

## Qualification Pack



# Stud Farm Worker

QP Code: AGR/Q4701

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

## Qualification Pack

### Contents

AGR/Q4701: Stud Farm Worker .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
AGR/N4701: Assist in the construction activities at the stud farm .....	5
AGR/N4702: Feed horses and provide foaling assistance .....	10
AGR/N4703: Assist in the transportation of horses .....	16
AGR/N4704: Assist in preparing horses for sales and exhibitions and maintaining records .....	20
AGR/N4705: Assist in maintaining health and safety at the stud farm .....	24
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	30
Assessment Guidelines and Weightage .....	35
<i>Assessment Guidelines</i> .....	35
<i>Assessment Weightage</i> .....	36
Acronyms .....	37
Glossary .....	38

## Qualification Pack

### AGR/Q4701: Stud Farm Worker

#### Brief Job Description

A Stud Farm Worker is responsible for performing various activities under supervision on a stud farm. These include assisting in construction activities, feeding and watering horses, providing foaling assistance, grooming horses, assisting in transporting horses, and preparing horses for sales and exhibitions. The individual also assists in maintaining relevant records and health and safety at the stud farm.

#### Personal Attributes

The individual should have problem-solving and coordination skills. The person should have basic verbal and written communication skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N4701: Assist in the construction activities at the stud farm](#)
2. [AGR/N4702: Feed horses and provide foaling assistance](#)
3. [AGR/N4703: Assist in the transportation of horses](#)
4. [AGR/N4704: Assist in preparing horses for sales and exhibitions and maintaining records](#)
5. [AGR/N4705: Assist in maintaining health and safety at the stud farm](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Animal Husbandry
<b>Occupation</b>	Equine Management
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	9

### Qualification Pack

<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6121.1000
<b>Minimum Educational Qualification &amp; Experience</b>	<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>
<b>Minimum Level of Education for Training in School</b>	8th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Approval Date</b>	29/03/2023
<b>Version</b>	2.0
<b>Reference code on NQR</b>	QG-03-AG-00372-2023-V1-ASCI
<b>NQR Version</b>	1

## Qualification Pack

### AGR/N4701: Assist in the construction activities at the stud farm

#### Description

This OS unit is about assisting in the construction activities at the stud farm.

#### Scope

The scope covers the following :

- Assist in planning the construction activities
- Assist in the construction activities

#### Elements and Performance Criteria

##### *Assist in planning the construction activities*

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

- PC1.** assist in taking appropriate measurements at the stud farm for the purpose of constructing fences and housing facilities
- PC2.** assist in identifying the requirement for appropriate construction material and labourers
- PC3.** assist in estimating the budget as per the applicable budgetary constraints
- PC4.** assist in planning the construction work as per the requirements at the stud farm

##### *Assist in the construction activities*

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

- PC5.** coordinate with the supervisor to arrange the required construction material, tools, equipment and Personal Protective Equipment (PPE) for fencing and the relevant construction activities
- PC6.** store the construction material, tools, equipment and PPE safely in the designated storage area
- PC7.** assist in arranging the appropriate number of labourers for fencing and the relevant construction activities
- PC8.** assist in installing fences at the stud farm according to the construction plan
- PC9.** assist in checking and ensuring appropriate flooring in the stalls and optimum spacing between the stalls as per the plan
- PC10.** assist in installing the lighting fixtures in the stalls and grills/mesh wires on the windows of horse stalls
- PC11.** assist in positioning and installing the gates at the stud farm
- PC12.** collect the tools, equipment and other items after construction and store them safely in the storage area
- PC13.** assist in constructing concrete troughs or installing metal/wooden troughs for feeding horses
- PC14.** collect waste from the stud farm after construction and dispose of it appropriately
- PC15.** carry out minor repair and maintenance of the tools and equipment
- PC16.** assist the supervisor in maintaining the relevant records concerning the construction activities

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the stud farm fencing and housing requirements
- KU2.** the range of fencing designs, construction methods and materials
- KU3.** the tools and equipment used for construction activities
- KU4.** housing requirements to protect horses from extreme weather
- KU5.** how to estimate the construction material and labour requirements
- KU6.** the basics of budget management and stud farm construction activities
- KU7.** the importance of planning construction activities and ensuring construction as per the plan
- KU8.** the appropriate PPE required for construction activities
- KU9.** the importance of storing tools and equipment safely
- KU10.** how to carry out basic repair and maintenance of the relevant tools and equipment

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** perform work-related calculations
- GS5.** listen attentively to understand the information/ instructions being shared
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** evaluate all possible solutions to a problem to select the best one
- GS9.** identify possible disruptions to work and take appropriate preventive measures

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in planning the construction activities</i>	<b>8</b>	<b>12</b>	-	<b>8</b>
<b>PC1.</b> assist in taking appropriate measurements at the stud farm for the purpose of constructing fences and housing facilities	-	-	-	-
<b>PC2.</b> assist in identifying the requirement for appropriate construction material and labourers	-	-	-	-
<b>PC3.</b> assist in estimating the budget as per the applicable budgetary constraints	-	-	-	-
<b>PC4.</b> assist in planning the construction work as per the requirements at the stud farm	-	-	-	-
<i>Assist in the construction activities</i>	<b>22</b>	<b>28</b>	-	<b>22</b>
<b>PC5.</b> coordinate with the supervisor to arrange the required construction material, tools, equipment and Personal Protective Equipment (PPE) for fencing and the relevant construction activities	-	-	-	-
<b>PC6.</b> store the construction material, tools, equipment and PPE safely in the designated storage area	-	-	-	-
<b>PC7.</b> assist in arranging the appropriate number of labourers for fencing and the relevant construction activities	-	-	-	-
<b>PC8.</b> assist in installing fences at the stud farm according to the construction plan	-	-	-	-
<b>PC9.</b> assist in checking and ensuring appropriate flooring in the stalls and optimum spacing between the stalls as per the plan	-	-	-	-
<b>PC10.</b> assist in installing the lighting fixtures in the stalls and grills/mesh wires on the windows of horse stalls	-	-	-	-
<b>PC11.</b> assist in positioning and installing the gates at the stud farm	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> collect the tools, equipment and other items after construction and store them safely in the storage area	-	-	-	-
<b>PC13.</b> assist in constructing concrete troughs or installing metal/wooden troughs for feeding horses	-	-	-	-
<b>PC14.</b> collect waste from the stud farm after construction and dispose of it appropriately	-	-	-	-
<b>PC15.</b> carry out minor repair and maintenance of the tools and equipment	-	-	-	-
<b>PC16.</b> assist the supervisor in maintaining the relevant records concerning the construction activities	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4701
<b>NOS Name</b>	Assist in the construction activities at the stud farm
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Animal Husbandry
<b>Occupation</b>	Equine Management
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N4702: Feed horses and provide foaling assistance

#### Description

This OS unit is about feeding horses and providing foaling assistance.

#### Scope

The scope covers the following :

- Feed and water the horses
- Prepare the stable for foaling
- Assist in foaling and care for mares and foals

#### Elements and Performance Criteria

##### *Feed and water the horses*

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

- PC1.** determine the feed requirement of horses according to applicable criteria, e.g. horses' age and weight
- PC2.** coordinate with the supervisor to ensure the availability of feed ingredients and water in the required quantity
- PC3.** follow the appropriate measures to maintain the quality of feed ingredients, feed and water, storing them in hygienic conditions at the appropriate temperature
- PC4.** prepare the horse feed using appropriate ingredients, e.g. grass, hay, grains, etc.
- PC5.** follow the recommended measures to ensure hygiene while preparing feed and protect it from contamination
- PC6.** feed horses following the recommended feeding schedule
- PC7.** identify the need to add supplements to horse feed and add appropriate supplements in an appropriate quantity
- PC8.** water horses using clean water in an appropriate
- PC9.** monitor the horses during feeding to ensure their proper feeding
- PC10.** maintain the cleanliness of troughs and the relevant tools and equipment used for preparing the feed

##### *Prepare the stable for foaling*

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

- PC11.** select stalls of the recommended size for foaling
- PC12.** clean the selected stalls using the appropriate disinfectant and remove any waste material
- PC13.** prepare bedding for foals using the appropriate material, e.g. straw
- PC14.** install bedding in the stall, ensuring hygiene
- PC15.** identify and remove all unnecessary items and obstacles from the foaling stall

##### *Assist in foaling and care for mares and foals*

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

## Qualification Pack

- PC16.** coordinate with the supervisor/veterinarian in ensuring the necessary pre-foaling vaccines for mares at the appropriate stage
- PC17.** feed the mares with the recommended feed containing the appropriate nutrients
- PC18.** assist in the delivery of foals, ensuring appropriate arrangements and hygiene
- PC19.** monitor the mares and foals for the recommended duration after foaling as per the supervisor/ veterinary's instructions
- PC20.** identify the signs of disease and disorders in mares and foals and coordinate with the supervisor/veterinarian for their treatment
- PC21.** assist in ensuring appropriate diet and nutrition for foals for their healthy growth
- PC22.** maintain the track of foal's vaccination and assist in ensuring timely vaccination as per the vaccination schedule

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to determine the feed and water requirements of horses based on applicable parameters, e.g. age, weight, etc.
- KU2.** different types of horse feed
- KU3.** the appropriate horse feed ingredients and how to store them to preserve their quality
- KU4.** how to prepare horse feed
- KU5.** the recommended feeding schedule for horses according to their age
- KU6.** the recommended measures to be followed to ensure hygiene while preparing horse feed and protect it from contamination
- KU7.** the need to add appropriate supplements to horse feed
- KU8.** the importance of maintaining the cleanliness of troughs and the relevant tools and equipment used for preparing the feed
- KU9.** how to feed and water horses
- KU10.** the appropriate conditions required for foaling
- KU11.** the pre-foaling vaccination requirement for mares
- KU12.** the appropriate feeding requirement of mares before foaling
- KU13.** the importance of monitoring the health of mares and foals for the recommended duration after foaling
- KU14.** the signs of disease and disorders in mares and foals
- KU15.** the diet and nutrition of foals
- KU16.** the importance of ensuring timely vaccination for mares and foals

## 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

## Qualification Pack

- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Feed and water the horses</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC1.</b> determine the feed requirement of horses according to applicable criteria, e.g. horses' age and weight	-	-	-	-
<b>PC2.</b> coordinate with the supervisor to ensure the availability of feed ingredients and water in the required quantity	-	-	-	-
<b>PC3.</b> follow the appropriate measures to maintain the quality of feed ingredients, feed and water, storing them in hygienic conditions at the appropriate temperature	-	-	-	-
<b>PC4.</b> prepare the horse feed using appropriate ingredients, e.g. grass, hay, grains, etc.	-	-	-	-
<b>PC5.</b> follow the recommended measures to ensure hygiene while preparing feed and protect it from contamination	-	-	-	-
<b>PC6.</b> feed horses following the recommended feeding schedule	-	-	-	-
<b>PC7.</b> identify the need to add supplements to horse feed and add appropriate supplements in an appropriate quantity	-	-	-	-
<b>PC8.</b> water horses using clean water in an appropriate	-	-	-	-
<b>PC9.</b> monitor the horses during feeding to ensure their proper feeding	-	-	-	-
<b>PC10.</b> maintain the cleanliness of troughs and the relevant tools and equipment used for preparing the feed	-	-	-	-
<i>Prepare the stable for foaling</i>	<b>6</b>	<b>8</b>	-	<b>6</b>
<b>PC11.</b> select stalls of the recommended size for foaling	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> clean the selected stalls using the appropriate disinfectant and remove any waste material	-	-	-	-
<b>PC13.</b> prepare bedding for foals using the appropriate material, e.g. straw	-	-	-	-
<b>PC14.</b> install bedding in the stall, ensuring hygiene	-	-	-	-
<b>PC15.</b> identify and remove all unnecessary items and obstacles from the foaling stall	-	-	-	-
<i>Assist in foaling and care for mares and foals</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC16.</b> coordinate with the supervisor/veterinarian in ensuring the necessary pre-foaling vaccines for mares at the appropriate stage	-	-	-	-
<b>PC17.</b> feed the mares with the recommended feed containing the appropriate nutrients	-	-	-	-
<b>PC18.</b> assist in the delivery of foals, ensuring appropriate arrangements and hygiene	-	-	-	-
<b>PC19.</b> monitor the mares and foals for the recommended duration after foaling as per the supervisor/ veterinary's instructions	-	-	-	-
<b>PC20.</b> identify the signs of disease and disorders in mares and foals and coordinate with the supervisor/veterinarian for their treatment	-	-	-	-
<b>PC21.</b> assist in ensuring appropriate diet and nutrition for foals for their healthy growth	-	-	-	-
<b>PC22.</b> maintain the track of foal's vaccination and assist in ensuring timely vaccination as per the vaccination schedule	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4702
<b>NOS Name</b>	Feed horses and provide foaling assistance
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Animal Husbandry
<b>Occupation</b>	Equine Management
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N4703: Assist in the transportation of horses

#### Description

This OS unit is about assisting in the transportation of horses which includes making appropriate arrangements and ensuring the safety of horses.

#### Scope

The scope covers the following :

- Assist in preparing for the transportation of horses
- Assist in loading horses into the transport vehicle

#### Elements and Performance Criteria

##### *Assist in preparing for the transportation of horses*

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

- PC1.** determine the transportation requirements for the horses through coordination with the supervisor
- PC2.** assist in arranging the required equipment, resources, trailer and vehicle for the transportation of horses, e.g. ramp, restraining chute, etc.
- PC3.** check the condition and attachment of horseshoes and their compatibility with the trailer floor
- PC4.** assist in taking appropriate measures to ensure the compatibility of the trailer and minimizing the risk of injury to horses
- PC5.** identify the horses for transportation as per the supervisor's instructions and assemble them in the loading area
- PC6.** prepare the horses for loading in the trailer and transportation
- PC7.** assist in checking if the relevant documentation is complete for the transportation of horses

##### *Assist in loading horses into the transport vehicle*

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

- PC8.** load the horses safely into the transportation vehicle, taking the appropriate animal safety measures
- PC9.** follow the recommended measures for the safe and smooth transportation of mares, foals and horses with special needs
- PC10.** follow the applicable occupational health and safety measures while handling horses

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the equipment, resources, and vehicle requirement for transporting horses
- KU2.** the importance and process of checking the condition and attachment of horseshoes and their compatibility with the trailer floor

## Qualification Pack

- KU3.** the process of preparing horses for loading in the trailer and transportation
- KU4.** the applicable documentation for transporting horses
- KU5.** how to load horses safely into the transportation vehicles and the appropriate animal safety measures to be taken
- KU6.** the recommended measures to be taken for the safe and smooth transportation of mares, foals and horses with special needs
- KU7.** the applicable occupational health and safety measures for handling horses

## Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** perform work-related calculations
- GS5.** listen attentively to understand the information/ instructions being shared
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** evaluate all possible solutions to a problem to select the best one
- GS9.** identify possible disruptions to work and take appropriate preventive measures

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparing for the transportation of horses</i>	<b>21</b>	<b>28</b>	-	<b>21</b>
<b>PC1.</b> determine the transportation requirements for the horses through coordination with the supervisor	-	-	-	-
<b>PC2.</b> assist in arranging the required equipment, resources, trailer and vehicle for the transportation of horses, e.g. ramp, restraining chute, etc.	-	-	-	-
<b>PC3.</b> check the condition and attachment of horseshoes and their compatibility with the trailer floor	-	-	-	-
<b>PC4.</b> assist in taking appropriate measures to ensure the compatibility of the trailer and minimizing the risk of injury to horses	-	-	-	-
<b>PC5.</b> identify the horses for transportation as per the supervisor's instructions and assemble them in the loading area	-	-	-	-
<b>PC6.</b> prepare the horses for loading in the trailer and transportation	-	-	-	-
<b>PC7.</b> assist in checking if the relevant documentation is complete for the transportation of horses	-	-	-	-
<i>Assist in loading horses into the transport vehicle</i>	<b>9</b>	<b>12</b>	-	<b>9</b>
<b>PC8.</b> load the horses safely into the transportation vehicle, taking the appropriate animal safety measures	-	-	-	-
<b>PC9.</b> follow the recommended measures for the safe and smooth transportation of mares, foals and horses with special needs	-	-	-	-
<b>PC10.</b> follow the applicable occupational health and safety measures while handling horses	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4703
<b>NOS Name</b>	Assist in the transportation of horses
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Animal Husbandry
<b>Occupation</b>	Equine Management
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N4704: Assist in preparing horses for sales and exhibitions and maintaining records

#### Description

This OS unit is about carrying out other stud farm duties, such as preparing horses for sales and exhibitions and maintaining stud farm records.

#### Scope

The scope covers the following :

- Assist in preparing horses for sales and exhibitions
- Assist in maintaining the stud farm records

#### Elements and Performance Criteria

##### *Assist in preparing horses for sales and exhibitions*

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

- PC1.** determine the type of operations to be carried out, e.g. preparing horses for sales and exhibitions through coordination with the supervisor
- PC2.** assist in selecting horses suitable for the required operations, checking their health and readiness as per the applicable parameters
- PC3.** prepare the selected horses for sales and exhibitions, ensuring appropriate grooming and training for horses
- PC4.** use the appropriate equipment for the required operations, as per the supervisor's instructions

##### *Assist in maintaining the stud farm records*

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

- PC5.** assist in maintaining the relevant stud farm records, e.g. arrival of horses and mares, breeding of foals, financial transactions
- PC6.** use the appropriate computer application for maintaining electronic records
- PC7.** assist in maintaining the backup of records to protect against the accidental loss of data
- PC8.** assist in reviewing records periodically to ensure they are accurate and up-to-date

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** job responsibilities/duties and standard operating procedures related to stud farming
- KU2.** how to determine the health and working capabilities of horses based on the applicable parameters
- KU3.** the signs of abnormal movement and behaviour in horses
- KU4.** the signs of uneasiness, stress, diseases and disorders in horses

## Qualification Pack

- KU5.** use the appropriate equipment for the required operations, as per the supervisor's instructions
- KU6.** how to maintain manual and electronic records
- KU7.** the importance of maintaining the backup of records to protect against the accidental loss of data
- KU8.** the importance of reviewing records periodically to ensure they are accurate and up-to-date

## Generic Skills (GS)

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

- GS1.** read the relevant literature to learn about the latest developments in the field of work
- GS2.** listen attentively to understand the information/ instructions being shared
- GS3.** maintain work-related notes and records
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** coordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparing horses for sales and exhibitions</i>	<b>13</b>	<b>22</b>	-	<b>17</b>
<b>PC1.</b> determine the type of operations to be carried out, e.g. preparing horses for sales and exhibitions through coordination with the supervisor	-	-	-	-
<b>PC2.</b> assist in selecting horses suitable for the required operations, checking their health and readiness as per the applicable parameters	-	-	-	-
<b>PC3.</b> prepare the selected horses for sales and exhibitions, ensuring appropriate grooming and training for horses	-	-	-	-
<b>PC4.</b> use the appropriate equipment for the required operations, as per the supervisor's instructions	-	-	-	-
<i>Assist in maintaining the stud farm records</i>	<b>17</b>	<b>18</b>	-	<b>13</b>
<b>PC5.</b> assist in maintaining the relevant stud farm records, e.g. arrival of horses and mares, breeding of foals, financial transactions	-	-	-	-
<b>PC6.</b> use the appropriate computer application for maintaining electronic records	-	-	-	-
<b>PC7.</b> assist in maintaining the backup of records to protect against the accidental loss of data	-	-	-	-
<b>PC8.</b> assist in reviewing records periodically to ensure they are accurate and up-to-date	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4704
<b>NOS Name</b>	Assist in preparing horses for sales and exhibitions and maintaining records
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Animal Husbandry
<b>Occupation</b>	Equine Management
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N4705: Assist in maintaining health and safety at the stud farm

#### Description

This OS unit is about maintaining health and safety at the stud farm, including the health of horses.

#### Scope

The scope covers the following :

- Maintain hygiene in stables and other areas
- Perform waste management
- Assist in maintaining the health of horses
- Maintain personal safety and hygiene

#### Elements and Performance Criteria

##### *Maintain hygiene in stables and other areas*

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

- PC1.** carry out routine cleaning and maintenance in the stalls, yards and paddocks to ensure a hygienic environment
- PC2.** maintain cleanliness in the food storage and water supply areas, keeping them free of contaminants
- PC3.** perform regular maintenance of the relevant tools and equipment, i.e. cleaning and repair as per the manufacturers' instructions

##### *Perform waste management*

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

- PC4.** collect all the waste materials, e.g. used containers, medical waste, and horse dung from the stud farm, taking appropriate health and safety measures
- PC5.** segregate waste into appropriate categories
- PC6.** recycle the recyclable waste and dispose of the non-recyclable waste as per the supervisor's instruction, complying with the applicable environment protection regulations

##### *Assist in maintaining the health of horses*

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

- PC7.** assist in tracking and ensuring routine vaccination for horses at the stud farm
- PC8.** maintain the cleanliness and appropriate appearance of horses, e.g. giving them regular washing, maintaining their hair, etc.
- PC9.** use the recommended horse grooming products to maintain the health and cleanliness of horses
- PC10.** follow the recommended measures to prevent diseases, disorders and infections in horses
- PC11.** assist in identifying symptoms of common diseases, disorders and infections in horses
- PC12.** assist in providing appropriate treatment to horses for minor diseases, disorders, injuries and infections
- PC13.** coordinate with a veterinary for the treatment of horse diseases, disorders, injuries and infections that require professional assistance

## Qualification Pack

### *Maintain personal safety and hygiene*

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

- PC14.** select and use the appropriate Personal Protective Equipment (PPE) according to the activities stud farm requirements
- PC15.** maintain and store the PPE appropriately
- PC16.** identify the worn-out damaged PPE and replace it through coordination with the supervisor
- PC17.** follow the appropriate measures to ensure personal protection from relevant health and safety risks, e.g. use of PPE to protect from bacterial infections and injuries
- PC18.** follow the applicable emergency procedure at the stud farm, e.g. providing first aid for minor health emergencies and requesting professional medical assistance for serious health emergencies

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the importance and process of carrying out routine cleaning and maintenance in the stalls, yards and paddocks to ensure a hygienic environment
- KU2.** the importance and process of maintaining cleanliness in the food storage and water supply areas
- KU3.** the importance of performing regular maintenance of the relevant tools and equipment
- KU4.** the basics of environmental protection
- KU5.** the criteria for segregating waste into appropriate categories
- KU6.** how to recycle and dispose of different types of waste
- KU7.** the importance of tracking and ensuring routine vaccination for horses
- KU8.** how to groom horses and the recommended horse grooming products to be used
- KU9.** the recommended measures to be followed to prevent diseases, disorders and infections in horses
- KU10.** the symptoms of common diseases, disorders and infections in horses
- KU11.** the appropriate treatment to be provided to horses for minor diseases, disorders, injuries and infections
- KU12.** the instances when one should consult a veterinary for the treatment of horse diseases, disorders, injuries and infections
- KU13.** the basics of applicable workplace health and safety regulations
- KU14.** the importance of using the appropriate PPE
- KU15.** how to maintain and store the PPE appropriately
- KU16.** the importance of replacing the worn-out and damaged PPE promptly
- KU17.** the appropriate measures to be followed to ensure personal protection from relevant health and safety risks
- KU18.** the applicable emergency procedure to be followed at the stud farm

### **Generic Skills (GS)**

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

## Qualification Pack

- 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 information/ instructions being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** evaluate all possible solutions to a problem to select the best one
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain hygiene in stables and other areas</i>	<b>5</b>	<b>7</b>	-	<b>5</b>
<b>PC1.</b> carry out routine cleaning and maintenance in the stalls, yards and paddocks to ensure a hygienic environment	-	-	-	-
<b>PC2.</b> maintain cleanliness in the food storage and water supply areas, keeping them free of contaminants	-	-	-	-
<b>PC3.</b> perform regular maintenance of the relevant tools and equipment, i.e. cleaning and repair as per the manufacturers' instructions	-	-	-	-
<i>Perform waste management</i>	<b>5</b>	<b>7</b>	-	<b>5</b>
<b>PC4.</b> collect all the waste materials, e.g. used containers, medical waste, and horse dung from the stud farm, taking appropriate health and safety measures	-	-	-	-
<b>PC5.</b> segregate waste into appropriate categories	-	-	-	-
<b>PC6.</b> recycle the recyclable waste and dispose of the non-recyclable waste as per the supervisor's instruction, complying with the applicable environment protection regulations	-	-	-	-
<i>Assist in maintaining the health of horses</i>	<b>11</b>	<b>15</b>	-	<b>11</b>
<b>PC7.</b> assist in tracking and ensuring routine vaccination for horses at the stud farm	-	-	-	-
<b>PC8.</b> maintain the cleanliness and appropriate appearance of horses, e.g. giving them regular washing, maintaining their hair, etc.	-	-	-	-
<b>PC9.</b> use the recommended horse grooming products to maintain the health and cleanliness of horses	-	-	-	-
<b>PC10.</b> follow the recommended measures to prevent diseases, disorders and infections in horses	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> assist in identifying symptoms of common diseases, disorders and infections in horses	-	-	-	-
<b>PC12.</b> assist in providing appropriate treatment to horses for minor diseases, disorders, injuries and infections	-	-	-	-
<b>PC13.</b> coordinate with a veterinary for the treatment of horse diseases, disorders, injuries and infections that require professional assistance	-	-	-	-
<i>Maintain personal safety and hygiene</i>	<b>9</b>	<b>11</b>	-	<b>9</b>
<b>PC14.</b> select and use the appropriate Personal Protective Equipment (PPE) according to the activities stud farm requirements	-	-	-	-
<b>PC15.</b> maintain and store the PPE appropriately	-	-	-	-
<b>PC16.</b> identify the worn-out damaged PPE and replace it through coordination with the supervisor	-	-	-	-
<b>PC17.</b> follow the appropriate measures to ensure personal protection from relevant health and safety risks, e.g. use of PPE to protect from bacterial infections and injuries	-	-	-	-
<b>PC18.</b> follow the applicable emergency procedure at the stud farm, e.g. providing first aid for minor health emergencies and requesting professional medical assistance for serious health emergencies	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4705
<b>NOS Name</b>	Assist in maintaining health and safety at the stud farm
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Animal Husbandry
<b>Occupation</b>	Equine Management
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	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/N4701.Assist in the construction activities at the stud farm	30	40	0	30	100	20
AGR/N4702.Feed horses and provide foaling assistance	30	40	0	30	100	20
AGR/N4703.Assist in the transportation of horses	30	40	0	30	100	20
AGR/N4704.Assist in preparing horses for sales and exhibitions and maintaining records	30	40	0	30	100	20
AGR/N4705.Assist in maintaining health and safety at the stud farm	30	40	0	30	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>170</b>	<b>230</b>	<b>-</b>	<b>150</b>	<b>550</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.