

Qualification Pack



Coffee Plantation Worker

QP Code: AGR/Q0501

Version: 3.0

NSQF Level: 3

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AGR/Q0501: Coffee Plantation Worker

Brief Job Description

A Coffee Plantation Worker is responsible for assisting in carrying out coffee cultivation including activities such as preparing the coffee seeds, raising saplings in the nursery along with preparing the field, transplanting and maintaining the crop. The individual also assists in harvesting the coffee crop and carrying out its post-harvest management.

Personal Attributes

The individual must be physically fit to work for long durations. The person must be able to work in coordination with others, and know how to read and write.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0501: Assist in raising coffee saplings in the nursery](#)
2. [AGR/N0502: Assist in preparing the field and transplanting the coffee saplings](#)
3. [AGR/N0503: Assist in maintaining the coffee crop](#)
4. [AGR/N0507: Assist in harvesting and post-harvest management of coffee crop](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

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

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/6112.0601
Minimum Educational Qualification & Experience	8th Class (Pass) with 1 Year of experience relevant experience OR 8th Class (pursuing continuous regular schooling) OR 5th Class (Pass) with 4 Years of experience relevant experience OR Ability to read and write with 5 Years of experience relevant experience OR Certificate-NSQF (Level-3) with 6 Months of experience relevant experience OR Certificate-NSQF (Level-2) with 1 Year of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	17 Years
Last Reviewed On	NA
Next Review Date	30/04/2025
NSQC Approval Date	31/03/2022
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06517
NQR Version	1.0

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AGR/N0501: Assist in raising coffee saplings in the nursery

Description

This OS unit is about assisting in raising coffee sapling in the nursery which involves preparing the coffee seeds and using them to raise saplings to be transplanted in the coffee plantation.

Scope

The scope covers the following :

- Assist in preparing the coffee seeds
- Assist in raising saplings in the nursery

Elements and Performance Criteria

Assist in preparing the coffee seeds

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

- PC1.** assist in selecting healthy and mature seed bearer plants for extracting coffee seeds
- PC2.** check the moisture percentage using a moisture meter, and harvest fully-developed and ripe berries from the seed bearers
- PC3.** remove the berry floats and pulp manually or mechanically as per the supervisor's instructions, ensuring hygiene to prevent contamination
- PC4.** sieve the berries, mix them with sieved wood ash and dry under shade
- PC5.** grade the seeds as per the supervisor's instructions and remove all cut, triangular and elephant beans
- PC6.** assist in treating the seeds with the recommended organomercurial fungicide to prevent fungal infection and store them at the recommended temperature in hygienic conditions

Assist in raising saplings in the nursery

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

- PC7.** co-ordinate with an approved laboratory to detect the presence of nematodes in the soil
- PC8.** apply the treatment recommended by the lab to remove nematodes from the soil
- PC9.** carry out soil solarisation as per the supervisor's instructions
- PC10.** assist in selecting the appropriate organic method for the cultivation of coffee saplings in the nursery
- PC11.** assist in preparing a raised nursery bed or a polybag bed for raising saplings, ensuring the soil is loamy and has the required organic matters
- PC12.** mix the recommended quantity of coarse sand in the soil as per the supervisor's instructions, to ensure effective drainage and aeration
- PC13.** arrange for quality water to irrigate the nursery bed and shading to protect it from direct sunlight
- PC14.** sow the coffee seeds at the recommended depth and density to ensure their healthy growth
- PC15.** follow the recommended practices to protect the saplings from pests, diseases and fluctuations in temperature

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PC16. harvest and acclimatise the coffee saplings at the recommended temperature for the appropriate duration

PC17. store the harvested saplings at the recommended temperature and humidity before being transplanted

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to select healthy and mature seed bearer plants for extracting coffee seeds
- KU2.** the process of harvesting berries from the seed bearers
- KU3.** the importance of selecting fully-developed and ripe berries for extracting coffee seeds
- KU4.** the process of extracting coffee seeds from berries, preparing and treating them
- KU5.** the importance and process of detecting the presence of nematodes in the soil and using the appropriate treatment to remove them
- KU6.** the process of soil solarisation
- KU7.** the process of preparing the nursery bed and the applicable requirements with respect to the soil to be used in it
- KU8.** the importance and ways of ensuring effective drainage and aeration in the nursery bed
- KU9.** the importance of using quality water for irrigation the nursery bed and providing shade to protect it from direct sunlight
- KU10.** the recommended depth and density to be maintained to ensure healthy growth of coffee saplings
- KU11.** the recommended practices to be followed to protect the saplings from pests, diseases and fluctuations in temperature
- KU12.** different organic methods for the cultivation of coffee saplings
- KU13.** the process of harvesting and acclimatising coffee saplings, and the recommended temperature and duration for the process
- KU14.** the recommended temperature and humidity for storing the harvested saplings before they are transplanted in the coffee plantation

Generic Skills (GS)

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

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

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GS9. take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparing the coffee seeds</i>	12	18	-	16
PC1. assist in selecting healthy and mature seed bearer plants for extracting coffee seeds	-	-	-	-
PC2. check the moisture percentage using a moisture meter, and harvest fully-developed and ripe berries from the seed bearers	-	-	-	-
PC3. remove the berry floats and pulp manually or mechanically as per the supervisor's instructions, ensuring hygiene to prevent contamination	-	-	-	-
PC4. sieve the berries, mix them with sieved wood ash and dry under shade	-	-	-	-
PC5. grade the seeds as per the supervisor's instructions and remove all cut, triangular and elephant beans	-	-	-	-
PC6. assist in treating the seeds with the recommended organomercurial fungicide to prevent fungal infection and store them at the recommended temperature in hygienic conditions	-	-	-	-
<i>Assist in raising saplings in the nursery</i>	18	22	-	14
PC7. co-ordinate with an approved laboratory to detect the presence of nematodes in the soil	-	-	-	-
PC8. apply the treatment recommended by the lab to remove nematodes from the soil	-	-	-	-
PC9. carry out soil solarisation as per the supervisor's instructions	-	-	-	-
PC10. assist in selecting the appropriate organic method for the cultivation of coffee saplings in the nursery	-	-	-	-
PC11. assist in preparing a raised nursery bed or a polybag bed for raising saplings, ensuring the soil is loamy and has the required organic matters	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. mix the recommended quantity of coarse sand in the soil as per the supervisor's instructions, to ensure effective drainage and aeration	-	-	-	-
PC13. arrange for quality water to irrigate the nursery bed and shading to protect it from direct sunlight	-	-	-	-
PC14. sow the coffee seeds at the recommended depth and density to ensure their healthy growth	-	-	-	-
PC15. follow the recommended practices to protect the saplings from pests, diseases and fluctuations in temperature	-	-	-	-
PC16. harvest and acclimatise the coffee saplings at the recommended temperature for the appropriate duration	-	-	-	-
PC17. store the harvested saplings at the recommended temperature and humidity before being transplanted	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0501
NOS Name	Assist in raising coffee saplings in the nursery
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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AGR/N0502: Assist in preparing the field and transplanting the coffee saplings

Description

This OS unit is about assisting in preparing the field and transplanting the coffee saplings raised in the nursery.

Scope

The scope covers the following :

- Assist in preparing the field for transplantation
- Assist in transplanting the saplings

Elements and Performance Criteria

Assist in preparing the field for transplantation

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

- PC1.** remove any debris, waste materials and weeds from the field
- PC2.** assist in preparing the field for easy movement of relevant farm machineries
- PC3.** carry out ploughing and harrowing in the field using the appropriate farm machineries and implements, as per the supervisor's instructions to achieve the recommended tilth
- PC4.** apply the recommended fertilisers in an appropriate quantity to supplement the required macro and micronutrients, ensuring the saplings are planted after the recommended duration to allow nutrients to get absorbed into the soil
- PC5.** carry out liming of the field soil as per the supervisor's instructions to achieve the required pH levels
- PC6.** assist in installing an appropriate irrigation or fertigation system
- PC7.** create drainage conduits as per the supervisor's instructions, maintaining the optimum space
- PC8.** drain out any stagnant water from the field to prevent rotting in the saplings
- PC9.** assist in arranging shading in the field to maintain the recommended temperature and soil moisture for the optimum growth of coffee crop
- PC10.** prepare pits in the field as per the supervisor's instructions for transplanting coffee saplings

Assist in transplanting the saplings

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

- PC11.** assist in transplanting the coffee saplings, maintaining the planting density recommended for the selected coffee variety and field's topography
- PC12.** carry out staking to support the vertical growth of transplanted saplings
- PC13.** apply the recommended organic and inorganic fertilisers to the saplings as per the supervisor's instructions
- PC14.** water the saplings with the recommended quantity

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- PC15.** apply mulch around the roots of the saplings to preserve soil moisture and prevent the growth of weeds

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of clearing, ploughing and harrowing the field, and their influence on the soil tilth
- KU2.** the use of various farm machineries for preparing the field for transplanting coffee saplings
- KU3.** the importance of applying the recommended fertilisers to the soil during field preparation and allowing the nutrients to be absorbed before transplanting the saplings
- KU4.** how to carry out liming in the field to achieve the required pH levels
- KU5.** the process of installing different types of irrigation and fertigation systems
- KU6.** the importance and process of creating draining conduits in the coffee plantation
- KU7.** the importance of arranging shading in the field to maintain the recommended temperature and soil moisture for the optimum growth of coffee crop
- KU8.** how to prepare pits in the field for transplanting saplings
- KU9.** the process of transplanting coffee seedlings and the immediate care they need
- KU10.** common challenges experienced while transplanting coffee saplings and how to overcome them
- KU11.** the recommended planting density to be maintained in the coffee plantation

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparing the field for transplantation</i>	16	22	-	18
PC1. remove any debris, waste materials and weeds from the field	-	-	-	-
PC2. assist in preparing the field for easy movement of relevant farm machineries	-	-	-	-
PC3. carry out ploughing and harrowing in the field using the appropriate farm machineries and implements, as per the supervisor's instructions to achieve the recommended tilth	-	-	-	-
PC4. apply the recommended fertilisers in an appropriate quantity to supplement the required macro and micronutrients, ensuring the saplings are planted after the recommended duration to allow nutrients to get absorbed into the soil	-	-	-	-
PC5. carry out liming of the field soil as per the supervisor's instructions to achieve the required pH levels	-	-	-	-
PC6. assist in installing an appropriate irrigation or fertigation system	-	-	-	-
PC7. create drainage conduits as per the supervisor's instructions, maintaining the optimum space	-	-	-	-
PC8. drain out any stagnant water from the field to prevent rotting in the saplings	-	-	-	-
PC9. assist in arranging shading in the field to maintain the recommended temperature and soil moisture for the optimum growth of coffee crop	-	-	-	-
PC10. prepare pits in the field as per the supervisor's instructions for transplanting coffee saplings	-	-	-	-
<i>Assist in transplanting the saplings</i>	14	18	-	12

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in transplanting the coffee saplings, maintaining the planting density recommended for the selected coffee variety and field's topography	-	-	-	-
PC12. carry out staking to support the vertical growth of transplanted saplings	-	-	-	-
PC13. apply the recommended organic and inorganic fertilisers to the saplings as per the supervisor's instructions	-	-	-	-
PC14. water the saplings with the recommended quantity	-	-	-	-
PC15. apply mulch around the roots of the saplings to preserve soil moisture and prevent the growth of weeds	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0502
NOS Name	Assist in preparing the field and transplanting the coffee saplings
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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AGR/N0503: Assist in maintaining the coffee crop

Description

This OS unit is about assisting in maintaining the coffee crop to ensure its healthy growth. It also covers resource optimisation, waste management and practising inclusion at work.

Scope

The scope covers the following :

- Assist in irrigation management
- Assist in nutrient, pest and disease management
- Assist in weeding, pruning and training
- Assist in optimising resource utilisation
- Assist in waste management

Elements and Performance Criteria

Assist in irrigation management

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

- PC1.** irrigate the coffee plants with an appropriate quantity of water according to the soil type, slope of the field, and supervisor's instructions
- PC2.** carry out regular maintenance of the irrigation and drainage channels
- PC3.** drain out excess water from the field to ensure no waterlogging

Assist in nutrient, pest and disease management

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

- PC4.** sample the field soil, pack and label it, and assist in its testing via an approved laboratory to ensure the coffee crop receives the required macro and micronutrients
- PC5.** select the appropriate organic and inorganic fertilisers such as Farm Yard Manure (FYM) containing the required macro and micronutrients
- PC6.** apply fertilisers to coffee plants using foliar spray as per the fertilisation schedule recommended for the coffee variety, and the supervisor's instructions
- PC7.** adopt relevant cultural practices to enhance the percentage of soil nutrients for the benefit of coffee plants
- PC8.** check the coffee crop regularly to identify the signs of pest and disease infestation
- PC9.** apply the recommended treatment as per the Integrated Pest and Disease Management (IPDM) practices and supervisor's instructions
- PC10.** assist in carrying out intercropping to promote the healthy growth of coffee plants

Assist in weeding, pruning and training

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

- PC11.** carry out mulching as per the supervisor's instructions to prevent the growth of weeds
- PC12.** carry out digging, forking and remove weeds from the field as per the supervisor's instructions
- PC13.** apply the recommended herbicides and weedicides as per instructions

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PC14. carry out pruning of the coffee plants to remove dead and infested leaves and branches

PC15. train the coffee plants to ensure their desired growth

Assist in optimising resource utilisation

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

PC16. use water and other resources optimally in various tasks and processes

PC17. plug water leakages to prevent its wastage

Assist in waste management

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

PC18. segregate waste into appropriate categories as per the supervisor's instructions

PC19. assist in recycling and disposing waste appropriately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the process of sampling and testing the soil

KU2. how to apply different types of organic and inorganic fertilisers to the coffee field

KU3. the use of relevant equipment for appropriate intercultural operations, such as a foliar spray for spraying fertilisers

KU4. the importance of checking the coffee crop regularly to identify the signs of pest and disease infestation

KU5. the process of applying the recommended treatment to the crop as per the Integrated Pest and Disease Management (IPM) practices

KU6. the recommended irrigation schedule for the coffee crop

KU7. the practice of intercropping to promote healthy growth of coffee plants

KU8. how to carry out digging, forking and weeding in the coffee field

KU9. safe usage of the recommended herbicides and weedicides, and the appropriate time for their application during the coffee crop life cycle

KU10. how to prune and train the coffee plants

KU11. the benefits and ways of optimising resource utilisation

KU12. applicable waste management practices

Generic Skills (GS)

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

GS1. write work-related notes

GS2. read the relevant literature to get the latest updates about the field of work

GS3. communicate politely and professionally

GS4. listen attentively to understand the instructions being given

GS5. identify appropriate solutions to work-related issues

GS6. plan and prioritise tasks to ensure timely completion

GS7. take quick decisions to deal with any emergencies or accidents

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GS8. coordinate with the co-workers to achieve the work objectives

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in irrigation management</i>	8	10	-	6
PC1. irrigate the coffee plants with an appropriate quantity of water according to the soil type, slope of the field, and supervisor's instructions	-	-	-	-
PC2. carry out regular maintenance of the irrigation and drainage channels	-	-	-	-
PC3. drain out excess water from the field to ensure no waterlogging	-	-	-	-
<i>Assist in nutrient, pest and disease management</i>	8	8	-	8
PC4. sample the field soil, pack and label it, and assist in its testing via an approved laboratory to ensure the coffee crop receives the required macro and micronutrients	-	-	-	-
PC5. select the appropriate organic and inorganic fertilisers such as Farm Yard Manure (FYM) containing the required macro and micronutrients	-	-	-	-
PC6. apply fertilisers to coffee plants using foliar spray as per the fertilisation schedule recommended for the coffee variety, and the supervisor's instructions	-	-	-	-
PC7. adopt relevant cultural practices to enhance the percentage of soil nutrients for the benefit of coffee plants	-	-	-	-
PC8. check the coffee crop regularly to identify the signs of pest and disease infestation	-	-	-	-
PC9. apply the recommended treatment as per the Integrated Pest and Disease Management (IPDM) practices and supervisor's instructions	-	-	-	-
PC10. assist in carrying out intercropping to promote the healthy growth of coffee plants	-	-	-	-
<i>Assist in weeding, pruning and training</i>	6	10	-	6

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. carry out mulching as per the supervisor's instructions to prevent the growth of weeds	-	-	-	-
PC12. carry out digging, forking and remove weeds from the field as per the supervisor's instructions	-	-	-	-
PC13. apply the recommended herbicides and weedicides as per instructions	-	-	-	-
PC14. carry out pruning of the coffee plants to remove dead and infested leaves and branches	-	-	-	-
PC15. train the coffee plants to ensure their desired growth	-	-	-	-
<i>Assist in optimising resource utilisation</i>	4	6	-	6
PC16. use water and other resources optimally in various tasks and processes	-	-	-	-
PC17. plug water leakages to prevent its wastage	-	-	-	-
<i>Assist in waste management</i>	4	6	-	4
PC18. segregate waste into appropriate categories as per the supervisor's instructions	-	-	-	-
PC19. assist in recycling and disposing waste appropriately	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0503
NOS Name	Assist in maintaining the coffee crop
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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AGR/N0507: Assist in harvesting and post-harvest management of coffee crop

Description

This OS unit is about assisting in carrying out harvesting and post-harvest management of coffee crop.

Scope

The scope covers the following :

- Assist in harvesting the cherries
- Assist in carrying out post-harvest management

Elements and Performance Criteria

Assist in harvesting the cherries

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

- PC1.** check the maturity of cherries on coffee plants through co-ordination with the supervisor
- PC2.** prepare the relevant tools and equipment for harvesting cherries
- PC3.** assist in carrying out mechanical or manual harvesting of cherries, following the strip picking or selective picking method as per the supervisor's instructions
- PC4.** ensure harvesting of mature cherries only and at appropriate intervals
- PC5.** collect the harvested cherries in appropriate bags or baskets, ensuring no damage to the cherries

Assist in carrying out post-harvest management

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

- PC6.** dry the harvested cherries under the sun or mechanically using a hot air dryer as per the supervisor's instructions
- PC7.** carry out pulping of cherries to obtain the coffee beans and clean the beans as per instructions
- PC8.** sort the coffee beans on appropriate parameters
- PC9.** grade the coffee beans based on shape and size with the help of a rotating sieve
- PC10.** pack the coffee beans in air-tight packing, protecting them from moisture
- PC11.** apply the recommended treatment in the storage area to remove pest and insects
- PC12.** store the packed coffee beans in a dry and hygienic storage area
- PC13.** load the packed beans in the transport vehicle, protecting them and packing material from damage
- PC14.** assist the supervisor in maintaining the manual and/ or electronic record of coffee beans processed and transported, using the physical registers and/ or the relevant computer application

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the indicators of the maturity of cherries on coffee plants
- KU2.** use of the relevant tools and equipment for harvesting cherries
- KU3.** the process of mechanical and manual harvesting of coffee cherries
- KU4.** the difference between strip picking and selective picking
- KU5.** the process of drying the harvested cherries under the sun or mechanically using a hot air dryer
- KU6.** how to carry out pulping of cherries to obtain the coffee beans and cleaning them
- KU7.** the applicable parameters for sorting the coffee beans such as variety and organoleptic properties
- KU8.** the process of grading the coffee beans using a rotating sieve, according to the shape and size
- KU9.** the appropriate packing material to be used to pack coffee beans to protect them from moisture
- KU10.** the recommended treatment to be applied in the storage area to remove pest and insects
- KU11.** the importance of storing the packed coffee beans in a dry and hygienic storage area, ensuring good ventilation
- KU12.** the correct method of loading the packed beans in the transport vehicle, ensuring their protection from damage
- KU13.** how to maintain various records manually and electronically

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in harvesting the cherries</i>	14	18	-	16
PC1. check the maturity of cherries on coffee plants through co-ordination with the supervisor	-	-	-	-
PC2. prepare the relevant tools and equipment for harvesting cherries	-	-	-	-
PC3. assist in carrying out mechanical or manual harvesting of cherries, following the strip picking or selective picking method as per the supervisor's instructions	-	-	-	-
PC4. ensure harvesting of mature cherries only and at appropriate intervals	-	-	-	-
PC5. collect the harvested cherries in appropriate bags or baskets, ensuring no damage to the cherries	-	-	-	-
<i>Assist in carrying out post-harvest management</i>	16	22	-	14
PC6. dry the harvested cherries under the sun or mechanically using a hot air dryer as per the supervisor's instructions	-	-	-	-
PC7. carry out pulping of cherries to obtain the coffee beans and clean the beans as per instructions	-	-	-	-
PC8. sort the coffee beans on appropriate parameters	-	-	-	-
PC9. grade the coffee beans based on shape and size with the help of a rotating sieve	-	-	-	-
PC10. pack the coffee beans in air-tight packing, protecting them from moisture	-	-	-	-
PC11. apply the recommended treatment in the storage area to remove pest and insects	-	-	-	-
PC12. store the packed coffee beans in a dry and hygienic storage area	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. load the packed beans in the transport vehicle, protecting them and packing material from damage	-	-	-	-
PC14. assist the supervisor in maintaining the manual and/ or electronic record of coffee beans processed and transported, using the physical registers and/ or the relevant computer application	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0507
NOS Name	Assist in harvesting and post-harvest management of coffee crop
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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:

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner

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- GS3.** read instruction manual for hand tool and equipments
- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

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Assessment Criteria

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

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	-	-	-	-

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

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) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.

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

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N0501.Assist in preparing for coffee cultivation	30	40	-	30	100	25
AGR/N0502.Assist in preparing the field and transplanting the coffee seedlings	30	40	-	30	100	25
AGR/N0503.Assist in maintaining the coffee crop	30	40	-	30	100	20
AGR/N0507.Assist in harvesting and post-harvest management of coffee crop	30	40	-	30	100	20
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	180	215	-	155	550	100

Qualification Pack

Acronyms

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

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.