

Qualification Pack



Essential Oil Extractor

QP Code: AGR/Q0902

Version: 2.0

NSQF Level: 3

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AGR/Q0902: Essential Oil Extractor

Brief Job Description

An Essential Oil Extractor is responsible for extracting essential oils from the harvested Medicinal and Aromatic Plants (MAPs). In the process, the individual collects the relevant MAPs, uses the appropriate equipment to extract essential oils and follows the appropriate oil extraction methods. The person also assists in marketing the extracted oils.

Personal Attributes

The individual should be physically fit to work for long hours with the ability to work as per the given instructions. The person should have attention to detail and basic written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0905: Collect the appropriate MAPs for extracting essential oils](#)
2. [AGR/N0906: Extract essential oils from the MAPs](#)
3. [AGR/N0907: Assist in marketing the essential oils and maintaining records](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Medicinal and Aromatic Plants cultivation
Country	India
NSQF Level	3
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7514

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Minimum Educational Qualification & Experience	8th grade pass with 2 Years of experience in the relevant field OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 1 Year of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience in the relevant field
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-03-AG-00374-2023-V1-ASCI
NQR Version	1

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AGR/N0905: Collect the appropriate MAPs for extracting essential oils

Description

This OS unit is about collecting the appropriate MAPs from the relevant forest areas for extracting essential oils.

Scope

The scope covers the following :

- Prepare to collect the MAPs
- Collect the MAPs
- Sort and grade the MAPs
- Clean and dry the MAPs
- Store the MAPs

Elements and Performance Criteria

Prepare to collect the MAPs

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

- PC1.** identify the MAP collection permitted forest areas by contacting the relevant authorities such as the Divisional Forest Officer or Range Officer
- PC2.** select the appropriate varieties of MAPs for collection based on the market demand and price, ensuring the selected varieties are not endangered or protected
- PC3.** select the appropriate site for the collection of MAPs based on the applicable criteria, e.g. free from pest and disease infestation and exposure to pollutants
- PC4.** arrange the appropriate tools, equipment and Personal Protective Equipment (PPE) for harvesting MAPs
- PC5.** plan the harvesting of MAPs according to the season, harvesting calendar for the identified MAPs and the selected collection area, ensuring compliance with the applicable regulatory requirements

Collect the MAPs

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

- PC6.** select MAPs with the required characteristics, ensuring they are free from pests and diseases
- PC7.** identify the appropriate potent plant parts, e.g. root, leaves, stem and bark, for harvesting based on the selected MAP variety
- PC8.** sterilize the relevant tools and equipment before use
- PC9.** use the approved harvesting method and relevant tools and equipment to harvest the MAPs according to the variety and as per the specific use/ industry requirements
- PC10.** ensure to harvest only the required parts of MAPs, protecting them from damage
- PC11.** apply the appropriate treatment to the incisions on plants
- PC12.** isolate and handle the poisonous plants and weeds following the recommended safety procedures

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- PC13.** follow the applicable health and safety standards while harvesting and handling the MAPs to maintain their quality and prevent contamination, collecting them in the appropriate basket, bags or containers
- PC14.** ensure compliance with the applicable biodiversity conservation regulations
- PC15.** record the relevant data concerning the harvested MAPs, such as the genus of the plant, local name, geographical origin, endangered or not, etc.

Sort and grade the MAPs

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

- PC16.** sort out the damaged and deceased MAPs
- PC17.** grade the MAPs on the relevant parameters such as size, weight, quality, etc.
- PC18.** arrange the sorted and graded MAPs in bundles and stacks for further processing

Clean and dry the MAPs

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

- PC19.** select an appropriate method of cleaning suitable to MAPs, such as dry cleaning and wet cleaning
- PC20.** clean the MAPs following the selected method
- PC21.** dry the MAPs under the sun/ using a solar dryer and drying sheds/ on perforated bamboo mats/ smoke on low fire to the desired moisture level
- PC22.** follow the appropriate measures for the uniform drying of MAPs and protect them from contamination and deterioration

Store the MAPs

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

- PC23.** select a weatherproof storage area with the appropriate temperature, humidity and air circulation for storing the MAPs
- PC24.** apply the necessary treatment in the storage area to protect the MAPs from pests and diseases
- PC25.** arrange the necessary accessories to store the MAPs, such as racks, crates, pallets, etc.
- PC26.** store the MAPs in the storage area, protecting their quality
- PC27.** follow the recommended practices in the storage area to minimize the loss of active ingredients and oils in the MAPs

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the basics of regulations applicable to the harvesting and commercial use of MAPs
- KU2.** different MAP plant parts, e.g. root, leaves, stem, bark, seeds, flower, floral parts, exudates, gum and resin, used for different purposes
- KU3.** the importance of selecting a site not exposed to insects, chemicals, toxic gases, sewage, etc., for harvesting the MAPs
- KU4.** the appropriate time for collecting MAPs and the weather to be avoided for collecting MAPs, e.g. rain, and high humidity
- KU5.** the importance of harvesting only the required plant parts and harvesting only the recommended quantity to ensure the sustainability of MAPs

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- KU6.** the use of relevant tools and equipment for the harvesting of MAPs
- KU7.** the appropriate treatment to be applied to treat the incisions on MAPs after collecting the gum or resin
- KU8.** the importance of collecting pest and disease-free MAPs
- KU9.** the appropriate practices to be followed for the conservation of biodiversity in the collection of MAPs
- KU10.** the relevant hazards concerned with the collection of MAPs and how to deal with them
- KU11.** the use of relevant tools, equipment and PPE in the collection of MAPs
- KU12.** the importance of identifying through coordination with the relevant authorities and avoiding the collection of MAPs from the protected areas
- KU13.** the appropriate practices to be followed to protect the quality of collected MAPs, e.g. prevent their contamination and deterioration
- KU14.** how to identify toxic weeds and the process of their safe handling
- KU15.** the importance of selecting appropriate varieties of MAPs for collection, ensuring they are not endangered or protected
- KU16.** the criteria for selecting an appropriate site for the collection of MAPs
- KU17.** the use of tools, equipment and PPE required for collecting MAPs
- KU18.** the process of planning the harvesting of MAPs according to the season
- KU19.** the appropriate methods for harvesting MAPs according to the variety and the specific use/industry requirements
- KU20.** the process of harvesting MAPs safely, ensuring minimum damage to plants
- KU21.** how to isolate and handle poisonous plants and weeds
- KU22.** the importance and process of recording the relevant data concerning the harvested MAPs, such as the plant genus, local name, geographical origin, etc.
- KU23.** the criteria for sorting and grading the MAPs collected to extract essential oils
- KU24.** the appropriate methods for cleaning and drying the harvested MAPs
- KU25.** the appropriate conditions required for storing the MAPs
- KU26.** the use of appropriate accessories for storing MAPs, such as racks, crates, pallets, etc.
- KU27.** the recommended practices to be followed in the storage area to minimize the loss of active ingredients and oils in the MAPs

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.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** perform work-related calculations
- GS5.** listen attentively to understand the information/ instructions being shared
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** coordinate with the co-workers to achieve the work objectives

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

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 to collect the MAPs</i>	6	8	-	6
PC1. identify the MAP collection permitted forest areas by contacting the relevant authorities such as the Divisional Forest Officer or Range Officer	-	-	-	-
PC2. select the appropriate varieties of MAPs for collection based on the market demand and price, ensuring the selected varieties are not endangered or protected	-	-	-	-
PC3. select the appropriate site for the collection of MAPs based on the applicable criteria, e.g. free from pest and disease infestation and exposure to pollutants	-	-	-	-
PC4. arrange the appropriate tools, equipment and Personal Protective Equipment (PPE) for harvesting MAPs	-	-	-	-
PC5. plan the harvesting of MAPs according to the season, harvesting calendar for the identified MAPs and the selected collection area, ensuring compliance with the applicable regulatory requirements	-	-	-	-
<i>Collect the MAPs</i>	11	13	-	11
PC6. select MAPs with the required characteristics, ensuring they are free from pests and diseases	-	-	-	-
PC7. identify the appropriate potent plant parts, e.g. root, leaves, stem and bark, for harvesting based on the selected MAP variety	-	-	-	-
PC8. sterilize the relevant tools and equipment before use	-	-	-	-
PC9. use the approved harvesting method and relevant tools and equipment to harvest the MAPs according to the variety and as per the specific use/ industry requirements	-	-	-	-
PC10. ensure to harvest only the required parts of MAPs, protecting them from damage	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. apply the appropriate treatment to the incisions on plants	-	-	-	-
PC12. isolate and handle the poisonous plants and weeds following the recommended safety procedures	-	-	-	-
PC13. follow the applicable health and safety standards while harvesting and handling the MAPs to maintain their quality and prevent contamination, collecting them in the appropriate basket, bags or containers	-	-	-	-
PC14. ensure compliance with the applicable biodiversity conservation regulations	-	-	-	-
PC15. record the relevant data concerning the harvested MAPs, such as the genus of the plant, local name, geographical origin, endangered or not, etc.	-	-	-	-
<i>Sort and grade the MAPs</i>	4	6	-	4
PC16. sort out the damaged and deceased MAPs	-	-	-	-
PC17. grade the MAPs on the relevant parameters such as size, weight, quality, etc.	-	-	-	-
PC18. arrange the sorted and graded MAPs in bundles and stacks for further processing	-	-	-	-
<i>Clean and dry the MAPs</i>	4	6	-	4
PC19. select an appropriate method of cleaning suitable to MAPs, such as dry cleaning and wet cleaning	-	-	-	-
PC20. clean the MAPs following the selected method	-	-	-	-
PC21. dry the MAPs under the sun/ using a solar dryer and drying sheds/ on perforated bamboo mats/ smoke on low fire to the desired moisture level	-	-	-	-
PC22. follow the appropriate measures for the uniform drying of MAPs and protect them from contamination and deterioration	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Store the MAPs</i>	5	7	-	5
PC23. select a weatherproof storage area with the appropriate temperature, humidity and air circulation for storing the MAPs	-	-	-	-
PC24. apply the necessary treatment in the storage area to protect the MAPs from pests and diseases	-	-	-	-
PC25. arrange the necessary accessories to store the MAPs, such as racks, crates, pallets, etc.	-	-	-	-
PC26. store the MAPs in the storage area, protecting their quality	-	-	-	-
PC27. follow the recommended practices in the storage area to minimize the loss of active ingredients and oils in the MAPs	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0905
NOS Name	Collect the appropriate MAPs for extracting essential oils
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Medicinal and Aromatic Plant Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0906: Extract essential oils from the MAPs

Description

This OS unit is about extracting essential oils from the MAPs and performing the post-extraction activities.

Scope

The scope covers the following :

- Prepare for essential oil extraction
- Extract the essential oils
- Perform the post-extraction activities

Elements and Performance Criteria

Prepare for essential oil extraction

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

- PC1.** check the plant material before oil extraction and ensure the same type of lot is selected
- PC2.** identify and remove unsuitable MAPs and impurities
- PC3.** arrange the relevant tools, equipment, and PPE for oil extraction
- PC4.** check the tools and equipment to ensure they are functioning appropriately and are safe to use
- PC5.** carry out appropriate repair and maintenance of the tools and equipment, as appropriate, and coordinate with the manufacturer to resolve complex issues

Extract the essential oils

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

- PC6.** load the plant material into the extraction equipment in the recommended quantity
- PC7.** carry out essential oil extraction following the appropriate method, e.g. hydro distillation, steam distillation, and hydro and steam distillation
- PC8.** ensure the distillation condenser is continuously fed with clean running water
- PC9.** use the recommended quantity of water for hydro distillation
- PC10.** monitor the oil extraction equipment during their use and carry out appropriate troubleshooting
- PC11.** maintain the recommended temperature and pressure during the oil extraction
- PC12.** identify the traces of water in the extracted oil and separate water using anhydrous chemical chloride/ sulphate, filter paper, etc.
- PC13.** check the quality of the extracted essential oil on the applicable parameters, e.g. colour, odour, density, solubility, etc.
- PC14.** perform cleaning and maintenance of the oil extraction equipment after use
- PC15.** use the appropriate PPE during the oil extraction activities

Perform the post-extraction activities

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

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- PC16.** use the recommended types of packing material, e.g. airtight glass/ aluminium bottles for packing the extracted essential oils
- PC17.** apply appropriate labels on the essential oil bottles containing the relevant information, e.g. type of essential oil, manufacturing date, quantity, etc.
- PC18.** use carbon paper wrapping on the essential oil bottles, as required
- PC19.** store the packed essential oils at the recommended temperature and humidity
- PC20.** carry out appropriate documentation concerning the oil extraction activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of identifying and removing unsuitable MAPs and impurities before the extraction of essential oils
- KU2.** the use of appropriate tools, equipment, and PPE for oil extraction
- KU3.** how to perform repair and maintenance of the oil extraction tools and equipment
- KU4.** the process of extracting essential oils following the appropriate method, e.g. hydro distillation, steam distillation, and hydro and steam distillation
- KU5.** the appropriate precautions to be taken during the essential oil extraction
- KU6.** how to deal with hazards relevant to essential oil extraction
- KU7.** the recommended temperature and pressure required during the oil extraction
- KU8.** the appropriate methods to be followed to separate the traces of water in the extracted oil
- KU9.** the applicable quality parameters to evaluate the quality of extracted essential oil, e.g. colour, odour, density, solubility, etc.
- KU10.** the use of appropriate PPE during the oil extraction activities
- KU11.** the use of appropriate packing material for packing the extracted essential oils and the applicable labelling requirements
- KU12.** the recommended temperature and humidity for storing the packed essential oils

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 of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** 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 for essential oil extraction</i>	8	10	-	8
PC1. check the plant material before oil extraction and ensure the same type of lot is selected	-	-	-	-
PC2. identify and remove unsuitable MAPs and impurities	-	-	-	-
PC3. arrange the relevant tools, equipment, and PPE for oil extraction	-	-	-	-
PC4. check the tools and equipment to ensure they are functioning appropriately and are safe to use	-	-	-	-
PC5. carry out appropriate repair and maintenance of the tools and equipment, as appropriate, and coordinate with the manufacturer to resolve complex issues	-	-	-	-
<i>Extract the essential oils</i>	15	20	-	15
PC6. load the plant material into the extraction equipment in the recommended quantity	-	-	-	-
PC7. carry out essential oil extraction following the appropriate method, e.g. hydro distillation, steam distillation, and hydro and steam distillation	-	-	-	-
PC8. ensure the distillation condenser is continuously fed with clean running water	-	-	-	-
PC9. use the recommended quantity of water for hydro distillation	-	-	-	-
PC10. monitor the oil extraction equipment during their use and carry out appropriate troubleshooting	-	-	-	-
PC11. maintain the recommended temperature and pressure during the oil extraction	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. identify the traces of water in the extracted oil and separate water using anhydrous chemical chloride/ sulphate, filter paper, etc.	-	-	-	-
PC13. check the quality of the extracted essential oil on the applicable parameters, e.g. colour, odour, density, solubility, etc.	-	-	-	-
PC14. perform cleaning and maintenance of the oil extraction equipment after use	-	-	-	-
PC15. use the appropriate PPE during the oil extraction activities	-	-	-	-
<i>Perform the post-extraction activities</i>	7	10	-	7
PC16. use the recommended types of packing material, e.g. airtight glass/ aluminium bottles for packing the extracted essential oils	-	-	-	-
PC17. apply appropriate labels on the essential oil bottles containing the relevant information, e.g. type of essential oil, manufacturing date, quantity, etc.	-	-	-	-
PC18. use carbon paper wrapping on the essential oil bottles, as required	-	-	-	-
PC19. store the packed essential oils at the recommended temperature and humidity	-	-	-	-
PC20. carry out appropriate documentation concerning the oil extraction activities	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0906
NOS Name	Extract essential oils from the MAPs
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Medicinal and Aromatic Plants cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0907: Assist in marketing the essential oils and maintaining records

Description

This OS unit is about assisting in marketing the essential oils and maintaining records.

Scope

The scope covers the following :

- Assist in marketing the essential oils
- Assist in maintaining records

Elements and Performance Criteria

Assist in marketing the essential oils

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

- PC1.** assist in identifying the appropriate markets and buyers for the essential oils, e.g. eMandi, procurement agencies, local traders, co-operatives, exporters, etc.
- PC2.** assist in marketing the essential oils to the relevant buyers
- PC3.** assist in costing the essential oils considering the applicable costs, in compliance with the applicable regulations
- PC4.** load the packed essential oils in the transport vehicle appropriately to enable their safe transportation to the relevant buyers/ markets
- PC5.** assist in processing payments using the appropriate payment methods

Assist in maintaining records

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

- PC6.** assist in maintaining the relevant manual and electronic records using the physical registers and the relevant computer application
- PC7.** maintain the backup of relevant records to protect against their accidental loss
- PC8.** assist in reviewing the records periodically to ensure they are accurate and up-to-date

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the appropriate markets and buyers for the essential oils, e.g. eMandi, procurement agencies, local traders, co-operatives, exporters, etc.
- KU2.** the process of costing the considering the applicable costs
- KU3.** the regulations applicable to the costing of essential oils
- KU4.** the safe loading practices and transportation for essential oils
- KU5.** how to process payments following different payment methods

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- KU6.** how to maintain manual and electronic records using the physical registers and the relevant computer application
- KU7.** the importance and process of maintaining the backup of relevant records to protect against their accidental loss
- KU8.** the importance of reviewing the records periodically

Generic Skills (GS)

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

- GS1.** read the relevant literature to learn about the latest developments in the field of work
- GS2.** listen attentively to understand the information/ instructions being shared
- GS3.** maintain work-related notes and records
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** coordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in marketing the essential oils</i>	20	25	-	20
PC1. assist in identifying the appropriate markets and buyers for the essential oils, e.g. eMandi, procurement agencies, local traders, co-operatives, exporters, etc.	-	-	-	-
PC2. assist in marketing the essential oils to the relevant buyers	-	-	-	-
PC3. assist in costing the essential oils considering the applicable costs, in compliance with the applicable regulations	-	-	-	-
PC4. load the packed essential oils in the transport vehicle appropriately to enable their safe transportation to the relevant buyers/ markets	-	-	-	-
PC5. assist in processing payments using the appropriate payment methods	-	-	-	-
<i>Assist in maintaining records</i>	10	15	-	10
PC6. assist in maintaining the relevant manual and electronic records using the physical registers and the relevant computer application	-	-	-	-
PC7. maintain the backup of relevant records to protect against their accidental loss	-	-	-	-
PC8. assist in reviewing the records periodically to ensure they are accurate and up-to-date	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0907
NOS Name	Assist in marketing the essential oils and maintaining records
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Medicinal and Aromatic Plant Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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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	-	-	-	-

Qualification Pack

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	3.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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	-	-	-	-

Qualification Pack

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	-	-

Qualification Pack

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	29/03/2023
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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 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

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/N0905. Collect the appropriate MAPs for extracting essential oils	30	40	-	30	100	25
AGR/N0906. Extract essential oils from the MAPs	30	40	-	30	100	30
AGR/N0907. Assist in marketing the essential oils and maintaining records	30	40	-	30	100	25
AGR/N9903. Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0101. Employability Skills (30 Hours)	20	30	-	-	50	10
Total	150	175	-	125	450	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
PPE	Personal Protective Equipment

Qualification Pack

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.