

Qualification Pack



Farm Workshop Foreman / Supervisor

QP Code: AGR/Q1109

Version: 3.0

NSQF Level: 5

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AGR/Q1109: Farm Workshop Foreman / Supervisor

Brief Job Description

A Farm Workshop Foreman / Supervisor is responsible for monitoring the daily operations of a farm workshop and ensuring that work is carried out in an efficient and timely manner by allocating tasks to workers.

Personal Attributes

The individual must have the ability to work independently and make real-time decisions to ensure smooth conduct of business. The person should have an aptitude for machines with problem-solving and analytical skills. The individual must be able to read, write and communicate well.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N1131: Ensure the maintenance of farm machineries, tools, equipment and workshop infrastructure](#)
2. [AGR/N1133: Organise resources for the maintenance of farm machineries](#)
3. [AGR/N1132: Assign tasks and monitor their completion](#)
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	Farm Machinery, Equipment Operation and Maintenance
Country	India
NSQF Level	5
Credits	16

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/3122.9900
Minimum Educational Qualification & Experience	12th Class (Pass) with 2 Years of experience relevant experience OR 10th Class (Pass) with 4 Years of experience relevant experience OR Certificate-NSQF (Level-4 with minimum education as 8th grade pass) with 3 Years of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	27/05/2024
NSQC Approval Date	27/05/2021
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06544
NQR Version	1.0

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AGR/N1131: Ensure the maintenance of farm machineries, tools, equipment and workshop infrastructure

Description

This OS unit is about ensuring the maintenance of farm machineries, tools, equipment and infrastructure of the farm workshop.

Scope

The scope covers the following :

- Prepare for repair and maintenance activities
- Supervise the repair and maintenance activities
- Maintain the infrastructure of the workshop
- Perform waste management

Elements and Performance Criteria

Prepare for repair and maintenance activities

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

- PC1.** arrange the necessary tools, equipment and spare parts for the repair and maintenance activities
- PC2.** instruct the relevant personnel to prepare the tools and equipment for use as per the manufacturer's instructions such as oiling and calibration
- PC3.** co-ordinate with the manufacturer to resolve any complex repair and maintenance issues identified with the tools and equipment

Supervise the repair and maintenance activities

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

- PC4.** inspect the farm machineries, tools and equipment for any malfunctions and damage
- PC5.** arrange for repair or replacement of the malfunctioning/ damaged machineries, tools and equipment
- PC6.** arrange for repair and maintenance of an engine with the common rail fuel system as per the manufacturer's instructions
- PC7.** monitor that repair and maintenance activities are carried out as per the established quality standards
- PC8.** schedule periodic maintenance of farm machineries, tools and equipment as per their service manuals
- PC9.** maintain the record of all the repair and maintenance activities in the relevant registers and/ or computer application

Maintain the infrastructure of the workshop

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

- PC10.** perform periodic inspection of the physical setup of workshop
- PC11.** ensure that there is adequate lighting in all the areas of the workshop

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- PC12.** ensure any electricity hazards such as bare or damaged electrical wires are fixed
- PC13.** arrange to fix any spills and leakages in the workshop
- PC14.** monitor regular cleaning and safe removal of any waste from the workshop
- PC15.** ensure the safety of the workshop and its personnel from environmental and occupational hazards

Perform waste management

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

- PC16.** ensure segregation of waste into appropriate categories and recycling of the reusable materials
- PC17.** arrange for safe disposal of non-recyclable waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** applicable documentation requirements
- KU2.** standard procedure for the repair and maintenance of farm machineries/ tool/ equipment and infrastructure
- KU3.** critical things to check during the inspection of farm machineries, tools and equipment
- KU4.** methods and frequency of periodic maintenance
- KU5.** the importance of regular maintenance of farm machineries
- KU6.** use of the common repair and maintenance tools and equipment
- KU7.** Dangerous Machines (Regulation) Act, 1983
- KU8.** waste management and methods of waste disposal
- KU9.** common sources of pollution and ways to minimise it
- KU10.** repair and maintenance of a diesel engine with common rail fuel system
- KU11.** maintenance requirements of the infrastructure of a farm workshop
- KU12.** electricity hazards and ways of dealing with them

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read about government policies and schemes relevant to the area of work
- GS3.** listen attentively to understand the client requirements
- GS4.** communicate politely with clients and colleagues
- GS5.** plan and schedule tasks for effective time management
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for repair and maintenance activities</i>	10	15	-	10
PC1. arrange the necessary tools, equipment and spare parts for the repair and maintenance activities	-	-	-	-
PC2. instruct the relevant personnel to prepare the tools and equipment for use as per the manufacturer's instructions such as oiling and calibration	-	-	-	-
PC3. co-ordinate with the manufacturer to resolve any complex repair and maintenance issues identified with the tools and equipment	-	-	-	-
<i>Supervise the repair and maintenance activities</i>	-	-	-	-
PC4. inspect the farm machineries, tools and equipment for any malfunctions and damage	-	-	-	-
PC5. arrange for repair or replacement of the malfunctioning/ damaged machineries, tools and equipment	-	-	-	-
PC6. arrange for repair and maintenance of an engine with the common rail fuel system as per the manufacturer's instructions	-	-	-	-
PC7. monitor that repair and maintenance activities are carried out as per the established quality standards	-	-	-	-
PC8. schedule periodic maintenance of farm machineries, tools and equipment as per their service manuals	-	-	-	-
PC9. maintain the record of all the repair and maintenance activities in the relevant registers and/ or computer application	-	-	-	-
<i>Maintain the infrastructure of the workshop</i>	12	15	-	10
PC10. perform periodic inspection of the physical setup of workshop	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure that there is adequate lighting in all the areas of the workshop	-	-	-	-
PC12. ensure any electricity hazards such as bare or damaged electrical wires are fixed	-	-	-	-
PC13. arrange to fix any spills and leakages in the workshop	-	-	-	-
PC14. monitor regular cleaning and safe removal of any waste from the workshop	-	-	-	-
PC15. ensure the safety of the workshop and its personnel from environmental and occupational hazards	-	-	-	-
<i>Perform waste management</i>	8	10	-	10
PC16. ensure segregation of waste into appropriate categories and recycling of the reusable materials	-	-	-	-
PC17. arrange for safe disposal of non-recyclable waste	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1131
NOS Name	Ensure the maintenance of farm machineries, tools, equipment and workshop infrastructure
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation And Maintenance
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

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AGR/N1133: Organise resources for the maintenance of farm machineries

Description

This OS unit is about planning and procuring resources for the upkeep of farm machineries, tools and equipment.

Scope

The scope covers the following :

- Estimate the resource requirement
- Arrange the resources

Elements and Performance Criteria

Estimate the resource requirement

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

- PC1.** identify various parts of farm machineries that undergo rapid wear and tear
- PC2.** prepare a list of farm machineries, spare parts, tools and equipment required at the workshop during various farming seasons
- PC3.** identify the relevant protective equipment and devices required for the workshop operations
- PC4.** calculate the cost of purchasing the required resources

Arrange the resources

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

- PC5.** identify the suppliers that sell the required resources
- PC6.** select a supplier based on the quality and cost of the required resources
- PC7.** procure the resources from the selected supplier in a time-bound manner
- PC8.** maintain the record of procurement as per the organisational policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** identification of farm machinery requiring repair and maintenance
- KU2.** various stages and seasons of farming
- KU3.** various spare parts, tools and equipment required at the workshop in different farming seasons according to the machineries used
- KU4.** identification of and dealing with third-party vendors
- KU5.** various resource management practices

Generic Skills (GS)

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

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- GS1.** prepare the plan of work
- GS2.** read and follow the health and safety instructions
- GS3.** communicate clearly and politely with co-workers and clients
- GS4.** take quick decision to deal with any emergencies/ accidents
- GS5.** prioritise tasks to ensure timely completion
- GS6.** listen attentively to understand the information/ instructions being shared
- GS7.** co-ordinate with the co-workers to achieve organisational goals

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Estimate the resource requirement</i>	15	20	-	15
PC1. identify various parts of farm machineries that undergo rapid wear and tear	-	-	-	-
PC2. prepare a list of farm machineries, spare parts, tools and equipment required at the workshop during various farming seasons	-	-	-	-
PC3. identify the relevant protective equipment and devices required for the workshop operations	-	-	-	-
PC4. calculate the cost of purchasing the required resources	-	-	-	-
<i>Arrange the resources</i>	15	20	-	15
PC5. identify the suppliers that sell the required resources	-	-	-	-
PC6. select a supplier based on the quality and cost of the required resources	-	-	-	-
PC7. procure the resources from the selected supplier in a time-bound manner	-	-	-	-
PC8. maintain the record of procurement as per the organisational policy	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1133
NOS Name	Organise resources for the maintenance of farm machineries
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation And Maintenance
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

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AGR/N1132: Assign tasks and monitor their completion

Description

This OS unit is about assigning tasks to the workshop staff and monitoring their completion as per the drawn work plan.

Scope

The scope covers the following :

- Assign tasks to mechanics and technicians
- Ensure the completion of tasks
- Deal with work-related problems
- Optimise resource utilisation

Elements and Performance Criteria

Assign tasks to mechanics and technicians

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

- PC1.** prepare a list of tasks to be completed at the workshop
- PC2.** prioritise the critical tasks to ensure timely completion
- PC3.** allocate tasks to mechanics/ technicians/ operators according to their skills
- PC4.** brief the mechanics and technicians about the work requirements and desired result/ output
- PC5.** arrange the relevant PPE, tools, equipment and resources required for the completion of tasks

Ensure the completion of tasks

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

- PC6.** check work progress at regular intervals to ensure timely completion
- PC7.** ensure that tasks are carried out as per the relevant quality standards and client requirements
- PC8.** prepare a work progress report

Deal with work-related problems

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

- PC9.** identify possible disruptions in work and take necessary preventive measures
- PC10.** ensure quick resolution of work-related problems such as the breakdown of machineries/ tools/ equipment
- PC11.** escalate issues requiring further attention to the workshop manager promptly

Optimise resource utilisation

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

- PC12.** ensure optimised usage of water/ electricity/ materials in various tasks/ processes
- PC13.** ensure electrical machines and equipment are safely connected and turned off when not in use

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the identification of critical tasks along with effective scheduling and allocation of tasks
- KU2.** the PPE, tools and equipment relevant to farm workshop operations and the importance of using them
- KU3.** the importance of effective supervision to ensure timely completion of tasks
- KU4.** business continuity management
- KU5.** the importance of following environmental and ecological best practices to minimise the impact on the environment
- KU6.** benefits of resource optimisation
- KU7.** ways of efficiently managing various materials used in repair and maintenance activities
- KU8.** common practices of conserving electricity
- KU9.** various safe working methods to be followed in the farm workshop to prevent accidents

Generic Skills (GS)

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

- GS1.** plan and schedule daily activities to achieve work efficiency
- GS2.** read relevant literature to get information about latest developments in the field of work
- GS3.** prepare work-related reports
- GS4.** listen attentively to the speaker to comprehend the information being shared
- GS5.** communicate politely and professionally
- GS6.** co-ordinate with the co-workers to achieve the organisational goals
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** take quick decisions as per the organisational policy to deal with any emergencies/ accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assign tasks to mechanics and technicians</i>	10	15	-	10
PC1. prepare a list of tasks to be completed at the workshop	-	-	-	-
PC2. prioritise the critical tasks to ensure timely completion	-	-	-	-
PC3. allocate tasks to mechanics/ technicians/ operators according to their skills	-	-	-	-
PC4. brief the mechanics and technicians about the work requirements and desired result/ output	-	-	-	-
PC5. arrange the relevant PPE, tools, equipment and resources required for the completion of tasks	-	-	-	-
<i>Ensure the completion of tasks</i>	10	15	-	10
PC6. check work progress at regular intervals to ensure timely completion	-	-	-	-
PC7. ensure that tasks are carried out as per the relevant quality standards and client requirements	-	-	-	-
PC8. prepare a work progress report	-	-	-	-
<i>Deal with work-related problems</i>	-	-	-	-
PC9. identify possible disruptions in work and take necessary preventive measures	-	-	-	-
PC10. ensure quick resolution of work-related problems such as the breakdown of machineries/ tools/ equipment	-	-	-	-
PC11. escalate issues requiring further attention to the workshop manager promptly	-	-	-	-
<i>Optimise resource utilisation</i>	10	10	-	10
PC12. ensure optimised usage of water/ electricity/ materials in various tasks/ processes	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure electrical machines and equipment are safely connected and turned off when not in use	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1132
NOS Name	Assign tasks and monitor their completion
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation And Maintenance
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	27/05/2024
NSQC Clearance Date	27/05/2021

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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

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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/N1131.Ensure the maintenance of farm machineries, tools, equipment and workshop infrastructure	30	40	-	30	100	30
AGR/N1133.Organise resources for the maintenance of farm machineries	30	40	-	30	100	25
AGR/N1132.Assign tasks and monitor their completion	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	150	175	-	125	450	100

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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
PwD	Persons with Disabilities

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Glossary

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

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