

Contoh Pengisian Penilaian Berterusan Prestasi (Format LWA) bagi program NOSS MC-091-2:2016 - CU 01



National Dual Training System
HC01-01 Hand Drawn Batik Sample
LWA 1.1 Produce Product Lay Out Plan
Assessment Sheet

Assignments: You are required to produce product layout plan
This assignment requires apprentice to:

- Determine hand drawn batik sample product lay out plan
- Plan hand drawn batik sample lay out
- Confirm hand drawn batik sample product lay out plan
- Produce product lay out plan
- Evaluate hand drawn batik sample specification

Instructions:
Rate the following areas on a scale of 1 -7.
1-2: Weak 3-4: Average 5-6: Good 7: Excellent

For evaluation of critical areas, 0 marks will be given to apprentices who have not achieved the required standard

No	AREAS OF ASSESSMENT	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
A	Setting Goal, Planning & Decision Making (15%)										
1.	Determine of hand drawn batik sample specifications and product layout plan										
2.	Planning of hand drawn batik sample product layout										
3.	Selection of hand drawn batik sample production equipment and tools										
4.	Selection of hand Drawn Batik sample product materials										
5.	Technical knowledge on work process sequence										
	SUBTOTAL										
	FULL MARKS				35					35	
B	Executing and Monitoring of Work Process (50 %)										
1.	Application of design placement detail measurement in layout plan										



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2.	Usage of equipment and tools to apply hand drawn batik design and motif placement										
3.	Usage of hand drawn batik sample materials										
4.	Compliance with customer requirements standards										
5.	Sample product layout work place tidiness										
6.	Safety compliance										
	SUBTOTAL										
	FULL MARKS				42					42	
No	AREAS OF ASSESSMENT	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1-2	3-4	5-6	7	0	1-2	3-4	5-6	7
C	Evaluating of Product / Services Quality (35 %)										
1.	Fabric & design quality										
2.	Design & Motif Appearance										
3.	Finishing of product sampling										
4.	Completeness of design										
5.	Timeliness for product layout										
6.	Client satisfaction										
7.	Compliance with customer requirements & product specifications										
8.	Compliance with company standard guidelines										
	SUBTOTAL										
	FULL MARKS				56					56	



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CALCULATION TABLE

AREAS OF ASSESSMENT	MARKS GIVEN BY APPRENTICE	MARKS GIVEN BY COACH	WEIGHTED MARKS GIVEN BY APPRENTICE	WEIGHTED MARKS GIVEN BY COACH
Setting Goal, Planning, Decision Making (15%)	A ₁	A ₂	A ₁ / 35 X 15	A ₂ / 35 X 15
Executing and Monitoring (50 %)	B ₁	B ₂	B ₁ / 42 X 50	B ₂ / 42 X 50
Evaluating (35 %)	C ₁	C ₂	C ₁ / 56 X 35	C ₂ / 56 X 35
Total			X	Y
Ratio of Percentage (Apprentice: Coach)			P%	Q%
Grand Total			(P/100 x X) + (Q/100 x Y)	

COMMENTS/ RECOMMENDATIONS BY COACH

COACH:
DATE:

APPRENTICE:
DATE:

 PENILAIAN BERTERUSAN PRESTASI 			
NOSS	INDUSTRIAL AUTOMATION ENGINEERING SERVICES		
(CODE NOSS)	MC-091-2:2016		
Competency Unit Title	INDUSTRIAL AUTOMATION ENGINEERING DRAWING	LEVEL	LEVEL 2
(CU CODE)	C01		
Competency Unit Descriptor	<p>Industrial automation engineering drawing is a process of generating plans that are visually communicated on how industrial automation systems function or has to be constructed. It should be done using accurate information as it is used in the visual communication media of interested parties and in job context, social, business and legislation. It must comply with international standard practice.</p> <p>It is compulsory to produce Industrial automation engineering drawing using accurate information as inaccurate information may cause deflection in ideology, end products specification and construction that are detrimental and costly.</p> <p>The personnel who is competent in industrial automation engineering drawing will be able to perform industrial automation engineering sketching, perform two dimensional (2D) industrial automation engineering drawing development, perform three dimensional (3D) industrial automation engineering drawing development, prepare industrial automation drawing Bill of Materials and perform industrial automation engineering drawing filing in accordance with engineering drawing requirements.</p> <p>The outcome of this competency is to ensure high quality engineering drawing being produced in accordance with engineering drawing specification and requirement.</p>		
Candidate Name			
Candidate I/C			
Number			
Company's Name			
Assessment Date		Total Marks	

KANDUNGAN NOSS

SECTOR	MACHINERY & EQUIPMENT		
SUB SECTOR	INDUSTRIAL AUTOMATION & MECHATRONIC		
JOB AREA	MECHATRONIC, INDUSTRIAL AUTOMATION ENGINEERING, ROBOTIC TECHNOLOGY		
NOSS TITLE	INDUSTRIAL AUTOMATION ENGINEERING SERVICES		
LEVEL	2 (TWO)	NOSS CODE	MC-091-2:2016

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. INDUSTRIAL AUTOMATION ENGINEERING DRAWING	MC-091-2:2016-C01	Industrial automation engineering drawing is a process of generating plans that are visually communicated on how industrial automation systems function or has to be constructed. It should be done using accurate information as it is used in the visual communication media of interested parties and in job context, social, business and legislation. It must comply with international standard practice. It is compulsory to produce Industrial automation engineering drawing using accurate information as inaccurate information may cause deflection in ideology,	1. Perform industrial automation engineering sketching	1.1 Industrial automation engineering sketching instruction identified in accordance with company procedure. 1.2 Types of sketching drawing identified (mechanical and electrical drawing) in accordance with work order 1.3 Industrial automation engineering sketching requirements prepared in accordance with work order. 1.4 Industrial automation engineering parts sketched in accordance with job specifications. 1.4 Industrial automation engineering sketching compiled in according with company

Sambungan.....

A	ASSESSMENT CRITERIA (60%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1 - 2	3 - 4	5 - 6	7	0	1 - 2	3 - 4	5 - 6	
1	A1 Perform industrial automation engineering sketching 1.1 Industrial Automation Engineering Sketching, instruction details interpreted.										
2	1.2 Industrial automation engineering pre- sketching requirements preparation arranged and presented.										
3	1.3 Industrial Automation Engineering Sketching executed and presented.										
4	1.4 Industrial Automation Engineering Sketching record produced and presented.										
SUBTOTAL		0					0				
FULL MARKS		133					133				
B	ATTITUDE/ SAFETY/ ENVIRONMENT (20%)	MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
		0	1 - 2	3 - 4	5 - 6	7	0	1 - 2	3 - 4	5 - 6	
1	Attitude: i. Detail in examining engineering Drawing Sketching instruction ii. Objective focused in performing Pre- sketching requirements preparation. iii. Informative in carrying out engineering drawing sketching iv. Accurate in updating engineering drawing sketching record.										
SUBTOTAL		0					0				
FULL MARKS		21					21				

KANDUNGAN NOSS

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Perform industrial automation engineering sketching	1.1 Industrial automation engineering sketching instruction details <ul style="list-style-type: none"> • Instruction source • Instruction authority • Instruction objective. 	1.1 Check Industrial automation engineering sketching instruction 1.2 Prepare Sketching requirements. 1.3 Sketch Industrial automation engineering. 1.4 Compile sketching.	Attitude: i. Detail in examining engineering Drawing Sketching instruction ii. Objective focused in performing Pre- sketching requirements preparation. iii. Informative in carrying out engineering drawing sketching iv. Accurate in updating engineering drawing sketching record. Safety: i. Ensure data safety. ii. Ensure safe work	Related Knowledge: 3 Related Skills: 7	Related Knowledge: Lecture Related Skills: Demonstration, Practical	1.1 Industrial Automation Engineering Sketching, instruction details interpreted. 1.2 Industrial automation engineering pre- sketching requirements preparation arranged and presented. 1.3 Industrial Automation Engineering Sketching executed and presented. 1.4 Industrial Automation Engineering Sketching record produced and presented.

Sambungan.....

		MARKS GIVEN BY APPRENTICE					MARKS GIVEN BY COACH				
C	EMPLOYABILITY SKILLS (SOCIAL SKILLS) (20%)	0	1 - 2	3 - 4	5 - 6	7	0	1 - 2	3 - 4	5 - 6	7
1	Communication skills										
2	Conceptual skills										
3	Interpersonal skills										
4	Learning skills										
5	Leadership skills										
6	Multitasking and prioritizing										
7	Self-discipline										
8	Teamwork										
	SUBTOTAL	0									
	FULL MARKS	56									

Employability Skills

Core Abilities

- 01.01 Identify and gather information
- 01.02 Document information, procedures or processes
- 01.03 Utilize basic IT applications
- 02.01 Interpret and follow manuals, instructions and SOP's
- 02.02 Follow telephone/ telecommunication procedures
- 02.03 Communicate clearly
- 02.04 Prepare brief reports and checklists using standard forms
- 02.05 Read/interpret flowcharts and pictorial information
- 03.01 Apply cultural requirements to the workplace
- 03.02 Demonstrate integrity and apply ethical practices
- 03.03 Accept responsibility for own work and work area
- 03.04 Seek and act constructively upon feedback about performance
- 03.05 Demonstrate safety skills
- 03.06 Respond appropriately to people and situations
- 03.07 Resolve interpersonal conflicts
- 06.01 Understand systems
- 06.02 Comply with and follow chain of command
- 06.03 Identify and highlight problems
- 06.04 Adapt competencies to new situations/systems
- 01.04 Analyse information
- 01.05 Utilize the Internet to locate and gather information
- 01.06 Utilize word processor to process information
- 02.06 Write memos and news
- 02.07 Utilize Local Area Network(LAN)/Internet to exchange information
- 02.08 Prepare pictorial and graphic information
- 03.08 Develop and maintain a cooperation within work group
- 04.01 Organize own work activities
- 04.02 Set and revise own objectives and goals
- 04.03 Organize and maintain own workplace
- 04.04 Apply problem solving strategies
- 04.05 Demonstrate initiative and flexibility
- 06.05 Analyse technical system
- 06.06 Monitor and correct performance of system

Social Skills

- 1. Communication skills
- 2. Conceptual skills
- 3. Interpersonal skills
- 4. Learning skills
- 5. Leadership skills
- 6. Multitasking and prioritizing
- 7. Self-discipline
- 8. Teamwork

KANDUNGAN NOSS

Sambungan.....

CALCULATION TABLE

	MARKS GIVEN BY APPRENTICE	MARKS GIVEN BY COACH	WEIGHTED MARKS GIVEN BY APPRENTICE	WEIGHTED MARKS GIVEN BY COACH
ASSESMENT CRITERIA	0	0	0.00	0.00
ATTITUDE/SAFETY/ ENVIRONMENT	0	0	0.00	0.00
EMPLOYABILITY SKILLS (SOCIAL SKILLS)	0	0	0.00	0.00
Total			0.00	0.00
Ratio of Percentage (Apprentice: Coach)			20%	80%
Grand Total (%)			0.00	

Kiraan secara
automatik

% markah yang
yang ditentukan
oleh syarikat

COMMENTS/ RECOMMENDATIONS BY COACH

COACH:
DATE:

APPRENTICE:
DATE: