



OROMIA TVET BUREAU

Leather Garments and Goods Production Operations Level I

Assessment Packet

TTLM Code: IND BLG1 TTLM 0519 v1

Evidence Plan

TVET Program:	<i>Basic Leather Garments and Goods Production Operations Level 1</i>		
Learning Module Title:	Demonstrating Work Values		
Learning Outcome(s) covered	<ul style="list-style-type: none"> • Define the purpose of work _ • Apply work values/ethics _ • Deal with ethical problems • Maintain integrity of conduct in the workplace 		
Ways in which evidence will be collected:	Demonstration with Oral Questioning (LAP Test)	Written Test	Simulation
The evidence must show that the trainee.....			
Identifies reflect One's unique sense of purpose for working and the 'whys' of work on and clearly defined for one's development as a person and as a member of society.	x	x	
in harmonies personal mission with company values		x	

Classifies and reaffirms. work values/ethics/concepts in accordance with the transparent company ethical standards, policies and guidelines	X	X	
undertakes work practices in compliance with industry work ethical standards, organizational policy and guidelines		X	
conducts. personal behavior and relationships with co-workers and/or clients in accordance with ethical standards, policy and guidelines		X	
uses. company resources in accordance with transparent company ethical standard, policies and guidelines	X	X	
accesses and applies company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct in accordance with transparent company ethical standard, policies and guidelines	X	X	
reports and/or resolves Work incidents/situations in accordance with company protocol/guidelines		X	
uses .resolution and/or referral of ethical problems identified as learning opportunities	X	X	
demonstrates personal work practices and values consistently with acceptable ethical conduct and company's core values	X	X	
provides instructions to co-workers based on ethical, lawful and reasonable directives		X	
shares company values/practices with co-workers using appropriate behavior and language .	X	X	

Prepared by:		Date:
Checked by:		Date:

DEMONSTRATION/OBSERVATION CHECK LIST

Trainee's Name:			
Teacher's Name:			
Learning Module Title:			
Learning Outcome covered:	<ul style="list-style-type: none"> • Define the purpose of work _ • <i>Apply work values/ethics</i> _ • <i>Deal with ethical problems</i> • <i>Maintain integrity of conduct in the workplace</i> 		
Batch Class:			
Date of assessment:			
Time of assessment:			
Instruction	Use the given materials then demonstrate/apply work values/ethic <ul style="list-style-type: none"> • All the specification sheets are ready • Work area is cleaned as per the standard procedure • All the hand tools are checked properl 		
Materials and Equipments	Paper Pen Computer Laptop		
OBSERVATION			Please check (✓) to show if evidence is demonstrated
During the demonstration of skills, did the trainee:	Ye s	No	N/A
Identify reflect One's unique sense of purpose for working and the 'whys' of work on and clearly defined for one's development as a person and as a member of society	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classify and reaffirm. work values/ethics/concepts in accordance with the transparent company ethical standards, policies and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
use company resources in accordance with transparent company ethical standard, policies and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
access and apply company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct in accordance with transparent company ethical standard, policies and guideline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
use resolution and/or referral of ethical problems identified as learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrate personal work practices and values consistently with acceptable ethical conduct and company's core values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
share company values/practices with co-workers using appropriate behaviour and language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The trainee's demonstration was:			
Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>			

KNOWLEDGE TEST

TABLE OF SPECIFICATIONS

Content	Total Number of Test Items	Equivalent Marks	Earned Marks
Test I: Multiple Choice Questions	8	8	
Test II. Matching Type Questions	5	5	
Test II: Short Answer Questions	5	12	
Total		25 points	

INSTRUCTIONS

Read the directions carefully

TEST I: MULTIPLE CHOICE TYPE

Choose the correct answer for each question.

- Enterprise may refer to:
 - Any organization
 - A business
 - A company
 - All
- Organization:
 - A social entity
 - Has a collective goals
 - Limited to an external environment
 - All
- Types of organization may by:

- A. Corporations
 - B. Governments
 - C. Non-profit corporations
 - D. All
4. Organization are the objective of analysis for a member of discipline such as:
- A. Economics
 - B. Political
 - C. Psychology
 - D. All
5. Organization structure consists of activities such as:
- A. Task allocation
 - B. Co-ordination
 - C. Supervision
 - D. All
6. Incorporated entity:
- A. A organization
 - B. A enterprise
 - C. A separate legal entity
 - D. All
7. A company can be defined as:
- A. Artificial person
 - B. Invisible person
 - C. Intangible person
 - D. All
8. In the word "SMART" S stands for:
- A. Small
 - B. Specific
 - C. Short
 - D. Shine

Test II: Matching Type Exercise

Direction: Listed below are different terms used in Sales and their definition. Match column A with column B. Use each letter only once and write it in the blank space provided.

Column A

1. Responsibility

Column B

1. Feeling responsible for and capable of carry o
out duties independently

- | | |
|--------------------|---|
| 2. Creativity | 2. Work is often more meaningful when we are challenged to use a variety of skill sets |
| 3. Acknowledgement | 3. Positive feedback from superiors , a position review of accomplishment and a general sense of acknowledgement of our work. |
| 4. Work ethics | 4. Is a set of values based on hard work and diligence |
| 5. Prestige | 5. Having high standing |

TEST III: SHORT ANSWER QUESTIONS

- There are six test items in this section.
- Answer all questions and write your answers in the corresponding space provided.

Item1

Define responsibility.

[2 mark]

Item2

Define creativity.

[2 marks]

Item3

Define acknowledgement.

[2 marks]

Item 4

Define company.

[2 marks]

Item 5

Define organisation.

[2 marks]

Item 6

Define enterprises.

[2 marks]

-TEST ENDS HERE -

Answers:

Multiple choice types:

1. D
2. D
3. D
4. D
5. D
6. D
7. D
8. B

Match the words:

1. 1
2. 2
3. 3

4. 4

5. 5

Short answer questions:

Item 1

Responsibility: Feeling responsible for and capable of carrying out job duties independently, confident in the knowledge that our boss and colleagues appreciate our efforts, gives meaning to our work lives... and to our lives in general.

Item 2

Creativity: Work is often more meaningful when we are challenged to use a variety of skills sets. And having the opportunity to contribute new ideas and be innovative is good for our psychological well-being.

Item 3

Acknowledgement: Positive feedback from superiors, a positive review of accomplishments, and a general sense of acknowledgement of our work... all of these are motivating factors. And peer recognition is important too, as it provides confirmation that that our co-workers appreciate and value our efforts.

Item 4

A company is an association or collection of individual's people or "*warm-bodies*" or else contrived "legal persons" (or a mixture of both). Company members share a common purpose and unite in order to focus their various talents and organize their collectively available skills or resources to achieve specific, declared goals.

Item 5

An **organization** (or **organization**) is a social entity that has a collective goal and is linked to an external environment. The word is derived from the Greek word *organon*, itself derived from the better-known word *ergon* which means "organ" – a compartment for a particular task.

Item 6

Enterprise (occasionally used with the archaic spelling **Enterprize**) may refer to:

- Any organization, including businesses, non-profits, and government agencies
- A business
- A company

Assessment Summary Results

Trainee's Name		
Teacher's Name		
TVET Program Title		
Batch Class		
Module Title		
Date of Assessment		
The performance of the trainee is –	Satisfactory	Not Satisfactory
A. Demonstration with Oral questioning	<input type="checkbox"/>	<input type="checkbox"/>
B. Written Test	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainee's overall performance meet the required evidences / standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OVERALL EVALUATION	<input type="checkbox"/> COMPETENT	<input type="checkbox"/> NOT YET COMPETENT
General Comments [Strengths / Improvements needed]		
Trainee's signature:		Date:
Teacher's signature:		Date:

