

Qualification Pack



Risk Analyst Manager-Agri Commodity

QP Code: AGR/Q7903

Version: 2.0

NSQF Level: 6

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AGR/Q7903: Risk Analyst Manager-Agri Commodity

Brief Job Description

A Risk Analyst Manager-Agri Commodity is responsible for identifying relevant risks in the agricultural supply chain and developing the appropriate strategies to mitigate the risks, considering the cost and benefits of the risk management instruments.

Personal Attributes

The individual should have excellent analytical, problem solving, organizational and coordination skills. The individual should have good numerical abilities with good written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7907: Conduct the analysis of the agricultural supply chain](#)
2. [AGR/N7908: Identify and assess the risks in the agricultural supply chain](#)
3. [AGR/N7909: Assess the risk management strategies and manage the identified risks](#)
4. [AGR/N7904: Maintain records concerning commodity management](#)
5. [AGR/N9911: Ensure adherence to health and safety guidelines at work](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
Country	India
NSQF Level	6
Credits	21
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324

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Minimum Educational Qualification & Experience	<p>Pursuing first year of 2-year PG program after completing 3 year UG degree OR Pursuing PG diploma after 3 year UG degree OR Completed 4 year UG program ((B.Tech/B.E/UG) in case of 4-year UG with honours/ honours with research) OR Pursuing 4th year UG (in case of 4-year UG with honours/ honours with research) OR Previous relevant Qualification of NSQF Level (5.5) (with 1.5 years of relevant experience) OR Previous relevant Qualification of NSQF Level (5) with 3 Years of experience in the relevant field</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	25 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-06-AG-00351-2023-V1-ASCI
NQR Version	1

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AGR/N7907: Conduct the analysis of the agricultural supply chain

Description

This OS unit is about monitoring the entire agricultural supply chain and conducting an as-is analysis as the first step in identifying major risks.

Scope

The scope covers the following :

- Collect and analyze the relevant data
- Map the agricultural supply chain

Elements and Performance Criteria

Collect and analyze the relevant data

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

- PC1.** select the appropriate primary and secondary sources to collect data on the agricultural supply chain, ensuring the sources are reliable
- PC2.** collect the relevant data, e.g. geographical and topological factors that affect the agricultural supply chain from the identified sources
- PC3.** coordinate with the relevant experts to validate the collected data
- PC4.** perform data cleaning to remove the incorrect, duplicate or incomplete data
- PC5.** organize the data in the appropriate format for analysis
- PC6.** analyze the data and identify the appropriate trends, patterns and major supply chain entities

Map the agricultural supply chain

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

- PC7.** identify various stakeholders in the agricultural supply chain involved in various activities, such as production, storage and distribution
- PC8.** determine the relationships between the identified stakeholders at different levels in the supply chain
- PC9.** carry out Supply Chain Mapping (SCM), documenting information across companies, suppliers, and individuals involved in the agricultural supply chain
- PC10.** determine the costs and timeframes at different levels of the supply chain to identify if they produce or prohibit value
- PC11.** track the flow of information and data in the supply chain
- PC12.** map the agricultural supply chain on sectoral and spatial dimensions based on the collected data
- PC13.** use the appropriate supply chain planning software tool for mapping

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the type of data required for the analysis of agricultural supply chain analysis
- KU2.** the appropriate sources for collecting the relevant data concerning the agricultural supply chain
- KU3.** the process of collecting and analyzing the relevant data on the agricultural supply chain
- KU4.** different entities found in a typical agricultural supply chain at different levels
- KU5.** the importance and process of validating and cleaning data before analysis
- KU6.** the appropriate format suitable for data analysis
- KU7.** how to identify trends and patterns from large data
- KU8.** the benefits of mapping a supply chain
- KU9.** how to perform Supply Chain Mapping (SCM)
- KU10.** the use of appropriate supply chain planning software tool for mapping

Generic Skills (GS)

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

- GS1.** maintain work-related notes and documents
- GS2.** read the relevant literature to learn about the latest developments in the field of work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and prioritize tasks to ensure their timely completion
- GS6.** utilize time and relevant resources effectively
- GS7.** coordinate with the co-workers to achieve the work and organizational objectives
- GS8.** identify appropriate solutions to work-related problems after evaluating all the possible solutions
- GS9.** take quick decisions to deal with workplace emergencies
- GS10.** apply domain knowledge and experience to improve work efficiency

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collect and analyze the relevant data</i>	15	18	-	16
PC1. select the appropriate primary and secondary sources to collect data on the agricultural supply chain, ensuring the sources are reliable	-	-	-	-
PC2. collect the relevant data, e.g. geographical and topological factors that affect the agricultural supply chain from the identified sources	-	-	-	-
PC3. coordinate with the relevant experts to validate the collected data	-	-	-	-
PC4. perform data cleaning to remove the incorrect, duplicate or incomplete data	-	-	-	-
PC5. organize the data in the appropriate format for analysis	-	-	-	-
PC6. analyze the data and identify the appropriate trends, patterns and major supply chain entities	-	-	-	-
<i>Map the agricultural supply chain</i>	15	22	-	14
PC7. identify various stakeholders in the agricultural supply chain involved in various activities, such as production, storage and distribution	-	-	-	-
PC8. determine the relationships between the identified stakeholders at different levels in the supply chain	-	-	-	-
PC9. carry out Supply Chain Mapping (SCM), documenting information across companies, suppliers, and individuals involved in the agricultural supply chain	-	-	-	-
PC10. determine the costs and timeframes at different levels of the supply chain to identify if they produce or prohibit value	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. track the flow of information and data in the supply chain	-	-	-	-
PC12. map the agricultural supply chain on sectoral and spatial dimensions based on the collected data	-	-	-	-
PC13. use the appropriate supply chain planning software tool for mapping	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7907
NOS Name	Conduct the analysis of the agricultural supply chain
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N7908: Identify and assess the risks in the agricultural supply chain

Description

This OS unit is about identifying and assessing the probable risks in the agricultural supply chain.

Scope

The scope covers the following :

- Identify the potential risks
- Assess the risk exposure

Elements and Performance Criteria

Identify the potential risks

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

- PC1.** identify the potential risks and bottlenecks in the supply chain, such as weather, labour, input costs, logistics, etc.
- PC2.** determine different types of risks associated with different entities in the supply chain, e.g. legal, economic, and environmental risks
- PC3.** determine the effects of identified risks through coordination with the relevant experts and government officials
- PC4.** validate the information on the identified risks by conducting field visits
- PC5.** categorize the risks based on their nature, causes and effects
- PC6.** rank the risks according to their probability and severity

Assess the risk exposure

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

- PC7.** examine the probability of different risk incidents in the agricultural supply chain
- PC8.** determine the potential severity of the probable risk incidents
- PC9.** estimate the potential losses to each entity in the agricultural supply chain due to exposure to the identified risks
- PC10.** project the supply chain performance based on the assessment of the identified risks

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** different types of risks and bottlenecks found in the agricultural supply chain
- KU2.** different types of risks associated with different entities in the supply chain, e.g. legal, economic, and environmental risks
- KU3.** how to determine the vulnerability of various supply chain entities to the identified risks
- KU4.** the importance and process of validating the information on the identified risks by conducting field visits

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- KU5.** the categorization of relevant risks based on their nature, causes and effects
- KU6.** the process of ranking risks according to their probability and severity
- KU7.** the importance and process of examining the probability of different risk incidents in the agricultural supply chain
- KU8.** how to determine the potential severity of the probable risk incidents
- KU9.** how to estimate the potential losses to each entity in the agricultural supply chain due to exposure to the identified risks
- KU10.** how to project the supply chain performance based on the assessment of identified risks

Generic Skills (GS)

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

- GS1.** note the information communicated
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** maintain work-related notes and records
- GS4.** listen attentively to understand the information being given
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use time and resources efficiently
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** use reasoning skills to identify appropriate solutions to work-related issues
- GS9.** 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>Identify the potential risks</i>	16	22	-	15
PC1. identify the potential risks and bottlenecks in the supply chain, such as weather, labour, input costs, logistics, etc.	-	-	-	-
PC2. determine different types of risks associated with different entities in the supply chain, e.g. legal, economic, and environmental risks	-	-	-	-
PC3. determine the effects of identified risks through coordination with the relevant experts and government officials	-	-	-	-
PC4. validate the information on the identified risks by conducting field visits	-	-	-	-
PC5. categorize the risks based on their nature, causes and effects	-	-	-	-
PC6. rank the risks according to their probability and severity	-	-	-	-
<i>Assess the risk exposure</i>	14	18	-	15
PC7. examine the probability of different risk incidents in the agricultural supply chain	-	-	-	-
PC8. determine the potential severity of the probable risk incidents	-	-	-	-
PC9. estimate the potential losses to each entity in the agricultural supply chain due to exposure to the identified risks	-	-	-	-
PC10. project the supply chain performance based on the assessment of the identified risks	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7908
NOS Name	Identify and assess the risks in the agricultural supply chain
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N7909: Assess the risk management strategies and manage the identified risks

Description

This OS unit is about assessing existing risk management strategies and managing the risks identified in the agricultural supply chain.

Scope

The scope covers the following :

- Evaluate the existing risk management strategies
- Recommend risk management instruments and models
- Monitor and evaluate the risk management activities

Elements and Performance Criteria

Evaluate the existing risk management strategies

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

- PC1.** determine the existing risk management strategies in the agricultural supply chain
- PC2.** assess the costs, effectiveness and benefits of the risk management strategies
- PC3.** identify appropriate improvements to enhance the effectiveness of risk management strategies through coordination with the relevant experts
- PC4.** rank the risk management strategies based on their analysis

Recommend risk management instruments and models

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

- PC5.** explain the identified risks and their effects to the agricultural supply chain entities to the stakeholders
- PC6.** recommend the appropriate risk management instruments and models to mitigate the identified risks
- PC7.** create appropriate action plans to implement the risk management strategies, recommending the risk management policies and procedures

Monitor and evaluate the risk management activities

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

- PC8.** maintain track of the risk management efforts and their impact
- PC9.** identify trends and patterns arising out of the implementation of risk management plans
- PC10.** evaluate the impact of risk management strategies through consultation with the relevant stakeholder
- PC11.** identify and recommend appropriate improvements to the employed risk management strategies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the process of evaluating risk management strategies and identifying appropriate improvements in them
- KU2.** how to rank risk management strategies
- KU3.** the importance of explaining the identified risks and their effects to the agricultural supply chain entities to the stakeholders
- KU4.** the appropriate risk management instruments and models to be implemented to mitigate different types of risks in the agricultural supply chain
- KU5.** the process of creating the appropriate action plans to implement the risk management strategies
- KU6.** the importance and process of maintaining the track of the risk management efforts and their impact with the involvement of relevant stakeholders
- KU7.** how to identify trends and patterns from the implementation of risk management plans

Generic Skills (GS)

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

- GS1.** maintain work-related notes and documents
- GS2.** read the relevant literature to learn about the latest developments in the field of work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and prioritize tasks to ensure their timely completion
- GS6.** utilize time and relevant resources effectively
- GS7.** coordinate with the co-workers to achieve the work and organizational objectives
- GS8.** identify appropriate solutions to work-related problems after evaluating all the possible solutions
- GS9.** take quick decisions to deal with workplace emergencies
- GS10.** apply domain knowledge and experience to improve work efficiency

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Evaluate the existing risk management strategies</i>	10	14	-	10
PC1. determine the existing risk management strategies in the agricultural supply chain	-	-	-	-
PC2. assess the costs, effectiveness and benefits of the risk management strategies	-	-	-	-
PC3. identify appropriate improvements to enhance the effectiveness of risk management strategies through coordination with the relevant experts	-	-	-	-
PC4. rank the risk management strategies based on their analysis	-	-	-	-
<i>Recommend risk management instruments and models</i>	10	12	-	10
PC5. explain the identified risks and their effects to the agricultural supply chain entities to the stakeholders	-	-	-	-
PC6. recommend the appropriate risk management instruments and models to mitigate the identified risks	-	-	-	-
PC7. create appropriate action plans to implement the risk management strategies, recommending the risk management policies and procedures	-	-	-	-
<i>Monitor and evaluate the risk management activities</i>	10	14	-	10
PC8. maintain track of the risk management efforts and their impact	-	-	-	-
PC9. identify trends and patterns arising out of the implementation of risk management plans	-	-	-	-
PC10. evaluate the impact of risk management strategies through consultation with the relevant stakeholder	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. identify and recommend appropriate improvements to the employed risk management strategies	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7909
NOS Name	Assess the risk management strategies and manage the identified risks
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N7904: Maintain records concerning commodity management

Description

This OS unit is about documenting and maintaining records concerning commodity management.

Scope

The scope covers the following :

- Maintain the records
- Store the records safely

Elements and Performance Criteria

Maintain the records

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

- PC1.** maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations
- PC2.** evaluate the records to ensure they are up-to-date, complete and accurate
- PC3.** use the appropriate computer software to maintain electronic records
- PC4.** ensure to maintain the appropriate organizational records in compliance with the applicable regulations
- PC5.** conduct a regular review of the records as per the organizational policies

Store the records safely

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

- PC6.** store the records safely with appropriate access controls to prevent unauthorized access
- PC7.** maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the appropriate procedures for documentation and record keeping
- KU2.** the relevant details to be recorded on market trends and patterns
- KU3.** the appropriate impact analysis method
- KU4.** the use of relevant Enterprise Resource Planning (ERP) system/ information management computer software for effective management of information/data
- KU5.** the use of relevant computer software for the statistical analysis of data
- KU6.** the applicable reporting requirements
- KU7.** different methods of safely storing organizational records and documents
- KU8.** the importance of creating data backup and ensuring data access by the authorized personnel only

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Generic Skills (GS)

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

- GS1.** communicate politely and professionally
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** maintain work-related notes and records
- GS4.** listen attentively to understand the information being given
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use time and resources efficiently
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** use reasoning skills to identify appropriate solutions to work-related issues
- GS9.** 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>Maintain the records</i>	16	18	-	16
PC1. maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations	-	-	-	-
PC2. evaluate the records to ensure they are up-to-date, complete and accurate	-	-	-	-
PC3. use the appropriate computer software to maintain electronic records	-	-	-	-
PC4. ensure to maintain the appropriate organizational records in compliance with the applicable regulations	-	-	-	-
PC5. conduct a regular review of the records as per the organizational policies	-	-	-	-
<i>Store the records safely</i>	14	22	-	14
PC6. store the records safely with appropriate access controls to prevent unauthorized access	-	-	-	-
PC7. maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7904
NOS Name	Maintain records concerning commodity management
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N9911: Ensure adherence to health and safety guidelines at work

Description

This OS unit is about ensuring health and safety at the work and dealing with any emergencies or accidents.

Scope

The scope covers the following :

- Ensure health and safety
- Deal with emergencies at work

Elements and Performance Criteria

Ensure health and safety

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

- PC1.** follow the organisational policy to ensure personal health and safety at the work
- PC2.** ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations
- PC3.** conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable
- PC4.** arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required
- PC5.** ensure the machinery, tools, equipment and the work area are sanitised before and after the use
- PC6.** check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions
- PC7.** ensure safe handling of any hazardous materials such as chemicals and flammable objects
- PC8.** identify health and safety hazards at the work and take appropriate preventive measures
- PC9.** ensure that only authorised personnel have access to hazardous work areas
- PC10.** arrange for regular workplace audit to ensure safe working conditions
- PC11.** report any out of authority issues to the relevant authority for a timely resolution

Deal with emergencies at work

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

- PC12.** follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities
- PC13.** arrange for immediate medical attention for any injured personnel
- PC14.** ensure the safe use of emergency equipment according to the manufacturer's instructions
- PC15.** arrange for the emergency equipment to be repaired or replaced as required
- PC16.** report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various practices to ensure personal health and safety at the workplace
- KU2.** the importance of ensuring the use of PPE such as gloves, hairnet, mask, earplug, goggles and shoes at the workplace
- KU3.** the importance of ensuring that PPE, emergency equipment and first-aid kit at the workplace are up to date
- KU4.** the importance and process of sanitising various machineries, tools, equipment and the work before and after the use
- KU5.** safe handling of hazardous materials such as chemicals and flammable objects
- KU6.** the process of identifying health and safety hazards at the workplace and taking appropriate preventive measures
- KU7.** the importance of ensuring that only authorised personnel have access to hazardous work areas
- KU8.** the importance and process of arranging regular workplace audits to ensure safe working conditions
- KU9.** the correct action to be taken to deal with workplace emergencies such as fire, accidents, disease outbreak or natural calamities
- KU10.** the process of providing first aid and requesting further medical assistance
- KU11.** safe use of the emergency equipment as per the manufacturer's instructions
- KU12.** the process of reporting workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments in the field of work
- GS4.** plan and prioritise tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** 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>Ensure health and safety</i>	16	18	-	16
PC1. follow the organisational policy to ensure personal health and safety at the work	-	-	-	-
PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations	-	-	-	-
PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable	-	-	-	-
PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required	-	-	-	-
PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use	-	-	-	-
PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions	-	-	-	-
PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects	-	-	-	-
PC8. identify health and safety hazards at the work and take appropriate preventive measures	-	-	-	-
PC9. ensure that only authorised personnel have access to hazardous work areas	-	-	-	-
PC10. arrange for regular workplace audit to ensure safe working conditions	-	-	-	-
PC11. report any out of authority issues to the relevant authority for a timely resolution	-	-	-	-
<i>Deal with emergencies at work</i>	14	22	-	14

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities	-	-	-	-
PC13. arrange for immediate medical attention for any injured personnel	-	-	-	-
PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions	-	-	-	-
PC15. arrange for the emergency equipment to be repaired or replaced as required	-	-	-	-
PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9911
NOS Name	Ensure adherence to health and safety guidelines at work
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	1
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment

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- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services

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- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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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 current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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(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/N7907. Conduct the analysis of the agricultural supply chain	30	40	0	30	100	25
AGR/N7908. Identify and assess the risks in the agricultural supply chain	30	40	0	30	100	25
AGR/N7909. Assess the risk management strategies and manage the identified risks	30	40	0	30	100	20
AGR/N7904. Maintain records concerning commodity management	30	40	0	30	100	20
AGR/N9911. Ensure adherence to health and safety guidelines at work	30	40	-	30	100	5
DGT/VSQ/N0103. Employability Skills (90 Hours)	20	30	-	-	50	5
Total	170	230	0	150	550	100

Qualification Pack

Acronyms

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

Qualification Pack

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.