



# Fish Retailer

QP Code: AGR/Q5104

Version: 2.0

NSQF Level: 3

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## AGR/Q5104: Fish Retailer

### Brief Job Description

A fish retailer is responsible for procuring, processing and retailing fish. The person may also carry out mobile vending in target areas.

### Personal Attributes

A fish retailer must possess good communication, negotiation and marketing skills. The person must also have customer service skills and the ability to perform basic calculations.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [AGR/N5108: Assess demand, procure and store fish](#)
2. [AGR/N5124: Process and retail the fish](#)
3. [AGR/N9908: Undertake basic entrepreneurial activities for small enterprise](#)
4. [AGR/N9926: Follow the relevant employability and entrepreneurial practices](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Assistance (Fisheries)
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	NA
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL

<b>Minimum Educational Qualification &amp; Experience</b>	Ability to read and write (with 5 Years of relevant experience ) OR 5th Class (with 3 Years of relevant experience OR 8th Class with 1 Year of relevant experience ) OR Certificate-NSQF (Level-3(Aquaculture worker /Hatchery Production Worker) with 6 Months of relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>Deactivation Date</b>	30/06/2023
<b>NSQC Approval Date</b>	30/12/2021
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2021/AGR/ASCI/04757
<b>NQR Version</b>	1.0

## **AGR/N5108: Assess demand, procure and store fish**

### **Description**

This OS unit is about assessing the fish demand; procuring it from suppliers or wholesale vendors and storing it prior to processing.

### **Scope**

The scope covers the following :

- Assess the demand
- Procure and store the fish

### **Elements and Performance Criteria**

#### *Assess the demand*

To be competent, the user/individual on the job must be able to:

**PC1.** identify the consumer preference for varieties of fish in the target area

**PC2.** estimate the requirement of the identified fish varieties based on local sales

#### *Procure and store the fish*

To be competent, the user/individual on the job must be able to:

**PC3.** identify the suppliers/ wholesale vendors of the required varieties of fish

**PC4.** select supplier(s)/ wholesale vendor(s) based on the quality of fish and availability of required stock

**PC5.** negotiate the price with the supplier(s)/ wholesale vendor(s)

**PC6.** order fish in the required quantity

**PC7.** ensure that the supplier/ wholesale vendor uses an appropriate mode of transport for delivery of fish in a hygienic and stress-free condition

**PC8.** check the fish for freshness and weight on delivery

**PC9.** maintain the record of purchase and deliveries

**PC10.** store the fish at the recommended temperature in hygienic conditions

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** how to identify consumer preference and estimate the demand for fish

**KU2.** the process of identifying suppliers/ wholesale vendors and negotiating with them

**KU3.** the process of procuring and storing fish

**KU4.** basic accounting and record-keeping practices

**KU5.** the appropriate mode of transport for hygienic and stress-free transportation of fish

**KU6.** suitable storage and temperature for storing the procured fish

**KU7.** how to determine the quality and freshness of fish

## **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** communicate politely and professionally
- GS3.** listen attentively to understand the information being shared
- GS4.** read the relevant literature
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies
- GS7.** evaluate all possible solutions to a problem to select the best one

**Assessment Criteria**

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<i>Assess the demand</i>	<b>12</b>	<b>14</b>	-	<b>14</b>
<b>PC1.</b> identify the consumer preference for varieties of fish in the target area	-	-	-	-
<b>PC2.</b> estimate the requirement of the identified fish varieties based on local sales	-	-	-	-
<i>Procure and store the fish</i>	<b>18</b>	<b>26</b>	-	<b>16</b>
<b>PC3.</b> identify the suppliers/ wholesale vendors of the required varieties of fish	-	-	-	-
<b>PC4.</b> select supplier(s)/ wholesale vendor(s) based on the quality of fish and availability of required stock	-	-	-	-
<b>PC5.</b> negotiate the price with the supplier(s)/ wholesale vendor(s)	-	-	-	-
<b>PC6.</b> order fish in the required quantity	-	-	-	-
<b>PC7.</b> ensure that the supplier/ wholesale vendor uses an appropriate mode of transport for delivery of fish in a hygienic and stress-free condition	-	-	-	-
<b>PC8.</b> check the fish for freshness and weight on delivery	-	-	-	-
<b>PC9.</b> maintain the record of purchase and deliveries	-	-	-	-
<b>PC10.</b> store the fish at the recommended temperature in hygienic conditions	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N5108
<b>NOS Name</b>	Assess demand, procure and store fish
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Assistance (Fisheries)
<b>NSQF Level</b>	3
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Next Review Date</b>	30/12/2024



## **AGR/N5124: Process and retail the fish**

### **Description**

This OS is about processing fish and retailing it. It also covers setting up and maintaining displays and fish-vending machine along with inventory management and maintenance of tools and equipment.

### **Scope**

The scope covers the following :

- Carry out fish processing
- Set up and maintain displays and fish-vending machine
- Retail fish via the retail shop and mobile vending
- Process the payments
- Manage the inventory
- Use and maintain the tools and equipment
- Optimise resource utilisation
- Carry out waste management
- Practice inclusion at work

### **Elements and Performance Criteria**

#### *Carry out fish processing*

To be competent, the user/individual on the job must be able to:

- PC1.** de-scale the fish and remove the bones
- PC2.** carry out gutting, dressing and cleaning of fish
- PC3.** slice the fish into smaller pieces as per the requirement or consumer preferences

#### *Set up and maintain displays and fish-vending machine*

To be competent, the user/individual on the job must be able to:

- PC4.** co-ordinate with an expert for the installation of refrigeration-enabled fish-vending machine
- PC5.** set up the fish displays and counters
- PC6.** arrange/ stock fish in the displays/ fish-vending machine according to the variety, grade, quality, etc.
- PC7.** maintain clean displays/ fish-vending machine stocked with fresh fish, ensuring they look appealing
- PC8.** apply labels at the display with the correct and relevant information such as fish species and price
- PC9.** use the fish-vending machine as per the manufacturer's instructions
- PC10.** carry out minor repair and maintenance of the fish-vending machine and co-ordinate with an expert for complex issues

#### *Retail fish via the retail shop and mobile vending*

To be competent, the user/individual on the job must be able to:

- PC11.** probe the consumer to understand their requirements
- PC12.** assist the consumers in selecting the fish
- PC13.** prepare, weigh and pack the fish as per the consumer's instructions/ preferences

- PC14.** arrange for or deliver the fish to the consumer in icebox/ refrigerated containers, as per the delivery instructions
- PC15.** check the motor/ non-motor vehicle is in working condition
- PC16.** fit the ice-box/ refrigerated container on the vehicle
- PC17.** stock fish in the ice-box/ refrigerated container as per its capacity
- PC18.** maintain the recommended temperature in the ice-box/ refrigerated container
- PC19.** travel to the target area to sell fish
- PC20.** sell fish to the consumers after negotiating the price
- PC21.** handover the fish in an appropriate material such as eco-friendly bags

#### *Process the payments*

To be competent, the user/individual on the job must be able to:

- PC22.** process the payments using the consumer-preferred payment method
- PC23.** maintain the record of sales and payments
- PC24.** calculate the benefit-cost (B: C) ratio

#### *Manage the inventory*

To be competent, the user/individual on the job must be able to:

- PC25.** review the stock regularly
- PC26.** order the relevant variety of fish to ensure timely restocking
- PC27.** use the physical registers and/ or the relevant computer software to maintain the inventory

#### *Use and maintain the tools and equipment*

To be competent, the user/individual on the job must be able to:

- PC28.** use the appropriate tools and equipment such as weighing scale according to the manufacturer's instructions
- PC29.** clean and sanitise the tools and equipment before and after use
- PC30.** carry out regular repair and maintenance of the tools and equipment
- PC31.** maintain the record of repair and maintenance

#### *Optimise resource utilisation*

To be competent, the user/individual on the job must be able to:

- PC32.** optimise the usage of water, electricity and other resources in various tasks and processed
- PC33.** connect the electrical equipment safely and disconnect them when not in use
- PC34.** plug water leakages to prevent its wastage

#### *Carry out waste management*

To be competent, the user/individual on the job must be able to:

- PC35.** segregate waste into appropriate categories
- PC36.** dispose the non-recyclable waste in an environment-friendly manner and recycle the recyclable waste appropriately

#### *Practice inclusion at work*

To be competent, the user/individual on the job must be able to:

- PC37.** adopt gender-neutral behaviour at work
- PC38.** empathise with Persons with Disabilities (PwD)

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** applicable state laws, and other laws pertaining to commercial establishments such as shops and establishment act, taxation laws, labour laws, etc.
- KU2.** various activities undertaken during fish processing such as de-scaling, gutting, dressing, cleaning, slicing, icing, etc.
- KU3.** how to set up and maintain displays and fish vending machine at the fish retail shop
- KU4.** the importance of arranging fish in displays and displaying correct labels
- KU5.** the process of fish retailing including advising consumers, weighing and packing the fish, delivering the fish, etc.
- KU6.** basic inventory and account management practices
- KU7.** use of the relevant tools and equipment and their maintenance
- KU8.** benefits of resource optimisation
- KU9.** segregation of waste into appropriate categories
- KU10.** the process of recycling and disposing different types of waste
- KU11.** basic information about gender concepts, issues and legislations
- KU12.** consequences of gendered behaviour
- KU13.** the need for gender sensitisation
- KU14.** different types of disabilities
- KU15.** challenges faced by PwD and the ways to help them overcome them
- KU16.** inclusive practices to be followed at work
- KU17.** innovative sales and marketing practices
- KU18.** basic customer service and selling acumen
- KU19.** how to do a basic cost-benefit analysis
- KU20.** schemes and financial institutions with the provision of support for the expansion of small-scale fish retail business
- KU21.** the practice of mobile vending of fish and the appropriate measures to be taken to preserve the fish while on the go

## **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** write work-related records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to get latest updates about the field of work
- GS4.** plan and prioritise tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** evaluate all possible solutions to a problem to select the best one

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out fish processing</i>	<b>4</b>	<b>4</b>	-	<b>2</b>
<b>PC1.</b> de-scale the fish and remove the bones	-	-	-	-
<b>PC2.</b> carry out gutting, dressing and cleaning of fish	-	-	-	-
<b>PC3.</b> slice the fish into smaller pieces as per the requirement or consumer preferences	-	-	-	-
<i>Set up and maintain displays and fish-vending machine</i>	<b>6</b>	<b>8</b>	-	<b>4</b>
<b>PC4.</b> co-ordinate with an expert for the installation of refrigeration-enabled fish-vending machine	-	-	-	-
<b>PC5.</b> set up the fish displays and counters	-	-	-	-
<b>PC6.</b> arrange/ stock fish in the displays/ fish-vending machine according to the variety, grade, quality, etc.	-	-	-	-
<b>PC7.</b> maintain clean displays/ fish-vending machine stocked with fresh fish, ensuring they look appealing	-	-	-	-
<b>PC8.</b> apply labels at the display with the correct and relevant information such as fish species and price	-	-	-	-
<b>PC9.</b> use the fish-vending machine as per the manufacturer's instructions	-	-	-	-
<b>PC10.</b> carry out minor repair and maintenance of the fish-vending machine and co-ordinate with an expert for complex issues	-	-	-	-
<i>Retail fish via the retail shop and mobile vending</i>	<b>4</b>	<b>6</b>	-	<b>8</b>
<b>PC11.</b> probe the consumer to understand their requirements	-	-	-	-
<b>PC12.</b> assist the consumers in selecting the fish	-	-	-	-
<b>PC13.</b> prepare, weigh and pack the fish as per the consumer's instructions/ preferences	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> arrange for or deliver the fish to the consumer in icebox/ refrigerated containers, as per the delivery instructions	-	-	-	-
<b>PC15.</b> check the motor/ non-motor vehicle is in working condition	-	-	-	-
<b>PC16.</b> fit the ice-box/ refrigerated container on the vehicle	-	-	-	-
<b>PC17.</b> stock fish in the ice-box/ refrigerated container as per its capacity	-	-	-	-
<b>PC18.</b> maintain the recommended temperature in the ice-box/ refrigerated container	-	-	-	-
<b>PC19.</b> travel to the target area to sell fish	-	-	-	-
<b>PC20.</b> sell fish to the consumers after negotiating the price	-	-	-	-
<b>PC21.</b> handover the fish in an appropriate material such as eco-friendly bags	-	-	-	-
<i>Process the payments</i>	<b>4</b>	<b>6</b>	-	<b>4</b>
<b>PC22.</b> process the payments using the consumer-preferred payment method	-	-	-	-
<b>PC23.</b> maintain the record of sales and payments	-	-	-	-
<b>PC24.</b> calculate the benefit-cost (B: C) ratio	-	-	-	-
<i>Manage the inventory</i>	<b>4</b>	<b>2</b>	-	<b>4</b>
<b>PC25.</b> review the stock regularly	-	-	-	-
<b>PC26.</b> order the relevant variety of fish to ensure timely restocking	-	-	-	-
<b>PC27.</b> use the physical registers and/ or the relevant computer software to maintain the inventory	-	-	-	-
<i>Use and maintain the tools and equipment</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC28.</b> use the appropriate tools and equipment such as weighing scale according to the manufacturer's instructions	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC29.</b> clean and sanitise the tools and equipment before and after use	-	-	-	-
<b>PC30.</b> carry out regular repair and maintenance of the tools and equipment	-	-	-	-
<b>PC31.</b> maintain the record of repair and maintenance	-	-	-	-
<i>Optimise resource utilisation</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC32.</b> optimise the usage of water, electricity and other resources in various tasks and processed	-	-	-	-
<b>PC33.</b> connect the electrical equipment safely and disconnect them when not in use	-	-	-	-
<b>PC34.</b> plug water leakages to prevent its wastage	-	-	-	-
<i>Carry out waste management</i>	<b>2</b>	<b>2</b>	-	<b>2</b>
<b>PC35.</b> segregate waste into appropriate categories	-	-	-	-
<b>PC36.</b> dispose the non-recyclable waste in an environment-friendly manner and recycle the recyclable waste appropriately	-	-	-	-
<i>Practice inclusion at work</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC37.</b> adopt gender-neutral behaviour at work	-	-	-	-
<b>PC38.</b> empathise with Persons with Disabilities (PwD)	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N5124
<b>NOS Name</b>	Process and retail the fish
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Fisheries
<b>Occupation</b>	Assistance (Fisheries)
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Next Review Date</b>	30/12/2024

## **AGR/N9908: Undertake basic entrepreneurial activities for small enterprise**

### **Description**

This OS unit is about undertaking basic entrepreneurial or business activities in the agriculture sector.

### **Scope**

The scope covers the following :

- Plan the agricultural enterprise/ business
- Manage the agricultural production process
- Manage the post-production and marketing processes

### **Elements and Performance Criteria**

#### *Plan the agricultural enterprise/ business*

To be competent, the user/individual on the job must be able to:

- PC1.** analyse the demand and supply of the relevant agricultural produce in the market
- PC2.** identify the target customers and assess their needs and expectations with respect to the quality and price of the produce
- PC3.** identify various types of agricultural entrepreneurship/ business opportunities
- PC4.** plan agricultural production with the use of relevant and efficient technologies for availing funds
- PC5.** identify appropriate and authentic advisory services/Government authority for skill upgradation to successfully plan and implement business activities
- PC6.** prepare a basic business plan for the agricultural entrepreneurship/business activities
- PC7.** identify appropriate sources of funding for the agricultural entrepreneurship/ business
- PC8.** coordinate with the relevant government authorities to subscribe to the relevant government schemes and programs to benefit from them
- PC9.** ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the agricultural enterprise/ business

#### *Manage the agricultural production process*

To be competent, the user/individual on the job must be able to:

- PC10.** select and arrange the necessary resources for the business operations
- PC11.** ensure the use of relevant and efficient production technologies as per planning and availability of funds
- PC12.** follow the recommended practices for efficient input resource management
- PC13.** optimise the production processes and output through the amalgamation of existing practices with smart technologies
- PC14.** follow the recommended sustainability practices during agricultural production to prevent adverse impacts on the environment and produce viz. deforestation, loss of biodiversity, soil degradation, etc.

#### *Manage the post-production and marketing processes*



To be competent, the user/individual on the job must be able to:

- PC15.** ensure the availability of proper storage infrastructures and facilities post-production of the produce as per the industry quality standards
- PC16.** collect information related to the wholesale and retail price of produce
- PC17.** calculate the costs incurred and determine the price of the produce for profitability
- PC18.** ensure that the cost of production, transportation, and marketing are considered while calculating the cost and setting the price for the produce
- PC19.** collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce
- PC20.** select appropriate marketing channels for the produce, considering the relevant requirements and constraints
- PC21.** identify various risks to production and post-production processes and manage them appropriately
- PC22.** undertake outreach programs to promote agricultural products and services, and expand agri-business
- PC23.** prepare and execute a marketing plan considering the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness
- PC24.** use the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.
- PC25.** use efficient post-production logistics means to improve the supply quantity, reduce the cost to the consumer, and increase demand consequently
- PC26.** ensure all the relevant information such as quality and quantity of produce, date of manufacture, batch number, and sale is recorded electronically and/ or manually
- PC27.** coordinate with the various stakeholders for efficient and sustainable agri-business growth and development

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** how to analyse the demand and supply of the relevant agricultural produce in the market
- KU2.** the process of identifying the target customers and assess their needs and expectations with respect to the quality and price of the produce
- KU3.** how to identify various types of agricultural entrepreneurship/ business opportunities
- KU4.** how to prepare a basic business plan for the agricultural entrepreneurship/business activities
- KU5.** appropriate sources of funding for the agricultural entrepreneurship/ businesses
- KU6.** the relevant government schemes and programs
- KU7.** the importance of ensuring compliance with the government structural reforms and framework, along with the applicable rules and regulations
- KU8.** various resources required for agricultural production
- KU9.** the process of planning agricultural production and the use of relevant technologies to enhance production
- KU10.** the importance of ensuring no cause adverse impact on the environment and produce during production
- KU11.** the recommended practices to be followed for efficient input resource management

- KU12.** the process of optimising the production processes and output through the amalgamation of existing practices with smart technologies
- KU13.** the recommended sustainability practices to be followed during agricultural production to prevent and deal with deforestation, loss of biodiversity, soil degradation, etc.
- KU14.** how to collect information related to the wholesale and retail price of agricultural produce
- KU15.** how to calculate the economics of the produce viz. production cost, price of the produce, B:C Ratio etc.
- KU16.** relevant government schemes with the provision of subsidies/funds for the promotion of agricultural produce
- KU17.** the process of selecting appropriate marketing channels for marketing agricultural produce, and the applicable requirements and constraints
- KU18.** the relevant buyers of different types of agricultural produce such as co-operatives, retailers, local vendors, wholesalers, e-trading portals, marketing companies, exporters, etc.
- KU19.** how to identify and manage various risks to production and post-production processes
- KU20.** how to undertake outreach programs to promote agricultural products and services, and expand agri-business
- KU21.** the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness considered while preparing and executing a marketing plan
- KU22.** use of the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.
- KU23.** the importance of using efficient post-production logistics
- KU24.** the importance of maintaining various records accurately

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accident
- GS8.** evaluate all possible solutions to a problem to select the best one

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan the agricultural enterprise/ business</i>	<b>10</b>	<b>14</b>	-	<b>10</b>
<b>PC1.</b> analyse the demand and supply of the relevant agricultural produce in the market	-	-	-	-
<b>PC2.</b> identify the target customers and assess their needs and expectations with respect to the quality and price of the produce	-	-	-	-
<b>PC3.</b> identify various types of agricultural entrepreneurship/ business opportunities	-	-	-	-
<b>PC4.</b> plan agricultural production with the use of relevant and efficient technologies for availing funds	-	-	-	-
<b>PC5.</b> identify appropriate and authentic advisory services/Government authority for skill upgradation to successfully plan and implement business activities	-	-	-	-
<b>PC6.</b> prepare a basic business plan for the agricultural entrepreneurship/business activities	-	-	-	-
<b>PC7.</b> identify appropriate sources of funding for the agricultural entrepreneurship/ business	-	-	-	-
<b>PC8.</b> coordinate with the relevant government authorities to subscribe to the relevant government schemes and programs to benefit from them	-	-	-	-
<b>PC9.</b> ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the agricultural enterprise/ business	-	-	-	-
<i>Manage the agricultural production process</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
<b>PC10.</b> select and arrange the necessary resources for the business operations	-	-	-	-
<b>PC11.</b> ensure the use of relevant and efficient production technologies as per planning and availability of funds	-	-	-	-
<b>PC12.</b> follow the recommended practices for efficient input resource management	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> optimise the production processes and output through the amalgamation of existing practices with smart technologies	-	-	-	-
<b>PC14.</b> follow the recommended sustainability practices during agricultural production to prevent adverse impacts on the environment and produce viz. deforestation, loss of biodiversity, soil degradation, etc.	-	-	-	-
<i>Manage the post-production and marketing processes</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC15.</b> ensure the availability of proper storage infrastructures and facilities post-production of the produce as per the industry quality standards	-	-	-	-
<b>PC16.</b> collect information related to the wholesale and retail price of produce	-	-	-	-
<b>PC17.</b> calculate the costs incurred and determine the price of the produce for profitability	-	-	-	-
<b>PC18.</b> ensure that the cost of production, transportation, and marketing are considered while calculating the cost and setting the price for the produce	-	-	-	-
<b>PC19.</b> collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce	-	-	-	-
<b>PC20.</b> select appropriate marketing channels for the produce, considering the relevant requirements and constraints	-	-	-	-
<b>PC21.</b> identify various risks to production and post-production processes and manage them appropriately	-	-	-	-
<b>PC22.</b> undertake outreach programs to promote agricultural products and services, and expand agri-business	-	-	-	-
<b>PC23.</b> prepare and execute a marketing plan considering the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> use the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.	-	-	-	-
<b>PC25.</b> use efficient post-production logistics means to improve the supply quantity, reduce the cost to the consumer, and increase demand consequently	-	-	-	-
<b>PC26.</b> ensure all the relevant information such as quality and quantity of produce, date of manufacture, batch number, and sale is recorded electronically and/ or manually	-	-	-	-
<b>PC27.</b> coordinate with the various stakeholders for efficient and sustainable agri-business growth and development	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N9908
<b>NOS Name</b>	Undertake basic entrepreneurial activities for small enterprise
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024

## **AGR/N9926: Follow the relevant employability and entrepreneurial practices**

### **Description**

This OS unit is about following the relevant employability and entrepreneurial practices. It also covers the use of the computer, banking, insurance and various electronic services.

### **Scope**

The scope covers the following :

- Follow the employability practices
- Use computer and relevant electronic services
- Follow the entrepreneurial practices

### **Elements and Performance Criteria**

#### *Follow the employability practices*

To be competent, the user/individual on the job must be able to:

- PC1.** prepare a resume including all the relevant information
- PC2.** prepare answers to frequently asked interview questions
- PC3.** follow the recommended practices to prevent and deal with common health and safety issues
- PC4.** maintain a positive attitude towards work and co-workers
- PC5.** carry out workplace duties as per the applicable quality standards, ensuring honesty in all the activities
- PC6.** apply the appropriate techniques for effective listening and speaking
- PC7.** follow the applicable time schedules and time management practices for effective utilisation of time
- PC8.** assist in identifying and implementing relevant creative solutions to resolve work-related issues
- PC9.** set up a bank account and personal insurance policy
- PC10.** implement the recommended anger and stress management practices to ensure a collaborative and stress-free environment at work

#### *Use computer and relevant electronic services*

To be competent, the user/individual on the job must be able to:

- PC11.** set up a computer and relevant accessories/ peripherals for use according to the manufacturer's instructions
- PC12.** use the computer with the relevant software or applications to achieve work efficiency
- PC13.** maintain various work-related records electronically using the computer
- PC14.** maintain separate records of fixed and variable business costs
- PC15.** undertake business communications using email service
- PC16.** carry out commercial activities such as buying and selling of commodities using the appropriate e-commerce platforms

**PC17.** process payments using the relevant e-payment method

*Follow the entrepreneurial practices*

To be competent, the user/individual on the job must be able to:

**PC18.** set up a bank account with the required facilities to conduct business transactions

**PC19.** follow the recommended practices to utilise business funds effectively

**PC20.** invest in appropriate funds

**PC21.** use the relevant personal and business insurance services

**PC22.** follow the relevant tax laws to ensure timely payment of relevant taxes and filing of Income Tax Return (ITR)

**PC23.** follow the recommended practices to ensure effective team building at work

**PC24.** identify and implement appropriate and cost-effective solutions to work-related problems

**PC25.** carry out outreach programs to expand business

**PC26.** follow the Make in India campaign to use, manufacture and promote products made in the country

**PC27.** utilise the relevant government programs and schemes for entrepreneurs

**PC28.** follow the recommended practices for a stable enterprise, managing the relevant risks

**PC29.** review the business account regularly to ensure the profitability of the business

**PC30.** follow with Maslow's Hierarchy of Needs theory to create motivation at work

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** the recommended practices to be followed to prevent and deal with common health and safety issues at work

**KU2.** the Maslow's Hierarchy of Needs theory and its application at work

**KU3.** various characteristics of entrepreneurs with the motivation for achievement

**KU4.** the appropriate practices to be followed to maintain a positive attitude at work

**KU5.** the role of attitude in self-analysis

**KU6.** how to utilise personal strengths at work and overcome weaknesses

**KU7.** the importance of conducting work/business with honesty

**KU8.** the importance of maintaining the required quality standards in work

**KU9.** the characteristics of highly creative and innovative people

**KU10.** how to find creative solutions to work-related problems

**KU11.** the benefits of time management and the relevant practices to be followed for effective utilisation of time

**KU12.** the relevant practices to be followed for anger and stress management at work

**KU13.** how to set up a computer and relevant accessories/ peripherals for use

**KU14.** use of relevant computer software/ applications for various purposes

**KU15.** the benefits of maintaining electronic records using a computer

**KU16.** Digital India campaign, and the modes and benefits of carrying out business transactions digitally

**KU17.** the benefits and use of email communication services



- KU18.** use of various e-commerce platforms and e-payment methods
- KU19.** different types of bank accounts and their benefits
- KU20.** the process of registering for a bank account for personal or business use
- KU21.** the importance and methods of saving money
- KU22.** difference between fixed and variable business costs
- KU23.** the importance of making investments and different types of investment options available
- KU24.** different types of insurance products and the importance of availing personal and business insurance
- KU25.** use and benefits of online banking
- KU26.** how to prepare a resume and the relevant information to be included in it
- KU27.** frequently asked interview questions and how to answer them appropriately
- KU28.** basic workplace terminology
- KU29.** the recommended practices to be followed to ensure effective team building at work
- KU30.** the appropriate techniques for effective listening and speaking
- KU31.** the process of identifying and implementing appropriate and cost-effective solutions to work-related problems
- KU32.** the process of carrying out outreach programs to expand business
- KU33.** Make in India campaign to promote products made in the country
- KU34.** relevant government programs and schemes for entrepreneurs
- KU35.** the recommended practices to be followed for a stable enterprise
- KU36.** the importance and process of reviewing the business account regularly to ensure the profitability of the business
- KU37.** the concept and significance of entrepreneurship
- KU38.** the entrepreneurship ecosystem
- KU39.** different types of entrepreneurs and their characteristics
- KU40.** the qualities of an effective leader and the benefits of effective leadership
- KU41.** appropriate practices to be followed to build a strong team of professionals working towards a common goal
- KU42.** how to identify new business opportunities within a business
- KU43.** the relationship between entrepreneurship, risk appetite, and resilience
- KU44.** different techniques of deal with failure effectively

## **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** communicate politely and professionally
- GS3.** listen attentively to understand the information being shared
- GS4.** read the relevant literature to earn about the latest developments in the field of work
- GS5.** co-ordinate with the co-workers and stakeholders to achieve the work objectives
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** take quick decisions to deal with workplace emergencies

**GS8.** evaluate all possible solutions to a problem to select the best one

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow the employability practices</i>	<b>10</b>	<b>20</b>	-	<b>10</b>
<b>PC1.</b> prepare a resume including all the relevant information	-	-	-	-
<b>PC2.</b> prepare answers to frequently asked interview questions	-	-	-	-
<b>PC3.</b> follow the recommended practices to prevent and deal with common health and safety issues	-	-	-	-
<b>PC4.</b> maintain a positive attitude towards work and co-workers	-	-	-	-
<b>PC5.</b> carry out workplace duties as per the applicable quality standards, ensuring honesty in all the activities	-	-	-	-
<b>PC6.</b> apply the appropriate techniques for effective listening and speaking	-	-	-	-
<b>PC7.</b> follow the applicable time schedules and time management practices for effective utilisation of time	-	-	-	-
<b>PC8.</b> assist in identifying and implementing relevant creative solutions to resolve work-related issues	-	-	-	-
<b>PC9.</b> set up a bank account and personal insurance policy	-	-	-	-
<b>PC10.</b> implement the recommended anger and stress management practices to ensure a collaborative and stress-free environment at work	-	-	-	-
<i>Use computer and relevant electronic services</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
<b>PC11.</b> set up a computer and relevant accessories/ peripherals for use according to the manufacturer's instructions	-	-	-	-
<b>PC12.</b> use the computer with the relevant software or applications to achieve work efficiency	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> maintain various work-related records electronically using the computer	-	-	-	-
<b>PC14.</b> maintain separate records of fixed and variable business costs	-	-	-	-
<b>PC15.</b> undertake business communications using email service	-	-	-	-
<b>PC16.</b> carry out commercial activities such as buying and selling of commodities using the appropriate e-commerce platforms	-	-	-	-
<b>PC17.</b> process payments using the relevant e-payment method	-	-	-	-
<i>Follow the entrepreneurial practices</i>	<b>12</b>	<b>10</b>	-	<b>12</b>
<b>PC18.</b> set up a bank account with the required facilities to conduct business transactions	-	-	-	-
<b>PC19.</b> follow the recommended practices to utilise business funds effectively	-	-	-	-
<b>PC20.</b> invest in appropriate funds	-	-	-	-
<b>PC21.</b> use the relevant personal and business insurance services	-	-	-	-
<b>PC22.</b> follow the relevant tax laws to ensure timely payment of relevant taxes and filing of Income Tax Return (ITR)	-	-	-	-
<b>PC23.</b> follow the recommended practices to ensure effective team building at work	-	-	-	-
<b>PC24.</b> identify and implement appropriate and cost-effective solutions to work-related problems	-	-	-	-
<b>PC25.</b> carry out outreach programs to expand business	-	-	-	-
<b>PC26.</b> follow the Make in India campaign to use, manufacture and promote products made in the country	-	-	-	-
<b>PC27.</b> utilise the relevant government programs and schemes for entrepreneurs	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC28.</b> follow the recommended practices for a stable enterprise, managing the relevant risks	-	-	-	-
<b>PC29.</b> review the business account regularly to ensure the profitability of the business	-	-	-	-
<b>PC30.</b> follow with Maslow's Hierarchy of Needs theory to create motivation at work	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N9926
<b>NOS Name</b>	Follow the relevant employability and entrepreneurial practices
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	28/04/2025
<b>NSQC Clearance Date</b>	28/04/2022

## **AGR/N9903: Maintain health and safety at the workplace**

### **Description**

This OS is about maintaining health and safety of self and other co-workers at the workplace

### **Scope**

The scope covers the following :

- Maintain personal hygiene
- Maintain clean and safe workplace
- Administer appropriate emergency procedures

### **Elements and Performance Criteria**

#### *Maintain personal hygiene*

To be competent, the user/individual on the job must be able to:

- PC1.** wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals
- PC2.** wash the worn clothes with soap and sun dry before use next time
- PC3.** ensure the face is covered with mask or three layers of cloth-piece
- PC4.** follow the workplace sanitization norms including distancing from sick people

#### *Maintain clean and safe workplace*

To be competent, the user/individual on the job must be able to:

- PC5.** carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor
- PC6.** wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy
- PC7.** follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards
- PC8.** assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices
- PC9.** sanitize equipment, tools and machinery before and after use
- PC10.** use equipment and materials safely and correctly and return the same to designated storage after use
- PC11.** dispose waste safely and correctly in the designated area
- PC12.** recognize risks to bystanders and take required action to reduce the risks
- PC13.** work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed
- PC14.** report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger
- PC15.** follow government / workplace advisories incase of outbreak of any disease/disaster

#### *Administer appropriate emergency procedures*

To be competent, the user/individual on the job must be able to:

- PC16.** follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements
- PC17.** use emergency equipment in accordance with manufacturer's specifications and workplace requirements
- PC18.** provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques
- PC19.** recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate
- PC20.** report details of first aid administered in accordance with workplace procedures

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures at work
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role and responsibilities and sources of information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6.** personal hygiene and fitness requirement
- KU7.** importance of sanitization of the workplace
- KU8.** types of Personal Protective Equipment (PPE) required at the workplace and their importance
- KU9.** the correct and safe way to use materials and equipment required for the work
- KU10.** the importance of good housekeeping at the workplace
- KU11.** safe waste disposal methods
- KU12.** methods for minimizing environmental damage during work
- KU13.** the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work
- KU14.** workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.
- KU15.** basic emergency first aid procedure
- KU16.** local emergency services
- KU17.** why accidents, incidents and problems should be reported and the appropriate actions to be taken

## **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner
- GS3.** read instruction manual for hand tool and equipments



- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal hygiene</i>	<b>10</b>	<b>5</b>	-	<b>10</b>
<b>PC1.</b> wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals	-	-	-	-
<b>PC2.</b> wash the worn clothes with soap and sun dry before use next time	-	-	-	-
<b>PC3.</b> ensure the face is covered with mask or three layers of cloth-piece	-	-	-	-
<b>PC4.</b> follow the workplace sanitization norms including distancing from sick people	-	-	-	-
<i>Maintain clean and safe workplace</i>	<b>15</b>	<b>15</b>	-	<b>15</b>
<b>PC5.</b> carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor	-	-	-	-
<b>PC6.</b> wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy	-	-	-	-
<b>PC7.</b> follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards	-	-	-	-
<b>PC8.</b> assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices	-	-	-	-
<b>PC9.</b> sanitize equipment, tools and machinery before and after use	-	-	-	-
<b>PC10.</b> use equipment and materials safely and correctly and return the same to designated storage after use	-	-	-	-
<b>PC11.</b> dispose waste safely and correctly in the designated area	-	-	-	-
<b>PC12.</b> recognize risks to bystanders and take required action to reduce the risks	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed	-	-	-	-
<b>PC14.</b> report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger	-	-	-	-
<b>PC15.</b> follow government / workplace advisories in case of outbreak of any disease/disaster	-	-	-	-
<i>Administer appropriate emergency procedures</i>	<b>15</b>	<b>5</b>	-	<b>10</b>
<b>PC16.</b> follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements	-	-	-	-
<b>PC17.</b> use emergency equipment in accordance with manufacturer's specifications and workplace requirements	-	-	-	-
<b>PC18.</b> provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques	-	-	-	-
<b>PC19.</b> recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	-	-	-	-
<b>PC20.</b> report details of first aid administered in accordance with workplace procedures	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>25</b>	-	<b>35</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9903
<b>NOS Name</b>	Maintain health and safety at the workplace
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Clearance Date</b>	27/08/2024

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below). Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

**Minimum Aggregate Passing % at QP Level : 50**

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

**Assessment Weightage**

## Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N5108.Assess demand, procure and store fish	30	40	-	30	100	40
AGR/N5124.Process and retail the fish	30	40	-	30	100	45
AGR/N9908.Undertake basic entrepreneurial activities for small enterprise	30	40	-	30	100	5
AGR/N9926.Follow the relevant employability and entrepreneurial practices	30	40	0	30	100	5
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
<b>Total</b>	<b>160</b>	<b>185</b>	<b>0</b>	<b>155</b>	<b>500</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) 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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.