



# Organic Farm & Business Promoter

QP Code: AGR/Q1210

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NSQF Level: 5

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## AGR/Q1210: Organic Farm & Business Promoter

### Brief Job Description

The individual is responsible for providing technical expertise in organic farming practices. The individual will have expertise to facilitate certification and marketing of organic produce. The person will also foster backward and forward linkages in the value chains, facilitate financial linkages and access to credit for farmers, farmer groups and agribusiness organisations. The individual may provide capacity building services, and strengthen the business potential of the Farmer groups by helping develop an economically viable and environmentally sustainable business plan and execute it.

### Personal Attributes

The individual should have problem-solving and coordination skills. The person should have basic verbal and written communication skills.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [AGR/N1241: Prepare and manage organic certification](#)
2. [AGR/N1242: Assist with the procurement activities](#)
3. [AGR/N1243: Manage soil to improve sustainability](#)
4. [AGR/N1244: Manage crop production for organic certification](#)
5. [AGR/N1245: Facilitate implementation of produce quality assurance procedures](#)
6. [AGR/N1246: Arrange for selling of organic produce](#)
7. [AGR/N1247: Facilitate develop export markets for produce](#)
8. [AGR/N1248: Establish and maintain business relationships](#)
9. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

### Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management

<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	16
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6116
<b>Minimum Educational Qualification &amp; Experience</b>	<p>Completed 2nd year of UG (UG Diploma) (or equivalent in Agriculture/Horticulture/Forestry/Agriculture Engineering/Veterinary Sciences and Animal Husbandry/Diary Technology)</p> <p>OR</p> <p>Completed 1st year of UG (UG Certificate) (in Agriculture/Horticulture/Forestry/Agriculture Engineering/Veterinary Sciences and Animal Husbandry/Diary Technology)</p> <p>OR</p> <p>Completed 3 year diploma after 10th (Agriculture/Horticulture/Forestry/Agriculture Engineering/Veterinary Sciences and Animal Husbandry/Diary Technology)</p> <p>OR</p> <p>12th grade Pass with 3 Years of experience Agriculture and allied sectors</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (4.5)with 1.5Years of experience Agriculture and allied sectors</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (4) with 3 Years of experience Agriculture and allied sectors</p>
<b>Minimum Level of Education for Training in School</b>	NA
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	NA Years
<b>Last Reviewed On</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Approval Date</b>	30/04/2024
<b>Version</b>	1.0
<b>Reference code on NQR</b>	QG-05-AG-02425-2024-V1-ASCI
<b>NQR Version</b>	1.0

## AGR/N1241: Prepare and manage organic certification

### Description

This OS unit is about preparing and managing organic certification

### Scope

The scope covers the following :

- Investigate and access information sources and support for conversion to organic production
- Conduct a risk assessment of the site
- Develop and implement Hazard Analysis and Critical Control Points (HACCP)-based procedures
- Facilitate in the registration and application process for organic certification

### Elements and Performance Criteria

#### *Investigate and access information sources and support for conversion to organic production*

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

- PC1. Establish contact with organic producers and marketers of organic products
- PC2. Identify and access sources of support and advice, such as NGOs working on organic farming, government agencies, and extension services
- PC3. Review and assess relevance and reliability of reference materials including scientific research, industry publications, online resources to inform decision-making in organic certification preparation
- PC4. Comprehend quality assurance and compliance requirement of produce with Organic Standards
- PC5. Identify the type of certification required for the organic farm-Third Party certification (NPOP) or Participatory Guarantee System (PGS)-INDIA organic certification
- PC6. Review certification requirements from accrediting bodies
- PC7. Select accrediting body according to organic farm production system
- PC8. Investigate roles and responsibilities of stakeholders for accrediting body and government agencies

#### *Conduct a risk assessment of the site*

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

- PC9. Identify and document previous land use practices and chemicals applied on the site to assess potential contamination risks
- PC10. Undertake and document a comprehensive risk assessment for potential on-farm contaminants, considering factors such as soil health
- PC11. Assess potential contamination risk from off-farm land use and agricultural practices
- PC12. Incorporate risk management procedures reducing potential contamination into a certification preparation plan to ensure compliance with organic certification standards

#### *Develop and implement Hazard Analysis and Critical Control Points (HACCP)-based procedures*

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

- PC13. Identify and document production processes for supply chain according to accrediting body and national standards for organic production



- PC14. Verify quality of production output with organic and statutory product standards
- PC15. Identify and document corrective actions or process improvements to address any deviation from organic standards and ensure improvement in production activities
- PC16. Develop and implement procedures for monitoring and reviewing processes and compliance
- PC17. Integrate a food safety management program according to production process

*Facilitate in the registration and application process for organic certification*

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

- PC18. Assist in the Formation of Group facilitating collaboration and support among farmers
- PC19. Assist in the registration as Local Group on PGS-India Portal for domestic supply or Third Party Certification for export purpose
- PC20. Assist in the preparation and uploading of documents on the portal
- PC21. Assist in complying with the Standards and norms of storage and packaging like FSSAI, Agmark, jaivikbharat logo etc

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organic certification process
- KU2. standards and codes of practice for organic production
- KU3. chain of custody of products and exposure to non-compliance
- KU4. workplace hazard assessment and critical control point principles and risk management, including: procedures for conducting and documenting a risk assessment
- KU5. health and food safety requirements for farm produce
- KU6. labelling requirements for domestic and export markets
- KU7. market for organic produce, including the organic movement and organic industry
- KU8. principles of organic farming
- KU9. regulatory requirements and their domestic and international contexts
- KU10. role of quality management systems in organic industry, including: documentation and record-keeping requirements
- KU11. working knowledge of the regulated organic industry, including: role of the government, certification bodies and inspectors
- KU12. support, including agricultural extension officers and training programs
- KU13. Quality Assurance and concern with Organic Standards
- KU14. National Standards on Organic Production (NSOP)
- KU15. Standards for Organic Farming framed by BIS
- KU16. Govt. Institutes & Interventions/initiatives dealing with Quality Assurance & Certification
- KU17. PGS-India certification process for domestic supply
- KU18. Third Party Certification process for exportation
- KU19. Online certification platforms like PGSIndia portal, Tracenet, etc

## Generic Skills (GS)

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

- GS1. Interpret information regarding the national standards and certification requirements
- GS2. make work-related notes to ensure accurate documentation and record-keeping like certification application records, organic management plan, input-usage records, field inspection notes, organic practices documentation, training and education records
- GS3. read the relevant literature to get the latest updates and information about new technologies
- GS4. communicate professionally with clients and co-workers as per the business code of conduct
- GS5. listen attentively to understand the information/ instructions being given by the speaker
- GS6. plan and schedule tasks to ensure timely completion
- GS7. identify possible disruptions to work and take preventive measures
- GS8. apply domain knowledge and experience to suggest appropriate solutions to customers
- GS9. Demonstrate attention to detail in reviewing documentation and ensuring compliance with certification requirements
- GS10. Utilize problem-solving skills to address challenges and discrepancies in the certification process
- GS11. Uphold ethical standards and integrity in all the aspects of the certification process
- GS12. Demonstrate adaptability and flexibility in response to changes and evolving requirements in the certification process
- GS13. take quick decisions in case of any emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Investigate and access information sources and support for conversion to organic production</i>	4	2	-	2
PC1. Establish contact with organic producers and marketers of organic products	-	-	-	-
PC2. Identify and access sources of support and advice, such as NGOs working on organic farming, government agencies, and extension services	-	-	-	-
PC3. Review and assess relevance and reliability of reference materials including scientific research, industry publications, online resources to inform decision-making in organic certification preparation	-	-	-	-
PC4. Comprehend quality assurance and compliance requirement of produce with Organic Standards	-	-	-	-
PC5. Identify the type of certification required for the organic farm-Third Party certification (NPOP) or Participatory Guarantee System (PGS)-INDIA organic certification	-	-	-	-
PC6. Review certification requirements from accrediting bodies	-	-	-	-
PC7. Select accrediting body according to organic farm production system	-	-	-	-
PC8. Investigate roles and responsibilities of stakeholders for accrediting body and government agencies	-	-	-	-
<i>Conduct a risk assessment of the site</i>	3	4	-	5
PC9. Identify and document previous land use practices and chemicals applied on the site to assess potential contamination risks	-	-	-	-
PC10. Undertake and document a comprehensive risk assessment for potential on-farm contaminants, considering factors such as soil health	-	-	-	-
PC11. Assess potential contamination risk from off-farm land use and agricultural practices	-	-	-	-



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Incorporate risk management procedures reducing potential contamination into a certification preparation plan to ensure compliance with organic certification standards	-	-	-	-
<i>Develop and implement Hazard Analysis and Critical Control Points (HACCP)-based procedures</i>	4	6	-	4
PC13. Identify and document production processes for supply chain according to accrediting body and national standards for organic production	-	-	-	-
PC14. Verify quality of production output with organic and statutory product standards	-	-	-	-
PC15. Identify and document corrective actions or process improvements to address any deviation from organic standards and ensure improvement in production activities	-	-	-	-
PC16. Develop and implement procedures for monitoring and reviewing processes and compliance	-	-	-	-
PC17. Integrate a food safety management program according to production process	-	-	-	-
<i>Facilitate in the registration and application process for organic certification</i>	4	8	-	4
PC18. Assist in the Formation of Group facilitating collaboration and support among farmers	-	-	-	-
PC19. Assist in the registration as Local Group on PGS-India Portal for domestic supply or Third Party Certification for export purpose	-	-	-	-
PC20. Assist in the preparation and uploading of documents on the portal	-	-	-	-
PC21. Assist in complying with the Standards and norms of storage and packaging like FSSAI, Agmark, jaivikbharat logo etc	-	-	-	-
<b>NOS Total</b>	<b>15</b>	<b>20</b>	<b>-</b>	<b>15</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N1241
<b>NOS Name</b>	Prepare and manage organic certification
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## AGR/N1242: Assist with the procurement activities

### Description

This OS unit is about facilitating procurement activities.

### Scope

The scope covers the following :

- Assist with procurement planning
- Contribute to the supplier selection process
- Assist in finalizing procurement activities

### Elements and Performance Criteria

#### *Assist with procurement planning*

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

PC1. Contribute to establishing procurement requirements according to project objectives

PC2. Contribute to developing procurement-management plan and documentation

#### *Contribute to the supplier selection process*

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

PC3. Gather and evaluate information on potential suppliers

PC4. Make recommendations and assist in selection of preferred suppliers

PC5. Contribute to establishing agreed terms and conditions with preferred suppliers

PC6. Assist relevant personnel in establishing and checking relevant stakeholders perform agreed terms

PC7. Assist in developing contractual documentation

#### *Assist in finalising procurement activities*

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

PC8. Assist in finalising procurement activities post conformation of supplies in both quality and suitability

PC9. Assist in review of project outcomes using available records to determine effectiveness of procurement activities

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. procurement processes and procedures

KU2. procurement documentation requirements

KU3. components of contractual documentation and the legal obligations of all parties

KU4. process used to select preferred suppliers

### Generic Skills (GS)

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

- GS1. make work-related notes
- GS2. communicate professionally with clients and co-workers as per the business code of conduct
- GS3. listen attentively to understand the information/ instructions being given by the speaker
- GS4. plan and schedule tasks to ensure timely completion
- GS5. identify possible disruptions to work and take preventive measures
- GS6. take quick decisions in case of any emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist with procurement planning</i>	6	5	-	5
PC1. Contribute to establishing procurement requirements according to project objectives	-	-	-	-
PC2. Contribute to developing procurement-management plan and documentation	-	-	-	-
<i>Contribute to the supplier selection process</i>	10	5	-	5
PC3. Gather and evaluate information on potential suppliers	-	-	-	-
PC4. Make recommendations and assist in selection of preferred suppliers	-	-	-	-
PC5. Contribute to establishing agreed terms and conditions with preferred suppliers	-	-	-	-
PC6. Assist relevant personnel in establishing and checking relevant stakeholders perform agreed terms	-	-	-	-
PC7. Assist in developing contractual documentation	-	-	-	-
<i>Assist in finalising procurement activities</i>	4	5	-	5
PC8. Assist in finalising procurement activities post conformation of supplies in both quality and suitability	-	-	-	-
PC9. Assist in review of project outcomes using available records to determine effectiveness of procurement activities	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>15</b>	<b>-</b>	<b>15</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N1242
<b>NOS Name</b>	Assist with the procurement activities
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024



## AGR/N1243: Manage soil to improve sustainability

### Description

This OS unit is about managing soil to improve sustainability.

### Scope

The scope covers the following :

- Identify characteristics of regional and local soils to assess their current health
- Develop a plan to improve and maintain the health of soils
- Provide support in implementing plan for improvement and maintenance of healthy soil
- Review plan, implementation strategy and the outcomes and determine necessary modifications

### Elements and Performance Criteria

#### *Identify characteristics of regional and local soils to assess their current health*

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

- PC1. Identify common characteristics and limitations of regional and local soils
- PC2. Refer to soil test report to establish soil characteristics
- PC3. assess soil biota and its relationship to soil fertility
- PC4. Evaluate factors such as soil structure, compaction, and drainage
- PC5. Evaluate current production practices and their contribution to land degradation and soil problems
- PC6. Identify and select land preparation methods matched to machinery and equipment to maintain and improve soil productivity and structure
- PC7. Identify the impact of weather and climate on operational activities, soil structure, and fertility, and develop contingency plans to account for climatic and other eve

#### *Develop a plan to improve and maintain the health of soils*

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

- PC8. Conduct a risk assessment of previous land use, and an inventory of chemicals applied or evident of application on the site
- PC9. Identify the impact of weather and climate on operational activities, soil structure and fertility, and develop contingency plans to account for climatic or other events
- PC10. Develop baseline data from soil sample and test conducted on reference sites across farm according to organic industry standards
- PC11. Compare and interpret soil test analysis with historical data, and incorporate into plan
- PC12. Select nutrients to meet specific plant or crop requirements
- PC13. Evaluate alternative strategies or products to improve soil fertility
- PC14. Develop a soil amendment strategy, including soil ameliorating activities and soil ameliorant products to enhance sustainability of soil health
- PC15. Select appropriate production crops suitable for soil type and climate for a land use rotation plan to improve or maintain soil productivity
- PC16. Determine soil conservation strategies to minimise soil erosion and increase soil capacity, productivity and sustainability

- PC17. Assess the environmental implications of chemical use, and consider and document alternative methods and organic preventive methods
- PC18. Develop a strategy to improve and maintain the health of soils
- PC19. Develop and implement a strategy for the recycling of farm waste and effluent
- PC20. Develop a strategy to monitor and report soil health and productivity
- PC21. Incorporate soil monitoring techniques such as soil sampling and analysis at regular intervals
- PC22. Develop baseline data from soil sample and test conducted on reference sites across farm according to organic industry standards

*Provide support in implementing plan for improvement and maintenance of a healthy soil*

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

- PC23. Assist in preparing a schedule for soil improvement, taking into account seasonal, geographical and resource factors, and stock or crop rotation
- PC24. Assist in formulating strategies to integrate methods of soil improvement operations with land use rotation
- PC25. Assist in modifying plan to meet contingencies
- PC26. Assist in recording and filing soil management activities according to organic standards requirement

*Review plan, implementation strategy and the outcomes and determine necessary modifications*

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

- PC27. Analyze effectiveness of the soil improvement management plan through evaluation at key points, making adjustments where outcomes fall outside plan projections
- PC28. Prepare recommendations for future strategies, based on the analysis of paddock observations and production data, to further enhance soil ecosystem and production

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. physical, chemical and biological properties of soils
- KU2. extent and nature of soil microorganisms
- KU3. soil biota types, role in cycling nutrients and improving soil structure
- KU4. natural cycling of nutrients, including: carbon, nitrogen, phosphorous, and recognize the role of the role of soil biota in these processes
- KU5. factors affecting soil biota, including: moisture, temperature, aeration, nutrient supply, pH, organic matter content
- KU6. basic chemistry concepts related to interpreting soil test analysis, including: symbols, elements and compounds, valency, anions, cations, reactions, EC (electrical conductivity), CEC (Cation Exchange Capacity), organic matter, pH and its importance in the availability of nutrients, role of macronutrients and micronutrients in plant nutrition, the concept of limiting factors for production
- KU7. basic biology, including the chemical basis of plants and animals, basic plant structure and function
- KU8. factors contributing to soil acidity, sodicity and salinity
- KU9. factors promoting soil and plant water-holding capacity
- KU10. plant nutrients and their role in plant growth

- KU11. potential problems associated with the use of conventional chemical fertilizers, including: acidification, contamination of soil and associated water contamination, harm to soil biota
- KU12. alternative methods to improve soil fertility, including products, aeration and mulching
- KU13. workplace recording and filling procedures.
- KU14. The factors contributing to soil acidity, sodicity and salinity
- KU15. The factors promoting soil and plant water-holding capacity

## Generic Skills (GS)

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

- GS1. Identify and interpret textual information regarding soil characteristics, limitations of regional and local soils, biota and their relationship to soil fertility relevant to soil health and productivity for effective management and planning
- GS2. Communicate clearly and professional with farmers and other stakeholders to discuss soil health and productivity plans, and adapt plans as needed
- GS3. Calculate nutrient requirements accurately to soil management practices
- GS4. Make work-related notes such as observations from soil assessments, soil test results, crop performance observations, application records, weather and environmental conditions (weather patterns, rainfall, etc.), field activities log, soil indicators, communication logs, future planning
- GS5. Stay updated on the latest literature and technologies relevant to soil management activities
- GS6. Demonstrate professional communication skills adhering to the business code of conduct
- GS7. Listen attentively to understand the information/ instructions provided by others
- GS8. Plan and schedule tasks effectively to ensure timely completion of soil management activities
- GS9. Identify potential disruptions to work and implement preventive measures accordingly
- GS10. Apply domain knowledge and experience to suggest appropriate solutions to customers
- GS11. Make timely decisions in response to emergencies or accidents
- GS12. Utilize soil testing equipment proficiently and interpret soil test results accurately to inform soil management decisions

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify characteristics of regional and local soils to assess their current health</i>	5	4	-	3
PC1. Identify common characteristics and limitations of regional and local soils	-	-	-	-
PC2. Refer to soil test report to establish soil characteristics	-	-	-	-
PC3. assess soil biota and its relationship to soil fertility	-	-	-	-
PC4. Evaluate factors such as soil structure, compaction, and drainage	-	-	-	-
PC5. Evaluate current production practices and their contribution to land degradation and soil problems	-	-	-	-
PC6. Identify and select land preparation methods matched to machinery and equipment to maintain and improve soil productivity and structure	-	-	-	-
PC7. Identify the impact of weather and climate on operational activities, soil structure, and fertility, and develop contingency plans to account for climatic and other eve	-	-	-	-
<i>Develop a plan to improve and maintain the health of soils</i>	8	10	-	2
PC8. Conduct a risk assessment of previous land use, and an inventory of chemicals applied or evident of application on the site	-	-	-	-
PC9. Identify the impact of weather and climate on operational activities, soil structure and fertility, and develop contingency plans to account for climatic or other events	-	-	-	-
PC10. Develop baseline data from soil sample and test conducted on reference sites across farm according to organic industry standards	-	-	-	-
PC11. Compare and interpret soil test analysis with historical data, and incorporate into plan	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Select nutrients to meet specific plant or crop requirements	-	-	-	-
PC13. Evaluate alternative strategies or products to improve soil fertility	-	-	-	-
PC14. Develop a soil amendment strategy, including soil ameliorating activities and soil ameliorant products to enhance sustainability of soil health	-	-	-	-
PC15. Select appropriate production crops suitable for soil type and climate for a land use rotation plan to improve or maintain soil productivity	-	-	-	-
PC16. Determine soil conservation strategies to minimise soil erosion and increase soil capacity, productivity and sustainability	-	-	-	-
PC17. Assess the environmental implications of chemical use, and consider and document alternative methods and organic preventive methods	-	-	-	-
PC18. Develop a strategy to improve and maintain the health of soils	-	-	-	-
PC19. Develop and implement a strategy for the recycling of farm waste and effluent	-	-	-	-
PC20. Develop a strategy to monitor and report soil health and productivity	-	-	-	-
PC21. Incorporate soil monitoring techniques such as soil sampling and analysis at regular intervals	-	-	-	-
PC22. Develop baseline data from soil sample and test conducted on reference sites across farm according to organic industry standards	-	-	-	-
<i>Provide support in implementing plan for improvement and maintenance of a healthy soil</i>	<b>3</b>	<b>4</b>	-	<b>3</b>
PC23. Assist in preparing a schedule for soil improvement, taking into account seasonal, geographical and resource factors, and stock or crop rotation	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. Assist in formulating strategies to integrate methods of soil improvement operations with land use rotation	-	-	-	-
PC25. Assist in modifying plan to meet contingencies	-	-	-	-
PC26. Assist in recording and filing soil management activities according to organic standards requirement	-	-	-	-
<i>Review plan, implementation strategy and the outcomes and determine necessary modifications</i>	<b>4</b>	<b>2</b>	-	<b>2</b>
PC27. Analyze effectiveness of the soil improvement management plan through evaluation at key points, making adjustments where outcomes fall outside plan projections	-	-	-	-
PC28. Prepare recommendations for future strategies, based on the analysis of paddock observations and production data, to further enhance soil ecosystem and production	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>20</b>	-	<b>10</b>



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N1243
<b>NOS Name</b>	Manage soil to improve sustainability
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## AGR/N1244: Manage crop production for organic certification

### Description

This OS unit is about managing organic crop production

### Scope

The scope covers the following :

- Determine requirements for an organic crop establishment program
- Monitor an organically grown crop through to harvest

### Elements and Performance Criteria

#### *Determine requirements for an organic crop establishment program*

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

- PC1. Select plant varieties best suited to soil, climate, seasonal conditions and marketing goals
- PC2. Determine available soil moisture and calculate the water requirements for the crop-based organic farming practices, incorporating cropping system models
- PC3. Assess the available water reserves and develop a water management plan for maximum efficiency and resilience to changing conditions
- PC4. operate various farm equipment and tools for irrigation and other farm operations like weeders, tractors, etc
- PC5. Determine crop nutrient requirements to achieve required yield according to environmental procedures
- PC6. Determine a schedule for the crop nutrient requirements including bio resource preparation, seed testing, treatment and its preservation
- PC7. Determine strategies to reduce or eradicate weed infestation using organic weed management techniques
- PC8. Determine strategies to control pest and disease incidence using organic pest & disease management practices
- PC9. Assess agricultural technology and engage with the communities to ensure efficient performance of operations within the organic production system
- PC10. Develop a comprehensive climate-resilient strategy aligned with the cropping pattern, package of practices as per the availability of the local resources
- PC11. Identify health and safety hazards, assess risk and develop and implement controls procedures according to the organic safety standards, incorporating extension advisory and support services to scale up organic/natural farming
- PC12. Promote biodiversity as a means of enhancing ecosystem resilience and soil health by ensuring minimal waste and soil degradation according to environmental management policies

#### *Monitor an organically grown crop through to harvest*

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

- PC13. Monitor trends in weed, pest and disease incidence throughout the crop growth cycle, and implement organic management practices

- PC14. Monitor soil structure and erosion throughout the crop growth cycle, recommend changes in production practices and cropping pattern as needed to maintain the soil health
- PC15. Inspect irrigation and drainage systems regularly to ensure proper functioning and efficiency
- PC16. Monitor crop maturity and ensure harvesting meets marketing and production targets
- PC17. Monitor harvesting operations and help implement contingencies for weather, contracting and equipment maintenance
- PC18. Check the records of crop production are being maintained properly according to organic certification & traceability requirements and standards for documentation & record-keeping

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. agricultural crops and their cultural requirements, knowledge of climate change impacts on crop production and adaptation strategies to mitigate risks and build resilience such as crop diversification, water management
- KU2. land and soil conditions and assessment, including: soil nutrient and fertility, interpretation of soil conditions and analysis, crop nutrient requirements, impact of soil biology on soil condition and nutrient availability, effects of soil characteristics on nutrient availability, soil moisture and impact on crop development
- KU3. Organic farming practices
- KU4. managing water reserves, including: strategies for retaining natural soil moisture, irrigation strategies for broadacre crops, maintaining reserves of water for irrigation
- KU5. environmental protection strategies and biodiversity in organic farming systems
- KU6. pest and weed management and control strategies, including: weeds and infestation patterns and methods of control, cultural and mechanical controls, integrated pest management strategies
- KU7. maturity indices of various crops and safe harvesting practices
- KU8. work health and safety legislative requirements, including: safe handling, chemical and hazardous substances, fire safety, personal protection
- KU9. environmental legislation and codes of practice, relating to crop production
- KU10. different ways to engage with local communities, and stakeholders to build support for organic/natural farming, addressing their concerns and foster collaboration
- KU11. organic certification standards, regulations, and documentation requirements to ensure compliance with organic/natural farming practices

## Generic Skills (GS)

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

- GS1. make work-related notes like crop management records, soil health assessments, pest, disease and weed monitoring and management, nutrient management, harvest and yield records, climate patterns, organic certification documentation, work plans and task lists, observations and reflections
- GS2. read the relevant literature to get the latest updates and information about new technologies
- GS3. communicate professionally with clients and co-workers as per the business code of conduct

- GS4.** listen attentively to understand the information/ instructions being given by the speaker
- GS5.** plan and schedule tasks to ensure timely completion
- GS6.** identify possible disruptions to work and take preventive measures
- GS7.** apply domain knowledge and experience to suggest appropriate solutions to customers
- GS8.** make quick and informed decisions in case of any emergencies/ accidents, prioritizing safety and efficiency

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Determine requirements for an organic crop establishment program</i>	10	10	-	5
PC1. Select plant varieties best suited to soil, climate, seasonal conditions and marketing goals	-	-	-	-
PC2. Determine available soil moisture and calculate the water requirements for the crop-based organic farming practices, incorporating cropping system models	-	-	-	-
PC3. Assess the available water reserves and develop a water management plan for maximum efficiency and resilience to changing conditions	-	-	-	-
PC4. operate various farm equipment and tools for irrigation and other farm operations like weeders, tractors, etc	-	-	-	-
PC5. Determine crop nutrient requirements to achieve required yield according to environmental procedures	-	-	-	-
PC6. Determine a schedule for the crop nutrient requirements including bio resource preparation, seed testing, treatment and its preservation	-	-	-	-
PC7. Determine strategies to reduce or eradicate weed infestation using organic weed management techniques	-	-	-	-
PC8. Determine strategies to control pest and disease incidence using organic pest & disease management practices	-	-	-	-
PC9. Assess agricultural technology and engage with the communities to ensure efficient performance of operations within the organic production system	-	-	-	-
PC10. Develop a comprehensive climate-resilient strategy aligned with the cropping pattern, package of practices as per the availability of the local resources	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Identify health and safety hazards, assess risk and develop and implement controls procedures according to the organic safety standards, incorporating extension advisory and support services to scale up organic/natural farming	-	-	-	-
PC12. Promote biodiversity as a means of enhancing ecosystem resilience and soil health by ensuring minimal waste and soil degradation according to environmental management policies	-	-	-	-
<i>Monitor an organically grown crop through to harvest</i>	<b>10</b>	<b>10</b>	-	<b>5</b>
PC13. Monitor trends in weed, pest and disease incidence throughout the crop growth cycle, and implement organic management practices	-	-	-	-
PC14. Monitor soil structure and erosion throughout the crop growth cycle, recommend changes in production practices and cropping pattern as needed to maintain the soil health	-	-	-	-
PC15. Inspect irrigation and drainage systems regularly to ensure proper functioning and efficiency	-	-	-	-
PC16. Monitor crop maturity and ensure harvesting meets marketing and production targets	-	-	-	-
PC17. Monitor harvesting operations and help implement contingencies for weather, contracting and equipment maintenance	-	-	-	-
PC18. Check the records of crop production are being maintained properly according to organic certification & traceability requirements and standards for documentation & record-keeping	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>20</b>	-	<b>10</b>



## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N1244
<b>NOS Name</b>	Manage crop production for organic certification
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## AGR/N1245: Facilitate implementation of produce quality assurance procedures

### Description

This OS unit is about facilitating implementation of produce/t quality assurance procedures.

### Scope

The scope covers the following :

- Establish quality specifications for produce/t
- Identify hazards and critical control points in the production of quality produce/t
- Assist in planning of quality assurance procedures

### Elements and Performance Criteria

#### *Establish quality specifications for produce/t*

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

- PC1. Source market requirements for produce/t
- PC2. Identify product quality specifications

#### *Identify hazards and critical control points in the production of quality produce/t*

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

- PC3. Identify hazards and critical control points impacting on product quality
- PC4. Determine the degree of risk for each hazard
- PC5. Establish an industry-based systematic approach to quality assurance (QA)

#### *Assist in planning of quality assurance procedures*

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

- PC6. Develop procedures for each identified control point to meet quality requirements
- PC7. Minimise hazards and risks by application of appropriate controls
- PC8. Develop QA recordkeeping templates
- PC9. Develop processes to monitor the effectiveness of QA procedures
- PC10. Establish a document control register

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. market requirements for produce/t
- KU2. quality specifications for produce/t
- KU3. definition of quality
- KU4. workplace and industry QA systems, including recordkeeping templates and document control registers
- KU5. industry QA principles and techniques, and their application

- KU6. produce labeling compliances
- KU7. strategies for control of hazards to quality
- KU8. contingency management

### Generic Skills (GS)

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

- GS1. Identify and interpret information regarding QA requirements
- GS2. make work-related notes
- GS3. read the relevant literature to get the latest updates and information about new technologies
- GS4. communicate professionally with clients and co-workers as per the business code of conduct
- GS5. listen attentively to understand the information/ instructions being given by the speaker
- GS6. plan and schedule tasks to ensure timely completion
- GS7. identify possible disruptions to work and take preventive measures
- GS8. apply domain knowledge and experience to suggest appropriate solutions to customers
- GS9. take quick decisions in case of any emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Establish quality specifications for produce/t</i>	5	5	-	2
PC1. Source market requirements for produce/t	-	-	-	-
PC2. Identify product quality specifications	-	-	-	-
<i>Identify hazards and critical control points in the production of quality produce/t</i>	5	8	-	3
PC3. Identify hazards and critical control points impacting on product quality	-	-	-	-
PC4. Determine the degree of risk for each hazard	-	-	-	-
PC5. Establish an industry-based systematic approach to quality assurance (QA)	-	-	-	-
<i>Assist in planning of quality assurance procedures</i>	5	12	-	5
PC6. Develop procedures for each identified control point to meet quality requirements	-	-	-	-
PC7. Minimise hazards and risks by application of appropriate controls	-	-	-	-
PC8. Develop QA recordkeeping templates	-	-	-	-
PC9. Develop processes to monitor the effectiveness of QA procedures	-	-	-	-
PC10. Establish a document control register	-	-	-	-
<b>NOS Total</b>	<b>15</b>	<b>25</b>	<b>-</b>	<b>10</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N1245
<b>NOS Name</b>	Facilitate implementation of produce quality assurance procedures
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## AGR/N1246: Arrange for selling of organic produce

### Description

This OS unit is about facilitating the selling of organic produce.

### Scope

The scope covers the following :

- Identify and evaluate selling options
- Comply with requirements of different types of markets
- Develop and maintain a relationship with customers
- Organize transport of produce
- Maintain records

### Elements and Performance Criteria

#### *Identify and evaluate selling options*

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

- PC1. Identify various types of markets including e-marketing platforms
- PC2. Identify characteristics of farm produce
- PC3. Identify and document potential customer base
- PC4. Evaluate and document selling options

#### *Comply with the requirements of different types of market*

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

- PC5. Identify and comply with market requirements
- PC6. Comply with legislative requirements in each step of the supply chain
- PC7. Keep records to verify compliance with market requirements, food safety and organic certification

#### *Develop and maintain a relationship with customers*

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

- PC8. Investigate characteristics of customers
- PC9. Develop connections between customers and farm production system
- PC10. Develop connections between customers and farm production system
- PC11. Monitor customer satisfaction through customer feedback
- PC12. Monitor customer satisfaction through customer feedback

#### *Organise transport of produce*

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

- PC13. Identify transport requirements and engage carrier for produce distribution
- PC14. Schedule transport and delivery of product with recipient
- PC15. Identify and comply with recipient's delivery requirements
- PC16. Verify compliance with legislation, food safety and organic certification

#### *Assist in maintaining records*

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

PC17. Help in completing pre-sale and post-sale documentation

PC18. Help record transactions according to traceability and workplace procedures

PC19. Document customer feedback and identify and record potential improvements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. applicable legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes in selling produce

KU2. relevant legislation and regulations relating to work health and safety

KU3. organic certification systems and standards

KU4. organisation policies and procedures related to supply chain management, purchasing, and contracting

KU5. characteristics and composition of farm business marketing plans

KU6. characteristics of different markets including e-business platforms and the steps within a farm produce supply chain

KU7. ways to build trust and collaboration

KU8. ethical behaviour

KU9. established communication channels and protocols

KU10. procedures for operating electronic communications equipment

KU11. procedures for recording and reporting workplace information and completing relevant documentation

## Generic Skills (GS)

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

GS1. Identify and interpret information regarding QA requirements

GS2. make work-related notes

GS3. read the relevant literature to get the latest updates and information about new technologies

GS4. communicate professionally with clients and co-workers as per the business code of conduct

GS5. listen attentively to understand the information/ instructions being given by the speaker

GS6. plan and schedule tasks to ensure timely completion

GS7. identify possible disruptions to work and take preventive measures

GS8. apply domain knowledge and experience to suggest appropriate solutions to customers

GS9. take quick decisions in case of any emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify and evaluate selling options</i>	6	2	-	2
PC1. Identify various types of markets including e-marketing platforms	-	-	-	-
PC2. Identify characteristics of farm produce	-	-	-	-
PC3. Identify and document potential customer base	-	-	-	-
PC4. Evaluate and document selling options	-	-	-	-
<i>Comply with the requirements of different types of market</i>	4	4	-	2
PC5. Identify and comply with market requirements	-	-	-	-
PC6. Comply with legislative requirements in each step of the supply chain	-	-	-	-
PC7. Keep records to verify compliance with market requirements, food safety and organic certification	-	-	-	-
<i>Develop and maintain a relationship with customers</i>	4	10	-	2
PC8. Investigate characteristics of customers	-	-	-	-
PC9. Develop connections between customers and farm production system	-	-	-	-
PC10. Develop connections between customers and farm production system	-	-	-	-
PC11. Monitor customer satisfaction through customer feedback	-	-	-	-
PC12. Monitor customer satisfaction through customer feedback	-	-	-	-
<i>Organise transport of produce</i>	4	2	-	2
PC13. Identify transport requirements and engage carrier for produce distribution	-	-	-	-



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. Schedule transport and delivery of product with recipient	-	-	-	-
PC15. Identify and comply with recipient's delivery requirements	-	-	-	-
PC16. Verify compliance with legislation, food safety and organic certification	-	-	-	-
<i>Assist in maintaining records</i>	2	2	-	2
PC17. Help in completing pre-sale and post-sale documentation	-	-	-	-
PC18. Help record transactions according to traceability and workplace procedures	-	-	-	-
PC19. Document customer feedback and identify and record potential improvements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>10</b>

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N1246
<b>NOS Name</b>	Arrange for selling of organic produce
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## AGR/N1247: Facilitate develop export markets for produce

### Description

This OS unit is about facilitating in the development of export market for produce.

### Scope

The scope covers the following :

- Evaluate export potential
- Develop export strategy
- Plan for implementation
- Establish and maintain appropriate financing arrangements for the business

### Elements and Performance Criteria

#### *Evaluate export potential*

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

- PC1. Identify competitive advantages and disadvantages for the proposed product, in respect to the product's entry to overseas markets
- PC2. Analyse features of potential markets in respect to cultural factors, quality requirements, government regulations and other economic, political and social factors
- PC3. Analyse business resources for their appropriateness and capacity to contribute to the marketing effort
- PC4. Identify available capital and time for the development of the export plan

#### *Develop export strategy*

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

- PC5. Conduct customer analysis and define the market niche
- PC6. Develop operational plan to address the market mix
- PC7. Prepare budgets to address the investment required in the operational plan
- PC8. Plan strategies that target the identified market and initiate negotiations

#### *Plan for implementation*

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

- PC9. Identify and address compliances in an export transaction
- PC10. Identify and prepare documentation requirements for export

#### *Establish and maintain appropriate financing arrangements for the business*

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

- PC11. Determine capacity to service debt and meet liabilities
- PC12. Identify sources of funds and compare and evaluate terms and conditions
- PC13. Conduct negotiations to ensure the establishment of the most favourable terms and conditions
- PC14. Source loan funds and check agreements
- PC15. Monitor costs of finance to keep them within defined budget limits
- PC16. Manage relationships with finance providers

PC17. Monitor the economic environment and assess implications for the business

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. export requirements for identified produce/t
- KU2. Indian and international export and import regulations
- KU3. international regulations, pricing structures, import and export factors, production times, quality assurance factors, and production and marketing arrangements, relevant to product
- KU4. requirements of standards, codes of practice, quality assurance (QA) processes and procedures, relevant to product
- KU5. marketing plan formats
- KU6. cash flow budgeting techniques
- KU7. how to interpret and analyse financial reports
- KU8. how various macroeconomic factors affect the business
- KU9. sources of finance for the business
- KU10. negotiation techniques
- KU11. Basic accounting terms and principles
- KU12. bank and lending institution policies and requirements
- KU13. communication and negotiation skills to deal with international export arrangements

### Generic Skills (GS)

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

- GS1. Access and interpret legislation, regulations and guidelines relevant to exporting goods from India
- GS2. Establish networks, negotiate agreements and resolve conflicts in a cross cultural environment
- GS3. make work-related notes
- GS4. read the relevant literature to get the latest updates and information about new technologies
- GS5. communicate professionally with clients and co-workers as per the business code of conduct
- GS6. listen attentively to understand the information/ instructions being given by the speaker
- GS7. plan and schedule tasks to ensure timely completion
- GS8. identify possible disruptions to work and take preventive measures
- GS9. apply domain knowledge and experience to suggest appropriate solutions to customers
- GS10. take quick decisions in case of any emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Evaluate export potential</i>	3	4	-	3
PC1. Identify competitive advantages and disadvantages for the proposed product, in respect to the product's entry to overseas markets	-	-	-	-
PC2. Analyse features of potential markets in respect to cultural factors, quality requirements, government regulations and other economic, political and social factors	-	-	-	-
PC3. Analyse business resources for their appropriateness and capacity to contribute to the marketing effort	-	-	-	-
PC4. Identify available capital and time for the development of the export plan	-	-	-	-
<i>Develop export strategy</i>	4	6	-	4
PC5. Conduct customer analysis and define the market niche	-	-	-	-
PC6. Develop operational plan to address the market mix	-	-	-	-
PC7. Prepare budgets to address the investment required in the operational plan	-	-	-	-
PC8. Plan strategies that target the identified market and initiate negotiations	-	-	-	-
<i>Plan for implementation</i>	4	4	-	4
PC9. Identify and address compliances in an export transaction	-	-	-	-
PC10. Identify and prepare documentation requirements for export	-	-	-	-
<i>Establish and maintain appropriate financing arrangements for the business</i>	4	6	-	4
PC11. Determine capacity to service debt and meet liabilities	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Identify sources of funds and compare and evaluate terms and conditions	-	-	-	-
PC13. Conduct negotiations to ensure the establishment of the most favourable terms and conditions	-	-	-	-
PC14. Source loan funds and check agreements	-	-	-	-
PC15. Monitor costs of finance to keep them within defined budget limits	-	-	-	-
PC16. Manage relationships with finance providers	-	-	-	-
PC17. Monitor the economic environment and assess implications for the business	-	-	-	-
<b>NOS Total</b>	<b>15</b>	<b>20</b>	<b>-</b>	<b>15</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N1247
<b>NOS Name</b>	Facilitate develop export markets for produce
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## AGR/N1248: Establish and maintain business relationships

### Description

This OS unit is about building and maintaining business relationships.

### Scope

The scope covers the following :

- Establish business relationships
- Maintain business relationships
- Build and improve business relationships

### Elements and Performance Criteria

#### *Establish business relationships*

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

- PC1. Identify business development and networking objectives of the organisation and own role
- PC2. Determine networking opportunities according to identified objectives and organisational policies and procedures
- PC3. Confirm communication channels for information exchange with business contacts
- PC4. Engage with business contacts using written and verbal communication to promote business opportunities

#### *Maintain business relationships*

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

- PC5. Use communication techniques to establish rapport with business contacts
- PC6. Identify barriers to business development opportunities
- PC7. Use problem-solving techniques to negotiate solutions to identified situations
- PC8. Seek specialist advice in the development of contacts, as required

#### *Build and improve business relationships*

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

- PC9. Develop strategies to represent and promote organisational interests to contacts
- PC10. Participate in formal and informal networks that promote the organisation
- PC11. Communicate issues regarding relationships in writing and verbally to organisational personnel
- PC12. Seek and respond to feedback from management on the quality of relationships with business contacts

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. strategies for establishing and maintaining business relationships



- KU2. methods of engaging with business contacts including through participation in professional networks and associations
- KU3. Various communication channels and platforms including digital and social media
- KU4. relevant networks, organisations, agencies, associations or individuals
- KU5. principles and techniques needed to negotiate positive outcomes
- KU6. organisational policies, plans and procedures relevant to business relationships
- KU7. methods for obtaining feedback on business relationships.

### Generic Skills (GS)

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

- GS1. Seek opportunities to develop and extend expertise and identify areas for professional improvement
- GS2. Source and analyse information to establish networks that consistently promotes business opportunities
- GS3. Use appropriate vocabulary, layout and grammatical structure to convey ideas and information
- GS4. Use persuasive language and appropriate non-verbal features to achieve mutually acceptable outcomes
- GS5. Use active listening and questioning techniques to confirm understanding
- GS6. Look for ways to establish connections and build genuine understanding with a diverse range of people
- GS7. Cultivate relationships with people with the knowledge, skills and influence to get things done or provide support
- GS8. Take responsibility for planning, sequencing and implementing tasks required to build and maintain networks
- GS9. Use analytical processes to identify problems, gather relevant information, evaluate options and determine solutions

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Establish business relationships</i>	5	4	-	5
PC1. Identify business development and networking objectives of the organisation and own role	-	-	-	-
PC2. Determine networking opportunities according to identified objectives and organisational policies and procedures	-	-	-	-
PC3. Confirm communication channels for information exchange with business contacts	-	-	-	-
PC4. Engage with business contacts using written and verbal communication to promote business opportunities	-	-	-	-
<i>Maintain business relationships</i>	5	6	-	5
PC5. Use communication techniques to establish rapport with business contacts	-	-	-	-
PC6. Identify barriers to business development opportunities	-	-	-	-
PC7. Use problem-solving techniques to negotiate solutions to identified situations	-	-	-	-
PC8. Seek specialist advice in the development of contacts, as required	-	-	-	-
<i>Build and improve business relationships</i>	5	10	-	5
PC9. Develop strategies to represent and promote organisational interests to contacts	-	-	-	-
PC10. Participate in formal and informal networks that promote the organisation	-	-	-	-
PC11. Communicate issues regarding relationships in writing and verbally to organisational personnel	-	-	-	-
PC12. Seek and respond to feedback from management on the quality of relationships with business contacts	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	15	20	-	15

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N1248
<b>NOS Name</b>	Establish and maintain business relationships
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Farm Management
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2024
<b>Next Review Date</b>	30/04/2027
<b>NSQC Clearance</b>	30/04/2024

## 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
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	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	-	-	-	-
<i>Basic English Skills</i>	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	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	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	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
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	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
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	-	-	-	-
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
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	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
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	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/optional set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 50% of % aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

**Minimum Aggregate Passing % at QP Level : 70**

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

**Assessment Weightage**

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N1241.Prepare and manage organic certification	15	20	-	15	50	20
AGR/N1242.Assist with the procurement activities	20	15	-	15	50	5
AGR/N1243.Manage soil to improve sustainability	20	20	-	10	50	10
AGR/N1244.Manage crop production for organic certification	20	20	-	10	50	20
AGR/N1245.Facilitate implementation of produce quality assurance procedures	15	25	-	10	50	10
AGR/N1246.Arrange for selling of organic produce	20	20	-	10	50	10
AGR/N1247.Facilitate develop export markets for produce	15	20	-	15	50	15
AGR/N1248.Establish and maintain business relationships	15	20	-	15	50	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>160</b>	<b>190</b>	<b>-</b>	<b>100</b>	<b>450</b>	<b>100</b>

## Acronyms

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

**Glossary**

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.