

Qualification Pack



Vineyard Grower

QP Code: AGR/Q0304

Version: 2.0

NSQF Level: 4

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AGR/Q0304: Vineyard Grower

Brief Job Description

A Vineyard Grower is responsible for growing grapes. In the process, the individual selects and prepares the land for establishing a vineyard and plants and maintains grape vines, including nutrient, pest, and disease management. The person is also responsible for harvesting mature grapes, storing them safely and marketing them to the relevant buyers and markets. The person supervises vineyard workers in large vineyards.

Personal Attributes

The individual should have good stamina and the ability to perform manual labour for long durations. The person must have organizational, coordination and problem-solving skills. The individual should have decent verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0318: Select the site and prepare for grape cultivation](#)
2. [AGR/N0319: Plant and perform health management of grape vines](#)
3. [AGR/N0320: Train and prune the grape vines](#)
4. [AGR/N0321: Train and supervise vineyard workers](#)
5. [AGR/N0322: Coordinate the harvesting, storage and transportation of grapes](#)
6. [AGR/N9903: Maintain health and safety at the workplace](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Fruit Crops Cultivation
Country	India

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NSQF Level	4
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6111.1200
Minimum Educational Qualification & Experience	<p>12th grade Pass OR 10th grade pass with 2 Years of experience in the relevant field OR 10th grade pass and pursuing continuous schooling OR Previous relevant Qualification of NSQF Level (3) (with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (3.5) (with 1.5 years of relevant experience)</p>
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQF Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-04-AG-00366-2023-V1-ASCI
NQR Version	1

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AGR/N0318: Select the site and prepare for grape cultivation

Description

This OS unit is about selecting the appropriate location for establishing the vineyard, preparing the selected land and procuring the planting material from appropriate sources.

Scope

The scope covers the following :

- Select the appropriate site for the vineyard
- Prepare the land for the vineyard
- Procure the planting material

Elements and Performance Criteria

Select the appropriate site for the vineyard

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

- PC1.** select an appropriate site for the vineyard, ensuring it has suitable agro-climatic conditions, i.e. temperature, humidity, rainfall, and adequate sunlight exposure for grape cultivation
- PC2.** check that the site has a suitable topography, i.e. elevation, slope, aspect and relative position
- PC3.** ensure the soil at the selected site is well-drained with the recommended depth, texture, pH, etc.
- PC4.** ensure the site as availability of required inputs, such as seeds, fertilizers, pesticides, labour, and access to relevant markets

Prepare the land for the vineyard

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

- PC5.** collect soil samples from the site and coordinate with a government-approved soil testing laboratory to determine the level of organic matter in the soil and the required soil amendments
- PC6.** prepare a layout of the field, planning appropriate spacing as per the training system to be adopted, e.g. bower system, T-trellis system, and Y-trellis system
- PC7.** select an appropriate planting system for the vineyard
- PC8.** remove all the weeds, debris and waste materials from the field
- PC9.** carry out ploughing in the field to achieve a fine soil tilth
- PC10.** perform sub-soiling as per the site conditions
- PC11.** apply the appropriate quantity of compost/Farmyard Manure (FYM)/manure, lime and any other treatment to the soil as per the recommendations of the soil-testing laboratory
- PC12.** carry out levelling in the field using the field leveller
- PC13.** create pits of the recommended dimensions with the appropriate spacing as per the layout, incorporating well-decomposed FYM or compost in them
- PC14.** irrigate the pits with the recommended quantity of water to allow the mixing of organic matter with the soil

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- PC15.** install the appropriate type of fencing around the field to protect it from external threats, such as stray animals and predators
- PC16.** create water channels in the field for irrigation or install an appropriate type of irrigation system
- PC17.** create drainage channels for effective drainage of excess water from the field
- PC18.** install the appropriate structures according to the selected training system, e.g. bower system, T-trellis, Y-trellis, to train grape vines and support the crop load
- PC19.** ensure the adopted training system allows adequate space in the vineyard for the mechanization of intercultural operations

Procure the planting material

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

- PC20.** determine the requirement of planting material and other inputs according to the size of the vineyard
- PC21.** identify the relevant sources, e.g. government-approved vendors, agricultural universities, and research institutes, to procure the planting material and required inputs
- PC22.** procure the planting material in the required quantity, ensuring it is free from pests and diseases
- PC23.** store the planting material and agricultural inputs safely under hygienic conditions and at appropriate temperature and humidity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the criteria for selecting a site for establishing a vineyard
- KU2.** different grape varieties grown in different regions and the suitable agro-climatic conditions for their cultivation
- KU3.** how environmental conditions, i.e. temperature, humidity, and sunlight, affect the growth of plants
- KU4.** the types of soils and soil conditions (i.e. pH and organic matter) suitable for grape cultivation
- KU5.** how to prepare the layout of a vineyard
- KU6.** different types of planting systems and the suitable planting systems for a vineyard
- KU7.** the process of preparing the land for grape cultivation and the use of relevant machinery, tools and equipment
- KU8.** the recommended dimensions of pits to be created transplant grape vines
- KU9.** the irrigation systems suitable for vineyards
- KU10.** the appropriate fencing for vineyards to protect the vines and produce from external threats
- KU11.** the importance of ensuring efficient drainage in vineyards
- KU12.** various inputs required for establishing a vineyard
- KU13.** the importance of procuring healthy planting material from reliable sources, such as government nurseries
- KU14.** the appropriate conditions required for storing the planting material

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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.** communicate clearly and politely
- GS4.** listen attentively to understand the instructions being given
- GS5.** identify appropriate solutions to work-related problems
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently
- GS8.** take quick decisions to deal with any emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select the appropriate site for the vineyard</i>	4	6	-	4
PC1. select an appropriate site for the vineyard, ensuring it has suitable agro-climatic conditions, i.e. temperature, humidity, rainfall, and adequate sunlight exposure for grape cultivation	-	-	-	-
PC2. check that the site has a suitable topography, i.e. elevation, slope, aspect and relative position	-	-	-	-
PC3. ensure the soil at the selected site is well-drained with the recommended depth, texture, pH, etc.	-	-	-	-
PC4. ensure the site as availability of required inputs, such as seeds, fertilizers, pesticides, labour, and access to relevant markets	-	-	-	-
<i>Prepare the land for the vineyard</i>	21	27	-	21
PC5. collect soil samples from the site and coordinate with a government-approved soil testing laboratory to determine the level of organic matter in the soil and the required soil amendments	-	-	-	-
PC6. prepare a layout of the field, planning appropriate spacing as per the training system to be adopted, e.g. bower system, T-trellis system, and Y-trellis system	-	-	-	-
PC7. select an appropriate planting system for the vineyard	-	-	-	-
PC8. remove all the weeds, debris and waste materials from the field	-	-	-	-
PC9. carry out ploughing in the field to achieve a fine soil tilth	-	-	-	-
PC10. perform sub-soiling as per the site conditions	-	-	-	-
PC11. apply the appropriate quantity of compost/Farmyard Manure (FYM)/manure, lime and any other treatment to the soil as per the recommendations of the soil-testing laboratory	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. carry out levelling in the field using the field leveller	-	-	-	-
PC13. create pits of the recommended dimensions with the appropriate spacing as per the layout, incorporating well-decomposed FYM or compost in them	-	-	-	-
PC14. irrigate the pits with the recommended quantity of water to allow the mixing of organic matter with the soil	-	-	-	-
PC15. install the appropriate type of fencing around the field to protect it from external threats, such as stray animals and predators	-	-	-	-
PC16. create water channels in the field for irrigation or install an appropriate type of irrigation system	-	-	-	-
PC17. create drainage channels for effective drainage of excess water from the field	-	-	-	-
PC18. install the appropriate structures according to the selected training system, e.g. bower system, T-trellis, Y-trellis, to train grape vines and support the crop load	-	-	-	-
PC19. ensure the adopted training system allows adequate space in the vineyard for the mechanization of intercultural operations	-	-	-	-
<i>Procure the planting material</i>	5	7	-	5
PC20. determine the requirement of planting material and other inputs according to the size of the vineyard	-	-	-	-
PC21. identify the relevant sources, e.g. government-approved vendors, agricultural universities, and research institutes, to procure the planting material and required inputs	-	-	-	-
PC22. procure the planting material in the required quantity, ensuring it is free from pests and diseases	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. store the planting material and agricultural inputs safely under hygienic conditions and at appropriate temperature and humidity	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0318
NOS Name	Select the site and prepare for grape cultivation
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Fruit Crop Growing
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0319: Plant and perform health management of grape vines

Description

This OS unit is about planting grape vines and performing their health management, including irrigation, nutrient, weed, pest, and disease management.

Scope

The scope covers the following :

- Plant the grape vines
- Perform irrigation management
- Perform integrated pest and disease management
- Perform nutrient management
- Perform weed management

Elements and Performance Criteria

Plant the grape vines

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

- PC1.** propagate grape vines through grafting, layering and using greenwood cuttings as appropriate
- PC2.** prepare hardwood stem cuttings of appropriate length and thickness with the required number of nodes for planting
- PC3.** treat the stem cuttings with Indole Butyric Acid (IBA) following the quick dip method
- PC4.** maintain the cuttings under the appropriate conditions for the recommended duration to allow them to grow roots
- PC5.** plant the rooted cuttings in the pits at the recommended angle and fill the pits with topsoil and well-decomposed compost or FYM
- PC6.** follow the planting schedule according to the region and selected grape varieties
- PC7.** irrigate the planted cuttings with the recommended quantity of water
- PC8.** apply mulch and recommended inorganic fertilizers in an appropriate quantity, as required

Perform irrigation management

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

- PC9.** determine the irrigation requirement of the grape varieties grown in the vineyard based on the region, the water-holding capacity of the soil, the training system followed and the spacing of vines
- PC10.** irrigate the grape vines with the recommended quantity, following the applicable irrigation schedule
- PC11.** ensure there is no under or over-irrigation
- PC12.** automate irrigation in the field by installing appropriate devices with the irrigation system
- PC13.** carry out regular repair and maintenance of the irrigation system

Perform integrated pest and disease management

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

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- PC14.** follow the recommended practices to restrict the entry of pathogens into the vineyard through planting material, irrigation water, workers, tools and equipment, and vectors
- PC15.** follow the relevant preventive measures to protect the grape vines and crops from pest and disease infestation, such as light traps, sticky traps, etc.
- PC16.** adopt the natural enemies of grape pests to control and prevent pest infestation
- PC17.** check the grape vines regularly to identify the symptoms of pest and disease infestation
- PC18.** determine the type of pest and disease infestation
- PC19.** follow the appropriate Integrated Pest and Disease Management (IPDM) techniques for removing identified pests and diseases such as trash mulching, de-trashing, egg destruction, using bio-control agents, etc.
- PC20.** identify and remove the pest-infested parts of grape vines to prevent the spread of pests and disease to the healthy vines
- PC21.** apply the recommended treatment as per the prescription to grape vines to remove pests and diseases
- PC22.** follow the recommended safety practices while applying any treatment, such as using the relevant PPE
- PC23.** maintain the record of the use of any pesticides, insecticides and any other treatment
- PC24.** use the recommended combination of biological, mechanical and chemical control methods for effective pest and disease prevention

Perform nutrient management

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

- PC25.** determine the macro and micronutrient requirements of the grown grape varieties
- PC26.** select the appropriate organic and inorganic fertilizers, ensuring they contain the required nutrients in recommended quantity
- PC27.** prepare organic fertilizers such as farmyard manure, vermicompost, etc.
- PC28.** prepare the mixture of liquid fertilizers for application in the vineyard, ensuring they contain the required macro and micronutrients
- PC29.** apply organic and inorganic fertilizers in the vineyard, using them in the recommended quantity according to the stages of growth of the grape crop
- PC30.** maintain the record of fertilizers used in the vineyard
- PC31.** follow the recommended practices for soil conservation, e.g. mulching to conserve soil moisture and application of organic fertilizers

Perform weed management

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

- PC32.** check the vineyard regularly to identify weed growth
- PC33.** select an appropriate combination of different types of intercultural and mechanical methods for effective weed control
- PC34.** remove weeds manually using the appropriate tools and implements, retaining the weeds of importance during the weeding process
- PC35.** select and prepare the recommended herbicide/ bio-herbicide solution suitable to the crop
- PC36.** apply the recommended herbicide/ bio-herbicide safely in the recommended dose using the appropriate equipment

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PC37. maintain the herbicides and herbicide application equipment separately to prevent cross-contamination with other chemicals

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** different methods of propagating grape vines
- KU2.** how to prepare different types of grapevine stem cuttings
- KU3.** the quick dip method of treating stem cuttings
- KU4.** the planting schedule for different grape varieties in different regions
- KU5.** the immediate care that should be given to grape vines after planting
- KU6.** the factors that influence the irrigation requirement of different grape varieties
- KU7.** different types of irrigation systems and the benefit of automating irrigation
- KU8.** the common pests and diseases that affect grape vines and grapes
- KU9.** the relevant preventive measures to be followed to protect the grape vines and crop from pest and disease infestation
- KU10.** the adoption of natural enemies of grape pests to control pest infestation
- KU11.** the symptoms of pest and disease infestation in grape vines and grapes
- KU12.** how to determine the type of pest and disease infestation
- KU13.** the appropriate Integrated Pest and Disease Management (IPDM) techniques to be followed to remove grapevine pests and disease
- KU14.** the appropriate treatment to be applied to grape vines to remove pests and diseases
- KU15.** the appropriate safety measures to be taken while applying pesticides
- KU16.** the recommended combinations of biological, mechanical and chemical control methods for effective pest and disease prevention
- KU17.** the use of different types of fertilizers
- KU18.** how to determine the macro and micronutrient requirements of the grown grape varieties according to the stages of their growth
- KU19.** how to prepare organic fertilizers such as FYM, vermicompost, manure, etc.
- KU20.** how to prepare the mixture of liquid fertilizers, ensuring personal safety
- KU21.** the recommended practices to be followed for soil conservation
- KU22.** the common types of weeds found in vineyards
- KU23.** different types of intercultural and mechanical methods for effective weed control
- KU24.** the use of relevant tools and implements to remove weeds manually
- KU25.** the benefit of retaining the weeds of importance during the weeding process
- KU26.** how to prepare the herbicide/ bio-herbicide solutions
- KU27.** the safe application of herbicides/ bio-herbicides using the appropriate equipment

Generic Skills (GS)

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

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- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the instructions being given
- GS4.** communicate politely and professionally
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently
- GS8.** take quick decisions to deal with any emergencies/ accidents
- GS9.** identify appropriate solutions to work-related problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plant the grape vines</i>	7	9	-	7
PC1. propagate grape vines through grafting, layering and using greenwood cuttings as appropriate	-	-	-	-
PC2. prepare hardwood stem cuttings of appropriate length and thickness with the required number of nodes for planting	-	-	-	-
PC3. treat the stem cuttings with Indole Butyric Acid (IBA) following the quick dip method	-	-	-	-
PC4. maintain the cuttings under the appropriate conditions for the recommended duration to allow them to grow roots	-	-	-	-
PC5. plant the rooted cuttings in the pits at the recommended angle and fill the pits with topsoil and well-decomposed compost or FYM	-	-	-	-
PC6. follow the planting schedule according to the region and selected grape varieties	-	-	-	-
PC7. irrigate the planted cuttings with the recommended quantity of water	-	-	-	-
PC8. apply mulch and recommended inorganic fertilizers in an appropriate quantity, as required	-	-	-	-
<i>Perform irrigation management</i>	4	6	-	4
PC9. determine the irrigation requirement of the grape varieties grown in the vineyard based on the region, the water-holding capacity of the soil, the training system followed and the spacing of vines	-	-	-	-
PC10. irrigate the grape vines with the recommended quantity, following the applicable irrigation schedule	-	-	-	-
PC11. ensure there is no under or over-irrigation	-	-	-	-
PC12. automate irrigation in the field by installing appropriate devices with the irrigation system	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. carry out regular repair and maintenance of the irrigation system	-	-	-	-
<i>Perform integrated pest and disease management</i>	7	9	-	7
PC14. follow the recommended practices to restrict the entry of pathogens into the vineyard through planting material, irrigation water, workers, tools and equipment, and vectors	-	-	-	-
PC15. follow the relevant preventive measures to protect the grape vines and crops from pest and disease infestation, such as light traps, sticky traps, etc.	-	-	-	-
PC16. adopt the natural enemies of grape pests to control and prevent pest infestation	-	-	-	-
PC17. check the grape vines regularly to identify the symptoms of pest and disease infestation	-	-	-	-
PC18. determine the type of pest and disease infestation	-	-	-	-
PC19. follow the appropriate Integrated Pest and Disease Management (IPDM) techniques for removing identified pests and diseases such as trash mulching, de-trashing, egg destruction, using bio-control agents, etc.	-	-	-	-
PC20. identify and remove the pest-infested parts of grape vines to prevent the spread of pests and disease to the healthy vines	-	-	-	-
PC21. apply the recommended treatment as per the prescription to grape vines to remove pests and diseases	-	-	-	-
PC22. follow the recommended safety practices while applying any treatment, such as using the relevant PPE	-	-	-	-
PC23. maintain the record of the use of any pesticides, insecticides and any other treatment	-	-	-	-
PC24. use the recommended combination of biological, mechanical and chemical control methods for effective pest and disease prevention	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform nutrient management</i>	6	8	-	6
PC25. determine the macro and micronutrient requirements of the grown grape varieties	-	-	-	-
PC26. select the appropriate organic and inorganic fertilizers, ensuring they contain the required nutrients in recommended quantity	-	-	-	-
PC27. prepare organic fertilizers such as farmyard manure, vermicompost, etc.	-	-	-	-
PC28. prepare the mixture of liquid fertilizers for application in the vineyard, ensuring they contain the required macro and micronutrients	-	-	-	-
PC29. apply organic and inorganic fertilizers in the vineyard, using them in the recommended quantity according to the stages of growth of the grape crop	-	-	-	-
PC30. maintain the record of fertilizers used in the vineyard	-	-	-	-
PC31. follow the recommended practices for soil conservation, e.g. mulching to conserve soil moisture and application of organic fertilizers	-	-	-	-
<i>Perform weed management</i>	6	8	-	6
PC32. check the vineyard regularly to identify weed growth	-	-	-	-
PC33. select an appropriate combination of different types of intercultural and mechanical methods for effective weed control	-	-	-	-
PC34. remove weeds manually using the appropriate tools and implements, retaining the weeds of importance during the weeding process	-	-	-	-
PC35. select and prepare the recommended herbicide/ bio-herbicide solution suitable to the crop	-	-	-	-
PC36. apply the recommended herbicide/ bio-herbicide safely in the recommended dose using the appropriate equipment	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC37. maintain the herbicides and herbicide application equipment separately to prevent cross-contamination with other chemicals	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0319
NOS Name	Plant and perform health management of grape vines
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Fruit Crop Growing
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0320: Train and prune the grape vines

Description

This OS unit is about training and pruning grape vines to achieve their healthy growth and good produce.

Scope

The scope covers the following :

- Train the grape vines
- Prune the grape vines

Elements and Performance Criteria

Train the grape vines

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

- PC1.** train the grape vines on the training system infrastructure installed in the vineyard, ensuring no damage to the vines
- PC2.** ensure to expose maximum leaf area to the sunlight for better photosynthesis
- PC3.** check and ensure appropriate training of grape vines to induce maximum bud break
- PC4.** follow the appropriate measures to achieve the desired growth of grafted vines, shoots, and trunks on the training system infrastructure
- PC5.** carry out regular repair and maintenance of the training system infrastructure

Prune the grape vines

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

- PC6.** arrange and prepare the appropriate pruning tools and implements, such as pruning knife and secateurs
- PC7.** select the appropriate season to prune grape vines according to the region
- PC8.** prune the grape vines to a single node appropriately to increase the fruiting area on the vines
- PC9.** ensure pruning is carried out according to the selected training system
- PC10.** prune the canes during the recommended months to induce fruiting
- PC11.** apply the recommended fungicide to grape vines in an appropriate quantity after pruning to protect them from fungal infection

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to train grape vines on the training system infrastructure installed in the vineyard, ensuring no damage to the vines
- KU2.** the importance of exposing maximum leaf area to the sunlight
- KU3.** how to induce maximum bud break grape vines through training

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- KU4.** the appropriate measures to be followed to achieve the desired growth of grafted vines, shoots and trunks on the training system infrastructure
- KU5.** the regular repair and maintenance requirement of the training system infrastructure
- KU6.** the use of appropriate pruning tools and implements, such as pruning knife and secateurs
- KU7.** the appropriate pruning season to be followed for grape vines according to the region
- KU8.** the benefit of pruning grape vines to the single node
- KU9.** the importance of pruning grape vines according to the selected training system
- KU10.** how to prune grape vine canes to induce fruiting
- KU11.** the recommended fungicide to be applied to grape vines after pruning to protect them from fungal infection

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Train the grape vines</i>	15	20	-	15
PC1. train the grape vines on the training system infrastructure installed in the vineyard, ensuring no damage to the vines	-	-	-	-
PC2. ensure to expose maximum leaf area to the sunlight for better photosynthesis	-	-	-	-
PC3. check and ensure appropriate training of grape vines to induce maximum bud break	-	-	-	-
PC4. follow the appropriate measures to achieve the desired growth of grafted vines, shoots, and trunks on the training system infrastructure	-	-	-	-
PC5. carry out regular repair and maintenance of the training system infrastructure	-	-	-	-
<i>Prune the grape vines</i>	15	20	-	15
PC6. arrange and prepare the appropriate pruning tools and implements, such as pruning knife and secateurs	-	-	-	-
PC7. select the appropriate season to prune grape vines according to the region	-	-	-	-
PC8. prune the grape vines to a single node appropriately to increase the fruiting area on the vines	-	-	-	-
PC9. ensure pruning is carried out according to the selected training system	-	-	-	-
PC10. prune the canes during the recommended months to induce fruiting	-	-	-	-
PC11. apply the recommended fungicide to grape vines in an appropriate quantity after pruning to protect them from fungal infection	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0320
NOS Name	Train and prune the grape vines
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Fruit Crop Growing
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N0321: Train and supervise vineyard workers

Description

This OS unit is about training the vineyard workers on various grape cultivation practices. It also covers supervising vineyard workers to ensure the quality of work.

Scope

The scope covers the following :

- Train the vineyard workers
- Supervise the vineyard workers

Elements and Performance Criteria

Train the vineyard workers

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

- PC1.** train vineyard workers on various vineyard activities, such as land preparation, training, pruning, application of pesticides and fertilizers, etc.
- PC2.** demonstrate the use of relevant tools, implements and equipment to the vineyard workers and assist them in learning their use through practice
- PC3.** ensure the vineyard workers understand the use of relevant Personal Protective Equipment (PPE) and are aware of appropriate health and safety practices

Supervise the vineyard workers

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

- PC4.** prepare a work plan according to the tasks and the number of available vineyard workers
- PC5.** allocate tasks to the workers according to their skills and roles
- PC6.** arrange the necessary support and resources to help the vineyard workers perform their duties
- PC7.** monitor the workers while they perform their assigned tasks to ensure work quality and completion of tasks on time
- PC8.** ensure the workers follow all the relevant occupational health and safety regulations and standards
- PC9.** identify and resolve any conflicts that arise among the workers
- PC10.** conduct regular meetings/ briefings with the workers to discuss their work objectives, projects, work progress, work-related issues, etc.
- PC11.** arrange for relevant training and upskilling of the workers for their professional development

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the standard training methods and practices to impart knowledge to vineyard workers
- KU2.** various activities carried out in vineyards

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- KU3.** how to perform and train on various vineyard activities, such as land preparation, training, pruning, application of pesticides and fertilizers, etc.
- KU4.** the use of relevant tools, implements and equipment used in vineyards
- KU5.** the use of relevant PPE and the importance of ensuring the vineyard workers understand their use and other appropriate health and safety practices
- KU6.** how to prepare a work plan and allocate tasks to vineyard workers according to their skills and roles
- KU7.** the importance of arranging necessary support and resources to help the vineyard workers perform their duties
- KU8.** the importance of monitoring the workers while they perform their assigned tasks to ensure work quality and completion of tasks on time
- KU9.** the importance of identifying and resolving any conflicts that arise among the workers
- KU10.** different conflict resolution techniques
- KU11.** the importance of conducting regular meetings/ briefings with the workers
- KU12.** the importance of arranging relevant training and upskilling of the workers for their professional development

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.** communicate clearly and politely
- GS4.** listen attentively to understand the instructions being given
- GS5.** identify appropriate solutions to work-related problems
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Train the vineyard workers</i>	10	13	-	10
PC1. train vineyard workers on various vineyard activities, such as land preparation, training, pruning, application of pesticides and fertilizers, etc.	-	-	-	-
PC2. demonstrate the use of relevant tools, implements and equipment to the vineyard workers and assist them in learning their use through practice	-	-	-	-
PC3. ensure the vineyard workers understand the use of relevant Personal Protective Equipment (PPE) and are aware of appropriate health and safety practices	-	-	-	-
<i>Supervise the vineyard workers</i>	20	27	-	20
PC4. prepare a work plan according to the tasks and the number of available vineyard workers	-	-	-	-
PC5. allocate tasks to the workers according to their skills and roles	-	-	-	-
PC6. arrange the necessary support and resources to help the vineyard workers perform their duties	-	-	-	-
PC7. monitor the workers while they perform their assigned tasks to ensure work quality and completion of tasks on time	-	-	-	-
PC8. ensure the workers follow all the relevant occupational health and safety regulations and standards	-	-	-	-
PC9. identify and resolve any conflicts that arise among the workers	-	-	-	-
PC10. conduct regular meetings/ briefings with the workers to discuss their work objectives, projects, work progress, work-related issues, etc.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. arrange for relevant training and upskilling of the workers for their professional development	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0321
NOS Name	Train and supervise vineyard workers
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Fruit Crop Growing
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N0322: Coordinate the harvesting, storage and transportation of grapes

Description

This OS unit is about coordinating the harvesting of the grapes in the vineyard, storing them in appropriate conditions, and packing and transporting them to the buyers or relevant markets.

Scope

The scope covers the following :

- Harvest the grapes
- Sort, grade and store the harvested grapes
- Market the grapes

Elements and Performance Criteria

Harvest the grapes

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

- PC1.** check grapes on the vines to determine their maturity for harvesting
- PC2.** arrange soft rubber gloves and sharp secateurs/ scissors for harvesting grapes
- PC3.** harvest the fully ripe bunches of grapes, ensuring no damage to grapes
- PC4.** ensure to harvest grapes during an appropriate time of the day to protect them from high temperature
- PC5.** follow the recommended measures to maintain the quality of harvest during periods of dew and rainfall
- PC6.** collect the harvested grapes in clean perforated plastic crates, avoiding to stake them to prevent any damage to them

Sort, grade and store the harvested grapes

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

- PC7.** maintain the harvested grapes under shade for the recommended duration to remove the field heat
- PC8.** identify and clip the damaged, immature, diseased, shrivelled, undersized, underdeveloped and uneven-sized berries from the lots of harvested grapes, using the appropriate tools
- PC9.** carry out sorting and grading of grapes on the applicable parameters
- PC10.** select a safe and hygienic cold storage to store the harvested grapes
- PC11.** apply the necessary treatment in the storage to remove any pests, such as rodents
- PC12.** ensure pre-cooling of grapes takes place within the recommended duration after harvesting
- PC13.** maintain the recommended temperature and humidity in the cold storage

Market the grapes

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

- PC14.** identify the buyers of grapes such as eMandi, procurement agencies, traders, co-operatives, etc.

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- PC15.** coordinate and negotiate with the buyer to secure a profitable price for the produce
- PC16.** arrange an appropriate mode of transport to deliver grapes to the buyer
- PC17.** pack grapes in Corrugated Fibre Board (CFB) boxes for being transported
- PC18.** follow the recommended measures to protect the harvested grapes from damage and contamination while handling and transporting them
- PC19.** process the payments using the buyer-preferred e-payment method
- PC20.** calculate the benefit-cost (B:C) ratio
- PC21.** maintain the manual and/or electronic record of sales and payments using the physical registers and/or the relevant computer application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the maturity indices of different grape varieties
- KU2.** the use of appropriate tools and implements for harvesting grapes
- KU3.** the process of harvesting bunches of grapes ensuring no damage to grapes
- KU4.** the appropriate time of the day to harvest grapes to protect them from high temperature
- KU5.** the recommended measures to be followed to maintain the quality of grape harvest during periods of dew and rainfall
- KU6.** the benefit of collecting the harvested grapes in clean perforated plastic crates
- KU7.** the importance and process of removing field heat from the harvested grapes
- KU8.** the importance and process of clipping the damaged, immature, diseased, shrivelled, undersized, underdeveloped and uneven-sized berries from the lots of harvested grapes
- KU9.** the process of sorting and grading grapes on the applicable parameters
- KU10.** the importance of storing grapes in a safe and hygienic cold storage
- KU11.** the necessary treatment to be applied in the storage to remove any pests
- KU12.** the appropriate temperature and humidity to be maintained in a grape storage
- KU13.** different types of buyers of grapes, such as eMandi, procurement agencies, traders, co-operatives, etc.
- KU14.** the process of negotiating with buyers
- KU15.** the appropriate packing material and mode of transport for grapes
- KU16.** the recommended measures to be followed to protect the harvested grapes from damage and contamination while handling and transporting them
- KU17.** the use of different e-payments methods
- KU18.** how to calculate the benefit-cost (B:C) ratio
- KU19.** the importance of maintaining records of sales and payments
- KU20.** how to maintain manual and electronic records using the physical registers and the relevant computer application

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Harvest the grapes</i>	8	12	-	10
PC1. check grapes on the vines to determine their maturity for harvesting	-	-	-	-
PC2. arrange soft rubber gloves and sharp secateurs/ scissors for harvesting grapes	-	-	-	-
PC3. harvest the fully ripe bunches of grapes, ensuring no damage to grapes	-	-	-	-
PC4. ensure to harvest grapes during an appropriate time of the day to protect them from high temperature	-	-	-	-
PC5. follow the recommended measures to maintain the quality of harvest during periods of dew and rainfall	-	-	-	-
PC6. collect the harvested grapes in clean perforated plastic crates, avoiding to stake them to prevent any damage to them	-	-	-	-
<i>Sort, grade and store the harvested grapes</i>	11	14	-	10
PC7. maintain the harvested grapes under shade for the recommended duration to remove the field heat	-	-	-	-
PC8. identify and clip the damaged, immature, diseased, shrivelled, undersized, underdeveloped and uneven-sized berries from the lots of harvested grapes, using the appropriate tools	-	-	-	-
PC9. carry out sorting and grading of grapes on the applicable parameters	-	-	-	-
PC10. select a safe and hygienic cold storage to store the harvested grapes	-	-	-	-
PC11. apply the necessary treatment in the storage to remove any pests, such as rodents	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure pre-cooling of grapes takes place within the recommended duration after harvesting	-	-	-	-
PC13. maintain the recommended temperature and humidity in the cold storage	-	-	-	-
<i>Market the grapes</i>	11	14	-	10
PC14. identify the buyers of grapes such as eMandi, procurement agencies, traders, co-operatives, etc.	-	-	-	-
PC15. coordinate and negotiate with the buyer to secure a profitable price for the produce	-	-	-	-
PC16. arrange an appropriate mode of transport to deliver grapes to the buyer	-	-	-	-
PC17. pack grapes in Corrugated Fibre Board (CFB) boxes for being transported	-	-	-	-
PC18. follow the recommended measures to protect the harvested grapes from damage and contamination while handling and transporting them	-	-	-	-
PC19. process the payments using the buyer-preferred e-payment method	-	-	-	-
PC20. calculate the benefit-cost (B:C) ratio	-	-	-	-
PC21. maintain the manual and/or electronic record of sales and payments using the physical registers and/or the relevant computer application	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0322
NOS Name	Coordinate the harvesting, storage and transportation of grapes
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Fruit Crop Growing
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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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

Qualification Pack

Assessment Criteria

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

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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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(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/N0318.Select the site and prepare for grape cultivation	30	40	0	30	100	20
AGR/N0319.Plant and perform health management of grape vines	30	40	0	30	100	20
AGR/N0320.Train and prune the grape vines	30	40	0	30	100	20
AGR/N0321.Train and supervise vineyard workers	30	40	0	30	100	15
AGR/N0322.Coordinate the harvesting, storage and transportation of grapes	30	40	0	30	100	15
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	210	255	-	185	650	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

Qualification Pack

Glossary

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

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