



Model Curriculum

QP Name: Organic Farm and Business Promoter

QP Code: AGR/Q1211

Version: 1.0

NSQF Level: 5

Model Curriculum Version: 1.0

Agriculture Skill Council of India || Unit No. 101, First Floor, Greenwoods Plaza,
Block 'B', Greenwoods City, Sector 45, Gurugram -122009, Haryana.

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Training Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management (Agriculture information management)
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6116
Minimum Educational Qualification and Experience	<p>UG Diploma or equivalent*</p> <p>OR</p> <p>UG Certificate* with 1.5 year relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>Completed 3-year diploma* after 10th with 1.5 year relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>12th Grade Pass with 3-years relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 4.5 with 1.5-year relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 4 with 3-years relevant experience in Agriculture and allied sectors</p> <p><i>*Agriculture/Horticulture/Forestry/Agriculture Engineering/Veterinary Sciences and Animal Husbandry/Diary Technology</i></p>
Pre-Requisite License or Training	NA
Minimum Job Entry Age	NA
Last Reviewed On	30/04/2024
Next Review Date	30/04/2027
NSQC Approval Date	30/04/2024
QP Version	1.0
Model Curriculum Creation Date	30/04/2024
Model Curriculum Valid Up to Date	30/04/2027
Model Curriculum Version	1.0
Minimum Duration of the Course	480 Hours
Maximum Duration of the Course	480 Hours

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Discuss the role of an Organic Farm & Business Promoter
- Conduct a risk assessment of the site for conversion to organic production
- Develop a Hazard Analysis and Critical Control Points (HACCP)-based procedures
- Facilitate in the registration and application process for organic certification
- Plan for procurement related activities
- 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
- Assess requirements for an organic crop establishment program
- Monitor an organically grown crop through to harvest
- Determine quality specifications required for organic produce
- Facilitate implementation of produce quality assurance procedures
- Provide support in selling the organic produce in different markets
- Evaluate export potential of an organic produce
- Develop export strategy for an organic produce
- Facilitate financing arrangements for the organic business
- Establish and maintain business relationships
- Exhibit the employability Skills

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
AGR/N1241: Prepare and manage organic certification Version- 1.0 NSQF Level- 5	20:00	40:00	0:00	0:00	60:00
Module 1: Introduction to the role of an Organic Farm & Business Promoter	05:00	0:00	0:00	0:00	05:00
Module 2: Preparing and managing organic certification	15:00	40:00	0:00	0:00	55:00

AGR/N1242: Assist with the procurement activities NOS Version- 1.0 NSQF Level- 5	15:00	15:00	0:00	0:00	30:00
Module 3: Assisting in procurement activities	15:00	15:00	0:00	0:00	30:00
AGR/N243: Manage soil to improve sustainability NOS Version- 1.0 NSQF Level- 5	20:00	10:00	0:00	0:00	30:00
Module 4: Managing soil to improve sustainability	20:00	10:00	0:00	0:00	30:00
AGR/N1244: Manage crop production for organic certification NOS Version- 1.0 NSQF Level- 5	20:00	40:00	0:00	0:00	60:00
Module 5: Managing crop production for organic certification	20:00	40:00	0:00	0:00	60:00
AGR/N1245: Facilitate implementation of produce quality assurance procedures NOS Version-1.0 NSQF Level-5	15:00	15:00	0:00	0:00	30:00
Module 6: Assuring organic produce quality	15:00	15:00	0:00	0:00	30:00
AGR/N1246: Arrange for selling of organic produce NOS Version-1.0 NSQF Level-5	15:00	15:00	0:00	0:00	30:00
Module 7: Selling organic produce in different markets	15:00	15:00	0:00	0:00	30:00
AGR/N1247: Facilitate develop export markets for produce NOS Version-1.0 NSQF Level-5	30:00	30:00	0:00	0:00	60:00
Module 8: Planning for the export of organic produce	30:00	30:00	0:00	0:00	60:00

AGR/N1248: Establish and maintain business relationships	30:00	30:00	0:00	0:00	60:00
Module 9: Providing Extension Services to farmers and Farmer producer Organisations	15:00	15:00	0:00	0:00	30:00
Module 10: Establishing and Maintaining business relationships	15:00	15:00	0:00	0:00	30:00
DGT/VSQ/N0102: Employability Skills NOS Version-1.0 NSQF Level-4	60:00	00:00	0:00	0:00	60:00
Module 11: Employability Skills	60:00	0:00	0:00	0:00	60:00
Module 12: OJT (Mandatory)	00:00	00:00	60:00	00:00	60:00
Total Duration	225:00	195:00	60:00	0:00	480:00

Module Details

Module 1: Introduction to the role of an Organic Farm & Business Promoter

Bridge Module, Mapped to AGR/N1241 v1.0

Terminal Outcomes:

- Discuss the job role of an Organic Farm & Business Promoter

Duration: 05:00	Duration: 0:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the size and scope of the agriculture and its sub-sectors. • Discuss the role and responsibilities of an Organic Farm & Business Promoter • Identify various employment opportunities for an Organic Farm & Business Promoter 	
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	

Module 2: Preparing and managing organic certification

Mapped to AGR/N1241 v1.0

Terminal Outcomes:

- 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

Duration: 15:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the process of organic certification • Explain standards and codes of practice for organic production in India • Discuss about the Quality Assurance and concern with Organic Standards • Explain the roles and responsibilities of stakeholders for accrediting body and government agencies • Explain the role of quality management systems in the organic industry, including documentation and record-keeping requirements • Discuss the regulators of the organic industry, including role of the government, certification bodies and inspectors. • Explain the role of agricultural extension officers and training programs, Govt. Institutes & Interventions/initiatives dealing with Quality Assurance & Certification • State the challenges with quality Assurance and Organic Standards • Discuss the National Standards on Organic Production (NSOP) and Standards for Organic Farming framed by BIS • Explain the PGS-India certification process for domestic supply and Third Party Certification process for exporting. • Describe the Online certification 	<ul style="list-style-type: none"> • Establish contact with organic producers and marketers of organic products • Identify and access sources of support and advice • Review and assess relevance and reliability of reference materials • Identify and select the type of certification required for the organic farm-Third Party certification (NPOP) or Participatory Guarantee System (PGS)-INDIA organic certification • Demonstrate documentation of the previous land use and chemicals applied on the site • Demonstrate documentation of risk assessment for potential on-farm contaminants • Assess potential contamination risk from off-farm land use and agricultural practices • Identify and document production processes for supply chain according to accrediting body and national standards for organic production • Verify quality of production output with organic and statutory product standards • Identify and document corrective actions or improvements to processes and activities • Develop and implement procedures for monitoring and reviewing

<p>platforms like PGSIndia portal, Tracenetetc</p>	<p>processes and compliance</p> <ul style="list-style-type: none"> ● Demonstrate integration of a food safety management program according to production process ● Assist in the registration as Local Group on PGS-India Portal for domestic supply or Third Party Certification for export purpose ● Assist in the preparation and uploading of documents on the portal ● Assist in complying with the Standards and norms of storage and packaging like FSSAI, Agmark, jaivikbharat logo etc.
<p>Classroom Aids</p>	
<p>Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Journals, Case studies and news articles relevant to organic farming, Desktop with internet connectivity and sample documents</p>	

Module 3: Assisting in procurement activities

Mapped to AGR/N1242 v1.0

Terminal Outcomes:

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

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Explain the procurement processes and procedures of organic produce ● Explain the procurement documentation requirements ● Discuss about the components of contractual documentation and the legal obligations of all parties ● Explain the process used to select preferred suppliers 	<ul style="list-style-type: none"> ● Contribute to establishing procurement requirements according to project objectives ● Contribute to developing procurement-management plan and documentation ● Gather and evaluate information on potential suppliers ● Make recommendations and assist in selection of preferred suppliers ● Contribute to establishing agreed terms and conditions with preferred suppliers ● Assist relevant personnel in establishing and checking relevant stakeholders perform agreed terms ● Assist in developing contractual documentation ● Assist in finalising procurement activities post conformation of supplies in both quality and suitability ● Assist in review of project outcomes using available records to determine effectiveness of procurement activities
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Record Keeping Book, Invoice sample, Purchase Order sample	

Module 4: Managing soil to improve sustainability

Mapped to AGR/N1243 v1.0

Terminal Outcomes:

- 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

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe physical, chemical and biological properties of soils ● Explain the nature of soil microorganisms ● Explain soil biota types, role in cycling nutrients and improving soil structure ● Describe natural cycling of nutrients, including: carbon, nitrogen, phosphorous, the role of soil biota ● List the factors affecting soil biota, including: moisture, temperature, aeration, nutrient supply, pH, organic matter ● Explain the basic chemistry concepts related to interpreting soil test analysis, including: 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 ● Explain the basic biology, including: chemical basis of plants and animals, basic plant structure and function ● List the factors contributing to soil acidity, sodicity and salinity ● List the factors promoting soil and plant water-holding capacity ● Explain types of plant nutrients and 	<ul style="list-style-type: none"> ● Identify common characteristics and limitations of regional and local soils ● Refer to soil test report to establish soil characteristics ● Assess soil biota and its relationship to soil fertility ● Evaluate factors such as soil texture, compaction, and drainage ● Evaluate current production practices and their contribution to land degradation and soil problems ● Identify the impact of weather and climate on operational activities, soil structure, and fertility, and develop contingency plans to account for climatic and other events. ● Identify and select land preparation methods matched to machinery and equipment to maintain and improve soil productivity and structure ● 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 ● Develop baseline data from soil sample and test conducted on reference sites across farm according to organic industry standards ● Compare and interpret soil test analysis with historical data, and incorporate into plan

their role in plant growth

- Describe the potential problems with the use of conventional chemical fertilizers, including: acidification, contamination of soil and associated water contamination, harm to soil biota
- Describe the alternative methods to improve soil fertility, including: products, aeration and mulching

- Select nutrients to meet specific plant or crop requirements
- Evaluate alternative strategies or products to improve soil fertility
- Develop a soil amendment strategy, including soil ameliorating activities and soil ameliorant products to enhance the sustainability of soil health
- Select appropriate production crops suitable for soil type and climate for a land use rotation plan to improve or maintain soil productivity
- Determine soil conservation strategies to minimise soil erosion and increase soil capacity, productivity and sustainability
- Assess the environmental implications of chemical use, and consider and document alternative methods and organic preventive methods
- Develop a strategy to improve and maintain the health of soils.
- Conduct a risk assessment of previous land use and an inventory of chemicals applied or evidence of application on the site
- Develop and implement a strategy for the recycling of farm waste and effluent
- Develop a strategy to monitor and report soil health and productivity
- Incorporate soil monitoring techniques such as soil sampling and analysis at regular intervals
- Assist in preparing a schedule for soil improvement, taking into account seasonal, geographical and resource factors, and stock or crop rotation
- Assist in formulating strategies to integrate methods of soil improvement operations with land use rotation
- Assist in modifying plan to meet contingencies

	<ul style="list-style-type: none"> ● Assist in recording and filing soil management activities according to organic standards requirement ● Analyze effectiveness of the soil improvement management plan through evaluation at key points, making adjustments where outcomes fall outside plan projections ● Prepare recommendations for future strategies, based on the analysis of paddock observations and production data, to further enhance soil ecosystem and production
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Bio Inputs, Bio Fertilizers, Soil Testing Tools/Equipment, Soil Health Card, FYM, Compost Etc.	

Module 5: Managing crop production for organic certification

Mapped to AGR/N1244 v1.0

Terminal Outcomes:

- Determine requirements for an agricultural crop establishment program
- Monitor an agricultural crop through to harvest

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Explain agricultural crops and their cultural requirements ● Describe 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 ● Describe the methods of managing water reserves, including: strategies for retaining natural soil moisture, irrigation strategies for broadacre crops, maintaining reserves of water for irrigation ● Explain the environmental protection strategies ● Describe the pest and weed management and control strategies, including: weeds and infestation patterns and methods of control, cultural and mechanical controls, integrated pest management strategies ● Explain the work health and safety legislative requirements, including: safe handling, chemical and hazardous substances, fire safety, personal protection ● Describe environmental legislation and codes of practice, relating to crop production. 	<ul style="list-style-type: none"> ● Select plant varieties best suited to soil, climate, seasonal conditions and marketing goals ● Determine available soil moisture and calculate the water requirement for crop--based organic farming practices, incorporating cropping system models ● Assess available water reserves and develop a water management plan for maximum efficiency and resilience to the changing conditions ● operate the farm equipment and tools for irrigation and farm operations like weeders, tractors, etc. ● Determine crop nutrient requirements to achieve required yield according to environmental procedures ● Determine a schedule as per the crop nutrient requirements including bio-resource preparation, seed testing, treatment and its preservation ● Determine strategies to reduce or eradicate weed infestation following organic weed management practices ● Assess technology to ensure efficient performance of operations within the organic production system ● Develop a comprehensive climate-resilient strategy aligned with the cropping pattern, package of practices as per the availability of the local resources ● Identify health and safety hazards,

	<p>assess risk and develop and implement controls procedures according to the organic safety standards, incorporating extension advisory and support services to expand organic/natural farming</p> <ul style="list-style-type: none"> ● 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 trends in weed, pest and disease incidence throughout the crop growth cycle, and implement organic management ● 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 ● Inspect the irrigation and drainage systems regularly to ensure proper functioning and efficiency ● Monitor crop maturity and undertake harvesting to meet marketing and production targets ● Monitor harvesting operations and help implement contingencies for weather, contracting and equipment maintenance ● Check the records of crop production are being maintained properly according to organic certification requirements and standards for documentation and record-keeping
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Bio Inputs, Bio Fertilizers, different types of seeds, bio-botanicals and pesticide preparation charts with pictures, Plough, Bio-herbicides, Micro Irrigation Tools/Equipment, Traps, sticky plates, different bio pesticides, charts of beneficial insects, botanical extracts, Sprayer, Charts with different quality parameters, different packaging materials, produce with different grades for visual observation and understanding, Personal Protective Equipment, First Aid Kit, Equipment used in medical emergencies	

Module 6: Assuring organic produce quality

Mapped to AGR/N1245 v1.0

Terminal Outcomes:

- 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

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe market requirements for organic produce ● Describe quality specifications for organic produce ● Define quality ● Explain the workplace and industry QA systems, including recordkeeping templates and document control registers ● Describe the industry QA principles and techniques, and their application ● Describe the produce labelling compliances ● Describe strategies for control of hazards to quality ● Explain the contingency management procedure 	<ul style="list-style-type: none"> ● Source market requirements for produce/t ● Identify product quality specifications ● Identify hazards and critical control points impacting on product quality ● Determine the degree of risk for each hazard ● Establish an industry-based systematic approach to quality assurance (QA) ● Develop procedures for each identified control point to meet quality requirements ● Minimise hazards and risks by application of appropriate controls ● Develop QA recordkeeping templates ● Develop processes to monitor the effectiveness of QA procedures ● Establish a document control register
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Charts with different quality parameters, different packaging materials, produce with different grades for visual observation and understanding	

Module 7: Selling organic produce in different markets

Mapped to AGR/N1246 v1.0

Terminal Outcomes:

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

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe the applicable legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes in selling produce ● Describe the relevant legislation and regulations relating to work health and safety ● Explain organic certification systems and standards ● Explain the organisation policies and procedures related to supply chain management, purchasing, and contracting ● Describe the characteristics and composition of farm business marketing plans ● Describe the characteristics of different markets and the steps within a farm produce supply chain ● Explain ways to build trust and collaboration ● Describe ethical behaviour in relation to selling produce ● Describe the established communication channels and protocols ● Describe procedures for operating electronic communications equipment ● Describe procedures for recording 	<ul style="list-style-type: none"> ● Identify various types of markets including e-marketing platforms ● Identify characteristics of farm produce ● Identify and document potential customer base ● Evaluate and document selling options ● Identify and comply with market requirements ● Comply with legislative requirements in each step of the supply chain ● Keep records to verify compliance with market requirements, food safety and organic certification ● Investigate characteristics of customers ● Develop connections between customers and farm production system ● Develop a 'farm story' and communicate uniqueness of enterprise to customers according to workplace procedures ● Monitor customer satisfaction through customer feedback ● Respond to feedback according to workplace procedures ● Identify transport requirements and engage carrier for produce

<p>and reporting workplace information and completing relevant documentation.</p>	<p>distribution</p> <ul style="list-style-type: none"> ● Schedule transport and delivery of product with recipient ● Identify and comply with recipient's delivery requirements ● Verify compliance with legislation, food safety and organic certification ● Help in completing pre-sale and post-sale documentation ● Help record transactions according to traceability and workplace procedures ● Document customer feedback and identify and record potential improvements
<p>Classroom Aids</p>	
<p>Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Desktop with internet connectivity and sample documents</p>	

Module 8: Planning for the export of organic produce

Mapped to AGR/N1247 v1.0

Terminal Outcomes:

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

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Describe export requirements for the identified organic produce ● Describe the Indian and international export and import regulations ● Describe International regulations, pricing structures, import and export factors, production times, quality assurance factors, and production and marketing arrangements, relevant to product ● Describe requirements of standards, codes of practice, quality assurance (QA) processes and procedures, relevant to product ● Describe marketing plan formats ● Explain cash flow budgeting techniques ● Explain the method to interpret and analyse financial reports ● Explain how various macroeconomic factors affect the business ● Explain different sources of finance for the business ● Describe the negotiation techniques ● Explain the basic accounting terms and principles ● Explain the bank and lending institution policies and requirements. ● Explain the communication and negotiation skills to deal with international export arrangements. 	<ul style="list-style-type: none"> ● Identify competitive advantages and disadvantages for the proposed product, in respect to the product's entry to overseas markets ● Analyse features of potential markets in respect to cultural factors, quality requirements, government regulations and other economic, political and social factors ● Analyse business resources for their appropriateness and capacity to contribute to the marketing effort ● Identify available capital and time for the development of the export plan ● Conduct customer analysis and define the market niche ● Develop operational plan to address the market mix ● Prepare budgets to address the investment required in the operational plan ● Plan strategies that target the identified market and initiate negotiations ● Identify and address steps in an export transaction ● Identify and prepare documentation requirements for export ● Determine capacity to service debt and meet liabilities ● Identify sources of funds and compare and evaluate terms and conditions

	<ul style="list-style-type: none"> ● Conduct negotiations to ensure the establishment of the most favourable terms and conditions ● Source loan funds and check agreements ● Monitor costs of finance to keep them within defined budget limits ● Manage relationships with finance providers ● Monitor the economic environment and assess implications for the business
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Desktop with internet connectivity and sample documents	

Module 9: Establishing and maintaining extension relationships

Mapped to AGR/N1248 v1.0

Terminal Outcomes:

- Establish Extension System and relationships with farmers and FPOs
- Learning communication and training skills

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Discuss the strategies for establishing and maintaining Extension Services to farmers and Farmer Producer Organisations ● Describe different diagnostic tools and how to use them ● Explain the process of setting up surveillance and advisory services to farmers and Farmer Producer Organisations ● Learn communication skills ● Explain different training methodologies ● Explain methods for obtaining feedback from farmers and FPOs. 	<ul style="list-style-type: none"> ● Identify the suitable models of extension ● Acquire diagnostic skills to advice farmers. ● Improve Communications skills ● Improve training skills ● Set up a surveillance system to support farmers with accurate diagnostics and advisory services

Module 10: Establishing and maintaining business relationships

Mapped to AGR/N1249 v1.0

Terminal Outcomes:

- Establish business relationships
- Maintain business relationships

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Discuss the strategies for establishing and maintaining business relationships ● Explain methods to engage with business contacts including through participation in professional networks and associations ● Explain principles and techniques needed to negotiate positive outcomes ● Explain organisational policies, plans and procedures relevant to business relationships ● Explain methods for obtaining feedback on business relationships. 	<ul style="list-style-type: none"> ● Identify business development and networking objectives of the organisation and own role ● Determine networking opportunities according to identified objectives and organisational policies and procedures ● Confirm communication channels for information exchange with business contacts ● Demonstrate usage of written and verbal communication to engage with business contacts to promote business opportunities ● Demonstrate usage of communication techniques to establish rapport with business contacts ● Identify barriers to business development opportunities ● Demonstrate using problem-solving techniques to negotiate solutions to identified situations ● Seek specialist advice in the development of contacts, as required ● Develop strategies to represent and promote organisational interests to contacts ● Participate in formal and informal networks that promote the organisation ● Communicate issues regarding relationships in writing and verbally to organisational personnel ● Seek and respond to feedback from management on the quality of

	relationships with business contacts
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Desktop with internet connectivity, social media platforms/apps	

Module 11: Employability Skills (60 hours)

Mapped to NOS DGT/VSQ/N0102 v1.0

Duration: 60:00

Key Learning Outcomes

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analysing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Module 12: On-the-Job Training (OJT)

Mapped to AGR/Q6112 v1.0

Duration: 90:00

Key Learning Outcomes

1. Analyse various best land and agricultural management practices to reduce greenhouse gas emissions
2. Assess the vulnerability and resilience of farm and land systems to climate change
3. Estimate anticipated carbon abatement through informal methods for measuring carbon
4. Demonstrate the practices or technologies which qualify for carbon farming
5. Demonstrate Carbon farming methods to store carbon or avoid emissions from agriculture, forestry and other land uses (AFOLU)
6. Demonstrate land management practices identified to increase carbon sequestration or reduce greenhouse emissions using vegetation
7. Demonstrate strategy to measure or audit carbon and record results
8. Demonstrate the approved methods for vegetation and agriculture-based carbon farming projects
9. Demonstrate soil carbon enhancing processes involving land preparation, vegetation and photosynthesis and conservation agriculture practices
10. Demonstrate soil moisture and water management practices that sequester carbon into soil
11. Demonstrate input management practices that improve soil organic carbon
12. Demonstrate procedure to receive carbon credits
13. Show how to record data by a specified method or technical guidance documentation
14. Demonstrate the procedures to be followed to receive the carbon credits

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma	Agriculture, Horticulture, Commerce, or business development	5	Organic certification/ Auditing/procurement/ Marketing	3	Organic certification/ Auditing/procurement/ Marketing	
Graduate	Agriculture, Horticulture, Commerce or business development	3	Organic certification/ Auditing/procurement/ Marketing	2	Organic certification/ Auditing/procurement/ Marketing	
M.Sc.	Agriculture/Horticulture	2	Organic certification/ Auditing/procurement/ Marketing	2	Organic certification/ Auditing/procurement/ Marketing	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role “ Organic Farm & Business Promoter ”, mapped to QP: “AGR/1211Q, v1.0”, Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: “Trainer (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score as per MEPSC guidelines is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduation	Agriculture, Horticulture, Commerce, or business development	3	Organic certification/ Auditing/procurement/ Marketing	2	Organic certification/ Auditing/procurement/ Marketing	
Post Graduation	Agriculture, Horticulture, Commerce, or business development	2	Organic certification/ Auditing/procurement/ Marketing	2	Organic certification/ Auditing/procurement/ Marketing	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role “ Organic Farm & Business Promoter ”, mapped to QP: “AGR/Q1211, v1.0”, Minimum accepted score is 80%	Certified for the Job Role: “Assessor (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”, with a minimum score of 80%.

Assessment Strategy

Assessment System Overview

In Agriculture Sector it is of ultimate importance that individuals dealing with crop production or livestock have the requisite knowledge and competencies to undertake the task. Based on the Assessment Criteria, SSC in association with empaneled AAs, define the test structure for the given job roles to cover the required skills and competencies. Assessment strategy consists of the following:

1. Multiple Choice Questions: To assess basic knowledge (Objective/Subjective)
2. Viva: To assess awareness on processes (Oral and/or written questioning)
3. Practical: To evaluate skills and identify competencies. (Observation)

Assessments for knowledge and awareness on processes may be conducted through 'real-time' internet-based evaluation or by conducting the same 'offline' through TABs. Skills and competencies are to be assessed by conducting 'practical' on the ground through qualified and ToA certified assessors.

An individual must have adequate knowledge and skills to perform a specific task, weightage for different aspects of the assessment is given as follows:

- Multiple Choice Questions: 20%-30%, depending on the specific QP
- Viva: 20%
- Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)
- Assessment will be carried out by certified assessors through empaneled assessment partners. Based on the results of the assessment; ASCI will certify the learners/candidates

Testing Environment

Assessments are conducted on laptops, Mobiles and android tablets via both offline and online mode depending on the internet connectivity at the assessment location.

In remote locations/villages, assessments get delivered through tablets without the requirement of the Internet.

- Multilingual assessments (ASCI is conducting the assessments in 13 + languages pan India)
- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback are stored digitally on the cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle- screen/copy-paste disabled, etc.
- Android-based monitoring system
- End to end process from allocation of a batch to final result upload, there is no manual intervention

- Assessment will normally be fixed for a day after the end date of the training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- The room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practice will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple-choice questions, pictorial questions, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on the same day. In case of a greater number of candidates, the number of assessors and venue facilitation be increased and facilitated

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	MCQ/Written exam	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks/Demonstration	Practical application /Demonstration /Application tasks
Viva	Summative	Questioning and Probing	Mock interviews on the usability of job roles/advantages /importance of adherence to procedures. Viva will be used to gauge trainee's confidence and correct knowledge in handling the job situation

The question paper is pre-loaded in the computer /Tablet and it will be in the language as requested by the training partner.

Assessment Quality Assurance framework

Assessment Framework and Design:

Based on the Assessment Criteria, SSC in association with AAs will define the test structure for the given roles to cover the required skills and competencies. ASCI offer a bouquet of tools for multi-dimensional evaluation of candidates covering language, cognitive skills, behavioural traits and domain knowledge.

Theoretical Knowledge - Item constructs and types are determined by a theoretical understanding of the testing objectives and published research about the item types and constructs that have shown statistical validity towards measuring the construct. Test item types that have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of the testing objectives of each question and other quality measures.

Type – Questions based on Knowledge Required, Case-based practical scenario questions and automated simulation-based questions.

Practical Skills - The practical assessments are developed taking into consideration two aspects: what practical tasks is the candidate expected to perform on the job and what aspects of the job cannot be judged through theoretical assessments. The candidates shall be asked to perform either an entire task or a set of subtasks depending on the nature of the job role

Type – Standardized rubrics for evaluation against a set of tasks in a demo/practical task

Viva Voce - Those practical tasks which cannot be performed due to time or resource constraints are evaluated through the viva mode. Practical tasks are backed up with Viva for thorough assessment and complete evaluation

Type – Procedural questions, dos and don'ts, subjective questions to check the understanding of practical tasks.

The assessor has to go through an orientation program organized by the Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. The assessor shall be given a NOS and PC level overview of each QP as applicable. The overall structure of assessment and objectivity of the marking scheme will be explained to them. The giving of marks will be driven by an objective framework that will maintain the standardization of the marking scheme.

Type of Evidence and Evidence Gathering Protocol:

During the assessment the evidence collected by AAs and ASCI are:

- GeoTagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidence (photos and videos) to the assessor one day before the assessment. The list is mentioned below:
 - Signed Attendance sheet
 - Assessor feedback sheet

- Candidate feedback sheet
 - Assessment checklist for assessor
 - Candidate Aadhar/ID card verification
 - Pictures of the classroom, labs to check the availability of adequate equipment's and tools to conduct the training and assessment
 - Pictures and videos of Assessment, training feedback and infrastructure.
- Apart from the Assessor, a Technical assistant is popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
 - To validate their work on the day of the assessment, regular calls and video calls are done.
 - On-boarding and training of the assessor and proctor are done on a timely basis to ensure that the quality of the assessment should be maintained.
 - Training covers the understanding of QP, NSQF level, NOS and assessment structure

Methods of Validation

- Morning Check (Pre-Assessment): Backend team of AA calls and confirms assessor/technical SPOC event status. Assessor/Technical SPOC are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- Video Calls: Random video calls are made to the technical SPOC/assessor so as to keep a check on assessment quality and ensure assessment is carried out in a fair and transparent manner
- Aadhar verification of candidates
- Evening Check (Post Assessment): Calls are made to the ground team to ensure the event is over by what time and the documentation is done properly or not.
- TP Calling: To keep a check on malpractices, an independent audit team calls the TP on a recorded line to take confirmation if there was any malpractice activity observed in the assessment on part of the AA/SSC team. If calls are not connected, an email is sent to TP SPOC for taking their confirmation
- Video and Picture Evidence: Backend team collects video and pictures for assessment on a real-time basis and highlights any issue such as students sitting idle/ trainer helping the candidates during the assessment.
- Surprise Visit: Time to time SSC/AA Audit team can visit the assessment location and conduct a surprise audit for the assessment carried out by the ground team.
- Geo Tagging: On the day of the assessment, each technical SPOC is required to login into our internal app which is Geotagged. Any deviation with the centre address needs to be highlighted to the assessment team on a real-time basis.

Method for assessment documentation, archiving, and Access:

- ASCI have a fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks form the basis of the results and encrypted files generated to avoid data manipulation. All responses were captured and stored in the

System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.

- Maker Checker concept: One person prepares the results and another audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All softcopies of documents are received from the on-ground tech team over email. The same is downloaded by our internal backend team and saved in Repository. The repository consists of scheme-wise folders. These scheme-wise folders have two job role-specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in the storeroom.

Result Review & Recheck Mechanism –

- Time-stamped assessment logs
- Answer/Endorsement sheets for each candidate
- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidates shall be stored and available for review (retained for 5 years/ till the conclusion of the project or scheme)

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	The key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on-site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	The terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
AGR	Agriculture
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
HACCP	Hazard Analysis and Critical Control Points
FSSAI	Food Safety & Standards Authority of India
BIS	Bureau of Indian Standards
PGS	Participatory Guarantee System
NSOP	National Standards on Organic Production
NPOP	National Programme for Organic Production
QA	Quality Assurance