

Qualification Pack



Agri Commodity Procurement Manager

QP Code: AGR/Q7904

Version: 2.0

NSQF Level: 5.5

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AGR/Q7904: Agri Commodity Procurement Manager

Brief Job Description

An Agri Commodity Procurement Manager is responsible for managing the procurement of agricultural commodities. The individual develops and implements the procurement strategy. The person selects appropriate suppliers and manages procurements and supplier relationships. The individual is also responsible for financial reviews, assessing customer satisfaction, and taking appropriate measures to achieve cost-efficiency, sustainability and customer satisfaction.

Personal Attributes

The individual should have good analytical, problem-solving, coordination and negotiation skills. The person should have good organization and written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7910: Devise and implement the agricultural commodity procurement strategy](#)
2. [AGR/N7911: Manage the sourcing process and supplier relationship](#)
3. [AGR/N7912: Monitor and evaluate supplier performance and customer satisfaction](#)
4. [AGR/N7904: Maintain records concerning commodity management](#)
5. [AGR/N9911: Ensure adherence to health and safety guidelines at work](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
Country	India
NSQF Level	5.5
Credits	20

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324
Minimum Educational Qualification & Experience	<p>Completed 3 year UG degree OR Pursuing 3rd year of UG (and continuous education) OR Completed 2nd year diploma after 12th OR 12th grade Pass (plus 2 years of vocational education and training) with 1 Year of experience in the relevant field OR Completed 3-year diploma (after 10th) with 2 Years of experience in the relevant field OR 12th grade Pass with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (5) (with 1.5 years of relevant experience) OR Previous relevant Qualification of NSQF Level (4.5) with 3 Years of experience in the relevant field</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	24 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-5.5-AG-00352-2023-V1-ASCI
NQR Version	1

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AGR/N7910: Devise and implement the agricultural commodity procurement strategy

Description

This OS unit is about devising the implementing the agricultural commodity procurement strategy.

Scope

The scope covers the following :

- Develop and implement the procurement strategy
- Monitor and reassess the procurement strategy

Elements and Performance Criteria

Develop and implement the procurement strategy

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

- PC1.** collect information from the relevant primary and secondary sources concerning the seasonality and sourcing practices for the procurement of agricultural commodities
- PC2.** coordinate with the relevant experts to validate the collected data to ensure its accuracy and relevance for developing procurement strategies for agricultural commodities
- PC3.** conduct a comparative study of the relevant procurement sources, e.g. growers, Farmer Producer Organizations (FPOs), co-operatives and intermediaries, to identify appropriate and cost-effective options
- PC4.** document and deliberate upon the procurement strategy with the relevant stakeholders
- PC5.** apply appropriate changes to the procurement strategy according to the feedback from stakeholders
- PC6.** ensure compliance with the applicable government and Commission of Agricultural Costs and Prices (CACP) regulations in the development of the procurement strategy

Monitor and reassess the procurement strategy

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

- PC7.** manage the implementation of the procurement strategy, ensuring compliance with the applicable regulation and organizational policies
- PC8.** determine the impact of the implementation of the procurement strategy through monitoring
- PC9.** identify the scope of improvement in the procurement strategy and lapses in its implementation
- PC10.** modify the organization's procurement strategy according to the applicable requirements
- PC11.** carry out appropriate documentation concerning the implementation and monitoring of the procurement strategy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the agricultural supply chain and its components
- KU2.** how to collect data on the potential suppliers
- KU3.** how to identify trends and patterns from large data
- KU4.** the Agricultural Produce Market Committee (APMC) Act guidelines
- KU5.** the process of developing a procurement strategy for agricultural commodities
- KU6.** the appropriate sources to collect information for the development of procurement strategy for agricultural commodities
- KU7.** the importance and process of validating the collected data
- KU8.** the relevant agricultural commodity procurement sources, e.g. growers, Farmer Producer Organizations (FPOs), co-operatives, intermediaries, etc.
- KU9.** the importance of developing the procurement strategy with the inclusion of relevant stakeholders
- KU10.** the effective procurement strategy implementation practices
- KU11.** how to assess the impact of a procurement strategy
- KU12.** the importance of identifying the scope of improvement in the procurement strategy and modifying it accordingly

Generic Skills (GS)

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

- GS1.** write work-related letters/ emails/ notes
- GS2.** read written communications from clients and co-workers and respond accordingly
- GS3.** communicate politely and professionally
- GS4.** listen attentively and comprehend the information given by the speaker
- GS5.** identify possible risks to work and implement appropriate control measures
- GS6.** plan and prioritize tasks for maximum work efficiency
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** coordinate with the co-workers to achieve the organizational goals

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Develop and implement the procurement strategy</i>	15	22	-	14
PC1. collect information from the relevant primary and secondary sources concerning the seasonality and sourcing practices for the procurement of agricultural commodities	-	-	-	-
PC2. coordinate with the relevant experts to validate the collected data to ensure its accuracy and relevance for developing procurement strategies for agricultural commodities	-	-	-	-
PC3. conduct a comparative study of the relevant procurement sources, e.g. growers, Farmer Producer Organizations (FPOs), co-operatives and intermediaries, to identify appropriate and cost-effective options	-	-	-	-
PC4. document and deliberate upon the procurement strategy with the relevant stakeholders	-	-	-	-
PC5. apply appropriate changes to the procurement strategy according to the feedback from stakeholders	-	-	-	-
PC6. ensure compliance with the applicable government and Commission of Agricultural Costs and Prices (CACP) regulations in the development of the procurement strategy	-	-	-	-
<i>Monitor and reassess the procurement strategy</i>	15	18	-	16
PC7. manage the implementation of the procurement strategy, ensuring compliance with the applicable regulation and organizational policies	-	-	-	-
PC8. determine the impact of the implementation of the procurement strategy through monitoring	-	-	-	-
PC9. identify the scope of improvement in the procurement strategy and lapses in its implementation	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. modify the organization's procurement strategy according to the applicable requirements	-	-	-	-
PC11. carry out appropriate documentation concerning the implementation and monitoring of the procurement strategy	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7910
NOS Name	Devise and implement the agricultural commodity procurement strategy
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5.5
Credits	4
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N7911: Manage the sourcing process and supplier relationship

Description

This OS unit is about managing the sourcing process and the supplier relationship to ensure smooth procurements.

Scope

The scope covers the following :

- Select the suppliers
- Manage the contracting process
- Manage the supplier relationship

Elements and Performance Criteria

Select the suppliers

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

- PC1.** identify the relevant sources/ suppliers for sourcing agricultural commodities
- PC2.** determine the capabilities of each identified source concerning the supply of agricultural commodities, considering the relevant factors, e.g. seasonality and perishability of the produce, transportation, storage, etc.
- PC3.** negotiate with the identified suppliers to procure agricultural commodities as per the organizational budget
- PC4.** select the appropriate suppliers for sourcing agricultural commodities based on the cost-benefit analysis

Manage the contracting process

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

- PC5.** manage all the aspects of supplier contracting, and sub-contracting as applicable
- PC6.** coordinate with the government authorities to obtain the necessary approvals, as applicable
- PC7.** carry out appropriate documentation concerning supplier contracting, e.g. the contract and any other legal document
- PC8.** ensure compliance with the applicable regulations in the contracting process

Manage the supplier relationship

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

- PC9.** monitor the procurement process to ensure compliance with the contract terms and conditions by the suppliers
- PC10.** maintain regular communication and transparency in supplier relationships
- PC11.** record and resolve the concerns raised by suppliers, e.g. payment-related issues
- PC12.** manage conflicts through the appropriate mechanisms
- PC13.** follow the appropriate procedure as per the contract to resolve issues that can't be resolved mutually, with a third-party intervention

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- PC14.** identify any deviations from the contract terms and conditions on the supplier's part and initiate appropriate corrective action
- PC15.** identify the opportunity and develop strategic partnerships with the relevant suppliers
- PC16.** manage the legal aspects of the contract and ensure compliance with the applicable laws

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of identifying and selecting appropriate suppliers for the procurement of agricultural commodities
- KU2.** how to ascertain the suitability and sustainability of various suppliers
- KU3.** how to negotiate with suppliers following appropriate negotiation techniques
- KU4.** how to conduct a cost-benefit analysis
- KU5.** how to prepare a supplier contract and the common terms of a contract
- KU6.** the applicable contract management, execution and monitoring practices
- KU7.** the effective supplier management practices
- KU8.** the importance of identifying the scope of creating strategic partnerships with the relevant suppliers and making such partnerships
- KU9.** the appropriate mechanisms for conflict resolution
- KU10.** the importance of identifying the instances of non-compliance with the contract terms and taking appropriate corrective measures
- KU11.** the relevant legal aspects of supplier relationship management

Generic Skills (GS)

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

- GS1.** prepare work reports and write formal letters/ emails to communicate with the relevant authorities
- GS2.** read the relevant literature, e.g. government policies and schemes
- GS3.** prepare a work plan and task lists
- GS4.** communicate politely and professionally with co-workers and clients
- GS5.** evaluate various solutions to a problem to select the best one
- GS6.** listen attentively to understand the information/ instruction being given
- GS7.** coordinate with the co-workers to achieve the organizational goals
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select the suppliers</i>	9	14	-	10
PC1. identify the relevant sources/ suppliers for sourcing agricultural commodities	-	-	-	-
PC2. determine the capabilities of each identified source concerning the supply of agricultural commodities, considering the relevant factors, e.g. seasonality and perishability of the produce, transportation, storage, etc.	-	-	-	-
PC3. negotiate with the identified suppliers to procure agricultural commodities as per the organizational budget	-	-	-	-
PC4. select the appropriate suppliers for sourcing agricultural commodities based on the cost-benefit analysis	-	-	-	-
<i>Manage the contracting process</i>	11	11	-	11
PC5. manage all the aspects of supplier contracting, and sub-contracting as applicable	-	-	-	-
PC6. coordinate with the government authorities to obtain the necessary approvals, as applicable	-	-	-	-
PC7. carry out appropriate documentation concerning supplier contracting, e.g. the contract and any other legal document	-	-	-	-
PC8. ensure compliance with the applicable regulations in the contracting process	-	-	-	-
<i>Manage the supplier relationship</i>	10	15	-	9
PC9. monitor the procurement process to ensure compliance with the contract terms and conditions by the suppliers	-	-	-	-
PC10. maintain regular communication and transparency in supplier relationships	-	-	-	-
PC11. record and resolve the concerns raised by suppliers, e.g. payment-related issues	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. manage conflicts through the appropriate mechanisms	-	-	-	-
PC13. follow the appropriate procedure as per the contract to resolve issues that can't be resolved mutually, with a third-party intervention	-	-	-	-
PC14. identify any deviations from the contract terms and conditions on the supplier's part and initiate appropriate corrective action	-	-	-	-
PC15. identify the opportunity and develop strategic partnerships with the relevant suppliers	-	-	-	-
PC16. manage the legal aspects of the contract and ensure compliance with the applicable laws	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7911
NOS Name	Manage the sourcing process and supplier relationship
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5.5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N7912: Monitor and evaluate supplier performance and customer satisfaction

Description

This OS unit is about monitoring and evaluating the performance of the suppliers and customer satisfaction.

Scope

The scope covers the following :

- Assess the supplier performance
- Conduct financial reviews to ensure sustainability
- Assess customer satisfaction

Elements and Performance Criteria

Assess the supplier performance

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

- PC1.** coordinate logistics to ensure timely delivery of agricultural commodities and follow up with the logistics partners to resolve delivery-related issues
- PC2.** conduct regular quality checks on the procured agricultural commodities to ensure they meet the applicable quality standards
- PC3.** identify issues concerning the quality of procured commodities and resolve them with the concerned suppliers promptly
- PC4.** ensure appropriate commodity handling practices are followed during the transportation, handling and storage of the procured agricultural commodities
- PC5.** manage the implementation of appropriate corrective action to deal with the quality issues experienced with the agricultural commodities being procured

Conduct financial reviews to ensure sustainability

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

- PC6.** conduct financial reviews of the business relationships and procurement channels through liaison with the relevant finance experts in the organization
- PC7.** identify the instances of expenditures exceeding the budget in commodity procurement and take appropriate corrective measures
- PC8.** develop new finance management strategies or modify the existing ones as appropriate in coordination with the relevant personnel
- PC9.** follow the appropriate measures to ensure cost sustainability in commodity procurement

Assess customer satisfaction

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

- PC10.** conduct customer satisfaction surveys in coordination with the relevant personnel in the organization
- PC11.** analyze the customer satisfaction survey data to identify the areas of improvement in procurement

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PC12. implement appropriate corrective measures to improve the quality of commodities and customer satisfaction

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to conduct financial reviews
- KU2.** the process of coordinating logistics to ensure timely delivery of procured commodities
- KU3.** the importance and process of conducting quality checks on the procured commodities
- KU4.** the appropriate commodity handling practices to be followed during the transportation, handling and storage of agricultural commodities
- KU5.** the appropriate practices to be followed to keep expenditures within budget
- KU6.** the process of developing new finance strategies
- KU7.** the appropriate measures to be taken to ensure cost sustainability in commodity procurement
- KU8.** the importance of assessing customer satisfaction
- KU9.** different customer satisfaction survey techniques

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess the supplier performance</i>	15	20	-	15
PC1. coordinate logistics to ensure timely delivery of agricultural commodities and follow up with the logistics partners to resolve delivery-related issues	-	-	-	-
PC2. conduct regular quality checks on the procured agricultural commodities to ensure they meet the applicable quality standards	-	-	-	-
PC3. identify issues concerning the quality of procured commodities and resolve them with the concerned suppliers promptly	-	-	-	-
PC4. ensure appropriate commodity handling practices are followed during the transportation, handling and storage of the procured agricultural commodities	-	-	-	-
PC5. manage the implementation of appropriate corrective action to deal with the quality issues experienced with the agricultural commodities being procured	-	-	-	-
<i>Conduct financial reviews to ensure sustainability</i>	8	11	-	8
PC6. conduct financial reviews of the business relationships and procurement channels through liaison with the relevant finance experts in the organization	-	-	-	-
PC7. identify the instances of expenditures exceeding the budget in commodity procurement and take appropriate corrective measures	-	-	-	-
PC8. develop new finance management strategies or modify the existing ones as appropriate in coordination with the relevant personnel	-	-	-	-
PC9. follow the appropriate measures to ensure cost sustainability in commodity procurement	-	-	-	-
<i>Assess customer satisfaction</i>	7	9	-	7

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. conduct customer satisfaction surveys in coordination with the relevant personnel in the organization	-	-	-	-
PC11. analyze the customer satisfaction survey data to identify the areas of improvement in procurement	-	-	-	-
PC12. implement appropriate corrective measures to improve the quality of commodities and customer satisfaction	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7912
NOS Name	Monitor and evaluate supplier performance and customer satisfaction
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5.5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N7904: Maintain records concerning commodity management

Description

This OS unit is about documenting and maintaining records concerning commodity management.

Scope

The scope covers the following :

- Maintain the records
- Store the records safely

Elements and Performance Criteria

Maintain the records

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

- PC1.** maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations
- PC2.** evaluate the records to ensure they are up-to-date, complete and accurate
- PC3.** use the appropriate computer software to maintain electronic records
- PC4.** ensure to maintain the appropriate organizational records in compliance with the applicable regulations
- PC5.** conduct a regular review of the records as per the organizational policies

Store the records safely

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

- PC6.** store the records safely with appropriate access controls to prevent unauthorized access
- PC7.** maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the appropriate procedures for documentation and record keeping
- KU2.** the relevant details to be recorded on market trends and patterns
- KU3.** the appropriate impact analysis method
- KU4.** the use of relevant Enterprise Resource Planning (ERP) system/ information management computer software for effective management of information/data
- KU5.** the use of relevant computer software for the statistical analysis of data
- KU6.** the applicable reporting requirements
- KU7.** different methods of safely storing organizational records and documents
- KU8.** the importance of creating data backup and ensuring data access by the authorized personnel only

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Generic Skills (GS)

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

- GS1.** communicate politely and professionally
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** maintain work-related notes and records
- GS4.** listen attentively to understand the information being given
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use time and resources efficiently
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** use reasoning skills to identify appropriate solutions to work-related issues
- GS9.** evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the records</i>	16	18	-	16
PC1. maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations	-	-	-	-
PC2. evaluate the records to ensure they are up-to-date, complete and accurate	-	-	-	-
PC3. use the appropriate computer software to maintain electronic records	-	-	-	-
PC4. ensure to maintain the appropriate organizational records in compliance with the applicable regulations	-	-	-	-
PC5. conduct a regular review of the records as per the organizational policies	-	-	-	-
<i>Store the records safely</i>	14	22	-	14
PC6. store the records safely with appropriate access controls to prevent unauthorized access	-	-	-	-
PC7. maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7904
NOS Name	Maintain records concerning commodity management
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N9911: Ensure adherence to health and safety guidelines at work

Description

This OS unit is about ensuring health and safety at the work and dealing with any emergencies or accidents.

Scope

The scope covers the following :

- Ensure health and safety
- Deal with emergencies at work

Elements and Performance Criteria

Ensure health and safety

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

- PC1.** follow the organisational policy to ensure personal health and safety at the work
- PC2.** ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations
- PC3.** conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable
- PC4.** arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required
- PC5.** ensure the machinery, tools, equipment and the work area are sanitised before and after the use
- PC6.** check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions
- PC7.** ensure safe handling of any hazardous materials such as chemicals and flammable objects
- PC8.** identify health and safety hazards at the work and take appropriate preventive measures
- PC9.** ensure that only authorised personnel have access to hazardous work areas
- PC10.** arrange for regular workplace audit to ensure safe working conditions
- PC11.** report any out of authority issues to the relevant authority for a timely resolution

Deal with emergencies at work

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

- PC12.** follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities
- PC13.** arrange for immediate medical attention for any injured personnel
- PC14.** ensure the safe use of emergency equipment according to the manufacturer's instructions
- PC15.** arrange for the emergency equipment to be repaired or replaced as required
- PC16.** report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various practices to ensure personal health and safety at the workplace
- KU2.** the importance of ensuring the use of PPE such as gloves, hairnet, mask, earplug, goggles and shoes at the workplace
- KU3.** the importance of ensuring that PPE, emergency equipment and first-aid kit at the workplace are up to date
- KU4.** the importance and process of sanitising various machineries, tools, equipment and the work before and after the use
- KU5.** safe handling of hazardous materials such as chemicals and flammable objects
- KU6.** the process of identifying health and safety hazards at the workplace and taking appropriate preventive measures
- KU7.** the importance of ensuring that only authorised personnel have access to hazardous work areas
- KU8.** the importance and process of arranging regular workplace audits to ensure safe working conditions
- KU9.** the correct action to be taken to deal with workplace emergencies such as fire, accidents, disease outbreak or natural calamities
- KU10.** the process of providing first aid and requesting further medical assistance
- KU11.** safe use of the emergency equipment as per the manufacturer's instructions
- KU12.** the process of reporting workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments in the field of work
- GS4.** plan and prioritise tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure health and safety</i>	16	18	-	16
PC1. follow the organisational policy to ensure personal health and safety at the work	-	-	-	-
PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations	-	-	-	-
PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable	-	-	-	-
PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required	-	-	-	-
PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use	-	-	-	-
PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions	-	-	-	-
PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects	-	-	-	-
PC8. identify health and safety hazards at the work and take appropriate preventive measures	-	-	-	-
PC9. ensure that only authorised personnel have access to hazardous work areas	-	-	-	-
PC10. arrange for regular workplace audit to ensure safe working conditions	-	-	-	-
PC11. report any out of authority issues to the relevant authority for a timely resolution	-	-	-	-
<i>Deal with emergencies at work</i>	14	22	-	14

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities	-	-	-	-
PC13. arrange for immediate medical attention for any injured personnel	-	-	-	-
PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions	-	-	-	-
PC15. arrange for the emergency equipment to be repaired or replaced as required	-	-	-	-
PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9911
NOS Name	Ensure adherence to health and safety guidelines at work
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	1
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

DGT/VSQ/N0103: Employability Skills (90 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.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** 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.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment

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- PC7.** 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
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** 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:

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** 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:

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** 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:

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** 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:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** 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

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- KU11.** components of salary and 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
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** 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 in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC4. 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.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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

Minimum Aggregate Passing % at QP Level : 70

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(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/N7910.Devise and implement the agricultural commodity procurement strategy	30	40	0	30	100	25
AGR/N7911.Manage the sourcing process and supplier relationship	30	40	0	30	100	25
AGR/N7912.Monitor and evaluate supplier performance and customer satisfaction	30	40	0	30	100	20
AGR/N7904.Maintain records concerning commodity management	30	40	0	30	100	20
AGR/N9911.Ensure adherence to health and safety guidelines at work	30	40	-	30	100	5
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	5
Total	170	230	0	150	550	100

Qualification Pack

Acronyms

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

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Glossary

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

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