

Qualification Pack



Interior Landscaper

QP Code: AGR/Q0806

Version: 3.0

NSQF Level: 4

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AGR/Q0806: Interior Landscaper

Brief Job Description

An Interior Landscaper is responsible for designing, setting up and maintaining interior gardens. The individual also installs and maintains various garden features to create visual appeal in interior spaces.

Personal Attributes

The individual must have creative thinking, along with problem-solving and coordination skills. Ability to read, write and communicate effectively are the other important attributes required in this job role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0817: Prepare to set up an interior garden](#)
2. [AGR/N0818: Set up the interior garden and features](#)
3. [AGR/N0819: Maintain the interior garden, tools and equipment](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening and Urban Farming
Country	India
NSQF Level	4
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2162

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Minimum Educational Qualification & Experience	12th Class with 2 Years of experience experience in related field OR Diploma (/ITI(Horticulture) from recognized institution) with 6 Months of experience relevant experience OR Certificate-NSQF (Level-3 with minimum education as 5th grade) with 2 Years of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/12/2024
NSQC Approval Date	30/12/2021
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06531
NQR Version	1.0

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AGR/N0817: Prepare to set up an interior garden

Description

This OS unit is about planning an interior garden and features, and arranging the necessary material for setting up the garden.

Scope

The scope covers the following :

- Plan the interior garden and features
- Arrange and store the necessary material

Elements and Performance Criteria

Plan the interior garden and features

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

- PC1.** conduct a site survey to assess various parameters including the client requirements
- PC2.** ensure that the site has a conducive environment for supporting an interior garden such as adequate sunlight exposure, good air-circulation, availability of water and electricity, etc.
- PC3.** measure the available space for the purpose of preparing a layout
- PC4.** select an appropriate garden theme
- PC5.** identify the relevant plants, trees and shrubs for the interior garden such as bonsai, dracaena, areca palm, etc.
- PC6.** select various garden features and structures to be installed in coordination with the client
- PC7.** plan the placement of various plants and garden features
- PC8.** select various material required for setting up the interior garden such as pots, containers, artificial lighting, etc.
- PC9.** prepare a layout based on the available space and client preferences
- PC10.** ensure the layout allows for plant rotation, shifting and free movement in the garden
- PC11.** prepare the cost estimates for setting up an interior garden

Arrange and store the necessary material

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

- PC12.** identify a vendor to purchase the material required for setting up the interior garden such as seeds, planting material, fertilizers, pesticides/ insecticides, pots, etc.
- PC13.** purchase the material in the required number/ quantity
- PC14.** store the material as per the relevant storage, health and safety requirements
- PC15.** organise the relevant tools, equipment and Personal Protective Equipment (PPE)
- PC16.** maintain the record of purchase

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** business code of conduct to deal with clients
- KU2.** applicable record-keeping requirements in the job role
- KU3.** relevant tools, implements and PPE required for setting up an interior garden
- KU4.** various parameters to assess before establishing an interior garden
- KU5.** different types of garden themes
- KU6.** various garden features and structures installed in interior gardens such as walkways, statues, fountains, etc.
- KU7.** plant/ tree/ shrub varieties suitable for interior gardens
- KU8.** different types of pots and containers used in interior gardens
- KU9.** the practice of plant rotation and shifting
- KU10.** storage requirements for various planting material
- KU11.** basic accounting and inventory management

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan the interior garden and features</i>	10	25	-	15
PC1. conduct a site survey to assess various parameters including the client requirements	-	-	-	-
PC2. ensure that the site has a conducive environment for supporting an interior garden such as adequate sunlight exposure, good air-circulation, availability of water and electricity, etc.	-	-	-	-
PC3. measure the available space for the purpose of preparing a layout	-	-	-	-
PC4. select an appropriate garden theme	-	-	-	-
PC5. identify the relevant plants, trees and shrubs for the interior garden such as bonsai, dracaena, areca palm, etc.	-	-	-	-
PC6. select various garden features and structures to be installed in coordination with the client	-	-	-	-
PC7. plan the placement of various plants and garden features	-	-	-	-
PC8. select various material required for setting up the interior garden such as pots, containers, artificial lighting, etc.	-	-	-	-
PC9. prepare a layout based on the available space and client preferences	-	-	-	-
PC10. ensure the layout allows for plant rotation, shifting and free movement in the garden	-	-	-	-
PC11. prepare the cost estimates for setting up an interior garden	-	-	-	-
<i>Arrange and store the necessary material</i>	20	15	-	15

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. identify a vendor to purchase the material required for setting up the interior garden such as seeds, planting material, fertilizers, pesticides/ insecticides, pots, etc.	-	-	-	-
PC13. purchase the material in the required number/ quantity	-	-	-	-
PC14. store the material as per the relevant storage, health and safety requirements	-	-	-	-
PC15. organise the relevant tools, equipment and Personal Protective Equipment (PPE)	-	-	-	-
PC16. maintain the record of purchase	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0817
NOS Name	Prepare to set up an interior garden
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	4
Credits	3
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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AGR/N0818: Set up the interior garden and features

Description

This OS unit is about propagating plants for an interior garden and setting up the interior garden and features.

Scope

The scope covers the following :

- Propagate plants for the interior garden
- Prepare the potting soil and pots
- Set up the interior garden and features
- Optimise resource utilization

Elements and Performance Criteria

Propagate plants for the interior garden

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

- PC1.** select an appropriate method such as seeding, cutting, layering to propagate indoor plants
- PC2.** prepare the soil for propagation by applying the necessary treatment
- PC3.** prepare pots of appropriate size or a nursery bed for propagating plants
- PC4.** plant seeds/ stems/ root in the pots/ nursery bed for propagation
- PC5.** apply water and fertilizers in the recommended quantity
- PC6.** apply pesticides/ insecticides to protect the plantlets from pests/ insects and diseases
- PC7.** maintain the plantlets until they are ready for transplanting

Prepare the potting soil and pots

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

- PC8.** arrange coir peat, vermiculite and compost in the recommended quantity for preparing potting soil
- PC9.** select a clean container of appropriate capacity to prepare the potting soil
- PC10.** prepare the coir peat for use by soaking it in water for the recommended duration
- PC11.** create a mixture of coir peat, vermiculite and compost by adding the ingredients in the recommended ratio
- PC12.** add worm castings/ vermicompost to the mixture as per the requirement
- PC13.** rake the potting soil to break any lumps and aerate it
- PC14.** use pots/ containers of appropriate capacity and shape having aesthetic appeal
- PC15.** create drainage holes in the bottom of the pots/ containers
- PC16.** prepare pots for planting by filling them with potting soil
- PC17.** create holes of appropriate depth and width in the potting soil

Set up the interior garden and features

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

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- PC18.** plant the selected plants/ trees/ shrubs in the interior garden and pots/ containers
- PC19.** plant grass in the interior garden's lawn
- PC20.** apply water and fertilizers in the recommended quantity
- PC21.** place plants/ trees/ shrubs in groups according to their varieties and light and water requirements
- PC22.** set up shelves or other relevant support for placing the indoor plant pots/ containers
- PC23.** arrange fluorescent lights and heat mats to maintain appropriate light and soil temperature for indoor plants
- PC24.** install timers to automate the functioning of fluorescent lights and heat mats
- PC25.** install various garden features such as fountains, hanging baskets, bonsai pots at the client-preferred spots
- PC26.** apply modern architectural designs for interior gardens such as built-in planters and vertical garden panels
- PC27.** set up appropriate irrigation and drainage systems in the interior garden
- PC28.** guide the client on the minor repair and maintenance of the interior garden
- PC29.** arrange for protection from any health and safety hazards in and around the interior garden
- PC30.** use the relevant PPE during the operations

Optimise resource utilisation

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

- PC31.** optimise the usage of various material in different tasks/ activities/ processes
- PC32.** optimise the usage of water/ electricity/ energy in various tasks/ activities/ processes
- PC33.** connect electrical tools and equipment safely and turn off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** different methods of propagating plants for the interior garden
- KU2.** maintenance requirements of plantlets before transplanting
- KU3.** various ingredients used for preparing potting soil and their recommended quantity
- KU4.** the process of preparing potting soil and pots for planting
- KU5.** ideal soil conditions for the healthy growth of plants in an interior garden
- KU6.** the correct method of planting various types of plants, trees, shrubs and grass
- KU7.** relevant treatments to improve nutrient levels in the soil
- KU8.** water and temperature requirements of plants in an interior garden
- KU9.** importance and benefits of using fluorescent lights and heat mats for the growth of indoor plants
- KU10.** installation and use of timers to automate the functioning of fluorescent lights and heat mats
- KU11.** the installation process of the irrigation and drainage systems
- KU12.** placement of pots/ containers and various interior garden features
- KU13.** how to balance garden features with plants to achieve aesthetic effects
- KU14.** use of a variety of pots to enhance visual appeal in an interior garden

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- KU15.** relevant tools, implements, PPE and their correct use
- KU16.** importance of following environmental and ecological best practices to minimise the impact on the environment
- KU17.** relevant occupational and environmental hazards and appropriate ways of dealing with them
- KU18.** benefits of resource optimisation
- KU19.** ways of efficiently managing various materials used in gardening
- KU20.** common practices of conserving electricity

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Propagate plants for the interior garden</i>	8	12	-	8
PC1. select an appropriate method such as seeding, cutting, layering to propagate indoor plants	-	-	-	-
PC2. prepare the soil for propagation by applying the necessary treatment	-	-	-	-
PC3. prepare pots of appropriate size or a nursery bed for propagating plants	-	-	-	-
PC4. plant seeds/ stems/ root in the pots/ nursery bed for propagation	-	-	-	-
PC5. apply water and fertilizers in the recommended quantity	-	-	-	-
PC6. apply pesticides/ insecticides to protect the plantlets from pests/ insects and diseases	-	-	-	-
PC7. maintain the plantlets until they are ready for transplanting	-	-	-	-
<i>Prepare the potting soil and pots</i>	6	12	-	4
PC8. arrange coir peat, vermiculite and compost in the recommended quantity for preparing potting soil	-	-	-	-
PC9. select a clean container of appropriate capacity to prepare the potting soil	-	-	-	-
PC10. prepare the coir peat for use by soaking it in water for the recommended duration	-	-	-	-
PC11. create a mixture of coir peat, vermiculite and compost by adding the ingredients in the recommended ratio	-	-	-	-
PC12. add worm castings/ vermicompost to the mixture as per the requirement	-	-	-	-
PC13. rake the potting soil to break any lumps and aerate it	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. use pots/ containers of appropriate capacity and shape having aesthetic appeal	-	-	-	-
PC15. create drainage holes in the bottom of the pots/ containers	-	-	-	-
PC16. prepare pots for planting by filling them with potting soil	-	-	-	-
PC17. create holes of appropriate depth and width in the potting soil	-	-	-	-
<i>Set up the interior garden and features</i>	8	12	-	8
PC18. plant the selected plants/ trees/ shrubs in the interior garden and pots/ containers	-	-	-	-
PC19. plant grass in the interior garden's lawn	-	-	-	-
PC20. apply water and fertilizers in the recommended quantity	-	-	-	-
PC21. place plants/ trees/ shrubs in groups according to their varieties and light and water requirements	-	-	-	-
PC22. set up shelves or other relevant support for placing the indoor plant pots/ containers	-	-	-	-
PC23. arrange fluorescent lights and heat mats to maintain appropriate light and soil temperature for indoor plants	-	-	-	-
PC24. install timers to automate the functioning of fluorescent lights and heat mats	-	-	-	-
PC25. install various garden features such as fountains, hanging baskets, bonsai pots at the client-preferred spots	-	-	-	-
PC26. apply modern architectural designs for interior gardens such as built-in planters and vertical garden panels	-	-	-	-
PC27. set up appropriate irrigation and drainage systems in the interior garden	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. guide the client on the minor repair and maintenance of the interior garden	-	-	-	-
PC29. arrange for protection from any health and safety hazards in and around the interior garden	-	-	-	-
PC30. use the relevant PPE during the operations	-	-	-	-
<i>Optimise resource utilisation</i>	8	4	-	10
PC31. optimise the usage of various material in different tasks/ activities/ processes	-	-	-	-
PC32. optimise the usage of water/ electricity/ energy in various tasks/ activities/ processes	-	-	-	-
PC33. connect electrical tools and equipment safely and turn off when not in use	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0818
NOS Name	Set up the interior garden and features
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	4
Credits	3
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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AGR/N0819: Maintain the interior garden, tools and equipment

Description

This OS unit is about the maintenance of an interior garden including the garden features, tools and equipment.

Scope

The scope covers the following :

- Maintain the plants, trees and shrubs
- Maintain the garden features and structures
- Maintain the garden tools and equipment
- Perform waste management

Elements and Performance Criteria

Maintain the plants, trees and shrubs

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

- PC1.** water the interior garden plants/ trees/ shrubs with the recommended quantity of water
- PC2.** maintain the prescribed level of moisture and soil temperature
- PC3.** apply the recommended quantity of fertilizers and manure to the plants/ trees/ shrubs
- PC4.** carry out pruning and training of the plants/ trees/ shrubs as per the requirement
- PC5.** examine the plants/ trees/ shrubs regularly for pest infestation
- PC6.** apply the approved pesticides/ insecticides as per the manufacturer's instructions
- PC7.** rake the lawn to remove dead leaves and debris
- PC8.** remove the weeds and wilted plants/ tree/ shrubs as per the Standard Operating Procedure (SOP)
- PC9.** drain out excess water from the garden appropriately
- PC10.** carry out plant rotation and shifting for the healthy growth of plants/ trees/ shrubs
- PC11.** maintain the record of fertilizers, pesticides and insecticides used in the garden

Maintain the garden features and structures

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

- PC12.** maintain the cleanliness of interior garden features and structures
- PC13.** carry out minor repair, maintenance and replacement of the garden features and structures
- PC14.** co-ordinate with an expert for any complex repair and maintenance activities
- PC15.** polish the metal containers with the recommended material

Maintain the garden tools and equipment

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

- PC16.** examine various garden hand/ power tools and equipment for any wear and tear or damage
- PC17.** carry out minor repair and maintenance of the tools and equipment
- PC18.** store the tools and equipment as per the manufacturer's instructions

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Perform waste management

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

- PC19.** segregate waste into different categories
- PC20.** dispose the non-recyclable waste appropriately
- PC21.** deposit the recyclable and reusable material at the identified location

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** use of different types of hand/ power tools and equipment used in garden operations
- KU2.** how to carry out minor repair and maintenance of the garden tools and equipment
- KU3.** storage requirements of the relevant tools and equipment
- KU4.** indicators of pest and disease infestation on interior garden plants/ trees/ shrubs
- KU5.** safe use of the recommended pesticides, insecticides and fertilizers
- KU6.** how to prune and train different types of plants/ trees/ shrubs
- KU7.** different types of weeds and the process of their removal
- KU8.** common repair and maintenance needs of various garden features
- KU9.** how to maintain optimum moisture and temperature in the interior garden
- KU10.** the practice of plant rotation and shifting
- KU11.** different techniques to enhance garden aesthetics
- KU12.** safe use of appropriate cleaning and polishing chemicals
- KU13.** importance and appropriate ways of draining out water from an interior garden
- KU14.** different methods of recycling and disposing waste
- KU15.** common sources of pollution and ways to minimise it

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the plants, trees and shrubs</i>	8	8	-	10
PC1. water the interior garden plants/ trees/ shrubs with the recommended quantity of water	-	-	-	-
PC2. maintain the prescribed level of moisture and soil temperature	-	-	-	-
PC3. apply the recommended quantity of fertilizers and manure to the plants/ trees/ shrubs	-	-	-	-
PC4. carry out pruning and training of the plants/ trees/ shrubs as per the requirement	-	-	-	-
PC5. examine the plants/ trees/ shrubs regularly for pest infestation	-	-	-	-
PC6. apply the approved pesticides/ insecticides as per the manufacturer's instructions	-	-	-	-
PC7. rake the lawn to remove dead leaves and debris	-	-	-	-
PC8. remove the weeds and wilted plants/ tree/ shrubs as per the Standard Operating Procedure (SOP)	-	-	-	-
PC9. drain out excess water from the garden appropriately	-	-	-	-
PC10. carry out plant rotation and shifting for the healthy growth of plants/ trees/ shrubs	-	-	-	-
PC11. maintain the record of fertilizers, pesticides and insecticides used in the garden	-	-	-	-
<i>Maintain the garden features and structures</i>	12	12	-	10
PC12. maintain the cleanliness of interior garden features and structures	-	-	-	-
PC13. carry out minor repair, maintenance and replacement of the garden features and structures	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. co-ordinate with an expert for any complex repair and maintenance activities	-	-	-	-
PC15. polish the metal containers with the recommended material	-	-	-	-
<i>Maintain the garden tools and equipment</i>	10	20	-	10
PC16. examine various garden hand/ power tools and equipment for any wear and tear or damage	-	-	-	-
PC17. carry out minor repair and maintenance of the tools and equipment	-	-	-	-
PC18. store the tools and equipment as per the manufacturer's instructions	-	-	-	-
<i>Perform waste management</i>	6	12	-	8
PC19. segregate waste into different categories	-	-	-	-
PC20. dispose the non-recyclable waste appropriately	-	-	-	-
PC21. deposit the recyclable and reusable material at the identified location	-	-	-	-
NOS Total	36	52	-	38

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0819
NOS Name	Maintain the interior garden, tools and equipment
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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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

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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

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National Occupational Standards (NOS) Parameters

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

Qualification Pack

DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

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

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- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

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

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

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

Getting ready for apprenticeship & Jobs

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services

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- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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

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

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N0817.Prepare to set up an interior garden	30	40	-	30	100	25
AGR/N0818.Set up the interior garden and features	30	40	-	30	100	30
AGR/N0819.Maintain the interior garden, tools and equipment	36	52	-	38	126	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	15
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	5
Total	156	187	-	133	476	100

Qualification Pack

Acronyms

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

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.