

## TWT 1445 H – Khidmat Guzar Skill Evidence Assignment

In continuation of last year's initiative of building portfolios for each Khidmat Guzar, we have an interesting assignment for you this year.

These portfolios will serve as evidence of your work and skills and as a record in Alvazarat-us-Saifiyah.

- It is highly recommended that you attempt these assignments with sincerity and use them as an opportunity to build a strong portfolio of your work.
- Read the question, the important guidelines and the rubrics attached before attempting the assignment.

### A. Assignment Objectives

Learning from your experience(experiential learning ) helps you grow, teaches you skills, and gives you irreplaceable memories.

#### **Question:**

*Based on your roles and responsibilities in TWT 1445H, attempt the assignment.*

- a) **Recall** your TWT khidmat this year, **state** the activities/subjects in this year's TWT that you found most interesting, and **explain** what made each of them interesting.
- b) **Demonstrate** your approach and practice to achieve TWT's vision of business development and economic growth of mumineen.

*Note: You can choose only from renewable energy, industry development, TRED, HR consultancy, identifying new counsellors, economic welfare, TAP, QH application review, Ashara Azam, & Household Budgeting.*

- c) **Compare** the approaches you used in (b).

**d) Evaluate** your approach and practice during the TWT Khidmat to achieve the goals assigned to you and **identify** your strengths and areas for improvement.

## B. Assignment Rubrics

Here is the rubric that you should refer to before attempting the assignment. It has 8 criteria and 3 levels of performance(1/2/3)

No	Criteria	1-Fair	2-Good	3-Excellent
1.	number of TWT activities/subjects discussed (a)	explained 0-1 activities/subjects	explained 2 activities/subjects	explained more than 2 activities/subjects
2.	explanation (a)	the explanation was vague and was supported by 0-1 evidence from TWT khidmat experience	the explanation was sometimes clear and supported by 2 evidence from TWT khidmat experience	the explanation was clear and crisp and supported by more than 2 evidence from TWT khidmat experience
3.	demonstration of approach (b)	0-1 approach was demonstrated with 0-1 examples OR 1 or more approaches were for subjects not mentioned in the list	2 approaches were demonstrated with 2 examples	more than 2 approaches were demonstrated with more than 2 examples
4.	number of approaches/ practice compared(c)	compared 0 approach  OR  1 or more approaches were for subjects not mentioned in the list	compared 2 approaches	compared more than 2 approaches
5.	comparison between the approaches/practice (c)	wrote less 0-1 differences  and/or 0 similarity  OR  1 or more approaches were for subjects not mentioned in the list	wrote 2 differences  and/or 1 similarity	wrote more than 2 differences  and more than 1 similarity

6.	number of practices/ approach evaluated (d)	evaluated 0-1 approach	evaluated 2 approaches	evaluated more than 2 approaches
7.	strengths and areas of improvement of each approach (d)	wrote 0-1 strength and weakness of each approach with 0 examples	wrote 2 strengths and weaknesses of each approach, with 1 example for strength and 1 example for weakness	wrote more than 2 strengths and weaknesses of each approach, with 2 examples for strengths and 2 examples for weakness
8.	Judgement (d)	No judgment was written.	The point of view was sometimes clear, and 1 evidence was given	The point of view was clearly explained in the judgement with 2 evidence

### **Important Guidelines:**

1. You must submit the assignment in the skill evidence module editor, which you will soon be informed about. However, it is advisable to first write your assignment in Microsoft Word using the template provided to you and then copy and paste it into the module editor.
2. The assignment should not exceed 1000 words, or the editor will not accept it. *(check for your word count when you write in Microsoft Word)*
3. The assignment can be attempted in Lisan-ud-Dawat/ English/ Lisan-ud-Dawat transliterated in English.
4. The evidence can include photographs, screenshots of feedback from members / mumineen and testimonials from members / mumineen.

*\*\*\* Try gathering evidence from now on for your assignment; more evidence will make your portfolio memorable and nostalgic when you look back years down the lane.*

5. The examples should be provided from TWT 1445 H experience only.
6. If the assignment is submitted after the deadline, i.e., after 15mi Shawwal-al-Mukarram 1445 H, 23:59 IST. then 0.5 shall be deducted from the final score for a late submission.

### **Scoring details:**

- The assignment will be scored for each criterion, with 2 being the minimum score and 3 being the maximum score for clearing the assignment. You can aim for 2 or 3 in each criterion and attempt the assignment accordingly.
- The assignment will be graded using an average of all the criteria scores, giving it an overall score of '3'.
- **The assignment will be sent for re-attempting** under the following situations:
  - a. If a '1' is scored in any rubric criteria, then only that particular part shall be reattempted to meet the score of '2' or '3', and the assignment shall be re-submitted as a whole.  
**Example:** If you receive a score of '1' in the 2nd criterion, "explanation (a)", Then you shall re-write the explanation part again to meet the score of 2 or 3 as per your aim and

submit the complete assignment again and not only the explanation part.

- b. 0.1 shall be deducted from the average score for every re-attempt.