

## Qualification Pack



# Non-Timber Forest Produce Harvester

QP Code: AGR/Q6102

Version: 3.0

NSQF Level: 3

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## Qualification Pack

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## Qualification Pack

### AGR/Q6102: Non-Timber Forest Produce Harvester

#### Brief Job Description

A Non-Timber Forest Produce Harvester is responsible for harvests different types of Non-Timber Forest Produce (NTFP) and Medicinal and Aromatic Plants (MAPs) from the identified unrestricted areas. The person identifies the relevant NTFP and MAPs and harvests them using suitable harvesting practices while complying with the relevant laws and regulations

#### Personal Attributes

The individual must be physically fit to walk for long distances and work in outdoor settings. The person must have attention to detail, problem-solving skills and the ability to work independently.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N6109: Identify and harvest the NTFP and MAPs](#)
2. [AGR/N6127: Carry out post-harvest processing of NTFP and MAPs](#)
3. [AGR/N6111: Undertake basic market-related activities for NTFP and MAPs](#)
4. [AGR/N9909: Follow the basic health and safety practices in forestry-related work](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Forestry, Environment and Renewable Energy Management
<b>Occupation</b>	Agro-Forestry Management
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	9
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6210.0600

### Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	8th Class (Pass and pursuing continuous regular schooling) OR 5th Class with 4 Years of experience relevant experience OR Ability to read and write with 5 Years of experience relevant experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	16 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	27/01/2025
<b>NSQC Approval Date</b>	27/01/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/AGR/ASCI/06529
<b>NQR Version</b>	1.0

## Qualification Pack

### AGR/N6109: Identify and harvest the NTFP and MAPs

#### Description

This OS unit is about identifying the varieties of Non-Timber Forest Produce (NTFP) and Medicinal and Aromatic Plants (MAPs) and harvesting them using the approved harvesting methods.

#### Scope

The scope covers the following :

- Prepare to harvest the NTFP and MAPs
- Harvest the NTFP
- Harvest the MAPs

#### Elements and Performance Criteria

##### *Prepare to harvest the NTFP and MAPs*

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

- PC1.** identify the NTFP and MAP collection permitted forest areas by contacting the relevant authorities such as the Divisional Forest Officer or Range Officer
- PC2.** select the variety of NTFP and MAPs for collection based on the market demand and price, ensuring the selected varieties are not endangered or protected
- PC3.** arrange the appropriate tools, equipment and Personal Protective Equipment (PPE) for the collection of NTFP and MAPs
- PC4.** plan the collection of NTFP and MAPs according to the season, harvesting calendar for the identified NTFP and MAPs and selected collection area, ensuring compliance with the applicable regulatory requirements

##### *Harvest the NTFP*

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

- PC5.** check the NTFP to ensure that it meets the applicable quality standards such as required growth, damage and pest-free, etc.
- PC6.** harvest the relevant parts of the selected NTFP such as root, rhizome, bark, gum, resin, flower, etc.
- PC7.** use sustainable harvesting methods and appropriate tools and equipment to ensure no negative impact on the future produce
- PC8.** follow the applicable forest biodiversity conservation practices while collecting NTFP, and collect the harvested NTFP in the appropriate baskets, bags or containers
- PC9.** maintain the record of harvested NTFP as per the guidelines issued by the forest authority and the relevant regulatory body

##### *Harvest the MAPs*

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

- PC10.** select the MAPs with the required characteristics and the recommended season to harvest
- PC11.** ensure the MAPs are free from pests, insects and disease

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- PC12.** identify the appropriate potent parts of the MAPs intended for medicinal/ commercial use such as root, bark, seeds, flower, gum, resin, etc.
- PC13.** sterilise the relevant tools and equipment before use
- PC14.** use the approved harvesting method and relevant tools and equipment to harvest the MAPs according to the variety and as per the specific use/ industry requirements
- PC15.** isolate and handle the poisonous plants and weeds following the recommended safety procedures
- PC16.** follow the applicable health and safety standards while harvesting and handling the MAPs to maintain their quality and prevent contamination, collecting them in the appropriate basket, bags or containers
- PC17.** record the relevant data with respect to the harvested MAPs, such as the genus of plant, local name, geographical origin, geo-coordinates (whether endangered/ threatened), etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** laws and regulations applicable to the collection of NTFP and MAPs such as Indian Forest Act 1927, Wildlife (Protection) Act 1972, Forest (Conservation) Act 1980, Biological Diversity Act 2002, Scheduled Tribes and Other Traditional Forest-Dwellers (Recognition of Forest Rights) Act 2006, etc.
- KU2.** the relevant authority to seek information about NTFP and MAPs from, such as the Divisional Forest Officer/ Range Officer/ Joint Forest Management Committee
- KU3.** ex-situ cultivation of NTFP and MAPs
- KU4.** the applicable record-keeping requirements
- KU5.** how to identify forest areas permitted for the harvesting of NTFP and MAPs
- KU6.** how to select the varieties of NTFP and MAPs for harvesting and the applicable quality standards such as required growth, the permissible extent of damage, pest-free, etc.
- KU7.** the protected or endangered varieties of NTFP and MAPs
- KU8.** use of the relevant tools, equipment and PPE
- KU9.** different ways of minimising the hazards and risks associated with the collection of NTFP and MAPs
- KU10.** the process of sterilising tools before harvesting MAPs
- KU11.** appropriate season and time of the day for harvesting varieties of NTFP and MAPs
- KU12.** the applicable sustainable harvesting methods to mitigate any negative impact on the future produce of NTFP and MAPs i.e. uprooting the plants while harvesting and avoiding over-harvesting
- KU13.** how to isolate the poisonous plants
- KU14.** potent parts of different MAPs to be harvested such as root, bark, seeds, flower gum, resin that are intended for medicinal/commercial use
- KU15.** the safe handling of harvested NTFP and MAPs

## Generic Skills (GS)

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

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- GS1.** maintain work-related records
- GS2.** read the health and safety instructions
- GS3.** listen attentively to understand the information/ instructions being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accidents
- GS8.** evaluate all possible solutions to a problem to select the best one
- GS9.** co-ordinate with 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 to harvest the NTFP and MAPs</i>	<b>10</b>	<b>14</b>	-	<b>8</b>
<b>PC1.</b> identify the NTFP and MAP collection permitted forest areas by contacting the relevant authorities such as the Divisional Forest Officer or Range Officer	-	-	-	-
<b>PC2.</b> select the variety of NTFP and MAPs for collection based on the market demand and price, ensuring the selected varieties are not endangered or protected	-	-	-	-
<b>PC3.</b> arrange the appropriate tools, equipment and Personal Protective Equipment (PPE) for the collection of NTFP and MAPs	-	-	-	-
<b>PC4.</b> plan the collection of NTFP and MAPs according to the season, harvesting calendar for the identified NTFP and MAPs and selected collection area, ensuring compliance with the applicable regulatory requirements	-	-	-	-
<i>Harvest the NTFP</i>	<b>10</b>	<b>14</b>	-	<b>12</b>
<b>PC5.</b> check the NTFP to ensure that it meets the applicable quality standards such as required growth, damage and pest-free, etc.	-	-	-	-
<b>PC6.</b> harvest the relevant parts of the selected NTFP such as root, rhizome, bark, gum, resin, flower, etc.	-	-	-	-
<b>PC7.</b> use sustainable harvesting methods and appropriate tools and equipment to ensure no negative impact on the future produce	-	-	-	-
<b>PC8.</b> follow the applicable forest biodiversity conservation practices while collecting NTFP, and collect the harvested NTFP in the appropriate baskets, bags or containers	-	-	-	-
<b>PC9.</b> maintain the record of harvested NTFP as per the guidelines issued by the forest authority and the relevant regulatory body	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Harvest the MAPs</i>	<b>10</b>	<b>12</b>	-	<b>10</b>
<b>PC10.</b> select the MAPs with the required characteristics and the recommended season to harvest	-	-	-	-
<b>PC11.</b> ensure the MAPs are free from pests, insects and disease	-	-	-	-
<b>PC12.</b> identify the appropriate potent parts of the MAPs intended for medicinal/ commercial use such as root, bark, seeds, flower, gum, resin, etc.	-	-	-	-
<b>PC13.</b> sterilise the relevant tools and equipment before use	-	-	-	-
<b>PC14.</b> use the approved harvesting method and relevant tools and equipment to harvest the MAPs according to the variety and as per the specific use/ industry requirements	-	-	-	-
<b>PC15.</b> isolate and handle the poisonous plants and weeds following the recommended safety procedures	-	-	-	-
<b>PC16.</b> follow the applicable health and safety standards while harvesting and handling the MAPs to maintain their quality and prevent contamination, collecting them in the appropriate basket, bags or containers	-	-	-	-
<b>PC17.</b> record the relevant data with respect to the harvested MAPs, such as the genus of plant, local name, geographical origin, geo-coordinates (whether endangered/ threatened), etc.	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N6109
<b>NOS Name</b>	Identify and harvest the NTFP and MAPs
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Forestry, Environment and Renewable Energy Management
<b>Occupation</b>	Agro Forestry Management
<b>NSQF Level</b>	3
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### AGR/N6127: Carry out post-harvest processing of NTFP and MAPs

#### Description

This OS unit is about carrying out post-harvest processing of the NTFP and MAPs to facilitate their use for the intended purpose.

#### Scope

The scope covers the following :

- Sort and grade the NTFP and MAPs
- Clean and process the NTFP and MAPs
- Store the NTFP and MAPs
- Optimise resource utilisation
- Perform waste management

#### Elements and Performance Criteria

##### *Sort and grade the NTFP and MAPs*

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

- PC1.** sort out the damaged, deceased and unwanted NTFP and MAPs
- PC2.** grade the remaining NTFP and MAPs on the relevant grading parameters such as appearance, size and marketability as per the requirement of the specific industry
- PC3.** arrange the sorted and graded produce in bundles and stacks for further processing
- PC4.** carry the NTFP and MAPs to the storage area using an appropriate mode of transport

##### *Clean and process the NTFP and MAPs*

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

- PC5.** select an appropriate method of cleaning, suitable to the NTFP and MAPs such as dry cleaning/ wet cleaning/combination of both
- PC6.** clean the NTFP and MAPs according to the selected method
- PC7.** dry the NTFP and MAPs under the sun/ using a solar dryer and drying sheds/ on perforated bamboo-mats/ smoke on low fire to the desired moisture level as per the proposed end use
- PC8.** carry out further processing such as grinding, milling, oil extraction according to the produce

##### *Store the NTFP and MAPs*

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

- PC9.** select a weatherproof storage area with the appropriate temperature, humidity and air-circulation according to the NTFP and MAPs to be stored
- PC10.** apply the necessary treatment in the storage area to protect the produce from pests, insects and rodents
- PC11.** arrange the necessary accessories for the storage of produce such as racks, crates, pallets, etc.
- PC12.** store the produce in the storage area following the applicable guidelines to protect it from damage

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- PC13.** follow the recommended practices in the storage area to minimise the loss of active ingredients and oils in the produce
- PC14.** tag the produce according to the area to maintain purity, prevent mixture with other produce and for better price
- PC15.** record the data of produce processed and stored

### *Optimise resource utilisation*

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

- PC16.** optimise the usage of water, electricity and other resources in various tasks and processes
- PC17.** plug water leakages to prevent its wastage
- PC18.** use the power-operated tools and equipment safely and disconnect them when not in use

### *Perform waste management*

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

- PC19.** segregate waste into different categories
- PC20.** dispose the non-recyclable waste in an environment-friendly manner
- PC21.** recycle the recyclable waste appropriately

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** sorting and grading criteria for different NTFP and MAPs
- KU2.** storage and transportation requirements for different NTFP and MAPs such as recommended weather and humidity
- KU3.** the necessary treatment such as insecticides and pesticides to be applied in the storage area to protect the produce from pests, insects and rodents, etc.
- KU4.** the use of storage accessories such as racks, crates, pallets, etc.
- KU5.** different methods of cleaning different types of NTFP and MAPs such as dry cleaning, wet cleaning or the combination of both
- KU6.** different processing methods for NTFP and MAPs such as grinding, milling, oil extraction, etc.
- KU7.** the safe handling of NTFP and MAPs
- KU8.** the appropriate practices to be followed in the storage area to minimise the loss of active ingredients and oils
- KU9.** the importance of following environmental and ecological best practices to minimise the impact on the environment
- KU10.** the benefits of resource optimisation
- KU11.** different ways of using various materials efficiently
- KU12.** the common practices for conserving electricity
- KU13.** how to recycle and dispose different types of waste
- KU14.** common sources of pollution and ways to minimise it

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sort and grade the NTFP and MAPs</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
<b>PC1.</b> sort out the damaged, deceased and unwanted NTFP and MAPs	-	-	-	-
<b>PC2.</b> grade the remaining NTFP and MAPs on the relevant grading parameters such as appearance, size and marketability as per the requirement of the specific industry	-	-	-	-
<b>PC3.</b> arrange the sorted and graded produce in bundles and stacks for further processing	-	-	-	-
<b>PC4.</b> carry the NTFP and MAPs to the storage area using an appropriate mode of transport	-	-	-	-
<i>Clean and process the NTFP and MAPs</i>	<b>8</b>	<b>8</b>	-	<b>8</b>
<b>PC5.</b> select an appropriate method of cleaning, suitable to the NTFP and MAPs such as dry cleaning/ wet cleaning/combination of both	-	-	-	-
<b>PC6.</b> clean the NTFP and MAPs according to the selected method	-	-	-	-
<b>PC7.</b> dry the NTFP and MAPs under the sun/ using a solar dryer and drying sheds/ on perforated bamboo-mats/ smoke on low fire to the desired moisture level as per the proposed end use	-	-	-	-
<b>PC8.</b> carry out further processing such as grinding, milling, oil extraction according to the produce	-	-	-	-
<i>Store the NTFP and MAPs</i>	<b>10</b>	<b>14</b>	-	<b>10</b>
<b>PC9.</b> select a weatherproof storage area with the appropriate temperature, humidity and air-circulation according to the NTFP and MAPs to be stored	-	-	-	-
<b>PC10.</b> apply the necessary treatment in the storage area to protect the produce from pests, insects and rodents	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> arrange the necessary accessories for the storage of produce such as racks, crates, pallets, etc.	-	-	-	-
<b>PC12.</b> store the produce in the storage area following the applicable guidelines to protect it from damage	-	-	-	-
<b>PC13.</b> follow the recommended practices in the storage area to minimise the loss of active ingredients and oils in the produce	-	-	-	-
<b>PC14.</b> tag the produce according to the area to maintain purity, prevent mixture with other produce and for better price	-	-	-	-
<b>PC15.</b> record the data of produce processed and stored	-	-	-	-
<i>Optimise resource utilisation</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC16.</b> optimise the usage of water, electricity and other resources in various tasks and processes	-	-	-	-
<b>PC17.</b> plug water leakages to prevent its wastage	-	-	-	-
<b>PC18.</b> use the power-operated tools and equipment safely and disconnect them when not in use	-	-	-	-
<i>Perform waste management</i>	<b>2</b>	<b>4</b>	-	<b>2</b>
<b>PC19.</b> segregate waste into different categories	-	-	-	-
<b>PC20.</b> dispose the non-recyclable waste in an environment-friendly manner	-	-	-	-
<b>PC21.</b> recycle the recyclable waste appropriately	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N6127
<b>NOS Name</b>	Carry out post-harvest processing of NTFP and MAPs
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Forestry, Environment and Renewable Energy Management
<b>Occupation</b>	Agro-Forestry Management
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### AGR/N6111: Undertake basic market-related activities for NTFP and MAPs

#### Description

This OS unit is about undertaking market-related activities for the harvested and processed NTFP and MAPs.

#### Scope

The scope covers the following :

- Set the price for NTFP and MAPs
- Sell the NTFP and MAPs
- Pack and transport the NTFP and MAPs

#### Elements and Performance Criteria

##### *Set the price for NTFP and MAPs*

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

- PC1.** identify the market demand and supply for the NTFP and MAPs
- PC2.** obtain information about the minimum support price (MSP) and fair pricing for the NTFP and MAPs from the relevant authority such as the Tribal Co-operative Marketing Development Federation of India (TRIFED), Biodiversity Management Committee (BMC), District collector, Minor Forest Produce Committee (MFPC), etc.
- PC3.** set the price for the NTFP and MAPs in compliance with the fair pricing directives issued by the regulatory body

##### *Sell the NTFP and MAPs*

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

- PC4.** identify the potential buyers of NTFP and MAPs through the appropriate marketing channels such as Tribes India/ Khadi and Village Industries Commission (KVIC)/ State Emporia/ local retail outlets/ wholesalers/ fairs and exhibitions, etc.
- PC5.** connect with the potential buyers to assess their needs and negotiate the price
- PC6.** use electronic payment methods for accepting payments such as Bharat Interface for Money - Unified Payment Interface (BHIM UPI), payment apps, e-wallet etc.
- PC7.** use the relevant digital platform for the trading activities
- PC8.** comply with the regulatory requirements in the marketing of NTFP and MAPs
- PC9.** maintain the manual and/ or electronic record of sales and payments using the physical registers and/ or the relevant computer application

##### *Pack and transport the NTFP and MAPs*

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

- PC10.** arrange appropriate packing material capable of protecting the varieties of NTFP and MAPs during transit
- PC11.** pack different NTFP and MAPs as per their packing requirements
- PC12.** apply label on the NTFP and MAPs packaging with the relevant information such as the date and time of packing along with the geographical origin

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- PC13.** obtain the necessary approval from the relevant authority to transport the produce
- PC14.** arrange an appropriate mode of transport to deliver the produce to the target market/ buyer
- PC15.** load the produce in the transport vehicle safely
- PC16.** maintain the record of the produce packed and transported along with the payment in the physical registers or a relevant computer system

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant authority to be contacted such as Tribal Co-operative Marketing Development Federation of India (TRIFED) to get information about the minimum support price (MSP) and fair pricing for the NTFP and MAPs
- KU2.** the process of identifying the market demand and supply for the NTFP and MAPs
- KU3.** how to set the price for the NTFP and MAPs in compliance with the fair pricing directives
- KU4.** the process of identifying potential buyers of NTFP and MAPs through various marketing channels such as Tribes India/ State Emporia/ local retail outlets/ wholesalers/ fairs and exhibitions, etc.
- KU5.** the process of negotiating price and processing of orders
- KU6.** appropriate packaging, labelling and transportation requirements for NTFP and MAPs
- KU7.** the use of relevant digital platforms for the trading activities
- KU8.** various electronic payment methods such as BHIM UPI, payment apps, e-wallet etc.
- KU9.** use of physical registers or relevant computer system for record-keeping
- KU10.** applicable regulatory requirements with respect to the marketing of NTFP and MAPs
- KU11.** the practice of establishing forward linkages
- KU12.** applicable documentation procedures at work
- KU13.** different methods of data storage

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Set the price for NTFP and MAPs</i>	<b>10</b>	<b>8</b>	-	<b>10</b>
<b>PC1.</b> identify the market demand and supply for the NTFP and MAPs	-	-	-	-
<b>PC2.</b> obtain information about the minimum support price (MSP) and fair pricing for the NTFP and MAPs from the relevant authority such as the Tribal Co-operative Marketing Development Federation of India (TRIFED), Biodiversity Management Committee (BMC), District collector, Minor Forest Produce Committee (MFPC), etc.	-	-	-	-
<b>PC3.</b> set the price for the NTFP and MAPs in compliance with the fair pricing directives issued by the regulatory body	-	-	-	-
<i>Sell the NTFP and MAPs</i>	<b>10</b>	<b>12</b>	-	<b>10</b>
<b>PC4.</b> identify the potential buyers of NTFP and MAPs through the appropriate marketing channels such as Tribes India/ Khadi and Village Industries Commission (KVIC)/ State Emporia/ local retail outlets/ wholesalers/ fairs and exhibitions, etc.	-	-	-	-
<b>PC5.</b> connect with the potential buyers to assess their needs and negotiate the price	-	-	-	-
<b>PC6.</b> use electronic payment methods for accepting payments such as Bharat Interface for Money - Unified Payment Interface (BHIM UPI), payment apps, e-wallet etc.	-	-	-	-
<b>PC7.</b> use the relevant digital platform for the trading activities	-	-	-	-
<b>PC8.</b> comply with the regulatory requirements in the marketing of NTFP and MAPs	-	-	-	-
<b>PC9.</b> maintain the manual and/ or electronic record of sales and payments using the physical registers and/ or the relevant computer application	-	-	-	-
<i>Pack and transport the NTFP and MAPs</i>	<b>10</b>	<b>20</b>	-	<b>10</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> arrange appropriate packing material capable of protecting the varieties of NTFP and MAPs during transit	-	-	-	-
<b>PC11.</b> pack different NTFP and MAPs as per their packing requirements	-	-	-	-
<b>PC12.</b> apply label on the NTFP and MAPs packaging with the relevant information such as the date and time of packing along with the geographical origin	-	-	-	-
<b>PC13.</b> obtain the necessary approval from the relevant authority to transport the produce	-	-	-	-
<b>PC14.</b> arrange an appropriate mode of transport to deliver the produce to the target market/ buyer	-	-	-	-
<b>PC15.</b> load the produce in the transport vehicle safely	-	-	-	-
<b>PC16.</b> maintain the record of the produce packed and transported along with the payment in the physical registers or a relevant computer system	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N6111
<b>NOS Name</b>	Undertake basic market-related activities for NTFP and MAPs
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Forestry, Environment and Renewable Energy Management
<b>Occupation</b>	Agro Forestry Management
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### AGR/N9909: Follow the basic health and safety practices in forestry-related work

#### Description

This OS unit is about following health and safety practices while carrying out forestry-related work.

#### Scope

The scope covers the following :

- Maintain health and safety
- Administer first aid and request medical assistance

#### Elements and Performance Criteria

##### *Maintain health and safety*

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

- PC1.** ensure to access hazardous areas in the forest with the permission of the relevant forest authority
- PC2.** ensure to check weather forecast and conditions before accessing forest areas to avoid extreme weather conditions such as heat, cold, rain, storms, etc.
- PC3.** use the appropriate Personal Protective Equipment (PPE) according to the task and weather conditions, ensuring protection from poisonous plants and organisms
- PC4.** check the PPE for wear and tear or damage and replace if required
- PC5.** follow the recommended practices to protect from infections and disease
- PC6.** identify hazards at the work-site and take appropriate preventive measures or escalate to the relevant authority
- PC7.** follow the instructions of the forest authorities to protect self and co-workers from wildlife while ensuring no harm to them
- PC8.** use the hand/ power tools and equipment safely as per the manufacturer's instructions
- PC9.** carry/ load the forest produce following the recommended safe working methods
- PC10.** follow the relevant safety instructions to avoid and deal with emergencies such as fire/ flood/ storms, etc.
- PC11.** maintain communication with the relevant authority/ official while working in the forest to request assistance in case of an emergency/ accident

##### *Administer first aid and request medical assistance*

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

- PC12.** administer first aid such as sterilising and dressing the wound, Cardiopulmonary Resuscitation (CPR) to the victim promptly
- PC13.** co-ordinate with the emergency services to get medical assistance for serious injuries, accidents or emergencies and assist the emergency services personnel in moving the injured person(s)

#### Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** the relevant forest authority to be contacted to get permission for accessing hazardous areas in forests
- KU2.** the relevant guidelines to be followed while accessing and working in hazardous areas in the forest
- KU3.** the importance of checking weather conditions and forecast before accessing forest areas to avoid extreme weather conditions such as heat, cold, rain, storms, etc.
- KU4.** varieties of Personal Protective Equipment (PPE) and their correct use
- KU5.** the importance of ensuring the PPE is in the useable condition
- KU6.** the recommended practices to be followed to protect from infection and disease
- KU7.** how to identify hazards at a work-site in the forest and the appropriate preventive measures to be taken to deal with them
- KU8.** different methods to be followed for man-animal conflict mitigation
- KU9.** the process of using a variety of hand/ power tools and equipment safely
- KU10.** applicable safe practices to be followed for carrying/ loading the forest produce
- KU11.** the safety instructions to be followed to avoid and deal with emergencies such as fire, flood, storms, etc.
- KU12.** the importance of maintaining communication with the relevant authority or official while working in the forest
- KU13.** the importance of carrying an up to date first-aid kit to the work-site in the forest
- KU14.** relevant first aid procedures such as sterilising and dressing the wound, Cardiopulmonary Resuscitation (CPR)
- KU15.** the process of contacting the emergency services to request medical assistance for serious injuries, accidents or emergencies

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain health and safety</i>	<b>14</b>	<b>24</b>	-	<b>16</b>
<b>PC1.</b> ensure to access hazardous areas in the forest with the permission of the relevant forest authority	-	-	-	-
<b>PC2.</b> ensure to check weather forecast and conditions before accessing forest areas to avoid extreme weather conditions such as heat, cold, rain, storms, etc.	-	-	-	-
<b>PC3.</b> use the appropriate Personal Protective Equipment (PPE) according to the task and weather conditions, ensuring protection from poisonous plants and organisms	-	-	-	-
<b>PC4.</b> check the PPE for wear and tear or damage and replace if required	-	-	-	-
<b>PC5.</b> follow the recommended practices to protect from infections and disease	-	-	-	-
<b>PC6.</b> identify hazards at the work-site and take appropriate preventive measures or escalate to the relevant authority	-	-	-	-
<b>PC7.</b> follow the instructions of the forest authorities to protect self and co-workers from wildlife while ensuring no harm to them	-	-	-	-
<b>PC8.</b> use the hand/ power tools and equipment safely as per the manufacturer's instructions	-	-	-	-
<b>PC9.</b> carry/ load the forest produce following the recommended safe working methods	-	-	-	-
<b>PC10.</b> follow the relevant safety instructions to avoid and deal with emergencies such as fire/ flood/ storms, etc.	-	-	-	-
<b>PC11.</b> maintain communication with the relevant authority/ official while working in the forest to request assistance in case of an emergency/ accident	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Administer first aid and request medical assistance</i>	<b>16</b>	<b>16</b>	-	<b>14</b>
<b>PC12.</b> administer first aid such as sterilising and dressing the wound, Cardiopulmonary Resuscitation (CPR) to the victim promptly	-	-	-	-
<b>PC13.</b> co-ordinate with the emergency services to get medical assistance for serious injuries, accidents or emergencies and assist the emergency services personnel in moving the injured person(s)	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9909
<b>NOS Name</b>	Follow the basic health and safety practices in forestry-related work
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 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
- 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 job requirements

##### *Constitutional values - Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**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 basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	30/06/2022

## 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 : 50**

## 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/N6109. Identify and harvest the NTFP and MAPs	30	40	-	30	100	30
AGR/N6127. Carry out post-harvest processing of NTFP and MAPs	30	40	-	30	100	30
AGR/N6111. Undertake basic market-related activities for NTFP and MAPs	30	40	-	30	100	30
AGR/N9909. Follow the basic health and safety practices in forestry-related work	30	40	-	30	100	5
DGT/VSQ/N0101. Employability Skills (30 Hours)	20	30	0	0	50	5
<b>Total</b>	<b>140</b>	<b>190</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

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