

Qualification Pack



Friends of Coconut Tree

QP Code: AGR/Q0504

Version: 3.0

NSQF Level: 3

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AGR/Q0504: Friends of Coconut Tree

Brief Job Description

A Friend of Coconut Tree is responsible for assisting in the cultivation and harvesting of coconut crop under supervision. This includes assisting in nutrient management, integrated pest and disease management, and climbing coconut trees using a climbing machine to harvest coconuts. The person also assists in carrying out post-harvest processing.

Personal Attributes

The individual must be physically fit and strong to be able to work for long durations. The person must be able to work as per the given instructions and coordinate with others to achieve the work objectives. The individual must also know how to read and write.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0517: Assist in carrying out nutrient management of coconut crop](#)
2. [AGR/N0518: Assist in carrying out pest and disease management](#)
3. [AGR/N0519: Assist in irrigation, moisture conservation, intercropping and weed control](#)
4. [AGR/N0522: Assist in harvesting the coconut crop](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crops Cultivation
Country	India
NSQF Level	3
Credits	9

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/6111.0852
Minimum Educational Qualification & Experience	10th Class OR 8th Class (with two years of (NTC/ NAC) after 8th) OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 Years of experience relevant experience OR 5th grade pass with 5 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2) with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2.5) with 6 Months of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	24/02/2025
NSQC Approval Date	24/02/2022
Version	3.0
Reference code on NQR	QG-03-AG-00341-2023-V1.1-ASCI
NQR Version	1.1

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AGR/N0517: Assist in carrying out nutrient management of coconut crop

Description

This OS unit is about assisting in carrying out nutrient management of coconut crop as per the supervisor's instructions. It also covers resource optimisation and waste management practices at work.

Scope

The scope covers the following :

- Assist in soil testing
- Assist in preparing the field
- Optimise resource utilisation
- Perform waste management

Elements and Performance Criteria

Assist in soil testing

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

- PC1.** sample the soil from the coconut field as per the supervisor's instruction
- PC2.** pack and label the soil sample
- PC3.** coordinate with an approved soil-testing laboratory for the testing of soil sample

Assist in preparing the field

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

- PC4.** apply the organic or inorganic fertilisers recommended by the laboratory to meet the macro and micronutrients needs of the coconut crop, as per the recommended dose and schedule
- PC5.** follow various intercultural practices as per the supervisor's instructions to maintain the nutrient levels in the soil and improve the yield
- PC6.** assist in installing an appropriate irrigation or fertigation system such as the drip irrigation system
- PC7.** assist the supervisor in maintaining the record of fertilisers used in the field

Optimise resource utilisation

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

- PC8.** use water and other resources optimally in different tasks and processes as per the supervisor's instructions
- PC9.** plug water leakages to prevent its wastage

Perform waste management

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

- PC10.** segregate waste into appropriate categories as per the supervisor's instructions
- PC11.** recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, as instructed

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the process of sampling, packing and labelling the soil
- KU2.** use of relevant farm machineries, tools, implements and equipment
- KU3.** the importance of testing soil through an approved soil-testing laboratory to determine the ratio of macro and micronutrients in it
- KU4.** the appropriate time for applying fertilisers with the required nutrients as per the crop cycle
- KU5.** the process of applying varieties of organic and inorganic fertilisers to the soil to meet its macro and micronutrients needs
- KU6.** the importance of applying fertilisers to the soil in the prescribed quantity as per the fertilisation schedule
- KU7.** the importance and process of carrying out various intercultural practices to maintain the nutrient levels in the soil and improve the yield
- KU8.** applicable documentation requirements
- KU9.** the benefits and ways of resource optimisation
- KU10.** different ways of recycling and disposing different types of waste appropriately

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** communicate clearly and politely
- GS4.** perform basic calculations
- GS5.** listen attentively to understand the instructions being given
- GS6.** identify appropriate solutions to work-related issues
- GS7.** plan and prioritise tasks to ensure timely completion
- GS8.** take quick decision in case of an emergency/ accident

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in soil testing</i>	10	10	-	6
PC1. sample the soil from the coconut field as per the supervisor's instruction	-	-	-	-
PC2. pack and label the soil sample	-	-	-	-
PC3. coordinate with an approved soil-testing laboratory for the testing of soil sample	-	-	-	-
<i>Assist in preparing the field</i>	8	14	-	14
PC4. apply the organic or inorganic fertilisers recommended by the laboratory to meet the macro and micronutrients needs of the coconut crop, as per the recommended dose and schedule	-	-	-	-
PC5. follow various intercultural practices as per the supervisor's instructions to maintain the nutrient levels in the soil and improve the yield	-	-	-	-
PC6. assist in installing an appropriate irrigation or fertigation system such as the drip irrigation system	-	-	-	-
PC7. assist the supervisor in maintaining the record of fertilisers used in the field	-	-	-	-
<i>Optimise resource utilisation</i>	6	8	-	4
PC8. use water and other resources optimally in different tasks and processes as per the supervisor's instructions	-	-	-	-
PC9. plug water leakages to prevent its wastage	-	-	-	-
<i>Perform waste management</i>	6	8	-	6
PC10. segregate waste into appropriate categories as per the supervisor's instructions	-	-	-	-
PC11. recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, as instructed	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0517
NOS Name	Assist in carrying out nutrient management of coconut crop
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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AGR/N0518: Assist in carrying out pest and disease management

Description

This OS unit is about assisting in identifying various pests and diseases infesting the coconut crop and taking appropriate remedial measures as per the supervisor's instructions. It also covers relevant preventive measures.

Scope

The scope covers the following :

- Assist in preventing pests and disease
- Assist in identifying pests, disease and their remedy
- Apply the necessary treatment

Elements and Performance Criteria

Assist in preventing pests and disease

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

- PC1.** assist the supervisor in selecting a disease-resistant variety of coconut to be grown, ensuring its suitability to the agro-climatic zone at the site
- PC2.** carry out appropriate treatment of the seeds as per the supervisor's instructions
- PC3.** assist in adopting the natural enemies of the coconut pests and disease such as Bethyrid fly, Bracon spp. Ichneumonid wasp, Goniozus nephantidis as per the expert's advice
- PC4.** clean the palm crown regularly to protect it from common pests, and remove the crown tissues and coconut tree parts severely affected by pests and disease to contain the damage
- PC5.** use trap light and pheromone to catch bugs as per the supervisor's instructions
- PC6.** remove the dry leaves, sheaths and spathe at the recommended intervals

Assist in identifying pests, disease and their remedy

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

- PC7.** check the coconut crop regularly to identify the symptoms of various pests, diseases and disorders such as rhinoceros beetle, black-headed caterpillar red palm weevil, termites, bud rot, leaf rot, stem bleeding, pencil point disorder, button shedding, barren nuts etc.
- PC8.** assist the supervisor in determining the stage of pest and disease infestation along with the damage and the mode of transmission
- PC9.** coordinate with an expert to determine an appropriate treatment for removing the identified pests and diseases

Apply the necessary treatment

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

- PC10.** apply the recommended treatment as per the prescription in an appropriate dose to remove pests and diseases, using the relevant PPE
- PC11.** assist in maintaining the record of the use of any pesticides, insecticides and any other treatment

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the disease-resistant varieties of coconut and their suitability to different agro-climatic zones
- KU2.** the process of treating the coconut seeds
- KU3.** how to adopt the natural enemies of the coconut pests and disease such as Bethyloid fly, Bracon spp. Ichneumonid wasp, Goniozus nephantidis, etc.
- KU4.** the importance of cleaning the coconut palm crown regularly
- KU5.** how to remove the crown tissues and coconut tree parts severely affected by pests and disease
- KU6.** the use of trap light and pheromone for catching bugs
- KU7.** the symptoms of various pests, diseases and disorders in coconut crop such as rhinoceros beetle, black-headed caterpillar, red palm weevil, termites, bud rot, leaf rot, stem bleeding, pencil point disorder, button shedding, barren nuts etc.
- KU8.** the appropriate treatment to be used for removing different types of coconut pests and diseases
- KU9.** the process of applying different types of treatment to coconut crop in an appropriate dose using the relevant PPE
- KU10.** how to use and maintain different types of plant protection equipment such as hydraulic sprayer, plunger duster, etc.
- KU11.** how to prepare Bordeaux mixture and other bio-pesticides
- KU12.** the importance of maintaining the record of the use of any pesticides, insecticides and any other treatment

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant guides, manuals and literature to get the latest updates about the field of work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the instructions being given
- GS5.** identify appropriate solutions to work-related issues
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** take quick decisions to deal with any emergencies or accidents
- GS8.** coordinate with the co-workers to achieve the work objectives

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preventing pests and disease</i>	12	14	-	12
PC1. assist the supervisor in selecting a disease-resistant variety of coconut to be grown, ensuring its suitability to the agro-climatic zone at the site	-	-	-	-
PC2. carry out appropriate treatment of the seeds as per the supervisor's instructions	-	-	-	-
PC3. assist in adopting the natural enemies of the coconut pests and disease such Bethyrid fly, Bracon spp. Ichneumonid wasp, Goniozus nephantidis as per the expert's advice	-	-	-	-
PC4. clean the palm crown regularly to protect it from common pests, and remove the crown tissues and coconut tree parts severely affected by pests and disease to contain the damage	-	-	-	-
PC5. use trap light and pheromone to catch bugs as per the supervisor's instructions	-	-	-	-
PC6. remove the dry leaves, sheaths and spathe at the recommended intervals	-	-	-	-
<i>Assist in identifying pests, disease and their remedy</i>	8	16	-	8
PC7. check the coconut crop regularly to identify the symptoms of various pests, diseases and disorders such as rhinoceros beetle, black-headed caterpillar red palm weevil, termites, bud rot, leaf rot, stem bleeding, pencil point disorder, button shedding, barren nuts etc.	-	-	-	-
PC8. assist the supervisor in determining the stage of pest and disease infestation along with the damage and the mode of transmission	-	-	-	-
PC9. coordinate with an expert to determine an appropriate treatment for removing the identified pests and diseases	-	-	-	-
<i>Apply the necessary treatment</i>	10	10	-	10

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. apply the recommended treatment as per the prescription in an appropriate dose to remove pests and diseases, using the relevant PPE	-	-	-	-
PC11. assist in maintaining the record of the use of any pesticides, insecticides and any other treatment	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0518
NOS Name	Assist in carrying out pest and disease management
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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AGR/N0519: Assist in irrigation, moisture conservation, intercropping and weed control

Description

This OS unit is about assisting in irrigation of the coconut crop along with moisture conservation, intercropping, pruning and weed control as per the supervisor's instructions.

Scope

The scope covers the following :

- Assist in irrigation and moisture conservation
- Assist in intercropping
- Assist in pruning
- Assist in weed control

Elements and Performance Criteria

Assist in irrigation and moisture conservation

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

- PC1.** assist in installing an appropriate irrigation or fertigation system
- PC2.** irrigate the coconut crop as per the recommended irrigation schedule and supervisor's instructions
- PC3.** follow the recommended practices to maintain the required level of moisture in the soil such as mulching with coconut husks, leaves or coir pith

Assist in intercropping

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

- PC4.** assist the supervisor in selecting appropriate crops for intercropping based on the climate, suitability to the coconut variety being cultivated, market demand and profitability
- PC5.** carry out intercropping under supervision to increase the ratio of organic matters in the soil and prevent its erosion
- PC6.** maintain the crops cultivated under intercropping as per the supervisor's instructions

Assist in pruning

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

- PC7.** prune or remove the dry coconut leaves as per the supervisor's instructions
- PC8.** remove the dead plants and trees
- PC9.** use the organic waste to prepare compost or mulch as directed by the supervisor

Assist in weed control

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

- PC10.** assist the supervisor in identifying the weeds growing in the coconut field
- PC11.** apply the recommended pre-emergent herbicide in an appropriate quantity as per the supervisor's instructions
- PC12.** remove weeds manually or till the field as per the supervisor's instructions

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of installing an irrigation or fertigation system
- KU2.** the importance of irrigating the coconut crop with the recommended quantity of water and as per the recommended irrigation schedule
- KU3.** the recommended practices to be followed to maintain the required level of moisture in the soil such as mulching with coconut husks, leaves or coir pith
- KU4.** the appropriate crops to be cultivated as part of intercropping based on the climate and suitability to the selected coconut variety
- KU5.** the process of intercropping to increase the ratio of organic matters in the soil and prevent its erosion
- KU6.** the process of identifying and removing the weeds found in the coconut fields
- KU7.** various practices to be followed to increase the yield and decrease the pest and disease incidence

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** perform basic calculations
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** communicate professionally and politely
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in irrigation and moisture conservation</i>	8	12	-	6
PC1. assist in installing an appropriate irrigation or fertigation system	-	-	-	-
PC2. irrigate the coconut crop as per the recommended irrigation schedule and supervisor's instructions	-	-	-	-
PC3. follow the recommended practices to maintain the required level of moisture in the soil such as mulching with coconut husks, leaves or coir pith	-	-	-	-
<i>Assist in intercropping</i>	6	10	-	8
PC4. assist the supervisor in selecting appropriate crops for intercropping based on the climate, suitability to the coconut variety being cultivated, market demand and profitability	-	-	-	-
PC5. carry out intercropping under supervision to increase the ratio of organic matters in the soil and prevent its erosion	-	-	-	-
PC6. maintain the crops cultivated under intercropping as per the supervisor's instructions	-	-	-	-
<i>Assist in pruning</i>	6	8	-	8
PC7. prune or remove the dry coconut leaves as per the supervisor's instructions	-	-	-	-
PC8. remove the dead plants and trees	-	-	-	-
PC9. use the organic waste to prepare compost or mulch as directed by the supervisor	-	-	-	-
<i>Assist in weed control</i>	10	10	-	8
PC10. assist the supervisor in identifying the weeds growing in the coconut field	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. apply the recommended pre-emergent herbicide in an appropriate quantity as per the supervisor's instructions	-	-	-	-
PC12. remove weeds manually or till the field as per the supervisor's instructions	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0519
NOS Name	Assist in irrigation, moisture conservation, intercropping and weed control
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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AGR/N0522: Assist in harvesting the coconut crop

Description

This OS unit is about climbing coconut trees using a climbing machine and assisting in harvesting the coconut crop. It also covers the post-harvest processing of the crop.

Scope

The scope covers the following :

- Prepare the climbing machine for use
- Harvest the coconuts
- Assist in post-harvest processing

Elements and Performance Criteria

Prepare the climbing machine for use

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

- PC1.** check the coconut tree climbing machine for any wear and tear or damage
- PC2.** carry out minor repair and maintenance or coordinate with the supervisor to get it replaced
- PC3.** prepare the machine for use by adjusting the machine wire according to the girth of the tree

Harvest the coconuts

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

- PC4.** coordinate with the supervisor to arrange the relevant Personal Protective Equipment (PPE) to protect against falling from trees along with bees and wasp attacks
- PC5.** climb the coconut tree using the climbing machine and relevant PPE
- PC6.** check the maturity of coconuts, distinguishing between tender and mature coconuts
- PC7.** harvest coconuts in bunches, protecting them and bunches of unripe coconuts from damage, ensuring to harvest at an appropriate time as per the coconut variety such as tall/ dwarf/ hybrid and purpose such as culinary/ copra extraction/ seed nut extraction, etc.
- PC8.** follow the recommended practices to protect others on the ground while dropping the harvested bunches

Assist in post-harvest processing

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

- PC9.** maintain the harvested coconuts in heaps under shade for the recommended duration to ensure the ease of de-husking
- PC10.** de-husk the harvested coconuts and extract copra as per the supervisor's instructions, ensuring no damage to them
- PC11.** assist in drying copra under the sun or mechanically, ensuring the recommended moisture level is achieved
- PC12.** clean the storage area and apply the recommended treatment as per the supervisor's instructions to remove all pests and insects
- PC13.** store the dry copra in the storage area, maintaining the recommended temperature and humidity

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- PC14.** assist the supervisor in maintaining the manual and/ or electronic record of harvested and processed coconuts, using the physical registers and/ or the relevant computer application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the working mechanism and different parts of the coconut tree climbing machine
- KU2.** the importance of practising coconut tree climbing at varying heights using the climbing machine to be able to carry out harvesting activities safely
- KU3.** the importance and process of checking the coconut tree climbing machine for any wear and tear or damage before use
- KU4.** how to adjust the climbing machine for use and carry out its minor repair and maintenance
- KU5.** use of the relevant PPE to protect against falling from trees along with bees and wasp attacks
- KU6.** the maturity indicators of coconut crop
- KU7.** how to distinguish between tender and mature coconuts
- KU8.** the appropriate time to harvest coconuts according to the variety and purpose of use
- KU9.** appropriate precautions to be taken while handling coconuts during harvesting
- KU10.** how to harvest coconuts in bunches while protecting them and other bunches of unripe coconuts from damage
- KU11.** how to ensure protection of others on the ground while dropping the harvested coconut bunches
- KU12.** the benefit of maintaining the harvested nuts in heaps under shade for the recommended duration
- KU13.** how to de-husk the harvested coconuts and extract copra ensuring no damage to them
- KU14.** the process of drying copra under the sun or mechanically and the recommended moisture level to be achieved
- KU15.** the process of cleaning the storage area and applying the recommended treatment to remove all pests and insects
- KU16.** the recommended temperature and humidity for storing the dry copra
- KU17.** the cost dynamics of different types of storage methods
- KU18.** the importance of maintaining the record of harvested and processed coconuts
- KU19.** the use of physical registers and relevant computer application for maintaining manual and electronic records respectively

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** perform basic calculations
- GS4.** listen attentively to understand the information/ instructions being shared

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- GS5.** communicate clearly and politely
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** identify possible disruptions to work and take appropriate preventive measures

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the climbing machine for use</i>	6	8	-	6
PC1. check the coconut tree climbing machine for any wear and tear or damage	-	-	-	-
PC2. carry out minor repair and maintenance or coordinate with the supervisor to get it replaced	-	-	-	-
PC3. prepare the machine for use by adjusting the machine wire according to the girth of the tree	-	-	-	-
<i>Harvest the coconuts</i>	8	10	-	8
PC4. coordinate with the supervisor to arrange the relevant Personal Protective Equipment (PPE) to protect against falling from trees along with bees and wasp attacks	-	-	-	-
PC5. climb the coconut tree using the climbing machine and relevant PPE	-	-	-	-
PC6. check the maturity of coconuts, distinguishing between tender and mature coconuts	-	-	-	-
PC7. harvest coconuts in bunches, protecting them and bunches of unripe coconuts from damage, ensuring to harvest at an appropriate time as per the coconut variety such as tall/ dwarf/ hybrid and purpose such as culinary/ copra extraction/ seed nut extraction, etc.	-	-	-	-
PC8. follow the recommended practices to protect others on the ground while dropping the harvested bunches	-	-	-	-
<i>Assist in post-harvest processing</i>	16	22	-	16
PC9. maintain the harvested coconuts in heaps under shade for the recommended duration to ensure the ease of de-husking	-	-	-	-
PC10. de-husk the harvested coconuts and extract copra as per the supervisor's instructions, ensuring no damage to them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in drying copra under the sun or mechanically, ensuring the recommended moisture level is achieved	-	-	-	-
PC12. clean the storage area and apply the recommended treatment as per the supervisor's instructions to remove all pests and insects	-	-	-	-
PC13. store the dry copra in the storage area, maintaining the recommended temperature and humidity	-	-	-	-
PC14. assist the supervisor in maintaining the manual and/ or electronic record of harvested and processed coconuts, using the physical registers and/ or the relevant computer application	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0522
NOS Name	Assist in harvesting the coconut crop
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	3
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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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:

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- 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

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- 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal hygiene</i>	10	5	-	10
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	-	-	-	-
<i>Maintain clean and safe workplace</i>	15	15	-	15
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	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-	-	-
<i>Administer appropriate emergency procedures</i>	15	5	-	10
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	-	-	-	-
NOS Total	40	25	-	35

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. 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.
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 these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take

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subsequent assessment on the balance NOS's to pass the Qualification Pack.

6. 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/N0517.Assist in carrying out nutrient management of coconut crop	30	40	-	30	100	20
AGR/N0518.Assist in carrying out pest and disease management	30	40	-	30	100	20
AGR/N0519.Assist in irrigation, moisture conservation, intercropping and weed control	30	40	-	30	100	25
AGR/N0522.Assist in harvesting the coconut crop	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	180	215	-	155	550	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment

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Glossary

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.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	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.

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Knowledge and Understanding (KU)	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.
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 (GS)	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.
Electives	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.
Options	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.