

## Qualification Pack



# Group Farming Practitioner

QP Code: AGR/Q7806

Version: 2.0

NSQF Level: 4

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## Qualification Pack

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### AGR/Q7806: Group Farming Practitioner

#### Brief Job Description

A Group Farming Practitioner is responsible for facilitating and participating in the formation of a variety of groups, such as Common Interest Group (CIGs)/Farmer Interest Groups (FIGs)/Self Help Groups (SHGs)/Producer Groups (PGs), to serve the common interests of farmers. The individual facilitates the adoption of the latest farming technologies and practices among the group members. The person is also responsible for performing basic farm management, assimilating market information, and undertaking farm waste management.

#### Personal Attributes

The individual should have organizational and coordination skills to work in groups. The person should have attention to detail and problem-solving skills. Good verbal and written communication skills are also important in this job role.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N7825: Facilitate and participate in the formation and management of CIGs/FIGs/SHGs/PGs](#)
2. [AGR/N9901: Perform basic farm management](#)
3. [AGR/N7826: Undertake harvest, post-harvest management and aggregation of the produce](#)
4. [AGR/N7827: Coordinate and negotiate with the input/service providers and buyers](#)
5. [AGR/N9902: Assimilate the market information](#)
6. [AGR/N9903: Maintain health and safety at the workplace](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Agri-Entrepreneurship & Rural Enterprises
<b>Country</b>	India

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<b>NSQF Level</b>	4
<b>Credits</b>	14
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6111
<b>Minimum Educational Qualification &amp; Experience</b>	12th grade Pass OR 10th grade pass with 2 Years of experience in the relevant field OR 10th grade pass and pursuing continuous schooling OR Previous relevant Qualification of NSQF Level (3) (with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (3.5) (with 1.5 years of relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	20 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Approval Date</b>	29/03/2023
<b>Version</b>	2.0
<b>Reference code on NQR</b>	QG-04-AG-00363-2023-V1-ASCI
<b>NQR Version</b>	1

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### AGR/N7825: Facilitate and participate in the formation and management of CIGs/FIGs/SHGs/PGs

#### Description

This OS unit is about facilitating and participating in the formation of Common Interest Group (CIGs)/Farmer Interest Groups (FIGs)/Self Help Groups (SHGs)/ Producer Groups (PGs). It includes group planning, organizing, and managing activities with the participation of group members.

#### Scope

The scope covers the following :

- Facilitate and participate in the formation of CIGs/FIGs/SHGs/PGs
- Facilitate and participate in the operations of CIGs/FIGs/SHGs/PGs

#### Elements and Performance Criteria

##### *Facilitate and participate in the formation of CIGs/FIGs/SHGs/PGs*

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

- PC1.** conduct feasibility assessment in the target village to determine the area and livelihood profile of the village, crops under cultivation and other details of livelihood
- PC2.** conduct business opportunity assessment to assess the strength of the village, agricultural production and marketing surplus, market conditions, collective marketing opportunities, etc.
- PC3.** carry out secondary research and primary research through focus group discussions
- PC4.** determine the indicative and actual price of the relevant types and different grades of produce from the appropriate markets and sources
- PC5.** select the business and revenue model covering what the entity will do, how it will achieve its business goals and build its revenue
- PC6.** prepare the economics of the potential commodities, including cost-benefit analysis, breakeven analysis, etc.
- PC7.** conduct risk assessment to assess risks related to production, produce quality and price, post-harvest handling/management, market access, marketing, etc.
- PC8.** identify the mitigation measures concerning the identified risks, e.g. risks associated with commodities
- PC9.** create awareness regarding CIGs/FIGs/SHGs/PGs among the target communities, e.g. marginalized farmers, including women and mobilize them for their formation
- PC10.** analyze the post-farm-gate situation in the selected block before the formation of CIGs/FIGs/SHGs/PGs
- PC11.** carry out the CIGs/FIGs/SHGs/PGs pre-formation activities at the block level
- PC12.** facilitate the formation of CIGs/FIGs/SHGs/PGs with the active participation of the target audience
- PC13.** assist in the formation of the management committee, including the selection of the president, secretary, treasurer, etc.
- PC14.** assist in opening an appropriate type of bank account for the CIG/FIG/SHG/PG



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**PC15.** facilitate business ideas generation, the building of business framework, including business model, select financials, risk assessment and such other incidentals for the group

*Facilitate and participate in the operations of CIGs/FIGs/SHGs/PGs*

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

**PC16.** undertake promotional activities for CIG/FIG/SHG/PG

**PC17.** assist in establishing a Village Level Aggregation Centre (VLAC) to store the group assets and facilitate aggregation of produce at a common point

**PC18.** assist the CIGs/FIGs/SHGs/PGs in collective procurement and marketing of farm produce

**PC19.** identify and assist the group in utilizing the relevant convergence opportunities

**PC20.** coordinate with the relevant authorities to organize appropriate training programs and exposure visits for group members to help them learn new skills and use of latest technologies

**PC21.** ensure rotation of the management committee at an appropriate interval to allow all members to assume leadership roles in the committee

**PC22.** ensure the maintenance of books of accounts, e.g. cash book, daily business register, member ledger, assets register etc., for the group

**PC23.** ensure the preparation of operating profit and loss statement for every business cycle as per the business plan

**PC24.** facilitate the conversion of CIGs/FIGs/SHGs/PGs into legal entities, e.g. co-operatives, producer companies, trusts, Limited Liability Partnerships (LLPs), etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** the scope of CIGs/FIGs/SHGs/PGs, i.e. collectivization, aggregation, value addition and marketing of produce

**KU2.** the relevant schemes, such as Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM)

**KU3.** the benefits of CIGs/FIGs/SHGs/PGs for the poor, marginal producers and small entrepreneurs such as the enhanced ability to access resources, services, market and other facilities, reduced produce marketing cost, improved livelihood capabilities and enhanced income

**KU4.** the criteria and process for forming CIGs/FIGs/SHGs/PGs

**KU5.** the importance and measures to be taken to mobilize and incorporate small and marginal women farmer households in CIGs/FIGs/SHGs/PGs

**KU6.** the key functions of CIGs/FIGs/SHGs/PGs such as selection of potential commodities, continuous market engagement and access to market information, continuous assessment of transaction costs to reduce them with each transaction cycle, organizing market-led production planning, establishing and running Village level Aggregation Centre (VLAC) for aggregation of agriproduce, primary processing in the form of cleaning, washing, grading, sorting, packing etc.

**KU7.** the importance and process of promoting CIGs/FIGs/SHGs/PGs

**KU8.** the role and importance of value chain actors, i.e. producers, buyers, processors (primary/secondary), selling agents (traders/ wholesaler/ retailers/ consumers), service providers (Nursery/Planters/Spraying Providers/Rejuvenation)

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- KU9.** the components of production data, i.e. area, production, average supplies and peak supplies, marketable surplus, per acre productivity
- KU10.** the seasonality of different agricultural commodities
- KU11.** different production constraints and challenges, i.e. nursery, input supplies, seasons, pest and disease management, profitability for production, cost of production, the cash flows and expenditure timelines, technology interventions
- KU12.** the flow of products, information and payments to end markets and value (critical quality points (Grade, Moisture), holding capacity of the farmers and any interventions, buyers.
- KU13.** relevant markets and their locations, cost of transportation, relevant traders, the timeline of sales and payment terms, buyer's perception and the quality, opportunities for improved marketing
- KU14.** the components of business opportunity assessment, i.e. the strength of the village, agricultural production and marketing surplus, other livelihoods activities, market analysis, collective marketing opportunities that can be exercised to secure better earnings to the prospective members, savings in transaction costs and improvement in earnings by undertaking primary processing, etc.
- KU15.** the components of a business and revenue model, i.e. the approach, size, products, markets, pricing, business promotion, development with reference to business, how to achieve business goals and build revenue
- KU16.** the components of a risk assessment for a PG, i.e. risk analysis concerning production, produce quality and price, post-harvest handling/management, marketing, market access, etc.
- KU17.** the importance of developing a business plan
- KU18.** the importance of collecting data on marketable surplus
- KU19.** different channels to identify the relevant markets/buyers
- KU20.** the relevant pre-supply arrangements required for agricultural produce
- KU21.** the process of collecting and aggregating agricultural produce
- KU22.** how primary processing of produce and robust quality checks help in value addition
- KU23.** the weighing/aggregation/dispatch management, logistics plan, transaction closure & payment to members, fund management, the role of Udyog Mitra etc.
- KU24.** the business processes of CIGs/FIGs/SHGs/PGs, such as Business Activities Mapping with Accountability, Market Assessment (By Management and Udyog Mitra), Preparation of Seasonal Calendar of Produce, Farmer level Processes (Quality product, Post-Harvest Management & Market ready product), Market Intelligence, Product Handling and Marketing & Market Access, Dispatches/Delivery Management/Transportation of Produce on time and documentation of all activities
- KU25.** the process of marketing the agricultural produce
- KU26.** the key responsibilities of the management committee, such as overseeing the business operations of the group, supervision and monitoring of business transactions, arranging capacity-building exercises, training and exposure visits for group members
- KU27.** the role of Krishi Udyog Sakhi in CIGs/FIGs/SHGs/PGs
- KU28.** the management and governance structure of an FPO
- KU29.** the roles and responsibilities of the CEO and Board of Directors (BoDs) in an FPO
- KU30.** the requisite skillset to become a Board member in FPO management
- KU31.** the statutory and regulatory compliance to be adhered to by the FPO

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- KU32.** how to conceive and draft a business plan for an FPO
- KU33.** the importance and elements of a Business Plan, i.e. Business Description, Market and Demand Analysis, Competitive Analysis, Management Plan, Operating Plan, Financial Plan
- KU34.** the process of assessing business opportunities for an FPO through the Agri Value Chain Approach
- KU35.** the Value Chain Concept
- KU36.** the business activities that can be undertaken through the aggregation model in the Agriculture Value Chain, e.g. Pre-Production, Production, Post-harvest, Marketing activities
- KU37.** four core principles of mapping the agricultural value chain with the related business activities for the FPO - Aggregation of Inputs, Collective Marketing, Value Addition, Trading Business.
- KU38.** the key characteristics of Agricultural Marketing
- KU39.** strategic positioning and different approaches involved in strategic positioning
- KU40.** different Pricing Strategies, e.g. Geographical Pricing, Promotional Pricing, Discriminatory Pricing, Product Mix Pricing, Price Discounts and Allowances, etc.
- KU41.** the process of setting the price of agricultural commodities
- KU42.** financial Management in FPOs, i.e. budget preparation, Sales Revenue, fixed and variable costs, and profits
- KU43.** how to conduct breakeven analysis
- KU44.** Sources of Finance - Personal Financing, Credit Capital, Equity Capital, Debt Financing, Grant Support, etc.
- KU45.** the cash budgeting method
- KU46.** the Cash Flow Statement, Net Present Value, Internal Rate of Return
- KU47.** the relevant Licenses and Permissions required for business operations
- KU48.** the Commodity Market Derivatives for FPOs
- KU49.** the reasons for Price Fluctuation for Agricultural Commodities
- KU50.** the meaning of Commodity Derivatives and Commodity Derivative Market
- KU51.** the regulation of Commodity Derivative Exchange
- KU52.** the benefits of Commodity Derivatives for farmers
- KU53.** the importance of FPO participation in the Commodity Derivatives market
- KU54.** the process by which FPOs can participate in the commodity futures derivative market to lock the price of their agricultural produce
- KU55.** hedging and its types - Long Hedge and Short Hedge
- KU56.** the decision-making process for hedging on the exchange
- KU57.** the steps to be followed by the FPO for depositing goods on the Exchange after the crop is harvested.
- KU58.** the contract specification for an FPO
- KU59.** what Mark to Market (M2M) calculation is, and how to perform it

## Generic Skills (GS)

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



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- GS1.** write work-related notes and records
- GS2.** read the relevant literature to stay updated about the new developments in the field of work
- GS3.** listen attentively to understand the speaker
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks for efficient use of time
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** 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>Facilitate and participate in the formation of CIGs/FIGs/SHGs/PGs</i>	<b>18</b>	<b>22</b>	<b>-</b>	<b>18</b>
<b>PC1.</b> conduct feasibility assessment in the target village to determine the area and livelihood profile of the village, crops under cultivation and other details of livelihood	-	-	-	-
<b>PC2.</b> conduct business opportunity assessment to assess the strength of the village, agricultural production and marketing surplus, market conditions, collective marketing opportunities, etc.	-	-	-	-
<b>PC3.</b> carry out secondary research and primary research through focus group discussions	-	-	-	-
<b>PC4.</b> determine the indicative and actual price of the relevant types and different grades of produce from the appropriate markets and sources	-	-	-	-
<b>PC5.</b> select the business and revenue model covering what the entity will do, how it will achieve its business goals and build its revenue	-	-	-	-
<b>PC6.</b> prepare the economics of the potential commodities, including cost-benefit analysis, breakeven analysis, etc.	-	-	-	-
<b>PC7.</b> conduct risk assessment to assess risks related to production, produce quality and price, post-harvest handling/management, market access, marketing, etc.	-	-	-	-
<b>PC8.</b> identify the mitigation measures concerning the identified risks, e.g. risks associated with commodities	-	-	-	-
<b>PC9.</b> create awareness regarding CIGs/FIGs/SHGs/PGs among the target communities, e.g. marginalized farmers, including women and mobilize them for their formation	-	-	-	-
<b>PC10.</b> analyze the post-farm-gate situation in the selected block before the formation of CIGs/FIGs/SHGs/PGs	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> carry out the CIGs/FIGs/SHGs/PGs pre-formation activities at the block level	-	-	-	-
<b>PC12.</b> facilitate the formation of CIGs/FIGs/SHGs/PGs with the active participation of the target audience	-	-	-	-
<b>PC13.</b> assist in the formation of the management committee, including the selection of the president, secretary, treasurer, etc.	-	-	-	-
<b>PC14.</b> assist in opening an appropriate type of bank account for the CIG/FIG/SHG/PG	-	-	-	-
<b>PC15.</b> facilitate business ideas generation, the building of business framework, including business model, select financials, risk assessment and such other incidentals for the group	-	-	-	-
<i>Facilitate and participate in the operations of CIGs/FIGs/SHGs/PGs</i>	<b>12</b>	<b>18</b>	-	<b>12</b>
<b>PC16.</b> undertake promotional activities for CIG/FIG/SHG/PG	-	-	-	-
<b>PC17.</b> assist in establishing a Village Level Aggregation Centre (VLAC) to store the group assets and facilitate aggregation of produce at a common point	-	-	-	-
<b>PC18.</b> assist the CIGs/FIGs/SHGs/PGs in collective procurement and marketing of farm produce	-	-	-	-
<b>PC19.</b> identify and assist the group in utilizing the relevant convergence opportunities	-	-	-	-
<b>PC20.</b> coordinate with the relevant authorities to organize appropriate training programs and exposure visits for group members to help them learn new skills and use of latest technologies	-	-	-	-
<b>PC21.</b> ensure rotation of the management committee at an appropriate interval to allow all members to assume leadership roles in the committee	-	-	-	-
<b>PC22.</b> ensure the maintenance of books of accounts, e.g. cash book, daily business register, member ledger, assets register etc., for the group	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC23.</b> ensure the preparation of operating profit and loss statement for every business cycle as per the business plan	-	-	-	-
<b>PC24.</b> facilitate the conversion of CIGs/FIGs/SHGs/PGs into legal entities, e.g. co-operatives, producer companies, trusts, Limited Liability Partnerships (LLPs), etc.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7825
<b>NOS Name</b>	Facilitate and participate in the formation and management of CIGs/FIGs/SHGs/PGs
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Agri Entrepreneurship and Rural Enterprises
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023



## Qualification Pack

### AGR/N9901: Perform basic farm management

#### Description

This unit is about performing basic farm management, including crop management, record keeping, financial management and interface with the market.

#### Scope

The scope covers the following :

- Undertake crop planning and production
- Maintain the relevant records
- Manage the finances
- Market the produce

#### Elements and Performance Criteria

##### *Undertake crop planning and production*

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

- PC1.** select the appropriate crop for production based on the agro-climatic conditions of the region and the economic advantage
- PC2.** carry out soil sampling following the recommended process
- PC3.** coordinate with a government-approved laboratory for soil testing
- PC4.** apply the appropriate soil treatment in the field as per the laboratory's recommendations to improve the soil fertility for undertaking the production of the identified crops
- PC5.** prepare the field according to the planned crop
- PC6.** carry out sowing/planting activities, protecting the planting material from damage
- PC7.** follow the appropriate after-planting practices, such as irrigation, mulching etc.
- PC8.** follow the recommended plant protection measures, such as organic pest and disease control and need-based application of pesticides in the recommended quantities
- PC9.** apply the recommended organic and inorganic fertilizers in the appropriate quantity, according to the stage of the crop's growth
- PC10.** perform intercropping with the recommended crops for optimum resource utilization and achieve a better yield
- PC11.** carry out crop rotation, growing the recommended crops to improve soil's health and nutrient availability for crops
- PC12.** identify weed infestation in the field and carry out effective weed management
- PC13.** identify the maturity index of various crops and harvest the crops using the appropriate tools and equipment
- PC14.** carry out post-harvest crop management, including cleaning, drying, sorting, grading, etc.

##### *Maintain the relevant records*

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

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- PC15.** maintain the crop production activity records, crop calendar, weed calendar, insect and pest calendar, etc., in the physical registers and/or the relevant computer application
- PC16.** maintain necessary books of accounts, including investments and expenditures
- PC17.** maintain the backup of data to protect against accidental loss
- PC18.** review the data records periodically to ensure the accuracy of the data

### *Manage the finances*

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

- PC19.** determine the total cost of crop production, including various costs, such as field preparation, labour, equipment, fuel costs, etc.
- PC20.** identify the relevant government financial support schemes, determine the eligibility criteria for availing them and avail of the schemes following the set procedure
- PC21.** identify the appropriate investment opportunities and make investments

### *Market the produce*

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

- PC22.** identify the relevant markets and buyers for the marketing of agricultural produce, such as eMandi, National Agriculture Market (eNAM), local traders, exporters, etc.
- PC23.** determine the season-wise market rates of different types of agricultural produce from different sources and compare them
- PC24.** carry out negotiations with the potential buyers to secure a profitable price for the produce
- PC25.** arrange cost-effective, hygienic and safe transportation for delivering the produce to the market/buyer
- PC26.** process the payments using the appropriate electronic payment methods, e.g. Unified Payments Interface (UPI), Aadhaar Enabled Payment System (AePS), digital wallets, etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** documentation and related procedures applicable in the context of work
- KU2.** the importance and process of soil testing, including the sampling of soil
- KU3.** the components of a soil testing report
- KU4.** the criteria for selecting a crop for cultivation, such as agro-climatic zone, soil conditions, water availability, etc.
- KU5.** the process of preparing the field for planting/sowing a variety of crops
- KU6.** safe planting material handling procedures
- KU7.** the fertilizer requirement of different crops
- KU8.** the importance of using a balanced combination of organic and inorganic fertilizers
- KU9.** the importance of using organic pest and disease control measures
- KU10.** the safe quantity of pesticides to be used
- KU11.** effective weed management practices
- KU12.** benefits of intercropping and type of crops to be intercropped
- KU13.** benefits of crop rotation and types of crop to be rotated with
- KU14.** the maturity index of a variety of crop

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- KU15.** the process of harvesting different crops and their post-harvest management
- KU16.** the record-keeping methodologies for various activities
- KU17.** the effective financial management for agricultural farms
- KU18.** different types of costs incurred during agricultural production and how to control them
- KU19.** the basic accounting and book-keeping principles
- KU20.** how to assess the market demand for agricultural produce
- KU21.** how to determine the price of agricultural produce and compare the prices
- KU22.** different types of marketing channels for marketing agricultural produce
- KU23.** variety of buyers of agricultural produce
- KU24.** rates of different produce and the fluctuation in the pricing
- KU25.** transportation requirement for the produce
- KU26.** how to negotiate with potential buyers
- KU27.** the use of different electronic payment methods

## Generic Skills (GS)

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

- GS1.** write work-related notes and records
- GS2.** read the relevant literature to stay updated about the new developments in the field of work
- GS3.** listen attentively to understand the speaker
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks for efficient use of time
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** 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>Undertake crop planning and production</i>	<b>12</b>	<b>15</b>	-	<b>12</b>
<b>PC1.</b> select the appropriate crop for production based on the agro-climatic conditions of the region and the economic advantage	-	-	-	-
<b>PC2.</b> carry out soil sampling following the recommended process	-	-	-	-
<b>PC3.</b> coordinate with a government-approved laboratory for soil testing	-	-	-	-
<b>PC4.</b> apply the appropriate soil treatment in the field as per the laboratory's recommendations to improve the soil fertility for undertaking the production of the identified crops	-	-	-	-
<b>PC5.</b> prepare the field according to the planned crop	-	-	-	-
<b>PC6.</b> carry out sowing/planting activities, protecting the planting material from damage	-	-	-	-
<b>PC7.</b> follow the appropriate after-planting practices, such as irrigation, mulching etc.	-	-	-	-
<b>PC8.</b> follow the recommended plant protection measures, such as organic pest and disease control and need-based application of pesticides in the recommended quantities	-	-	-	-
<b>PC9.</b> apply the recommended organic and inorganic fertilizers in the appropriate quantity, according to the stage of the crop's growth	-	-	-	-
<b>PC10.</b> perform intercropping with the recommended crops for optimum resource utilization and achieve a better yield	-	-	-	-
<b>PC11.</b> carry out crop rotation, growing the recommended crops to improve soil's health and nutrient availability for crops	-	-	-	-
<b>PC12.</b> identify weed infestation in the field and carry out effective weed management	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> identify the maturity index of various crops and harvest the crops using the appropriate tools and equipment	-	-	-	-
<b>PC14.</b> carry out post-harvest crop management, including cleaning, drying, sorting, grading, etc.	-	-	-	-
<i>Maintain the relevant records</i>	<b>5</b>	<b>8</b>	-	<b>5</b>
<b>PC15.</b> maintain the crop production activity records, crop calendar, weed calendar, insect and pest calendar, etc., in the physical registers and/or the relevant computer application	-	-	-	-
<b>PC16.</b> maintain necessary books of accounts, including investments and expenditures	-	-	-	-
<b>PC17.</b> maintain the backup of data to protect against accidental loss	-	-	-	-
<b>PC18.</b> review the data records periodically to ensure the accuracy of the data	-	-	-	-
<i>Manage the finances</i>	<b>5</b>	<b>8</b>	-	<b>5</b>
<b>PC19.</b> determine the total cost of crop production, including various costs, such as field preparation, labour, equipment, fuel costs, etc.	-	-	-	-
<b>PC20.</b> identify the relevant government financial support schemes, determine the eligibility criteria for availing them and avail of the schemes following the set procedure	-	-	-	-
<b>PC21.</b> identify the appropriate investment opportunities and make investments	-	-	-	-
<i>Market the produce</i>	<b>8</b>	<b>9</b>	-	<b>8</b>
<b>PC22.</b> identify the relevant markets and buyers for the marketing of agricultural produce, such as eMandi, National Agriculture Market (eNAM), local traders, exporters, etc.	-	-	-	-
<b>PC23.</b> determine the season-wise market rates of different types of agricultural produce from different sources and compare them	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> carry out negotiations with the potential buyers to secure a profitable price for the produce	-	-	-	-
<b>PC25.</b> arrange cost-effective, hygienic and safe transportation for delivering the produce to the market/buyer	-	-	-	-
<b>PC26.</b> process the payments using the appropriate electronic payment methods, e.g. Unified Payments Interface (UPI), Aadhaar Enabled Payment System (AePS), digital wallets, etc.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9901
<b>NOS Name</b>	Perform basic farm management
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N7826: Undertake harvest, post-harvest management and aggregation of the produce

#### Description

This OS unit deals with harvesting, post-harvest management and collection of the produce.

#### Scope

The scope covers the following :

- Perform harvesting and post-harvest management of the produce
- Aggregate the produce

#### Elements and Performance Criteria

##### *Perform harvesting and post-harvest management of the produce*

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

- PC1.** check the crop to ensure crop it is physiologically mature before being harvested
- PC2.** harvest the produce using the appropriate tool, equipment and implements
- PC3.** arrange for pre-cooling the harvested produce at the recommended temperature to remove the field heat
- PC4.** ensure drying of produce to reduce moisture content level to the appropriate levels
- PC5.** arrange for cleaning, sorting and grading of the harvested produce
- PC6.** arrange the appropriate type of packing material according to the type of produce and ensure safe and hygienic packaging of the produce
- PC7.** select an appropriate storage area for storing the produce, ensuring it is free from pests, diseases, predators, water leakage/moisture, etc.
- PC8.** arrange for the storage area to be sanitized, and the application of appropriate treatment(s) to eliminate pests and diseases, as required
- PC9.** ensure the produce is stored using the appropriate accessories and aids, such as pallets and crates
- PC10.** follow the recommended storage methods, e.g. avoiding to stack heavy produce sacks over others to prevent damage or loss of produce in the sacks underneath
- PC11.** ensure the same kind of produce is stored together, avoiding mixing produce in the storage
- PC12.** check and ensure no toxic materials, e.g. pesticides, are stored in the storage with the produce
- PC13.** maintain the recommended levels of temperature and relative humidity in the storage area, according to the type of produce
- PC14.** ensure the use of appropriate tools and equipment for handling the produce to avoid any damage to the produce and packing material
- PC15.** follow the recommended health and safety practices to prevent the microbial build-up
- PC16.** arrange the appropriate transport method for transporting the produce to the relevant markets, such as refrigerated trucks to transport fresh produce

## Qualification Pack

**PC17.** ensure the produce is arranged appropriately in the transport vehicle

**PC18.** arrange for timely transportation of produce to the relevant markets/ consumers without affecting the quality of produce

### *Aggregate the produce*

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

**PC19.** identify the appropriate locations for setting up collection points

**PC20.** set up an appropriate number of collection points to facilitate efficient collection of produce

**PC21.** collect the produce from different collection points through effective coordination

**PC22.** ensure correct weighing/counting of the produce with the help of appropriate tools and equipment

**PC23.** collect the stock from the common storage for transportation

**PC24.** ensure appropriate handling of the produce with adherence to the established quality assurance processes

**PC25.** ensure on-time delivery of produce to the target markets and buyers, with no damage during transportation

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** the maturity index for various agricultural crops

**KU2.** different harvesting methods employed for different agricultural crops

**KU3.** the shelf life of different types of agricultural produce

**KU4.** the safe handling methods of different types of produce

**KU5.** post-harvest practices to be followed for different types of agricultural produce

**KU6.** how to measure the quantity of different types of agricultural produce

**KU7.** the appropriate methods and conditions for the safe storage of agricultural produce

**KU8.** quality assurance methods for the produce

**KU9.** the considerations to be taken for the finalization of the collection points

**KU10.** the importance of achieving effective coordination with various collection points for the procurement of goods

**KU11.** the transportation of different types of agricultural produce

**KU12.** the safety measures to be taken for the protection of collected stock

**KU13.** how to follow the Agricultural Produce Market Committee (APMC) mechanism

## Generic Skills (GS)

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

**GS1.** write work-related notes and records

**GS2.** read the relevant literature to stay updated about the new developments in the field of work

**GS3.** listen attentively to understand the speaker

**GS4.** communicate politely and professionally

## Qualification Pack

- GS5.** plan and prioritize tasks for efficient use of time
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** evaluate all possible solutions to a problem to select the best one



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform harvesting and post-harvest management of the produce</i>	<b>21</b>	<b>28</b>	-	<b>21</b>
<b>PC1.</b> check the crop to ensure crop it is physiologically mature before being harvested	-	-	-	-
<b>PC2.</b> harvest the produce using the appropriate tool, equipment and implements	-	-	-	-
<b>PC3.</b> arrange for pre-cooling the harvested produce at the recommended temperature to remove the field heat	-	-	-	-
<b>PC4.</b> ensure drying of produce to reduce moisture content level to the appropriate levels	-	-	-	-
<b>PC5.</b> arrange for cleaning, sorting and grading of the harvested produce	-	-	-	-
<b>PC6.</b> arrange the appropriate type of packing material according to the type of produce and ensure safe and hygienic packaging of the produce	-	-	-	-
<b>PC7.</b> select an appropriate storage area for storing the produce, ensuring it is free from pests, diseases, predators, water leakage/moisture, etc.	-	-	-	-
<b>PC8.</b> arrange for the storage area to be sanitized, and the application of appropriate treatment(s) to eliminate pests and diseases, as required	-	-	-	-
<b>PC9.</b> ensure the produce is stored using the appropriate accessories and aids, such as pallets and crates	-	-	-	-
<b>PC10.</b> follow the recommended storage methods, e.g. avoiding to stack heavy produce sacks over others to prevent damage or loss of produce in the sacks underneath	-	-	-	-
<b>PC11.</b> ensure the same kind of produce is stored together, avoiding mixing produce in the storage	-	-	-	-
<b>PC12.</b> check and ensure no toxic materials, e.g. pesticides, are stored in the storage with the produce	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> maintain the recommended levels of temperature and relative humidity in the storage area, according to the type of produce	-	-	-	-
<b>PC14.</b> ensure the use of appropriate tools and equipment for handling the produce to avoid any damage to the produce and packing material	-	-	-	-
<b>PC15.</b> follow the recommended health and safety practices to prevent the microbial build-up	-	-	-	-
<b>PC16.</b> arrange the appropriate transport method for transporting the produce to the relevant markets, such as refrigerated trucks to transport fresh produce	-	-	-	-
<b>PC17.</b> ensure the produce is arranged appropriately in the transport vehicle	-	-	-	-
<b>PC18.</b> arrange for timely transportation of produce to the relevant markets/ consumers without affecting the quality of produce	-	-	-	-
<i>Aggregate the produce</i>	<b>9</b>	<b>12</b>	<b>-</b>	<b>9</b>
<b>PC19.</b> identify the appropriate locations for setting up collection points	-	-	-	-
<b>PC20.</b> set up an appropriate number of collection points to facilitate efficient collection of produce	-	-	-	-
<b>PC21.</b> collect the produce from different collection points through effective coordination	-	-	-	-
<b>PC22.</b> ensure correct weighing/counting of the produce with the help of appropriate tools and equipment	-	-	-	-
<b>PC23.</b> collect the stock from the common storage for transportation	-	-	-	-
<b>PC24.</b> ensure appropriate handling of the produce with adherence to the established quality assurance processes	-	-	-	-
<b>PC25.</b> ensure on-time delivery of produce to the target markets and buyers, with no damage during transportation	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7826
<b>NOS Name</b>	Undertake harvest, post-harvest management and aggregation of the produce
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Agri Entrepreneurship and Rural Enterprises
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N7827: Coordinate and negotiate with the input/service providers and buyers

#### Description

This OS unit is about coordinating and negotiating with the input sellers/service providers and buyers for profitable prices.

#### Scope

The scope covers the following :

- Identify and negotiate with the input sellers/service providers
- Determine the needs of buyers
- Negotiate with buyers and enter into agreements
- Ensure efficient supply management

#### Elements and Performance Criteria

##### *Identify and negotiate with the input sellers/service providers*

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

- PC1.** collect information about the relevant input sellers and service providers by referring to reliable sources
- PC2.** determine the pricing schedule of the identified input sellers and service providers
- PC3.** shortlist appropriate input sellers/service providers
- PC4.** carry out negotiations with the shortlisted vendors to secure a profitable price for the required inputs and services
- PC5.** select the appropriate vendor(s) as per the budget and organizational criteria
- PC6.** carry out appropriate documentation to enter into an agreement with the input sellers/service providers for the timely supply of quality inputs/services

##### *Determine the needs of buyers*

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

- PC7.** analyze the existing trade system and trade environment
- PC8.** identify and shortlist the prospective buyers
- PC9.** determine the stock requirement of the buyers, including the choice, by coordinating with them
- PC10.** conduct demand planning to project the future demand for the produce and customize the output
- PC11.** coordinate with the relevant personnel to make decision on what and how much to produce based on the demand

##### *Negotiate with buyers and enter into agreements*

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

- PC12.** negotiate the price of agricultural produce with the buyers
- PC13.** carry out relevant documentation with the buyers to enter into an agreement with them



## Qualification Pack

- PC14.** ensure the receipt of timely payments from buyers as per the agreed terms and conditions
- PC15.** maintain regular communication with the buyers to promptly resolve any issues experienced by them

### *Ensure efficient supply management*

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

- PC16.** ensure a match between the demand and supply with the continuity of supply as per the agreed terms
- PC17.** ensure proper weight measurement of the produce before being supplied to buyers
- PC18.** coordinate the logistics and timely supply of produce to the buyers
- PC19.** maintain transparency in the flow of goods with the use of tracking systems
- PC20.** provide accurate information on logistics and quality of produce to buyers

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** trade system and trade environment
- KU2.** existing trade channels- input sellers, service providers, buyers
- KU3.** usage of appropriate agriculture-related apps/ portals
- KU4.** appropriate weighing and measurement methods
- KU5.** the importance and process of determining the requirements of buyers
- KU6.** stock planning with respect to season, climate etc.
- KU7.** the appropriate storage and transportation methods
- KU8.** the importance of maintaining transparency in the flow of goods
- KU9.** relevant tax-related liabilities
- KU10.** the process of identifying and selecting appropriate input dealers and service providers to support agricultural production
- KU11.** efficient supply management practices

## Generic Skills (GS)

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

- GS1.** write work-related notes and records
- GS2.** read the relevant literature to stay updated about the new developments in the field of work
- GS3.** listen attentively to understand the speaker
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks for efficient use of time
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify and negotiate with the input sellers/service providers</i>	<b>10</b>	<b>12</b>	-	<b>10</b>
<b>PC1.</b> collect information about the relevant input sellers and service providers by referring to reliable sources	-	-	-	-
<b>PC2.</b> determine the pricing schedule of the identified input sellers and service providers	-	-	-	-
<b>PC3.</b> shortlist appropriate input sellers/service providers	-	-	-	-
<b>PC4.</b> carry out negotiations with the shortlisted vendors to secure a profitable price for the required inputs and services	-	-	-	-
<b>PC5.</b> select the appropriate vendor(s) as per the budget and organizational criteria	-	-	-	-
<b>PC6.</b> carry out appropriate documentation to enter into an agreement with the input sellers/ service providers for the timely supply of quality inputs/services	-	-	-	-
<i>Determine the needs of buyers</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
<b>PC7.</b> analyze the existing trade system and trade environment	-	-	-	-
<b>PC8.</b> identify and shortlist the prospective buyers	-	-	-	-
<b>PC9.</b> determine the stock requirement of the buyers, including the choice, by coordinating with them	-	-	-	-
<b>PC10.</b> conduct demand planning to project the future demand for the produce and customize the output	-	-	-	-
<b>PC11.</b> coordinate with the relevant personnel to make decision on what and how much to produce based on the demand	-	-	-	-
<i>Negotiate with buyers and enter into agreements</i>	<b>5</b>	<b>8</b>	-	<b>5</b>

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> negotiate the price of agricultural produce with the buyers	-	-	-	-
<b>PC13.</b> carry out relevant documentation with the buyers to enter into an agreement with them	-	-	-	-
<b>PC14.</b> ensure the receipt of timely payments from buyers as per the agreed terms and conditions	-	-	-	-
<b>PC15.</b> maintain regular communication with the buyers to promptly resolve any issues experienced by them	-	-	-	-
<i>Ensure efficient supply management</i>	<b>7</b>	<b>10</b>	-	<b>7</b>
<b>PC16.</b> ensure a match between the demand and supply with the continuity of supply as per the agreed terms	-	-	-	-
<b>PC17.</b> ensure proper weight measurement of the produce before being supplied to buyers	-	-	-	-
<b>PC18.</b> coordinate the logistics and timely supply of produce to the buyers	-	-	-	-
<b>PC19.</b> maintain transparency in the flow of goods with the use of tracking systems	-	-	-	-
<b>PC20.</b> provide accurate information on logistics and quality of produce to buyers	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7827
<b>NOS Name</b>	Coordinate and negotiate with the input/service providers and buyers
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Agri Entrepreneurship and Rural Enterprises
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N9902: Assimilate the market information

#### Description

This OS is about assimilating market information through collecting, analysing and utilising market information.

#### Scope

The scope covers the following :

- Collect the market information
- Analyze the market information
- Utilize the market information for making decisions

#### Elements and Performance Criteria

##### *Collect the market information*

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

- PC1.** identify reliable sources of information at the village and market levels, such as agricultural extension workers, agricultural experts, government research institutes, Agricultural Produce & Livestock Market Committees (APMCs), input dealers, commission agents, traders, etc.
- PC2.** determine the frequency and cost of collecting the market information
- PC3.** collect market-related information from the identified sources, including through media, e.g. radio, newspaper, television, magazines, Internet, etc.
- PC4.** use the appropriate mechanisms, tools, forms and templates to collect and organise the information
- PC5.** conduct in-person visits in the field, attend seminars and the relevant training programs to get up-to-date market information

##### *Analyze the market information*

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

- PC6.** review the collected information and remove duplications and erroneous information
- PC7.** analyze the market information to gain insights into market conditions, such as the fluctuations in the prices of agricultural inputs and commodities
- PC8.** carry out appropriate documentation concerning the analysis of information

##### *Utilize the market information for making decisions*

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

- PC9.** utilize the analysis of market information for making decisions about cost-effective and quality production
- PC10.** use the market information to identify the appropriate crops for cultivation, and the area to be sown for better productivity for the season
- PC11.** utilize the market information for appropriate post-harvesting decisions, such as drying, sorting, grading, bagging, storage, transportation, etc.

## Qualification Pack

- PC12.** utilize the analysis of market information to make effective marketing-related decisions, e.g. selection of appropriate marketing channels, when to sell, to whom to sell and what quantity to sell etc.
- PC13.** project the price fluctuations in the price of agricultural commodities in different markets and make appropriate decisions

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the different sources of information at the village level through other farmers, agricultural extension workers, agriculture experts, concerned government and private departments like gram panchayat, co-operative societies, etc.
- KU2.** appropriate sources of specific market information and proper ways to collect the required information
- KU3.** the importance of collecting information from reliable sources
- KU4.** ascertain methods of collecting information through personal visits, telephone, Intern
- KU5.** appropriate documentation requirement concerning the analysis of market information
- KU6.** the process of analyzing the information for making decisions
- KU7.** how to effectively utilize market information for making effective pre-harvest and post-harvest decisions
- KU8.** the benefits of making decisions based on market information
- KU9.** the organizations, media, and individuals involved in providing market information
- KU10.** information provided by different stakeholders for different activities related to farming
- KU11.** price trends of various agricultural inputs, such as fertilizers, pesticides, etc.
- KU12.** the cost-benefit analysis of different sources of information

## Generic Skills (GS)

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

- GS1.** write work-related notes and records
- GS2.** read the relevant literature to stay updated about the new developments in the field of work
- GS3.** listen attentively to understand the speaker
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks for efficient use of time
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collect the market information</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC1.</b> identify reliable sources of information at the village and market levels, such as agricultural extension workers, agricultural experts, government research institutes, Agricultural Produce & Livestock Market Committees (APMCs), input dealers, commission agents, traders, etc.	-	-	-	-
<b>PC2.</b> determine the frequency and cost of collecting the market information	-	-	-	-
<b>PC3.</b> collect market-related information from the identified sources, including through media, e.g. radio, newspaper, television, magazines, Internet, etc.	-	-	-	-
<b>PC4.</b> use the appropriate mechanisms, tools, forms and templates to collect and organise the information	-	-	-	-
<b>PC5.</b> conduct in-person visits in the field, attend seminars and the relevant training programs to get up-to-date market information	-	-	-	-
<i>Analyze the market information</i>	<b>6</b>	<b>8</b>	-	<b>6</b>
<b>PC6.</b> review the collected information and remove duplications and erroneous information	-	-	-	-
<b>PC7.</b> analyze the market information to gain insights into market conditions, such as the fluctuations in the prices of agricultural inputs and commodities	-	-	-	-
<b>PC8.</b> carry out appropriate documentation concerning the analysis of information	-	-	-	-
<i>Utilize the market information for making decisions</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC9.</b> utilize the analysis of market information for making decisions about cost-effective and quality production	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> use the market information to identify the appropriate crops for cultivation, and the area to be sown for better productivity for the season	-	-	-	-
<b>PC11.</b> utilize the market information for appropriate post-harvesting decisions, such as drying, sorting, grading, bagging, storage, transportation, etc.	-	-	-	-
<b>PC12.</b> utilize the analysis of market information to make effective marketing-related decisions, e.g. selection of appropriate marketing channels, when to sell, to whom to sell and what quantity to sell etc.	-	-	-	-
<b>PC13.</b> project the price fluctuations in the price of agricultural commodities in different markets and make appropriate decisions	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9902
<b>NOS Name</b>	Assimilate the market information
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### 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:

## Qualification Pack

- 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

## Qualification Pack

- 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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values – Citizenship*

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

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



## Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings

## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization 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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	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 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 : 70

## Qualification Pack

**(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/N7825.Facilitate and participate in the formation and management of CIGs/FIGs/SHGs/PGs	30	40	0	30	100	20
AGR/N9901.Perform basic farm management	30	40	0	30	100	10
AGR/N7826.Undertake harvest, post-harvest management and aggregation of the produce	30	40	0	30	100	20
AGR/N7827.Coordinate and negotiate with the input/service providers and buyers	30	40	0	30	100	20
AGR/N9902.Assimilate the market information	30	40	0	30	100	10
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>210</b>	<b>255</b>	<b>-</b>	<b>185</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>CIGs</b>	Common Interest Groups
<b>FIGs</b>	Farmer Interest Groups
<b>PGs</b>	Producer Groups
<b>PPE</b>	Personal Protective Equipment

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.