

Qualification Pack



Flower Packager and Palletizer

QP Code: AGR/Q0704

Version: 4.0

NSQF Level: 2.5

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AGR/Q0704: Flower Packager and Palletizer

Brief Job Description

A Flower Packager and Palletizer identifies harvested flowers of good quality, processes and then packs them for being transported to domestic/ international markets while maintaining the processing standards. The person also creates flower seed pellets using the appropriate machinery.

Personal Attributes

The individual in this job role must be physically fit to be able to work for long hours. The person must be able to coordinate with others to achieve the work objectives. Ability to read, write and solve work-related problems are the other important attributes required for this job role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0714: Prepare the flowers for processing](#)
2. [AGR/N0715: Store and pack the flowers](#)
3. [AGR/N0717: Create flower seed pellets](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Floriculture Farming
Country	India
NSQF Level	2.5
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6113.9900

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Minimum Educational Qualification & Experience	9th grade pass OR 8th grade pass with 1.5 years of experience relevant experience in Agriculture and allied sectors OR 5th grade pass with 4.5 years of experience relevant experience in Agriculture and allied sectors OR Ability to read and write with 6 Years of experience relevant experience in Agriculture and allied sectors OR Previous relevant Qualification of NSQF Level (2) with 6 Months of experience relevant experience in Agriculture and allied sectors
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	30/05/2027
NSQC Approval Date	30/05/2024
Version	4.0
Reference code on NQR	QG-2.5-AG-02614-2024-V2-ASCI
NQR Version	2.0

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AGR/N0714: Prepare the flowers for processing

Description

This OS unit is about identifying flowers of appropriate quality for processing and making preparations for processing them

Scope

The scope covers the following :

- Identify flowers for processing
- Prepare the hydration solution
- Hydrate the flowers

Elements and Performance Criteria

Identify flowers for processing

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

- PC1.** select the appropriate tools, equipment and Personal Protective Equipment (PPE) for handling flowers such as apron, gloves, etc.
- PC2.** sanitise the tools and equipment before use
- PC3.** identify cut flowers for processing based on various parameters such as quality, type, size, stem length, and diameter, etc.
- PC4.** examine the flowers to identify signs of any pests and diseases
- PC5.** sort out the damaged/ pest-infested/ diseased flowers
- PC6.** discard the damaged/ pest-infested/ diseased flowers in an environment-friendly manner

Prepare the hydration solution

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

- PC7.** select the appropriate chemicals to prepare the hydration solution based on the type of flowers and required vase-life
- PC8.** prepare different types of hydration solutions for a variety of flowers, maintaining the recommended ratio of biocides

Hydrate the flowers

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

- PC9.** remove thorns, dead and unwanted leaves from flower stems
- PC10.** hydrate the flowers by dipping them in the hydration solution
- PC11.** sort and grade the flowers on the basis of appropriate parameters
- PC12.** bunch the flowers as per the Standard Operating Procedure (SOP)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** correct use of the relevant tools, equipment and PPE
- KU2.** various criteria for selecting cut flowers for processing
- KU3.** indicators of pest infested and diseased flowers
- KU4.** hydration requirement of different types of flowers based on maturity, storage duration, season and in-transit window
- KU5.** different types of hydration solutions and impact of using hydration solutions on flowers
- KU6.** the correct method of preparing various types of hydration solutions and the chemicals used in them
- KU7.** safe use of hydration solutions
- KU8.** grading and sorting criteria for different types of flowers
- KU9.** safe handling of flowers
- KU10.** the use of manual and mechanical grading systems
- KU11.** bunching of flowers

Generic Skills (GS)

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

- GS1.** plan and schedule daily activities to achieve work efficiency
- GS2.** communicate professionally and politely
- GS3.** identify possible disruptions to work and take preventive measures
- GS4.** write work-related notes and reports
- GS5.** read the relevant literature to learn about new developments in the field of work
- GS6.** take quick action to deal with any emergencies/ accidents
- GS7.** listen attentively to comprehend the information being given by the speaker
- GS8.** evaluate all possible solutions to a problem to select the best solution

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify flowers for processing</i>	8	12	-	10
PC1. select the appropriate tools, equipment and Personal Protective Equipment (PPE) for handling flowers such as apron, gloves, etc.	-	-	-	-
PC2. sanitise the tools and equipment before use	-	-	-	-
PC3. identify cut flowers for processing based on various parameters such as quality, type, size, stem length, and diameter, etc.	-	-	-	-
PC4. examine the flowers to identify signs of any pests and diseases	-	-	-	-
PC5. sort out the damaged/ pest-infested/ diseased flowers	-	-	-	-
PC6. discard the damaged/ pest-infested/ diseased flowers in an environment-friendly manner	-	-	-	-
<i>Prepare the hydration solution</i>	10	12	-	10
PC7. select the appropriate chemicals to prepare the hydration solution based on the type of flowers and required vase-life	-	-	-	-
PC8. prepare different types of hydration solutions for a variety of flowers, maintaining the recommended ratio of biocides	-	-	-	-
<i>Hydrate the flowers</i>	12	16	-	10
PC9. remove thorns, dead and unwanted leaves from flower stems	-	-	-	-
PC10. hydrate the flowers by dipping them in the hydration solution	-	-	-	-
PC11. sort and grade the flowers on the basis of appropriate parameters	-	-	-	-
PC12. bunch the flowers as per the Standard Operating Procedure (SOP)	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0714
NOS Name	Prepare the flowers for processing
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Floriculture Farming
NSQF Level	2.5
Credits	2
Version	3.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

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AGR/N0715: Store and pack the flowers

Description

The OS unit is about storing processed flowers in an appropriate environment and then packing them.

Scope

The scope covers the following :

- Store the flowers
- Pack and transport the flowers
- Manage the inventory
- Optimise resource utilisation

Elements and Performance Criteria

Store the flowers

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

- PC1.** select a safe storage area with the appropriate temperature or with an air-cooling system installed
- PC2.** apply relevant treatment in the storage area to eliminate any pests and rodents
- PC3.** pre-cool and store the processed flowers in the storage area
- PC4.** maintain flowers in the storage for the recommended period

Pack and transport the flowers

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

- PC5.** select the appropriate packing material for packing the flowers according to the type of flowers and distance to the target market
- PC6.** purchase the packing material as per the requirement
- PC7.** examine the packing material for any damage
- PC8.** condition the flowers before packing
- PC9.** pack the flowers according to their grade and other relevant parameters
- PC10.** select an appropriate mode of transport to carry the flowers to the retailers/ exporters
- PC11.** ensure the transport vehicle has an air-cooling system to preserve the freshness of flowers during transit
- PC12.** load the packed flowers safely in the transport vehicle
- PC13.** maintain the record of packed and transported flowers
- PC14.** ensure appropriate quality clearances and certifications are obtained depending on the quality requirements of the purchaser/ destination market

Manage the inventory

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

- PC15.** manage the stock of material/flowers by using an appropriate inventory management/ rotation system such as First-In, First-Out (FIFO) and Last In, First Out (LIFO)
- PC16.** maintain the inventory records

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Optimise resource utilisation

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

PC17. optimise the usage of water/ electricity/ materials in various tasks/ processes

PC18. connect electrical tools and equipment safely and turn off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. applicable record-keeping and documentation requirements

KU2. storage requirements for different types of flowers

KU3. the process of preparing a flower storage

KU4. different types of solutions to preserve the freshness of flowers and the method of preparing them

KU5. process of preparing flowers for being packed

KU6. appropriate packing material for flowers

KU7. relevant grading standards and the correct method of packing flowers

KU8. inventory management/ rotation system such as FIFO and LIFO

KU9. appropriate conditions required for transporting flowers

KU10. safe handling of flowers

KU11. importance of following environmental and ecological best practices to minimise the impact on the environment

KU12. benefits of resource optimisation

KU13. ways of efficiently managing various materials used in different operations

KU14. common practices of conserving electricity

Generic Skills (GS)

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

GS1. write work-related notes

GS2. read and follow the health and safety instructions

GS3. communicate clearly and politely with co-workers and clients

GS4. plan and prioritise tasks for effective time management

GS5. take quick decisions to deal with any emergencies/ accidents and resolve any disruptions to work

GS6. co-ordinate with co-workers to achieve work objectives

GS7. listen attentively to understand the information being shared by the speaker

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Store the flowers</i>	10	10	-	10
PC1. select a safe storage area with the appropriate temperature or with an air-cooling system installed	-	-	-	-
PC2. apply relevant treatment in the storage area to eliminate any pests and rodents	-	-	-	-
PC3. pre-cool and store the processed flowers in the storage area	-	-	-	-
PC4. maintain flowers in the storage for the recommended period	-	-	-	-
<i>Pack and transport the flowers</i>	16	20	-	12
PC5. select the appropriate packing material for packing the flowers according to the type of flowers and distance to the target market	-	-	-	-
PC6. purchase the packing material as per the requirement	-	-	-	-
PC7. examine the packing material for any damage	-	-	-	-
PC8. condition the flowers before packing	-	-	-	-
PC9. pack the flowers according to their grade and other relevant parameters	-	-	-	-
PC10. select an appropriate mode of transport to carry the flowers to the retailers/ exporters	-	-	-	-
PC11. ensure the transport vehicle has an air-cooling system to preserve the freshness of flowers during transit	-	-	-	-
PC12. load the packed flowers safely in the transport vehicle	-	-	-	-
PC13. maintain the record of packed and transported flowers	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure appropriate quality clearances and certifications are obtained depending on the quality requirements of the purchaser/ destination market	-	-	-	-
<i>Manage the inventory</i>	2	6	-	4
PC15. manage the stock of material/flowers by using an appropriate inventory management/ rotation system such as First-In, First-Out (FIFO) and Last In, First Out (LIFO)	-	-	-	-
PC16. maintain the inventory records	-	-	-	-
<i>Optimise resource utilisation</i>	2	4	-	4
PC17. optimise the usage of water/ electricity/ materials in various tasks/ processes	-	-	-	-
PC18. connect electrical tools and equipment safely and turn off when not in use	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0715
NOS Name	Store and pack the flowers
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Floriculture Farming
NSQF Level	2.5
Credits	3
Version	3.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

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AGR/N0717: Create flower seed pellets

Description

The OS unit is about various activities performed in the process of pelleting flower seeds.

Scope

The scope covers the following :

- Prepare for pelleting the flower seeds
- Pellet the flower seeds
- Pack the pelleted flower seeds
- Perform waste management

Elements and Performance Criteria

Prepare for pelleting the flower seeds

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

- PC1.** select flower seeds with the required characteristics for pelleting
- PC2.** arrange the relevant PPE for the seed pelleting operation
- PC3.** arrange the recommended seed covering material such as talcum powder/ clay, adhesive and an active ingredient to prepare the coating formulation
- PC4.** prepare the coating formulation by mixing the covering material, adhesive and the active ingredient in the recommended quantity

Pellet the flower seeds

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

- PC5.** fill in the tumbling drum/ rotary pan/ coating pan with the recommended quantity of flower seeds and coating formulation for pelleting
- PC6.** switch on and operate the tumbling drum/ rotary pan/ coating pan as per the manufacturer's instructions
- PC7.** check the flower seeds during the operation regularly to ensure seeds achieve the required level of coating and weight
- PC8.** collect the pelleted flower seeds in a clean container
- PC9.** dry the seeds under the sun or using a dryer as appropriate
- PC10.** store the pelleted flower seeds as per the storage requirements

Pack the pelleted flower seeds

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

- PC11.** identify and purchase the appropriate packing material for the pelleted flower seeds such as air-tight polythene pouches or paper pouches
- PC12.** pack the pelleted flower seeds as per the SOP
- PC13.** maintain the record of the seeds pelleted and packed
- PC14.** maintain the relevant health and safety standards while handling seeds

Perform waste management

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

- PC15.** segregate waste into different categories
- PC16.** dispose the non-recyclable waste appropriately
- PC17.** deposit the recyclable and reusable material at the identified location

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the requirement of pelleting flower seeds and its advantages
- KU2.** criteria for selecting seeds for pelleting
- KU3.** use of the relevant machinery for pelleting seeds such as tumbling drum/ rotary pan/ coating pan, etc.
- KU4.** different types of material used for coating seeds
- KU5.** recommended grade of adhesives to use in the coating material
- KU6.** the correct method of operating the relevant machinery to pellet seeds
- KU7.** processing of pelleted seeds
- KU8.** appropriate packing material for pelleted seeds and the correct way of packing them
- KU9.** the correct way of storing pelleted seeds
- KU10.** use of active ingredients to prevent the pelleted seeds from catching fungus and pests
- KU11.** different methods of recycling and disposing waste
- KU12.** common sources of pollution and ways to minimise it

Generic Skills (GS)

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

- GS1.** read the relevant literature to get updated information about new developments in the field of work
- GS2.** communicate politely with clients and colleagues
- GS3.** listen attentively to understand the customer requirements
- GS4.** write work-related notes
- GS5.** plan and schedule tasks for efficient use of time
- GS6.** take quick decisions to deal with any emergencies/ accidents
- GS7.** co-ordinate 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>Prepare for pelleting the flower seeds</i>	10	10	-	10
PC1. select flower seeds with the required characteristics for pelleting	-	-	-	-
PC2. arrange the relevant PPE for the seed pelleting operation	-	-	-	-
PC3. arrange the recommended seed covering material such as talcum powder/ clay, adhesive and an active ingredient to prepare the coating formulation	-	-	-	-
PC4. prepare the coating formulation by mixing the covering material, adhesive and the active ingredient in the recommended quantity	-	-	-	-
<i>Pellet the flower seeds</i>	10	10	-	10
PC5. fill in the tumbling drum/ rotary pan/ coating pan with the recommended quantity of flower seeds and coating formulation for pelleting	-	-	-	-
PC6. switch on and operate the tumbling drum/ rotary pan/ coating pan as per the manufacturer's instructions	-	-	-	-
PC7. check the flower seeds during the operation regularly to ensure seeds achieve the required level of coating and weight	-	-	-	-
PC8. collect the pelleted flower seeds in a clean container	-	-	-	-
PC9. dry the seeds under the sun or using a dryer as appropriate	-	-	-	-
PC10. store the pelleted flower seeds as per the storage requirements	-	-	-	-
<i>Pack the pelleted flower seeds</i>	5	10	-	5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. identify and purchase the appropriate packing material for the pelleted flower seeds such as air-tight polythene pouches or paper pouches	-	-	-	-
PC12. pack the pelleted flower seeds as per the SOP	-	-	-	-
PC13. maintain the record of the seeds pelleted and packed	-	-	-	-
PC14. maintain the relevant health and safety standards while handling seeds	-	-	-	-
<i>Perform waste management</i>	5	10	-	5
PC15. segregate waste into different categories	-	-	-	-
PC16. dispose the non-recyclable waste appropriately	-	-	-	-
PC17. deposit the recyclable and reusable material at the identified location	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0717
NOS Name	Create flower seed pellets
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Floriculture Farming
NSQF Level	2.5
Credits	1
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

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

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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

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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

Qualification Pack

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	29/03/2023
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

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

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

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/N0714.Prepare the flowers for processing	30	40	-	30	100	25
AGR/N0715.Store and pack the flowers	30	40	-	30	100	30
AGR/N0717.Create flower seed pellets	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	150	175	-	125	450	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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.