

## National Occupational Standards



# Fundamentals of Export norms for horticultural and high value crops

Unit Code: AGR/N7836

Version: 1.0

NSQF Level: 4

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## National Occupational Standards

### Description

This OS unit is about activities involved in ensuring horticultural and high value crops meet import/export compliance requirements and the required documentation work

### Scope

The scope covers the following :

- Review workplace procedures for compliance with regulatory requirements for the import/export of horticultural and high value crops
- Check import/export crops for compliance with biosecurity requirements
- Complete compliance requirements
- Complete and submit import/export documentation

### Elements and Performance Criteria

#### *Review workplace procedures for compliance with regulatory requirements for the import/export of horticultural and high value crops*

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

- PC1.** Identify legal requirements for the import/export of horticultural and high value crops
- PC2.** Identify biosecurity requirements for the import/export of horticultural and high value crops and the types and consequences for breaches of these requirements
- PC3.** Examine workplace procedures to determine compliance with legal and biosecurity requirements for import/export of horticultural and high value crops
- PC4.** Report potential breaches of legal and biosecurity requirements according to workplace procedures

#### *Check import/export crops for compliance with biosecurity requirements*

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

- PC5.** Identify import/export crops and any associated documentation
- PC6.** Assess characteristics of import/export crops to determine risk of disease and insect pests
- PC7.** Examine crops to identify potential biohazards associated with the particular variety and undertake a risk assessment according to workplace procedures
- PC8.** Determine the need to treat import/export crops, and arrange required treatments according to workplace procedures and regulatory requirements
- PC9.** Establish the need for phytosanitary certification for import/export crops, and arrange appropriate certification, if required

#### *Complete compliance requirements*

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

- PC10.** Complete and check branding and labelling of produce according to workplace procedures and regulatory requirements
- PC11.** Obtain relevant certification records and forward to relevant authorities according to workplace procedures and regulatory requirements
- PC12.** Complete and submit compliance records and reports according to workplace procedures and regulatory requirements

## National Occupational Standards

**PC13.** Report potential breaches of compliance requirements according to workplace procedures

*Complete and submit import/export documentation*

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

**PC14.** Identify procedures required for documentation for import/export of goods

**PC15.** Complete documentation to meet legislative and workplace requirements

**PC16.** Check documentation to ensure it meets legislative requirements

**PC17.** Lodge documentation for processing

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** regulations, standards and codes of practice for identifying import and export requirements of horticultural and high value crops, including knowledge of customs and biosecurity requirements
- KU2.** workplace requirements, policies and procedures for identifying import and export requirements of horticultural and high value crops
- KU3.** crop variety identification techniques
- KU4.** crop characteristics and how these relate to insect and disease risks associated with importing/exporting crops
- KU5.** range of crop treatments meeting biosecurity requirements
- KU6.** branding and labelling requirements to ensure compliance
- KU7.** relevant certifications and chain of custody procedures
- KU8.** established communication channels and protocols
- KU9.** workplace procedures for recording and reporting records and information
- KU10.** Indian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight
- KU11.** Customs Act and related legislation
- KU12.** documentation requirements for importing and exporting cargo and freight
- KU13.** focus of operation of work systems, equipment, management and site operating systems for completing import and export cargo and freight documentation
- KU14.** problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems
- KU15.** relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- KU16.** workplace procedures and policies for completing import and export documentation

### Generic Skills (GS)

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

- GS1.** analyse complex textual information to determine legislative and regulatory requirements
- GS2.** Use clear and appropriate language to prepare documentation



## National Occupational Standards

- GS3.** Use clear and appropriate language to prepare documentation
- GS4.** listen attentively to understand the information being shared
- 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

## National Occupational Standards

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Review workplace procedures for compliance with regulatory requirements for the import/export of horticultural and high value crops</i>	10	5	-	10
<b>PC1.</b> Identify legal requirements for the import/export of horticultural and high value crops	-	-	-	-
<b>PC2.</b> Identify biosecurity requirements for the import/export of horticultural and high value crops and the types and consequences for breaches of these requirements	-	-	-	-
<b>PC3.</b> Examine workplace procedures to determine compliance with legal and biosecurity requirements for import/export of horticultural and high value crops	-	-	-	-
<b>PC4.</b> Report potential breaches of legal and biosecurity requirements according to workplace procedures	-	-	-	-
<i>Check import/export crops for compliance with biosecurity requirements</i>	10	10	-	10
<b>PC5.</b> Identify import/export crops and any associated documentation	-	-	-	-
<b>PC6.</b> Assess characteristics of import/export crops to determine risk of disease and insect pests	-	-	-	-
<b>PC7.</b> Examine crops to identify potential biohazards associated with the particular variety and undertake a risk assessment according to workplace procedures	-	-	-	-
<b>PC8.</b> Determine the need to treat import/export crops, and arrange required treatments according to workplace procedures and regulatory requirements	-	-	-	-
<b>PC9.</b> Establish the need for phytosanitary certification for import/export crops, and arrange appropriate certification, if required	-	-	-	-
<i>Complete compliance requirements</i>	10	5	-	5

## National Occupational Standards

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Complete and check branding and labelling of produce according to workplace procedures and regulatory requirements	-	-	-	-
<b>PC11.</b> Obtain relevant certification records and forward to relevant authorities according to workplace procedures and regulatory requirements	-	-	-	-
<b>PC12.</b> Complete and submit compliance records and reports according to workplace procedures and regulatory requirements	-	-	-	-
<b>PC13.</b> Report potential breaches of compliance requirements according to workplace procedures	-	-	-	-
<i>Complete and submit import/export documentation</i>	<b>10</b>	<b>10</b>	-	<b>5</b>
<b>PC14.</b> Identify procedures required for documentation for import/export of goods	-	-	-	-
<b>PC15.</b> Complete documentation to meet legislative and workplace requirements	-	-	-	-
<b>PC16.</b> Check documentation to ensure it meets legislative requirements	-	-	-	-
<b>PC17.</b> Lodge documentation for processing	-	-	-	-
<b>NOS Total</b>	<b>40</b>	<b>30</b>	-	<b>30</b>

## National Occupational Standards

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7836
<b>NOS Name</b>	Fundamentals of Export norms for horticultural and high value crops
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	
<b>Occupation</b>	Agri-Entrepreneurship and Rural Enterprises
<b>NSQF Level</b>	4
<b>Credits</b>	1.25
<b>Minimum Educational Qualification &amp; Experience</b>	12th grade Pass (or equivalent) with 1 Year of experience relevant experience in Agriculture and Allied sectors OR 10th grade pass with 3 Years of experience relevant experience in Agriculture and Allied sectors OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience relevant experience in Agriculture and Allied sectors OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience relevant experience in Agriculture and Allied sectors
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/05/2024
<b>Next Review Date</b>	30/05/2027
<b>NSQC Clearance Date</b>	30/05/2024
<b>Reference code on NQR</b>	NG-04-AG-02646-2024-V1-ASCI
<b>NQR Version</b>	1.0
<b>CCN Category</b>	2