

Qualification Pack



Tea Plantation Worker

QP Code: AGR/Q0502

Version: 3.0

NSQF Level: 3

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AGR/Q0502: Tea Plantation Worker

Brief Job Description

A Tea Plantation Worker is responsible for assisting in carrying out tea cultivation. It includes assisting in nursery and field preparation, propagating saplings in the nursery, transplanting the saplings, maintaining and harvesting the crop. The individual is also responsible for assisting in the post-harvest management of the tea crop.

Personal Attributes

The individual must be physically fit to work for long durations. The person must be able to work in coordination with others and know how to read and write

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0508: Assist in propagating tea saplings in the nursery](#)
2. [AGR/N0509: Assist in preparing the field and transplanting the saplings](#)
3. [AGR/N0510: Assist in maintaining the tea crop](#)
4. [AGR/N0514: Assist in carrying out harvesting and post-harvest management of tea crop](#)
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	Plantation Crops Cultivation
Country	India
NSQF Level	3
Credits	9

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/0501
Minimum Educational Qualification & Experience	10th Class OR 8th Class (with two years of (NTC/ NAC) after 8th) OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 Years of experience relevant experience OR 5th grade pass with 5 Years of experience relevance experience OR Previous relevant Qualification of NSQF Level (Level 2) with 1 Year of experience relevance experience OR Previous relevant Qualification of NSQF Level (Level 2.5) with 6 Months of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	24/02/2025
NSQC Approval Date	24/02/2022
Version	3.0
Reference code on NQR	QG-03-AG-00282-2023-V1.1-ASCI
NQR Version	1.1

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AGR/N0508: Assist in propagating tea saplings in the nursery

Description

This OS unit is about assisting in propagating tea sapling in the nursery which includes preparing the planting material and nursery bed, and raising tea sapling as per the supervisor's instructions.

Scope

The scope covers the following :

- Prepare the planting material
- Prepare the nursery bed
- Raise the saplings

Elements and Performance Criteria

Prepare the planting material

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

- PC1.** assist in extracting quality seeds or plant cuttings from a tea plantation, ensuring they are genetically heterogeneous and free from pests and disease
- PC2.** treat the seeds or plant cuttings as per the supervisor's instructions
- PC3.** prepare the cuttings for vegetative propagation as directed by the supervisor
- PC4.** store the seeds or plant cuttings in hygienic conditions, ensuring the recommended temperature and humidity

Prepare the nursery bed

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

- PC5.** assist in sampling the nursery soil and checking it through an authorised lab to detect the presence of nematodes
- PC6.** follow the soil treatment recommended by the lab such as fumigation, solarisation or fertilisation to remove nematodes and improve soil-fertility
- PC7.** mix the recommended quantity of sand in the soil and mulch the nursery bed as per the supervisor's instructions
- PC8.** assist in preparing the nursery bed and soil according to the selected tea variety
- PC9.** arrange for appropriate shading, and quality water to irrigate the nursery bed
- PC10.** follow the recommended practices to prevent waterlogging in the nursery bed

Raise the saplings

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

- PC11.** prepare polybags containing fertilised soil for planting seeds
- PC12.** sow the seeds and plant the cuttings at the recommended depth and density in the nursery bed and/ or polybags, to ensure the healthy growth of saplings
- PC13.** carry out vegetative clonal propagation as per the supervisor's instructions, ensuring uniformity of saplings

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- PC14.** follow the recommended practices to protect the saplings from pests, diseases and fluctuations in temperature
- PC15.** harvest the saplings and acclimatise them at the recommended temperature for an appropriate duration
- PC16.** discard the unhealthy or wilting saplings in an environment-friendly manner
- PC17.** store the harvested saplings at the recommended temperature and humidity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the effects of various climatic parameters on tea cultivation, such as temperature, relative humidity, intensity and distribution of precipitation, etc.
- KU2.** the relevant pests and diseases found in different agro-climatic regions, sources of their origin and their life cycles
- KU3.** the relevant biotic and abiotic stress factors such as temperature fluctuations, dry spells, heavy downpour, etc
- KU4.** the relevant measures to be taken to prevent and control pests and diseases in the nursery
- KU5.** the organic methods for nursery cultivation of saplings
- KU6.** the process of extracting quality seeds or plant cuttings from a tea plantation, treating them and the recommended conditions for storing them
- KU7.** the process of sampling and checking the nursery soil through an authorised lab to detect the presence of nematodes
- KU8.** the appropriate soil treatment to be carried out such as fumigation, solarisation or fertilisation to remove nematodes and improve the soil-fertility
- KU9.** the process of preparing the nursery bed and other relevant preparations required for raising tea saplings
- KU10.** the importance and ways of ensuring no waterlogging in the nursery bed
- KU11.** the recommended depth and density for sowing seeds, and planting tea plant cuttings to ensure healthy growth of saplings
- KU12.** the importance and ways of protecting the saplings from pests, diseases and fluctuations in temperature
- KU13.** the process of harvesting and acclimatizing the tea saplings for being transplanted into the tea plantation
- KU14.** the recommended temperature and humidity for storing the harvested saplings before being transplanted
- KU15.** applicable documentation requirements

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant literature to get the latest updates about the field of work

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- GS3.** perform basic calculations
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** communicate clearly and politely
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the planting material</i>	10	12	-	12
PC1. assist in extracting quality seeds or plant cuttings from a tea plantation, ensuring they are genetically heterogeneous and free from pests and disease	-	-	-	-
PC2. treat the seeds or plant cuttings as per the supervisor's instructions	-	-	-	-
PC3. prepare the cuttings for vegetative propagation as directed by the supervisor	-	-	-	-
PC4. store the seeds or plant cuttings in hygienic conditions, ensuring the recommended temperature and humidity	-	-	-	-
<i>Prepare the nursery bed</i>	10	14	-	8
PC5. assist in sampling the nursery soil and checking it through an authorised lab to detect the presence of nematodes	-	-	-	-
PC6. follow the soil treatment recommended by the lab such as fumigation, solarisation or fertilisation to remove nematodes and improve soil-fertility	-	-	-	-
PC7. mix the recommended quantity of sand in the soil and mulch the nursery bed as per the supervisor's instructions	-	-	-	-
PC8. assist in preparing the nursery bed and soil according to the selected tea variety	-	-	-	-
PC9. arrange for appropriate shading, and quality water to irrigate the nursery bed	-	-	-	-
PC10. follow the recommended practices to prevent waterlogging in the nursery bed	-	-	-	-
<i>Raise the saplings</i>	10	14	-	10
PC11. prepare polybags containing fertilised soil for planting seeds	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. sow the seeds and plant the cuttings at the recommended depth and density in the nursery bed and/ or polybags, to ensure the healthy growth of saplings	-	-	-	-
PC13. carry out vegetative clonal propagation as per the supervisor's instructions, ensuring uniformity of saplings	-	-	-	-
PC14. follow the recommended practices to protect the saplings from pests, diseases and fluctuations in temperature	-	-	-	-
PC15. harvest the saplings and acclimatise them at the recommended temperature for an appropriate duration	-	-	-	-
PC16. discard the unhealthy or wilting saplings in an environment-friendly manner	-	-	-	-
PC17. store the harvested saplings at the recommended temperature and humidity	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0508
NOS Name	Assist in propagating tea saplings in the nursery
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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AGR/N0509: Assist in preparing the field and transplanting the saplings

Description

This OS unit is about assisting in preparing the field and transplanting tea saplings as per the supervisor's instructions.

Scope

The scope covers the following :

- Assist in preparing the field
- Assist in transplanting the saplings

Elements and Performance Criteria

Assist in preparing the field

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

- PC1.** remove all the waste materials, debris, tree stumps, weeds and previous crop residues from the field
- PC2.** plough, harrow and level the field using the relevant farm machineries and implements, as per the supervisor's instructions
- PC3.** apply the recommended organic or inorganic fertilisers to the soil to enhance the ratio of macro and micronutrients in it
- PC4.** assist in installing an appropriate irrigation or fertigation system for effective irrigation in the field
- PC5.** create drains in the field for effective water drainage and prevent waterlogging
- PC6.** create pits or trenches in the field according to pit planting or trench planting method selected by the supervisor

Assist in transplanting the saplings

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

- PC7.** transplant the saplings in the field as per the supervisor's instructions, maintaining the recommended planting density to ensure the healthy growth of plants
- PC8.** water the saplings with the recommended quantity and apply fertilisers as directed by the supervisor
- PC9.** apply mulch around the roots of the saplings to preserve the soil moisture and prevent the growth of weeds
- PC10.** arrange to protect the saplings from strong winds, heavy rains and overexposure to heat

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of removing all the waste materials, debris, tree stumps and previous crop residues from the field during preparation

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- KU2.** the process of ploughing, harrowing and levelling the field using the relevant farm machineries and implements
- KU3.** the recommended organic or inorganic fertilisers to be applied to the soil to enhance the ratio of macro and micronutrients in it
- KU4.** the process of installing an appropriate irrigation or fertigation system for effective irrigation in the field
- KU5.** the importance and process of creating drains in the field for effective water-drainage
- KU6.** the process of creating pits or trenches in the field according to pit planting or trench planting method
- KU7.** various challenges encountered in transplanting saplings and the appropriate methods to overcome them
- KU8.** the process of transplanting tea saplings in the field and the recommended planting density to be maintained
- KU9.** the immediate care that tea saplings need after being transplanted such as watering, fertilising, mulching, etc.
- KU10.** the importance and ways of protecting the saplings from strong winds, heavy rains and overexposure to heat

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant guides, manuals and literature to get the latest information about the field of work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the instructions being given
- GS5.** identify appropriate solutions to work-related issues
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** take quick decisions to deal with any emergencies or accidents
- GS8.** coordinate with the co-workers to achieve the work objectives

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparing the field</i>	16	24	-	18
PC1. remove all the waste materials, debris, tree stumps, weeds and previous crop residues from the field	-	-	-	-
PC2. plough, harrow and level the field using the relevant farm machineries and implements, as per the supervisor's instructions	-	-	-	-
PC3. apply the recommended organic or inorganic fertilisers to the soil to enhance the ratio of macro and micronutrients in it	-	-	-	-
PC4. assist in installing an appropriate irrigation or fertigation system for effective irrigation in the field	-	-	-	-
PC5. create drains in the field for effective water drainage and prevent waterlogging	-	-	-	-
PC6. create pits or trenches in the field according to pit planting or trench planting method selected by the supervisor	-	-	-	-
<i>Assist in transplanting the saplings</i>	14	16	-	12
PC7. transplant the saplings in the field as per the supervisor's instructions, maintaining the recommended planting density to ensure the healthy growth of plants	-	-	-	-
PC8. water the saplings with the recommended quantity and apply fertilisers as directed by the supervisor	-	-	-	-
PC9. apply mulch around the roots of the saplings to preserve the soil moisture and prevent the growth of weeds	-	-	-	-
PC10. arrange to protect the saplings from strong winds, heavy rains and overexposure to heat	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0509
NOS Name	Assist in preparing the field and transplanting the saplings
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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AGR/N0510: Assist in maintaining the tea crop

Description

This OS unit is about assisting in maintaining the tea crop to ensure its healthy growth. It also covers resource optimisation and waste management.

Scope

The scope covers the following :

- Assist in nutrient management
- Assist in pest and disease management
- Assist in irrigation and drainage management
- Assist in weeding
- Assist in pruning and training
- Assist in resource optimisation
- Assist in waste management

Elements and Performance Criteria

Assist in nutrient management

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

- PC1.** assist in regular sampling and testing of the soil to ensure the tea crop receives the required macro and micronutrients
- PC2.** apply the recommended organic and inorganic fertilisers in the tea field using the foliar spray, as per the fertilisation schedule recommended for the tea variety and the supervisor's instructions
- PC3.** assist in carrying out intercropping with suitable crops to promote the healthy growth of tea plants

Assist in pest and disease management

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

- PC4.** adopt natural enemies of tea crop pests, as directed by the supervisor
- PC5.** check the tea crop regularly to identify the signs of pest and disease infestation and determine the mode of transmission
- PC6.** apply the recommended treatment as per the Integrated Pest and Disease Management (IPDM) practices and supervisor's instructions
- PC7.** assist in maintaining the record of pesticides, insecticides and other relevant treatments used on tea crop

Assist in irrigation and drainage management

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

- PC8.** irrigate the tea crop with the appropriate quantity of water according to the soil type, the slope of the field and supervisor's instructions
- PC9.** assist in carrying out regular repair and maintenance of the irrigation or fertigation system
- PC10.** maintain the drainage system through regular cleaning to ensure no waterlogging in the field

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Assist in weeding

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

- PC11.** apply the recommended herbicides and weedicides as per instructions
- PC12.** remove weeds from the field following the recommended manual or mechanical method
- PC13.** carry out forking as per the supervisor's instructions

Assist in pruning and training

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

- PC14.** prune the tea plants to remove dead and infested leaves and branches
- PC15.** follow the recommended pruning cycle to keep the bushes continuously under the vegetative stage
- PC16.** train the tea plants to ensure their desired growth

Assist in resource optimisation

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

- PC17.** use water and other resources optimally in various tasks and processes
- PC18.** plug water leakages to prevent its wastage

Assist in waste management

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

- PC19.** segregate waste into appropriate categories as per the supervisor's instructions
- PC20.** assist in recycling and disposing waste appropriately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the soil sampling, packing and labelling process
- KU2.** the importance of sampling and testing the soil regularly through an approved laboratory to ensure the crop receives the required nutrients
- KU3.** how to apply different types of organic and inorganic fertilisers in a tea plantation and the applicable fertilisation schedule to be followed
- KU4.** the importance of checking the tea crop regularly to identify the signs of pest and disease infestation
- KU5.** the process of applying the recommended treatment to the crop as per the Integrated Pest and Disease Management (IPDM) practices
- KU6.** the recommended irrigation schedule to be followed for the tea crop
- KU7.** the practice of intercropping with the recommended crops to promote the healthy growth of tea plants
- KU8.** how to carry out digging, forking, and weeding in a tea plantation
- KU9.** the safe usage of the recommended herbicides and weedicides
- KU10.** different methods of training tea plants
- KU11.** the types and stages of pruning of tea plants, their purpose and methods
- KU12.** how to prune and train tea plants
- KU13.** the benefits and ways of optimising resource utilisation

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KU14. the applicable waste management practices

Generic Skills (GS)

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

- GS1.** prepare work-related notes
- GS2.** read the relevant guides and literature to get the latest information about the field of work
- GS3.** communicate clearly and politely
- GS4.** perform basic calculations
- GS5.** listen attentively to understand the instructions being given
- GS6.** identify solutions to work-related issues
- GS7.** plan and prioritise tasks to ensure timely completion
- GS8.** take quick decision in case of an emergency/ accident

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in nutrient management</i>	6	6	-	4
PC1. assist in regular sampling and testing of the soil to ensure the tea crop receives the required macro and micronutrients	-	-	-	-
PC2. apply the recommended organic and inorganic fertilisers in the tea field using the foliar spray, as per the fertilisation schedule recommended for the tea variety and the supervisor's instructions	-	-	-	-
PC3. assist in carrying out intercropping with suitable crops to promote the healthy growth of tea plants	-	-	-	-
<i>Assist in pest and disease management</i>	6	8	-	6
PC4. adopt natural enemies of tea crop pests, as directed by the supervisor	-	-	-	-
PC5. check the tea crop regularly to identify the signs of pest and disease infestation and determine the mode of transmission	-	-	-	-
PC6. apply the recommended treatment as per the Integrated Pest and Disease Management (IPDM) practices and supervisor's instructions	-	-	-	-
PC7. assist in maintaining the record of pesticides, insecticides and other relevant treatments used on tea crop	-	-	-	-
<i>Assist in irrigation and drainage management</i>	4	6	-	4
PC8. irrigate the tea crop with the appropriate quantity of water according to the soil type, the slope of the field and supervisor's instructions	-	-	-	-
PC9. assist in carrying out regular repair and maintenance of the irrigation or fertigation system	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. maintain the drainage system through regular cleaning to ensure no waterlogging in the field	-	-	-	-
<i>Assist in weeding</i>	4	4	-	4
PC11. apply the recommended herbicides and weedicides as per instructions	-	-	-	-
PC12. remove weeds from the field following the recommended manual or mechanical method	-	-	-	-
PC13. carry out forking as per the supervisor's instructions	-	-	-	-
<i>Assist in pruning and training</i>	6	8	-	6
PC14. prune the tea plants to remove dead and infested leaves and branches	-	-	-	-
PC15. follow the recommended pruning cycle to keep the bushes continuously under the vegetative stage	-	-	-	-
PC16. train the tea plants to ensure their desired growth	-	-	-	-
<i>Assist in resource optimisation</i>	2	4	-	2
PC17. use water and other resources optimally in various tasks and processes	-	-	-	-
PC18. plug water leakages to prevent its wastage	-	-	-	-
<i>Assist in waste management</i>	2	4	-	4
PC19. segregate waste into appropriate categories as per the supervisor's instructions	-	-	-	-
PC20. assist in recycling and disposing waste appropriately	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0510
NOS Name	Assist in maintaining the tea crop
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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AGR/N0514: Assist in carrying out harvesting and post-harvest management of tea crop

Description

This OS unit is about carrying out harvesting and post-harvest management of tea crop as per the supervisor's instructions

Scope

The scope covers the following :

- Assist in harvesting tea leaves
- Assist in carrying out post-harvest management

Elements and Performance Criteria

Assist in harvesting tea leaves

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

- PC1.** check the tea plantation to determine the maturity of tea leaves and ensure their growth in adequate quantity for being harvested
- PC2.** co-ordinate with the supervisor to organise the appropriate tools, equipment and accessories for harvesting and collecting tea leaves
- PC3.** harvest tea leaves by plucking by hand/ shears/ machine, as appropriate, ensuring to harvest only mature leaves without causing damage to tea plants
- PC4.** assist the supervisor in maintaining the record of the harvested crop

Assist in carrying out post-harvest management

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

- PC5.** carry out withering, rolling, fermentation and drying processes as per the supervisor's instructions, ensuring rolling is carried out within the recommended period to prevent microbial infections in the harvested tea leaves because of moisture
- PC6.** sort and grade the processed tea on the basis of applicable parameters
- PC7.** pack the processed tea in appropriate packing material maintaining the recommended moisture level as directed by the supervisor
- PC8.** label the packaging with the required information as directed by the supervisor, to ensure compliance with the applicable regulations
- PC9.** prepare the storage area as per the supervisor's instructions to ensure it is dry and pest-free
- PC10.** store the processed tea in the storage area following the best hygienic practices
- PC11.** assist the supervisor in maintaining the manual and/ or electronic record of harvesting and post-harvest processing of tea crop using the physical registers and/ or the relevant computer application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the maturity indicators of the tea crop
- KU2.** the process of harvesting tea leaves manually and mechanically, and the appropriate practices to be followed to minimise loss during harvesting
- KU3.** how to carry out post-harvest processes for the tea crop such as withering, rolling, fermentation and drying
- KU4.** the applicable parameters for sorting and grading the processed tea
- KU5.** the appropriate packing material to be used for packing the processed tea and the recommended moisture level to be maintained during the process
- KU6.** how to prepare the storage area for storing the processed tea and the recommended conditions for storing them
- KU7.** how to maintain various records manually and electronically using the physical registers and the relevant computer application

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in harvesting tea leaves</i>	14	22	-	16
PC1. check the tea plantation to determine the maturity of tea leaves and ensure their growth in adequate quantity for being harvested	-	-	-	-
PC2. co-ordinate with the supervisor to organise the appropriate tools, equipment and accessories for harvesting and collecting tea leaves	-	-	-	-
PC3. harvest tea leaves by plucking by hand/ shears/ machine, as appropriate, ensuring to harvest only mature leaves without causing damage to tea plants	-	-	-	-
PC4. assist the supervisor in maintaining the record of the harvested crop	-	-	-	-
<i>Assist in carrying out post-harvest management</i>	16	18	-	14
PC5. carry out withering, rolling, fermentation and drying processes as per the supervisor's instructions, ensuring rolling is carried out within the recommended period to prevent microbial infections in the harvested tea leaves because of moisture	-	-	-	-
PC6. sort and grade the processed tea on the basis of applicable parameters	-	-	-	-
PC7. pack the processed tea in appropriate packing material maintaining the recommended moisture level as directed by the supervisor	-	-	-	-
PC8. label the packaging with the required information as directed by the supervisor, to ensure compliance with the applicable regulations	-	-	-	-
PC9. prepare the storage area as per the supervisor's instructions to ensure it is dry and pest-free	-	-	-	-
PC10. store the processed tea in the storage area following the best hygienic practices	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist the supervisor in maintaining the manual and/ or electronic record of harvesting and post-harvest processing of tea crop using the physical registers and/ or the relevant computer application	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0514
NOS Name	Assist in carrying out harvesting and post-harvest management of tea crop
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Plantation Crop Cultivation
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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

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Assessment Criteria

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

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

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National Occupational Standards (NOS) Parameters

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

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

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Assessment Criteria

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

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

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 the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for the 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 a certain number of NOSs, the trainee is eligible to take

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subsequent assessment on the balance NOS's to pass the Qualification Pack.

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

Minimum Aggregate Passing % at QP Level : 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/N0508.Assist in propagating tea saplings in the nursery	30	40	-	30	100	25
AGR/N0509.Assist in preparing the field and transplanting the saplings	30	40	-	30	100	20
AGR/N0510.Assist in maintaining the tea crop	30	40	-	30	100	20
AGR/N0514.Assist in carrying out harvesting and post-harvest management of tea crop	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
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
PPE	Personal Protective Equipment

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Glossary

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

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