Electronic Trading Supervisor-Agri Commodity

QP Code: AGR/Q7905

Version: 2.0

NSQF Level: 5

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

Contents

Qualification Pack

AGR/Q7905: Electronic Trading Supervisor-Agri Commodity

Brief Job Description

An Electronic Trading Supervisor-Agri Commodity is responsible for monitoring the electronic trading of different agricultural commodities and ensuring adherence to the applicable regulations in trading activities. The individual is also responsible for pre-trade preparations and post-trade analysis to improve trading executions and quality.

Personal Attributes

The individual should have good analytical, problem-solving and numerical abilities. The person should possess good organization, research and appropriate written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AGR/N7914: Monitor the pre-trade preparation activities

2. AGR/N7915: Monitor the execution of trades

3. AGR/N7916: Conduct the post-trade analysis of trades

4. AGR/N7917: Implement appropriate measures to improve the trading quality

5. AGR/N7904: Maintain records concerning commodity management

6. AGR/N9911: Ensure adherence to health and safety guidelines at work

7. DGT/VSQ/N0103: Employability Skills (90 Hours)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
Country	India
NSQF Level	5

Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324
Minimum Educational Qualification & Experience	Completed 2nd year of UG (UG Diploma) OR Pursuing 2nd year of UG (and continuous education) OR Completed 2nd year diploma after 12th OR Pursuing 2nd year of 2-year diploma after 12th OR Previous relevant Qualification of NSQF Level (4) (and with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (4.5) with 1.5 years of relevant experience)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	22 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-05-AG-00353-2023-V1-ASCI
NQR Version	1

AGR/N7914: Monitor the pre-trade preparation activities

Description

This OS unit is about monitoring the preparations before the start of trading sessions.

Scope

The scope covers the following :

- Monitor the analysis reports
- Prepare reports on the pre-market conditions

Elements and Performance Criteria

Monitor the analysis reports

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

PC1. coordinate with the price and risk analysts for timely sourcing of reports before the trading market opening time

PC2. ensure the quality of information by validating the same

PC3. identify the relevant trends, price fluctuations and associated risks by scanning the reports

PC4. create a trading plan for the team based on the insights gained from the analysis of reports

Prepare reports on the pre-market conditions

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

PC5. prepare the daily report on pre-market conditions before the opening of the trading market

PC6. communicate the trade plan and insights for the day based on the prepared reports with the clients

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the agricultural supply chain and its components

KU2. the process of collecting and analyzing data on trading activities

KU3. the importance and process of monitoring the analysis reports before trading

KU4. the process of preparing appropriate reports on the pre-market conditions

KU5. the components of technical analysis reports

KU6. different types of reporting mechanisms for reporting to clients

KU7. how to identify the appropriate trends and patterns from large data sets

Generic Skills (GS)

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

GS1. maintain work-related notes and records

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

GS3. listen attentively to understand the information being shared

GS4. communicate politely and professionally

GS5. plan and prioritize tasks to ensure timely completion

GS6. take quick decisions to deal with workplace emergencies/ accidents

GS7. identify possible disruptions to work and take appropriate preventive measures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Monitor the analysis reports	**15**	**18**	**-**	**16**
PC1. coordinate with the price and risk analysts for timely sourcing of reports before the trading market opening time	-	-	-	-
PC2. ensure the quality of information by validating the same	-	-	-	-
PC3. identify the relevant trends, price fluctuations and associated risks by scanning the reports	-	-	-	-
PC4. create a trading plan for the team based on the insights gained from the analysis of reports	-	-	-	-
Prepare reports on the pre-market conditions	**15**	**22**	**-**	**14**
PC5. prepare the daily report on pre-market conditions before the opening of the trading market	-	-	-	-
PC6. communicate the trade plan and insights for the day based on the prepared reports with the clients	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7914
NOS Name	Monitor the pre-trade preparation activities
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7915: Monitor the execution of trades

Description

This OS unit is about monitoring the relevant aspects concerning the execution of trades.

Scope

The scope covers the following :

- Monitor the real-time market conditions
- Monitor the execution of trades

Elements and Performance Criteria

Monitor the real-time market conditions

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

PC1. identify fluctuations and risks through real-time market monitoring

PC2. use the appropriate analytics software for more efficient research

PC3. identify the real-time trends and make quick decisions concerning market entry and exit

PC4. communicate real-time updates to the clients and take their inputs

Monitor the execution of trades

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

PC5. evaluate different options and identify the appropriate trade options for clients using the relevant tools, e.g. trading journals and logs

PC6. ensure the buying or selling decisions are made based on the client requirements and market conditions

PC7. monitor the trade executions to ensure their execution at the appropriate price levels to minimize the risks for clients

PC8. collect data on executed trades and communicate them to the clients

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the importance and process of identifying fluctuations and risks through real-time market monitoring

KU2. the use of appropriate analytics software

KU3. how to identify the real-time trends and make decisions concerning market entry and exit

KU4. the process of evaluating different options and identifying the appropriate trade options for clients

KU5. the importance of executing trades at the appropriate price levels to minimize the risks for clients

KU6. how to execute trades

Generic Skills (GS)

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

GS1. prepare work reports and write formal letters/ emails to the relevant authorities

GS2. read the work-related literature

GS3. prepare a work plan and task lists

GS4. communicate politely and professionally with co-workers and clients

GS5. evaluate all the possible solutions to a problem to select the best one

GS6. listen attentively to understand the information/ instruction being given

GS7. coordinate with the co-workers to achieve the organizational goals

GS8. identify possible disruptions to work and take appropriate preventive measures

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Monitor the real-time market conditions	16	22	-	15
PC1. identify fluctuations and risks through real-time market monitoring	-	-	-	-
PC2. use the appropriate analytics software for more efficient research	-	-	-	-
PC3. identify the real-time trends and make quick decisions concerning market entry and exit	-	-	-	-
PC4. communicate real-time updates to the clients and take their inputs	-	-	-	-
Monitor the execution of trades	14	18	-	15
PC5. evaluate different options and identify the appropriate trade options for clients using the relevant tools, e.g. trading journals and logs	-	-	-	-
PC6. ensure the buying or selling decisions are made based on the client requirements and market conditions	-	-	-	-
PC7. monitor the trade executions to ensure their execution at the appropriate price levels to minimize the risks for clients	-	-	-	-
PC8. collect data on executed trades and communicate them to the clients	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7915
NOS Name	Monitor the execution of trades
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7916: Conduct the post-trade analysis of trades

Description

This OS unit is about conducting the post-trade analysis of the trading sessions to evaluate performance and gather data for future use.

Scope

The scope covers the following :

- Conduct the trading session recap
- Evaluate the traders performance
- Communicate the trade review to the clients

Elements and Performance Criteria

Conduct the trading session recap

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

PC1. conduct a review of the price behaviour during the sessions and compare the trends with the predicted outcomes

PC2. examine the effect of external stimuli on the market performance

PC3. review the fluctuation levels in the market and gather data for better planning in the future

Evaluate the traders' performance

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

PC4. check the quality of trades and assess the traders performance

PC5. determine the trader's adherence to the trading guidelines

PC6. measure the trading outcomes and compare them with the set expectations

PC7. analyze the trading results and make necessary changes as required for the next trading session

Communicate the trade review to the clients

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

PC8. check the trade review reports for accuracy

PC9. communicate the trade review to the clients following an appropriate medium

PC10. collect and implement the client feedback for future transactions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. how to collect information on price behaviour

KU2. how to monitor trade quality

KU3. the process of reviewing the price behaviour during the sessions and comparing the trends with the predicted outcomes

KU4. how to examine the effect of external stimuli on the market performance

KU5. the importance of reviewing the fluctuation levels in the market for better planning

KU6. the importance and process of checking the quality of trades and assessing the traders performance

KU7. the applicable trading guidelines

KU8. how to measure the trading outcomes

KU9. the importance of analyzing the trading results and making the necessary changes for following trading sessions

KU10. the importance of checking the trade review reports for accuracy

Generic Skills (GS)

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

GS1. write work-related letters/ emails/ notes

GS2. read written communications from clients and co-workers and respond accordingly

GS3. communicate politely and professionally

GS4. listen attentively and comprehend the information given by the speaker

GS5. identify possible risks to work and implement appropriate control measures

GS6. plan and prioritize tasks for maximum work efficiency

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

GS8. coordinate with the co-workers to achieve the organizational goals

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Conduct the trading session recap	9	12	-	9
PC1. conduct a review of the price behaviour during the sessions and compare the trends with the predicted outcomes	-	-	-	-
PC2. examine the effect of external stimuli on the market performance	-	-	-	-
PC3. review the fluctuation levels in the market and gather data for better planning in the future	-	-	-	-
Evaluate the traders' performance	12	16	-	12
PC4. check the quality of trades and assess the traders performance	-	-	-	-
PC5. determine the trader's adherence to the trading guidelines	-	-	-	-
PC6. measure the trading outcomes and compare them with the set expectations	-	-	-	-
PC7. analyze the trading results and make necessary changes as required for the next trading session	-	-	-	-
Communicate the trade review to the clients	9	12	-	9
PC8. check the trade review reports for accuracy	-	-	-	-
PC9. communicate the trade review to the clients following an appropriate medium	-	-	-	-
PC10. collect and implement the client feedback for future transactions	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7916
NOS Name	Conduct the post-trade analysis of trades
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7917: Implement appropriate measures to improve the trading quality

Description

This OS unit is about implementing appropriate measures to improve trading quality, e.g. development of trading guidelines and monitoring mechanisms.

Scope

The scope covers the following :

- Develop the trading guidelines
- Develop the mechanisms to identify unethical practices
- Train and supervise the traders and analysts

Elements and Performance Criteria

Develop the trading guidelines

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

PC1. develop the trading guidelines for the traders to follow

PC2. coordinate with the relevant authorities to identify the scope of improvement in the trading guidelines

PC3. update the trading guidelines as per the feedback from the authorities

PC4. communicate the trading guidelines to traders and ensure they follow the guidelines

Develop the mechanisms to identify unethical practices

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

PC5. develop control mechanisms to avoid trading practices with legal implications

PC6. identify the defaulting personnel and take appropriate corrective measures

Train and supervise the traders and analysts

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

PC7. conduct training for the trading team on the relevant trading tools and techniques to improve the trading quality and maximize returns for the clients

PC8. ensure that traders and analysts are updated with the latest information

PC9. coordinate and manage the research, analytics and trading activities

PC10. monitor the activities of the traders and provide them feedback to maintain the quality of trades

PC11. ensure adherence to the applicable regulations by the traders

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the process of developing trading guidelines in coordination with the relevant authorities for the traders to follow

KU2. the importance of developing control mechanisms to avoid trading practices with legal implications

KU3. the importance and process of training the trading team on the relevant trading tools and techniques

KU4. the importance of monitoring the activities of the traders and providing them feedback to maintain the quality of trades

KU5. the applicable regulations on market trading

KU6. the appropriate mechanisms to prevent unethical trade practices

Generic Skills (GS)

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

GS1. maintain work-related notes and records

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

GS3. listen attentively to understand the information being shared

GS4. communicate politely and professionally

GS5. plan and prioritize tasks to ensure timely completion

GS6. take quick decisions to deal with workplace emergencies/ accidents

GS7. identify possible disruptions to work and take appropriate preventive measures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Develop the trading guidelines	**10**	**15**	**-**	**9**
PC1. develop the trading guidelines for the traders to follow	-	-	-	-
PC2. coordinate with the relevant authorities to identify the scope of improvement in the trading guidelines	-	-	-	-
PC3. update the trading guidelines as per the feedback from the authorities	-	-	-	-
PC4. communicate the trading guidelines to traders and ensure they follow the guidelines	-	-	-	-
Develop the mechanisms to identify unethical practices	**9**	**14**	**-**	**10**
PC5. develop control mechanisms to avoid trading practices with legal implications	-	-	-	-
PC6. identify the defaulting personnel and take appropriate corrective measures	-	-	-	-
Train and supervise the traders and analysts	**11**	**11**	**-**	**11**
PC7. conduct training for the trading team on the relevant trading tools and techniques to improve the trading quality and maximize returns for the clients	-	-	-	-
PC8. ensure that traders and analysts are updated with the latest information	-	-	-	-
PC9. coordinate and manage the research, analytics and trading activities	-	-	-	-
PC10. monitor the activities of the traders and provide them feedback to maintain the quality of trades	-	-	-	-
PC11. ensure adherence to the applicable regulations by the traders	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7917
NOS Name	Implement appropriate measures to improve the trading quality
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7904: Maintain records concerning commodity management

Description

This OS unit is about documenting and maintaining records concerning commodity management.

Scope

The scope covers the following :

- Maintain the records
- Store the records safely

Elements and Performance Criteria

Maintain the records

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

PC1. maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations

PC2. evaluate the records to ensure they are up-to-date, complete and accurate

PC3. use the appropriate computer software to maintain electronic records

PC4. ensure to maintain the appropriate organizational records in compliance with the applicable regulations

PC5. conduct a regular review of the records as per the organizational policies

Store the records safely

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

PC6. store the records safely with appropriate access controls to prevent unauthorized access

PC7. maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the appropriate procedures for documentation and record keeping

KU2. the relevant details to be recorded on market trends and patterns

KU3. the appropriate impact analysis method

KU4. the use of relevant Enterprise Resource Planning (ERP) system/ information management computer software for effective management of information/data

KU5. the use of relevant computer software for the statistical analysis of data

KU6. the applicable reporting requirements

KU7. different methods of safely storing organizational records and documents

KU8. the importance of creating data backup and ensuring data access by the authorized personnel only

Generic Skills (GS)

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

GS1. communicate politely and professionally

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

GS3. maintain work-related notes and records

GS4. listen attentively to understand the information being given

GS5. plan and prioritize tasks to ensure timely completion

GS6. use time and resources efficiently

GS7. coordinate with the co-workers to achieve the work objectives

GS8. use reasoning skills to identify appropriate solutions to work-related issues

GS9. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain the records	**16**	**18**	**-**	**16**
PC1. maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations	-	-	-	-
PC2. evaluate the records to ensure they are up-to-date, complete and accurate	-	-	-	-
PC3. use the appropriate computer software to maintain electronic records	-	-	-	-
PC4. ensure to maintain the appropriate organizational records in compliance with the applicable regulations	-	-	-	-
PC5. conduct a regular review of the records as per the organizational policies	-	-	-	-
Store the records safely	**14**	**22**	**-**	**14**
PC6. store the records safely with appropriate access controls to prevent unauthorized access	-	-	-	-
PC7. maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7904
NOS Name	Maintain records concerning commodity management
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N9911: Ensure adherence to health and safety guidelines at work

Description

This OS unit is about ensuring health and safety at the work and dealing with any emergencies or accidents.

Scope

The scope covers the following :

- Ensure health and safety
- Deal with emergencies at work

Elements and Performance Criteria

Ensure health and safety

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

PC1. follow the organisational policy to ensure personal health and safety at the work

PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations

PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable

PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required

PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use

PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions

PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects

PC8. identify health and safety hazards at the work and take appropriate preventive measures

PC9. ensure that only authorised personnel have access to hazardous work areas

PC10. arrange for regular workplace audit to ensure safe working conditions

PC11. report any out of authority issues to the relevant authority for a timely resolution

Deal with emergencies at work

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

PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities

PC13. arrange for immediate medical attention for any injured personnel

PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions

PC15. arrange for the emergency equipment to be repaired or replaced as required

PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. various practices to ensure personal health and safety at the workplace

KU2. the importance of ensuring the use of PPE such as gloves, hairnet, mask, earplug, goggles and shoes at the workplace

KU3. the importance of ensuring that PPE, emergency equipment and first-aid kit at the workplace are up to date

KU4. the importance and process of sanitising various machineries, tools, equipment and the work before and after the use

KU5. safe handling of hazardous materials such as chemicals and flammable objects

KU6. the process of identifying health and safety hazards at the workplace and taking appropriate preventive measures

KU7. the importance of ensuring that only authorised personnel have access to hazardous work areas

KU8. the importance and process of arranging regular workplace audits to ensure safe working conditions

KU9. the correct action to be taken to deal with workplace emergencies such as fire, accidents, disease outbreak or natural calamities

KU10. the process of providing first aid and requesting further medical assistance

KU11. safe use of the emergency equipment as per the manufacturer's instructions

KU12. the process of reporting workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. communicate clearly and politely with co-workers and clients

GS3. read the relevant literature to get information about the latest developments in the field of work

GS4. plan and prioritise tasks to ensure timely completion

GS5. take quick decisions to deal with workplace emergencies/ accidents

GS6. listen attentively to understand the information being shared by the speaker

GS7. identify possible disruptions to work and take appropriate preventive measures

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

GS9. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Ensure health and safety	**16**	**18**	**-**	**16**
PC1. follow the organisational policy to ensure personal health and safety at the work	-	-	-	-
PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations	-	-	-	-
PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable	-	-	-	-
PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required	-	-	-	-
PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use	-	-	-	-
PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions	-	-	-	-
PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects	-	-	-	-
PC8. identify health and safety hazards at the work and take appropriate preventive measures	-	-	-	-
PC9. ensure that only authorised personnel have access to hazardous work areas	-	-	-	-
PC10. arrange for regular workplace audit to ensure safe working conditions	-	-	-	-
PC11. report any out of authority issues to the relevant authority for a timely resolution	-	-	-	-
Deal with emergencies at work	**14**	**22**	**-**	**14**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities	-	-	-	-
PC13. arrange for immediate medical attention for any injured personnel	-	-	-	-
PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions	-	-	-	-
PC15. arrange for the emergency equipment to be repaired or replaced as required	-	-	-	-
PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9911
NOS Name	Ensure adherence to health and safety guidelines at work
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	1
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

DGT/VSQ/N0103: Employability Skills (90 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. understand the significance of employability skills in meeting the current job market requirement and future of work

PC2. identify and explore learning and employability relevant portals

PC3. research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values – Citizenship

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

PC4. 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.

PC5. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC6. recognize the significance of 21st Century Skills for employment

PC7. 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

PC8. adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

PC9. use basic English for everyday conversation in different contexts, in person and over the telephone

PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC11. 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:

PC12. identify career goals based on the skills, interests, knowledge, and personal attributes

PC13. prepare a career development plan with short- and long-term goals

Communication Skills

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

PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings

PC15. use active listening techniques for effective communication

PC16. communicate in writing using appropriate style and format based on formal or informal requirements

PC17. work collaboratively with others in a team

Diversity & Inclusion

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

PC18. communicate and behave appropriately with all genders and PwD

PC19. 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:

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

PC22. identify common components of salary and compute income, expenses, taxes, investments etc

PC23. 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:

PC24. operate digital devices and use their features and applications securely and safely

PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

PC26. display responsible online behaviour while using various social media platforms

PC27. create a personal email account, send and process received messages as per requirement

PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

PC29. utilize virtual collaboration tools to work effectively

Entrepreneurship

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

PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC32. 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:

PC33. identify different types of customers and ways to communicate with them

PC34. identify and respond to customer requests and needs in a professional manner

PC35. use appropriate tools to collect customer feedback

PC36. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC37. create a professional Curriculum vitae (Résumé)

PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC39. apply to identified job openings using offline /online methods as per requirement

PC40. answer questions politely, with clarity and confidence, during recruitment and selection

PC41. 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. components of salary and 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

KU16. use applications such as word processors, spreadsheets etc.

KU17. how to identify business opportunities

KU18. types and needs of customers

KU19. how to apply for a job and prepare for an interview

KU20. 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 in English and other languages

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

GS3. behave politely and appropriately with all to maintain effective work relationship

GS4. how to work in a virtual mode, using various technological platforms

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. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC4. 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.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	**-**	**-**
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
Basic English Skills	**3**	**4**	**-**	**-**
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	**-**	**-**
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	**-**	**-**
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**5**	**-**	**-**
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
Entrepreneurship	**2**	**3**	**-**	**-**
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. 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/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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

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

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

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

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

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/N7914.Monitor the pre-trade preparation activities	30	40	0	30	100	20
AGR/N7915.Monitor the execution of trades	30	40	0	30	100	20
AGR/N7916.Conduct the post-trade analysis of trades	30	40	0	30	100	15
AGR/N7917.Implement appropriate measures to improve the trading quality	30	40	0	30	100	15
AGR/N7904.Maintain records concerning commodity management	30	40	0	30	100	20
AGR/N9911.Ensure adherence to health and safety guidelines at work	30	40	-	30	100	5
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	5
Total	**200**	**270**	**0**	**180**	**650**	**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.