

## Qualification Pack



# Poultry Hatchery Supervisor

QP Code: AGR/Q4401

Version: 3.0

NSQF Level: 5

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## Qualification Pack

### Contents

AGR/Q4401: Poultry Hatchery Supervisor .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
AGR/N4401: Receive and store eggs at the hatchery .....	6
AGR/N4402: Carry out incubation process .....	11
AGR/N4403: Ensure proper grading and packing of chicks .....	16
AGR/N4404: Estimate and procure required inputs for hatching process .....	20
AGR/N4405: Ensure maintenance of hatchery equipment, infrastructure and environment .....	24
AGR/N4406: Carry out sanitation management of the hatchery unit .....	29
AGR/N9903: Maintain health and safety at the workplace .....	33
DGT/VSQ/N0103: Employability Skills (90 Hours) .....	39
Assessment Guidelines and Weightage .....	47
<i>Assessment Guidelines</i> .....	47
<i>Assessment Weightage</i> .....	48
Acronyms .....	49
Glossary .....	50

## Qualification Pack

### AGR/Q4401: Poultry Hatchery Supervisor

#### Brief Job Description

A Poultry Hatchery Supervisor is responsible for overseeing various activities involved in the incubation process. The individual at work supervises and coordinates activities of workers engaged in receiving and preparing eggs for incubation; incubating eggs; grading, preparing, shipping chicks in poultry hatchery, managing incubation practices, estimating and organizing required resources, maintaining equipment and building, and environment for hatching chicks according to market standards.

#### Personal Attributes

The job requires the individual to have good eyesight and observation ability, attention to details, ability to work independently, goal orientation, health safety & hazards orientation and the stamina for long hours of work.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N4401: Receive and store eggs at the hatchery](#)
2. [AGR/N4402: Carry out incubation process](#)
3. [AGR/N4403: Ensure proper grading and packing of chicks](#)
4. [AGR/N4404: Estimate and procure required inputs for hatching process](#)
5. [AGR/N4405: Ensure maintenance of hatchery equipment, infrastructure and environment](#)
6. [AGR/N4406: Carry out sanitation management of the hatchery unit](#)
7. [AGR/N9903: Maintain health and safety at the workplace](#)
8. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations

### Qualification Pack

<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	16
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6122.0401
<b>Minimum Educational Qualification &amp; Experience</b>	<p>Completed 2nd year of UG (UG Diploma) OR Pursuing 2nd year of UG (and continuous education) OR Completed 2nd year diploma after 12th OR Pursuing 2nd year of 2-year diploma after 12th OR 12th pass with 1 year Vocational Education &amp; training (NTC or NAC or CITS) OR Completed 3 year diploma after 10th with 1 Year of experience relevant experience OR 12th grade Pass with 2 Years of experience relevant experience OR 10th grade pass with 4 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level ( Level 4 and with minimum education as 8th Grade pass) with 3 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 4.5 with 1.5- year relevant experience)</p>
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	19 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQF Approval Date</b>	25/11/2021
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-05-AG-00285-2023-V1.1-ASCI



## Qualification Pack

<b>NQR Version</b>	1.1
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## Qualification Pack

### AGR/N4401: Receive and store eggs at the hatchery

#### Description

This unit is about receiving the eggs from farm, grading them and then storing the hatching eggs.

#### Scope

The scope covers the following :

- Receive eggs from the farm
- Assess the quality of the eggs
- Ensure proper storage of hatching eggs

#### Elements and Performance Criteria

##### *Receive eggs from the farm*

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

- PC1.** check that eggs are received in temperature and humidity controlled vehicle
- PC2.** ensure the unloading of eggs takes place without any breakage and in a controlled environment
- PC3.** check that the quantity of eggs received is in accordance with the purchase order

##### *Assess the quality of the eggs*

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

- PC4.** ensure the eggs are thoroughly cleaned as per the organization's guidelines
- PC5.** ensure that the eggs which are unsuitable for hatching (dirty/cracked/very small/very large/elongated/rounded/toe punched/wrinkled/poor shell) are separated out
- PC6.** check that non-hatchable or rejected eggs are isolated properly and sent for commercial sale as per company's policy
- PC7.** ensure that hatchable eggs are taken to fumigation room carefully and proper disinfection is done as per the organizational norms
- PC8.** maintain the record of number of eggs received, hatching and non-hatching eggs post segregation

##### *Ensure proper storage of hatching eggs*

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

- PC9.** set the temperature and humidity level of the cool room as per the industry standards
- PC10.** ensure the hatching eggs are transferred to the cool room without any damage
- PC11.** maintain the records as per the organization's SOP

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies and procedures for management of hatchery

## Qualification Pack

- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role & responsibilities and standard operating procedures
- KU4.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU5.** organizational guidelines on selection of hatching eggs
- KU6.** proper handling of eggs
- KU7.** quality and characteristics of good hatching eggs
- KU8.** temperature, humidity and sanitation requirements of eggs at different stages of hatchery management
- KU9.** how to maintain controlled environment
- KU10.** method of proper storage of eggs
- KU11.** process of fumigation and cooling of eggs

## Generic Skills (GS)

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

- GS1.** note the information communicated by the workers and subordinates
- GS2.** note the data which are required for record keeping purpose
- GS3.** read SOP carefully for executing the technology in maintaining the hatchery
- GS4.** stay updated with the latest knowledge in hatchery operations by reading brochures, pamphlets, etc.
- GS5.** identify problems that may arise in carrying out tasks and take preventative action
- GS6.** plan and organize the work orders & activities with the workers to utilize time and equipment effectively
- GS7.** analyze the information gathered from one's observations and experiences
- GS8.** make decisions pertaining to the concerned area of work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive eggs from the farm</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC1.</b> check that eggs are received in temperature and humidity controlled vehicle	-	-	-	-
<b>PC2.</b> ensure the unloading of eggs takes place without any breakage and in a controlled environment	-	-	-	-
<b>PC3.</b> check that the quantity of eggs received is in accordance with the purchase order	-	-	-	-
<i>Assess the quality of the eggs</i>	<b>10</b>	<b>20</b>	-	<b>10</b>
<b>PC4.</b> ensure the eggs are thoroughly cleaned as per the organization's guidelines	-	-	-	-
<b>PC5.</b> ensure that the eggs which are unsuitable for hatching (dirty/cracked/very small/very large/elongated/rounded/toe punched/wrinkled/poor shell) are separated out	-	-	-	-
<b>PC6.</b> check that non-hatchable or rejected eggs are isolated properly and sent for commercial sale as per company's policy	-	-	-	-
<b>PC7.</b> ensure that hatchable eggs are taken to fumigation room carefully and proper disinfection is done as per the organizational norms	-	-	-	-
<b>PC8.</b> maintain the record of number of eggs received, hatching and non-hatching eggs post segregation	-	-	-	-
<i>Ensure proper storage of hatching eggs</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC9.</b> set the temperature and humidity level of the cool room as per the industry standards	-	-	-	-
<b>PC10.</b> ensure the hatching eggs are transferred to the cool room without any damage	-	-	-	-
<b>PC11.</b> maintain the records as per the organization's SOP	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4401
<b>NOS Name</b>	Receive and store eggs at the hatchery
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQF Clearance Date</b>	25/11/2021

## Qualification Pack

### AGR/N4402: Carry out incubation process

#### Description

This unit is about carrying out the incubation process.

#### Scope

The scope covers the following :

- Set the eggs in the setter incubator
- Transfer the eggs in the hatcher incubator

#### Elements and Performance Criteria

##### *Set the eggs in the setter incubator*

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

- PC1.** set the temperature and relative humidity level of the setter incubator as specified in the SOP
- PC2.** ensure proper transfer of hatching eggs from the cool room to the setter tray
- PC3.** ensure the eggs are set vertically with small (pointed) end down
- PC4.** ensure the setter trays are placed in the setter incubator for minimum of 18 days
- PC5.** ensure the eggs are taken out from incubator at the end of the 18th day for candling
- PC6.** inspect the eggs for their fertility through the candling method
- PC7.** segregate fertile egg (eggs through which light cannot pass) and unfertile egg (light passes through them) carefully
- PC8.** isolate unfertile & dead germ eggs as per the organization's policy
- PC9.** complete the documentation as per the organization's SOP

##### *Transfer the eggs to the hatcher incubator*

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

- PC10.** set the temperature and relative humidity level of the hatcher incubator as specified in the SOP
- PC11.** ensure proper transfer of fertile eggs with live embryo from the setter to the hatcher incubator
- PC12.** arrange for formalin evaporation in the hatcher
- PC13.** ensure the newly hatched chicks are taken out of the hatcher incubator at the end of 21 days cycle
- PC14.** maintain the record as per the organization's SOP

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies and procedures for hatchery management

## Qualification Pack

- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role & responsibilities and standard operating procedures
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6.** organizational guidelines on environment management of setter incubator and hatcher incubator
- KU7.** egg formation in the hen and its structure
- KU8.** about the temperature, humidity and sanitation requirements of eggs at different stages of hatchery management
- KU9.** effect of egg storage period and conditions such as temperature and relative humidity on hatchability
- KU10.** candling process and difference between fertile and infertile and dead germ eggs
- KU11.** safe handling of eggs

## Generic Skills (GS)

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

- GS1.** note the information communicated by the workers and subordinates
- GS2.** maintain the data which are required for record keeping purpose
- GS3.** read the SOP for hatchery management
- GS4.** stay updated with the latest knowledge in hatchery management by reading brochures, pamphlets, etc.
- GS5.** identify problems that may arise in carrying out tasks and take preventative action following workplace procedures
- GS6.** plan and organize the work orders & activities with the workers to utilize time and equipment effectively
- GS7.** analyze the information gathered from one's observations and experiences
- GS8.** make decisions pertaining to the concerned area of work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Set the eggs in the setter incubator</i>	<b>15</b>	<b>25</b>	-	<b>15</b>
<b>PC1.</b> set the temperature and relative humidity level of the setter incubator as specified in the SOP	-	-	-	-
<b>PC2.</b> ensure proper transfer of hatching eggs from the cool room to the setter tray	-	-	-	-
<b>PC3.</b> ensure the eggs are set vertically with small (pointed) end down	-	-	-	-
<b>PC4.</b> ensure the setter trays are placed in the setter incubator for minimum of 18 days	-	-	-	-
<b>PC5.</b> ensure the eggs are taken out from incubator at the end of the 18th day for candling	-	-	-	-
<b>PC6.</b> inspect the eggs for their fertility through the candling method	-	-	-	-
<b>PC7.</b> segregate fertile egg (eggs through which light cannot pass) and unfertile egg (light passes through them) carefully	-	-	-	-
<b>PC8.</b> isolate unfertile & dead germ eggs as per the organization's policy	-	-	-	-
<b>PC9.</b> complete the documentation as per the organization's SOP	-	-	-	-
<i>Transfer the eggs to the hatcher incubator</i>	<b>15</b>	<b>15</b>	-	<b>15</b>
<b>PC10.</b> set the temperature and relative humidity level of the hatcher incubator as specified in the SOP	-	-	-	-
<b>PC11.</b> ensure proper transfer of fertile eggs with live embryo from the setter to the hatcher incubator	-	-	-	-
<b>PC12.</b> arrange for formalin evaporation in the hatcher	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> ensure the newly hatched chicks are taken out of the hatcher incubator at the end of 21 days cycle	-	-	-	-
<b>PC14.</b> maintain the record as per the organization's SOP	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4402
<b>NOS Name</b>	Carry out incubation process
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	25/11/2021

## Qualification Pack

### AGR/N4403: Ensure proper grading and packing of chicks

#### Description

This OS unit is about ensuring proper grading of newly hatched chicks, vaccinating healthy chicks and packing them for transportation

#### Scope

The scope covers the following :

- Ensure proper assessment and grading of chicks
- Ensure proper packing of chicks for transportation

#### Elements and Performance Criteria

##### *Ensure proper assessment and grading of chicks*

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

- PC1.** check that segregation of the healthy chicks in newly hatched lot from unhealthy, deformed, under weight and weak chicks after taking them out of hatchery incubator is done carefully and properly as per company's SOP
- PC2.** arrange for timely vaccination of healthy chicks as per the organization's SOP
- PC3.** ensure proper sexing of DOC as per the recommended method
- PC4.** maintain records of vaccination and sexing of DOC results as per the organization's guidelines

##### *Ensure proper packing of chicks for transportation*

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

- PC5.** ensure new packing boxes with punched holes in side wall are used
- PC6.** analyze the climatic conditions and place appropriate number of chicks per box
- PC7.** ensure proper packing of chicks in boxes as per the organization's SOP
- PC8.** ensure the truck is sanitized and well maintained prior to loading
- PC9.** segregate the chicks in batches according to age groups and breeds while loading
- PC10.** ensure to maintain sufficient space between two boxes and the sides of the van while loading
- PC11.** ensure that chicks could be transported quickly, comfortably and under optimum sanitary conditions

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies and procedures for hatchery management
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role & responsibilities and standard operating procedures

## Qualification Pack

- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6.** organizational guidelines on management, grading, packing and transportation of chicks
- KU7.** characteristics of healthy and unhealthy chicks
- KU8.** process of vaccination of chicks
- KU9.** sexing methods for differentiating males from females chicks
- KU10.** best practices of grading of chicks and newly hatched chick management
- KU11.** recommended packaging materials and their characteristics
- KU12.** safe handling of chicks and their packing
- KU13.** transportation of chicks in different seasons

## Generic Skills (GS)

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

- GS1.** note the information communicated by the workers and subordinates
- GS2.** maintain records, documents and related information as per the organization's policy
- GS3.** read the SOP for hatchery management
- GS4.** stay updated with the latest developments in hatchery management by reading brochures, pamphlets, etc.
- GS5.** identify problems that may arise in carrying out tasks and take preventative action
- GS6.** plan and organize the work orders & activities with the workers to utilize time and equipment effectively
- GS7.** analyze the information gathered from one's observations and experiences
- GS8.** make decisions pertaining to the concerned area of work
- GS9.** maintain effective work relationship with workers and customers

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper assessment and grading of chicks</i>	<b>15</b>	<b>25</b>	-	<b>15</b>
<b>PC1.</b> check that segregation of the healthy chicks in newly hatched lot from unhealthy, deformed, under weight and weak chicks after taking them out of hatchery incubator is done carefully and properly as per company's SOP	-	-	-	-
<b>PC2.</b> arrange for timely vaccination of healthy chicks as per the organization's SOP	-	-	-	-
<b>PC3.</b> ensure proper sexing of DOC as per the recommended method	-	-	-	-
<b>PC4.</b> maintain records of vaccination and sexing of DOC results as per the organization's guidelines	-	-	-	-
<i>Ensure proper packing of chicks for transportation</i>	<b>15</b>	<b>15</b>	-	<b>15</b>
<b>PC5.</b> ensure new packing boxes with punched holes in side wall are used	-	-	-	-
<b>PC6.</b> analyze the climatic conditions and place appropriate number of chicks per box	-	-	-	-
<b>PC7.</b> ensure proper packing of chicks in boxes as per the organization's SOP	-	-	-	-
<b>PC8.</b> ensure the truck is sanitized and well maintained prior to loading	-	-	-	-
<b>PC9.</b> segregate the chicks in batches according to age groups and breeds while loading	-	-	-	-
<b>PC10.</b> ensure to maintain sufficient space between two boxes and the sides of the van while loading	-	-	-	-
<b>PC11.</b> ensure that chicks could be transported quickly, comfortably and under optimum sanitary conditions	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4403
<b>NOS Name</b>	Ensure proper grading and packing of chicks
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	25/11/2021

## Qualification Pack

### AGR/N4404: Estimate and procure required inputs for hatching process

#### Description

This OS unit is about estimating various inputs required for hatching process and then procuring them.

#### Scope

The scope covers the following :

- Estimate various inputs requirement for the hatchery unit
- Procure inputs

#### Elements and Performance Criteria

##### *Estimate various inputs requirement for the hatchery unit*

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

- PC1.** analyze the hatchery unit's capacity to hatch eggs in a single batch
- PC2.** assess the requirement of different inputs to meet the organization's egg hatching targets
- PC3.** prepare the final list of inputs required along with their quantity, in consultation with the hatchery unit manager

##### *Procure the inputs*

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

- PC4.** identify suppliers providing the required inputs in the market
- PC5.** select the right supplier(s) for required materials in consultation with hatchery unit manager, as per the organization's policy
- PC6.** negotiate with supplier(s) on prices and supply time of materials to get the best deal
- PC7.** place order and procure the materials from supplier(s) in time bound manner
- PC8.** maintain the records of procurement as per the organization's policy

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies and procedures for hatchery management
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role & responsibilities and standard operating procedures
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6.** organizational guidelines on purchase of materials, vendor selection and inventory management
- KU7.** different inputs required in a hatchery unit

## Qualification Pack

**KU8.** method for calculation of quantity of inputs required for a specific unit size

**KU9.** vendor management

### Generic Skills (GS)

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

**GS1.** write material requirements list for procurement of materials from suppliers

**GS2.** note the information communicated by the workers and subordinates

**GS3.** read the SOP for procurement of inputs

**GS4.** communicate effectively with workers, vendors and other stakeholders

**GS5.** identify problems that may arise in carrying out tasks and take preventative action

**GS6.** plan and organize the work orders and activities

**GS7.** analyze the information gathered from one's observations and experiences

**GS8.** make decisions pertaining to the concerned area of work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Estimate various inputs requirement for the hatchery unit</i>	<b>15</b>	<b>25</b>	-	<b>15</b>
<b>PC1.</b> analyze the hatchery unit's capacity to hatch eggs in a single batch	-	-	-	-
<b>PC2.</b> assess the requirement of different inputs to meet the organization's egg hatching targets	-	-	-	-
<b>PC3.</b> prepare the final list of inputs required along with their quantity, in consultation with the hatchery unit manager	-	-	-	-
<i>Procure the inputs</i>	<b>15</b>	<b>15</b>	-	<b>15</b>
<b>PC4.</b> identify suppliers providing the required inputs in the market	-	-	-	-
<b>PC5.</b> select the right supplier(s) for required materials in consultation with hatchery unit manager, as per the organization's policy	-	-	-	-
<b>PC6.</b> negotiate with supplier(s) on prices and supply time of materials to get the best deal	-	-	-	-
<b>PC7.</b> place order and procure the materials from supplier(s) in time bound manner	-	-	-	-
<b>PC8.</b> maintain the records of procurement as per the organization's policy	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4404
<b>NOS Name</b>	Estimate and procure required inputs for hatching process
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	25/11/2021

## Qualification Pack

# AGR/N4405: Ensure maintenance of hatchery equipment, infrastructure and environment

## Description

This OS is about ensuring proper maintenance of hatchery equipment, infrastructure and environment.

## Scope

The scope covers the following :

- Ensure proper maintenance of hatchery equipment
- Ensure proper maintenance of the physical infrastructure
- Ensure maintenance of conducive hatchery environment

## Elements and Performance Criteria

### *Ensure proper maintenance of hatchery equipment*

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

- PC1.** conduct visual inspection of hatchery tools and equipment daily
- PC2.** check that all the tools and equipment are in proper working condition
- PC3.** ensure the tools and equipment are cleaned by workers daily
- PC4.** ensure the tools and equipment are repaired timely in case of any malfunction

### *Ensure proper maintenance of the physical infrastructure*

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

- PC5.** conduct visual inspection of the physical infrastructure periodically as per standards
- PC6.** ensure there is no bare or damaged electrical wire
- PC7.** ensure that screws of main plug are tight and there is no damage in electrical board
- PC8.** ensure all lights, air conditioners and other electrical appliances are working
- PC9.** ensure that none of the water taps, connectors or pipes are leaking or blocked
- PC10.** check for any seepage in the walls
- PC11.** ensure that all the sewerage outlets / holes are unblocked
- PC12.** ensure that hatchery unit is free of pests and insects

### *Ensure maintenance of conducive hatchery environment*

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

- PC13.** ensure proper sanitization of the hatchery unit and the surrounding area
- PC14.** ensure that setter trays and other equipment are cleaned thoroughly between hatches
- PC15.** ensure that hatchery units are disinfected thoroughly by fumigation/spray as per the organization's SOP
- PC16.** ensure proper temperature, humidity and ventilation is maintained inside the building, setter and hatchery units
- PC17.** ensure that unhealthy chicks are disposed of according to organization's SOP/regional regulations

## Qualification Pack

### 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 for information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6.** conditions that has a positive effect on hatchery process
- KU7.** ideal range of temperature, humidity, oxygen and carbon dioxide levels for hatching
- KU8.** the effect of automatic turning device on hatchability
- KU9.** importance of sanitary conditions, cleaning, washing and disinfecting
- KU10.** processes of decontaminating the hatchery unit
- KU11.** bio-security measures to prevent transmission of disease-causing organisms
- KU12.** hatchery building design specifications, optimum distance required between poultry farm and between the residential houses from the hatchery
- KU13.** hatchery unit's waste disposal practices

### Generic Skills (GS)

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

- GS1.** note the information communicated by the workers and subordinates
- GS2.** read the SOP for hatchery management
- GS3.** stay updated with the latest knowledge in hatchery management by reading brochures, pamphlets, etc.
- GS4.** identify problems that may arise in carrying out tasks and take preventative action
- GS5.** plan and organize the work orders & activities with the workers to utilize time and equipment effectively
- GS6.** analyze the information gathered from one's observations and experiences
- GS7.** make decisions pertaining to the concerned area of work
- GS8.** maintain effective work relationship with other workers and other stakeholders

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper maintenance of hatchery equipment</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC1.</b> conduct visual inspection of hatchery tools and equipment daily	-	-	-	-
<b>PC2.</b> check that all the tools and equipment are in proper working condition	-	-	-	-
<b>PC3.</b> ensure the tools and equipment are cleaned by workers daily	-	-	-	-
<b>PC4.</b> ensure the tools and equipment are repaired timely in case of any malfunction	-	-	-	-
<i>Ensure proper maintenance of the physical infrastructure</i>	<b>10</b>	<b>10</b>	-	<b>15</b>
<b>PC5.</b> conduct visual inspection of the physical infrastructure periodically as per standards	-	-	-	-
<b>PC6.</b> ensure there is no bare or damaged electrical wire	-	-	-	-
<b>PC7.</b> ensure that screws of main plug are tight and there is no damage in electrical board	-	-	-	-
<b>PC8.</b> ensure all lights, air conditioners and other electrical appliances are working	-	-	-	-
<b>PC9.</b> ensure that none of the water taps, connectors or pipes are leaking or blocked	-	-	-	-
<b>PC10.</b> check for any seepage in the walls	-	-	-	-
<b>PC11.</b> ensure that all the sewerage outlets / holes are unblocked	-	-	-	-
<b>PC12.</b> ensure that hatchery unit is free of pests and insects	-	-	-	-
<i>Ensure maintenance of conducive hatchery environment</i>	<b>10</b>	<b>10</b>	-	<b>15</b>
<b>PC13.</b> ensure proper sanitization of the hatchery unit and the surrounding area	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> ensure that setter trays and other equipment are cleaned thoroughly between hatches	-	-	-	-
<b>PC15.</b> ensure that hatchery units are disinfected thoroughly by fumigation/spray as per the organization's SOP	-	-	-	-
<b>PC16.</b> ensure proper temperature, humidity and ventilation is maintained inside the building, setter and hatchery units	-	-	-	-
<b>PC17.</b> ensure that unhealthy chicks are disposed of according to organization's SOP/regional regulations	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>30</b>	-	<b>40</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4405
<b>NOS Name</b>	Ensure maintenance of hatchery equipment, infrastructure and environment
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	25/11/2021

## Qualification Pack

### AGR/N4406: Carry out sanitation management of the hatchery unit

#### Description

This OS is about maintaining hygienic environment in the hatchery unit.

#### Scope

The scope covers the following :

- Implement strict bio-security measures in the hatchery
- Ensure proper cleaning and disinfection of the hatchery unit

#### Elements and Performance Criteria

##### *Implement strict bio-security measures in the hatchery*

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

- PC1.** ensure separate doors for the movement of workers, materials/equipment and waste disposal
- PC2.** implement strict rules for maintaining the hygiene of workers and equipment
- PC3.** ensure the hatchery is divided into different zones for hygiene purpose as per the organization's SOP
- PC4.** document action taken and communicate effectively and clearly the company applicable SOP to all the workers

##### *Ensure proper cleaning and disinfection of the hatchery unit*

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

- PC5.** ensure frequent cleaning and disinfection of the hatchery unit
- PC6.** ensure cleaning and fumigation of egg receiving room, egg segregation room, cold storage room, chick grading and packing rooms as per the guidelines
- PC7.** ensure thorough cleaning and disinfection of trays and other equipment after each hatch
- PC8.** ensure cleaning and disinfection of the drains
- PC9.** ensure proper segregation of waste into different categories
- PC10.** ensure proper disposal of non-recyclable waste
- PC11.** ensure recycling of reusable material

#### 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 for information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support

## Qualification Pack

- KU5.** impact of not following the health, hygiene, safety and quality standards on consumers and the business
- KU6.** documentation and related procedures applicable in the context of work
- KU7.** bio-security measures recommended for a hatchery unit
- KU8.** different scientific hygienic and sanitation practices employed in the hatchery unit
- KU9.** type of disinfectants and their properties
- KU10.** methods of waste management

## Generic Skills (GS)

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

- GS1.** note the information communicated by the workers and subordinates
- GS2.** communicate the SOP related to hatchery sanitation to the workers
- GS3.** stay updated with the latest knowledge in hatchery management by reading brochures, pamphlets, etc.
- GS4.** identify problems that may arise in carrying out tasks and take preventative action
- GS5.** plan and organize the work orders & activities with the workers to utilize time and equipment effectively
- GS6.** analyze the information gathered from one's observations and experiences
- GS7.** make decisions pertaining to the concerned area of work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Implement strict bio-security measures in the hatchery</i>	<b>15</b>	<b>25</b>	-	<b>25</b>
<b>PC1.</b> ensure separate doors for the movement of workers, materials/equipment and waste disposal	-	-	-	-
<b>PC2.</b> implement strict rules for maintaining the hygiene of workers and equipment	-	-	-	-
<b>PC3.</b> ensure the hatchery is divided into different zones for hygiene purpose as per the organization's SOP	-	-	-	-
<b>PC4.</b> document action taken and communicate effectively and clearly the company applicable SOP to all the workers	-	-	-	-
<i>Ensure proper cleaning and disinfection of the hatchery unit</i>	<b>15</b>	<b>10</b>	-	<b>10</b>
<b>PC5.</b> ensure frequent cleaning and disinfection of the hatchery unit	-	-	-	-
<b>PC6.</b> ensure cleaning and fumigation of egg receiving room, egg segregation room, cold storage room, chick grading and packing rooms as per the guidelines	-	-	-	-
<b>PC7.</b> ensure thorough cleaning and disinfection of trays and other equipment after each hatch	-	-	-	-
<b>PC8.</b> ensure cleaning and disinfection of the drains	-	-	-	-
<b>PC9.</b> ensure proper segregation of waste into different categories	-	-	-	-
<b>PC10.</b> ensure proper disposal of non-recyclable waste	-	-	-	-
<b>PC11.</b> ensure recycling of reusable material	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>35</b>	-	<b>35</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N4406
<b>NOS Name</b>	Carry out sanitation management of the hatchery unit
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Poultry
<b>Occupation</b>	Poultry Hatchery Operations
<b>NSQF Level</b>	5
<b>Credits</b>	2
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	25/11/2021

## 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:

## Qualification Pack

- 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

## Qualification Pack

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

- 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

## Qualification Pack

- 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

## Qualification Pack

- 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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

### Qualification Pack

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0103
<b>NOS Name</b>	Employability Skills (90 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	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) 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 70% of % aggregate marks to successfully clear the assessment.

## Qualification Pack

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

### Minimum Aggregate Passing % at QP Level : 70

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

### Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N4401.Receive and store eggs at the hatchery	30	40	0	30	100	10
AGR/N4402.Carry out incubation process	30	40	0	30	100	20
AGR/N4403.Ensure proper grading and packing of chicks	30	40	0	30	100	10
AGR/N4404.Estimate and procure required inputs for hatching process	30	40	0	30	100	10
AGR/N4405.Ensure maintenance of hatchery equipment, infrastructure and environment	30	30	0	40	100	15
AGR/N4406.Carry out sanitation management of the hatchery unit	30	35	-	35	100	20
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>240</b>	<b>280</b>	<b>-</b>	<b>230</b>	<b>750</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>PPE</b>	Personal Protective Equipment
<b>PPE</b>	Personal Protective Equipment

## Qualification Pack

### Glossary

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

## Qualification Pack

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