

Model Curriculum

Supply Chain Field Assistant

SECTOR: AGRICULTURE & ALLIED
SUB-SECTOR: AGRICULTURE CROP PRODUCTION
**OCCUPATION: POST-HARVEST SUPPLY CHAIN
MANAGEMENT**
REF ID: AGR/Q7501, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

AGRICULTURE SKILL COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: 'Supply Chain Field Assistant' OP No. 'AGR/Q 7501 NSQF Level 4'

Date of Issuance: March 15th, 2015

Valid up to: March 31st, 2016

* Valid up to the next review date of the Qualification Pack


Authorised Signatory
(Agriculture Skill Council of India)

TABLE OF CONTENTS

1. Curriculum	04
2. Trainer Prerequisites	07
3. Annexure: Assessment Criteria	08

Supply Chain Field Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Supply Chain Field Assistant”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Supply Chain Field Assistant		
Qualification Pack Name & Reference ID. ID	AGR/Q7501, v1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	12th standard preferred		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Analyze the existing trade system and trade environment: Buyer, supplier of goods, demand & supply trend in market, supply chain, stock requirement, negotiation • Procure the stock as per requirement: Find out the potential area and set up the collection points, procurement, coordinate with suppliers • Transport the goods: Receiving, handling, packing, storing and transportation of goods • Coordinate with colleagues: Coordinate with buyers, suppliers, other channel members <p>Maintain safety procedures: Safety procedures at work place</p>		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Supply Chain Field Assistant” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 0:00 Corresponding NOS Code	<ul style="list-style-type: none"> Understand General Discipline in the class room (Do's & Don'ts) Understand Role of a Supply Chain Field Assistant Study and Understand the Importance of Supply chain in Agriculture Sector Study the Demand and Supply Learn Basic skills of communication Learn Basic reading capabilities to enable reading of signs, notices and/or cautions at site. 	Laptop, white board, marker, projector
2	Coordinate with buyer and farmer Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code AGR / N7501	<ul style="list-style-type: none"> Understand the demand & supply trend in market Identify the potential buyer and supplier Get information on the needs of the buyer Make necessary negotiations and place order Plan for the supply of goods 	Laptop, white board, marker, projector
3	Procure the stock Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code AGR/N7502	<ul style="list-style-type: none"> Estimate the requirement of stock Identify the potential area, supplier/farmer Set up collection points Collect the stock Ensure safety of the produce 	Laptop, white board, marker, projector
4	Pack the Stock Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 15:00	<ul style="list-style-type: none"> Handling of procured goods Pre-cool/pre-warm the goods received Select and use the packaging material Packing of goods Maintain Zero damage/less damage of the produce 	Laptop, white board, marker, projector, packaging material, boxes, vehicle, pre cool chamber

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code AGR/N503	<ul style="list-style-type: none"> Understand the storing procedure Store the goods in controlled condition 	
5	Arrange for transportation of produce Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code AGR/N7504	<ul style="list-style-type: none"> Plan and decide on the transportation procedure Prepare and load the transport vehicle Follow preventive handling practices Ensure returns to the farmer 	Laptop, white board, marker, projector, vehicle
6	Coordinate with colleagues Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code AGR/N9905	<ul style="list-style-type: none"> Interact with supervisor Coordinate with colleagues Observe, coordinate the process & report to supervisor 	Laptop, white board, marker, projector
7	Maintain safe work environment Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code AGR/N9906	<ul style="list-style-type: none"> Maintain standard safety procedures at the workplace Participate in safety awareness campaigns Understand potential sources of accidents Use safety gears to avoid accidents 	Laptop, white board, marker, projector
	Total Duration:	Unique Equipment Required: Laptop, white board, marker, projector, packaging material, boxes, vehicle, pre cool	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 80:00 Practical Duration (hh:mm) 100:00	chamber, vehicle	

Grand Total Course Duration: **180 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Agriculture Skill Council of India](#))

Trainer Prerequisites for Job role: "Supply Chain Field Assistant" mapped to Qualification Pack: "AGR/Q7501, v1.0"

Sr. No.	Area	Details
1	Description	Trainer is responsible for educating the trainees on Supply chain activities – procurement, receiving, sorting, packing, storing and transportation etc
2	Personal Attributes	Trainer should have good communication skill, leadership skill, observation skill. He/ she should be subject matter expert.
3	Minimum Educational Qualifications	Diploma, Bachelor Degree in relevant field
4a	Domain Certification	Certified for Job Role: <u>"Supply Chain Field Assistant"</u> mapped to QP: <u>"AGR/Q7501, v1.0"</u> . Minimum accepted score is 80%.
4b	Platform Certification	Certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted score is 70%
5	Experience	<ul style="list-style-type: none"> - Post-Graduation in Logistics & Supply Chain/Agriculture with 1 Year of Experience - Graduate in relevant field with 3 Years of Experience - Diploma with relevant experience of 5+ years.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Supply Chain Field Assistant
Qualification Pack	AGR/Q7501, v1.0
Sector Skill Council	Agriculture

Sr. No.	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 centre (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 70% in aggregate
6	The marks are allocated PC wise; however, every NOS will carry a weight age in the total marks allocated to the specific QP

Assessable Outcome	Assessment Criteria	Total Marks	Out Of	Marks Allocation	
				Theory	Skills Practical
1. AGR/N7801 Coordinate with buyer and farmer	PC1. analyze existing trade system and trade environment	60	5	3	2
	PC2. coordinate with the buyer for the list of stock they requires determining customer choices, quantity of demand and sales forecast		4	1	3
	PC3. understand stock requirement		3	3	0
	PC4. document the needs to coordinate with the supplier		2	2	0
	PC5. conduct monthly demand planning to determine the needs and requirements for goods and services		3	3	0
	PC6. check with the farmers to know the availability of stock		2	2	0
	PC7. inform the availability status to the buyer		2	2	0
	PC8. ensure the suppliers will meet the quality standards set by the buyer		3	2	1
	PC9. coordinate with farmers on their land holding, crop expected for that period or season		3	2	1
	PC10. decide on what products to produce based on the demand and on the quantity of the products		4	2	2
	PC11. plan on the resources and supply source		5	3	2
	PC12. communicate on regular basis with the supplier as well as the buyer		3	0	3
	PC13. escalate any problems as to lack of stock for that period with the buyer		2	1	1

	PC14. ensure a match between the demand and supply		4	2	2
	PC15. ensure continuity of supply		3	2	1
	PC16. coordinate on long term plans, contract, control of day to day flow of goods and material up and down the supply chain and fixing up of the prices		3	0	3
	PC17. manage the legal aspects of purchasing, sourcing and contacts		3	0	3
	PC18. ensure transparency in the flow of goods such as using tracking and tracing systems		2	0	2
	PC19. provide accurate information on logistics flow and quality aspects of the		4	0	4
	Total		60	30	30
2. AGR/N7802 Procure the stock	PC1. organise and setup collection points at different villages to collect the stock from various suppliers at a same point	40	5	5	0
	PC2. coordinate with different collection points		3	3	0
	PC3. arrange all the stocks collected from various collection points at a common place		2	2	0
	PC4. collect the stock from the common place		2	2	0
	PC5. make necessary arrangements to pass on the stock to the buyer		3	1	2
	PC6. analyze the location, price, cost and value involved in the flow of goods		5	3	2
	PC7. ensure efficient management of the inventories that are procured		2	1	1

	PC8. ensure acquisition of goods at best possible cost to meet the needs in terms of quality, quantity, time and location		3	0	3
	PC9. negotiate right prices with the vendors		2	0	2
	PC10. wash the stock once on collecting before packing (as per requirement and practice)		3	1	2
	PC11. support the farmers with inputs such as fertilizer and pesticide before packaging to ensure freshness and no damage to the product till it reaches the buyer		3	0	3
	PC12. assist the farmers regarding crop insurance and explain about their benefits		2	0	2
	PC13. improve on value addition of product and its standardization		3	2	1
	PC14. ensure proper handling of the stock and quality assurance		2	0	2
	Total		40	20	20
3. AGR/N7803 Pack and store the stock	PC1. pre-cool or pre-warm the stock after harvest since they will be hot during harvest, before taking to the chamber so that thermal residues are taken out	40	2	1	1
	PC2. pack in a way and ensure zero damage to the stock		2	2	0
	PC3. ensure appropriate quantity of stock are packed		3	1	2
	PC4. guide the farmers on grading and sorting		2	2	0
	PC5. use appropriate package bins or bags to contain similar quality goods such as gunny bags for grains		2	2	0
	PC6. ensure that the packing material is clean and fit for use		3	3	0

	PC7. do not overfill the boxes and align properly to avoid damage of stock		1	1	0
	PC8. clean, select, grade and pack the goods		8	4	4
	PC9. use ideal containers which are easy to handle, good protection from mechanical damage and adequate ventilation and convenient		1	0	1
	PC10. use appropriate temperature controlled containers (as per the agri produced requirement)		2	0	2
	PC11. ensure proper and good packaging management & correct placement in refrigerated vehicle		2	0	2
	PC12. store in controlled conditions till transport		2	2	0
	PC13. take care of appropriate temperature, humidity and controlled atmosphere storage		3	1	2
	PC14. ensure air cooled common storage and refrigeration		3	1	2
	PC15. provide proper area with facilities for loading and unloading		2	0	2
	PC16. ensure on time delivery of stock to transportation		2	0	2
	Total		40	20	20
4. AGR/N7804 Arrange for transportation of produce	PC1. decide on the appropriate transportation mode based on location of departure to arrival, cost, quality maintenance, time constraints, etc.	30	1	1	0
	PC2. plan on the loading pattern once on deciding the transportation mode		1	1	0
	PC3. discuss and decide the cost involved and the routing model		1	1	0

PC4. pre-cool or pre warm the transport vehicle before loading	1	1	0
PC5. keep the produce at optimum conditions during the travel	1	0	1
PC6. ensure adequate temperature control systems, air circulation systems and other essentials as necessary for quality preservation of the stock	2	0	2
PC7. heat or cool the transport vehicle according to the climatic and weather conditions	1	1	0
PC8. seal the doors in good condition to prevent air leakage	1	1	0
PC9. ensure proper handling while loading and unloading to and from the vehicle	1	1	0
PC10. use appropriate vehicles such as refrigerated vehicles- mechanical refrigeration and ice for fruits and vegetables	1	1	0
PC11. ensure adequate cooling or heating capacity as essential	1	0	1
PC12. provide sufficient air circulation system within the vehicle	1	0	1
PC13. seal doors of the vehicle while refrigeration system is operating inside the vehicle	1	0	1
PC14. use insulation materials to reduce the amount of heat load	1	1	0
PC15. select proper transportation with good physical condition and well equipped	1	0	1
PC16. ensure enough post harvest life of the stock till it reaches the end customer	2	0	2
PC17. avoid stacking the boxes than recommended, as over-weight may collapse the stock and cause damage	1	0	1

	PC18. ensure to load in proper order considering the destination facilities for unloading		1	1	0
	PC19. coordinate for the transportation receipt		1	1	0
	PC20. assess the entire flow of goods and materials to ensure efficient delivery, quality goods, and on-time delivery of those goods		2	1	1
	PC21. avoid bumping the pallets to the walls or against other boxes		1	0	1
	PC22. load compatible produces together		1	0	1
	PC23. do not throw the boxes while loading onto the vehicles to transport		1	1	0
	PC24. avoid tear of plastic bag packages		1	1	0
	PC25. ensure no damage during transportation		1	1	0
	PC26. ensure the farmer gets fair returns from the transaction		1	0	1
	PC27. manage on adequate returns and payments		1	0	1
	Total		30	15	15
5. AGR/N9905 Coordinate with colleagues	PC1. receive instructions and understand the work requirements as per policy and procedures	20	4	2	2
	PC2. report and communicate on the various activities undertaken		2	1	1
	PC3. escalate any issues and problems to the reporting supervisor		1	0	1
	PC4. receive feedback on work standards and customer satisfaction		2	1	1

	PC5. communicate any potential hazards at a particular location		2	1	1
	PC6. rectify any errors if indicated by the supervisor		2	1	1
	PC7. assist colleagues wherever necessary as per capability		2	1	1
	PC8. resolve any conflicts and ensure a smooth workflow		1	1	0
	PC9. put team over individual goals		2	2	0
	PC10. coordinate with the colleagues on various activities to be completed		2	0	2
	Total		20	10	10
6. AGR/N9906 Maintain safe work environment	PC1. comply with general safety procedures of the company	10	1	0	1
	PC2. follow standard safety procedures while handling equipment, hazardous material or tool		1	0	1
	PC3. check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.		1	1	0
	PC4. ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure		1	0	1
	PC5. keep the workplace organized, swept, clean and hazard free		1	1	0
	PC6. attend fire drills and other safety related workshops organised at the workplace		1	0	1
	PC7. be aware of first aid, evacuation and emergency procedures		1	0	1

	PC8. be alert of any events and do not be negligent of any safety procedures to be followed		0	0	0
	PC9. avoid accidents while using hazardous chemicals, machines, sharp tools and equipments		1	1	0
	PC10. use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)		1	1	0
	PC11. handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders		1	1	0
			10	5	5
	TOTAL	200	200	100	100
	<u>Percentage Weightage:</u>			<u>50%</u>	<u>50%</u>
	<u>Minimum Pass% to qualify (aggregate):</u>				<u>60%</u>