

Qualification Pack



Vermicompost Producer

QP Code: AGR/Q1203

Version: 3.0

NSQF Level: 3

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AGR/Q1203: Vermicompost Producer

Brief Job Description

The individual produces good quality vermicompost using correct species of earthworms, materials, vermicomposting techniques in appropriate site/location. The individual also undertakes basic entrepreneurial activities for small enterprise and sell the produced compost as per the competitive market prices

Personal Attributes

The individual should be easily adaptable in agricultural environment and possess willingness to take up initiatives. The person must be tolerant to handling organic wastes, farm or dairy wastes and should not be vermiphobic or averse to living organisms that thrive in soil/underground. The individual must possess an alert mind, physically active body and be willing to work for long hours in open areas. The Individual must have good communication, facilitation, analytical and organizing skills. The person should independently take decisions.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N1212: Identify appropriate site and prepare bed for vermicomposting](#)
2. [AGR/N1213: Inoculate earthworms in prepared unit and manage the vermicomposting process](#)
3. [AGR/N1214: Identify maturity of vermicompost and harvest using approved procedures](#)
4. [AGR/N9908: Undertake basic entrepreneurial activities for small enterprise](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management
Country	India

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NSQF Level	3
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	<p>10th Class OR 8th grade pass (with two years of (NTC/ NAC) after 8th) OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 Years of experience relevant experience OR 5th grade pass with 5 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2) with 1 Year of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 2.5) with 6 Months of experience relevant experience</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	17 Years
Last Reviewed On	NA
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
Version	3.0
Reference code on NQR	QG-04-AG-00419-2023-V1.1-ASCI
NQR Version	1.0

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AGR/N1212: Identify appropriate site and prepare bed for vermicomposting

Description

This unit deals with selecting an appropriate site for carrying out vermicomposting. It also covers the key skill sets required for preparation of vermibed using approved procedures and materials.

Scope

The scope covers the following :

- Work safely
- Identify appropriate site for preparing vermicompost
- Construct vermicompost unit
- Prepare bed for vermicomposting
- Post vermibed preparation activities

Elements and Performance Criteria

Work safely

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

- PC1.** comply with occupational health and safety requirements relevant to work
- PC2.** assess possible risks and hazards in the work environment and exercise safety precautions to minimize injury to self and others
- PC3.** comply with relevant safety practices while handling sharp tools and equipment
- PC4.** ensure that the selected tools are in good working condition

Identify appropriate site for preparing vermicompost

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

- PC5.** select suitable location based on factors such as accessibility to road; availability of bio-wastes; good ventilation; etc.
- PC6.** ensure that the selected site is located close to dairy farms or places with high population of cattle to procure cow dung and farm wastes
- PC7.** verify that water resource is available in the vicinity of the vermicomposting area
- PC8.** ensure the availability of farm labour in the selected location
- PC9.** select appropriate vermicomposting method based on various factors

Construct vermicompost unit

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

- PC10.** obtain appropriate tools, accessories and construction raw materials as per the selected vermicomposting method
- PC11.** identify shady area in the selected site to construct the vermicompost unit as per the approved procedures
- PC12.** provide correct, safe and accurate instructions to workers for any construction work and follow the same where contributing to construction

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Prepare bed for vermicomposting

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

- PC13.** select the appropriate kind of raw materials to make vermibed as per resource availability and feasibility, viz. straws, waste paper, saw dusts, corrugated cardboard, dry leaves, corn stalks, etc.
- PC14.** ensure that the bottom of the vermicomposting unit is covered with appropriate materials such as layer of tiles, broken bricks, coarse loamy soil, coconut husk or polythene sheet, etc.
- PC15.** prepare vermibed of appropriate height/level using suitable raw materials as per approved vermicomposting practices
- PC16.** select appropriate type of organic wastes (free from non-biodegradable materials) required to be used for making vermicomposting heap as per standard requirements
- PC17.** identify reliable source(s) to ensure continuous supply of food material/organic waste required as feeds for vermes/earthworm
- PC18.** verify that organic wastes are shredded into small pieces prior to mixing in accordance with good vermicomposting practices
- PC19.** ensure that the mixture is transferred into the vermicomposting unit following approved procedures or as alternating layers of shredded organic wastes and cow dung slurry in correct proportion
- PC20.** ensure that the layer or height of the heap is maintained as per standard quality requirements

Post vermibed preparation activities

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

- PC21.** check that the top layer of the vermicomposting unit is properly covered with soil, cow dung, leaves, straws or other crop wastes as per good vermicomposting practices
- PC22.** ensure that the mixture or heap is allowed to decompose in the vermibed for required length of days depending on the vermicomposting method selected
- PC23.** check that appropriate moisture level is maintained during the process in line with standard procedure requirements
- PC24.** optimize usage of material including water in various tasks/activities/processes
- PC25.** segregate waste into different categories
- PC26.** dispose non-recyclable waste appropriately
- PC27.** deposit recyclable and reusable material at identified location
- PC28.** leave the work area in a safe condition in line with environmental health and safety

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.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU5.** use of appropriate personal protective equipment suitable to the type of work

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- KU6.** range of tools and materials used to construct vermicomposting unit and prepare vermibeds
- KU7.** factors affecting site selection of vercomposting area
- KU8.** different types of vermicomposting methods and how to select the suitable method
- KU9.** quality of materials/inputs used in making vermicompost unit
- KU10.** various types of vermibeds and their specifications
- KU11.** techniques used to prepare vermicoposting beds
- KU12.** different types of organic wastes and their uses
- KU13.** nutrients richly found in vermicompost such as carbon (c), nitrogen (n), phosphate (p), potassium (p), etc.
- KU14.** benefits of vermicompost and vermivash in enhancing the soil properties
- KU15.** importance of maintaining correct proportion of substrates in a composting unit
- KU16.** length of time allowed for decomposition of organic wastes

Generic Skills (GS)

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

- GS1.** note down expenses incurred during construction and procurement of materials in English or local language
- GS2.** document work related activities in appropriate work-sheet, tracker, register, etc.
- GS3.** comprehend warnings/instructions given on tools and materials such as fungicide or insecticide in English or local language
- GS4.** communicate effectively with subordinates/coworkers
- GS5.** plan and organize work in such a way that all activities are completed in time and as per required specifications
- GS6.** provide good customer service, commit to timeline and maintain service level agreements at all times
- GS7.** seek assistance and support from other sources to solve problems
- GS8.** apply logical reasoning to solve problems or any potential problems related to work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work safely</i>	5	5	-	5
PC1. comply with occupational health and safety requirements relevant to work	-	-	-	-
PC2. assess possible risks and hazards in the work environment and exercise safety precautions to minimize injury to self and others	-	-	-	-
PC3. comply with relevant safety practices while handling sharp tools and equipment	-	-	-	-
PC4. ensure that the selected tools are in good working condition	-	-	-	-
<i>Identify appropriate site for preparing vermicompost</i>	5	10	-	5
PC5. select suitable location based on factors such as accessibility to road; availability of bio-wastes; good ventilation; etc.	-	-	-	-
PC6. ensure that the selected site is located close to dairy farms or places with high population of cattle to procure cow dung and farm wastes	-	-	-	-
PC7. verify that water resource is available in the vicinity of the vermicomposting area	-	-	-	-
PC8. ensure the availability of farm labour in the selected location	-	-	-	-
PC9. select appropriate vermicomposting method based on various factors	-	-	-	-
<i>Construct vermicompost unit</i>	5	10	-	5
PC10. obtain appropriate tools, accessories and construction raw materials as per the selected vermicomposting method	-	-	-	-
PC11. identify shady area in the selected site to construct the vermicompost unit as per the approved procedures	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. provide correct, safe and accurate instructions to workers for any construction work and follow the same where contributing to construction	-	-	-	-
<i>Prepare bed for vermicomposting</i>	10	10	-	10
PC13. select the appropriate kind of raw materials to make vermibed as per resource availability and feasibility, viz. straws, waste paper, saw dusts, corrugated cardboard, dry leaves, corn stalks, etc.	-	-	-	-
PC14. ensure that the bottom of the vermicomposting unit is covered with appropriate materials such as layer of tiles, broken bricks, coarse loamy soil, coconut husk or polythene sheet, etc.	-	-	-	-
PC15. prepare vermibed of appropriate height/level using suitable raw materials as per approved vermicomposting practices	-	-	-	-
PC16. select appropriate type of organic wastes (free from non-biodegradable materials) required to be used for making vermicomposting heap as per standard requirements	-	-	-	-
PC17. identify reliable source(s) to ensure continuous supply of food material/organic waste required as feeds for vermes/earthworm	-	-	-	-
PC18. verify that organic wastes are shredded into small pieces prior to mixing in accordance with good vermicomposting practices	-	-	-	-
PC19. ensure that the mixture is transferred into the vermicomposting unit following approved procedures or as alternating layers of shredded organic wastes and cow dung slurry in correct proportion	-	-	-	-
PC20. ensure that the layer or height of the heap is maintained as per standard quality requirements	-	-	-	-
<i>Post vermibed preparation activities</i>	5	5	-	5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. check that the top layer of the vermicomposting unit is properly covered with soil, cow dung, leaves, straws or other crop wastes as per good vermicomposting practices	-	-	-	-
PC22. ensure that the mixture or heap is allowed to decompose in the vermibed for required length of days depending on the vermicomposting method selected	-	-	-	-
PC23. check that appropriate moisture level is maintained during the process in line with standard procedure requirements	-	-	-	-
PC24. optimize usage of material including water in various tasks/activities/processes	-	-	-	-
PC25. segregate waste into different categories	-	-	-	-
PC26. dispose non-recyclable waste appropriately	-	-	-	-
PC27. deposit recyclable and reusable material at identified location	-	-	-	-
PC28. leave the work area in a safe condition in line with environmental health and safety	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1212
NOS Name	Identify appropriate site and prepare bed for vermicomposting
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N1213: Inoculate earthworms in prepared unit and manage the vermicomposting process

Description

This unit deals with the selection of appropriate inoculation techniques with correct type of earthworms, preparation of feed, protection from potential predators of worms and good vermicomposting practices

Scope

The scope covers the following :

- Prepare to inoculate earthworms
- Inoculate earthworms into vermicomposting unit
- Prepare feed and manage vermicomposting unit
- Control predator attacks

Elements and Performance Criteria

Prepare to inoculate earthworms

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

- PC1.** identify reliable source for procuring earthworm species for vermicomposting considering approved vermicomposting practices while selecting earthworm species
- PC2.** select the correct types of earthworm to carry out composting types: eisenia fetida and eudrilus eugeniae (exotic), perionyx excavates and lampito mauritii (indigenous)
- PC3.** ensure that the quantity of earthworms selected is appropriate and proportionate to the size of the vermibed
- PC4.** establish the favorable thriving conditions prior to releasing earthworms into the bed
- PC5.** verify that the organic wastes have undergone required state of decomposition prior to introducing the earthworms

Inoculate earthworms into vermicomposting unit

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

- PC6.** check that the selected earthworms are uniformly released over the decomposed materials as per required quality standards
- PC7.** ensure that the moisture level is maintained as per standard vermicomposting practices
- PC8.** verify that the decomposed matter is loosened enough to allow air to pass through
- PC9.** ensure that the heap is properly covered with appropriate material such as leaves, barks, bamboos, dried crop wastes, etc.
- PC10.** protect the vermicomposting unit against adverse weather conditions, such as rains, winds, heat, etc.
- PC11.** ensure that the earthworms are allowed to feed on the decomposed materials for required period of time as per the standard vermicomposting procedure

Prepare feed and manage vermicomposting unit

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

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- PC12.** collect required organic wastes and cow dung to make heap for vermicomposting in accordance with good vermicomposting practices
- PC13.** confirm that the collected raw materials are in correct ratio as per given vermicomposting requirements
- PC14.** verify that the cattle dung is properly dried in sunlight or allowed to cool for specified length of time prior to using it
- PC15.** prepare the feed separately for transferring earthworms post harvesting
- PC16.** ensure that the heap is allowed to decompose for required period of time
- PC17.** sprinkle water over the heap in every 2-3 days to ensure that the temperature does not increase above the required level
- PC18.** drain the excess water from the unit through appropriately constructed channels
- PC19.** collect the nutrients rich excess water/vermiwash in containers for further utilization
- PC20.** use approved procedures to aerate the decomposed material with respect to the type of vermicomposting selected

Control predator attacks

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

- PC21.** ensure that the vermibed is properly covered with appropriate materials such as wire mesh, gunny bag, etc. to prevent birds from picking the earthworms
- PC22.** comply with relevant agricultural practices to protect earthworms from some animals and insects such as red mites, ants, flatworm, centipedes, rats, etc
- PC23.** treat vermibed with insecticide in appropriate amount at the time of filling to prevent attacks by predators
- PC24.** establish favorable environmental conditions during the vermicomposting process against diseases such as 'sour crop'
- PC25.** leave the work area in a safe condition and in accordance with the environmental health and safety

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.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU5.** importance of using personal protective equipment appropriate to work
- KU6.** range of tools and materials used in inoculation of earthworms and management of feeds and protection from preys
- KU7.** how to identify reliable sources for procuring earthworms
- KU8.** different types of earthworms used in vermicomposting
- KU9.** cost of earthworms and how to determine quantitative requirements
- KU10.** species of earthworms yielding high quality vermicompost

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- KU11.** advantages of vermicompost over other kinds of composts
- KU12.** importance of vermiwash and its uses
- KU13.** benefits of using vermicompost and vermiwash in improving the soil properties
- KU14.** favorable thriving conditions for earthworms
- KU15.** how to maintain favourable thriving conditions for earthworms
- KU16.** appropriate techniques used for inoculation of earthworms
- KU17.** feed management and watering methods
- KU18.** importance of maintaining temperature control of vermicompost unit/heap
- KU19.** different types of predators known to prey on earthworms and how to control attacks
- KU20.** appropriate use of fungicide and insecticide to control intrusions/attacks

Generic Skills (GS)

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

- GS1.** note down the expenses incurred during maintenance of unit and procurement of earthworms in English or local language
- GS2.** document work related activities in appropriate work-sheet, tracker, register, etc.
- GS3.** read warnings/instructions given on tools and materials such as fungicide or insecticide in English or local language
- GS4.** communicate effectively with sub-ordinates/co-workers
- GS5.** plan and organize work in such a way that all activities are completed in time and as per required specifications
- GS6.** prioritize and plan for problem solving
- GS7.** apply logical reasoning to solve problems or any potential problems related to work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare to inoculate earthworms</i>	10	5	-	10
PC1. identify reliable source for procuring earthworm species for vermicomposting considering approved vermicomposting practices while selecting earthworm species	-	-	-	-
PC2. select the correct types of earthworm to carry out composting types: eisenia fetida and eudrilus eugeniae (exotic), perionyx excavates and lampito mauritii (indigenous)	-	-	-	-
PC3. ensure that the quantity of earthworms selected is appropriate and proportionate to the size of the vermibed	-	-	-	-
PC4. establish the favorable thriving conditions prior to releasing earthworms into the bed	-	-	-	-
PC5. verify that the organic wastes have undergone required state of decomposition prior to introducing the earthworms	-	-	-	-
<i>Inoculate earthworms into vermicomposting unit</i>	5	10	-	10
PC6. check that the selected earthworms are uniformly released over the decomposed materials as per required quality standards	-	-	-	-
PC7. ensure that the moisture level is maintained as per standard vermicomposting practices	-	-	-	-
PC8. verify that the decomposed matter is loosened enough to allow air to pass through	-	-	-	-
PC9. ensure that the heap is properly covered with appropriate material such as leaves, barks, bamboos, dried crop wastes, etc.	-	-	-	-
PC10. protect the vermicomposting unit against adverse weather conditions, such as rains, winds, heat, etc.	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure that the earthworms are allowed to feed on the decomposed materials for required period of time as per the standard vermicomposting procedure	-	-	-	-
<i>Prepare feed and manage vermicomposting unit</i>	5	10	-	10
PC12. collect required organic wastes and cow dung to make heap for vermicomposting in accordance with good vermicomposting practices	-	-	-	-
PC13. confirm that the collected raw materials are in correct ratio as per given vermicomposting requirements	-	-	-	-
PC14. verify that the cattle dung is properly dried in sunlight or allowed to cool for specified length of time prior to using it	-	-	-	-
PC15. prepare the feed separately for transferring earthworms post harvesting	-	-	-	-
PC16. ensure that the heap is allowed to decompose for required period of time	-	-	-	-
PC17. sprinkle water over the heap in every 2-3 days to ensure that the temperature does not increase above the required level	-	-	-	-
PC18. drain the excess water from the unit through appropriately constructed channels	-	-	-	-
PC19. collect the nutrients rich excess water/vermiwash in containers for further utilization	-	-	-	-
PC20. use approved procedures to aerate the decomposed material with respect to the type of vermicomposting selected	-	-	-	-
<i>Control predator attacks</i>	10	10	-	5
PC21. ensure that the vermibed is properly covered with appropriate materials such as wire mesh, gunny bag, etc. to prevent birds from picking the earthworms	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. comply with relevant agricultural practices to protect earthworms from some animals and insects such as red mites, ants, flatworm, centipedes, rats, etc	-	-	-	-
PC23. treat vermibed with insecticide in appropriate amount at the time of filling to prevent attacks by predators	-	-	-	-
PC24. establish favorable environmental conditions during the vermicomposting process against diseases such as 'sour crop'	-	-	-	-
PC25. leave the work area in a safe condition and in accordance with the environmental health and safety	-	-	-	-
NOS Total	30	35	-	35

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1213
NOS Name	Inoculate earthworms in prepared unit and manage the vermicomposting process
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N1214: Identify maturity of vermicompost and harvest using approved procedures

Description

This unit is designed to equip learners to correctly identify maturity of prepared vermicompost, carry out harvesting using approved techniques and materials, and harvesting of earthworms for reuse or sales and distribution.

Scope

The scope covers the following :

- Prepare to carry out harvesting procedures
- Harvest mature vermicompost
- Harvest earthworms
- Post-harvest procedures

Elements and Performance Criteria

Prepare to carry out harvesting procedures

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

- PC1.** use appropriate personal protective equipment suitable to the type of work
- PC2.** obtain tools and materials needed in carrying out harvesting procedures
- PC3.** ensure that the tools and accessories selected are undamaged and safe to use
- PC4.** follow the health and safety guidelines relevant to the work
- PC5.** identify the appropriate harvesting stage of compost on the basis of different quality parameters

Harvest mature vermicompost

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

- PC6.** collect the top layer manually following approved procedures and in accordance with the vermicomposting method used such as tub method, container method, etc.
- PC7.** ensure that harvesting of the worm castings are limited to layer above the earthworm's presence
- PC8.** ensure that the collected vermicompost is stored in a shady dry place in line with approved procedures
- PC9.** feed the worms with partially decomposed organic wastes (prepared in correct ratio) to continue composting cycle relevant to the type of method selected

Harvest earthworms

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

- PC10.** remove the upper layer of the stable and mature compost before harvesting the earthworms as per approved procedures
- PC11.** carry out harvesting of earthworms using technique appropriate to the type of vermicomposting method adopted

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PC12. ensure that the vermiculture collected is segregated into cocoons, juveniles, adults, etc. as per work requirements

Post-harvest procedures

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

PC13. ensure that approved post-harvesting procedures are followed

PC14. recycle the process by refilling the bed with partially prepared organic wastes in required quantity and ratio as per the type of vermicomposting method selected

PC15. ensure that the compost collected is sun dried and sieved to obtain good quality material

PC16. pack the compost in bags or containers made of suitable materials

PC17. store the bags or containers in cool and dry place

PC18. ensure pest control practices are followed during storing

PC19. leave the work place in an environmentally safe condition

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. impact of not following the health, hygiene, safety and quality standards on consumers and the business

KU5. importance of using personal protective equipment appropriate to work

KU6. range of tools and materials used in harvesting of vermicompost and earthworms

KU7. how to determine maturity of vermicompost

KU8. different techniques used to harvest vermicompost based on the type of composting method used

KU9. appropriate collection and storage procedures post harvesting

KU10. restoration of harvested unit with adequate amount of feed for process recycle

KU11. methods used to harvest earthworms

KU12. how to segregate earthworms into cocoons, juveniles & adults and determine their uses

KU13. sale and distribution of extra earthworms

KU14. procedures to process and pack vermicompost in appropriate materials

Generic Skills (GS)

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

GS1. note down the expenses incurred during harvesting of vermicompost and earthworms in English or local language

GS2. document work related activities in appropriate work-sheet, tracker, register, etc.

GS3. read warnings/instructions given on tools and materials such as packing materials in English or local language

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- GS4.** communicate effectively with sub-ordinates/co-workers
- GS5.** plan and organize work in such a way that all activities are completed in time and as per required specifications
- GS6.** assess customers needs, quality standards and deliverables that are within one's scope of work
- GS7.** provide good customer service, commit to timeline and maintain service level agreements at all times
- GS8.** prioritize and plan for problem solving
- GS9.** apply logical reasoning to solve problems or any potential problems related to work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare to carry out harvesting procedures</i>	5	5	-	5
PC1. use appropriate personal protective equipment suitable to the type of work	-	-	-	-
PC2. obtain tools and materials needed in carrying out harvesting procedures	-	-	-	-
PC3. ensure that the tools and accessories selected are undamaged and safe to use	-	-	-	-
PC4. follow the health and safety guidelines relevant to the work	-	-	-	-
PC5. identify the appropriate harvesting stage of compost on the basis of different quality parameters	-	-	-	-
<i>Harvest mature vermicompost</i>	5	10	-	10
PC6. collect the top layer manually following approved procedures and in accordance with the vermicomposting method used such as tub method, container method, etc.	-	-	-	-
PC7. ensure that harvesting of the worm castings are limited to layer above the earthworm's presence	-	-	-	-
PC8. ensure that the collected vermicompost is stored in a shady dry place in line with approved procedures	-	-	-	-
PC9. feed the worms with partially decomposed organic wastes (prepared in correct ratio) to continue composting cycle relevant to the type of method selected	-	-	-	-
<i>Harvest earthworms</i>	10	10	-	10
PC10. remove the upper layer of the stable and mature compost before harvesting the earthworms as per approved procedures	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. carry out harvesting of earthworms using technique appropriate to the type of vermicomposting method adopted	-	-	-	-
PC12. ensure that the vermiculture collected is segregated into cocoons, juveniles, adults, etc. as per work requirements	-	-	-	-
<i>Post-harvest procedures</i>	10	10	-	10
PC13. ensure that approved post-harvesting procedures are followed	-	-	-	-
PC14. recycle the process by refilling the bed with partially prepared organic wastes in required quantity and ratio as per the type of vermicomposting method selected	-	-	-	-
PC15. ensure that the compost collected is sun dried and sieved to obtain good quality material	-	-	-	-
PC16. pack the compost in bags or containers made of suitable materials	-	-	-	-
PC17. store the bags or containers in cool and dry place	-	-	-	-
PC18. ensure pest control practices are followed during storing	-	-	-	-
PC19. leave the work place in an environmentally safe condition	-	-	-	-
NOS Total	30	35	-	35

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1214
NOS Name	Identify maturity of vermicompost and harvest using approved procedures
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

AGR/N9908: Undertake basic entrepreneurial activities for small enterprise

Description

This OS unit is about undertaking basic entrepreneurial or business activities in the agriculture sector.

Scope

The scope covers the following :

- Plan the agricultural enterprise/ business
- Manage the agricultural production process
- Manage the post-production and marketing processes

Elements and Performance Criteria

Plan the agricultural enterprise/ business

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

- PC1.** analyse the demand and supply of the relevant agricultural produce in the market
- PC2.** identify the target customers and assess their needs and expectations with respect to the quality and price of the produce
- PC3.** identify various types of agricultural entrepreneurship/ business opportunities
- PC4.** plan agricultural production with the use of relevant and efficient technologies for availing funds
- PC5.** identify appropriate and authentic advisory services/Government authority for skill upgradation to successfully plan and implement business activities
- PC6.** prepare a basic business plan for the agricultural entrepreneurship/business activities
- PC7.** identify appropriate sources of funding for the agricultural entrepreneurship/ business
- PC8.** coordinate with the relevant government authorities to subscribe to the relevant government schemes and programs to benefit from them
- PC9.** ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the agricultural enterprise/ business

Manage the agricultural production process

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

- PC10.** select and arrange the necessary resources for the business operations
- PC11.** ensure the use of relevant and efficient production technologies as per planning and availability of funds
- PC12.** follow the recommended practices for efficient input resource management
- PC13.** optimise the production processes and output through the amalgamation of existing practices with smart technologies
- PC14.** follow the recommended sustainability practices during agricultural production to prevent adverse impacts on the environment and produce viz. deforestation, loss of biodiversity, soil degradation, etc.

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Manage the post-production and marketing processes

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

- PC15.** ensure the availability of proper storage infrastructures and facilities post-production of the produce as per the industry quality standards
- PC16.** collect information related to the wholesale and retail price of produce
- PC17.** calculate the costs incurred and determine the price of the produce for profitability
- PC18.** ensure that the cost of production, transportation, and marketing are considered while calculating the cost and setting the price for the produce
- PC19.** collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce
- PC20.** select appropriate marketing channels for the produce, considering the relevant requirements and constraints
- PC21.** identify various risks to production and post-production processes and manage them appropriately
- PC22.** undertake outreach programs to promote agricultural products and services, and expand agri-business
- PC23.** prepare and execute a marketing plan considering the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness
- PC24.** use the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.
- PC25.** use efficient post-production logistics means to improve the supply quantity, reduce the cost to the consumer, and increase demand consequently
- PC26.** ensure all the relevant information such as quality and quantity of produce, date of manufacture, batch number, and sale is recorded electronically and/ or manually
- PC27.** coordinate with the various stakeholders for efficient and sustainable agri-business growth and development

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to analyse the demand and supply of the relevant agricultural produce in the market
- KU2.** the process of identifying the target customers and assess their needs and expectations with respect to the quality and price of the produce
- KU3.** how to identify various types of agricultural entrepreneurship/ business opportunities
- KU4.** how to prepare a basic business plan for the agricultural entrepreneurship/business activities
- KU5.** appropriate sources of funding for the agricultural entrepreneurship/ businesses
- KU6.** the relevant government schemes and programs
- KU7.** the importance of ensuring compliance with the government structural reforms and framework, along with the applicable rules and regulations
- KU8.** various resources required for agricultural production
- KU9.** the process of planning agricultural production and the use of relevant technologies to enhance production

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- KU10.** the importance of ensuring no cause adverse impact on the environment and produce during production
- KU11.** the recommended practices to be followed for efficient input resource management
- KU12.** the process of optimising the production processes and output through the amalgamation of existing practices with smart technologies
- KU13.** the recommended sustainability practices to be followed during agricultural production to prevent and deal with deforestation, loss of biodiversity, soil degradation, etc.
- KU14.** how to collect information related to the wholesale and retail price of agricultural produce
- KU15.** how to calculate the economics of the produce viz. production cost, price of the produce, B:C Ratio etc.
- KU16.** relevant government schemes with the provision of subsidies/funds for the promotion of agricultural produce
- KU17.** the process of selecting appropriate marketing channels for marketing agricultural produce, and the applicable requirements and constraints
- KU18.** the relevant buyers of different types of agricultural produce such as co-operatives, retailers, local vendors, wholesalers, e-trading portals, marketing companies, exporters, etc.
- KU19.** how to identify and manage various risks to production and post-production processes
- KU20.** how to undertake outreach programs to promote agricultural products and services, and expand agri-business
- KU21.** the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness considered while preparing and executing a marketing plan
- KU22.** use of the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.
- KU23.** the importance of using efficient post-production logistics
- KU24.** the importance of maintaining various records accurately

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 work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accident
- GS8.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan the agricultural enterprise/ business</i>	10	14	-	10
PC1. analyse the demand and supply of the relevant agricultural produce in the market	-	-	-	-
PC2. identify the target customers and assess their needs and expectations with respect to the quality and price of the produce	-	-	-	-
PC3. identify various types of agricultural entrepreneurship/ business opportunities	-	-	-	-
PC4. plan agricultural production with the use of relevant and efficient technologies for availing funds	-	-	-	-
PC5. identify appropriate and authentic advisory services/Government authority for skill upgradation to successfully plan and implement business activities	-	-	-	-
PC6. prepare a basic business plan for the agricultural entrepreneurship/business activities	-	-	-	-
PC7. identify appropriate sources of funding for the agricultural entrepreneurship/ business	-	-	-	-
PC8. coordinate with the relevant government authorities to subscribe to the relevant government schemes and programs to benefit from them	-	-	-	-
PC9. ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the agricultural enterprise/ business	-	-	-	-
<i>Manage the agricultural production process</i>	8	10	-	8
PC10. select and arrange the necessary resources for the business operations	-	-	-	-
PC11. ensure the use of relevant and efficient production technologies as per planning and availability of funds	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow the recommended practices for efficient input resource management	-	-	-	-
PC13. optimise the production processes and output through the amalgamation of existing practices with smart technologies	-	-	-	-
PC14. follow the recommended sustainability practices during agricultural production to prevent adverse impacts on the environment and produce viz. deforestation, loss of biodiversity, soil degradation, etc.	-	-	-	-
<i>Manage the post-production and marketing processes</i>	12	16	-	12
PC15. ensure the availability of proper storage infrastructures and facilities post-production of the produce as per the industry quality standards	-	-	-	-
PC16. collect information related to the wholesale and retail price of produce	-	-	-	-
PC17. calculate the costs incurred and determine the price of the produce for profitability	-	-	-	-
PC18. ensure that the cost of production, transportation, and marketing are considered while calculating the cost and setting the price for the produce	-	-	-	-
PC19. collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce	-	-	-	-
PC20. select appropriate marketing channels for the produce, considering the relevant requirements and constraints	-	-	-	-
PC21. identify various risks to production and post-production processes and manage them appropriately	-	-	-	-
PC22. undertake outreach programs to promote agricultural products and services, and expand agri-business	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. prepare and execute a marketing plan considering the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness	-	-	-	-
PC24. use the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.	-	-	-	-
PC25. use efficient post-production logistics means to improve the supply quantity, reduce the cost to the consumer, and increase demand consequently	-	-	-	-
PC26. ensure all the relevant information such as quality and quantity of produce, date of manufacture, batch number, and sale is recorded electronically and/ or manually	-	-	-	-
PC27. coordinate with the various stakeholders for efficient and sustainable agri-business growth and development	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9908
NOS Name	Undertake basic entrepreneurial activities for small enterprise
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

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	3.0
Last Reviewed Date	26/05/2022
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

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.

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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	28/02/2026
NSQC Clearance Date	28/02/2023

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) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/optional set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 50% of % aggregate marks to successfully clear the assessment.

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

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N1212. Identify appropriate site and prepare bed for vermicomposting	30	40	-	30	100	20
AGR/N1213. Inoculate earthworms in prepared unit and manage the vermicomposting process	30	35	-	35	100	20
AGR/N1214. Identify maturity of vermicompost and harvest using approved procedures	30	35	-	35	100	20
AGR/N9908. Undertake basic entrepreneurial activities for small enterprise	30	40	-	30	100	25
AGR/N9903. Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	0	0	50	5
Total	180	205	-	165	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
PwD	Persons with Disabilities
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.