

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AGRICULTURE AND ALLIED INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Fisheries Extension Associate

SECTOR: AGRICULTURE AND ALLIED

SUB-SECTOR: Fisheries

OCCUPATION: Assistance (Fisheries)

REFERENCE ID: AGR/Q5107

ALIGNED TO: NCO-2015/NIL

A Fisheries Extension Associate is responsible for mobilizing members of the fishing community for extension training and other activities at community level.

Brief Job Description: A Fisheries Extension Associate is responsible for providing assistance in ensuring active community participation, identifying target group for the training and other community level activities.

Personal Attributes: A Fisheries Extension Associate must possess excellent communication, facilitation, organizing and implementations skills for various development programmes. S/he must be able to comprehend and synthesize the socio-political situation and decide strategies and actions accordingly.

Job Details	Qualifications Pack Code	AGR/Q5107		
	Job Role	Fisheries Extension Associate		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Agriculture and Allied	Drafted on	10/03/16
	Sub Sector	Fisheries	Last reviewed on	25/11/16
	Occupation	Assistance (Fisheries)	Next review date	31/10/19
	NSQC Clearance on	N/A		

Job Role	Fisheries Extension Associate
Role Description	A Fisheries Extension Associate is responsible for mobilizing members of the fishing community for extension training and other activities at community level.
NSQF level	3
Minimum Educational Qualifications	Class 8, preferably
Maximum Educational Qualifications	Not applicable
Training (Suggested but not mandatory)	On the job training
Minimum Job Entry Age	18 years
Experience	0-6 months as a facilitator in development projects
Applicable National Occupational Standards (NOS)	Compulsory: 1. AGR/N5113 Assist in organizing extension training and implementation of developmental programmes in fisheries 2. AGR/N5114 Ensure highest level of participation by the fishing community Optional: Not applicable
Performance Criteria	As described in the relevant OS units

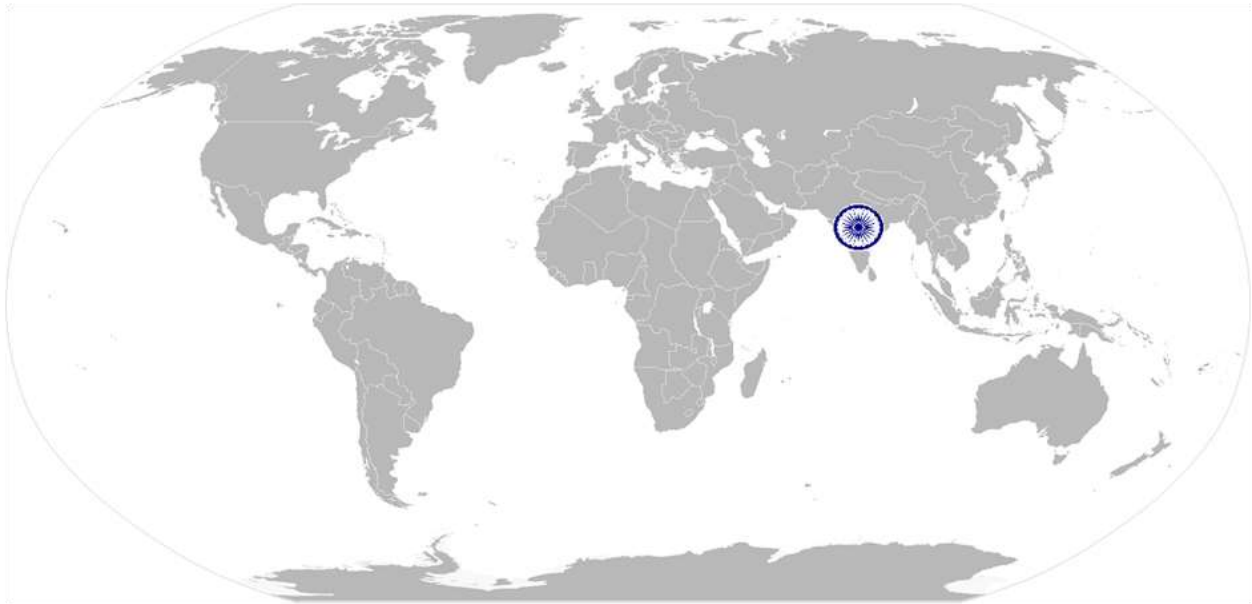
Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

Acronyms	Keywords /Terms	Description
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	OS	Occupational Standard
	PC	Performance Criteria
	SOP	Standard Operating Procedure
	CRZ	Coastal Regulation Zone
	VHF	Very High Frequency
	GPS	Global Positioning System

AGR/N5113 Assist in organizing extension training and implementation of development programmes in fisheries

National Occupational Standard



Overview

This OS unit is about providing assistance in organizing extension training and implementation of development programmes in fisheries.

AGR/N5113 Assist in organizing extension training and implementation of development programmes in fisheries

Unit Code	AGR/N5113
Unit Title (Task)	Assist in organizing extension training and implementation of development programmes in fisheries
Description	This OS unit is about providing assistance in organizing extension training and implementation of development programmes in fisheries.
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Identify target group and determine number, location, date and time of training Organize logistics and provide assistance in organizing the training Collect feedback, responses and announce follow-ups, if any
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Identify target group, and determine number, location, date and time of training	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. identify the target group in the village and number of trainees PC2. plan the training keeping in mind fishing holidays as they are the only days active fishermen can be mobilised PC3. roll out the training calendar
Organize logistics and provide assistance during the training	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC4. organize the logistics required for the training <ul style="list-style-type: none"> venue training materials training equipments practical handouts/training handouts participant handbooks PC5. provide assistance during the training as briefed by the trainer PC6. keep records of the training process and ensure the training proceeds smoothly
Collect feedback, responses and announce follow ups if any	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC7. assist the trainer in collecting feedback from the training PC8. collect outputs if any, and signatures of participants wherever required PC9. announce the date and time of the next training, which would be carried out as a follow up
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. procedures followed for community participation and mobilisation by the training organisation KA2. rules and regulations to be followed according to fishing industry standards and as set by the training organisation KA3. administrative and financial rules of the training organisation KA4. record keeping procedures followed by the organisation

AGR/N5113 Assist in organizing extension training and implementation of development programmes in fisheries

B. Technical Knowledge	The individual on the job needs to know and understand: KB1. community mobilization techniques KB2. dynamics of the fishing community in terms of individuals and groups KB3. constraints of time when fishermen are ashore KB4. daily routine of fishermen KB5. effective means of disseminating information about training and its efficacy									
Skills (S)										
A. Core Skills/ Generic Skills	<table border="1"> <tr> <td data-bbox="475 579 1521 621"> Reading Skills </td> </tr> <tr> <td data-bbox="475 621 1521 846"> The user/individual on the job needs to know and understand how to: SA1. read and understand all base documents pertaining to the conduct of the training SA2. read procedure and any material that may be required to be read while carrying out training activities </td> </tr> <tr> <td data-bbox="475 846 1521 888"> Writing Skills </td> </tr> <tr> <td data-bbox="475 888 1521 1062"> The user/individual on the job needs to know and understand how to: SA3. maintain minutes of the training SA4. maintain attendance reports SA5. write simple letters for invitation and other purposes to community leaders SA6. compile feedback forms and short reports </td> </tr> <tr> <td data-bbox="475 1062 1521 1104"> Oral Communication (Listening & Speaking Skills) </td> </tr> <tr> <td data-bbox="475 1104 1521 1184"> The user/individual on the job needs to know and understand how to: SA7. interact positively with members of the fishing community </td> </tr> </table>	Reading Skills	The user/individual on the job needs to know and understand how to: SA1. read and understand all base documents pertaining to the conduct of the training SA2. read procedure and any material that may be required to be read while carrying out training activities	Writing Skills	The user/individual on the job needs to know and understand how to: SA3. maintain minutes of the training SA4. maintain attendance reports SA5. write simple letters for invitation and other purposes to community leaders SA6. compile feedback forms and short reports	Oral Communication (Listening & Speaking Skills)	The user/individual on the job needs to know and understand how to: SA7. interact positively with members of the fishing community			
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B. Professional Skills	<table border="1"> <tr> <td data-bbox="475 1184 1521 1226"> Decision Making </td> </tr> <tr> <td data-bbox="475 1226 1521 1339"> The user/individual on the job needs to know and understand: how to SB1. assist in deciding target group for training and choose participants as indicated by the training organisation </td> </tr> <tr> <td data-bbox="475 1339 1521 1381"> Plan and Organize </td> </tr> <tr> <td data-bbox="475 1381 1521 1495"> The user/individual on the job needs to know and understand how to: SB2. plan and organize trainings well ahead keeping in mind participants schedules and holidays </td> </tr> <tr> <td data-bbox="475 1495 1521 1537"> Customer Centricity </td> </tr> <tr> <td data-bbox="475 1537 1521 1650"> The user/individual on the job needs to know and understand how to: SB3. maintain good relationships and politeness with fisher folk and encourage them to attend trainings </td> </tr> <tr> <td data-bbox="475 1650 1521 1692"> Problem Solving </td> </tr> <tr> <td data-bbox="475 1692 1521 1803"> The user/individual on the job needs to know and understand how to: SB4. assist in solving problems that may occur at any stage during the course of the programme </td> </tr> <tr> <td data-bbox="475 1803 1521 1837"> Analytical Thinking </td> </tr> </table>	Decision Making	The user/individual on the job needs to know and understand: how to SB1. assist in deciding target group for training and choose participants as indicated by the training organisation	Plan and Organize	The user/individual on the job needs to know and understand how to: SB2. plan and organize trainings well ahead keeping in mind participants schedules and holidays	Customer Centricity	The user/individual on the job needs to know and understand how to: SB3. maintain good relationships and politeness with fisher folk and encourage them to attend trainings	Problem Solving	The user/individual on the job needs to know and understand how to: SB4. assist in solving problems that may occur at any stage during the course of the programme	Analytical Thinking
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Analytical Thinking										

AGR/N5113 Assist in organizing extension training and implementation of development programmes in fisheries

	The user/individual on the job needs to know and understand how to: SB5. apply domain information about the fishing community so as to mobilise them effectively for training
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. use common sense and make judgments on day to day basis SB7. use reasoning skills to identify and resolve basic problems SB8. understand and analyze dynamics of the fishing community

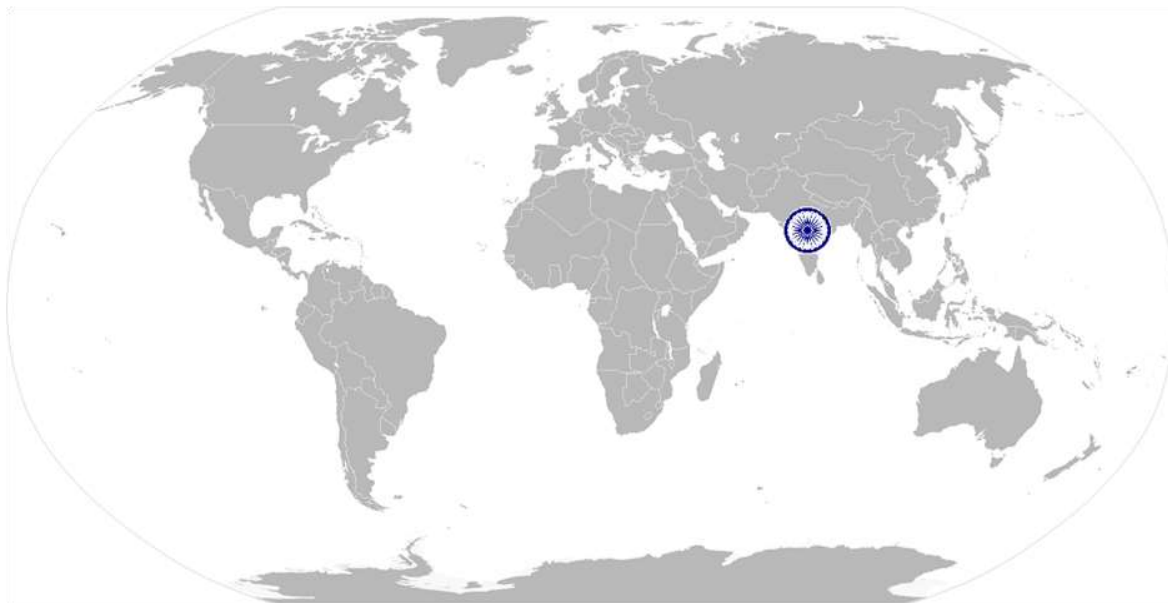


AGR/N5113 Assist in organizing extension training and implementation of development programmes in fisheries

NOS Version Control

NOS Code	AGR/N5113		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	10/03/16
Sub Sector	Fisheries	Last reviewed on	25/11/16
Occupation	Assistance (Fisheries)	Next review date	31/10/19

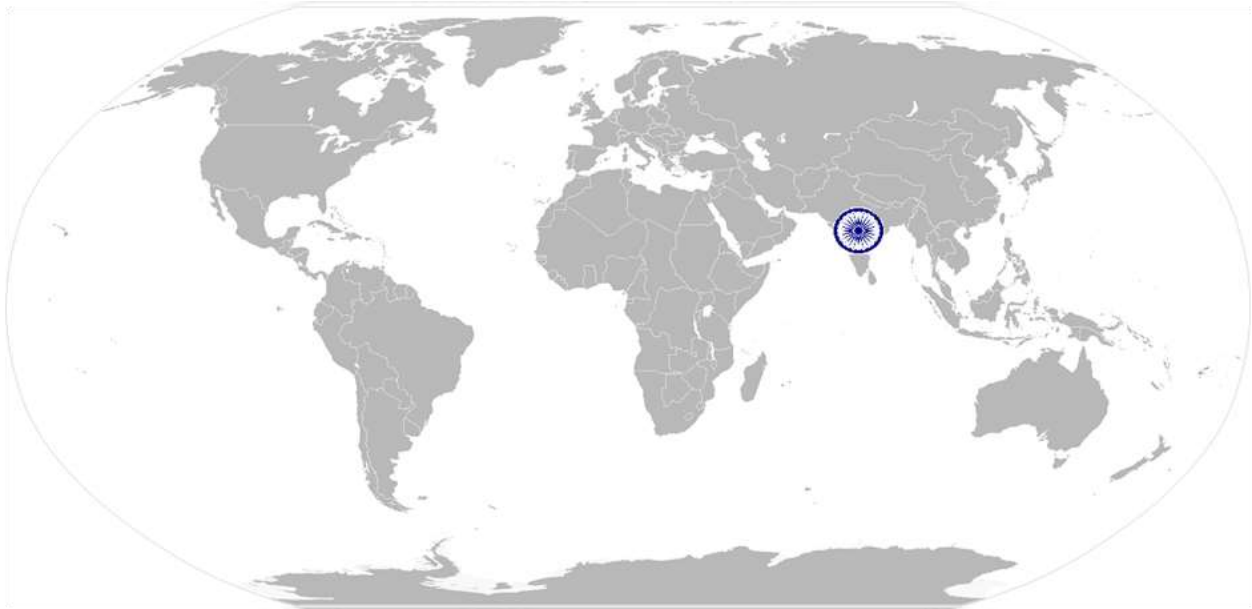
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AGR/N5114

Ensure highest level of participation by the fishing community

National Occupational Standard



Overview

This OS unit is about providing assistance in ensuring the highest level of participation by the fishing community for training activities.

AGR/N5114
Ensure highest level of participation by the fishing community

National Occupational Standard

Unit Code	AGR/N5114
Unit Title (Task)	Ensure highest level of participation by the fishing community
Description	This OS unit is about providing assistance in ensuring the highest level of participation by the fishing community for training activities
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Conduct meetings with community leaders and other key informants • Identify location, date and time of training in advance • Mobilize community for training
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Conduct meetings with community leaders and other key informants	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. locate active fishermen or influential (key) fishermen PC2. find out the times they go out to the waters and the times they are available PC3. assist in organizing series of meetings with the key people of the meeting and provide information on importance of the training PC4. make them comfortable so as to be able to participate fully in the training PC5. assist the trainer in using techniques such as posters, interactive sessions to convey the information
Identify location, date and time of training in advance	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC6. locate a venue suitable and acceptable for members of community that is accessible PC7. fix a date and time that's convenient for fishermen PC8. send reminders at regular intervals
Mobilize community for training	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC9. mobilize majority of the fishing community from all social, economic and gender sects to attend PC10. listen, put views and assist in influencing the decisions in formal and informal meetings at village level PC11. assist in addressing issues and grievances arising from the community PC12. create awareness amongst the community about the importance of training
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. guidelines on community mobilization and participation KA2. best practices in community participation
B. Technical Knowledge	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. tools and techniques of community mobilization and organization

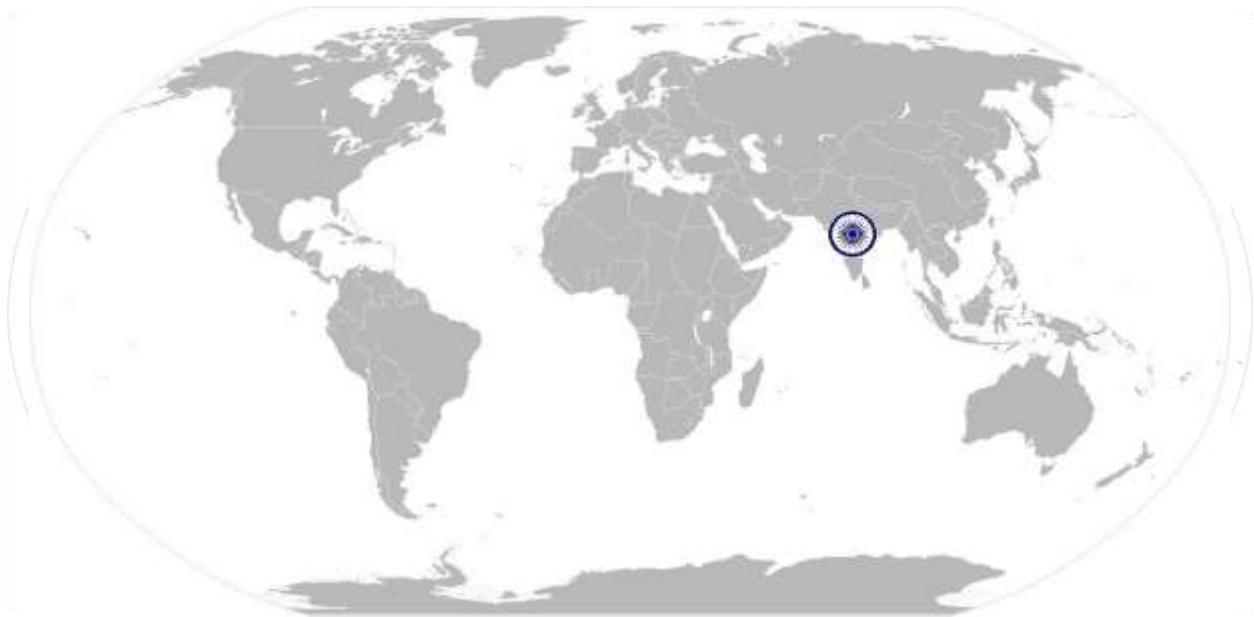
AGR/N5114
Ensure highest level of participation by the fishing community

	KB2. sequence of arrangement of training tools and techniques
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	The user/individual on the job needs to know and understand how to: SA1. read and understand all base documents pertaining to the conduct of the training SA2. read procedure and any material that may be required to be read while carrying out training activities
	Writing Skills
	The user/individual on the job needs to know and understand how to: SA3. maintain minutes of the training SA4. maintain attendance reports SA5. write simple letters for invitation and other purposes to community leaders SA6. compile feedback forms and short reports
	Oral Communication (Listening & Speaking Skills)
	The user/individual on the job needs to know and understand how to: SA7. interact positively with members of the fishing community
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: how to SB1. assist in deciding target group for training and choose participants as indicated by the training organization
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. plan and organize trainings well ahead keeping in mind participants schedules and holidays
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. maintain good relationships and politeness with fisher folk and encourage them to attend trainings
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. assist in solving problems that may occur at any stage during the course of the programme
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. apply domain information about the fishing community so as to mobilise them effectively for training
Critical Thinking	

AGR/N5114

Ensure highest level of participation by the fishing community

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB6. use common sense and make judgments on day to day basisSB7. use reasoning skills to identify and resolve basic problemsSB8. understand and analyze dynamics of the fishing community
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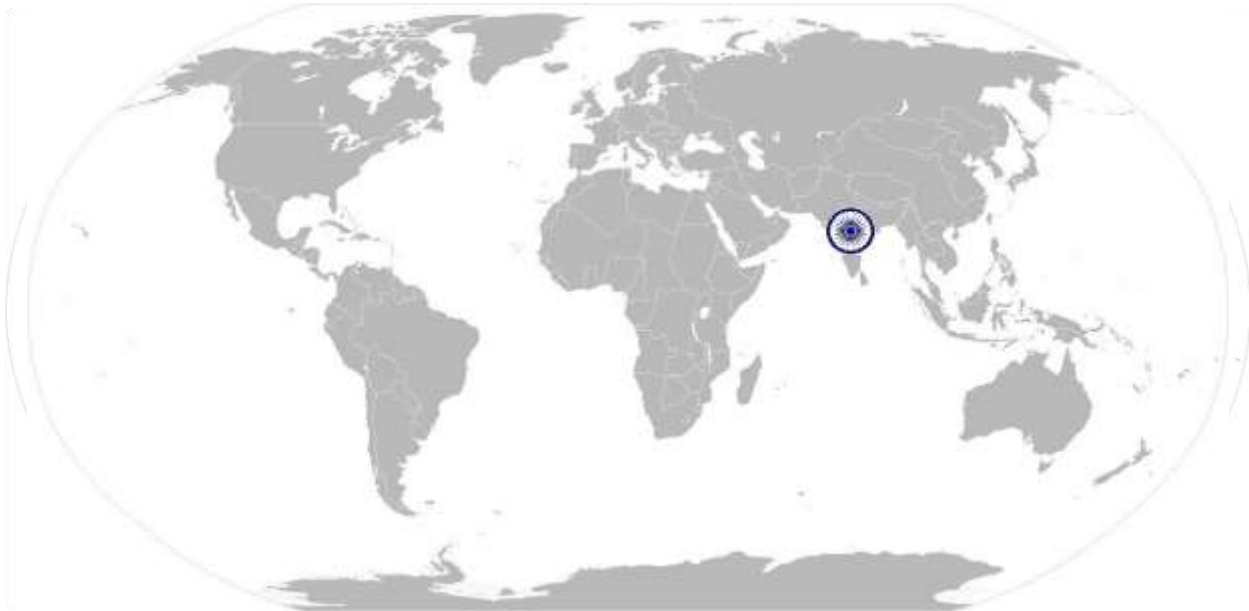


AGR/N5114 Ensure highest level of participation by the fishing community

NOS Version Control

NOS Code	AGR/N5114		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	10/03/16
Sub Sector	Fisheries	Last reviewed on	25/11/16
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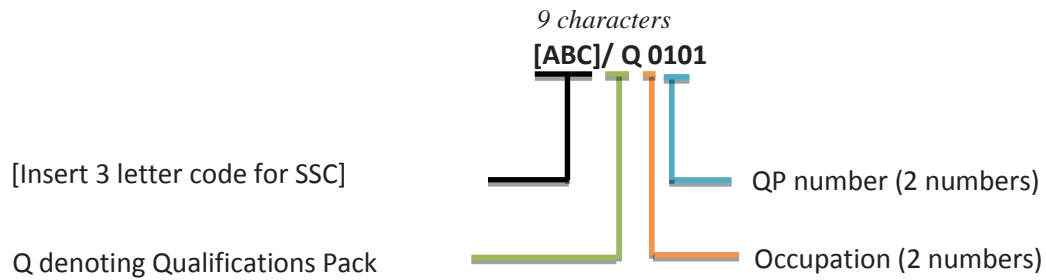
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Annexure

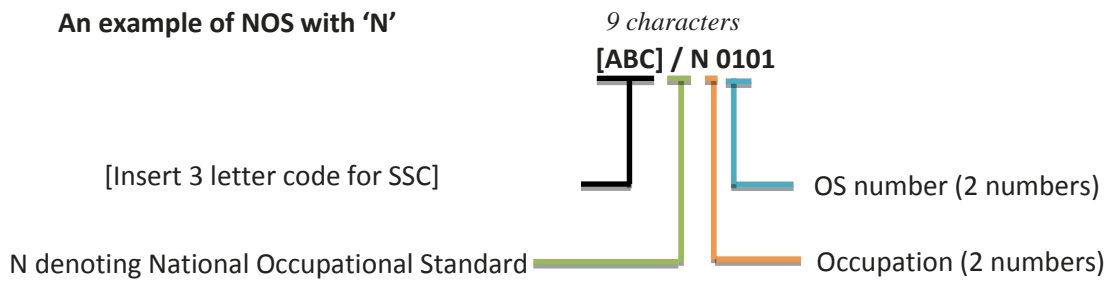
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Qualifications Pack for Fisheries Extension Associate

Sub-sector	Range of Occupation numbers
Agriculture Crop Production	01 – 40
Dairying	41 – 42
Poultry	43 – 44
Animal Husbandry	45 – 48
Fisheries	49 – 51
Agriculture Allied Activities	52 – 60
Forestry, Environment and Renewable Energy Management	61 - 70
Agriculture Industries	71 – 90
Generic Occupations	96 - 99

Sequence	Description	Example
Three letters	Industry name	AGR
Slash	/	/
Next letter	Whether QP or NOS	Q or N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Note:

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment
- Occupation numbers from 91 – 95 have been intentionally left blank to accommodate any emerging segment in future.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Fisheries Extension Associate

Qualification Pack AGR/Q5107

Sector Skill Council Agriculture Skill Council of India

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 50% in aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. AGR/N5113 Assist in organizing extension training and implementation of developmental programmes in fisheries	PC1. identify the target group in the village and number of trainees	100	11	3	8
	PC2. plan the training keeping in mind fishing holidays as they are the only days active fishermen can be mobilised		11	4	7
	PC3. roll out the training calendar		11	3	8
	PC4. organize the logistics required for the training		12	4	8
	• venue				
	• training materials				

	<ul style="list-style-type: none"> training equipments 				
	<ul style="list-style-type: none"> practical handouts/training handouts 				
	<ul style="list-style-type: none"> participant handbooks 				
	PC5. provide assistance during the training as briefed by the trainer		11	3	8
	PC6. keep records of the training process and ensure the training proceeds smoothly		11	4	7
	PC7. assist the trainer in collecting feedback from the training		11	3	8
	PC8. collect outputs if any, and signatures of participants wherever required		11	3	8
	PC9. announce the date and time of the next training, which would be carried out as a follow up		11	3	8
			100	30	70
2. AGR/N5114 Ensure highest level of participation by the fishing community	PC1. locate active fishermen or influential (key) fishermen	100	8	2	6
	PC2. find out the times they go out to the waters and the times they are available		8	3	5
	PC3. assist in organizing series of meetings with the key people of the meeting and provide information on importance of the training		9	3	6
	PC4. make them comfortable so as to be able to participate fully in the training		8	2	6
	PC5. assist the trainer in using techniques such as posters, interactive sessions to convey the information		9	3	6
	PC6. locate a venue suitable and acceptable for members of community that is accessible		8	2	6
	PC7. fix a date and time that's convenient for fishermen		8	2	6

	PC8. send reminders at regular intervals	8	2	6
	PC9. mobilize majority of the fishing community from all social, economic and gender sects to attend	9	3	6
	PC10. listen, put views and assist in influencing the decisions in formal and informal meetings at village level	9	3	6
	PC11. assist in addressing issues and grievances arising from the community	8	2	6
	PC12. create awareness amongst the community about the importance of training	8	3	5
		100	30	70