

Qualification Pack



Vineyard Worker

QP Code: AGR/Q0305

Version: 2.0

NSQF Level: 3

Agriculture Skill Council of India || 6th Floor, GNG Tower, Plot No. 10, Sector -44, Gurgaon
Haryana-122004 || email:shrinkhala@asci-india.com

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AGR/Q0305: Vineyard Worker

Brief Job Description

A Vineyard Worker is responsible for assisting in the cultivation of grapes. The individual works under supervision and assists in various activities, such as land preparation, installation of training system infrastructure, intercultural operations, and harvesting and post-harvest management of grapes.

Personal Attributes

The individual should be physically fit to work for long durations. The person must be able to work in coordination and as per the given instructions. The individual should have basic written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0323: Assist in establishing a vineyard](#)
2. [AGR/N0324: Assist in propagating, planting and maintaining grape vines](#)
3. [AGR/N0325: Assist in training and pruning grape vines](#)
4. [AGR/N0326: Assist in harvesting and post-harvest management of grapes](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

| | |
|-------------------|-----------------------------|
| Sector | Agriculture |
| Sub-Sector | Agriculture Crop Production |
| Occupation | Fruit Crops Cultivation |
| Country | India |
| NSQF Level | 3 |
| Credits | 9 |

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|---|---|
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/6111.9900 |
| Minimum Educational Qualification & Experience | <p>8th grade pass with 2 Years of experience in the relevant field OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 1 Year of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience in the relevant field</p> |
| Minimum Level of Education for Training in School | 8th Class |
| Pre-Requisite License or Training | NA |
| Minimum Job Entry Age | 18 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-03-AG-00367-2023-V1-ASCI |
| NQR Version | 1 |

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AGR/N0323: Assist in establishing a vineyard

Description

This OS unit is about assisting in establishing a vineyard and includes activities such as preparing the land, installing the irrigation system and training system infrastructure and treating and storing the planting material.

Scope

The scope covers the following :

- Assist in preparing the land
- Assist in treating and storing the planting material

Elements and Performance Criteria

Assist in preparing the land

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

- PC1.** remove all the weeds, debris and waste materials from the land as per the supervisor's instructions
- PC2.** assist in ploughing and levelling the land using the appropriate machinery and implements, such as the tractor, plough and leveller
- PC3.** assist in collecting soil samples from the land for testing
- PC4.** apply the appropriate treatment in the field as per the recommendations of the soil-testing laboratory and the supervisor's instructions
- PC5.** create pits of appropriate width and depth for planting grape vine stem cuttings, following the given instructions
- PC6.** maintain appropriate spacing between the pits according to the selected planting system
- PC7.** assist in installing the training system infrastructure as per the supervisor's instructions
- PC8.** create drainage channels in the field as per the supervisor's instructions for irrigation or install an appropriate type of irrigation system
- PC9.** assist in installing an appropriate irrigation system in the vineyard
- PC10.** assist in installing the appropriate type of fencing around the vineyard to protect

Assist in treating and storing the planting material

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

- PC11.** assist in checking the planting material during procurement to ensure it is free from pests and diseases
- PC12.** load and unload the planting material safely, ensuring no damage to it
- PC13.** assist in treating the planting material using the appropriate treatment as per the supervisor's instructions
- PC14.** store the planting material and agricultural inputs safely in the storage as per the supervisor's instructions

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the suitable agro-climatic conditions for the cultivation of different grape varieties grown in different regions
- KU2.** the criteria for selecting an appropriate site for establishing a vineyard
- KU3.** the types of soils and soil conditions (i.e. pH and organic matter) suitable for grape cultivation
- KU4.** the suitable planting systems for a vineyard
- KU5.** the process of preparing the land for grape cultivation and the use of relevant machinery, tools and equipment
- KU6.** the recommended dimensions of pits to be created transplant grape vines
- KU7.** the irrigation systems suitable for vineyards
- KU8.** the appropriate fencing for vineyards to protect the vines and produce from external threats
- KU9.** the importance of ensuring efficient drainage in vineyards
- KU10.** various inputs required for establishing a vineyard
- KU11.** the importance of procuring healthy planting material from reliable sources, such as government nurseries
- KU12.** how to treat the planting material
- KU13.** the appropriate conditions required for storing the planting material

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the instructions being given
- GS4.** communicate politely and professionally
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently
- GS8.** take quick decisions 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>Assist in preparing the land</i> | 21 | 29 | - | 21 |
| PC1. remove all the weeds, debris and waste materials from the land as per the supervisor's instructions | - | - | - | - |
| PC2. assist in ploughing and levelling the land using the appropriate machinery and implements, such as the tractor, plough and leveller | - | - | - | - |
| PC3. assist in collecting soil samples from the land for testing | - | - | - | - |
| PC4. apply the appropriate treatment in the field as per the recommendations of the soil-testing laboratory and the supervisor's instructions | - | - | - | - |
| PC5. create pits of appropriate width and depth for planting grape vine stem cuttings, following the given instructions | - | - | - | - |
| PC6. maintain appropriate spacing between the pits according to the selected planting system | - | - | - | - |
| PC7. assist in installing the training system infrastructure as per the supervisor's instructions | - | - | - | - |
| PC8. create drainage channels in the field as per the supervisor's instructions for irrigation or install an appropriate type of irrigation system | - | - | - | - |
| PC9. assist in installing an appropriate irrigation system in the vineyard | - | - | - | - |
| PC10. assist in installing the appropriate type of fencing around the vineyard to protect | - | - | - | - |
| <i>Assist in treating and storing the planting material</i> | 9 | 11 | - | 9 |
| PC11. assist in checking the planting material during procurement to ensure it is free from pests and diseases | - | - | - | - |
| PC12. load and unload the planting material safely, ensuring no damage to it | - | - | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC13. assist in treating the planting material using the appropriate treatment as per the supervisor's instructions | - | - | - | - |
| PC14. store the planting material and agricultural inputs safely in the storage as per the supervisor's instructions | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|-----------------------------------|
| NOS Code | AGR/N0323 |
| NOS Name | Assist in establishing a vineyard |
| Sector | Agriculture |
| Sub-Sector | Agriculture Crop Production |
| Occupation | Fruit Crop Growing |
| NSQF Level | 3 |
| Credits | 1 |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 29/03/2026 |
| NSQC Clearance Date | 29/03/2023 |

Qualification Pack

AGR/N0324: Assist in propagating, planting and maintaining grape vines

Description

This OS unit is about assisting in propagating, planting and maintaining grape vines.

Scope

The scope covers the following :

- Assist in propagating grape vines
- Assist in planting and maintaining grape vines

Elements and Performance Criteria

Assist in propagating grape vines

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

- PC1.** prepare and treat hardwood stem cuttings as per the supervisor's instructions
- PC2.** maintain the stem cuttings under the recommended conditions to induce rooting in them
- PC3.** assist in propagating grape vines following the appropriate propagation methods, e.g. grafting, layering, etc.

Assist in planting and maintaining grape vines

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

- PC4.** assist in planting the rooted stem cuttings, ensuring no damage to them
- PC5.** apply the appropriate fertilizers to the planted stem cuttings and irrigate them with the recommended quantity
- PC6.** follow the planting schedule as prescribed for different grape varieties and regions
- PC7.** assist in identifying the symptoms of pest and disease infestation in grape vines
- PC8.** prepare the appropriate pesticides and apply them to grape vines using the relevant plant protection equipment
- PC9.** follow the appropriate safety measures to ensure personal protection while applying harmful chemicals such as pesticides
- PC10.** apply the recommended bio-regulators and organic and inorganic fertilizers to grape vines in appropriate quantities as per the supervisor's instructions
- PC11.** irrigate the grape vines with the appropriate quantity according to their growth stages and weather conditions
- PC12.** assist in identifying the weed infestation in the vineyard and remove them following the appropriate manual, mechanical or cultural method
- PC13.** prepare and apply the appropriate herbicides/weedicides in the vineyard as instructed by the supervisor
- PC14.** assist in carrying out regular repair and maintenance of the irrigation system and fencing around the vineyard

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** different methods of propagating grape vines
- KU2.** the use of bio-regulators in the propagation of vines
- KU3.** how to prepare and treat different types of grapevine stem cuttings
- KU4.** the planting schedule for different grape varieties in different regions
- KU5.** the immediate care that should be given to grape vines after planting
- KU6.** the factors that influence the irrigation requirement of different grape varieties
- KU7.** the common pests and diseases that affect grape vines and grapes
- KU8.** the relevant preventive measures to be followed protect the grape vines and crop from pest and disease infestation
- KU9.** the benefit and process of adopting the natural enemies of grape pests to control pest infestation
- KU10.** the symptoms of pest and disease infestation in grape vines and grapes
- KU11.** the appropriate Integrated Pest and Disease Management (IPDM) techniques to be followed to remove grapevine pests and disease
- KU12.** the appropriate treatment to be applied to grape vines to remove pests and diseases
- KU13.** the appropriate safety measures to be taken while applying pesticides
- KU14.** the recommended combinations of biological, mechanical and chemical control methods for effective pest and disease prevention
- KU15.** the use of different types of organic and inorganic fertilizers
- KU16.** the macro and micronutrient requirements of grape varieties according to the stages of their growth
- KU17.** how to prepare organic fertilizers such as FYM, vermicompost, manure, etc.
- KU18.** how to prepare the liquid fertilizers, herbicides/ bio-herbicides, and pesticides for application, ensuring personal safety
- KU19.** the common types of weeds found in vineyards
- KU20.** different types of intercultural and mechanical methods for effective weed control
- KU21.** the use of relevant tools and implements to remove weeds manually
- KU22.** the use of relevant plant protection equipment

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the instructions being given
- GS4.** communicate politely and professionally
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently



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GS8. take quick decisions 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>Assist in propagating grape vines</i> | 5 | 8 | - | 6 |
| PC1. prepare and treat hardwood stem cuttings as per the supervisor's instructions | - | - | - | - |
| PC2. maintain the stem cuttings under the recommended conditions to induce rooting in them | - | - | - | - |
| PC3. assist in propagating grape vines following the appropriate propagation methods, e.g. grafting, layering, etc. | - | - | - | - |
| <i>Assist in planting and maintaining grape vines</i> | 25 | 32 | - | 24 |
| PC4. assist in planting the rooted stem cuttings, ensuring no damage to them | - | - | - | - |
| PC5. apply the appropriate fertilizers to the planted stem cuttings and irrigate them with the recommended quantity | - | - | - | - |
| PC6. follow the planting schedule as prescribed for different grape varieties and regions | - | - | - | - |
| PC7. assist in identifying the symptoms of pest and disease infestation in grape vines | - | - | - | - |
| PC8. prepare the appropriate pesticides and apply them to grape vines using the relevant plant protection equipment | - | - | - | - |
| PC9. follow the appropriate safety measures to ensure personal protection while applying harmful chemicals such as pesticides | - | - | - | - |
| PC10. apply the recommended bio-regulators and organic and inorganic fertilizers to grape vines in appropriate quantities as per the supervisor's instructions | - | - | - | - |
| PC11. irrigate the grape vines with the appropriate quantity according to their growth stages and weather conditions | - | - | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC12. assist in identifying the weed infestation in the vineyard and remove them following the appropriate manual, mechanical or cultural method | - | - | - | - |
| PC13. prepare and apply the appropriate herbicides/weedicides in the vineyard as instructed by the supervisor | - | - | - | - |
| PC14. assist in carrying out regular repair and maintenance of the irrigation system and fencing around the vineyard | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---|
| NOS Code | AGR/N0324 |
| NOS Name | Assist in propagating, planting and maintaining grape vines |
| Sector | Agriculture |
| Sub-Sector | Agriculture Crop Production |
| Occupation | Fruit Crop Growing |
| NSQF Level | 3 |
| Credits | 2 |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 29/03/2026 |
| NSQC Clearance Date | 29/03/2023 |

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AGR/N0325: Assist in training and pruning grape vines

Description

This OS unit is about assisting in training and pruning grape vines to ensure healthy growth and quality of produce.

Scope

The scope covers the following :

- Assist in training the grape vines
- Assist in pruning the grape vines

Elements and Performance Criteria

Assist in training the grape vines

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

- PC1.** assist in training the grapevines on the training system infrastructure, ensuring no damage to the vines
- PC2.** follow the recommended measures to allow maximum exposure of grapevine leaves to the sunlight, optimum bud break and desired growth of grapevines
- PC3.** carry out the regular repair and maintenance of the training system infrastructure as per the supervisor's instructions

Assist in pruning the grape vines

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

- PC4.** identify the need of pruning grape vines
- PC5.** carry out pruning as per the supervisor's instructions, using the appropriate pruning tools and implements
- PC6.** ensure to prune grape vines in the appropriate season according to the region
- PC7.** prepare the recommended fungicide for application, following the manufacturer's instructions
- PC8.** assist in applying fungicide to grape vines after pruning to protect them from fungal infection

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to train grape vines, exposing maximum leaf area to the sunlight
- KU2.** the appropriate measures to be followed to achieve the desired growth of grafted vines, shoots, and trunks on the training system infrastructure
- KU3.** how to induce maximum bud break grape vines through training
- KU4.** how to carry out regular repair and maintenance of the training system infrastructure
- KU5.** the appropriate pruning season to be followed for grape vines according to the region
- KU6.** the use of appropriate pruning tools and implements, such as pruning knife and secateurs

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- KU7.** the importance of pruning grape vines according to the selected training system
- KU8.** how to prune grape vine canes to induce fruiting
- KU9.** the recommended fungicide to be applied to grape vines after pruning to protect them from fungal infection
- KU10.** the effect of climatic conditions and pruning on grapevine cane vigour and thickness

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
- GS3.** listen attentively to understand the instructions being given
- GS4.** read the relevant literature to get the latest updates about the field of work
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use of time and resources efficiently
- GS7.** identify appropriate solutions to work-related problems

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Assist in training the grape vines</i> | 12 | 15 | - | 12 |
| PC1. assist in training the grapevines on the training system infrastructure, ensuring no damage to the vines | - | - | - | - |
| PC2. follow the recommended measures to allow maximum exposure of grapevine leaves to the sunlight, optimum bud break and desired growth of grapevines | - | - | - | - |
| PC3. carry out the regular repair and maintenance of the training system infrastructure as per the supervisor's instructions | - | - | - | - |
| <i>Assist in pruning the grape vines</i> | 18 | 25 | - | 18 |
| PC4. identify the need of pruning grape vines | - | - | - | - |
| PC5. carry out pruning as per the supervisor's instructions, using the appropriate pruning tools and implements | - | - | - | - |
| PC6. ensure to prune grape vines in the appropriate season according to the region | - | - | - | - |
| PC7. prepare the recommended fungicide for application, following the manufacturer's instructions | - | - | - | - |
| PC8. assist in applying fungicide to grape vines after pruning to protect them from fungal infection | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | AGR/N0325 |
| NOS Name | Assist in training and pruning grape vines |
| Sector | Agriculture |
| Sub-Sector | Agriculture Crop Production |
| Occupation | Fruit Crop Growing |
| NSQF Level | 3 |
| Credits | 1 |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 29/03/2026 |
| NSQC Clearance Date | 29/03/2023 |

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AGR/N0326: Assist in harvesting and post-harvest management of grapes

Description

This OS unit is about assisting in harvesting grapes from the vineyard and sorting, grading and storing them. It also covers packing, loading and unloading the harvested grapes.

Scope

The scope covers the following :

- Assist in harvesting, sorting and grading grapes
- Assist in storing, packing, loading and unloading grapes

Elements and Performance Criteria

Assist in harvesting, sorting and grading grapes

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

- PC1.** identify the maturity indices of different grape varieties
- PC2.** assist in harvesting fully ripe bunches of grapes using the appropriate tools, such as sharp secateurs
- PC3.** follow the recommended measures to protect grapes from damage and contamination during the harvesting process
- PC4.** pre-cool the harvested grapes as per the supervisor's instructions to remove the field
- PC5.** assist in sorting and grading grapes on the applicable parameters
- PC6.** identify and remove the unsuitable grapes, e.g. damaged, immature and diseased grapes, from the lots of harvested grapes, following the supervisor's instructions

Assist in storing, packing, loading and unloading grapes

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

- PC7.** apply the appropriate treatment in the storage area as per the supervisor's instructions to make it pest and rodent-free
- PC8.** store grapes in the storage area and assist in maintaining the appropriate temperature to preserve the quality of grapes
- PC9.** pack grapes in the appropriate packing material as per the supervisor's instructions
- PC10.** assist in loading and unloading grapes in and from the transport vehicle during the delivery process
- PC11.** assist the supervisor in maintaining the manual and electronic records of sales and payments

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the maturity indices of different grape varieties
- KU2.** the use of a refractometer
- KU3.** the use of appropriate tools and implements for harvesting grapes

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- KU4.** the importance of harvesting grapes in the morning and evening to protect them from high temperature
- KU5.** the benefit of collecting the harvested grapes in clean perforated plastic crates
- KU6.** the importance and process of removing field heat from the harvested grapes
- KU7.** the importance and process of clipping the damaged, immature, diseased, shrivelled, undersized, underdeveloped and uneven-sized berries from the lots of harvested grapes
- KU8.** the process of sorting and grading grapes on the applicable parameters
- KU9.** the necessary treatment to be applied in the storage to remove any pests
- KU10.** the importance of storing grapes in a safe and hygienic cold storage
- KU11.** the appropriate temperature and humidity to be maintained in a grape storage
- KU12.** the appropriate packing material and mode of transport for grapes
- KU13.** the recommended measures to be followed to protect the harvested grapes from damage and contamination while loading, unloading and transporting them
- KU14.** the importance of maintaining records of sales and payments manually and electronically

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** listen attentively to understand the instructions being given
- GS3.** read the relevant literature to get the latest updates about the field of work
- GS4.** communicate politely and professionally
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** identify appropriate solutions to work-related problems

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Assist in harvesting, sorting and grading grapes</i> | 16 | 22 | - | 16 |
| PC1. identify the maturity indices of different grape varieties | - | - | - | - |
| PC2. assist in harvesting fully ripe bunches of grapes using the appropriate tools, such as sharp secateurs | - | - | - | - |
| PC3. follow the recommended measures to protect grapes from damage and contamination during the harvesting process | - | - | - | - |
| PC4. pre-cool the harvested grapes as per the supervisor's instructions to remove the field | - | - | - | - |
| PC5. assist in sorting and grading grapes on the applicable parameters | - | - | - | - |
| PC6. identify and remove the unsuitable grapes, e.g. damaged, immature and diseased grapes, from the lots of harvested grapes, following the supervisor's instructions | - | - | - | - |
| <i>Assist in storing, packing, loading and unloading grapes</i> | 14 | 18 | - | 14 |
| PC7. apply the appropriate treatment in the storage area as per the supervisor's instructions to make it pest and rodent-free | - | - | - | - |
| PC8. store grapes in the storage area and assist in maintaining the appropriate temperature to preserve the quality of grapes | - | - | - | - |
| PC9. pack grapes in the appropriate packing material as per the supervisor's instructions | - | - | - | - |
| PC10. assist in loading and unloading grapes in and from the transport vehicle during the delivery process | - | - | - | - |
| PC11. assist the supervisor in maintaining the manual and electronic records of sales and payments | - | - | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------|--------------|-----------------|---------------|------------|
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | AGR/N0326 |
| NOS Name | Assist in harvesting and post-harvest management of grapes |
| Sector | Agriculture |
| Sub-Sector | Agriculture Crop Production |
| Occupation | Fruit Crop Growing |
| NSQF Level | 3 |
| Credits | 2 |
| Version | 2.0 |
| Last Reviewed Date | NA |
| Next Review Date | 29/03/2026 |
| NSQC Clearance Date | 29/03/2023 |

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

Qualification Pack

- 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

Qualification Pack

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 | - | - | - | - |

Qualification Pack

| 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 |

Qualification Pack

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

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

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 | - | - | - | - |

Qualification Pack

| 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 | - | - |

Qualification Pack

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 | 30/06/2025 |
| NSQC Clearance Date | 30/06/2022 |

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

- 1.Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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

Qualification Pack

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/N0323.Assist in establishing a vineyard | 30 | 40 | 0 | 30 | 100 | 20 |
| AGR/N0324.Assist in propagating, planting and maintaining grape vines | 30 | 40 | 0 | 30 | 100 | 20 |
| AGR/N0325.Assist in training and pruning grape vines | 30 | 40 | 0 | 30 | 100 | 20 |
| AGR/N0326.Assist in harvesting and post-harvest management of grapes | 30 | 40 | 0 | 30 | 100 | 20 |
| AGR/N9903.Maintain health and safety at the workplace | 40 | 25 | - | 35 | 100 | 10 |
| DGT/VSQ/N0101.Employability Skills (30 Hours) | 20 | 30 | - | - | 50 | 10 |
| Total | 180 | 215 | - | 155 | 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 |
| PPE | Personal Protective Equipment |

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. |

Qualification Pack

| | |
|---|--|
| 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. |