Gardener

QP Code: AGR/Q0801

Version: 3.0

NSQF Level: 4

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Contents

AGR/Q0801: Gardener

Brief Job Description

A Gardener is responsible for planting and maintaining lawns and gardens in private and public properties such as homes, parks and hotels. The individual uses a variety of tools and equipment for this purpose and carries out their basic repair and maintenance also.

Personal Attributes

The individual should have love and inclination for plants and nature and stamina to work for long duration in outdoor settings. The person must be able to work independently and take relevant decisions. Problem-solving skills along with basic reading, writing and communication skills are other important attributes required in this role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AGR/N0801: Raise saplings in the nursery for transplanting in the garden

2. AGR/N0802: Prepare to set up the garden

3. AGR/N0803: Set up the garden as per the plan

4. AGR/N0842: Carry out maintenance of the garden

5. AGR/N0843: Design, set up and maintain a rooftop garden

6. AGR/N9903: Maintain health and safety at the workplace

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

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
Country	India
NSQF Level	4

Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6113.0301
Minimum Educational Qualification & Experience	10th Class with 2 Years of experience relevant experience OR 10th Class (Pass and pursuing continuous regular schooling) OR 8th Class with 3 Years of experience relevant experience OR 5th Class with 6 Years of experience relevant experience OR Certificate-NSQF (Level-3 with minimum education as 5th grade pass) with 2 Years of experience experience in garden operations OR Certificate-NSQF (Level-4 with minimum education as 5th grade pass) with 2 Years of experience experience in nursery operations
Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/05/2024
NSQC Approval Date	27/05/2021
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06545
NQR Version	1.0

AGR/N0801: Raise saplings in the nursery for transplanting in the garden

Description

This OS unit is about propagating plants in a nursery using a variety of propagation methods.

Scope

The scope covers the following :

- Prepare for nursery operations
- Prepare the nursery bed
- Propagate saplings through seeds
- Propagate plants through cutting, root division, layering and budding

Elements and Performance Criteria

Prepare for nursery operations

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

PC1. select the relevant varieties of plants to grow in the garden as per the season and client preferences

PC2. arrange the plant seeds, fertilizer, insecticides/ pesticides and poly bags/ containers to raise saplings

PC3. ensure the availability of water and electricity for nursery operations

PC4. organise the necessary tools, implements and Personal Protective Equipment (PPE) for nursery operations

PC5. construct the shade net house, store-room, compost area, etc.

PC6. erect framed structures such as poly-tunnels, hardening chamber, mist chamber for plant propagation

PC7. prepare farmyard manure or compost as per the Standard Operating Procedure (SOP)

PC8. conduct a soil test to identify the soil treatment requirements

PC9. apply the necessary treatment on the soil as per the requirement

Prepare the nursery bed

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

PC10. dry plough the nursery field as required

PC11. apply fertilizers, farmyard manure or compost uniformly on the field in the recommended quantity

PC12. water the field with the recommended quantity of water

PC13. puddle the field for the recommended duration of time

PC14. level the field using an appropriate implement

Propagate saplings through seeds

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

PC15. sort out the poor-quality/ damaged seeds

PC16. fill in the poly bags and containers with the recommended quantity of treated soil

PC17. carry out pre-sowing treatment of the seeds

PC18. create raised, level or sunken seedbed according to the local conditions

PC19. sow seeds in the seedbed, poly bags and containers at the recommended depth

PC20. apply the recommended quantity of water and manure/ fertilizer on the sown seeds as per the SOP

PC21. maintain saplings in the seedbed/ poly bags/ containers for the recommended period

PC22. acclimatise the saplings before transplanting

Propagate plants through cutting, root division, layering and budding

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

PC23. select a healthy plant to take cutting from

PC24. extract stems of the recommended specifications from the plant

PC25. use the stems to propagate plants maintaining the required level of moisture and sunlight exposure

PC26. select a healthy and grown plant for root division

PC27. create root divisions from the plant's root

PC28. use the root divisions to propagate plants maintaining the recommended environment

PC29. select an appropriate method of layering according to the type of plant

PC30. cover the stem / tip / trunk of the plant with soil according to the selected method

PC31. apply the recommended quantity of water and fertilizer to support the growth of roots

PC32. prepare a rootstock for budding

PC33. cut a bud-stick from a healthy and disease-free plant with the required characteristics

PC34. prepare and use bud-scion to propagate plants

PC35. apply the approved pesticides/ insecticides to protect the plants from pests and diseases

PC36. maintain the record of nursery operations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. applicable record-keeping requirements in the job role

KU2. resources required for setting up a nursery

KU3. construction of the nursery infrastructure such as shade net house, store-room, compost area, etc.

KU4. how to erect and use poly-tunnels, hardening chamber, mist chamber, etc.

KU5. propagation of plants using seeds

KU6. different methods of plant propagation such as root division, seeding, cutting, layering, etc.

KU7. how to conduct a soil test to identify soil treatment requirements

KU8. types of seedbed such as raised/ level/ sunken

KU9. the process of preparing a nursery bed and seedbed

KU10. variety of material required for propagating plants in a nursery

KU11. relevant tools and equipment and their correct use

KU12. safe use of fertilizers, pesticides and insecticides

KU13. water requirements of different types of saplings

Generic Skills (GS)

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

GS1. maintain work-related records

GS2. read and follow the health and safety instructions

GS3. listen attentively to understand the information/ instructions being shared by the speaker

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

GS5. plan and prioritise tasks to ensure timely completion

GS6. identify possible disruptions to work and take appropriate preventive measures

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

GS8. evaluate all possible solutions to a problem to select the best one

GS9. co-ordinate with the co-workers to achieve the work objectives

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for nursery operations	**6**	**8**	**-**	**8**
PC1. select the relevant varieties of plants to grow in the garden as per the season and client preferences	-	-	-	-
PC2. arrange the plant seeds, fertilizer, insecticides/ pesticides and poly bags/ containers to raise saplings	-	-	-	-
PC3. ensure the availability of water and electricity for nursery operations	-	-	-	-
PC4. organise the necessary tools, implements and Personal Protective Equipment (PPE) for nursery operations	-	-	-	-
PC5. construct the shade net house, store-room, compost area, etc.	-	-	-	-
PC6. erect framed structures such as poly-tunnels, hardening chamber, mist chamber for plant propagation	-	-	-	-
PC7. prepare farmyard manure or compost as per the Standard Operating Procedure (SOP)	-	-	-	-
PC8. conduct a soil test to identify the soil treatment requirements	-	-	-	-
PC9. apply the necessary treatment on the soil as per the requirement	-	-	-	-
Prepare the nursery bed	**8**	**12**	**-**	**8**
PC10. dry plough the nursery field as required	-	-	-	-
PC11. apply fertilizers, farmyard manure or compost uniformly on the field in the recommended quantity	-	-	-	-
PC12. water the field with the recommended quantity of water	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. puddle the field for the recommended duration of time	-	-	-	-
PC14. level the field using an appropriate implement	-	-	-	-
Propagate saplings through seeds	**8**	**10**	**-**	**8**
PC15. sort out the poor-quality/ damaged seeds	-	-	-	-
PC16. fill in the poly bags and containers with the recommended quantity of treated soil	-	-	-	-
PC17. carry out pre-sowing treatment of the seeds	-	-	-	-
PC18. create raised, level or sunken seedbed according to the local conditions	-	-	-	-
PC19. sow seeds in the seedbed, poly bags and containers at the recommended depth	-	-	-	-
PC20. apply the recommended quantity of water and manure/ fertilizer on the sown seeds as per the SOP	-	-	-	-
PC21. maintain saplings in the seedbed/ poly bags/ containers for the recommended period	-	-	-	-
PC22. acclimatise the saplings before transplanting	-	-	-	-
Propagate plants through cutting, root division, layering and budding	**8**	**10**	**-**	**6**
PC23. select a healthy plant to take cutting from	-	-	-	-
PC24. extract stems of the recommended specifications from the plant	-	-	-	-
PC25. use the stems to propagate plants maintaining the required level of moisture and sunlight exposure	-	-	-	-
PC26. select a healthy and grown plant for root division	-	-	-	-
PC27. create root divisions from the plant's root	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. use the root divisions to propagate plants maintaining the recommended environment	-	-	-	-
PC29. select an appropriate method of layering according to the type of plant	-	-	-	-
PC30. cover the stem / tip / trunk of the plant with soil according to the selected method	-	-	-	-
PC31. apply the recommended quantity of water and fertilizer to support the growth of roots	-	-	-	-
PC32. prepare a rootstock for budding	-	-	-	-
PC33. cut a bud-stick from a healthy and disease-free plant with the required characteristics	-	-	-	-
PC34. prepare and use bud-scion to propagate plants	-	-	-	-
PC35. apply the approved pesticides/ insecticides to protect the plants from pests and diseases	-	-	-	-
PC36. maintain the record of nursery operations	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0801
NOS Name	Raise saplings in the nursery for transplanting in the garden
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening & Urban Farming
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N0802: Prepare to set up the garden

Description

This OS unit is about conducting a site survey to plan a garden and arranging the relevant material to plant the garden.

Scope

The scope covers the following :

- Plan to set up the garden
- Arrange the necessary resources

Elements and Performance Criteria

Plan to set up the garden

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

PC1. conduct a survey of the site proposed for setting up the garden

PC2. assess the soil and climate characteristics at the site to establish suitability for planting a garden

PC3. co-ordinate with an authorised lab to identify the soil's micro and macro-nutrient requirements

PC4. select the relevant soil treatment method to improve the quality of soil

PC5. check if the site has adequate exposure to sunlight

PC6. identify the varieties of plants, trees, grass, shrubs, hedges and edges suitable for growing in the climate

PC7. measure the land area for preparing the layout of the garden

PC8. calculate the spacing between plants/ trees/ shrubs and rows as per their variety and available land area

PC9. select a pattern for planting the plants, trees, grass, shrubs, hedges and edges for aesthetics

PC10. check the availability of water, electricity and other inputs at the site

PC11. select the type of garden to be established as per the client's requirements

PC12. plan relevant garden features as per the client requirements such as walkways, steps, statues, fountain, pond, etc.

PC13. estimate the requirement of various material for establishing the garden

PC14. prepare the layout of the garden based on the assessment of client requirements

Arrange the necessary resources

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

PC15. estimate the cost of purchasing the required material

PC16. arrange the funds required for purchasing the material

PC17. identify multiple vendors of the material required for establishing the garden

PC18. select a vendor based on the quality and price of the material available with them

PC19. purchase the material as per the requirement

PC20. store the material appropriately as per its storage requirements

PC21. maintain the record of purchase

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. various parameters to assess while conducting a site survey before establishing a garden

KU2. suitable soil and climate conditions for setting up a garden

KU3. varieties of trees, plants, grass, shrubs, hedges and edges used in gardens

KU4. different types of garden such as vegetable garden, herb garden, flower garden, woodland garden, water garden, rock garden, etc.

KU5. various garden features such as flower beds, carpet beds, borders, paths, steps, statues, foundations, streams, pools, arches, hanging pots etc.

KU6. variety of material required for setting up a garden such as plants, shrubs, fertilizers, pesticides, tools, equipment, Personal Protective Equipment (PPE), etc.

KU7. importance of conducting a soil test before planting a garden and applying the necessary soil treatment to improve the quality of soil

KU8. the process of preparing a layout for setting up a garden

KU9. basic practices related to maintaining the record of purchase and payments

Generic Skills (GS)

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

GS1. perform basic calculations

GS2. write work-related notes and maintain relevant records

GS3. read the relevant literature to get latest updates about the field of work

GS4. listen attentively to understand the information/ instructions being shared by the speaker

GS5. communicate clearly and politely with co-workers and clients

GS6. plan and prioritise tasks to ensure timely completion

GS7. evaluate all possible solutions to a problem to select the best one

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

GS9. identify possible disruptions to work and take appropriate preventive measures

GS10. take quick decisions to deal with workplace emergencies/ accidents

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Plan to set up the garden	10	12	-	8
PC1. conduct a survey of the site proposed for setting up the garden	-	-	-	-
PC2. assess the soil and climate characteristics at the site to establish suitability for planting a garden	-	-	-	-
PC3. co-ordinate with an authorised lab to identify the soil's micro and macro-nutrient requirements	-	-	-	-
PC4. select the relevant soil treatment method to improve the quality of soil	-	-	-	-
PC5. check if the site has adequate exposure to sunlight	-	-	-	-
PC6. identify the varieties of plants, trees, grass, shrubs, hedges and edges suitable for growing in the climate	-	-	-	-
PC7. measure the land area for preparing the layout of the garden	-	-	-	-
PC8. calculate the spacing between plants/ trees/ shrubs and rows as per their variety and available land area	-	-	-	-
PC9. select a pattern for planting the plants, trees, grass, shrubs, hedges and edges for aesthetics	-	-	-	-
PC10. check the availability of water, electricity and other inputs at the site	-	-	-	-
PC11. select the type of garden to be established as per the client's requirements	-	-	-	-
PC12. plan relevant garden features as per the client requirements such as walkways, steps, statues, fountain, pond, etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. estimate the requirement of various material for establishing the garden	-	-	-	-
PC14. prepare the layout of the garden based on the assessment of client requirements	-	-	-	-
Arrange the necessary resources	**20**	**28**	**-**	**22**
PC15. estimate the cost of purchasing the required material	-	-	-	-
PC16. arrange the funds required for purchasing the material	-	-	-	-
PC17. identify multiple vendors of the material required for establishing the garden	-	-	-	-
PC18. select a vendor based on the quality and price of the material available with them	-	-	-	-
PC19. purchase the material as per the requirement	-	-	-	-
PC20. store the material appropriately as per its storage requirements	-	-	-	-
PC21. maintain the record of purchase	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0802
NOS Name	Prepare to set up the garden
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening & Urban Farming
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N0803: Set up the garden as per the plan

Description

This OS unit about setting up a garden as per the client requirements.

Scope

The scope covers the following :

- Prepare the field for planting
- Plant the garden
- Set up garden features and irrigation or fertigation system
- Prepare the flower bed
- Optimise resource utilisation

Elements and Performance Criteria

Prepare the field for planting

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

PC1. remove all roots, debris and waste material from the land

PC2. examine the soil for an appropriate level of moisture for tilling

PC3. till the land to the required depth

PC4. apply the necessary treatment on the soil such as relevant chemicals, peat, lime, manure, compost, etc.

PC5. identify and remove weeds from the land

PC6. ensure the soil is well-drained and there is no accumulation of water in the land

PC7. prepare rows and holes for planting seeds/ plants as per the planned layout

PC8. ensure the holes are deep and wide enough to support healthy plant growth

PC9. arrange for drainage of water from the garden

Plant the garden

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

PC10. plant trees/ plants/ shrubs/ grass/ hedges and edges in the selected pattern maintaining the required spacing

PC11. apply soil cover on the planted roots of the trees/ plants/ shrubs/ grass/ hedges and edges

PC12. water the trees/ plants/ shrubs/ grass/ hedges and edges with the recommended quantity of water

PC13. apply an appropriate type of fertilizer/ manure/ mulch on the roots of the hedges and edges

PC14. install supports for the relevant types of plants to help them grow as intended

PC15. erect fences around the garden to protect it from animals

PC16. identify the types of annual plants to grow

PC17. obtain the seeds of the selected plants

PC18. sort out damaged and unhealthy seeds

PC19. plant the seeds as per the SOP

PC20. water the planted seeds with the recommended quantity

PC21. install support to allow tender plants to grow straight

PC22. identify the appropriate vegetable, fruits and indoor plants to grow

PC23. prepare potting mixture using the recommended ingredients

PC24. plant the vegetables and fruit plants

PC25. plant bonsai trees in pots of the appropriate size

PC26. carry out potting and repotting for the optimum growth of potted plants

Set up garden features and irrigation or fertigation system

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

PC27. set up an appropriate irrigation system such as drip irrigation, sprinkler irrigation, subsurface irrigation

PC28. install a fertigation system as per the requirement

PC29. install various garden features such as walkways, statues, fountain as per the layout

Prepare the flower bed

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

PC30. identify a spot with sufficient exposure to sunlight

PC31. remove any existing grass/ plants/ debris from the spot

PC32. drain out any water accumulated in the spot

PC33. ensure the soil has the correct level of moisture

PC34. till the soil to the recommended depth

PC35. prepare the flower bed as per the Standard Operating Procedure (SOP)

PC36. plant flowering plants such as bulbs, orchids, succulents, cacti in combination with bedding plants

PC37. maintain the recommended spacing between plants

Optimise resource utilisation

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

PC38. optimise the usage of various material in different tasks / processes

PC39. optimise the usage of water/ electricity/ relevant materials in various tasks / processes

PC40. connect electrical tools and equipment safely and turn off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. correct method and depth of tilling a field for gardening

KU2. various material used for treating garden soil such as relevant chemicals, peat, lime, manure, compost, etc.

KU3. planting of various types of trees/ plants/ shrubs/ hedges and edges in a garden

KU4. importance of having effective drainage in the garden

KU5. safe handling of planting material

KU6. the process of preparing a nursery bed

KU7. installation of different types of irrigation systems such as drip irrigation, sprinkler irrigation, subsurface irrigation, etc.

KU8. different garden features and their installation process

KU9. the installation process of a fertigation system and its advantages

KU10. process of preparing a flower bed

KU11. method of growing annual plants, fruits, vegetables and indoor plants

KU12. importance of following environmental and ecological best practices to minimise the impact on the environment

KU13. benefits of resource optimisation

KU14. ways of efficiently managing various materials used in greenhouse operations

KU15. common practices of conserving electricity

Generic Skills (GS)

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

GS1. read relevant literature to get updated information about the field of work

GS2. write work-related notes

GS3. listen attentively to understand the client requirements

GS4. communicate professionally and politely

GS5. plan and schedule tasks for effective time management

GS6. co-ordinate with the co-workers and supervisor to achieve work objectives

GS7. evaluate all possible solutions to a problem before choosing the best one

GS8. take quick decisions to deal with any emergencies/ accidents

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare the field for planting	**6**	**8**	**-**	**6**
PC1. remove all roots, debris and waste material from the land	-	-	-	-
PC2. examine the soil for an appropriate level of moisture for tilling	-	-	-	-
PC3. till the land to the required depth	-	-	-	-
PC4. apply the necessary treatment on the soil such as relevant chemicals, peat, lime, manure, compost, etc.	-	-	-	-
PC5. identify and remove weeds from the land	-	-	-	-
PC6. ensure the soil is well-drained and there is no accumulation of water in the land	-	-	-	-
PC7. prepare rows and holes for planting seeds/ plants as per the planned layout	-	-	-	-
PC8. ensure the holes are deep and wide enough to support healthy plant growth	-	-	-	-
PC9. arrange for drainage of water from the garden	-	-	-	-
Plant the garden	**10**	**14**	**-**	**10**
PC10. plant trees/ plants/ shrubs/ grass/ hedges and edges in the selected pattern maintaining the required spacing	-	-	-	-
PC11. apply soil cover on the planted roots of the trees/ plants/ shrubs/ grass/ hedges and edges	-	-	-	-
PC12. water the trees/ plants/ shrubs/ grass/ hedges and edges with the recommended quantity of water	-	-	-	-
PC13. apply an appropriate type of fertilizer/ manure/ mulch on the roots of the hedges and edges	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. install supports for the relevant types of plants to help them grow as intended	-	-	-	-
PC15. erect fences around the garden to protect it from animals	-	-	-	-
PC16. identify the types of annual plants to grow	-	-	-	-
PC17. obtain the seeds of the selected plants	-	-	-	-
PC18. sort out damaged and unhealthy seeds	-	-	-	-
PC19. plant the seeds as per the SOP	-	-	-	-
PC20. water the planted seeds with the recommended quantity	-	-	-	-
PC21. install support to allow tender plants to grow straight	-	-	-	-
PC22. identify the appropriate vegetable, fruits and indoor plants to grow	-	-	-	-
PC23. prepare potting mixture using the recommended ingredients	-	-	-	-
PC24. plant the vegetables and fruit plants	-	-	-	-
PC25. plant bonsai trees in pots of the appropriate size	-	-	-	-
PC26. carry out potting and repotting for the optimum growth of potted plants	-	-	-	-
Set up garden features and irrigation or fertigation system	**5**	**7**	**-**	**5**
PC27. set up an appropriate irrigation system such as drip irrigation, sprinkler irrigation, subsurface irrigation	-	-	-	-
PC28. install a fertigation system as per the requirement	-	-	-	-
PC29. install various garden features such as walkways, statues, fountain as per the layout	-	-	-	-
Prepare the flower bed	**5**	**8**	**-**	**5**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. identify a spot with sufficient exposure to sunlight	-	-	-	-
PC31. remove any existing grass/ plants/ debris from the spot	-	-	-	-
PC32. drain out any water accumulated in the spot	-	-	-	-
PC33. ensure the soil has the correct level of moisture	-	-	-	-
PC34. till the soil to the recommended depth	-	-	-	-
PC35. prepare the flower bed as per the Standard Operating Procedure (SOP)	-	-	-	-
PC36. plant flowering plants such as bulbs, orchids, succulents, cacti in combination with bedding plants	-	-	-	-
PC37. maintain the recommended spacing between plants	-	-	-	-
Optimise resource utilisation	**4**	**3**	**-**	**4**
PC38. optimise the usage of various material in different tasks / processes	-	-	-	-
PC39. optimise the usage of water/ electricity/ relevant materials in various tasks / processes	-	-	-	-
PC40. connect electrical tools and equipment safely and turn off when not in use	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0803
NOS Name	Set up the garden as per the plan
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening & Urban Farming
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N0842: Carry out maintenance of the garden

Description

This OS unit is about carrying out various activities to maintain a garden.

Scope

The scope covers the following :

- Perform plant nutrition management
- Perform pest and disease management
- Carry out training, pruning and mowing
- Control weeds in the garden
- Maintain the irrigation/ fertigation system
- Carry out general maintenance of the garden
- Perform waste management

Elements and Performance Criteria

Perform plant nutrition management

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

PC1. water garden plants/ trees/ shrubs/ grass/ hedges and edges with the recommended quantity of water

PC2. apply the recommended quantity of fertilizers/ manure at appropriate intervals

PC3. maintain the appropriate moisture and sunlight exposure for different varieties of plants/ trees/ shrubs/ grass/ hedges and edges

Perform pest and disease management

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

PC4. examine the garden plants/ trees/ shrubs/ grass/ hedges and edges for signs of pests and diseases

PC5. apply the approved insecticides/ pesticides as per the manufacturer's instructions

PC6. maintain the record of insecticides/ pesticides used in the garden

Carry out training, pruning and mowing

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

PC7. check the garden plants/ trees/ shrubs/ grass/ hedges and edges to identify their training and pruning needs

PC8. carry out pruning using the appropriate tools such as shears, pruners, or chain saw etc.

PC9. train the relevant plants, trees/ shrubs/ hedges and edges using the recommended training methods

PC10. dehead the dead flowers from the flower bed

PC11. mow the lawn as per the maintenance schedule

Control weeds in the garden

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

PC12. apply mulch in the garden to prevent weed growth

PC13. identify different types of weed growth in the garden

PC14. remove weeds using the recommended methods and tools

Maintain the irrigation/ fertigation system

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

PC15. check the irrigation/ fertigation system installed in the garden for any repair and maintenance needs

PC16. carry out regular repair and maintenance of the irrigation/ fertigation system

PC17. co-ordinate with an expert for complex repair and maintenance needs

Carry out general maintenance

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

PC18. maintain cleanliness of the garden and its features

PC19. rake the dead leaves and debris from the lawn

PC20. drain out the accumulated water from the garden

PC21. carry out minor repair and maintenance of the gardening tools and equipment

Perform waste management

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

PC22. segregate waste into different categories

PC23. dispose the non-recyclable waste appropriately

PC24. deposit the recyclable and reusable material at the identified location

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. safe use of fertilizers, pesticides and insecticides

KU2. correct use and common repair/ maintenance of various garden tools and equipment

KU3. macro and micro nutrient management of various types of horticultural plants/ trees/ shrubs/ hedges and edges

KU4. methods of training and pruning a variety of plants/ trees/ shrubs/ hedges and edges

KU5. repair and maintenance of different types of irrigation/ fertigation systems

KU6. integrated pest and disease management for horticultural plants/ trees/ shrubs/ hedges and edges

KU7. various weed control methods

KU8. maintenance of flower beds, annual plants, vegetables, fruit trees and indoor plants

KU9. lawn maintenance requirements

KU10. different methods of recycling and disposing waste

KU11. common sources of pollution and ways to minimise it

Generic Skills (GS)

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

GS1. write work-related notes

GS2. read the relevant guides and manuals

GS3. listen attentively to understand the client requirements

GS4. communicate professionally and politely

GS5. plan and schedule tasks for effective time management

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

GS7. identify possible disruptions to work and take preventive measures

GS8. evaluate all possible solutions to a problem before choosing the best one

GS9. take quick action to deal with any emergencies/ accidents

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Perform plant nutrition management	**4**	**6**	**-**	**10**
PC1. water garden plants/ trees/ shrubs/ grass/ hedges and edges with the recommended quantity of water	-	-	-	-
PC2. apply the recommended quantity of fertilizers/ manure at appropriate intervals	-	-	-	-
PC3. maintain the appropriate moisture and sunlight exposure for different varieties of plants/ trees/ shrubs/ grass/ hedges and edges	-	-	-	-
Perform pest and disease management	**4**	**2**	**-**	**4**
PC4. examine the garden plants/ trees/ shrubs/ grass/ hedges and edges for signs of pests and diseases	-	-	-	-
PC5. apply the approved insecticides/ pesticides as per the manufacturer's instructions	-	-	-	-
PC6. maintain the record of insecticides/ pesticides used in the garden	-	-	-	-
Carry out training, pruning and mowing	**4**	**6**	**-**	**4**
PC7. check the garden plants/ trees/ shrubs/ grass/ hedges and edges to identify their training and pruning needs	-	-	-	-
PC8. carry out pruning using the appropriate tools such as shears, pruners, or chain saw etc.	-	-	-	-
PC9. train the relevant plants, trees/ shrubs/ hedges and edges using the recommended training methods	-	-	-	-
PC10. dehead the dead flowers from the flower bed	-	-	-	-
PC11. mow the lawn as per the maintenance schedule	-	-	-	-
Control weeds in the garden	**4**	**6**	**-**	**4**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. apply mulch in the garden to prevent weed growth	-	-	-	-
PC13. identify different types of weed growth in the garden	-	-	-	-
PC14. remove weeds using the recommended methods and tools	-	-	-	-
Maintain the irrigation/ fertigation system	**6**	**8**	**-**	**4**
PC15. check the irrigation/ fertigation system installed in the garden for any repair and maintenance needs	-	-	-	-
PC16. carry out regular repair and maintenance of the irrigation/ fertigation system	-	-	-	-
PC17. co-ordinate with an expert for complex repair and maintenance needs	-	-	-	-
Carry out general maintenance	**4**	**6**	**-**	**2**
PC18. maintain cleanliness of the garden and its features	-	-	-	-
PC19. rake the dead leaves and debris from the lawn	-	-	-	-
PC20. drain out the accumulated water from the garden	-	-	-	-
PC21. carry out minor repair and maintenance of the gardening tools and equipment	-	-	-	-
Perform waste management	**4**	**6**	**-**	**2**
PC22. segregate waste into different categories	-	-	-	-
PC23. dispose the non-recyclable waste appropriately	-	-	-	-
PC24. deposit the recyclable and reusable material at the identified location	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0842
NOS Name	Carry out maintenance of the garden
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

AGR/N0843: Design, set up and maintain a rooftop garden

Description

This OS unit is about designing, setting up and maintaining a rooftop garden.

Scope

The scope covers the following :

- Plan the rooftop garden
- Set up the rooftop garden
- Maintain the rooftop garden

Elements and Performance Criteria

Plan the rooftop garden

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

PC1. check if a rooftop garden is permitted as per the local legislation in the proposed area

PC2. assess the roof's loading capacity with the help of a structural engineer/ architect

PC3. ensure that there are no major installations or structures on the roof that may cause obstruction

PC4. assess the climatic conditions at the site to establish suitability for planting a rooftop garden

PC5. obtain the necessary approvals for the rooftop garden design

PC6. check that the building has an effective drainage system

PC7. assess the sunlight and wind exposure at the roof

PC8. check for adequate availability of water at the roof

PC9. measure the available space for the purpose of designing the rooftop garden

PC10. plan the placement of plants, furniture and garden features

PC11. select heat and drought tolerant plants, trees and shrubs of appropriate weight and size for the rooftop garden

PC12. select the appropriate material such as plastic, fiberglass or foam planting containers according to the roof's loading capacity

PC13. prepare a detailed plan through discussion with the client

PC14. estimate the cost of setting up the rooftop garden

Set up the rooftop garden

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

PC15. arrange the necessary plants/ shrubs, material, tools and equipment for setting up the rooftop garden

PC16. prepare lightweight potting soil for planting plants, trees and shrubs

PC17. plant the trees, plants and shrubs as per the SOP

PC18. water the plants and shrubs with the recommended quantity of water

PC19. install windbreaks, appropriate support and shading for the plants, trees and shrubs

PC20. apply fertilizers in the recommended quantity

PC21. install an irrigation system for watering the plants

PC22. carry out waterproofing of the roof garden

PC23. arrange for safe drainage of water from the garden

PC24. install garden features and furniture of appropriate weight and size as per the garden plan

Maintain the rooftop garden

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

PC25. apply mulch on the plants to stabilise evaporation and control weed

PC26. examine plants, trees and shrubs for healthy growth and pest and disease infestation

PC27. apply fertilizers, manure and pesticides/ insecticides in the recommended quantity at appropriate intervals

PC28. train plants and shrubs as per the requirement

PC29. prune plants, trees and shrubs to ensure their healthy growth and aesthetics

PC30. remove weeds as per the SOP

PC31. carry out repair and maintenance of the garden pots, features, irrigation and drainage system

PC32. maintain record of the maintenance activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. applicable documentation and record-keeping requirements

KU2. various parameters to assess while planning a rooftop a garden

KU3. importance of evaluating loading capacity of the roof before setting up the rooftop garden

KU4. how to assess the roof's loading capacity with the help of a structural engineer/ architect.

KU5. different ways of waterproofing a rooftop garden

KU6. various landscaping practices for the beautification of rooftop gardens including garden furniture and features

KU7. various material of appropriate size and weight for rooftop gardens

KU8. varieties of trees, plants, and shrubs suitable for a rooftop garden and their maintenance

KU9. the process of preparing lightweight potting soil for use in rooftop garden plant pots

KU10. the process of installing windbreaks and other appropriate support to provide shading for the plants, trees and shrubs

Generic Skills (GS)

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

GS1. prepare work-plan and related notes

GS2. read relevant literature to learn about advancements in the field of work

GS3. co-ordinate with co-workers and clients to achieve work objectives

GS4. identify possible disruptions to work and take preventive measures

GS5. perform basic calculations

GS6. plan and schedule tasks for effective time-management

GS7. communicate politely and professionally

GS8. 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
Plan the rooftop garden	10	12	-	8
PC1. check if a rooftop garden is permitted as per the local legislation in the proposed area	-	-	-	-
PC2. assess the roof's loading capacity with the help of a structural engineer/ architect	-	-	-	-
PC3. ensure that there are no major installations or structures on the roof that may cause obstruction	-	-	-	-
PC4. assess the climatic conditions at the site to establish suitability for planting a rooftop garden	-	-	-	-
PC5. obtain the necessary approvals for the rooftop garden design	-	-	-	-
PC6. check that the building has an effective drainage system	-	-	-	-
PC7. assess the sunlight and wind exposure at the roof	-	-	-	-
PC8. check for adequate availability of water at the roof	-	-	-	-
PC9. measure the available space for the purpose of designing the rooftop garden	-	-	-	-
PC10. plan the placement of plants, furniture and garden features	-	-	-	-
PC11. select heat and drought tolerant plants, trees and shrubs of appropriate weight and size for the rooftop garden	-	-	-	-
PC12. select the appropriate material such as plastic, fiberglass or foam planting containers according to the roof's loading capacity	-	-	-	-
PC13. prepare a detailed plan through discussion with the client	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. estimate the cost of setting up the rooftop garden	-	-	-	-
Set up the rooftop garden	**12**	**12**	**-**	**12**
PC15. arrange the necessary plants/ shrubs, material, tools and equipment for setting up the rooftop garden	-	-	-	-
PC16. prepare lightweight potting soil for planting plants, trees and shrubs	-	-	-	-
PC17. plant the trees, plants and shrubs as per the SOP	-	-	-	-
PC18. water the plants and shrubs with the recommended quantity of water	-	-	-	-
PC19. install windbreaks, appropriate support and shading for the plants, trees and shrubs	-	-	-	-
PC20. apply fertilizers in the recommended quantity	-	-	-	-
PC21. install an irrigation system for watering the plants	-	-	-	-
PC22. carry out waterproofing of the roof garden	-	-	-	-
PC23. arrange for safe drainage of water from the garden	-	-	-	-
PC24. install garden features and furniture of appropriate weight and size as per the garden plan	-	-	-	-
Maintain the rooftop garden	**8**	**16**	**-**	**10**
PC25. apply mulch on the plants to stabilise evaporation and control weed	-	-	-	-
PC26. examine plants, trees and shrubs for healthy growth and pest and disease infestation	-	-	-	-
PC27. apply fertilizers, manure and pesticides/ insecticides in the recommended quantity at appropriate intervals	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. train plants and shrubs as per the requirement	-	-	-	-
PC29. prune plants, trees and shrubs to ensure their healthy growth and aesthetics	-	-	-	-
PC30. remove weeds as per the SOP	-	-	-	-
PC31. carry out repair and maintenance of the garden pots, features, irrigation and drainage system	-	-	-	-
PC32. maintain record of the maintenance activities	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0843
NOS Name	Design, set up and maintain a rooftop garden
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

AGR/N9903: Maintain health and safety at the workplace

Description

This OS is about maintaining health and safety of self and other co-workers at the workplace

Scope

The scope covers the following :

- Maintain personal hygiene
- Maintain clean and safe workplace
- Administer appropriate emergency procedures

Elements and Performance Criteria

Maintain personal hygiene

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

PC1. wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals

PC2. wash the worn clothes with soap and sun dry before use next time

PC3. ensure the face is covered with mask or three layers of cloth-piece

PC4. follow the workplace sanitization norms including distancing from sick people

Maintain clean and safe workplace

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

PC5. carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor

PC6. wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy

PC7. follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards

PC8. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices

PC9. sanitize equipment, tools and machinery before and after use

PC10. use equipment and materials safely and correctly and return the same to designated storage after use

PC11. dispose waste safely and correctly in the designated area

PC12. recognize risks to bystanders and take required action to reduce the risks

PC13. work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed

PC14. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger

PC15. follow government / workplace advisories incase of outbreak of any disease/disaster

Administer appropriate emergency procedures

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

PC16. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements

PC17. use emergency equipment in accordance with manufacturer's specifications and workplace requirements

PC18. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques

PC19. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate

PC20. report details of first aid administered in accordance with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant legislation, standards, policies, and procedures at work

KU2. relevant health and safety requirements applicable to the work environment

KU3. own job role and responsibilities and sources of information pertaining to work

KU4. who to approach for support in order to obtain work related information, clarifications and support

KU5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business

KU6. personal hygiene and fitness requirement

KU7. importance of sanitization of the workplace

KU8. types of Personal Protective Equipment (PPE) required at the workplace and their importance

KU9. the correct and safe way to use materials and equipment required for the work

KU10. the importance of good housekeeping at the workplace

KU11. safe waste disposal methods

KU12. methods for minimizing environmental damage during work

KU13. the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work

KU14. workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.

KU15. basic emergency first aid procedure

KU16. local emergency services

KU17. why accidents, incidents and problems should be reported and the appropriate actions to be taken

Generic Skills (GS)

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

GS1. record the data as per the requirement

GS2. report problems to the appropriate personnel in a timely manner

GS3. read instruction manual for hand tool and equipments

GS4. communicate clearly and effectively with co-workers, and other stakeholders

GS5. comprehend information shared by senior people and experts

GS6. make decisions pertaining to personal hygiene and safety

GS7. schedule daily activities and draw up priorities

GS8. manage relationships with co-workers, manager and other stakeholders

GS9. assess situation and identify appropriate control measures

Assessment Criteria

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

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

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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	27/05/2024
NSQC Clearance Date	27/05/2021

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/N0801.Raise saplings in the nursery for transplanting in the garden	30	40	-	30	100	15
AGR/N0802.Prepare to set up the garden	30	40	-	30	100	15
AGR/N0803.Set up the garden as per the plan	30	40	-	30	100	20
AGR/N0842.Carry out maintenance of the garden	30	40	-	30	100	20
AGR/N0843.Design, set up and maintain a rooftop garden	30	40	-	30	100	15
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
Total	**210**	**255**	**0**	**0**	**650**	**100**

Acronyms

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

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.