

Qualification Pack



Assistant Gardener

QP Code: AGR/Q0804

Version: 3.0

NSQF Level: 3

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AGR/Q0804: Assistant Gardener

Brief Job Description

An Assistant Gardener helps in setting up and maintaining garden and garden features under the gardener's supervision. The person also carries out harvesting and basic marketing activities along with preparing the garden for outdoor events and activities.

Personal Attributes

The individual must be physically fit to work for long durations. The person must be able to work as per instructions and have attention to detail. Ability to co-ordinate with others and basic reading, writing and communications skills are other important attributes required in this job role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0839: Assist in setting up and maintaining the garden, garden tools and equipment](#)
2. [AGR/N0813: Set up and maintain the garden features](#)
3. [AGR/N0844: Carry out harvesting, marketing and event organisation activities](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
Country	India
NSQF Level	3
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/61113.9900

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Minimum Educational Qualification & Experience	10th Class OR 8th Class (with two years of (NTC/ NAC) after 8th) OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 Years of experience relevant experience OR 5th grade pass with 5 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2) with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2.5) with 6 Months of experience relevant experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	30/12/2024
NSQC Approval Date	30/12/2021
Version	3.0
Reference code on NQR	QG-03-AG-00316-2023-V1.1-ASCI
NQR Version	1.1

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AGR/N0839: Assist in setting up and maintaining the garden, garden tools and equipment

Description

This OS unit is about maintaining the garden, irrigation/ fertigation system along with garden tools and equipment. It also covers the utilisation of resources and waste management practices.

Scope

The scope covers the following :

- Assist in propagating plants
- Assist in setting up and maintaining the garden
- Maintain the irrigation/fertigation system
- Maintain the garden tools and equipment
- Optimise resource utilisation
- Carry out waste management

Elements and Performance Criteria

Assist in propagating plants

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

- PC1.** co-ordinate with the gardener to ensure the availability of the required materials, tools and equipment for propagating plants
- PC2.** co-ordinate with the gardener to propagate plants through a variety of propagation methods such as seeding, budding, cutting, layering, root division, etc.
- PC3.** maintain the plants as per gardener's instructions until they are ready for transplanting, protecting them from excessive heat, cold, strong winds, animals, etc.

Assist in setting up and maintaining the garden

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

- PC4.** assist in setting up and using the structures such as the net house, polyhouse, mist chamber to protect plants
- PC5.** prepare the nursery bed, flower bed and ornamental planting bed as per the gardener's instructions
- PC6.** assist in planting seedlings, bulbs, flowers, ornamental and edible plants, shrubs, trees as per the prepared layout and in a timely manner
- PC7.** water varieties of garden plants, creepers, shrubs and trees as per their watering schedule
- PC8.** carry out trimming, pruning, weeding, hoeing and staking, ensuring no damage to the garden plants, creepers, shrubs and trees
- PC9.** operate various garden machinery such as push mowers, riding mowers, string trimmers, blowers, pruning tools, small tractors for relevant operations
- PC10.** install different types of support to train a variety of garden plants, creepers, shrubs and trees
- PC11.** maintain the annuals and perennials as per the gardener's instructions

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- PC12.** carry out thatching and place correct signposts and labels at appropriate places
- PC13.** maintain the drainage system for effective drainage of excess water from the garden
- PC14.** apply the necessary fertilizers in the garden to meet the micro and macronutrient requirements of the garden plants, trees, creepers and shrubs, etc.
- PC15.** use the appropriate machinery such as walk-behind spreader, liquid sprayers, and mix applicators for applying fertilizers
- PC16.** follow the appropriate soil-fertility improvement practices as per the gardener's instructions
- PC17.** apply a variety of herbicides, weedicides, pesticides and insecticides as per the manufacturer's instructions
- PC18.** maintain the record of fertilizers, herbicides, weedicides, pesticides and insecticides used in the garden
- PC19.** apply mulch on the garden soil to prevent weed growth
- PC20.** carry out intercropping to promote the growth of useful plants in the garden and suppress weed growth
- PC21.** carry out maintenance of the greenhouse as directed by the gardener
- PC22.** conduct regular surveys in the garden and suggest improvements to the gardener
- PC23.** maintain daily records regarding the stock availability of various inputs such as fertilizers, polythene bags, strings, etc.
- PC24.** carry out daily tasks in the garden such as cleaning, raking, emptying litter bins, etc.

Maintain the irrigation/fertigation system

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

- PC25.** check the irrigation/ fertigation system installed in the garden regularly for the correct functioning and identify the repair and maintenance needs
- PC26.** carry out regular repair and maintenance of the irrigation/ fertigation system through co-ordination with the gardener
- PC27.** report any issues requiring an expert's attention to the gardener

Maintain the garden tools and equipment

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

- PC28.** change oil and replace filters on fuel-powered machineries such as mowers and trimmers
- PC29.** replace the mower blades and change the sprinkler heads as per the requirement
- PC30.** carry out regular repair and maintenance the of garden tools and equipment as per the maintenance schedule
- PC31.** co-ordinate with an expert for the complex repair and maintenance needs of tools and equipment
- PC32.** store the garden tools and implements in the designated storage to prevent any accidents

Optimise resource utilisation

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

- PC33.** optimise the usage of water, electricity and relevant materials in various tasks and processes
- PC34.** connect the electrical equipment safely and turn them off when not in use
- PC35.** plug water leakages to prevent its wastage

Carry out waste management

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

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- PC36.** collect and remove trash from the garden
- PC37.** segregate waste into appropriate categories such as recyclable and non-recyclable
- PC38.** prepare compost and mulch using the biological waste generated in the garden and store them appropriately
- PC39.** dispose the non-recyclable waste in an environment-friendly manner

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of propagating varieties of plants
- KU2.** the process of setting up and using the structures such as the net house, polyhouse, mist chamber to protect plants
- KU3.** how to prepare a nursery bed, flower bed and ornamental planting bed
- KU4.** the process of planting different types of seedlings, bulbs, flowers, ornamental and edible plants, shrubs, trees
- KU5.** plant morphology and the process of their growth
- KU6.** water requirements and watering schedule for varieties of garden plants, creepers, shrubs and trees
- KU7.** how to carry out trimming, training, pruning, weeding, hoeing and staking safely
- KU8.** how to operate various garden machinery such as push mowers, riding mowers, string trimmers, blowers, pruning tools, small tractors, etc.
- KU9.** the process of installing different types of support to train a variety of garden plants, creepers, shrubs and trees
- KU10.** how to maintain annuals and perennials
- KU11.** the importance of signposting and labelling in a garden
- KU12.** how to maintain fences, drainage system, etc.
- KU13.** the importance of draining out excess water from the garden
- KU14.** the process of applying the necessary fertilizers to meet the micro and macronutrient requirements of the garden plants, trees, creepers and shrubs, etc.
- KU15.** how to use a walk-behind spreader, liquid sprayers, and mix applicators for applying fertilizers
- KU16.** various soil-fertility improvement practices
- KU17.** safe use of a variety of herbicides, weedicides, pesticides and insecticides
- KU18.** applicable documentation requirements
- KU19.** use of mulch to prevent weed growth
- KU20.** the process of intercropping to promote the growth of useful plants in the garden and suppress weed growth
- KU21.** the process of maintaining a greenhouse
- KU22.** different methods of irrigation
- KU23.** the process of laying and maintaining drips and sprinklers
- KU24.** regular repair and maintenance of the irrigation/fertigation system and garden tools and equipment

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- KU25.** benefits of resource utilisation
- KU26.** soil and water conservation technologies and purpose of landscaping in a particular area
- KU27.** the process of segregating waste in appropriate categories
- KU28.** how to recycle and dispose of different types of waste

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read relevant literature to stay updated about new developments in the field of work
- GS3.** listen attentively to understand the speaker
- GS4.** plan and prioritise tasks for efficient use of time
- GS5.** take quick decisions to deal with any emergencies/ accidents
- GS6.** co-ordinate with co-workers to achieve work objectives
- GS7.** identify possible disruptions to work and take appropriate preventive measures

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in propagating plants</i>	6	10	-	4
PC1. co-ordinate with the gardener to ensure the availability of the required materials, tools and equipment for propagating plants	-	-	-	-
PC2. co-ordinate with the gardener to propagate plants through a variety of propagation methods such as seeding, budding, cutting, layering, root division, etc.	-	-	-	-
PC3. maintain the plants as per gardener's instructions until they are ready for transplanting, protecting them from excessive heat, cold, strong winds, animals, etc.	-	-	-	-
<i>Assist in setting up and maintaining the garden</i>	6	8	-	6
PC4. assist in setting up and using the structures such as the net house, polyhouse, mist chamber to protect plants	-	-	-	-
PC5. prepare the nursery bed, flower bed and ornamental planting bed as per the gardener's instructions	-	-	-	-
PC6. assist in planting seedlings, bulbs, flowers, ornamental and edible plants, shrubs, trees as per the prepared layout and in a timely manner	-	-	-	-
PC7. water varieties of garden plants, creepers, shrubs and trees as per their watering schedule	-	-	-	-
PC8. carry out trimming, pruning, weeding, hoeing and staking, ensuring no damage to the garden plants, creepers, shrubs and trees	-	-	-	-
PC9. operate various garden machinery such as push mowers, riding mowers, string trimmers, blowers, pruning tools, small tractors for relevant operations	-	-	-	-
PC10. install different types of support to train a variety of garden plants, creepers, shrubs and trees	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. maintain the annuals and perennials as per the gardener's instructions	-	-	-	-
PC12. carry out thatching and place correct signposts and labels at appropriate places	-	-	-	-
PC13. maintain the drainage system for effective drainage of excess water from the garden	-	-	-	-
PC14. apply the necessary fertilizers in the garden to meet the micro and macronutrient requirements of the garden plants, trees, creepers and shrubs, etc.	-	-	-	-
PC15. use the appropriate machinery such as walk-behind spreader, liquid sprayers, and mix applicators for applying fertilizers	-	-	-	-
PC16. follow the appropriate soil-fertility improvement practices as per the gardener's instructions	-	-	-	-
PC17. apply a variety of herbicides, weedicides, pesticides and insecticides as per the manufacturer's instructions	-	-	-	-
PC18. maintain the record of fertilizers, herbicides, weedicides, pesticides and insecticides used in the garden	-	-	-	-
PC19. apply mulch on the garden soil to prevent weed growth	-	-	-	-
PC20. carry out intercropping to promote the growth of useful plants in the garden and suppress weed growth	-	-	-	-
PC21. carry out maintenance of the greenhouse as directed by the gardener	-	-	-	-
PC22. conduct regular surveys in the garden and suggest improvements to the gardener	-	-	-	-
PC23. maintain daily records regarding the stock availability of various inputs such as fertilizers, polythene bags, strings, etc.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. carry out daily tasks in the garden such as cleaning, raking, emptying litter bins, etc.	-	-	-	-
<i>Maintain the irrigation/fertigation system</i>	2	4	-	4
PC25. check the irrigation/ fertigation system installed in the garden regularly for the correct functioning and identify the repair and maintenance needs	-	-	-	-
PC26. carry out regular repair and maintenance of the irrigation/ fertigation system through co-ordination with the gardener	-	-	-	-
PC27. report any issues requiring an expert's attention to the gardener	-	-	-	-
<i>Maintain the garden tools and equipment</i>	4	6	-	4
PC28. change oil and replace filters on fuel-powered machineries such as mowers and trimmers	-	-	-	-
PC29. replace the mower blades and change the sprinkler heads as per the requirement	-	-	-	-
PC30. carry out regular repair and maintenance the of garden tools and equipment as per the maintenance schedule	-	-	-	-
PC31. co-ordinate with an expert for the complex repair and maintenance needs of tools and equipment	-	-	-	-
PC32. store the garden tools and implements in the designated storage to prevent any accidents	-	-	-	-
<i>Optimise resource utilisation</i>	6	4	-	6
PC33. optimise the usage of water, electricity and relevant materials in various tasks and processes	-	-	-	-
PC34. connect the electrical equipment safely and turn them off when not in use	-	-	-	-
PC35. plug water leakages to prevent its wastage	-	-	-	-
<i>Carry out waste management</i>	6	8	-	6

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC36. collect and remove trash from the garden	-	-	-	-
PC37. segregate waste into appropriate categories such as recyclable and non-recyclable	-	-	-	-
PC38. prepare compost and mulch using the biological waste generated in the garden and store them appropriately	-	-	-	-
PC39. dispose the non-recyclable waste in an environment-friendly manner	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0839
NOS Name	Assist in setting up and maintaining the garden, garden tools and equipment
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

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AGR/N0813: Set up and maintain the garden features

Description

This OS unit is about setting up various garden features to enhance the beauty of the garden and maintaining them.

Scope

The scope covers the following :

- Set up the garden features
- Maintain the garden features

Elements and Performance Criteria

Set up the garden features

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

- PC1.** set up various garden features such as the fountain, pond, walkways as per the gardener's instructions and garden layout
- PC2.** place various accessories such as rocks, logs, and garden decorations as per given instructions
- PC3.** pot ornamental plants such as bonsai trees and place them according to the layout
- PC4.** erect creative fences/ boundaries as specified by the gardener

Maintain the garden features

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

- PC5.** maintain the cleanliness and aesthetics of the garden features
- PC6.** check the garden features regularly to identify wear and tear or damage in them
- PC7.** carry out repair and maintenance activities as per the gardener's instructions
- PC8.** co-ordinate with an expert for complex repair and maintenance requirements
- PC9.** ensure there are no obstructions in the walkways
- PC10.** replace the water in garden pond/ fountains at appropriate intervals
- PC11.** maintain the record of repair and maintenance activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of setting various garden features such as the fountain, pond, walkways as per the gardener's instructions and garden layout
- KU2.** placement of various accessories such as rocks, logs and garden decorations
- KU3.** the process of potting ornamental plants such as bonsai trees and placing them
- KU4.** the process of erecting creative fences and boundaries
- KU5.** the process of carrying out repair and maintenance of various garden features

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KU6. the importance of ensuring no obstructions in the garden walkways

KU7. how to replace the water in garden pond/ fountains

Generic Skills (GS)

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

GS1. maintain work-related records

GS2. read the relevant guides and manuals

GS3. communicate politely and professionally

GS4. listen attentively and comprehend the information given by the speaker

GS5. plan and prioritise tasks to ensure timely completion

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

GS7. take quick action to deal with any emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Set up the garden features</i>	14	14	-	18
PC1. set up various garden features such as the fountain, pond, walkways as per the gardener's instructions and garden layout	-	-	-	-
PC2. place various accessories such as rocks, logs, and garden decorations as per given instructions	-	-	-	-
PC3. pot ornamental plants such as bonsai trees and place them according to the layout	-	-	-	-
PC4. erect creative fences/ boundaries as specified by the gardener	-	-	-	-
<i>Maintain the garden features</i>	16	26	-	12
PC5. maintain the cleanliness and aesthetics of the garden features	-	-	-	-
PC6. check the garden features regularly to identify wear and tear or damage in them	-	-	-	-
PC7. carry out repair and maintenance activities as per the gardener's instructions	-	-	-	-
PC8. co-ordinate with an expert for complex repair and maintenance requirements	-	-	-	-
PC9. ensure there are no obstructions in the walkways	-	-	-	-
PC10. replace the water in garden pond/ fountains at appropriate intervals	-	-	-	-
PC11. maintain the record of repair and maintenance activities	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0813
NOS Name	Set up and maintain the garden features
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	3
Credits	3
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	03/05/2026
NSQC Clearance Date	03/05/2023

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AGR/N0844: Carry out harvesting, marketing and event organisation activities

Description

This OS unit is about carrying out harvesting and marketing activities in the garden, including setting up displays and dealing with customers. It also covers guiding visitors on garden visits and assisting in event organisation.

Scope

The scope covers the following :

- Harvest the flowers, fruits and vegetables
- Prepare the flowers, fruits and vegetables for marketing
- Carry out marketing activities
- Conduct garden visits
- Assist in event organisation

Elements and Performance Criteria

Harvest the flowers, fruits and vegetables

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

- PC1.** check the flowers, fruits and vegetables grown in the garden to ensure their maturity for being harvested
- PC2.** arrange and prepare the relevant tools and equipment for harvesting
- PC3.** harvest flowers, fruits and vegetables, ensuring no damage to them
- PC4.** store the flowers, fruits and vegetables under the recommended temperature, humidity and hygienic conditions

Prepare the flowers, fruits and vegetables for marketing

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

- PC5.** carry out sorting and grading of the harvested flowers, fruits and vegetables
- PC6.** clean the fruits and vegetables appropriately
- PC7.** prepare and apply hydration solution on flowers to preserve their freshness
- PC8.** create flower bouquets and floral arrangements such as wreaths and garlands to be sold
- PC9.** set up flower displays using a variety of flowers
- PC10.** carry out labelling of the flower bouquets and floral arrangements with the relevant information

Carry out marketing activities

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

- PC11.** guide the customers in making an appropriate choice of flowers to purchase
- PC12.** carry out the sale of flowers, fruits and vegetables
- PC13.** process the payments using the appropriate e-payment methods
- PC14.** maintain the record of sales and payments

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Conduct garden visits

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

PC15. guide visitors on garden visits and inform them about plant and flower varieties

PC16. ensure the safety of visitors and protection of garden property during visits

Assist in event organisation

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

PC17. assist in landscaping and preparing the garden for outdoor events and activities

PC18. co-ordinate with the gardener and other relevant personnel to ensure appropriate arrangements are made as per the client's requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. maturity indicators for a variety of flowers, fruits and vegetables grown in a garden

KU2. use of the relevant tools and equipment for harvesting

KU3. the process of harvesting flowers, fruits and vegetables

KU4. appropriate temperature, humidity and hygienic conditions for storing flowers, fruits and vegetables

KU5. the process of sorting and grading the harvested flowers, fruits and vegetables

KU6. the process of preparing and applying hydration solution on flowers to preserve their freshness

KU7. how to create flowers bouquets and floral arrangements

KU8. the process of setting up flower displays using a variety of flowers and labelling them

KU9. the process of marketing flowers, fruits and vegetables

KU10. use of various e-payment methods

KU11. the importance of keeping the record of sales and payments

KU12. the process of conducting garden visits

KU13. the process of landscaping and preparing a garden for outdoor events and activities

Generic Skills (GS)

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

GS1. write work-related notes

GS2. read the relevant guides and instruction manuals

GS3. take quick action to deal with any emergencies/ accidents

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

GS5. plan and prioritise tasks for effective time management

GS6. identify possible disruptions to work and take preventive measures

GS7. listen attentively to understand the information/ instructions being given

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Harvest the flowers, fruits and vegetables</i>	12	8	-	10
PC1. check the flowers, fruits and vegetables grown in the garden to ensure their maturity for being harvested	-	-	-	-
PC2. arrange and prepare the relevant tools and equipment for harvesting	-	-	-	-
PC3. harvest flowers, fruits and vegetables, ensuring no damage to them	-	-	-	-
PC4. store the flowers, fruits and vegetables under the recommended temperature, humidity and hygienic conditions	-	-	-	-
<i>Prepare the flowers, fruits and vegetables for marketing</i>	6	10	-	8
PC5. carry out sorting and grading of the harvested flowers, fruits and vegetables	-	-	-	-
PC6. clean the fruits and vegetables appropriately	-	-	-	-
PC7. prepare and apply hydration solution on flowers to preserve their freshness	-	-	-	-
PC8. create flower bouquets and floral arrangements such as wreaths and garlands to be sold	-	-	-	-
PC9. set up flower displays using a variety of flowers	-	-	-	-
PC10. carry out labelling of the flower bouquets and floral arrangements with the relevant information	-	-	-	-
<i>Carry out marketing activities</i>	4	6	-	4
PC11. guide the customers in making an appropriate choice of flowers to purchase	-	-	-	-
PC12. carry out the sale of flowers, fruits and vegetables	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. process the payments using the appropriate e-payment methods	-	-	-	-
PC14. maintain the record of sales and payments	-	-	-	-
<i>Conduct garden visits</i>	6	8	-	4
PC15. guide visitors on garden visits and inform them about plant and flower varieties	-	-	-	-
PC16. ensure the safety of visitors and protection of garden property during visits	-	-	-	-
<i>Assist in event organisation</i>	2	8	-	4
PC17. assist in landscaping and preparing the garden for outdoor events and activities	-	-	-	-
PC18. co-ordinate with the gardener and other relevant personnel to ensure appropriate arrangements are made as per the client's requirements	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0844
NOS Name	Carry out harvesting, marketing and event organisation activities
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	03/05/2026
NSQC Clearance Date	03/05/2023

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

- PC1.** wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals
- PC2.** wash the worn clothes with soap and sun dry before use next time
- PC3.** ensure the face is covered with mask or three layers of cloth-piece
- PC4.** follow the workplace sanitization norms including distancing from sick people

Maintain clean and safe workplace

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

- PC5.** carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor
- PC6.** wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy
- PC7.** follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards
- PC8.** assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices
- PC9.** sanitize equipment, tools and machinery before and after use
- PC10.** use equipment and materials safely and correctly and return the same to designated storage after use
- PC11.** dispose waste safely and correctly in the designated area
- PC12.** recognize risks to bystanders and take required action to reduce the risks
- PC13.** work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed
- PC14.** report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger
- PC15.** follow government / workplace advisories incase of outbreak of any disease/disaster

Administer appropriate emergency procedures

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

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- PC16.** follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements
- PC17.** use emergency equipment in accordance with manufacturer's specifications and workplace requirements
- PC18.** provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques
- PC19.** recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate
- PC20.** report details of first aid administered in accordance with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures at work
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role and responsibilities and sources of information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6.** personal hygiene and fitness requirement
- KU7.** importance of sanitization of the workplace
- KU8.** types of Personal Protective Equipment (PPE) required at the workplace and their importance
- KU9.** the correct and safe way to use materials and equipment required for the work
- KU10.** the importance of good housekeeping at the workplace
- KU11.** safe waste disposal methods
- KU12.** methods for minimizing environmental damage during work
- KU13.** the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work
- KU14.** workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.
- KU15.** basic emergency first aid procedure
- KU16.** local emergency services
- KU17.** why accidents, incidents and problems should be reported and the appropriate actions to be taken

Generic Skills (GS)

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

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner

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- GS3.** read instruction manual for hand tool and equipments
- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

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Assessment Criteria

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

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

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National Occupational Standards (NOS) Parameters

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

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	03/05/2026
NSQC Clearance Date	03/05/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

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Minimum Aggregate Passing % at QP Level : 50

(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/N0839.Assist in setting up and maintaining the garden, garden tools and equipment	30	40	-	30	100	30
AGR/N0813.Set up and maintain the garden features	30	40	-	30	100	25
AGR/N0844.Carry out harvesting, marketing and event organisation activities	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	150	175	-	125	450	100

Qualification Pack

Acronyms

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

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.