Model Curriculum

Standalone NOS: **Fundamentals of Export norms for horticultural and high value crops**

NOS Code: AGR/N7836

Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

Agriculture Skill Council of India || Unit No. 101, First Floor, Greenwoods Plaza,

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Training Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Agri Entrepreneurship & Rural Enterprises
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NA
Minimum Educational Qualification and Experience	12th or equivalent with 1-year relevant experience in Agriculture and Allied sectors OR 10th Grade Pass with 3-year relevant experience in Agriculture and Allied sectors OR Previous relevant Qualification of NSQF Level 3.5 with 1.5-year relevant experience in Agriculture and Allied sectors OR Previous relevant Qualification of NSQF Level 3 with 3-year relevant experience in Agriculture and Allied sectors
Pre-Requisite License or Training	NA
Minimum Job Entry Age	NA
Last Reviewed On	30/05/2024
Next Review Date	30/05/2024
NSQC Approval Date	30/05/2024
QP Version	1.0
Model Curriculum Creation Date	30/05/2024
Model Curriculum Valid Up to Date	30/05/2024
Model Curriculum Version	1.0
Minimum Duration of the Course	37.5 hrs
Maximum Duration of the Course	37.5 hrs

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:

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

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/N7836: Fundamentals of Export norms for horticultural and high value crops *NOS Level:4* *NOS Version: 1*	**22:30**	**15:00**	**0:00**	**0:00**	**37:30**
Module 1: Comply with Import-Export Norms for Horticultural and High Value Crops	22:30	15:00	0:00	0:00	37:30
Total Duration	**22:30**	**15:00**	**0:00**	**0:00**	**37:30**

Module Details

Module 1: Comply with Import-Export Norms for Horticultural and High Value Crops

Mapped to AGR/N7836

Terminal Outcomes:

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

Duration: 22:30	Duration: 15:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe regulations, standards and codes of practice for import and export of horticultural and high value crops, including customs and biosecurity requirements - Describe the crop variety identification techniques - Describe crop characteristics and how these relate to insect and disease risks associated with importing/exporting crops - List the range of crop treatments meeting biosecurity requirements - Explain branding and labelling requirements to ensure compliance - Describe relevant certifications and chain of custody procedures - Explain the established communication channels and protocols - Describe the procedures for recording and reporting records and information - Describe Indian and international standards, codes, conventions and regulations relevant to importing and exporting cargo and freight - Explain Customs Act and related legislation - Describe documentation requirements for importing and exporting cargo and freight - Describe problems that may occur when completing import and export documentation and appropriate action that can be taken to resolve these problems	- Identify legal requirements for the import/export of the specific horticultural/high value crops - Identify biosecurity requirements for the import/export of the specific horticultural/high value crops and the types and consequences for breaches of these requirements - Examine the workplace procedures to determine compliance with legal and biosecurity requirements for import/export of horticultural and high value crops - Identify import/export crops and any associated documentation - Assess characteristics of import/export crops to determine risk of disease and insect pests - Examine crops to identify potential biohazards associated with the particular variety and undertake a risk assessment - Determine the need to treat import/export crops, and arrange required treatments as per the regulatory requirements - Establish the need for phytosanitary certification for import/export crops, and arrange appropriate certification - Complete and check branding and labelling of produce according to regulatory requirements - Obtain relevant certification records as per the regulatory requirements

• Describe relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines	• Complete and submit compliance records and reports as per the regulatory requirement • Demonstrate the process of reporting potential breaches of compliance requirements • Identify procedures required for documentation for import/export of goods • Complete and check documentation to ensure it meets legislative requirements • Show how to lodge documentation for processing

Classroom Aids

White board, Marker, Overhead projector, Laptop, Internet access,

Tools, Equipment and Other Requirements

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Diploma	Agriculture/horticulture or related fields	5	Horticulture and high value crop exports			
Graduate	Agriculture/horticulture or related fields	3	Horticulture and high value crop exports			
Post graduation/ PGDM/AEBM	Agriculture/horticulture or related fields	1	Horticulture and high value crop exports			

Trainer Certification	
Domain Certification	**Platform Certification**
Certified for NOS "**Fundamentals of Export norms for horticultural and high value crops**", mapped to NOS: "AGR/N7836, 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		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Agriculture/horticulture or related fields	2	Horticulture and high value crop exports			
Post graduation/ PGDM/AEBM	Agriculture/horticulture or related fields	0.5	Horticulture and high value crop exports			

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for NOS "**Fundamentals of Export norms for horticultural and high value crops**", mapped to NOS: "AGR/N7836, 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. <u>Multiple Choice Questions</u>: To assess basic knowledge (Objective/Subjective)
2. <u>Viva:</u> To assess awareness on processes (Oral and/or written questioning)
3. <u>Practical:</u> 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

- o Assessment checklist for assessor
- o Candidate Aadhar/ID card verification
- o Pictures of the classroom, labs to check the availability of adequate equipment's and tools to conduct the training and assessment
- o 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
OJT	On-the-job Training
PwD	People with Disability
PPE	Personal Protective Equipment