



On-The-Job Assessment

Handbook

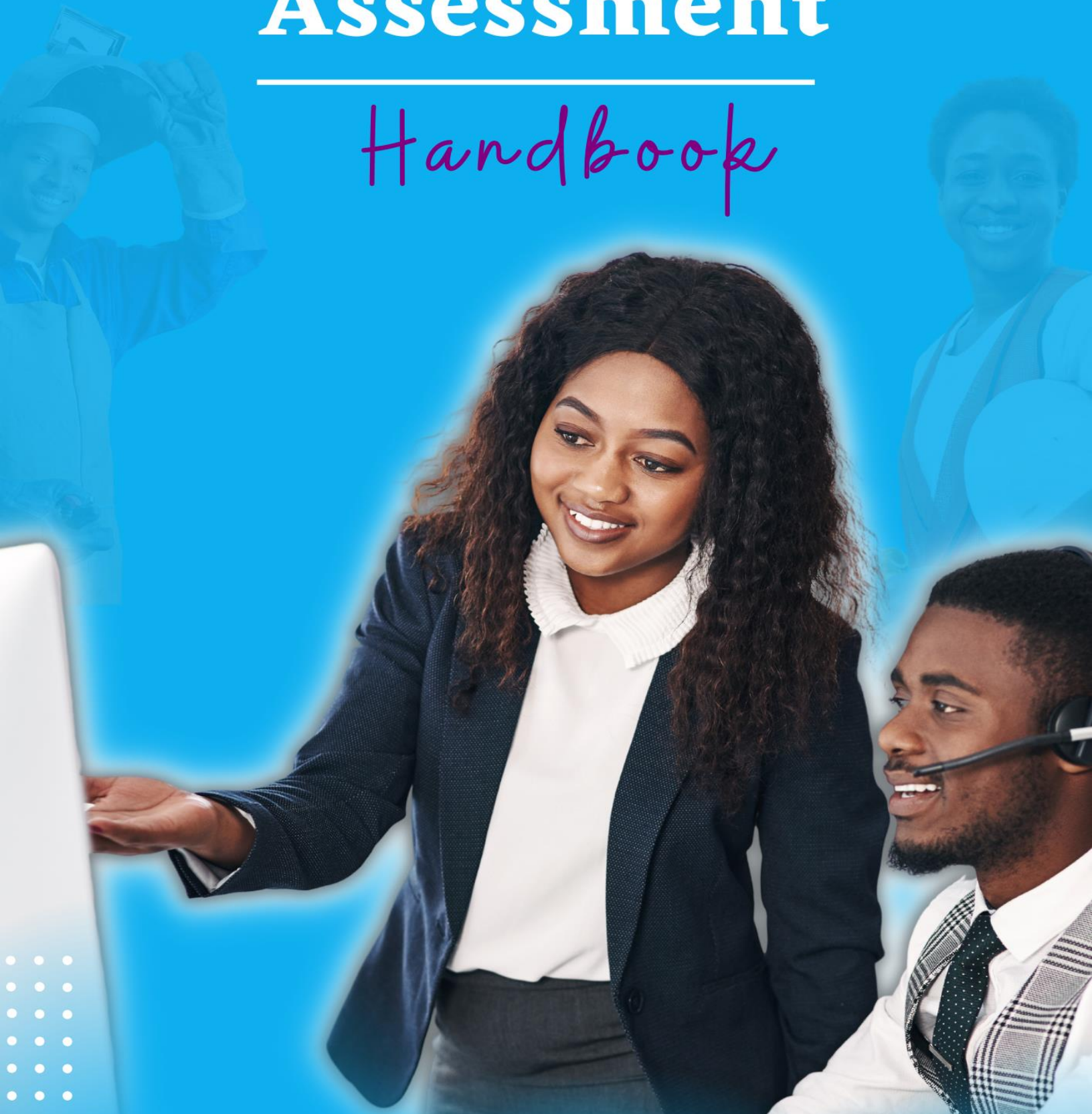


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FRAMEWORK OF THE NCTVET

The National Council on Technical and Vocational Education and Training (NCTVET) is the national body established to award certificates to individuals who have demonstrated competence in technical and vocational skills required for the workplace. The NCTVET was established in 1994 with the mandate to work with employers from all sectors to create a national framework for occupational standards and certification. The National Vocational Qualification of Jamaica (NVQ-J), Caribbean Vocational Qualification (CVQ) and Job Certification are awards given to workers who *can* operate within the framework of established standards of performance. The direct involvement and participation of employers ensure that these standards meet the needs of both employees and employers and are nationally and/or regionally recognised for each sector of employment.

NATIONAL OCCUPATIONAL STANDARDS

Competency Standards are developed to specify the performance required at each level of certification through the collaborative efforts of the employers and representatives from the various industries called Lead Groups. The Lead Groups are comprised of qualified, competent, and experienced members of the industries, who are able to identify and define the different jobs in the industry they represent.

A Lead Group examines the occupational area for which it is formed and the Unit of Competence specific to that skill area. Each Unit of Competence is described in terms of its component elements. These elements are further broken down into statements indicating how the job is to be done. These statements are called “**Performance Criteria**”. The Lead Groups also identify the knowledge, skills and attitudes required to do the job and the conditions under which these actions should be demonstrated. These components together form the National Occupational Standards. Employers can use these national standards as a basis for training and development within the workplace. The relevant Competency Standards are available on the NCTVET website at www.nctvetjamaica.org

LEVELS OF CERTIFICATION

The NVQ-Js and CVQs are categorized into eight (8) levels ranging from Level 1 which represents the supervised or entry level workers to Level 8, which represents senior managers and professionals.

NVQ-J and CVQ LEVELS OF AWARDS FOR OCCUPATIONAL CERTIFICATION	
Level	Characteristics
Level 1 Certificate 1	Open entry, may include some complex or non-routine activities involving individual responsibility or autonomy to prepare candidates for employment.
Level 2 Certificate 2	Requires understanding and application of knowledge for tasks, procedures, or a field of work. Depth and complexity of knowledge and competencies would cover selecting, adapting, and transferring skills and knowledge in a new environment and providing technical advice and some leadership in resolution of specific problems.
Level 3 Diploma	The Diploma is a qualification that has a wider theoretical base than a certificate and more specialised, technical, professional, or managerial competencies. Prepares learners for self-directed application of knowledge, understanding, skills and attitudes. Builds on prior qualifications or experience and recognises capacity for initiative and judgment across a broad range of educational and vocational areas, and in technical, professional and or supervisory roles.
Level 4 Associate Degree	An Associate Degree is a post-secondary qualification designed to recognise and facilitate student's successful progression to a bachelor's degree or directly to employment. Focus is on learning within a work context, underpinned by both vocational and academic understanding, enabling learners to demonstrate learning outcomes that are explicitly relevant to employment and professional requirements.
Level 5 Bachelors' Degree	A Bachelors' Degree is a systematic, research-based coherent introduction to the knowledge, ideas, principles, concepts, research methods, analytical and problem-solving techniques of a recognised major subject or subjects. Involves major studies in which significant depth of knowledge is available and is progressively developed to a high level, which can provide a basis for post-graduate study and professional careers.

<p>Level 6 Postgraduate Diploma</p>	<p>The Diploma is a postgraduate qualification that commonly has a wider theoretical base than the preceding qualification and has more specialised, technical, professional, or managerial competencies. Denotes competence in a specialized field. Prepares learners for self-directed application of knowledge, understanding, skills and attitudes. Builds on prior qualifications or experience and recognises capacity for initiative and judgment across a broad range of educational and vocational areas, and in technical, professional and or managerial roles.</p>
<p>Level 7 – Masters’ Degree</p>	<p>A Masters’ Degree is a postgraduate qualification built on relevant knowledge and skills derived from advanced occupational experience. Contains a significant element of supervised research, normally embodied a substantial research paper. Learning outcomes include specific professional or vocational skills undertaken by directed coursework and/or research.</p>
<p>Level 8 Doctoral Degree</p>	<p>The Doctoral Degree recognises a substantial original contribution in the form of new knowledge or significant and original adaptation, application, and interpretation of existing knowledge. Demonstrates mastery in a significant range of the principal skills, techniques, tools, practices and/or materials which are associated with a highly specialized body of work or field of learning.</p>



THE NCTVET AWARDS

The NCTVET awards the National Vocational Qualification of Jamaica (NVQ-J), Caribbean Vocational Qualification (CVQ) and Job Certification in the various jobs within an occupational area.

BENEFITS OF THE NCTVET AWARDS

The NVQ-J, CVQ and Job certificates provide the opportunity for recognition of an individual's competence in the workplace. They also recognise a company's commitment to quality performance in industry.

To the Employees

The NVQ-J, CVQ and Job certificates will enable them to:

1. provide relevant qualifications that are nationally and internationally recognised by employers.
2. prove attainment of competence in each set of work activities.
3. improve chances of promotion by providing a more accurate measurement of achieved skills set against job requirements.
4. make progress in their career of choice, by moving from one level to another.
5. set and follow clear learning goals they are better able to identify the skills that are needed to become fully competent in a particular work function.
6. benefit from a flexible learning opportunity as they work towards a career plan at their own pace and in a way that suits them best.
7. develop confidence on the job thereby, optimising performance.
8. improve morale.

To the Employers

The NVQ-J, CVQ and Job certificates will enable them to:

1. measure workers' skills and experience.
2. identify workers' training needs and set realistic training targets.
3. recognize employee's achievements.

4. fit the right employees to work tasks.
5. motivate their employees and encourage them to work to their full potential.
6. develop an adaptable workforce.
7. indicate that they are committed to quality and want to invest in employees.
8. improve company performance and growth.
9. encourage employees to stay longer with the company.
10. boost productivity; optimize profitability.
11. improve business performance.



ON-THE-JOB ASSESSMENT

The world of work is constantly changing as technology advances at a rapid pace. Therefore, workers need to be trained and re-trained to meet the new demands. The NVQ-J, CVQ and Job certification awards achieved through On-the-Job Assessments are occupational qualifications which will help workers cope with these demands.

Training programmes that include assessment and certification can be advantageous to both the employee and the employer. Several organizations are now seeking the benefits of training their staff to the standards demanded by the industry that they are a part of, both locally and internationally.

The training experience will be enhanced as combined with on-the-job activities, it will:

- provides clear focus and target for both the trainee and the trainer.
- provides objective feedback on trainees' performance and training programme effectiveness.
- provides evidence of achievements.
- motivates trainees who have been certified.

On-the-Job Assessment provides a flexible way of awarding occupational qualifications (NVQ-J, CVQ and Job Certification) in the workplace. This method of assessment removes the many barriers to achieving qualifications, one of which may be training courses that are far away from the workplace or which may be inaccessible to many workers who cannot be released from work to attend classes.

The Assessment places emphasis on the practical demonstration of competencies as they are performed on the job, as well as, on the theoretical/underpinning knowledge component of industry-determined standards.



ASSESSMENT PROCEDURE

Candidates' performances are assessed against the competencies defined in the National Occupational/Competency Standards. Assessment is conducted by the supervisor/trainer and validated by an external verifier assigned by an Accredited Training Organisation (ATO) or the NCTVET.

METHODS OF ASSESSMENT

All candidates are required to demonstrate the required skills and knowledge relating to the occupational area through Internal/Continuous Practical Assessments (CPA), External Written Assessments (EWA) as well as a Project, Portfolio, or thesis, depending on the level of the skill. Evaluation of the continuous practical component of the training shall be conducted within the workplace environment against a set of criteria aligned to the Occupational Standards. Where training is institution-based, candidates shall complete a minimum of on-the-job experience at the point of external verification as follows:

- 200 hours – Level 1
- 280 hours- Levels 2 - 3
- 360 hours – Levels 4 - 5

This requirement does not apply where the candidate is employed in the occupational area. Both institution-based and workplace-based trainees should be assigned supervisors who will assist in the certification process by evaluating the candidates as they perform assigned job functions and making available for external scrutiny, their decisions regarding the candidates' competencies.

Internal/Continuous Assessment

The internal/continuous assessment is conducted by the supervisor or trainer over a period. The following guidelines apply for internal/continuous assessment:

1. The Competency Standards which state the performance criteria and the level of performance that are expected for the candidate to attain competence are to be used by the supervisor/trainer as the bases for the continuous assessment. Trainers, supervisors, and candidates should therefore have access to the relevant Competency Standards during the On-the-Job training.

2. Assessment instruments for evaluating the candidate during the On-the-Job training are developed by the NCTVET and disseminated through an ATO or the NCTVET for use by the supervisor/trainer. The supervisor/trainer is required to use these instruments in the continuous evaluation of individual candidates.
3. Supervisors and or trainers should train or re-train candidates where competencies are not yet attained or where gaps are identified.
4. The supervisor/trainer must agree to the candidate's readiness for external verification and communicate readiness to the ATO or the NCTVET. If the supervisor/trainer does not believe that a candidate has reached the required standard for assessment, then they must facilitate or recommend a set of activities or additional training that will lead to an improvement in the performance of that candidate. Additional training activities may include job rotation, training workshops, coaching and mentorship.
5. The supervisor/trainer must keep accurate and up-to-date records of the continuous assessment for presentation to the External Verifier upon their request. Such records should clearly state the type(s) of assessment done, the date on which they were completed, and the score(s)/rating(s) attained. Evaluation outcomes should be recorded on the relevant evaluation instrument prepared by the NCTVET.
6. Candidate previously assessed, must be given feedback on the areas preventing the attainment of the required competencies before they are re-assessed.



External Verification of Continuous Assessments

External Verification of Assessment is the confirmation of the authenticity and conformance to regulatory requirements set out by the certification body. For candidates being assessed on the job, arrangements will be made for external verification of the grades assigned by the trainer/supervisor once their readiness is communicated to the partnering ATO or NCTVET. An External Verifier will be assigned by the NCTVET or ATO to participating firm/company to verify the judgment of the supervisor/trainer. The External Verifier will be concerned with the:

- evaluation of the firm's/company's facility to determine suitability for assessment of the candidate's competence.
- verification of the competencies attested by the supervisor on the candidate's assessment records, ensuring that the required standards for the job are attained before a decision on the candidate's level of competence is made (confirmation or rejection of the scores/ratings given by the supervisor).

To be valid, the external verification exercise must be conducted in accordance with the following principles:

1. The verification activity for each candidate shall be conducted at the practicum site as stated at the point of registration.
2. Candidates must sign the register of attendance on the day the verification exercise is conducted.
3. **All** assessment scores for each candidate **must** be written in the CPA booklet by the candidate's supervisor **prior to the date of the external verification exercise**.
4. The External Verifier **will not** conduct the verification exercise for a candidate whose CPA booklet is:
 - (i) incomplete (missing grades; not signed by the supervisor and/or candidate)
 - (ii) not presented on the day of the exercise

The candidate and/or supervisor must be made aware of the reason(s) why the verification exercise cannot be conducted.

5. The External Verifier shall use the **random sampling** strategy to verify each candidate's ability to perform the various tasks set out in the CPA booklet.
6. Weaknesses or strengths in the performance of the sample tasks shall be used as an

indication of weaknesses/strengths in other tasks if a pattern is noticed. All scores shall be adjusted accordingly.

7. The grades/ratings given by the External Verifier supersede the grades/ratings previously given by the candidates' supervisor.
8. Each candidate's **FINAL RATING/SCORE** will be calculated and recorded on the **Continuous Practical Assessment Summary Grade Sheet by the External Verifier (see Appendix B)**.

To calculate FINAL RATING/SCORE: Average all the average ratings (see example on page 24)), then use the Conversion Table, page 25, used to convert to percentage scores.

9. Each candidate should fill in and sign the two copies of the receipts attached to the CPA booklet. The External Verifier will sign both receipts (at section titled "Assessor Name"), then detach and give the candidate his or her copy.

Other functions of the Assessor/Verifier include:

- examining workplace records/documents prepared by the candidate and presented as evidence of competencies.

Summative Assessment

The partnering ATO or the NCTVET will make arrangement for the evaluation of the underpinning knowledge component of the standards by administering a summative assessment at the end of the observation period. The summative assessment will be conducted at the end of the training programme.

The summative assessment will take the format of:

- multiple choice questions (Levels 1, 2 and Job Qualification)
- short answers, essay type questions, case studies (Levels 3-5)
- project (Level 3)
- portfolio (Levels 4 - 5)

Where a project, portfolio or thesis is required, candidate(s) must submit same, on the date scheduled by the ATO or NCTVET. Additionally, candidates will be required to defend their portfolio or thesis before a panel of assessors (See Appendix D for details on portfolio development).



APPLICATION PROCEDURE

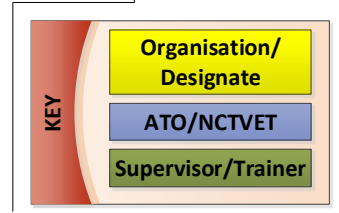
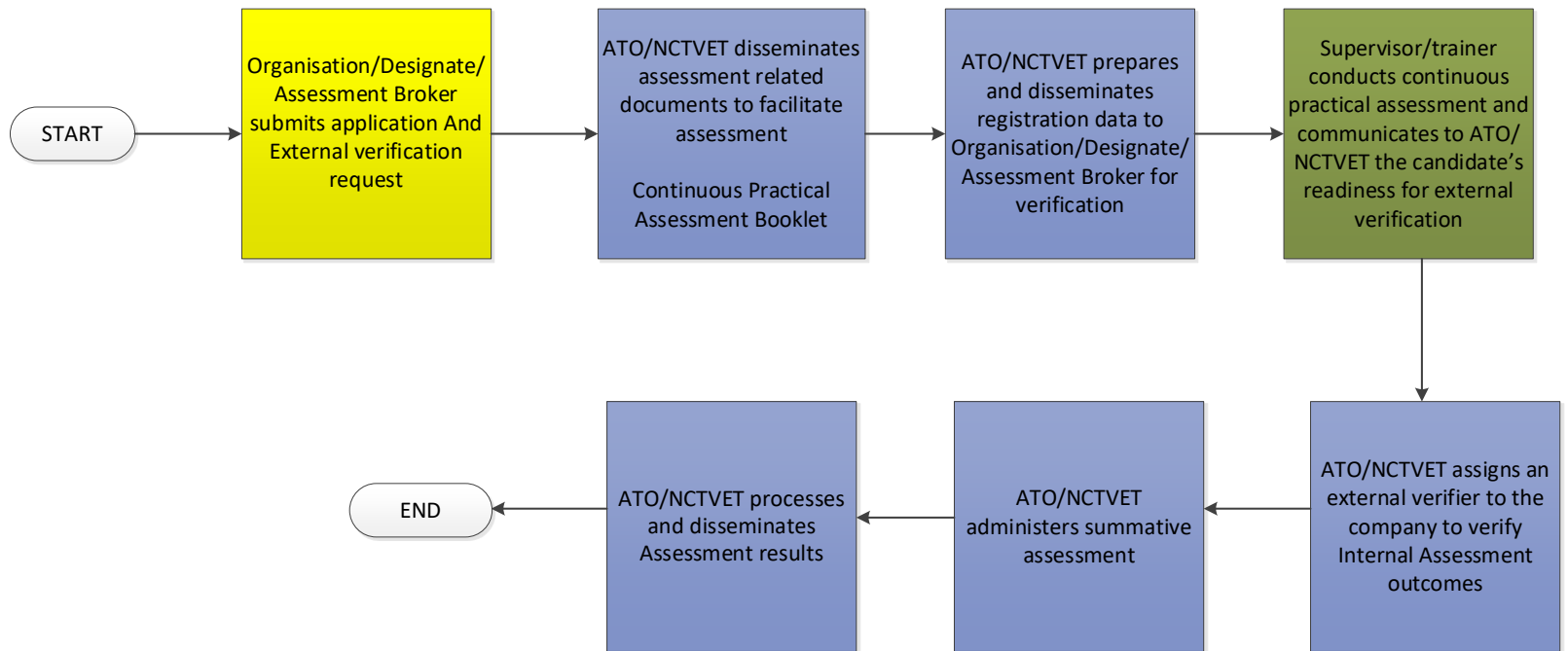
Availability of Assessment

Requests for On-the-Job Assessments must be submitted to an ATO or any HEART NSTA Parish Office. Where the service is required from the NCTVET, such applications should be sent through the HEART NSTA Parish Offices (Assessment Broker). All applications must be submitted within the stipulated deadline. Applications must include the assessment location and proposed date for the external verification activity.

Endorsement of Commitment

- a) Individuals who wish to access this assessment modality must involve the company or organization to which they are employed.
- b) The name, position and contact number of the supervisor/trainer must be supplied at the point of registration.
- c) The application requires that the following information be supplied:
 - Name and location of the company or organization to which the applicants are employed (verification/practicum site).
 - Skill area(s) and level that are to be assessed
 - Period/date for assessment
 - Number of participants/trainees to be assessed
 - Proposed date for external verification of continuous assessment.

ON-THE-JOB ASSESSMENT PROCESS FLOW



GLOSSARY OF TERMS

AWARD

A certificate, diploma or degree presented to an individual or institution of the attainment of work competencies or criteria governing an occupation.

CERTIFICATE

A type of award designated to the achievement of a set standard as determined by an area of study or skill.

COMPETENCY

A set of measurable skills, knowledge and attitudes obtained through formal and non-formal education, work experience or life experiences. These knowledge, skills and attitudes are required to perform work activities to the standards required in employment.

COMPETENCY ASSESSMENT

The measurement of skills, knowledge and attitudes obtained by various means, with the purpose of determining the candidate's ability to perform work activities to the standards required in employment.

EVIDENCE

The variety of samples produced in the form of written documents, work samples, or demonstrations to substantiate a claim of competence attained through prior learning.

OCCUPATION

A group of jobs consisting of a set of competencies or related functions.

ON-THE-JOB ASSESSMENT

The determination of an individual's competence against established standards while working on the job.

PERFORMANCE CRITERIA

Statements of performance that are used as the basis of assessing an individual's competence in a skill area.

PORTFOLIO

A formally presented document that describes learning achieved from prior experience. It is a package of assembled documented evidence that supports a candidate's claim of competence.

PORTFOLIO DEVELOPMENT

A process of collecting, substantiating, and organising documented evidence to support claims of prior learning outcomes.

REGISTRATION

Formal entry following admission to a programme of training, assessment, or professional body in compliance with the regulation governing the organisation or profession.

SKILL

A set of functions, tasks and duties that is identified with an occupation and measurable through a variety of assessment instruments.

SKILL LEVEL

The amount and type of training and experience required in performing the functions, duties, and tasks of an occupation at the level of complexity and skill determined by approval occupational standards.

STANDARDS

The benchmark achievements used as a measure of skills, knowledge and attitudes required in performing the functions and tasks within an occupation.

VERIFICATION

The confirmation of the authenticity of evidence of performance presented for the certification of candidates.



EXTERNAL VERIFICATION REQUEST FORM

Name of Institution/Region: _____

Skill Area & Level: _____

Exam Cycle (Month & Year): _____

Name and contact information for Coordinator: _____

Submission Code: _____

Candidate's Name	TRN/Candidate's Registration #	Verification/Practicum Site (Name and Address)	Practicum Supervisor's Name and Contact Number	Proposed Date(s) for Verification



National Council on Technical and Vocational Education and Training

Barbering – Level 2



Candidate's Name: _____

Institution: _____

Examination Cycle: _____

Submission Code: _____

Continuous Practical Assessment



CONTINUOUS PRACTICAL ASSESSMENT Barbering Level 2

INTRODUCTION

Level Two (II) is one of the five training levels established in the scheme for the National Vocational Qualifications of Jamaica (NVQ-J). It is defined as

“a technical/specialized worker with competence in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine.”

Persons trained in the specified competencies should be able to enter the industry with skills that should allow them to satisfactorily perform the tasks with considerable responsibility and autonomy.

Instructors/trainees must ensure that all functions specified are covered and that evidence of this coverage is available for assessment.

FACILITY READINESS

Prior to the assessment of the candidate(s), the verifier will determine the readiness of the facility to accommodate the assessment.

Kindly ensure that the required facilities are in place as prescribed by industry standards. Where the facility does not meet the required standard, the verification exercise will **not** be conducted.

ASSESSMENT

The NCTVET has adopted as a policy, competency-based training, and performance assessment evaluation. Candidates are rated on their ability to perform and generate evidence of their competence, based on validated national occupational standards at designated levels.

Candidates are required to demonstrate mastery of the skill, which is rated by the use of various assessment instruments. The assessment and reporting of the evidence of mastery of competencies forms an integral part of the certification plan.

The generation and collection of evidence for verification is done through **the Continuous Practical Assessment (CPA)**. This reflects the practical component of the programme, which focuses on process as well as product. It requires that trainees **demonstrate** their ability to apply knowledge and skills learnt to solve problems, perform tasks, and take actions that are realistic indicators of applied proficiency or competence in an actual work setting.

ASSESSMENT AND EVALUATION

<i>Modes of Assessment</i>	
Institutional Assessment	<i>On-the-Job-Assessment</i>
a. External Written Assessment (EWA)	a. External Written Assessment (EWA)
b. Continuous Practical Assessment (CPA – This is equivalent to the External Practical Assessment)	b. Continuous Practical Assessment (CPA – This is equivalent to the External Practical Assessment)

CERTIFICATION

In order to be certified, candidates must fulfill all the requirements of the On-the-Job Assessment (to at least a range 3) and satisfy the minimum performance criteria on External Assessment.

Results will be communicated to candidates upon completion of a programme of training, whether they are recommended for certification.

The Council reserves the right to withhold/cancel its certificate if it is proven at any time that there was any irregularity during the administration of the examination.

Facility Readiness For Assessment

For External Verifier's Use ONLY

The required facility is in place to facilitate On-the-Job Assessment.

Yes **No**

Name of Verifier: _____

Signature of Verifier: _____

Date of Observation: _____

The final rating should be calculated and recorded on the Summary sheet at the back of the booklet for each candidate. The score for each candidate is to be transferred to the Continuous Practical Grade Sheet before submission to the NCTVET.

Scoring Guidelines

Rating Scale

Rating	Description
5	Can perform the task demonstrating mastery, autonomy, responsibility, and control in a wide range of working conditions.
4	Can perform the task in a wide range of working conditions, demonstrating good working knowledge of the skill, initiative, and adaptability to problem situations.
3	Can perform the task demonstrating sufficient knowledge of the skill, and an ability to operate satisfactorily displaying some initiative and adaptability to problem situations.
2	Can perform the task/limited parts of the task satisfactorily but not to the required standard.
1	Has demonstrated insufficient knowledge, skill and attitude on which a judgment can be made.
N/D	Not Demonstrated

Instruction: Instructor/Supervisor: Conduct training sessions, allow trainee to practice, and then inform trainee when final evaluation will be done.

Trainee: Your instructor/supervisor will provide training in Barbering Level 2 then advise you when this evaluation will be done. An External Assessor will conduct the final assessment.

Rate the candidate on a scale of 1-5 (√) to reflect his/her competency as is evident in his/her Performance.

INSTRUCTIONS FOR COMPUTING PRACTICAL SCORE (PERCENTAGE)

Example 1 – Calculating Cluster/Group Criteria

To calculate the candidate’s final rating the following formula should be applied:

$$\frac{\text{Total Performance Criteria scored}}{\text{Number of Criteria being assessed}}$$

Cluster/Group 1

	PERFORMANCE CRITERIA	N/D	1	2	3	4	5
1	Tools and materials correctly selected			√			
2	Correct operational procedures followed					√	
3	Workstation cleaned and sanitized				√		
4	Service to be provided verified with client					√	
5	Water temperature tested to ensure correct temperature					√	
6	Hair saturated and shampoo applied				√		
7	Shampoo thoroughly rinsed, hair towel blotted				√		
8	Conditioner applied, scalp massaged				√		
9	Conditioner thoroughly rinsed				√		
10	Tasks completed on time						√
	<i>Sub-Total</i>			2	15	12	5
	<i>Cluster/Group Average Rating</i>			3.4			

$$\text{Final score} = \frac{\text{Total Performance Criteria scored}}{\text{Maximum score that is attainable in group}} \times 100$$

$$\text{Total Performance Criteria} = 2 + 15 + 12 + 5 = 34$$

$$\text{Final rating} = \frac{\text{Total Performance Criteria scored}}{\text{Number of Criteria being assessed}} = \frac{34}{10} = 3.4$$

(Rating denotes a range from N/D – 5 where N/D is the lowest and 5 the highest)

(Please note that “10” represents 10 criteria)

Example 2: Calculating Final Score

In order to assign a final score, you will be required to calculate the final rating and then convert rating to a percentage score. This can be correctly achieved by adhering to the following:

1. All cluster/group averages **must** be transferred to the assessment summary sheet. The final cluster/group scores **must** be averaged to determine the final rating.

The following formula should be applied:

$$\text{FINAL RATING} = \frac{\text{Cluster/Group 1} + \text{Cluster/Group 2} + \text{Cluster/Group 3} + \text{Cluster/Group 4}}{\text{Number of Clusters/Groups}}$$

$$\text{FINAL RATING} = \frac{3.5 + 4.2 + 5 + 4}{4} = \frac{16.70}{4} = 4.18$$

2. Where the final rating bears 2 decimals places, the rating **must** be rounded to a single decimal place. **Final Rating = 4.2**

3. The final rating should be converted to percentage score using the **Rating to Percentage Conversion Table** (overleaf) and recorded on the assessment summary sheet (see example below).

Percentage scores assigned to candidates **must** be aligned to the relevant level (see example below).

For example, where a candidate's final rating is 4.2 on a Level 1 Programme/Qualification, the percentage score to be assigned is 71 percent.

Assessment Summary Bakery Chef – LEVEL I

FBF10110– NVQ-J Level I in Bakery Chef

Group	Integrated Competencies	Score attained
1	CRICOM0011A/ THHCOR0051A/ THHGHS0172A	3.5
2	THHCOR0041A/ THHCOR0041A/ THHCFP0251A/ FBFCOR0721A	4.2
3	FBFBAK0751A/ FBFBAK0791A/ FBFBAK0211A/ FBFBAK0811A/ THHCBD0022A CRIMAT0011A	5
4	FBFBAK0861A/ FBFBAK0761A/ THHCBD0102A/ FBFCOR0411A/ BSSREO0591A	4
	FINAL SCORE	4.2
	PERCENTAGE	71%

4. Once the final score is ascertained; each candidate's percentage score must be transferred to the Continuous Practical Grade Sheet to facilitate upload to the relevant assessment data base.

RATING TO PERCENTAGE CONVERSION TABLE

Average Rating	Level 1 Percentage Score	Level 2, 3 and Job Certification Percentage Score	Level 4 – 5 Percentage Score	Level 6 Percentage Score
0.1	2	2	2	3
0.2	3	3	5	6
0.3	5	5	7	8
0.4	6	7	9	11
0.5	8	8	11	14
0.6	9	10	14	17
0.7	11	11	16	19
0.8	12	13	18	22
0.9	14	15	20	25
1.0	15	16	23	28
1.1	17	18	25	30
1.2	18	20	27	33
1.3	20	21	30	36
1.4	21	23	32	39
1.5	23	25	34	41
1.6	24	26	36	44
1.7	26	28	39	47
1.8	27	30	41	50
1.9	29	31	43	52
2.0	30	35	45	55
2.1	32	36	46	56
2.2	33	37	48	58
2.3	35	39	51	60
2.4	36	41	53	61
2.5	38	43	55	63
2.6	40	44	57	64
2.7	41	46	59	66
2.8	43	48	62	67
2.9	44	49	64	69
3.0	45	50	65	70
3.1	47	51	68	71
3.2	48	53	70	72
3.3	50	55	72	73
3.4	51	56	74	74
3.5	60	64	75	75
3.6	61	66	76	76
3.7	63	67	77	77
3.8	65	69	78	78
3.9	66	71	79	79
4.0	67	72	80	80
4.1	69	74	81	82
4.2	71	76	82	84
4.3	72	77	83	86
4.4	74	79	84	88
4.5	75	80	85	90

4.6	81	86	88	92
4.7	86	93	94	94
4.8	92	96	96	96
4.9	98	98	98	98
5.0	100	100	100	100



CONTINUOUS PRACTICAL ASSESSMENT

Barbering Level 2

Group 1: CRICOM0011A, CSBCOR0011A, CSBCOR0001A.

Candidate's Name: _____ **ID #:** _____

Institution: _____ **Date:** _____

Assessment Period: _____ **Supervisor:** _____

INSTRUCTION: Tick (✓) at the correct rating

Criteria – Group 1	N/D	1	2	3	4	5
<i>Apply language and communication skills</i>						
1. Apply grammar and usage						
2. Apply the rules for mechanics, vocabulary and spelling						
3. Develop writing skills						
4. Develop oral and visual communication skills						
5. Use information system						
<i>Maintain safe, clean and efficient work environment</i>						
6. Comply with health regulations						
7. Provide relaxed and caring environment						
8. Prepare and maintain work area						
9. Check and maintain tools and equipment						
10. Check and rotate stock						
11. Observe basic safety procedure						
12. Observe emergency						
<i>Perform interactive workplace communication</i>						
13. Follow routine instructions and information						
14. Participate in work groups and teams						
15. Apply profession ethics						
16. Support the organization						
17. Receive and refer clients complaints						
<i>Subtotal</i>						
<i>Group Average Rating</i>						

Signatures: (Workplace Supervisor) _____ (Candidate) _____



**CONTINUOUS PRACTICAL ASSESSMENT
Barbering Level 2**

**Group 2: CSBCOR021A, CSBCOS0001A, CSBCOR0041A, CSBCOS0012A,
CSBCOS0002A**

Candidate's Name: _____ **ID #:** _____

Institution: _____ **Date:** _____

Assessment Period: _____ **Supervisor:** _____

INSTRUCTION: Tick (✓) at the correct rating

Criteria – Group 2	N/D	1	2	3	4	5
<i>Plan and organize work</i>						
1. Identify work requirements						
2. Plan process to complete work						
3. Select tools and equipment						
4. Demonstrate safe and efficient sequence of work						
5. Report outcomes						
6. Clean up						
<i>Prepare clients for salon service</i>						
7. Gown and protect clients						
8. Shampoo hair (Cosmetology)						
9. Cleanse skin (Beauty Therapy)						
<i>Deliver quality customer service</i>						
10. Identify customer's needs						
11. Deliver a service to customers						
12. Monitor and report on service delivery						
<i>Receive and direct clients</i>						
13. Receive and direct clients						
14. Answer the telephone						
15. Complete client detail						
<i>Schedule and check-out clients</i>						
16. Schedule clients						
17. Process payment						
18. Supervise staff						

19. Implement stock control measures						
Subtotal						
Group Average Rating						

Signatures: (Workplace Supervisor) _____ (Candidate) _____



CONTINUOUS PRACTICAL ASSESSMENT

Barbering Level 2

Candidate's Name: _____ ID #: _____

Institution: _____ Date: _____

Assessment Period: _____ Supervisor: _____

Group 3: CSBCOS0042A, CSBCOS0032A, CSBCOR0031A.

INSTRUCTION: Tick (✓) at the correct rating

Criteria – Group 3	N/D	1	2	3	4	5
Conduct financial transactions						
1. Operate point of sale equipment						
2. Perform point of sale transactions						
3. Complete sales						
4. Wrap and pack goods						
5. Reconcile takings						
Sell products and services						
6. Apply product knowledge						
7. Approach customer						
8. Gather information						
9. Sell benefits						
10. Overcome objections						
11. Close sale						
12. Maximize sales opportunities						
Carry out measurement, calculations and estimation						
13. Apply the four basic rules of calculation						
14. Perform basic calculations involving fractions and decimals						
15. Perform basic calculations involving percentages						
16. Perform basic calculations involving proportions						
17. Use measurement instruments						
18. Estimate temperature						

Subtotal						
Group Average Rating						

Signatures: (Workplace Supervisor) _____ (Candidate) _____



CONTINUOUS PRACTICAL ASSESSMENT

Barbering Level 2

**Group 4: CSBBAR0042A, CSBCOS0072A, CSBBAR0072A, CSBCOS0031A,
CSBBAR0052A.**

Candidate's Name: _____ ID #: _____

Institution: _____ Date: _____

Assessment Period: _____ Supervisor: _____

INSTRUCTION: Tick (✓) at the correct rating

Criteria – Group 4	N/D	1	2	3	4	5
<i>Form face shave</i>						
1. Prepare to shave a client						
2. Shave client's beard						
3. Complete face shave service						
<i>Consult with clients and diagnose hair and scalp conditions</i>						
4. Determine clients requirements						
5. Analyse hair and scalp conditions						
6. Identify the presence of incorrectly treated hair						
7. Identify factors which may affect future chemical processes of styling						
8. Explain hair services to client						
9. Test skin for possible reactions						
10. Reconcile client wishes and diagnosis in determining a course of action						
<i>Treat ingrown hair</i>						
11. Treat ingrown hair						
12. Provide aftercare advice						
<i>Perform shampooing and conditioning service</i>						
13. Gown and protect clients						
14. Apply shampoo to hair						

15. Apply conditioner to hair							
Select and maintain tools and equipment							
16. Identify and select correct tools and equipment							
17. Maintain barbering tools and equipment							
	Subtotal						
	Group Average Rating						

Signatures: (Workplace Supervisor) _____ (Candidate) _____



**CONTINUOUS PRACTICAL ASSESSMENT
Barbering Level 2**

Group 5: CSBCOS0062B, CSBBAR0022B, CSBBAR0003B.

Candidate's Name: _____ ID #: _____

Institution: _____ Date: _____

Assessment Period: _____ Supervisor: _____

INSTRUCTION: Tick (√) at the correct rating

Criteria – Group 5	N/D	1	2	3	4	5
Remove chemicals from hair						
1. Remove permanent wave lotion/crème from hair (optional)						
2. Remove chemical straightening from hair						
3. Neutralise hair after permanent wave treatment						
4. Neutralise hair after chemical relaxation						
5. Remove colour chemicals from hair						
Perform hair shaping on excessively curly hair						
6. Prepare workstation and tools						
7. Prepare for hair shaping service						
8. Cut client's hair using techniques appropriate to excessively curly hair						
9. Complete hair cutting service						
Perform hair shaping naturally on naturally straight or curly/wavy hair						
10. Prepare work station and tools						
11. Prepare for hair shaping service						
12. Cut client's hair using techniques appropriate to naturally straight or curly hair						
13. Complete hair cutting service						

Subtotal						
Group Average Rating						

Signatures: (Workplace Supervisor) _____ (Candidate) _____



CONTINUOUS PRACTICAL ASSESSMENT
Barbering Level 2

Group 6: BSBSBM0012A, CSBCOS00052A, CSBBAR00052A, CRIMAT0011A

Candidate's Name: _____ ID #: _____

Institution: _____ Date: _____

Assessment Period: _____ Supervisor: _____

INSTRUCTION: Tick (✓) at the correct rating

Criteria – Group 6	N/D	1	2	3	4	5
<i>Craft personal entrepreneurial strategy</i>						
1. Demonstrate knowledge of the nature of entrepreneurship						
2. Identify and assess entrepreneurial characteristics						
3. Develop self-assessment profile						
4. Craft entrepreneurial strategy						
<i>Perform stock control procedures</i>						
5. Receive and process incoming goods						
6. Rotate stock						
7. Participate in stock take						
8. Reorder stock						
9. Dispatch goods						
<i>Select and maintain tools and equipment</i>						
10. Identify and select correct tools and equipment						
11. Maintain barbering tools and equipment						
Subtotal						
Group Average Rating						

Signatures: (Workplace Supervisor) _____ (Candidate) _____



CONTINUOUS PRACTICAL ASSESSMENT

Barbering Level 2

Group 7: CRIMAT0011A

Candidate's Name: _____ ID #: _____

Institution: _____ Date: _____

Assessment Period: _____ Supervisor: _____

INSTRUCTION: Tick (√) at the correct rating

Criteria – Group 7	N/D	1	2	3	4	5
<i>Perform basic mathematical computations</i>						
1. Perform addition, subtraction, multiplication and division of whole numbers using the rules of order of operations						
2. Solve problems involving vulgar fractions						
3. Solve related skill problems involving decimal fractions						
4. Use ratio and proportion to solve related skill problems						
5. Use percentage to solve related skill problems						
6. Perform simple calculation of perimeters and areas of applications in related trade						
7. Calculate volume of applications in related trade						
8. Apply angular measurement between 0 and 360 degrees with the use of a protractor						
<i>Subtotal</i>						
<i>Group Average Rating</i>						

Signatures: (Workplace Supervisor) _____ (Candidate) _____

Date: _____ Date: _____



CONTINUOUS PRACTICAL ASSESSMENT

Barbering Level 2

SUMMARY OF CONTINUOUS PRACTICAL ASSESSMENT

Candidate's Name: _____ Registration #: _____

Date of Assessment: _____ Assessment Centre: _____

Group	Criteria/Competencies	Rating attained
1	CRICOM0011A, CSBCOR001A, CSBCOR0001A	
2	CSBCOR021A, CSBCOS0001A, CSBCOR0041A, CSBCOS0002A, CSBCOS0012A.	
3	CSBCOS0042A, CSBCOS0032A, CSBCOR0031A.	
4	CSBBAR0042A, CSBCOS0072A, CSBBAR0072A, CSBCOS0031A, CSBBAR0052A.	
5	CSBCOS0062B, CSBBAR0022B, CSBBAR0003B.	
6	BSBSBM0012A, CSBCOS00052A, CSBBAR00052A, CRIMAT0011A	
7	CRIMAT0011A	
	FINAL RATING	
	PERCENTAGE (%)	

Assessor's Comments	
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Signatures: _____ (Workplace Supervisor) Candidate) _____

Verified by: _____ (Assessor) **Date:** _____

Date of Verification: _____



Receipt – NCTVET’S Copy

I _____, did the continuous practical assessment
for **Barbering Level 2** at the _____.

Candidate’s Name: _____ Assessor’s Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____



Receipt – CANDIDATE’S Copy

I _____, did the continuous practical assessment

for **Barbering Level 2** at the _____.

Candidate's Name: _____ Assessor's Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____