety are part of work ethic.	
9	In the event of an accident, creating an impartial report is one of the basic principles.	
10	It is not necessary to keep the latest and attested information in the Bill of Quantity.	

Soft Skills Training Course– Test no 1

#	STATEMENTS	TRUE/FALSE
1	Work ethic portray the personality of a person.	True
2	It Is not important to take care of cleanliness at work.	False
3	Maintaining discipline at a construction sites is a part of work ethic.	True
4	To prioritize a team's capabilities is against work rules and regulations.	False
5	Work ethics do not include self-evaluation.	False
6	It is not necessary to work with truth and honesty, sometimes compromises can be made.	False
7	Treating servants well and with respect represents your personality as good.	True
8	Ensuring a better environment and Healthy and Safety are part of work ethic.	True
9	In the event of an accident, creating an impartial report is one of the basic principles.	True
10	It is not necessary to keep the latest and attested information in the Bill of Quantity.	False

Soft Skills Training Course– Test no 2

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

#	STATEMENTS	TRUE/FALSE
1	Giving close attention to work allows for innovation and novelty.	
2	By giving close attention to work, you do not value people's feedback	
3	Working attentively does not mean that you also have to pay attention to rules and regulations of operating equipment and machinery	
4	Proper numbering and counting of steps improve the ability to pay close attention to detail	
5	Dividing a project or a big task into segments can reduce the attention given to work	
6	Paying close attention to work is a capability that will help you accomplish any task properly	
7	For better performance, it is important to pay close attention to work	
8	It is not important to both pay attention to work and do your job in the best way possible	
9	Paying close attention to work is the first step towards your success.	
10	Not paying close attention to work does not waste the company's resources	

Soft Skills Training Course– Test no 2

#	STATEMENTS	TRUE/FALSE
1	Giving close attention to work allows for innovation and novelty.	True
2	By giving close attention to work, you do not value people's feedback	False
3	Working attentively does not mean that you also have to pay attention to rules and regulations of operating equipment and machinery	False
4	Proper numbering and counting of steps improve the ability to pay close attention to detail	True
5	Dividing a project or a big task into segments can reduce the attention given to work	False
6	Paying close attention to work is a capability that will help you accomplish any task properly	True
7	For better performance, it is important to pay close attention to work	True
8	It is not important to both pay attention to work and do your job in the best way possible	False
9	Paying close attention to work is the first step towards your success.	True
10	Not paying close attention to work does not waste the company's resources	False

Soft Skills Training Course– Test no 3

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

#	STATEMENTS	TRUE/FALSE
1	Communication can only be verbal.	
2	Feedback plays an important role in effective communication.	
3	Listening is not an important skill in communication.	
4	Difference in language and culture can act as a barrier in communication.	
5	Biggest advantages of communication are increase in knowledge and better relationships.	
6	Only the person sending the message gives feedback.	
7	Facial expressions play an important role in whether communication is successful or not.	
8	Non-verbal communication is not as important as verbal communication at work	
9	Lack of confidence does not affect communication.	
10	Moderate voice is ideal for better communication.	

Soft Skills Training Course– Test no 3

#	STATEMENTS	TRUE/FALSE
1	Communication can only be verbal.	False
2	Feedback plays an important role in effective communication.	True
3	Listening is not an important skill in communication.	False
4	Difference in language and culture can act as a barrier in communication.	True
5	Biggest advantages of communication are increase in knowledge and better relationships.	True
6	Only the person sending the message gives feedback.	False
7	Facial expressions play an important role in whether communication is successful or not.	True
8	Non-verbal communication is not as important as verbal communication at work	False
9	Lack of confidence does not affect communication.	False
10	Moderate voice is ideal for better communication.	True

Soft Skills Training Course– Test no 4

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

#	STATEMENTS	TRUE/FALSE
1	A civil surveyor finds great help in making and understanding surveys through teamwork.	
2	Teamwork means helping and utilizing the full potential of each member.	
3	A quantity surveyor does not need the team's feedback or help in creating the Bill of Quantity.	
4	Teamwork provides support in travel and other preparations.	
5	Not every person needs to solve issues in teamwork, any single person can do that.	
6	To do a better job it is needed that all team members give feedback during teamwork.	
7	In teamwork, focus should be limited to your own work.	
8	In case of teamwork it is certain that the reports and commendations will be acted upon.	
9	Being on time and delivering high standard work is evidence of a good team.	
10	Forward Planning of tasks helps the team to divide work easily.	

Soft Skills Training Course– Test no 4

#	STATEMENTS	TRUE/FALSE
1	A civil surveyor finds great help in making and understanding surveys through teamwork.	True
2	Teamwork means helping and utilizing the full potential of each member.	True
3	A quantity surveyor does not need the team's feedback or help in creating the Bill of Quantity.	False
4	Teamwork provides support in travel and other preparations.	True
5	Not every person needs to solve issues in teamwork, any single person can do that.	False
6	To do a better job it is needed that all team members give feedback during teamwork.	True
7	In teamwork, focus should be limited to your own work.	False
8	In case of teamwork it is certain that the reports and commendations will be acted upon.	True
9	Being on time and delivering high standard work is evidence of a good team.	True
10	Forward Planning of tasks helps the team to divide work easily.	True

Soft Skills Training Course– Test no 5

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

#	STATEMENTS	TRUE/FALSE
1	Better time management will help with stress management.	
2	Taking long calls or playing games during work does not waste time.	
3	Better time management leads to a good reputation.	
4	Lack of objectives do not hurdle the time management.	
5	Finishing work on time will lead to more responsibilities being delegated to you.	
6	To finish more jobs in less time adds to mental stress.	
7	Incomplete task lists make better time management difficult.	
8	Asking for feedback or information from the team wastes time and affects performance.	
9	Finding the best way to do a job is just as necessary as better time management.	
10	In construction work time management for preparing for survey, work supervision or categorization is not that important.	

Soft Skills Training Course– Test no 5

#	STATEMENTS	TRUE/FALSE
1	Better time management will help with stress management.	True
2	Taking long calls or playing games during work does not waste time.	False
3	Better time management leads to a good reputation.	True
4	Lack of objectives do not hurdle the time management.	False
5	Finishing work on time will lead to more responsibilities being delegated to you.	False
6	To finish more jobs in less time adds to mental stress.	True
7	Incomplete task lists make better time management difficult.	True
8	Asking for feedback or information from the team wastes time and affects performance.	False
9	Finding the best way to do a job is just as necessary as better time management.	True
10	In construction work time management for preparing for survey, work supervision or categorization is not that important.	False

Soft Skills Training Course– Test no 6

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

#	STATEMENTS	TRUE/FALSE
1	Better problem solving is integral for success.	
2	Problem solving does not require problem identification.	
3	Lack of technical skill is a common problem surveyors face.	
4	Identifying and solving problems at workplace increases your knowledge and improves performance.	
5	Sometimes problem solving can be harmful for you.	
6	During work, problem solving is time wasteful.	
7	Lack of signs and symbols in drawings will lead to increased problems at work.	
8	Lack of immediate problem solving at work can damage your reputation.	
9	It is not important for a surveyor to identify problems and focus on its details.	
10	Due to better problem solving the confidence of client increases in us.	

Soft Skills Training Course– Test no 6

#	STATEMENTS	TRUE/FALSE
1	Better problem solving is integral for success.	True
2	Problem solving does not require problem identification.	False
3	Lack of technical skill is a common problem surveyors face.	True
4	Identifying and solving problems at workplace increases your knowledge and improves performance.	True
5	Sometimes problem solving can be harmful for you.	False
6	During work, problem solving is time wasteful.	False
7	Lack of signs and symbols in drawings will lead to increased problems at work.	True
8	Lack of immediate problem solving at work can damage your reputation.	True
9	It is not important for a surveyor to identify problems and focus on its details.	False
10	Due to better problem solving the confidence of client increases in us.	True

Soft Skills Training Course– Test no 7

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

#	STATEMENTS	TRUE/FALSE
1	During work rings, chains or bracelets can be worn.	
2	Environmental Hazard knowledge is not important for surveyor or safety inspector.	
3	During survey work should be continued in case of rain or storm.	
4	Presence of emergency warning device ensures implementation on all safety rules and regulations.	
5	During a survey it is not necessary to keep a first aid box near all times	
6	During work in case of danger or crisis telling the related people about it will dissipate the danger.	
7	Transfer of machinery or cargo from one place to another requires care.	
8	It is not the job of a quality surveyor to ensure material availability and health and safety of the place.	
9	Work can proceed in dimly lit or dark places.	
10	It is not necessary to inform every person working about the safety rules and dangers involved.	

Soft Skills Training Course– Test no 7

#	STATEMENTS	TRUE/FALSE
1	During work rings, chains or bracelets can be worn.	True
2	Environmental Hazard knowledge is not important for surveyor or safety inspector.	False
3	During survey work should be continued in case of rain or storm.	False
4	Presence of emergency warning device ensures implementation on all safety rules and regulations.	True
5	During a survey it is not necessary to keep a first aid box near all times	False
6	During work in case of danger or crisis telling the related people about it will dissipate the danger.	True
7	Transfer of machinery or cargo from one place to another requires care.	True
8	It is not the job of a quality surveyor to ensure material availability and health and safety of the place.	False
9	Work can proceed in dimly lit or dark places.	False
10	It is not necessary to inform every person working about the safety rules and dangers involved.	False

Soft Skills Training Course– Test no 8

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

#	STATEMENTS	TRUE/FALSE
1	A job should be taken irrespective of where, what and who for.	
2	Details of any job vacancy are only found in newspapers.	
3	C.V explains our personal, educational and professional details.	
4	A nickname can be used in a C.V. e.g. Khalid Mehmood alias Shaheen.	
5	Important information should be written on the top section of the C.V.	
6	The same information is given in a C.V and a cover letter.	
7	A cover letter needs statement of how you will be profitable for the company.	
8	If there is work experience and important documents alongside, the interview goes well.	
9	During the interview focus on your qualities and ignore your minor flaws.	
10	Do ask for pay during or immediately after the interview.	

Soft Skills Training Course– Test no 8

#	STATEMENTS	TRUE/FALSE
1	A job should be taken irrespective of where, what and who for.	False
2	Details of any job vacancy are only found in newspapers.	False
3	C.V explains our personal, educational and professional details.	True
4	A nickname can be used in a C.V. e.g. Khalid Mehmood alias Shaheen.	False
5	Important information should be written on the top section of the C.V.	True
6	The same information is given in a C.V and a cover letter.	False
7	A cover letter needs statement of how you will be profitable for the company.	True
8	If there is work experience and important documents alongside, the interview goes well.	False
9	During the interview focus on your qualities and ignore your minor flaws.	True
10	Do ask for pay during or immediately after the interview.	False

Final Examination/Assessment

Date		Student Name	
Roll no.		Trade Group	
Training Institute		Total Marks	8
Time	8 Mins	Obtained marks	

1. Tick from below whichever are soft skills in your opinion:


- | | |
|--|--|
| <input type="checkbox"/> Driving a car | <input type="checkbox"/> Talking to friends at the workplace |
| <input type="checkbox"/> Making a Bill of Quantity | <input type="checkbox"/> Checking the quality of machinery and material |
| <input type="checkbox"/> Arriving to work on time | <input type="checkbox"/> Drawing artwork |
| <input type="checkbox"/> Completing daily tasks on daily basis | <input type="checkbox"/> Providing the client with a site clearance report |
| <input type="checkbox"/> Taking care of cleanliness according to preset standards. | <input type="checkbox"/> Being attentive during the survey. |

2. What happens when focus is given to work?

- | | |
|--|--|
| <input type="checkbox"/> Misconceptions | <input type="checkbox"/> Waste of time |
| <input type="checkbox"/> Work becomes innovative and novel | <input type="checkbox"/> Distraction |
| <input type="checkbox"/> Good reputability | |

3. How can Surveyor and Safety Inspectors communicate?

- | | |
|---|---|
| <input type="checkbox"/> By listening and talking | <input type="checkbox"/> By writing |
| <input type="checkbox"/> By physical gestures | <input type="checkbox"/> By listening, talking, writing and physical gestures |
| <input type="checkbox"/> By talking | |



4. A good team player is known in his/her team for which reasons?

- He/She keeps away from fights and quarrels
- He/She does not give suggestions to peers
- He/She does not help anyone in their work
- He/She only focuses on his/her task
- He/She uses his/her skills completely

5. How can time be better utilized?

- By prioritizing and grading work
- By intervening
- By taking work stress
- By doing more work in less time

6. What is commonly included in work ethics?

- Keeping the survey information private
- Arriving on time
- Respecting others
- Taking care of cleanliness
- Changing schedule according to your own will

7. What things are needed for a surveyor to solve problems?

- Identification of the problem
- Monetary loss
- Time wastage
- Holding work
- Analysis of results

8. What health and safety rules should a surveyor and safety inspector keep in mind during work?

- Using a protective helmet and safety belt
- Provision of match sticks or sharp blade weapons
- Provision of emergency device
- Regular shoe use



Answers Final Examination/Assessment

1. Tick from below whichever are soft skills in your opinion:

- | | |
|--|--|
| <input type="checkbox"/> Driving a car | <input type="checkbox"/> Talking to friends at the workplace |
| <input type="checkbox"/> Making a Bill of Quantity | <input type="checkbox"/> Checking the quality of machinery and material |
| <input type="checkbox"/> Arriving to work on time | <input type="checkbox"/> Drawing artwork |
| <input type="checkbox"/> Completing daily tasks on daily basis | <input type="checkbox"/> Providing the client with a site clearance report |
| <input type="checkbox"/> Taking care of cleanliness according to preset standards. | <input type="checkbox"/> Being attentive during the survey. |

2. What happens when focus is given to work?


- | | |
|---|--|
| <input type="checkbox"/> Misconceptions | <input type="checkbox"/> Waste of time |
| <input checked="" type="checkbox"/> Work becomes innovative and novel | <input type="checkbox"/> Distraction |
| <input checked="" type="checkbox"/> Good reputability | |

3. How can Surveyor and Safety Inspectors communicate?

- | | |
|---|--|
| <input type="checkbox"/> By listening and talking | <input type="checkbox"/> By writing |
| <input type="checkbox"/> By physical gestures | <input checked="" type="checkbox"/> By listening, talking, writing and physical gestures |
| <input type="checkbox"/> By talking | |

4. A good team player is known in his/her team for which reasons?

- | | |
|--|---|
| <input checked="" type="checkbox"/> He/She keeps away from fights and quarrels | <input type="checkbox"/> He/She only focuses on his/her task |
| <input type="checkbox"/> He/She does not give suggestions to peers | <input checked="" type="checkbox"/> He/She uses his/her skills completely |
| <input type="checkbox"/> He/She does not help anyone in their work | |



5. How can time be better utilized?

- By prioritizing and grading work
- By taking work stress
- By intervening
- By doing more work in less time

6. What is commonly included in work ethics?

- Keeping the survey information private
- Taking care of cleanliness
- Arriving on time
- Changing schedule according to your own will
- Respecting others

7. What things are needed for a surveyor to solve problems?

- Identification of the problem
- Holding work
- Monetary loss
- Analysis of results
- Time wastage

8. What health and safety rules should a surveyor and safety inspector keep in mind during work?

- Using a protective helmet and safety belt
- Provision of emergency device
- Provision of match sticks or sharp blade weapons
- Regular shoe use



Presentation/ Speech with the final Examination

Total marks:	11
Duration:	2 min
Topic:	From the Soft Skills Training Course for Surveyor and Safety Inspector name any three skills you have learned that have the most importance in your professional life and explain the reason for their importance.
Standard for Evaluation and Giving Marks	<ul style="list-style-type: none">▪ Command over topic (4marks)▪ Confident manner of speaking (2marks)▪ Explaining the topic and using examples (1 mark)▪ Non-verbal gestures like hand gestures, facial expressions, smile, etc. (2marks)▪ Physical appearance, dress, cleanliness (2marks)

SOFT SKILLS TRAINING COURSE

Report Card

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

Part 1: Performance and Behavior in class

Points of Analysis	Obtained Marks	Total Marks
Time Punctuality		5
Aggregated Attendance		5
Participation		5
Personal progress and improvement		5
Complete Total		20

Part 2: Performances in Exercises and Examination

Exercises and Examination	Obtained Marks	Total marks
Post-Test Marks		20
Homework Exercises		16
Final Examination including Presentation/Speech		19
Total Marks		75

Part Three: Grade

Total marks	Obtained Marks	Grade	Maximum Marks in Class
95*			

*Behavior and performance in class is of 20 marks and Examination and exercise performance is of 75 marks so aggregated 95 marks.

The grade will be according to the table below.

Marks	Grade	Relevant Standard
91 – 100	A+	Excellent
81 – 90	A	Great
71 – 80	B+	Very Good
61 – 70	B	Good
51 – 60	C	Satisfactory
41 – 50	D	Poor
<40	F	Fail

Part 4: Instructor's Opinion About the Student

Signature: _____ Date: _____



Result Sheet of the Entire Class

Evaluation



#	Topics	Page No.
Section 3: Assessment and Evaluation		
1	Evaluation of the Soft Skills Training Course	34
2	Evaluation of soft skills learned from the course – Tool	38
3	Certificate Distribution	41



4.1 Monitoring Indicators for Evaluation:

For an experienced team it is necessary to know on which knowledge, skills and actions can they evaluate students. For this reason, keeping every topic/ session of the course in mind, a number of change indicators have been explained so to assess what change this course has brought on collectively and what objectives were kept in mind when teaching individual topics. The monitoring indicators are such signs through which each student can be assessed in the form of groups. In this course topics include attention to detail, communication skills, teamwork, time management, work ethics, problem solving and occupational health and safety which are related to a student's professional and personal life. All topics and related indicators for change are provided below.


Monitoring Indicators

1. Attention to detail

- Understanding and explaining the nature of construction
- Properly understanding, listening and practically implementing the directives given in relation to survey or inspection
- Choosing the right machinery and equipment for preparation and explaining their use and using them safely
- Making a plan and forming a team for the survey or inspection
- Explaining and ensuring administrative affairs for better work
- Doing work properly and arranging commendations
- Drawing or correctly estimating from the drawing
- Focusing on the smallest tasks or materials and making reports or Bill of Quantity
- Overseeing every aspect of construction and ensuring safety rules and regulations
- Ensuring and completing related documents

2. COMMUNICATION SKILLS

- As a surveyor or inspector understanding and explaining soft skills
- Ask questions or communicate without hesitation during the ongoing class
- Converse without fear with a teacher/owner/supervisor/students/team
- Write with a distinct and clean writing and understand written material

- 
- Listen to the conversation of the teacher/owner/supervisor/contractor and act on them
 - Be able to read written agreements, drawing, letter, instructions or other documents and act on them
 - To give a detailed description of one's job and get feedback
 - Understand abbreviations, signs and colors, act accordingly and be able to explain them to others
 - Understanding and using different signs and code words during work
 - To make quality drawings, bill of quantity, directions, recommendations or report



3. TEAMWORK

- Giving importance to team in personal and work life and act accordingly
- To identify and give importance to people involved in the survey or inspection
- To work with others and appreciate them
- To include people in team according to the technical needs of work and doing their part

4. TIME MANAGEMENT


- To give time management importance in personal life as well as during a survey/inspection
- Correlating the survey or inspection to time and performance
- Keeping your daily schedule ready and utilizing it (during both class and survey)
- During survey and inspection or their exercise using the equipment and machinery according to the time provided
- To finish and present the survey and inspection or its exercise within given time
- To keep away from time wasting elements (gossip, mobile games, Facebook) during survey and inspection or its exercise

5. WORK ETHICS

- Assuring attendance and being in class and on work at time
- To observe the class and institute organized discipline
- To understand/state/act the importance of honesty during a survey or inspection
- To adequately use and maintain the upkeep of machinery and equipment used in the survey or inspection
- To care for all technical content through measurements, estimation and observation
- Keeping the site information a secret
- To wear appropriate dress or uniform and safety gear
- To not work in any state of mind which might affect the work quality
- To complete work in the given time and days with full technical ability
- To correlate health and safety rules to everything in your department
- To accept your work's responsibility and results with complete honesty

6. PROBLEM SOLVING

- The ability to understand and explain the problems faced during a survey, inspection or construction
- Not to panic over the issues and focusing more attention on their solutions
- To think of all possible solutions and selecting doable solutions

- 
- To take steps to resolve issues and improving work during survey or inspection
 - Arranging alternates to continue work in case of faulty machinery or equipment

7. OCCUPATIONAL HEALTH AND SAFETY

- Understanding and explaining the health and safety rules in survey and inspection
- Understanding and resolving work related environmental and human dangers
- Before and during work ensuring occupational health and safety
- Safe use of machinery and equipment and asking for help in case of emergency
- Using safety helmet, shoes, goggles, gloves, belt and suit
- Identification and ensuring effective steps in case of any danger
- Observing rules of personal cleanliness, health and safety during survey and inspection

8. IDENTIFICATION AND PREPARATION OF JOB

- Ability to identify better jobs or employments
- To use different modes like newspapers, websites, social media, etc. for job hunting
- To prepare your cover letter and C.V
- Understanding and explaining different portions of the interview

4.2 Evaluation Method

Oral questions, presentation, exercises and observation have been involved so as to assess the performance of the student and evaluation team can mark them according to their performance, which will help understand the percentage increase in the soft skill of the students during and after the course. For comparison this evaluation can be related to the training institute's examination or analysis. For evaluation three methods have been suggested for scrutinizing students. For every method a checklist has been provided to aid the evaluating team:

#	Method	Explanation
1	Presentation	Which will be given by the student and the evaluation team will observe and mark according to the provided checklist. This presentation can be either be about specific methods of survey or examination or on any topic like my Pakistan, My Training Course, who am I? My professional future, etc. Total time provide for this is five to ten minutes per student.
2	Checking the workbook and observing	Observing the student's workbook according to the provided checklist and his/her present condition and mark accordingly
3	Instructor or Trainer's opinion	Ask a few things from the instructor according to the checklist provided. Give marks keeping the instructor's opinion in view. Attendance register, report card, examination paper or homework can be requested from the instructor as evidence.

Analysis of the soft skills learned from the course

Date:		Name of the student:	
Profession:		Name of the training institute	
Trainer's/instructor's name		Location:	
Total marks	160	Obtained marks:	

Standard of evaluation while giving marks:

Extremely better than standard performance: 5 (87–100%)

Better than standard performance: 4 (71–86%)

Standard performance: 3 (56–70%)

Sporadic standard performance: 2 (41–55%)

Not according to standard performance: 1 (0–40%)

Evaluation methods and signs	Total Marks	Obtained Marks
1) Presentation		
Communication Skills		
As a surveyor or inspector understanding and explaining soft skills	5	
Introduce yourself fully and with confidence to fellow students and teachers	5	
Ask questions or communicate without hesitation during the ongoing class or work	5	
Converse without fear with a teacher/owner/supervisor/students/team	5	
To give a detailed description of one's job and get feedback	5	
Total Marks	25	
2) Checking the workbook and observing		
Keeping your physical appearance (clothes, shoes, face and hair) maintained	5	
Understand abbreviations, signs and colors, act accordingly and be able to explain them to others	5	

To wear appropriate dress or uniform and safety gear	5	
Observing rules of personal cleanliness, health and safety	5	
To work with others and appreciate them	5	
Assuring attendance and being in class and on work at time	5	
Total marks	30	

3) Instructor or Trainer's opinion

Attention to detail

Understanding and explaining the nature of construction	5	
Properly understanding, listening and practically implementing the directives given in relation to survey or inspection	5	
Choosing the right machinery and equipment for preparation and using them safely	5	
Making a plan and forming a team for the survey or inspection	5	
Explaining and ensuring administrative affairs for better work	5	
Doing work properly and arranging recommendations	5	
Focusing on the smallest tasks or materials and making reports or Bill of Quantity	5	
Ensuring and completing related documents	5	

Teamwork

Giving importance to team in personal and work life and act accordingly	5	
To identify and give importance to people involved in the survey or inspection	5	
To include people in team according to the technical needs of work and doing their part	5	

Time Management

To give time management importance in personal life as well as during a survey/inspection	5	
Correlating the survey or inspection to time and performance	5	
Keeping your daily schedule ready and utilizing it (during both class and survey)	5	
During survey and inspection or their exercise using the equipment and machinery according to the time provided	5	
To keep away from time wasting elements (gossip, mobile games, Facebook) during survey and inspection or its exercise	5	

Work Ethics



To observe the class and institute organized discipline	5	
To understand/state/act the importance of honesty during a survey or inspection	5	
To adequately use and maintain the upkeep of machinery and equipment used in the survey or inspection	5	
To care for all technical content through measurements, estimation and observation	5	
Keeping the site information a secret	5	
Problem Solving		
The ability to understand and explain the problems faced during a survey, inspection or construction	5	
To think of all possible solutions and selecting doable solutions	5	
To take steps to resolve issues and improving work during survey or inspection	5	
Arranging alternates to continue work in case of faulty machinery or equipment	5	
Occupational Health and Safety		
Understanding and explaining the health and safety rules in survey and inspection	5	
Understanding and resolving work related environmental and human dangers	5	
Before and during work ensuring occupational health and safety	5	
Safe use of machinery and equipment and asking for help in case of emergency	5	
Using safety helmet, shoes, goggles, gloves, belt and suit	5	
Observing rules of personal cleanliness, health and safety during survey and inspection	5	
Identification and Preparation of Job		
Ability to identify better jobs or employments	5	
To use different modes like newspapers, websites, social media, etc. for job hunting	5	
To prepare your cover letter and C.V	5	
Understanding and explaining different portions of the interview	5	
Total Marks	175	



Aggregate Result	Total Marks	Obtained Marks
Presentation	25	
Checking the workbook and observing	30	
Trainer or Instructor's opinion	175	
Total aggregate of Obtained Marks	230	
Percentage of Obtained Marks		

Certificate



Certificate

This certificate is awarded to

for successful completion of the
Training Course on Following

Soft Skills

- Attention to Detail
- Communication Skills
- Team Work
- Time Management
- Work Ethic
- Problem Solving
- Health & Safety

for Trade Group Surveyor and Safety Inspector

Total Marks	
Marks Obtained	
Percentage	%

Person Name
Designation
Organization

Person Name
Designation
Organization