

Qualification Pack



Heritage Gardener

QP Code: AGR/Q0810

Version: 2.0

NSQF Level: 5

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AGR/Q0810: Heritage Gardener

Brief Job Description

A Heritage Gardener is responsible for the conservation of heritage gardens and parks. The individual plans the development and conservation of heritage gardens and parks, makes appropriate arrangements for the purpose, propagates and transplants plants and trees, and maintains the heritage garden and park. The person also manages the heritage garden and park workers and visitors.

Personal Attributes

The individual should have planning, organization and coordination skills. The person should be physically fit to work long hours and possess good written and verbal communication skills. The individual should have a good sense of aesthetics.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N0826: Identify and name plants using their botanical names](#)
2. [AGR/N0827: Prepare for the conservation of heritage gardens and parks](#)
3. [AGR/N0828: Propagate and transplant plants and trees](#)
4. [AGR/N0829: Maintain the heritage garden and park](#)
5. [AGR/N0830: Manage the heritage garden and park workers and visitors](#)
6. [AGR/N9903: Maintain health and safety at the workplace](#)
7. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, Gardening & Urban Farming
Country	India
NSQF Level	5

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Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6113.9900
Minimum Educational Qualification & Experience	<p>Completed 2nd year of UG (UG Diploma) OR Pursuing 2nd year of UG (and continuous education) OR Completed 2nd year diploma after 12th OR Pursuing 2nd year of 2-year diploma after 12th OR Completed 3 year diploma after 10th with 1 Year of experience in the relevant field OR 12th grade Pass with 2 Years of experience in the relevant field OR 10th grade pass with 4 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (4) (with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (4.5) (with 1.5 years of relevant experience)</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-05-AG-00356-2023-V1-ASCI
NQR Version	1

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AGR/N0826: Identify and name plants using their botanical names

Description

This OS unit is about identification and naming of plants using their botanical names.

Scope

The scope covers the following :

- Identify and name the plants

Elements and Performance Criteria

Identify and name the plants

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

- PC1.** use the plants' characteristics, e.g. anatomy and morphology, for their identification
- PC2.** use the authentic sources of information to determine the botanical and common names of plants
- PC3.** use the binomial system to accurately define the terms used when identifying plants, e.g. family, genus, species, cultivar variety and hybrid
- PC4.** identify non-indigenous, non-native, invasive and protected plant species and act accordingly
- PC5.** use the botanical names of plants in the correct format as per the applicable nomenclature
- PC6.** ensure the accuracy of relevant labels and records

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the purpose and importance of classifying plants using their botanical names
- KU2.** the terminologies used in plant identification, classification and nomenclature, e.g. family, genus, species, cultivar, variety and hybrid
- KU3.** plant characteristics and how they help in their identification
- KU4.** the relevant non-indigenous, non-native, invasive and protected species and the appropriate actions to be taken if they are discovered
- KU5.** the safe handling practices for a variety of plants
- KU6.** the correct format for writing botanical names
- KU7.** the plant labelling system

Generic Skills (GS)

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

- GS1.** read relevant literature to get updated information about the field of work
- GS2.** write work-related notes

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- GS3.** listen attentively to understand the client's requirements
- GS4.** communicate professionally and politely
- GS5.** plan and schedule tasks for effective time management
- GS6.** coordinate with the co-workers and supervisor to achieve work objectives
- GS7.** evaluate all possible solutions to a problem before choosing the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify and name the plants</i>	30	40	-	30
PC1. use the plants' characteristics, e.g. anatomy and morphology, for their identification	-	-	-	-
PC2. use the authentic sources of information to determine the botanical and common names of plants	-	-	-	-
PC3. use the binomial system to accurately define the terms used when identifying plants, e.g. family, genus, species, cultivar variety and hybrid	-	-	-	-
PC4. identify non-indigenous, non-native, invasive and protected plant species and act accordingly	-	-	-	-
PC5. use the botanical names of plants in the correct format as per the applicable nomenclature	-	-	-	-
PC6. ensure the accuracy of relevant labels and records	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0826
NOS Name	Identify and name plants using their botanical names
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0827: Prepare for the conservation of heritage gardens and parks

Description

This OS unit is about preparing for the conservation of heritage gardens and parks.

Scope

The scope covers the following :

- Plan the development and conservation work
- Arrange the required resources

Elements and Performance Criteria

Plan the development and conservation work

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

- PC1.** assist in assessing the site for biophysical factors, historical and cultural attributes, and the relevant modifications required
- PC2.** determine the environmental implications of the planned conservation works
- PC3.** coordinate with the relevant personnel for research on the environmental implications as required
- PC4.** assist in the development of conservation, concept, and resource management plans considering the relevant heritage and cultural values and environmental requirements
- PC5.** assist in planning the softscape and hardscape maintenance of the selected heritage park or garden
- PC6.** coordinate with the relevant experts, e.g. landscape architects, for planning the development and conservation of heritage parks and gardens
- PC7.** assist in the development of the budget for the identified development and conservation work

Arrange the required resources

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

- PC8.** identify the appropriate types of plants as per the concept plan and the applicable historical and cultural values
- PC9.** calculate the cost of the required quantity of plants
- PC10.** check the availability of the required plants with the relevant suppliers and procure the plants, ensuring their quality
- PC11.** arrange the required number of labourers and appropriate tools, equipment, machinery and Personal Protective Equipment (PPE) for heritage gardening
- PC12.** assess the relevant health and safety hazards and implement appropriate preventive measures
- PC13.** determine the timelines for the planting and/or maintenance activities
- PC14.** coordinate with the relevant authorities to obtain the necessary approvals for heritage gardening, as required

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** different styles of garden
- KU2.** different types of formal gardens
- KU3.** the various components of the garden, like hedges, shrubbery, pergolas, flower bed, etc.
- KU4.** the characteristics of different types of plants
- KU5.** the plant morphology
- KU6.** the significance and development of heritage gardens and parks
- KU7.** the importance of collaborating with the relevant experts, e.g. landscape architects, for the development and conservation of heritage gardens
- KU8.** how to determine the timelines for preparation and conservation
- KU9.** the relevant softscape and hardscape components of a heritage garden
- KU10.** the principles and practices for park and garden conservation
- KU11.** the development and conservation procedures for historically or culturally significant parks and gardens
- KU12.** the agro-climatic conditions required for growing a variety of plants and trees
- KU13.** the regulations applicable to the development and conservation work at heritage sites
- KU14.** the maintenance requirements and practices for different plant varieties before and after their establishment
- KU15.** the applicable site evaluation techniques, including the analysis of soil condition, plants and waterways for conservation activities
- KU16.** how to assess a site for biophysical factors, historical and cultural attributes, and the relevant modifications required
- KU17.** the importance and process of determining the environmental implications of conservation work
- KU18.** how to develop conservation, concept, and resource management plans and the relevant heritage and cultural values and environmental requirements to be considered
- KU19.** how to plan the softscape and hardscape maintenance of heritage gardens/parks
- KU20.** the process of developing the budget for the development and conservation work
- KU21.** the selection of a variety of plants for heritage gardens and parks based on the applicable historical and cultural values
- KU22.** the process of procuring the selected plant and tree varieties
- KU23.** the importance of checking and ensuring the quality of plants and trees during procurement
- KU24.** the appropriate tools, equipment, machinery and PPE required for heritage gardening
- KU25.** the importance of assessing the relevant health and safety hazards and implementing the appropriate preventive measures
- KU26.** the requirement of obtaining the necessary approvals from the relevant authorities for heritage gardening

Generic Skills (GS)

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

- GS1.** write work-related notes and records
- GS2.** read the relevant literature to get information about new developments in the field of work
- GS3.** communicate politely and professionally
- GS4.** listen attentively and comprehend the information given by the speaker
- GS5.** identify possible disruptions to work and take preventive measures
- GS6.** evaluate all possible solutions to a problem to select the best solution
- GS7.** plan and prioritize tasks to ensure timely completion
- GS8.** coordinate 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>Plan the development and conservation work</i>	15	20	-	15
PC1. assist in assessing the site for biophysical factors, historical and cultural attributes, and the relevant modifications required	-	-	-	-
PC2. determine the environmental implications of the planned conservation works	-	-	-	-
PC3. coordinate with the relevant personnel for research on the environmental implications as required	-	-	-	-
PC4. assist in the development of conservation, concept, and resource management plans considering the relevant heritage and cultural values and environmental requirements	-	-	-	-
PC5. assist in planning the softscape and hardscape maintenance of the selected heritage park or garden	-	-	-	-
PC6. coordinate with the relevant experts, e.g. landscape architects, for planning the development and conservation of heritage parks and gardens	-	-	-	-
PC7. assist in the development of the budget for the identified development and conservation work	-	-	-	-
<i>Arrange the required resources</i>	15	20	-	15
PC8. identify the appropriate types of plants as per the concept plan and the applicable historical and cultural values	-	-	-	-
PC9. calculate the cost of the required quantity of plants	-	-	-	-
PC10. check the availability of the required plants with the relevant suppliers and procure the plants, ensuring their quality	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. arrange the required number of labourers and appropriate tools, equipment, machinery and Personal Protective Equipment (PPE) for heritage gardening	-	-	-	-
PC12. assess the relevant health and safety hazards and implement appropriate preventive measures	-	-	-	-
PC13. determine the timelines for the planting and/or maintenance activities	-	-	-	-
PC14. coordinate with the relevant authorities to obtain the necessary approvals for heritage gardening, as required	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0827
NOS Name	Prepare for the conservation of heritage gardens and parks
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0828: Propagate and transplant plants and trees

Description

This OS unit is about propagating and transplanting plants and trees in heritage gardens and parks.

Scope

The scope covers the following :

- Propagate plants and trees
- Transplant plants and trees

Elements and Performance Criteria

Propagate plants and trees

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

- PC1.** propagate the appropriate plant and tree varieties following the recommended propagation methods
- PC2.** manage the nutrient requirements of seedlings/saplings using the appropriate organic/inorganic fertilizers
- PC3.** follow the appropriate measures during the nursery operations to ensure the propagation of pest and disease-free seedlings/ saplings for being transplanted into the garden
- PC4.** arrange to protect seedlings/ saplings from adverse weather and animals
- PC5.** undertake polyhouse cultivation of the selected plants and trees, as required

Transplant plants and trees

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

- PC6.** create pits of the recommended specifications according to the type of plant and tree species to be transplanted
- PC7.** transplant the propagated plants and trees in the heritage garden/ park
- PC8.** apply the recommended fertilizers and water the transplanted plants and trees with the recommended quantity following transplanting
- PC9.** install appropriate support such as stakes to train their growth
- PC10.** follow the appropriate measures to ensure the survival of transplanted plants and trees

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to propagate different plant and tree varieties following the appropriate propagation method
- KU2.** how to manage the nutrient requirements of seedlings/saplings
- KU3.** the appropriate measures to be followed during the nursery operations to ensure the propagation of pest and disease-free seedlings/ saplings
- KU4.** how to protect seedlings/ saplings from adverse weather and animals

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- KU5.** the process of undertaking polyhouse cultivation of the relevant plants and trees
- KU6.** the process of creating pits of the recommended specifications according to the type of plant and tree species to be transplanted
- KU7.** the process of transplanting the propagated plants and trees
- KU8.** the appropriate aftercare to be provided to plants and trees following transplanting
- KU9.** the appropriate support to be installed to train the growth of plants and trees
- KU10.** the appropriate measures to be followed to ensure the survival of transplanted plants and trees

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 information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Propagate plants and trees</i>	15	20	-	15
PC1. propagate the appropriate plant and tree varieties following the recommended propagation methods	-	-	-	-
PC2. manage the nutrient requirements of seedlings/saplings using the appropriate organic/ inorganic fertilizers	-	-	-	-
PC3. follow the appropriate measures during the nursery operations to ensure the propagation of pest and disease-free seedlings/ saplings for being transplanted into the garden	-	-	-	-
PC4. arrange to protect seedlings/ saplings from adverse weather and animals	-	-	-	-
PC5. undertake polyhouse cultivation of the selected plants and trees, as required	-	-	-	-
<i>Transplant plants and trees</i>	15	20	-	15
PC6. create pits of the recommended specifications according to the type of plant and tree species to be transplanted	-	-	-	-
PC7. transplant the propagated plants and trees in the heritage garden/ park	-	-	-	-
PC8. apply the recommended fertilizers and water the transplanted plants and trees with the recommended quantity following transplanting	-	-	-	-
PC9. install appropriate support such as stakes to train their growth	-	-	-	-
PC10. follow the appropriate measures to ensure the survival of transplanted plants and trees	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0828
NOS Name	Propagate and transplant plants and trees
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0829: Maintain the heritage garden and park

Description

This OS unit is about maintaining the heritage garden and park. It also includes maintenance of tools and equipment and ensuring hygiene and biosecurity.

Scope

The scope covers the following :

- Maintain the heritage garden and park
- Use and maintain the gardening tools and equipment
- Ensure hygiene and biosecurity in the heritage garden and park

Elements and Performance Criteria

Maintain the heritage garden and park

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

- PC1.** identify the need to prune plants and trees and prune them appropriately using the relevant tools and implements
- PC2.** identify the growth of weeds in the garden/ park, and remove and dispose of them
- PC3.** identify unhealthy/scorched plants and trees, and replace them with healthy ones
- PC4.** prepare compost using green waste generated in the garden/park
- PC5.** apply mulch, compost, and other appropriate fertilizers to achieve a healthy growth of plants and trees
- PC6.** identify pest and disease infestation in the plants and trees at the heritage garden/ park
- PC7.** apply the appropriate treatment to remove the identified pests and diseases
- PC8.** maintain an appealing display of heritage garden/park plants, trees and features
- PC9.** maintain the lawn by mowing, edging and aerating it, as required
- PC10.** check the condition of hard landscape features, statues, benches, fences, etc., regularly to identify their repair and maintenance needs
- PC11.** coordinate with the relevant experts for the repair and maintenance of hard landscape features, statues, benches, fences, etc.
- PC12.** install appropriate signage in the garden/park and labels for the plants and trees, ensuring their accuracy
- PC13.** maintain cleanliness and no obstructions in the heritage garden/ park passages
- PC14.** carry out regular repair and maintenance of the irrigation system
- PC15.** arrange and ensure appropriate storage of hazardous items, such as pesticides and sharp tools and implements
- PC16.** ensure appropriate security arrangements in the garden to prevent unauthorized access and vandalism
- PC17.** follow the recommended practices to promote sustainability and biodiversity in the heritage garden/ park and mitigate environmental risks

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Use and maintain the gardening tools and equipment

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

- PC18.** use the relevant manual and mechanical tools and equipment and machinery, e.g. shovel, trowel, secateurs, lawnmower, hedge trimmer, etc.
- PC19.** carry out regular repair and maintenance of the gardening tools and equipment
- PC20.** coordinate with the manufacturer to resolve complex or manufacturing defect-related issues with the gardening tools and equipment

Ensure hygiene and biosecurity in the heritage garden and park

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

- PC21.** ensure the procurement of gardening inputs, e.g. propagation material, fertilizers, and growing media, from certified suppliers to prevent the entry of pests and diseases into the heritage garden/ park
- PC22.** communicate the applicable hygiene and biosecurity protocols to the garden workers, contractors, and visitors, and ensure compliance with them
- PC23.** follow the appropriate measures to prevent the entry of pests and contaminants into the garden through workers, visitors, vehicles, raw material, tools and equipment
- PC24.** remove waste materials from the heritage garden/park to maintain it in a presentable condition
- PC25.** follow the appropriate practices to promote health and safety, in compliance with the applicable regulations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of identifying the need of pruning plants and trees and pruning them appropriately
- KU2.** different types of weeds found in gardens and parks and the appropriate measures to control them
- KU3.** the process of mowing the lawn using the appropriate manual and mechanical equipment
- KU4.** how to identify and replace unhealthy plants and trees
- KU5.** how to prepare compost using green waste
- KU6.** the importance of applying appropriate fertilizers to achieve a healthy growth of plants and trees
- KU7.** the signs of pest and disease infestation in plants and trees and the appropriate treatment for them
- KU8.** the importance and ways of maintaining an appealing display of heritage garden/park plants, trees and features
- KU9.** the process of maintaining the lawn by mowing, edging and aerating it
- KU10.** the importance of carrying out regular repair and maintenance of hard landscape features, statues, benches, fences, etc.
- KU11.** the importance of installing appropriate signage in the garden/park and labels for the plants and trees
- KU12.** the process of carrying out repair and maintenance of the irrigation system

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- KU13.** the importance of storing hazardous items, such as pesticides and sharp tools and implements, safely in a storage
- KU14.** the importance of making appropriate security arrangements in the garden to prevent unauthorized access and vandalism
- KU15.** the recommended practices to be followed to promote sustainability and biodiversity in the heritage garden/ park and mitigate environmental risks
- KU16.** the use and maintenance of relevant manual and mechanical tools and equipment
- KU17.** the importance of following environmental and biodiversity conservation practices
- KU18.** the importance of procuring gardening inputs from certified suppliers to prevent the entry of pests and diseases into the heritage garden/ park
- KU19.** the importance of communicating the applicable hygiene and biosecurity protocols to the garden workers, contractors, visitors, etc.
- KU20.** the appropriate measures to be followed to prevent the entry of pests and contaminants into the garden through workers, visitors, vehicles, raw material, tools and equipment
- KU21.** different management requirements of different types of heritage gardens
- KU22.** the importance of growing plants and trees of botanical and cultural significance, according to the regions
- KU23.** the legislations concerning health and safety, biosecurity, and land management in heritage gardens and parks at culturally important sites

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the literature concerning the area of work
- GS3.** listen attentively to understand the information/ instructions being shared
- GS4.** communicate clearly and politely
- GS5.** plan and prioritize tasks to ensure their timely completion
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accidents
- GS8.** evaluate all possible solutions to a problem to select the best one
- GS9.** coordinate 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>Maintain the heritage garden and park</i>	19	25	-	19
PC1. identify the need to prune plants and trees and prune them appropriately using the relevant tools and implements	-	-	-	-
PC2. identify the growth of weeds in the garden/ park, and remove and dispose of them	-	-	-	-
PC3. identify unhealthy/scorched plants and trees, and replace them with healthy ones	-	-	-	-
PC4. prepare compost using green waste generated in the garden/park	-	-	-	-
PC5. apply mulch, compost, and other appropriate fertilizers to achieve a healthy growth of plants and trees	-	-	-	-
PC6. identify pest and disease infestation in the plants and trees at the heritage garden/ park	-	-	-	-
PC7. apply the appropriate treatment to remove the identified pests and diseases	-	-	-	-
PC8. maintain an appealing display of heritage garden/park plants, trees and features	-	-	-	-
PC9. maintain the lawn by mowing, edging and aerating it, as required	-	-	-	-
PC10. check the condition of hard landscape features, statues, benches, fences, etc., regularly to identify their repair and maintenance needs	-	-	-	-
PC11. coordinate with the relevant experts for the repair and maintenance of hard landscape features, statues, benches, fences, etc.	-	-	-	-
PC12. install appropriate signage in the garden/park and labels for the plants and trees, ensuring their accuracy	-	-	-	-
PC13. maintain cleanliness and no obstructions in the heritage garden/ park passages	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. carry out regular repair and maintenance of the irrigation system	-	-	-	-
PC15. arrange and ensure appropriate storage of hazardous items, such as pesticides and sharp tools and implements	-	-	-	-
PC16. ensure appropriate security arrangements in the garden to prevent unauthorized access and vandalism	-	-	-	-
PC17. follow the recommended practices to promote sustainability and biodiversity in the heritage garden/ park and mitigate environmental risks	-	-	-	-
<i>Use and maintain the gardening tools and equipment</i>	5	7	-	5
PC18. use the relevant manual and mechanical tools and equipment and machinery, e.g. shovel, trowel, secateurs, lawnmower, hedge trimmer, etc.	-	-	-	-
PC19. carry out regular repair and maintenance of the gardening tools and equipment	-	-	-	-
PC20. coordinate with the manufacturer to resolve complex or manufacturing defect-related issues with the gardening tools and equipment	-	-	-	-
<i>Ensure hygiene and biosecurity in the heritage garden and park</i>	6	8	-	6
PC21. ensure the procurement of gardening inputs, e.g. propagation material, fertilizers, and growing media, from certified suppliers to prevent the entry of pests and diseases into the heritage garden/ park	-	-	-	-
PC22. communicate the applicable hygiene and biosecurity protocols to the garden workers, contractors, and visitors, and ensure compliance with them	-	-	-	-
PC23. follow the appropriate measures to prevent the entry of pests and contaminants into the garden through workers, visitors, vehicles, raw material, tools and equipment	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. remove waste materials from the heritage garden/park to maintain it in a presentable condition	-	-	-	-
PC25. follow the appropriate practices to promote health and safety, in compliance with the applicable regulations	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0829
NOS Name	Maintain the heritage garden and park
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

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AGR/N0830: Manage the heritage garden and park workers and visitors

Description

This OS unit is about managing the heritage garden and park workers and visitors. It also covers assisting with event organizing and filming.

Scope

The scope covers the following :

- Manage the heritage garden/park workers
- Manage the heritage garden/park visitors
- Assist in event organizing and filming

Elements and Performance Criteria

Manage the heritage garden/park workers

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

- PC1.** allocate tasks to the garden workers according to their job profile and skills
- PC2.** monitor the work of garden workers to ensure the applicable quality standards are met in the heritage garden upkeep and maintenance activities

Manage the heritage garden/park visitors

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

- PC3.** ensure appropriate arrangements for heritage garden/ park visitors, e.g. seating, relevant literature, refreshments, health and safety, etc.
- PC4.** guide the visitors in heritage garden/ park tours, providing them with the relevant information
- PC5.** identify the scope of improvement through feedback from visitors and relevant stakeholders
- PC6.** implement the feedback to make appropriate improvements in the
- PC7.** maintain the manual and electronic record of heritage garden/park visitors

Assist in event organizing and filming

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

- PC8.** deal with enquiries from contractors, event organizers and others through telephone and meetings
- PC9.** assist with event organizing and filming at heritage garden/park, including planning and implementation
- PC10.** assist in making appropriate arrangements for events and filming
- PC11.** ensure effective supervision during events and filming to protect the heritage garden/park plants, trees, lawn, features, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the importance of allocating tasks to the garden workers according to their job profile and skills
- KU2.** the importance and process of monitoring the work of garden workers to ensure the applicable quality standards are met in the upkeep and maintenance activities
- KU3.** the appropriate arrangements required for heritage garden/ park visitors
- KU4.** how to manage and guide visitors
- KU5.** how to present the heritage garden/park to increase its appeal and interest of visitors
- KU6.** how to connect with people from diverse social, cultural and ethnic backgrounds
- KU7.** the appropriate arrangement required to cater to PwD visitors in heritage gardens and parks
- KU8.** the importance of taking feedback from visitors and relevant stakeholders to identify the scope of improvement in services and making appropriate improvements
- KU9.** how to maintain manual and electronic records
- KU10.** how to effectively deal with enquiries from contractors, event organizers and others through telephone and meetings
- KU11.** the appropriate assistance to be offered in event organizing and filming at heritage garden/park
- KU12.** the appropriate arrangements required for events and filming
- KU13.** the importance of ensuring effective supervision during events and filming in the heritage garden/park

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** listen attentively to understand the information being shared
- GS3.** communicate politely and professionally
- GS4.** read the relevant literature to get updated information about the field of work
- GS5.** plan and schedule tasks for effective time management
- GS6.** coordinate with the co-workers to achieve the work objectives
- GS7.** 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>Manage the heritage garden/park workers</i>	6	8	-	6
PC1. allocate tasks to the garden workers according to their job profile and skills	-	-	-	-
PC2. monitor the work of garden workers to ensure the applicable quality standards are met in the heritage garden upkeep and maintenance activities	-	-	-	-
<i>Manage the heritage garden/park visitors</i>	14	18	-	14
PC3. ensure appropriate arrangements for heritage garden/ park visitors, e.g. seating, relevant literature, refreshments, health and safety, etc.	-	-	-	-
PC4. guide the visitors in heritage garden/ park tours, providing them with the relevant information	-	-	-	-
PC5. identify the scope of improvement through feedback from visitors and relevant stakeholders	-	-	-	-
PC6. implement the feedback to make appropriate improvements in the	-	-	-	-
PC7. maintain the manual and electronic record of heritage garden/park visitors	-	-	-	-
<i>Assist in event organizing and filming</i>	10	14	-	10
PC8. deal with enquiries from contractors, event organizers and others through telephone and meetings	-	-	-	-
PC9. assist with event organizing and filming at heritage garden/park, including planning and implementation	-	-	-	-
PC10. assist in making appropriate arrangements for events and filming	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure effective supervision during events and filming to protect the heritage garden/park plants, trees, lawn, features, etc.	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N0830
NOS Name	Manage the heritage garden and park workers and visitors
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Landscaping, gardening and urban farming
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

This OS is about maintaining health and safety of self and other co-workers at the workplace

Scope

The scope covers the following :

- Maintain personal hygiene
- Maintain clean and safe workplace
- Administer appropriate emergency procedures

Elements and Performance Criteria

Maintain personal hygiene

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

- PC1.** wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals
- PC2.** wash the worn clothes with soap and sun dry before use next time
- PC3.** ensure the face is covered with mask or three layers of cloth-piece
- PC4.** follow the workplace sanitization norms including distancing from sick people

Maintain clean and safe workplace

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

- PC5.** carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor
- PC6.** wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy
- PC7.** follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards
- PC8.** assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices
- PC9.** sanitize equipment, tools and machinery before and after use
- PC10.** use equipment and materials safely and correctly and return the same to designated storage after use
- PC11.** dispose waste safely and correctly in the designated area
- PC12.** recognize risks to bystanders and take required action to reduce the risks
- PC13.** work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed
- PC14.** report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger
- PC15.** follow government / workplace advisories incase of outbreak of any disease/disaster

Administer appropriate emergency procedures

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

Qualification Pack

- PC16.** follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements
- PC17.** use emergency equipment in accordance with manufacturer's specifications and workplace requirements
- PC18.** provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques
- PC19.** recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate
- PC20.** report details of first aid administered in accordance with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures at work
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role and responsibilities and sources of information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6.** personal hygiene and fitness requirement
- KU7.** importance of sanitization of the workplace
- KU8.** types of Personal Protective Equipment (PPE) required at the workplace and their importance
- KU9.** the correct and safe way to use materials and equipment required for the work
- KU10.** the importance of good housekeeping at the workplace
- KU11.** safe waste disposal methods
- KU12.** methods for minimizing environmental damage during work
- KU13.** the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work
- KU14.** workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.
- KU15.** basic emergency first aid procedure
- KU16.** local emergency services
- KU17.** why accidents, incidents and problems should be reported and the appropriate actions to be taken

Generic Skills (GS)

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

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner

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- GS3.** read instruction manual for hand tool and equipments
- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

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

Basic English Skills

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

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

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

Entrepreneurship

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

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

Customer Service

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

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

Getting ready for apprenticeship & Jobs

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. 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

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/N0826. Identify and name plants using their botanical names	30	40	0	30	100	15
AGR/N0827. Prepare for the conservation of heritage gardens and parks	30	40	0	30	100	15
AGR/N0828. Propagate and transplant plants and trees	30	40	0	30	100	20
AGR/N0829. Maintain the heritage garden and park	30	40	0	30	100	15
AGR/N0830. Manage the heritage garden and park workers and visitors	30	40	0	30	100	15
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	210	255	0	185	650	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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