



# Model Curriculum

**QP Name: Florist**

**QP Code: AGR/Q0703**

**Version: 4.0**

**NSQF Level: 2.5**

**Model Curriculum Version: 3.0**

Agriculture Skill Council of India || Agriculture Skill Council of India (ASCI), 6th Floor, GNG Tower, Plot No. 10, Sector – 44

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## Training Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Floriculture Farming (Floral Designer)
<b>Country</b>	India
<b>NSQF Level</b>	2.5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3435.0500
<b>Minimum Educational Qualification and Experience</b>	<p>9th Class Pass</p> <p>OR</p> <p>8th Class Pass with 1.5 years of relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>5th Class Pass with 4.5 years of relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>Ability to read and write with 6 years of relevant experience in Agriculture and allied sectors</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 2 with 6 months of relevant experience in Agriculture and allied sectors</p> <p>Min. Age: 18 Years</p>
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	30-05-2024
<b>Next Review Date</b>	30-11-2024
<b>NSQC Approval Date</b>	30-05-2024
<b>QP Version</b>	4.0
<b>Model Curriculum Creation Date</b>	30-05-2024
<b>Model Curriculum Valid Up to Date</b>	30-11-2024
<b>Model Curriculum Version</b>	3.0
<b>Minimum Duration of the Course</b>	270 Hours

<b>Maximum Duration of the Course</b>	270 Hours
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## Program Overview

This section summarizes the end objectives of the program along with its duration.

### Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Describe the process of procuring and storing cut flowers and foliage.
- Demonstrate the process of preparing flowers for creating floral arrangements.
- Demonstrate the process of designing and creating floral arrangements.
- Describe the process of packing and shipping floral arrangements.
- Explain the importance of practising inclusion and gender equality at the workplace.
- Demonstrate various practices to maintain personal hygiene, cleanliness, and safety at the workplace.

### Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>AGR/N0706 Procure and store cut flowers and foliage</b> NOS Version-3.0 NSQF Level-2.5	10:00	20:00	0:00	0:00	30:00
Module 1: Introduction to the role of a Florist	5:00	0:00	0:00	0:00	5:00
Module 2: Procurement and storage of cut flowers and foliage	05:00	20:00	0:00	0:00	25:00
<b>AGR/N0707 Prepare flowers for creating floral arrangements</b> NOS Version-3.0 NSQF Level-2.5	10:00	20:00	0:00	0:00	30:00
Module 3: Preparation of flowers for creating floral arrangements	10:00	20:00	0:00	0:00	30:00
<b>AGR/N0708 Design and create floral arrangements</b>	20:00	40:00	0:00	0:00	60:00

<b>NOS Version-3.0</b> <b>NSQF Level-2.5</b>					
Module 4: Process of designing and creating floral designs	20:00	40:00	0:00	0:00	60:00
<b>AGR/N0709 Pack and ship floral arrangements</b> <b>NOS Version-3.0</b> <b>NSQF Level-2.5</b>	<b>10:00</b>	<b>20:00</b>	<b>0:00</b>	<b>0:00</b>	<b>30:00</b>
Module 5: Process of packing and shipping floral arrangements	10:00	20:00	0:00	0:00	30:00
<b>AGR/N9903 Maintain health and safety at the workplace</b> <b>NOS Version-4.0</b> <b>NSQF Level-4</b>	<b>10:00</b>	<b>20:00</b>	<b>0:00</b>	<b>0:00</b>	<b>30:00</b>
Module 6: Hygiene and cleanliness	3:00	3:00	0:00	0:00	6:00
Module 7: Safety and emergency procedures	7:00	17:00	0:00	0:00	24:00
<b>DGT/VSQ/N0101 Employability Skills</b> <b>NOS Version-1.0</b> <b>NSQF Level-2.5</b>	<b>30:00</b>	<b>00:00</b>	<b>0:00</b>	<b>0:00</b>	<b>30:00</b>
Module 8: Employability Skills	30:00	00:00	0:00	0:00	60:00
<b>Module 9: On-the-Job Training</b>	<b>00:00</b>	<b>0:00</b>	<b>60:00</b>	<b>0:00</b>	<b>60:00</b>
<b>Total Duration</b>	<b>90:00</b>	<b>120:00</b>	<b>60:00</b>	<b>0:00</b>	<b>270:00</b>

## Module Details

### Module 1: Introduction to the role of a Florist

*Bridge Module, Mapped to AGR/N0706 v3.0*

#### Terminal Outcomes:

- State the role and responsibilities of a Florist.

<b>Duration: 5:00</b>	<b>Duration: 0:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the size and scope of the Agriculture industry and its sub-sectors.</li> <li>• Discuss the role and responsibilities of a Florist.</li> <li>• Identify various employment opportunities for a Florist.</li> </ul>	
<b>Classroom Aids</b>	
Training kit - Trainer guide, Presentations, Whiteboard, Marker, projector, laptop	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 2: Procurement and storage of cut flowers and foliage

Mapped to AGR/N0706 v3.0

### Terminal Outcomes:

- Describe the process of procuring and storing cut flowers and foliage.
- Demonstrate the process of preparing the storage for storing flowers and foliage.

Duration: 05:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• List different types of cut flowers and foliage to be procured according to the season.</li> <li>• List botanical and common names for a range of flowers and foliage.</li> <li>• List various parameters to be considered while purchasing flowers and foliage.</li> <li>• Describe the basic procurement, inventory and quality management practices.</li> <li>• Explain the safe handling of flowers with allergic properties.</li> <li>• Describe the criteria for sorting and grading flowers and foliage such as stem length, degree of bud opening, damage-free, etc.</li> <li>• Explain the storage requirements for different types of flowers and foliage.</li> <li>• Explain different ways of preserving the freshness of flowers such as using hydration solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of examining the cut flowers and foliage to ensure they are free from pests and disease.</li> <li>• Demonstrate how to carry out air cooling or hydro cooling to remove the field heat of flowers and foliage.</li> <li>• Prepare a sample record of purchase.</li> <li>• Demonstrate the process of applying the necessary treatments in the storage area to remove pests and rodents.</li> <li>• Demonstrate the process of carrying out special treatments on flowers such as pulsing, impregnation, bud opening, etc.</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations). Whiteboard, Marker, projector, laptop	
<b>Tools, Equipment and Other Requirements</b>	
Flowers (Loose/cut), Cut greens/ foliage, Secateurs, Knife, Buckets, Sprayer, Flower pin holder, Stapler, Binding wire, Stub wire, Floral foam, Clear adhesive tape, Ribbon Bowls and vases, Baskets, Paints and clear varnish, Paintbrush, and sprayer, Scale, Flower catalogue, sprayer, Scale, Sucrose, Chemical (citric acid, benzoic acid, silver nitrate, Stirrer, Chemical balance (Electronic), Volumetric flask, Measuring cylinder, Beaker (150- & 100-ml volume), Alcohol, Knife	

## Module 3: Preparation of flowers for creating floral arrangements

### Mapped to ARG/N0707 v3.0

#### Terminal Outcomes:

- Describe the process of preparing flowers for creating floral arrangements.
- Demonstrate the process of carrying out flower processing.
- Describe various practices for the effective disposal of waste.

<b>Duration: 10:00</b>	<b>Duration: 20:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe various flower processing requirements and practices.</li> <li>• List various tools, equipment and Personal Protective Equipment (PPE) used in flower processing.</li> <li>• Describe the process of conditioning flowers.</li> <li>• Describe processing methods for different varieties of flowers.</li> <li>• Describe the process of preparing different types of hydration solutions for flowers.</li> <li>• Explain the criteria for segregating waste into different categories.</li> <li>• Describe the method of recycling and disposing of different types of waste.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of conditioning flowers.</li> <li>• Show how to cut the flower stem at an appropriate length and degree.</li> <li>• Demonstrate the process of preparing different types of hydration solutions for a variety of flowers.</li> <li>• Show how to hydrate flowers using the appropriate PPE.</li> <li>• Demonstrate the process of recycling and disposing different types of waste.</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations). Whiteboard, Marker, projector, laptop	
<b>Tools, Equipment and Other Requirements</b>	
Flower catalogue	



## Module 4: Process of designing and creating floral designs

*Mapped to AGR/N0708 v3.0*

### Terminal Outcomes:

- Describe the process of designing and creating floral designs.
- Demonstrate the process of designing and creating floral arrangements.
- Describe the process of preparing bills and processing payments.

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the basic principles and elements of floral designs.</li> <li>• List different types of floral arrangements such as bouquet, wreath, corsage, etc.</li> <li>• Describe various practices to prevent flowers and foliage from wilting.</li> <li>• Explain the importance of understanding customer requirements before creating floral designs.</li> <li>• Explain how to customise floral designs, bouquet, and wreath to create new floral designs.</li> <li>• Explain how to plan the size and positioning of a display according to the available space.</li> <li>• List different types of payment methods and the process of using them.</li> <li>• List a variety of flowers and foliage suitable for display and venue decorations.</li> <li>• Explain the importance of protecting floral display and decorations from heat.</li> <li>• Explain the benefits of resource optimisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of preparing different types of floral designs and arrangements for store display and venue decoration.</li> <li>• Prepare a sample invoice including the relevant service charges and taxes.</li> <li>• Show how to use various e-payment methods.</li> <li>• Prepare a sample record of sale and payment using the physical register or an appropriate computer application.</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations)	
<b>Tools, Equipment and Other Requirements</b>	

Flowers (Loose/cut), Cut greens/ foliage, Secateurs, Knife, Buckets, Sprayer, Flower pin holder, Stapler, Binding wire, Stub wire, Floral foam, Clear adhesive tape, Ribbon Bowls and vases, Baskets, Paints and clear varnish, Paint brush and sprayer, Scale, Sucrose, Chemical (citric acid, benzoic acid, silver nitrate, Stirrer, Chemical balance (Electronic), Volumetric flask, Measuring cylinder Beaker (150 & 100 ml volume), Alcohol, Knife, Needles of different size, Nylon thread, Cellophane paper, Card hard paper, Thread, Container/ foam, Bamboo basket, Foam block, Wood shavings, Fine saw, Fixtures – single bar or split bar, Containers or vases – ceramic, stone, plastic glass, wooden, Earthen pots/ metallic containers, Desiccants – sand and silica gel, Plant press, Blotting/ newspaper sheets, Razor blade, Flower cutter, Forceps, Broomsticks, Thin steel wire, Wooden items made of driftwood, Thermocol, Pale brown foam, Stones of various shapes and colour, Glass containers, Glass adhesive or synthetic resin adhesive, Muslin cloth pouch, Silica gel crystals

## Module 5: Process of packing and shipping floral arrangements

Mapped to AGR/N0709 v3.0

### Terminal Outcomes:

- Demonstrate the process of packing floral arrangements.
- Describe the use of third-party delivery services for delivering floral arrangements.

Duration: 10:00	Duration: 20:00
<ul style="list-style-type: none"> <li>• List various types of packing material suitable for a variety of floral arrangements.</li> <li>• Explain various ways of packaging practices to prevent damage and wilting of flowers during transit.</li> <li>• Explain the importance of maintaining the moisture content within limits to protect the packing material.</li> <li>• Describe the process of preparing and applying labels on the delivery packages.</li> <li>• Describe the process of using delivery services to deliver flowers to customers.</li> <li>• Explain the importance of adhering to the Turn-around Time (TAT) given to the customer for delivery.</li> <li>• Describe the process of using third-party delivery services.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of applying the relevant hydration solution on flowers, wedding bouquets, and wreaths while packing them to prevent wilting during transit.</li> <li>• Show how to gift wrap floral arrangement.</li> <li>• Prepare a sample label with the necessary information for package delivery.</li> <li>• Prepare a sample record of shipments using the relevant computer application.</li> </ul>
<b>Classroom Aids</b>	
Training kit (Trainer guide, Presentations)	
<b>Tools, Equipment and Other Requirements</b>	
Needles of different size, Nylon thread, Cellophane paper, Card hard paper, Thread, Container/foam, Bamboo basket, Foam block, Wood shavings, Fine saw, Fixtures – single bar or split bar, Containers or vases – ceramic, stone, plastic glass, wooden, Earthen pots/ metallic containers, Desiccants – sand and silica gel, Plant press, Blotting/ newspaper sheets, Razor-blade, Flower cutter, Forceps, Thermocol	

## Module 6: Hygiene and cleanliness

### Mapped to NOS AGR/N9903 v4.0

#### Terminal Outcomes:

- Discuss how to adhere to personal hygiene practices.
- Demonstrate ways to ensure cleanliness around the workplace.

Duration: 03:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the requirements of personal health, hygiene and fitness at work.</li> <li>• Describe common health-related guidelines laid down by the organizations/ Government at the workplace.</li> <li>• Explain the importance of good housekeeping at the workplace.</li> <li>• Explain the importance of informing the designated authority on personal health issues related to injuries and infectious diseases.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate personal hygiene practices to be followed at the workplace.</li> <li>• Demonstrate the correct way of washing hands using soap and water, and alcohol-based hand rubs.</li> <li>• Demonstrate the steps to follow to put on and take off a mask safely.</li> <li>• Show how to sanitize and disinfect one's work area regularly.</li> <li>• Demonstrate adherence to the workplace sanitization norms.</li> <li>• Show how to ensure cleanliness of the work area.</li> </ul>
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Personal Protective Equipment, cleaning equipment and materials, sanitizer, soap, mask	

## Module 7: Safety and emergency procedures

Mapped to NOS AGR/N9903 v4.0

### Terminal Outcomes:

- Describe how to adhere to safety guidelines.
- Show how to administer appropriate emergency procedures.

<b>Duration: 07:00</b>	<b>Duration: 17:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the PPE required at the workplace.</li> <li>• Describe the commonly reported hazards at the workplace.</li> <li>• Describe the hazards caused due to chemicals/pesticides/fumigants.</li> <li>• Describe the basic safety checks to be done before the operation of any equipment/machinery.</li> <li>• Describe the common first aid procedures to be followed in case of emergencies.</li> <li>• State measures that can be taken to prevent accidents and damage s at the workplace.</li> <li>• Explain the importance of reporting details of first aid administered, to the reporting officer/doctor, in accordance with workplace procedures.</li> <li>• State common health and safety guidelines to be followed at the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Check various areas of the workplace for leakages, water-logging, pests, fire, etc.</li> <li>• Demonstrate how to safely use the PPE and implements as applicable to the workplace.</li> <li>• Display the correct way of donning, doffing and discarding PPE such as face masks, hand gloves, face shields, PPE suits, etc.</li> <li>• Sanitize the tools, equipment and machinery properly.</li> <li>• Demonstrate the safe disposal of waste.</li> <li>• Demonstrate procedures for dealing with accidents, fires and emergencies.</li> <li>• Demonstrate emergency procedures to the given workplace requirements.</li> <li>• Demonstrate the use of emergency equipment in accordance with manufacturers' specifications and workplace requirements.</li> <li>• Demonstrate the administration of first aid.</li> <li>• Prepare a list of relevant hotline/emergency numbers.</li> </ul>
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Personal protective equipment, first aid kit, equipment used in medical emergencies.	

## Module 8: Employability Skills (30 hours)

Mapped to NOS DGT/VSQ/N0101 v1.0

Duration: 30:00

### Key Learning Outcomes

#### Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

#### Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

#### Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

#### Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

#### Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

#### Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

#### Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

#### Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

#### Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

#### Customer Service Duration: 4 Hours

17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them

19. Discuss the significance of maintaining hygiene and dressing appropriately

**Getting ready for apprenticeship & Jobs Duration: 2 Hours**

20. Create a biodata

21. Use various sources to search and apply for jobs

22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview

23. Discuss how to search and register for apprenticeship opportunities

## Module 9: On-the-Job Training

*Mapped to AGR/Q0703 v4.0*

**Duration: 60:00**

### Key Learning Outcomes

1. Demonstrate the process of examining the cut flowers and foliage to ensure they are free from pests and disease.
2. Demonstrate the process of carrying out special treatments on flowers such as pulsing, impregnation, bud opening, etc.
3. Cut the flower stem at an appropriate length and degree
4. Prepare hydration solutions for flowers
5. prepare different types of floral designs and arrangements for store display and venue decoration.
6. Prepare a sample invoice including the relevant service charges and taxes.
7. Apply the relevant hydration solution on flowers, wedding bouquets, and wreaths while packing them to prevent wilting during transit
8. gift wrap floral arrangement
9. Prepare a sample label with the necessary information for package delivery



## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10th Class		5	Amenity Horticulture/ Floristry	0		Florist with 5 Years of experience after 10th pass. Experience certificate issued by BDO/ Agriculture Officer/ Head of Gram panchayat/ Loan disbursing bank or financial institution/ Corporates on official letter Head
12th class		4	Amenity Horticulture/ Floristry	0		Ex-Service-Man including Ex-Paramilitary personnel: Minimum Qualification is 10+2 with an Honourable Discharge/ Pension. SSC would consider a relaxation/ waiver of sector-specific experience on a case-to-case basis.
Diploma	Landscaping/ Agriculture/ Horticulture	3	Amenity Horticulture/ Floristry	0		
Graduate	In any stream	2	Amenity Horticulture/ Floristry	0		For the school program, the minimum qualification of the Trainer should be Graduate. Their Teaching experience will be considered industry experience
Graduate	Agriculture / Horticulture / Forestry	0.5	Amenity Horticulture/ Floristry	0		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role “Florist”, mapped to QP: “AGR/Q0703, v4.0”, Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: “Trainer (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score as per MEPC guidelines is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Bsc	Horticulture/Botany/Forestry/Floriculture/Agriculture and related streams	5	Horticulture/Floriculture crop production and related industry experience	0		Practical skills and knowledge required in Floriculture practices
Msc	Horticulture/Botany/Forestry/Floriculture/Agriculture and related streams	2	Horticulture/Floriculture crop production and related industry experience	0		Practical skills and knowledge required in Floriculture practices
PhD	Horticulture/Botany/Forestry/Floriculture/Agriculture and related streams	1	Horticulture/Floriculture crop production and related industry experience	0		Practical skills and knowledge required in Floriculture practices

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role “Florist”, mapped to QP: “AGR/Q0703, v4.0”, Minimum accepted score is 80%	Certified for the Job Role: “Assessor (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”, with a minimum score of 80%.

## Assessment Strategy

### Assessment System Overview

In Agriculture Sector it is of ultimate importance that individuals dealing with crop production or livestock have the requisite knowledge and competencies to undertake the task. Based on the Assessment Criteria, SSC in association with empanelled AAs, define the test structure for the given job roles to cover the required skills and competencies. Assessment strategy consists of the following:

1. Multiple Choice Questions: To assess basic knowledge (Objective/Subjective)
2. Viva: To assess awareness on processes (Oral and/or written questioning)
3. Practical: To evaluate skills and identify competencies. (Observation)

Assessments for knowledge and awareness on processes may be conducted through 'real-time' internet-based evaluation or by conducting the same 'offline' through TABs. Skills and competencies are to be assessed by conducting 'practical' on the ground through qualified and ToA certified assessors.

While it is important that an individual has adequate knowledge and skills to perform a specific task, weightage for different aspects of assessment are given as follows:

- Multiple Choice Questions: 20%-30%, depending on the specific QP
- Viva: 20%
- Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)
- Assessment will be carried out by certified assessors through empanelled assessment partners. Based on the results of the assessment; ASCI will certify the learners/candidates

### Testing Environment

Assessments are conducted on laptops, Mobiles and android tablets via both offline and online mode depending on the internet connectivity at the assessment location.

In remote locations/villages, assessments get delivered through tablets without the requirement of the Internet.

- Multilingual assessments (ASCI is conducting assessments in 13 + languages pan India)

- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback stored digitally on the cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle- screen/copy-paste disabled, etc.
- Android-based monitoring system
- End to end process from allocation of a batch to final result upload, there is no manual intervention
- Assessment will normally be fixed for a day after the end date of the training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- The room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practical will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple-choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on the same day. In case of more number of candidates, the number of assessors and venue facilitation be increased and facilitated

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	MCQ/Written exam	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks/Demonstration	Practical application /Demonstration /Application tasks
Viva	Summative	Questioning and Probing	Mock interviews on the usability of job roles/advantages /importance of adherence to procedures. Viva will be used to gauge trainee's confidence and correct knowledge in handling the job situation

The question paper pre-loaded in the computer /Tablet and it will be in the language as requested by the training partner.

## Assessment Quality Assurance framework

### Assessment Framework and Design:

Based on the Assessment Criteria, SSC in association with AAs will define the test structure for the given roles to cover the required skills and competencies. ASCI offer a bouquet of tools for multi-dimensional evaluation of candidates covering language, cognitive skills, behavioural traits and domain knowledge.

**Theoretical Knowledge** - Item constructs and types are determined by a theoretical understanding of the testing objectives and published research about the item-types and constructs that have shown statistical validity towards measuring the construct. Test item types that have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of testing objectives of each question and other quality measures.

**Type** – Questions based on Knowledge Required, Case-based practical scenario questions and automated simulation-based questions.

**Practical Skills** - The practical assessments are developed taking into consideration two aspects: what practical tasks is the candidate expected to perform on the job and what aspects of the job cannot be judged through theoretical assessments. The candidates shall be asked to perform either an entire task or a set of subtasks depending on the nature of the job role

**Type** – Standardized rubrics for evaluation against a set of tasks in a demo/practical task

**Viva Voce** - Those practical tasks which cannot be performed due to time or resource constraints are evaluated through the viva mode. Practical tasks are backed up with Viva for thorough assessment and complete evaluation

**Type** – Procedural questions, dos and don'ts, subjective questions to check the understanding of practical tasks.

The assessor has to go through an orientation program organized by the Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. The assessor shall be given a NOS and PC level overview of each QP as applicable. The overall structure of assessment and objectivity of the marking scheme will be explained to them. The giving of marks will be driven by an objective framework that will maintain the standardization of the marking scheme.

### Type of Evidence and Evidence Gathering Protocol:

During the assessment the evidence collected by AAs and ASCI are:

- Geo Tagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidence (photos and videos) to the assessor one day before the assessment. The list is mentioned below:
  - Signed Attendance sheet
  - Assessor feedback sheet
  - Candidate feedback sheet
  - Assessment checklist for assessor
  - Candidate Aadhar/ID card verification
  - Pictures of the classroom, labs to check the availability of adequate equipment's and tool to conduct the training and assessment
  - Pictures and videos of Assessment, training feedback and infrastructure.
- Apart from the Assessor, a Technical assistant popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
- To validate their work on the day of the assessment, regular calls and video calls are done.
- On-boarding and training of assessor and proctor is done on a timely basis to ensure that the quality of the assessment should be maintained.
- Training covers the understanding of QP, NSQF level, NOS and assessment structure

### Methods of Validation

- Morning Check (Pre-Assessment): Backend team of AA calls and confirms assessor/technical SPOC event status. Assessor/Technical SPOC are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- Video Calls: Random video calls are made to the technical SPOC/assessor so as to keep a check on assessment quality and ensure assessment is carried out in a fair and transparent manner
- Aadhar verification of candidates

- **Evening Check (Post Assessment):** Calls are made to the ground team to ensure the event is over by what time and the documentation is done properly or not.
- **TP Calling:** To keep a check on malpractices, an independent audit team calls the TP on a recorded line to take confirmation if there was any malpractice activity observed in the assessment on part of the AA/SSC team. If calls are not connected, an email is sent to TP SPOC for taking their confirmation
- **Video and Picture Evidence:** Backend team collects video and pictures for assessment on a real-time basis and highlights any issue such as students sitting idle/ trainer helping the candidates during the assessment.
- **Surprise Visit:** Time to time SSC/AA Audit team can visit the assessment location and conduct a surprise audit for the assessment carried out by the ground team.
- **Geo Tagging:** On the day of the assessment, each technical SPOC is required to login into our internal app which is Geotagged. Any deviation with the centre address needs to be highlighted to the assessment team on a real-time basis.

**Method for assessment documentation, archiving, and Access:**

- ASCI has a fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks form the basis of the results and encrypted files generated to avoid data manipulation. All responses are captured and stored in the System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.
- Maker Checker concept: One person prepares the results and another audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All softcopies of documents are received from the on-ground tech team over email. The same are downloaded by our internal backend team and saved in Repository. The repository consists of scheme-wise folders. These scheme-wise folders have job role specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in the storeroom.

**Result Review & Recheck Mechanism –**

- Time-stamped assessment logs
- Answer/Endorsement sheets for each candidate
- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidate shall be stored and available for review (retained for 5 years/ till the conclusion of the project or scheme)

# References

## Glossary

Term	Description
<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>Key Learning</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.



## Acronyms and Abbreviations

Term	Description
AGR	Agriculture
NOS	National Occupational Standard (s)
NSQF	National Skills Qualifications Framework
OJT	On-the-job Training
QP	Qualifications Pack
PwD	People with Disability
PPE	Personal Protective Equipment