



# Flower Handler-Packaging & Pelletising

QP Code: AGR/Q0704

Version: 3.0

NSQF Level: 3

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## **AGR/Q0704: Flower Handler-Packaging & Pelletising**

### **Brief Job Description**

A Flower Handler- Packaging & Pelletising identifies harvested flowers of good quality, processes and then packs them for being transported to domestic/ international markets while maintaining the processing standards. The person also creates flower seed pellets using the appropriate machinery.

### **Personal Attributes**

The individual in this job role must be physically fit to be able to work for long hours. The person must be able to coordinate with others to achieve the work objectives. Ability to read, write and solve work-related problems are the other important attributes required for this job role.

### **Applicable National Occupational Standards (NOS)**

#### **Compulsory NOS:**

1. [AGR/N0714: Prepare the flowers for processing](#)
2. [AGR/N0715: Store and pack the flowers](#)
3. [AGR/N0717: Create flower seed pellets](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### **Qualification Pack (QP) Parameters**

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Floriculture Farming
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	9
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6113.9900

<b>Minimum Educational Qualification &amp; Experience</b>	10th Class OR 8th Class (with two years of (NTC/ NAC) after 8th) OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 Years of experience relevant experience OR 5th grade pass with 5 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2) with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2.5) with 6 Months of experience relevant experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	NA
<b>NSQC Approval Date</b>	
<b>Version</b>	3.0

## **AGR/N0714: Prepare the flowers for processing**

### **Description**

This OS unit is about identifying flowers of appropriate quality for processing and making preparations for processing them

### **Scope**

The scope covers the following :

- Identify flowers for processing
- Prepare the hydration solution
- Hydrate the flowers

### **Elements and Performance Criteria**

#### *Identify flowers for processing*

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

- PC1.** select the appropriate tools, equipment and Personal Protective Equipment (PPE) for handling flowers such as apron, gloves, etc.
- PC2.** sanitise the tools and equipment before use
- PC3.** identify cut flowers for processing based on various parameters such as quality, type, size, stem length, and diameter, etc.
- PC4.** examine the flowers to identify signs of any pests and diseases
- PC5.** sort out the damaged/ pest-infested/ diseased flowers
- PC6.** discard the damaged/ pest-infested/ diseased flowers in an environment-friendly manner

#### *Prepare the hydration solution*

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

- PC7.** select the appropriate chemicals to prepare the hydration solution based on the type of flowers and required vase-life
- PC8.** prepare different types of hydration solutions for a variety of flowers, maintaining the recommended ratio of biocides

#### *Hydrate the flowers*

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

- PC9.** remove thorns, dead and unwanted leaves from flower stems
- PC10.** hydrate the flowers by dipping them in the hydration solution
- PC11.** sort and grade the flowers on the basis of appropriate parameters
- PC12.** bunch the flowers as per the Standard Operating Procedure (SOP)

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

The individual on the job needs to know and understand:

- KU1.** correct use of the relevant tools, equipment and PPE

- KU2.** various criteria for selecting cut flowers for processing
- KU3.** indicators of pest infested and diseased flowers
- KU4.** hydration requirement of different types of flowers based on maturity, storage duration, season and in-transit window
- KU5.** different types of hydration solutions and impact of using hydration solutions on flowers
- KU6.** the correct method of preparing various types of hydration solutions and the chemicals used in them
- KU7.** safe use of hydration solutions
- KU8.** grading and sorting criteria for different types of flowers
- KU9.** safe handling of flowers
- KU10.** the use of manual and mechanical grading systems
- KU11.** bunching of flowers

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

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

- GS1.** plan and schedule daily activities to achieve work efficiency
- GS2.** communicate professionally and politely
- GS3.** identify possible disruptions to work and take preventive measures
- GS4.** write work-related notes and reports
- GS5.** read the relevant literature to learn about new developments in the field of work
- GS6.** take quick action to deal with any emergencies/ accidents
- GS7.** listen attentively to comprehend the information being given by the speaker
- GS8.** evaluate all possible solutions to a problem to select the best solution

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify flowers for processing</i>	<b>8</b>	<b>12</b>	-	<b>10</b>
<b>PC1.</b> select the appropriate tools, equipment and Personal Protective Equipment (PPE) for handling flowers such as apron, gloves, etc.	-	-	-	-
<b>PC2.</b> sanitise the tools and equipment before use	-	-	-	-
<b>PC3.</b> identify cut flowers for processing based on various parameters such as quality, type, size, stem length, and diameter, etc.	-	-	-	-
<b>PC4.</b> examine the flowers to identify signs of any pests and diseases	-	-	-	-
<b>PC5.</b> sort out the damaged/ pest-infested/ diseased flowers	-	-	-	-
<b>PC6.</b> discard the damaged/ pest-infested/ diseased flowers in an environment-friendly manner	-	-	-	-
<i>Prepare the hydration solution</i>	<b>10</b>	<b>12</b>	-	<b>10</b>
<b>PC7.</b> select the appropriate chemicals to prepare the hydration solution based on the type of flowers and required vase-life	-	-	-	-
<b>PC8.</b> prepare different types of hydration solutions for a variety of flowers, maintaining the recommended ratio of biocides	-	-	-	-
<i>Hydrate the flowers</i>	<b>12</b>	<b>16</b>	-	<b>10</b>
<b>PC9.</b> remove thorns, dead and unwanted leaves from flower stems	-	-	-	-
<b>PC10.</b> hydrate the flowers by dipping them in the hydration solution	-	-	-	-
<b>PC11.</b> sort and grade the flowers on the basis of appropriate parameters	-	-	-	-
<b>PC12.</b> bunch the flowers as per the Standard Operating Procedure (SOP)	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0714
<b>NOS Name</b>	Prepare the flowers for processing
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Floriculture Farming
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	27/05/2026
<b>NSQC Clearance Date</b>	27/05/2021

## **AGR/N0715: Store and pack the flowers**

### **Description**

The OS unit is about storing processed flowers in an appropriate environment and then packing them.

### **Scope**

The scope covers the following :

- Store the flowers
- Pack and transport the flowers
- Manage the inventory
- Optimise resource utilisation

### **Elements and Performance Criteria**

#### *Store the flowers*

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

- PC1.** select a safe storage area with the appropriate temperature or with an air-cooling system installed
- PC2.** apply relevant treatment in the storage area to eliminate any pests and rodents
- PC3.** pre-cool and store the processed flowers in the storage area
- PC4.** maintain flowers in the storage for the recommended period

#### *Pack and transport the flowers*

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

- PC5.** select the appropriate packing material for packing the flowers according to the type of flowers and distance to the target market
- PC6.** purchase the packing material as per the requirement
- PC7.** examine the packing material for any damage
- PC8.** condition the flowers before packing
- PC9.** pack the flowers according to their grade and other relevant parameters
- PC10.** select an appropriate mode of transport to carry the flowers to the retailers/ exporters
- PC11.** ensure the transport vehicle has an air-cooling system to preserve the freshness of flowers during transit
- PC12.** load the packed flowers safely in the transport vehicle
- PC13.** maintain the record of packed and transported flowers
- PC14.** ensure appropriate quality clearances and certifications are obtained depending on the quality requirements of the purchaser/ destination market

#### *Manage the inventory*

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

- PC15.** manage the stock of material/flowers by using an appropriate inventory management/ rotation system such as First-In, First-Out (FIFO) and Last In, First Out (LIFO)
- PC16.** maintain the inventory records

#### *Optimise resource utilisation*

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

**PC17.** optimise the usage of water/ electricity/ materials in various tasks/ processes

**PC18.** connect electrical tools and equipment safely and turn off when not in use

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

The individual on the job needs to know and understand:

**KU1.** applicable record-keeping and documentation requirements

**KU2.** storage requirements for different types of flowers

**KU3.** the process of preparing a flower storage

**KU4.** different types of solutions to preserve the freshness of flowers and the method of preparing them

**KU5.** process of preparing flowers for being packed

**KU6.** appropriate packing material for flowers

**KU7.** relevant grading standards and the correct method of packing flowers

**KU8.** inventory management/ rotation system such as FIFO and LIFO

**KU9.** appropriate conditions required for transporting flowers

**KU10.** safe handling of flowers

**KU11.** importance of following environmental and ecological best practices to minimise the impact on the environment

**KU12.** benefits of resource optimisation

**KU13.** ways of efficiently managing various materials used in different operations

**KU14.** common practices of conserving electricity

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

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

**GS1.** write work-related notes

**GS2.** read and follow the health and safety instructions

**GS3.** communicate clearly and politely with co-workers and clients

**GS4.** plan and prioritise tasks for effective time management

**GS5.** take quick decisions to deal with any emergencies/ accidents and resolve any disruptions to work

**GS6.** co-ordinate with co-workers to achieve work objectives

**GS7.** listen attentively to understand the information being shared by the speaker

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Store the flowers</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC1.</b> select a safe storage area with the appropriate temperature or with an air-cooling system installed	-	-	-	-
<b>PC2.</b> apply relevant treatment in the storage area to eliminate any pests and rodents	-	-	-	-
<b>PC3.</b> pre-cool and store the processed flowers in the storage area	-	-	-	-
<b>PC4.</b> maintain flowers in the storage for the recommended period	-	-	-	-
<i>Pack and transport the flowers</i>	<b>16</b>	<b>20</b>	-	<b>12</b>
<b>PC5.</b> select the appropriate packing material for packing the flowers according to the type of flowers and distance to the target market	-	-	-	-
<b>PC6.</b> purchase the packing material as per the requirement	-	-	-	-
<b>PC7.</b> examine the packing material for any damage	-	-	-	-
<b>PC8.</b> condition the flowers before packing	-	-	-	-
<b>PC9.</b> pack the flowers according to their grade and other relevant parameters	-	-	-	-
<b>PC10.</b> select an appropriate mode of transport to carry the flowers to the retailers/ exporters	-	-	-	-
<b>PC11.</b> ensure the transport vehicle has an air-cooling system to preserve the freshness of flowers during transit	-	-	-	-
<b>PC12.</b> load the packed flowers safely in the transport vehicle	-	-	-	-
<b>PC13.</b> maintain the record of packed and transported flowers	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC14.</b> ensure appropriate quality clearances and certifications are obtained depending on the quality requirements of the purchaser/ destination market	-	-	-	-
<i>Manage the inventory</i>	<b>2</b>	<b>6</b>	-	<b>4</b>
<b>PC15.</b> manage the stock of material/flowers by using an appropriate inventory management/ rotation system such as First-In, First-Out (FIFO) and Last In, First Out (LIFO)	-	-	-	-
<b>PC16.</b> maintain the inventory records	-	-	-	-
<i>Optimise resource utilisation</i>	<b>2</b>	<b>4</b>	-	<b>4</b>
<b>PC17.</b> optimise the usage of water/ electricity/ materials in various tasks/ processes	-	-	-	-
<b>PC18.</b> connect electrical tools and equipment safely and turn off when not in use	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0715
<b>NOS Name</b>	Store and pack the flowers
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Floriculture Farming
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	27/05/2026
<b>NSQC Clearance Date</b>	27/05/2021

## **AGR/N0717: Create flower seed pellets**

### **Description**

The OS unit is about various activities performed in the process of pelleting flower seeds.

### **Scope**

The scope covers the following :

- Prepare for pelleting the flower seeds
- Pellet the flower seeds
- Pack the pelleted flower seeds
- Perform waste management

### **Elements and Performance Criteria**

#### *Prepare for pelleting the flower seeds*

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

- PC1.** select flower seeds with the required characteristics for pelleting
- PC2.** arrange the relevant PPE for the seed pelleting operation
- PC3.** arrange the recommended seed covering material such as talcum powder/ clay, adhesive and an active ingredient to prepare the coating formulation
- PC4.** prepare the coating formulation by mixing the covering material, adhesive and the active ingredient in the recommended quantity

#### *Pellet the flower seeds*

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

- PC5.** fill in the tumbling drum/ rotary pan/ coating pan with the recommended quantity of flower seeds and coating formulation for pelleting
- PC6.** switch on and operate the tumbling drum/ rotary pan/ coating pan as per the manufacturer's instructions
- PC7.** check the flower seeds during the operation regularly to ensure seeds achieve the required level of coating and weight
- PC8.** collect the pelleted flower seeds in a clean container
- PC9.** dry the seeds under the sun or using a dryer as appropriate
- PC10.** store the pelleted flower seeds as per the storage requirements

#### *Pack the pelleted flower seeds*

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

- PC11.** identify and purchase the appropriate packing material for the pelleted flower seeds such as air-tight polythene pouches or paper pouches
- PC12.** pack the pelleted flower seeds as per the SOP
- PC13.** maintain the record of the seeds pelleted and packed
- PC14.** maintain the relevant health and safety standards while handling seeds

#### *Perform waste management*

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

- PC15.** segregate waste into different categories
- PC16.** dispose the non-recyclable waste appropriately
- PC17.** deposit the recyclable and reusable material at the identified location

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

The individual on the job needs to know and understand:

- KU1.** the requirement of pelleting flower seeds and its advantages
- KU2.** criteria for selecting seeds for pelleting
- KU3.** use of the relevant machinery for pelleting seeds such as tumbling drum/ rotary pan/ coating pan, etc.
- KU4.** different types of material used for coating seeds
- KU5.** recommended grade of adhesives to use in the coating material
- KU6.** the correct method of operating the relevant machinery to pellet seeds
- KU7.** processing of pelleted seeds
- KU8.** appropriate packing material for pelleted seeds and the correct way of packing them
- KU9.** the correct way of storing pelleted seeds
- KU10.** use of active ingredients to prevent the pelleted seeds from catching fungus and pests
- KU11.** different methods of recycling and disposing waste
- KU12.** common sources of pollution and ways to minimise it

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

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

- GS1.** read the relevant literature to get updated information about new developments in the field of work
- GS2.** communicate politely with clients and colleagues
- GS3.** listen attentively to understand the customer requirements
- GS4.** write work-related notes
- GS5.** plan and schedule tasks for efficient use of time
- GS6.** take quick decisions to deal with any emergencies/ accidents
- GS7.** co-ordinate with the co-workers to achieve the work objectives

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for pelleting the flower seeds</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC1.</b> select flower seeds with the required characteristics for pelleting	-	-	-	-
<b>PC2.</b> arrange the relevant PPE for the seed pelleting operation	-	-	-	-
<b>PC3.</b> arrange the recommended seed covering material such as talcum powder/ clay, adhesive and an active ingredient to prepare the coating formulation	-	-	-	-
<b>PC4.</b> prepare the coating formulation by mixing the covering material, adhesive and the active ingredient in the recommended quantity	-	-	-	-
<i>Pellet the flower seeds</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC5.</b> fill in the tumbling drum/ rotary pan/ coating pan with the recommended quantity of flower seeds and coating formulation for pelleting	-	-	-	-
<b>PC6.</b> switch on and operate the tumbling drum/ rotary pan/ coating pan as per the manufacturer's instructions	-	-	-	-
<b>PC7.</b> check the flower seeds during the operation regularly to ensure seeds achieve the required level of coating and weight	-	-	-	-
<b>PC8.</b> collect the pelleted flower seeds in a clean container	-	-	-	-
<b>PC9.</b> dry the seeds under the sun or using a dryer as appropriate	-	-	-	-
<b>PC10.</b> store the pelleted flower seeds as per the storage requirements	-	-	-	-
<i>Pack the pelleted flower seeds</i>	<b>5</b>	<b>10</b>	-	<b>5</b>
<b>PC11.</b> identify and purchase the appropriate packing material for the pelleted flower seeds such as air-tight polythene pouches or paper pouches	-	-	-	-

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>PC12.</b> pack the pelleted flower seeds as per the SOP	-	-	-	-
<b>PC13.</b> maintain the record of the seeds pelleted and packed	-	-	-	-
<b>PC14.</b> maintain the relevant health and safety standards while handling seeds	-	-	-	-
<i>Perform waste management</i>	<b>5</b>	<b>10</b>	-	<b>5</b>
<b>PC15.</b> segregate waste into different categories	-	-	-	-
<b>PC16.</b> dispose the non-recyclable waste appropriately	-	-	-	-
<b>PC17.</b> deposit the recyclable and reusable material at the identified location	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0717
<b>NOS Name</b>	Create flower seed pellets
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Floriculture Farming
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	27/05/2026
<b>NSQC Clearance Date</b>	27/05/2021

## **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:

- 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
- 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

**Assessment Criteria**

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

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

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N9903
<b>NOS Name</b>	Maintain health and safety at the workplace
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	26/05/2022
<b>Next Review Date</b>	27/05/2024
<b>NSQC Clearance Date</b>	27/05/2021

## **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

#### *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

**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

**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	-	-	-	-
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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>	-	-

## 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

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

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

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

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

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

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

### 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/N0714.Prepare the flowers for processing	30	40	-	30	100	25
AGR/N0715.Store and pack the flowers	30	40	-	30	100	30
AGR/N0717.Create flower seed pellets	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>150</b>	<b>175</b>	<b>-</b>	<b>125</b>	<b>450</b>	<b>100</b>

## 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

## 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.
<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.