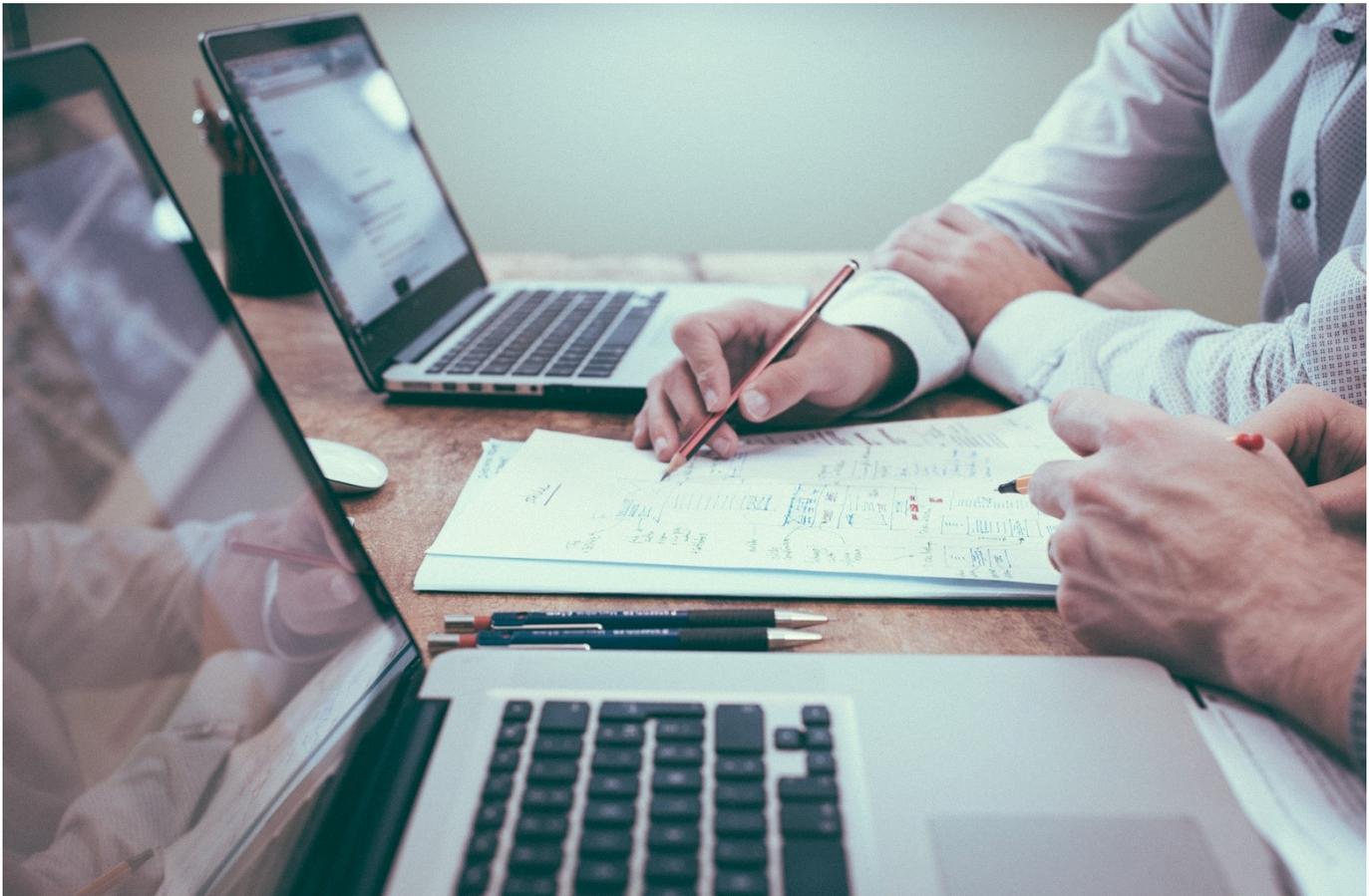


## Qualification Pack



# Agri Research Analyst

QP Code: AGR/Q7901

Version: 2.0

NSQF Level: 6

Agriculture Skill Council of India || 6th Floor, GNG Tower, Plot No. 10, Sector -44, Gurgaon  
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## Qualification Pack

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## Qualification Pack

### AGR/Q7901: Agri Research Analyst

#### Brief Job Description

An Agri Research Analyst is responsible for tracking the agricultural commodity markets for updates regarding supply and demand trends, patterns, and commodity prices. The individual prepares the relevant reports and communicates the findings to the relevant stakeholders. The person also maintains the relevant records.

#### Personal Attributes

The individual should have good analytical, problem-solving and coordination skills. The person should have good numerical abilities and written and verbal communication skills with an eye for detail.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N7901: Conduct commodity market research](#)
2. [AGR/N7902: Monitor the factors that impact the commodity demand and supply](#)
3. [AGR/N7903: Prepare the analysis reports and communicate the findings](#)
4. [AGR/N7904: Maintain records concerning commodity management](#)
5. [AGR/N9911: Ensure adherence to health and safety guidelines at work](#)
6. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

#### Qualification Pack (QP) Parameters

|                   |                        |
|-------------------|------------------------|
| <b>Sector</b>     | Agriculture            |
| <b>Sub-Sector</b> | Agriculture Industries |
| <b>Occupation</b> | Commodity Management   |
| <b>Country</b>    | India                  |
| <b>NSQF Level</b> | 6                      |
| <b>Credits</b>    | 21                     |

### Qualification Pack

|   |  |
|---|--|
| <b>Aligned to NCO/ISCO/ISIC Code</b>                      | NCO-2015/1324  |
| <b>Minimum Educational Qualification &amp; Experience</b> | <p>Pursuing first year of 2-year PG program after completing 3 year UG degree<br/>OR<br/>Pursuing PG diploma after 3 year UG degree<br/>OR<br/>Completed 4 year UG program (B.Tech/B.E/UG) in case of 4-year UG with honours/ honours with research)<br/>OR<br/>Pursuing 4th year UG (in case of 4-year UG with honours/ honours with research)<br/>OR<br/>Previous relevant Qualification of NSQF Level (5.5) (with 1.5 years of relevant experience)<br/>OR<br/>Previous relevant Qualification of NSQF Level (5) with 3 Years of experience in the relevant field</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>                              | 25 Years   |
| <b>Last Reviewed On</b>                                   | NA   |
| <b>Next Review Date</b>                                   | 29/03/2026   |
| <b>NSQC Approval Date</b>                                 | 29/03/2023   |
| <b>Version</b>  | 2.0  |
| <b>Reference code on NQR</b>                              | QG-06-AG-00349-2023-V1-ASCI  |
| <b>NQR Version</b>  | 1  |

## Qualification Pack

### AGR/N7901: Conduct commodity market research

#### Description

This OS unit is about conducting data research and ascertaining the impact of various factors on the supply and demand of agricultural commodities.

#### Scope

The scope covers the following :

- Collect the relevant data
- Liaise with industry members and experts
- Conduct crop studies and analyze crop reports
- Conduct market analysis

#### Elements and Performance Criteria

##### *Collect the relevant data*

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

- PC1.** collect data from government studies on agricultural commodity markets
- PC2.** check the quality, uniformity and accuracy of the collected data, ensuring it is up-to-date
- PC3.** carry out data cleaning, identifying and removing the incorrect, corrupt, duplicate, or incomplete data
- PC4.** coordinate with the relevant experts to validate the data
- PC5.** organize the collected data for analysis

##### *Liaise with industry members and experts*

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

- PC6.** conduct field visits to agricultural produce growers and commodity handling units to collect the relevant information
- PC7.** conduct discussions with industry members and experts to get their views
- PC8.** determine the market trends concerning the supply and demand of agricultural produce by coordinating with the industry members
- PC9.** carry out a comparison of the data collected from different sources to get relevant insights

##### *Conduct crop studies and analyze crop reports*

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

- PC10.** collect data on crop-related aspects, e.g. crop acreage, crop cycle, etc.
- PC11.** analyze the relevant crop reports to determine the expected demand, imports and exports
- PC12.** identify the substitute crops and analyze the trends concerning their use

##### *Conduct market analysis*

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

- PC13.** conduct studies of the relevant markets where similar crops are produced
- PC14.** monitor the conditions in the identified markets to estimate the pricing strategies
- PC15.** follow the recommended data analysis methods to minimize errors

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of conducting agricultural research and analysis
- KU2.** basic principles of data research and collating information
- KU3.** agricultural supply chain and its components
- KU4.** the relevant sources to collect data and information for agricultural research
- KU5.** the appropriate data collection procedures
- KU6.** the importance of ensuring the collection of the latest data from reliable sources
- KU7.** how to conduct primary and secondary research
- KU8.** the importance of performing data cleaning
- KU9.** the process of validating the collected data through liaison with the relevant experts
- KU10.** how to format and organize data
- KU11.** the benefit of liaising with industry members and experts and the relevant information to be obtained from them
- KU12.** the importance and process of conducting crop studies and analyzing crop reports
- KU13.** how to conduct market analysis

### Generic Skills (GS)

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

- GS1.** read the relevant literature to get the latest updates about the field of work
- GS2.** communicate politely and professionally
- GS3.** maintain work-related notes and records
- GS4.** listen attentively to understand the instructions being given
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use time and resources efficiently
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** use reasoning skills to resolve work-related problems
- GS9.** evaluate all possible solutions to a problem to select the best one

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Collect the relevant data</i>   | <b>8</b>     | <b>9</b>        | -             | <b>9</b>   |
| <b>PC1.</b> collect data from government studies on agricultural commodity markets   | -            | -               | -             | -          |
| <b>PC2.</b> check the quality, uniformity and accuracy of the collected data, ensuring it is up-to-date                                    | -            | -               | -             | -          |
| <b>PC3.</b> carry out data cleaning, identifying and removing the incorrect, corrupt, duplicate, or incomplete data                        | -            | -               | -             | -          |
| <b>PC4.</b> coordinate with the relevant experts to validate the data  | -            | -               | -             | -          |
| <b>PC5.</b> organize the collected data for analysis   | -            | -               | -             | -          |
| <i>Liaise with industry members and experts</i>  | <b>9</b>     | <b>9</b>        | -             | <b>8</b>   |
| <b>PC6.</b> conduct field visits to agricultural produce growers and commodity handling units to collect the relevant information          | -            | -               | -             | -          |
| <b>PC7.</b> conduct discussions with industry members and experts to get their views   | -            | -               | -             | -          |
| <b>PC8.</b> determine the market trends concerning the supply and demand of agricultural produce by coordinating with the industry members | -            | -               | -             | -          |
| <b>PC9.</b> carry out a comparison of the data collected from different sources to get relevant insights                                   | -            | -               | -             | -          |
| <i>Conduct crop studies and analyze crop reports</i>   | <b>7</b>     | <b>10</b>       | -             | <b>6</b>   |
| <b>PC10.</b> collect data on crop-related aspects, e.g. crop acreage, crop cycle, etc.   | -            | -               | -             | -          |
| <b>PC11.</b> analyze the relevant crop reports to determine the expected demand, imports and exports                                       | -            | -               | -             | -          |
| <b>PC12.</b> identify the substitute crops and analyze the trends concerning their use   | -            | -               | -             | -          |

### Qualification Pack

| Assessment Criteria for Outcomes   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Conduct market analysis</i>   | <b>6</b>     | <b>12</b>       | -             | <b>7</b>   |
| <b>PC13.</b> conduct studies of the relevant markets where similar crops are produced            | -            | -               | -             | -          |
| <b>PC14.</b> monitor the conditions in the identified markets to estimate the pricing strategies | -            | -               | -             | -          |
| <b>PC15.</b> follow the recommended data analysis methods to minimize errors                     | -            | -               | -             | -          |
| <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/N7901                         |
| <b>NOS Name</b>            | Conduct commodity market research |
| <b>Sector</b>              | Agriculture                       |
| <b>Sub-Sector</b>          | Agriculture Industries            |
| <b>Occupation</b>          | Commodity Management              |
| <b>NSQF Level</b>          | 6                                 |
| <b>Credits</b>             | 4                                 |
| <b>Version</b>             | 2.0                               |
| <b>Last Reviewed Date</b>  | NA                                |
| <b>Next Review Date</b>    | 29/03/2026                        |
| <b>NSQC Clearance Date</b> | 29/03/2023                        |

## Qualification Pack

# AGR/N7902: Monitor the factors that impact the commodity demand and supply

## Description

This OS unit is about monitoring the factors that affect the supply and demand of agricultural commodities.

## Scope

The scope covers the following :

- Analyze the production reports
- Monitor the impact of relevant factors
- Analyze the commodity prices

## Elements and Performance Criteria

### *Analyze the production reports*

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

- PC1.** collect production data of relevant commodities from the relevant producers
- PC2.** identify trends and patterns in the supply and demand of commodities
- PC3.** monitor the trends and identify deviations, if any

### *Monitor the impact of relevant factors*

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

- PC4.** determine the impact of relevant factors, such as weather, acreage, crop pest and diseases and technology on production by coordinating with the relevant experts
- PC5.** monitor changes in these factors and how it affects the supply and demand of the commodity
- PC6.** conduct market studies to determine the consumption pattern of the relevant commodities
- PC7.** identify the relevant substitute commodities and their impact on supply and demand
- PC8.** analyze the impact of import-export policies on agricultural commodity price fluctuations
- PC9.** prepare the relevant reports based on the analysis of weather, acreage, crop diseases, technology consumption patterns, substitute commodities and relevant policies

### *Analyze the commodity prices*

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

- PC10.** monitor and analyze the price trends of relevant commodities
- PC11.** conduct research and analyze the historical data of price history and volume traded
- PC12.** assess the impact of factors, such as seasonal use and supply patterns, prices of substitute and complementary goods, and market structure on commodity price

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** the importance and process of analyzing the production reports for the relevant commodities
- KU2.** various factors that affect the demand and supply of commodities
- KU3.** how to identify and obtain the relevant data from various reports for agricultural analysis
- KU4.** the importance of monitoring the impact of relevant factors on demand and supply
- KU5.** different factors that affect the demand and supply of agricultural commodities
- KU6.** the use of different analytical tools for analyzing the relevant factors
- KU7.** the importance and process of analyzing the commodity prices

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Analyze the production reports</i>  | <b>10</b>    | <b>15</b>       | -             | <b>9</b>   |
| <b>PC1.</b> collect production data of relevant commodities from the relevant producers  | -            | -               | -             | -          |
| <b>PC2.</b> identify trends and patterns in the supply and demand of commodities   | -            | -               | -             | -          |
| <b>PC3.</b> monitor the trends and identify deviations, if any   | -            | -               | -             | -          |
| <i>Monitor the impact of relevant factors</i>  | <b>9</b>     | <b>14</b>       | -             | <b>10</b>  |
| <b>PC4.</b> determine the impact of relevant factors, such as weather, acreage, crop pest and diseases and technology on production by coordinating with the relevant experts    | -            | -               | -             | -          |
| <b>PC5.</b> monitor changes in these factors and how it affects the supply and demand of the commodity   | -            | -               | -             | -          |
| <b>PC6.</b> conduct market studies to determine the consumption pattern of the relevant commodities  | -            | -               | -             | -          |
| <b>PC7.</b> identify the relevant substitute commodities and their impact on supply and demand   | -            | -               | -             | -          |
| <b>PC8.</b> analyze the impact of import-export policies on agricultural commodity price fluctuations  | -            | -               | -             | -          |
| <b>PC9.</b> prepare the relevant reports based on the analysis of weather, acreage, crop diseases, technology consumption patterns, substitute commodities and relevant policies | -            | -               | -             | -          |
| <i>Analyze the commodity prices</i>  | <b>11</b>    | <b>11</b>       | -             | <b>11</b>  |
| <b>PC10.</b> monitor and analyze the price trends of relevant commodities  | -            | -               | -             | -          |
| <b>PC11.</b> conduct research and analyze the historical data of price history and volume traded   | -            | -               | -             | -          |

### Qualification Pack

| Assessment Criteria for Outcomes   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <b>PC12.</b> assess the impact of factors, such as seasonal use and supply patterns, prices of substitute and complementary goods, and market structure on commodity price | -            | -               | -             | -          |
| <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/N7902   |
| <b>NOS Name</b>            | Monitor the factors that impact the commodity demand and supply |
| <b>Sector</b>              | Agriculture   |
| <b>Sub-Sector</b>          | Agriculture Industries  |
| <b>Occupation</b>          | Commodity Management  |
| <b>NSQF Level</b>          | 6   |
| <b>Credits</b>             | 3   |
| <b>Version</b>             | 2.0   |
| <b>Last Reviewed Date</b>  | NA  |
| <b>Next Review Date</b>    | 29/03/2026  |
| <b>NSQC Clearance Date</b> | 29/03/2023  |

## Qualification Pack

### AGR/N7903: Prepare the analysis reports and communicate the findings

#### Description

This OS unit is about preparing the relevant reports based on data analysis and communicating the findings to the clients and relevant stakeholders.

#### Scope

The scope covers the following :

- Prepare the relevant reports
- Communicate the report findings

#### Elements and Performance Criteria

##### *Prepare the analysis reports*

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

- PC1.** use the appropriate software tools for preparing reports
- PC2.** check the data being used to prepare reports and ensure zero errors in the data
- PC3.** develop the reports in the appropriate formats as per the organizational policies
- PC4.** review the reports for the accuracy and consistency of data and language to ensure their quality and reliability
- PC5.** coordinate with the relevant experts for their feedback to improve the data and quality of reports
- PC6.** implement the feedback received from experts to improve the reports

##### *Communicate the report findings*

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

- PC7.** ensure the relevant clients and stakeholders get timely access to the reports, ensuring appropriate access controls to prevent unauthorized access
- PC8.** explain the report findings to the clients and stakeholders as required
- PC9.** assist in making and recording appropriate decisions based on the reports

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of preparing and presenting reports
- KU2.** different formats for preparing reports
- KU3.** the importance of seeking feedback from the relevant experts to improve the reports
- KU4.** the importance of reviewing the reports for data and language accuracy and consistency before finalizing them
- KU5.** the applicable data security guidelines
- KU6.** how to use the different software tools to prepare reports

## Qualification Pack

**KU7.** different methods of sharing data reports

**KU8.** the process of making decisions based on report analysis

### Generic Skills (GS)

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

**GS1.** maintain work-related notes and records

**GS2.** read the relevant literature to get the latest updates about the field of work

**GS3.** listen attentively to understand the instructions being given

**GS4.** communicate politely and professionally

**GS5.** coordinate with the co-workers to achieve the work objectives

**GS6.** plan and prioritize tasks to ensure timely completion

**GS7.** use time and resources efficiently

**GS8.** take quick decisions to deal with any emergencies/ accidents

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Prepare the analysis reports</i>  | <b>15</b>    | <b>22</b>       | -             | <b>14</b>  |
| <b>PC1.</b> use the appropriate software tools for preparing reports   | -            | -               | -             | -          |
| <b>PC2.</b> check the data being used to prepare reports and ensure zero errors in the data  | -            | -               | -             | -          |
| <b>PC3.</b> develop the reports in the appropriate formats as per the organizational policies  | -            | -               | -             | -          |
| <b>PC4.</b> review the reports for the accuracy and consistency of data and language to ensure their quality and reliability                                   | -            | -               | -             | -          |
| <b>PC5.</b> coordinate with the relevant experts for their feedback to improve the data and quality of reports   | -            | -               | -             | -          |
| <b>PC6.</b> implement the feedback received from experts to improve the reports  | -            | -               | -             | -          |
| <i>Communicate the report findings</i>   | <b>15</b>    | <b>18</b>       | -             | <b>16</b>  |
| <b>PC7.</b> ensure the relevant clients and stakeholders get timely access to the reports, ensuring appropriate access controls to prevent unauthorized access | -            | -               | -             | -          |
| <b>PC8.</b> explain the report findings to the clients and stakeholders as required  | -            | -               | -             | -          |
| <b>PC9.</b> assist in making and recording appropriate decisions based on the reports  | -            | -               | -             | -          |
| <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/N7903   |
| <b>NOS Name</b>            | Prepare the analysis reports and communicate the findings |
| <b>Sector</b>              | Agriculture   |
| <b>Sub-Sector</b>          | Agriculture Industries                                    |
| <b>Occupation</b>          | Commodity Management                                      |
| <b>NSQF Level</b>          | 6   |
| <b>Credits</b>             | 2   |
| <b>Version</b>             | 2.0   |
| <b>Last Reviewed Date</b>  | NA  |
| <b>Next Review Date</b>    | 29/03/2026  |
| <b>NSQC Clearance Date</b> | 29/03/2023  |

## Qualification Pack

### AGR/N7904: Maintain records concerning commodity management

#### Description

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

#### Scope

The scope covers the following :

- Maintain the records
- Store the records safely

#### Elements and Performance Criteria

##### *Maintain the records*

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

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

##### *Store the records safely*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

### Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes  | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Maintain the records</i>   | <b>16</b>    | <b>18</b>       | -             | <b>16</b>  |
| <b>PC1.</b> maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations      | -            | -               | -             | -          |
| <b>PC2.</b> evaluate the records to ensure they are up-to-date, complete and accurate   | -            | -               | -             | -          |
| <b>PC3.</b> use the appropriate computer software to maintain electronic records  | -            | -               | -             | -          |
| <b>PC4.</b> ensure to maintain the appropriate organizational records in compliance with the applicable regulations                   | -            | -               | -             | -          |
| <b>PC5.</b> conduct a regular review of the records as per the organizational policies  | -            | -               | -             | -          |
| <i>Store the records safely</i>   | <b>14</b>    | <b>22</b>       | -             | <b>14</b>  |
| <b>PC6.</b> store the records safely with appropriate access controls to prevent unauthorized access                                  | -            | -               | -             | -          |
| <b>PC7.</b> maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents | -            | -               | -             | -          |
| <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/N7904  |
| <b>NOS Name</b>            | Maintain records concerning commodity management |
| <b>Sector</b>              | Agriculture                                      |
| <b>Sub-Sector</b>          | Agriculture Industries                           |
| <b>Occupation</b>          | Commodity Management                             |
| <b>NSQF Level</b>          | 6  |
| <b>Credits</b>             | 3  |
| <b>Version</b>             | 2.0  |
| <b>Last Reviewed Date</b>  | NA   |
| <b>Next Review Date</b>    | 29/03/2026                                       |
| <b>NSQC Clearance Date</b> | 29/03/2023                                       |

## Qualification Pack

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

#### Description

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

#### Scope

The scope covers the following :

- Ensure health and safety
- Deal with emergencies at work

#### Elements and Performance Criteria

##### *Ensure health and safety*

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

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

##### *Deal with emergencies at work*

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

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

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

### Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

| Assessment Criteria for Outcomes   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <b>PC12.</b> follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities           | -            | -               | -             | -          |
| <b>PC13.</b> arrange for immediate medical attention for any injured personnel   | -            | -               | -             | -          |
| <b>PC14.</b> ensure the safe use of emergency equipment according to the manufacturer's instructions   | -            | -               | -             | -          |
| <b>PC15.</b> arrange for the emergency equipment to be repaired or replaced as required  | -            | -               | -             | -          |
| <b>PC16.</b> report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements | -            | -               | -             | -          |
| <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/N9911  |
| <b>NOS Name</b>            | Ensure adherence to health and safety guidelines at work |
| <b>Sector</b>              | Agriculture  |
| <b>Sub-Sector</b>          | Agriculture Industries                                   |
| <b>Occupation</b>          | Commodity Management                                     |
| <b>NSQF Level</b>          | 6  |
| <b>Credits</b>             | 1  |
| <b>Version</b>             | 2.0  |
| <b>Last Reviewed Date</b>  | 30/12/2021   |
| <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) (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**

## Qualification Pack

**(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/N7901. Conduct commodity market research                               | 30           | 40              | 0             | 30         | 100         | 25         |
| AGR/N7902. Monitor the factors that impact the commodity demand and supply | 30           | 40              | 0             | 30         | 100         | 25         |
| AGR/N7903. Prepare the analysis reports and communicate the findings       | 30           | 40              | 0             | 30         | 100         | 20         |
| AGR/N7904. Maintain records concerning commodity management                | 30           | 40              | 0             | 30         | 100         | 20         |
| AGR/N9911. Ensure adherence to health and safety guidelines at work        | 30           | 40              | -             | 30         | 100         | 5          |
| DGT/VSQ/N0103. Employability Skills (90 Hours)                             | 20           | 30              | -             | -          | 50          | 5          |
| <b>Total</b>   | <b>170</b>   | <b>230</b>      | <b>0</b>      | <b>150</b> | <b>550</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 |

## 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.  |