Qualification Pack

Artificial Insemination Technician

QP Code: AGR/Q4803

Version: 3.0

NSQF Level: 4

Agriculture Skill Council of India || 6th Floor, GNG Tower, Plot No. 10, Sector -44, Gurgaon Haryana-122004 || email:shrinkhala@asci-india.com

Contents

AGR/Q4803: Artificial Insemination Technician 3
Brief Job Description 3
Applicable National Occupational Standards (NOS) 3
Compulsory NOS 3
Qualification Pack (QP) Parameters 3
AGR/N4805: Veterinary First Aid 5
AGR/N4808: Assisting in veterinary extension services 10
AGR/N4810: Development program implementation and marketing in the livestock sector 14
AGR/N4820: Implementation of cattle Breeding Services 19
DGT/VSQ/N0102: Employability Skills (60 Hours) 26
Assessment Guidelines and Weightage 33
Assessment Guidelines 33
Assessment Weightage 34
Acronyms 35
Glossary 36

Qualification Pack

AGR/Q4803: Artificial Insemination Technician

Brief Job Description

Artificial Insemination Technician (AI Technician)provides cattle breeding, management and development related services mostly in the outdoor setting

Personal Attributes

An AI Technician should have a mind for science, belongingness to the community, compassion for animals, good leadership, communication and observation skills. The Individual should be physically strong and have manual dexterity

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AGR/N4805: Veterinary First Aid
2. AGR/N4808: Assisting in veterinary extension services
3. AGR/N4810: Development program implementation and marketing in the livestock sector
4. AGR/N4820: Implementation of cattle Breeding Services
5. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Animal Husbandry
Occupation	Livestock Health Management
Country	India
NSQF Level	4
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

Qualification Pack

Minimum Educational Qualification & Experience	12th Class OR 10th Class with 2 Years of experience relevant experience OR Certificate-NSQF (Level-3 and with minimum education as 5th grade pass) with 2 Years 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	25/11/2024
NSQC Approval Date	25/11/2021
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06533
NQR Version	1.0

AGR/N4805: Veterinary First Aid

Description

This OS unit is about veterinary first-aid.

Scope

The scope covers the following :

- Cleaning and washing of muzzle, mouth, hooves, feet, etc. with antiseptic solutions
- Treatment of non-infectious conditions like indigestion, anorexia, constipation, tympani, impaction, diarrhea etc.
- Provide immediate support to accidental situations like poisoning, sun-stroke, electrocution, burn injuries, etc.
- Handling of superficial wound and trauma
- Initial support in cases like prolapse of uterus.

Elements and Performance Criteria

Cleaning and washing of muzzle, mouth, hooves, feet, etc. with antiseptic solutions

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

PC1. prepare an aseptic solution

PC2. clean hooves, feet and other areas with antiseptic solutions

Treatment of non-infectious conditions like indigestion, anorexia, constipation, tympani, impaction, diarrhea etc.

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

PC3. analyze the emergency situation and use commonly suggested medications / follow precautions as per manual prepared by supervisor

PC4. identify common symptoms of diseases in animals and report accordingly

PC5. identify common infection/scheduled animal diseases and ensure timely reporting of the same

Provide immediate support to accidental situations like poisoning, sun-stroke, electrocution, burn injuries, etc.

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

PC6. identify the cause of accident from symptoms

PC7. assess the severity of the accident and suggest for consultation with a veterinarian

PC8. provide basic/immediate care as specified for each type of accidents

Handling of superficial wound and trauma

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

PC9. clean and protect the wound and stop bleeding

Initial support in cases like prolapse of uterus.

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

PC10. carry out aseptic handling and protection of the prolapsed organ(s) before the arrival of a veterinarian

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant organizational policy on health event reporting/record keeping
KU2. relevant supervisory structure
KU3. basics of emergency conditions in animals along with pre-disposing factors
KU4. the usage of first aid kit
KU5. nature of wounds vis-a-vis procedure of cleaning and protection
KU6. uses and doses and safety precautions of common medications in emergency situations and to handle basic ailments (as per manual prepared by supervisor)
KU7. basics of storage, handling, administration, disposal of approved/permitted medicines
KU8. common approaches in handling poisoning and natural calamities
KU9. ways to differentiate a diseased animal from a healthy animal
KU10. major symptoms of common scheduled diseases
KU11. use of approved ethno-veterinary practices
KU12. preogatives and obligations with respection treatment and use of drugs in animals

Generic Skills (GS)

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

GS1. fill data sheet/health monitoring proforma
GS2. read government/organizational guideline/manuals
GS3. read directives from government/organization/ supervising veterinarians
GS4. discuss task lists, schedules, etc. with co-workers
GS5. explain farmers / clients on presented symptoms / emergency conditions
GS6. give clear suggestions/guidance to farmers/clients
GS7. make decisions related to the use of medication out of permitted assortments
GS8. decide appropriate approach and best way to handle an injured animal
GS9. relate the emergency to immediate evets on the surrounding environment

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Cleaning and washing of muzzle, mouth, hooves, feet, etc. with antiseptic solutions	**2**	**7**	**-**	**1**
PC1. prepare an aseptic solution	-	-	-	-
PC2. clean hooves, feet and other areas with antiseptic solutions	-	-	-	-
Treatment of non-infectious conditions like indigestion, anorexia, constipation, tympani, impaction, diarrhea etc.	**15**	**10**	**-**	**5**
PC3. analyze the emergency situation and use commonly suggested medications / follow precautions as per manual prepared by supervisor	-	-	-	-
PC4. identify common symptoms of diseases in animals and report accordingly	-	-	-	-
PC5. identify common infection/scheduled animal diseases and ensure timely reporting of the same	-	-	-	-
Provide immediate support to accidental situations like poisoning, sun-stroke, electrocution, burn injuries, etc.	**7**	**8**	**-**	**3**
PC6. identify the cause of accident from symptoms	-	-	-	-
PC7. assess the severity of the accident and suggest for consultation with a veterinarian	-	-	-	-
PC8. provide basic/immediate care as specified for each type of accidents	-	-	-	-
Handling of superficial wound and trauma	**5**	**12**	**-**	**3**
PC9. clean and protect the wound and stop bleeding	-	-	-	-
Initial support in cases like prolapse of uterus.	**5**	**12**	**-**	**3**
PC10. carry out aseptic handling and protection of the prolapsed organ(s) before the arrival of a veterinarian	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	**34**	**49**	**-**	**15**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4805
NOS Name	Veterinary First Aid
Sector	Agriculture
Sub-Sector	Animal Husbandry
Occupation	Livestock Health Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

AGR/N4808: Assisting in veterinary extension services

Description

This OS unit is about assisting organizations in conducting veterinary extension-related activities.

Scope

The scope covers the following :

- promoting approved technology and best practices (viz housing, feeding, breeding including organic practices) in livestock farming, handling animal products
- assist farmers on quality farm input selection and procurement
- assist in maintaining the record of farmer meeting/farm school activities
- use of mobile and other technology for extension/client education

Elements and Performance Criteria

promoting approved technology and best practices (viz housing, feeding, breeding including organic practices) in livestock farming, handling animal products

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

PC1. understand and explain the applicability and benefit associated with common approved technology(s) / best practice(s) in the context of local situations, opportunities, and constraints

PC2. give feedback on technology application in the field and need for improvement

PC3. organize extension events based on farmer convenience and seasonal suitability

Assist farmers on quality farm input selection and procurement

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

PC4. understand and explain quality parameters regarding various farm inputs

PC5. identify sources, plan and organize farmers for intelligent (timely, quality, and appropriate cost- based) procurement of inputs

Assist in maintaining the record of farmer meeting/farm school activities

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

PC6. keep the record that can help make farmer meeting and farm school activities 'targeted' and 'need based'

Use of mobile and other technology for extension/client education

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

PC7. use modern communication devices, audio-visual aids to explain farmers/clients

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant organizational policy, products, and services

KU2. the supervisory structure

KU3. importance of data recording/monitoring vis a vis evaluation of preventive care program

KU4. importance of data and use of data collection tool (including electronic)

Generic Skills (GS)

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

GS1. prepare a brief field program report
GS2. fill datasheet and survey form
GS3. read government/organizational guideline/manuals
GS4. keep abreast with the latest knowledge/technologies by reading brochures, pamphlets, and other related information sheet
GS5. discuss task lists, schedules, etc. with co-workers
GS6. explain farmers/clients on the use of various technologies
GS7. give clear suggestions/guidance to farmers/clients
GS8. make decisions related to the suitability of any technology based on local situations
GS9. plan for various extension events
GS10. use electronic communication/presentation tools
GS11. investigate and analyze adopted technologies and provide feedback to supervising veterinarian/scientist

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
promoting approved technology and best practices (viz housing, feeding, breeding including organic practices) in livestock farming, handling animal products	**30**	**20**	**-**	**2**
PC1. understand and explain the applicability and benefit associated with common approved technology(s) / best practice(s) in the context of local situations, opportunities, and constraints	-	-	-	-
PC2. give feedback on technology application in the field and need for improvement	-	-	-	-
PC3. organize extension events based on farmer convenience and seasonal suitability	-	-	-	-
Assist farmers on quality farm input selection and procurement	**20**	**10**	**-**	**-**
PC4. understand and explain quality parameters regarding various farm inputs	-	-	-	-
PC5. identify sources, plan and organize farmers for intelligent (timely, quality, and appropriate cost- based) procurement of inputs	-	-	-	-
Assist in maintaining the record of farmer meeting/farm school activities	**5**	**-**	**-**	**5**
PC6. keep the record that can help make farmer meeting and farm school activities 'targeted' and 'need based'	-	-	-	-
Use of mobile and other technology for extension/client education	**5**	**-**	**-**	**3**
PC7. use modern communication devices, audio-visual aids to explain farmers/clients	-	-	-	-
NOS Total	**60**	**30**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4808
NOS Name	Assisting in veterinary extension services
Sector	Agriculture
Sub-Sector	Animal Husbandry
Occupation	Livestock Health Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

AGR/N4810: Development program implementation and marketing in the livestock sector

Description

This OS unit is about assisting organizations in implementing programs and projects in the livestock sector (including one related to the marketing of livestock products).

Scope

The scope covers the following :

- Facilitate implementation of government / private development programs including livestock insurance
- Engagement with 'farmers' institutions and local self-government (Panchayat)
- Facilitate agri-livestock related economic activity of self-help groups
- Facilitate marketing of livestock farm inputs / products

Elements and Performance Criteria

Facilitate implementation of government / private development programs including livestock insurance

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

PC1. promote awareness of programs and help in targeted beneficiary selection as envisioned in the project/program

PC2. work with selected project beneficiaries in implementing activities as envisaged in promoted programs

PC3. practice ear tagging in livestock and register animal for insurance

Engagement with 'farmers' institutions and local self-government (Panchayat)

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

PC4. attend and support during meeting /programs of farmer's institutions/panchayats

PC5. inform/involve farmer leaders/panchayat functionaries in the selection of program beneficiaries

PC6. facilitate organization’s panchayat endeavor to ensure convergence of development projects for synergy

Facilitate agri-livestock related economic activity of self-help groups

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

PC7. support and handhold formation of self-help groups

PC8. guide farmers on business options and basic economics of various livestock-linked activities

Facilitate marketing of livestock farm inputs / products

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

PC9. support farmers to produce for market and ensure aggregation, collective marketing of livestock products

PC10. deliver market-related e.g. prices, etc. information to farmers

PC11. generate information on livestock farm inputs e.g. feed, fodder, supplements, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant organizational policy and programs
KU2. sustainable development and goal for same
KU3. basics of project development and management
KU4. guideline on self-help group/producer company formation and functioning
KU5. common livestock based business activities and economics thereof
KU6. basic of common rural development programs of the government
KU7. basics of marketing and markets in the context of livestock products

Generic Skills (GS)

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

GS1. prepare a brief report
GS2. read government/organizational guideline/manuals
GS3. keep abreast with the latest information/knowledge on the rural development livestock market by reading newspapers, magazines, etc.
GS4. discuss and explain benefit/outcome development programs
GS5. listen and comprehend 'farmer's problems and suggestions
GS6. plan activities
GS7. use electronic gadgets to promote programs/projects and engage with farmers/clients
GS8. investigate and analyze opportunities and difficulties in program implementation

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Facilitate implementation of government / private development programs including livestock insurance	**10**	**13**	**-**	**7**
PC1. promote awareness of programs and help in targeted beneficiary selection as envisioned in the project/program	-	-	-	-
PC2. work with selected project beneficiaries in implementing activities as envisaged in promoted programs	-	-	-	-
PC3. practice ear tagging in livestock and register animal for insurance	-	-	-	-
Engagement with 'farmers' institutions and local self-government (Panchayat)	**5**	**10**	**-**	**5**
PC4. attend and support during meeting /programs of farmer's institutions/panchayats	-	-	-	-
PC5. inform/involve farmer leaders/panchayat functionaries in the selection of program beneficiaries	-	-	-	-
PC6. facilitate organization’s panchayat endeavor to ensure convergence of development projects for synergy	-	-	-	-
Facilitate agri-livestock related economic activity of self-help groups	**10**	**5**	**-**	**10**
PC7. support and handhold formation of self-help groups	-	-	-	-
PC8. guide farmers on business options and basic economics of various livestock-linked activities	-	-	-	-
Facilitate marketing of livestock farm inputs / products	**5**	**12**	**-**	**8**
PC9. support farmers to produce for market and ensure aggregation, collective marketing of livestock products	-	-	-	-
PC10. deliver market-related e.g. prices, etc. information to farmers	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. generate information on livestock farm inputs e.g. feed, fodder, supplements, etc.	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4810
NOS Name	Development program implementation and marketing in the livestock sector
Sector	Agriculture
Sub-Sector	Animal Husbandry
Occupation	Livestock Health Management
NSQF Level	4
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

AGR/N4820: Implementation of cattle Breeding Services

Description

This OS unit is about assisting organization in implementing programs related to cattle breeding.

Scope

The scope covers the following :

- Maintaining database of good cattle breeders
- Assistance to farmers in quality cattle selection / purchase
- Animal identification and data recording
- Conducting artificial insemination
- Assistance to farmers on management of unproductive animals
- Post insemination data recording and performance monitoring of breeding services

Elements and Performance Criteria

Maintaining database of good cattle breeders

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

PC1. help farmers/clients with information on sources of good breeding animals

Assistance to farmers in quality cattle selection / purchase.

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

PC2. assist farmers/clients in selecting animals with the proper breed and other characteristics for breeding purposes

Animal identification and data recording

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

PC3. restrain the animal appropriately

PC4. perform tagging of animals as per standard protocol

PC5. use field data collection tools (including electronic/mobile mobile-based data collection) as per the given specifications

Conducting artificial insemination

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

PC6. recognize heat in cattle

PC7. use semen of appropriate quality and blood level

PC8. follow protocols pertaining to biosecurity, safety, hygiene, and welfare

PC9. follow the prescribed procedures in handling semen straw, and in conducting insemination

PC10. practice artificial insemination in time

Assistance to farmers on management of unproductive animals.

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

PC11. explain farmers/clients appropriate feeding practices required for breeding animals e.g. Mineral supplementation etc.

PC12. guide farmers on maintaining an optimum number of animals based on breeding plan and suggest performance goal

Post insemination data recording and performance monitoring of breeding services

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

PC13. use field data collection tools (including electronic reader / mobile based data collection) as per given specifications

PC14. provide organization with standard required information such as semen used; time of heat, time of insemination, calf born etc., needed to monitor breeding services

Essential preventive health support to breeding animals

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

PC15. demonstrate a high rate of voluntary compliance with bio-security norms within a farm

PC16. evaluate procedure for procurement/infrastructure for storage etc.and use of vaccines from appropriate source only

PC17. ensure cold chain and compliance with other guidelines during transport of vaccines to farmer's/clients' place and point of use

PC18. rotate vaccine stock in hand so that the oldest vaccines are used first, ensuring that no vaccine is used after the expiration date

PC19. comply all scientific guidelines related to vaccine administration procedure, e.g., use of appropriate dose, use of separate syringe for different vaccines, etc.

PC20. ensure the record of a given vaccine and administration-related information (individual/herd level) along with batch numbers etc., as per the given format

PC21. timely report vaccine failure to appropriate authority as per format

PC22. ensure herd coverage and continuity of vaccination program

PC23. describe preventive de-worming and ecto parasite control as per the SOP approved by the organization

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant organizational policy on breeding

KU2. reporting structure

KU3. basic of reproductive physiology, e.g., estrous cycle, signs, etc. and anatomy of reproductive organs

KU4. basic of genetics e.g. selective breeding/cross-breeding

KU5. semen straw handling procedure and safety requirement in the handling of liquid nitrogen

KU6. protocols related to bio-security, hygiene, safety, and animal welfare

KU7. technical procedure of artificial insemination

KU8. feeding of breeding animals, mineral supplementation, etc

Generic Skills (GS)

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

GS1. prepare a brief case report
GS2. fill monitoring related forms
GS3. read government / organizational guideline / manuals
GS4. read manufacturer guideline of various common equipment uses in breeding services
GS5. read directives from government/organization
GS6. discuss task list, schedule etc. with co workers
GS7. explain farmers / clients on artificial insemination procedure
GS8. give clear suggestion / guidance to farmers / clients
GS9. make decisions related to time, appropriate application of artificial insemination technologies
GS10. use electronic/mobile tools (where available) to record and send breeding related data to servers
GS11. investigate and analyze in relation to difficulties, failures,etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintaining database of good cattle breeders	**2**	**2**	**-**	**2**
PC1. help farmers/clients with information on sources of good breeding animals	-	-	-	-
Assistance to farmers in quality cattle selection / purchase.	**5**	**3**	**-**	**2**
PC2. assist farmers/clients in selecting animals with the proper breed and other characteristics for breeding purposes	-	-	-	-
Animal identification and data recording	**8**	**9**	**-**	**-**
PC3. restrain the animal appropriately	-	-	-	-
PC4. perform tagging of animals as per standard protocol	-	-	-	-
PC5. use field data collection tools (including electronic/mobile mobile-based data collection) as per the given specifications	-	-	-	-
Conducting artificial insemination	**11**	**13**	**-**	**6**
PC6. recognize heat in cattle	-	-	-	-
PC7. use semen of appropriate quality and blood level	-	-	-	-
PC8. follow protocols pertaining to biosecurity, safety, hygiene, and welfare	-	-	-	-
PC9. follow the prescribed procedures in handling semen straw, and in conducting insemination	-	-	-	-
PC10. practice artificial insemination in time	-	-	-	-
Assistance to farmers on management of unproductive animals.	**4**	**3**	**-**	**3**
PC11. explain farmers/clients appropriate feeding practices required for breeding animals e.g. Mineral supplementation etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. guide farmers on maintaining an optimum number of animals based on breeding plan and suggest performance goal	-	-	-	-
Post insemination data recording and performance monitoring of breeding services	**-**	**7**	**-**	**3**
PC13. use field data collection tools (including electronic reader / mobile based data collection) as per given specifications	-	-	-	-
PC14. provide organization with standard required information such as semen used; time of heat, time of insemination, calf born etc., needed to monitor breeding services	-	-	-	-
Essential preventive health support to breeding animals	**4**	**7**	**-**	**6**
PC15. demonstrate a high rate of voluntary compliance with bio-security norms within a farm	-	-	-	-
PC16. evaluate procedure for procurement/infrastructure for storage etc.and use of vaccines from appropriate source only	-	-	-	-
PC17. ensure cold chain and compliance with other guidelines during transport of vaccines to farmer's/clients' place and point of use	-	-	-	-
PC18. rotate vaccine stock in hand so that the oldest vaccines are used first, ensuring that no vaccine is used after the expiration date	-	-	-	-
PC19. comply all scientific guidelines related to vaccine administration procedure, e.g., use of appropriate dose, use of separate syringe for different vaccines, etc.	-	-	-	-
PC20. ensure the record of a given vaccine and administration-related information (individual/herd level) along with batch numbers etc., as per the given format	-	-	-	-
PC21. timely report vaccine failure to appropriate authority as per format	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. ensure herd coverage and continuity of vaccination program	-	-	-	-
PC23. describe preventive de-worming and ecto parasite control as per the SOP approved by the organization	-	-	-	-
NOS Total	**34**	**44**	**-**	**22**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N4820
NOS Name	Implementation of cattle Breeding Services
Sector	Agriculture
Sub-Sector	Animal Husbandry
Occupation	Livestock Health Management
NSQF Level	4
Credits	5
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

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

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

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC5. recognize the significance of 21st Century Skills for employment

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

Basic English Skills

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

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone

PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

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

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

GS3. behave politely and appropriately with all
GS4. how to work in a virtual mode
GS5. perform calculations efficiently
GS6. solve problems effectively
GS7. pay attention to details
GS8. manage time efficiently
GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**2**	**4**	**-**	**-**
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	**-**	**-**

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

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	28/02/2026
NSQC Clearance Date	28/02/2023

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 proportion of marks for Theory and Skills Practical for each PC.

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

3. 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 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 70% of aggregate marks to successfully clear the assessment.

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

Minimum Aggregate Passing % at QP Level : 70

(**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/N4805.Veterinary First Aid	34	49	0	15	98	20
AGR/N4808.Assisting in veterinary extension services	60	30	0	10	100	25
AGR/N4810.Development program implementation and marketing in the livestock sector	30	40	-	30	100	25
AGR/N4820.Implementation of cattle Breeding Services	34	44	-	22	100	25
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
Total	**178**	**193**	**0**	**0**	**448**	**100**

Acronyms

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

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.

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.