



Model Curriculum

Assistant Beauty Therapist

SECTOR: BEAUTY AND WELLNESS

SUB-SECTOR: BEAUTY AND SALONS

OCCUPATION: SKIN CARE SERVICE

REFERENCE ID: BWS/Q0101 VERSION 1.0

NSQF LEVEL: 3



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Assistant Beauty Therapist

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Assistant Beauty Therapist", in the "Beauty and Wellness" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Assistant Beauty Therapist		
Qualification Pack Name & Reference ID. ID	Assistant Beauty Therapist NWS/Q00101		
Version No.	1.0	Version Update Date	09-12-2015
Pre-requisites to Training	Minimum qualification – Preferably Class VIII / the ability to read/write and communicate effectively for the job role.		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none">• Prepare and maintain work area - preparing the equipment, products and work area ahead of service delivery to ensure the efficiency and effectiveness of conducting treatments considering the standards of operation of the salon.• Provide basic skin care treatment - provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to provide facial skin care / face clean up treatment;• Carry out basic depilation services - to carry out waxing and threading services.• Perform manicure and pedicure services - Clean and remove dead skin and callous from hands and feet and improve the appearance of nails.• Assist the Beauty Therapist performing beauty services - Abilities required for assisting the Beauty Therapist in providing various services.• Maintain health and safety of work area - Maintain a safe and hygienic environment at the work area.• Create a positive impression at the workplace - Ability for individuals to meet the personal grooming and behaviour requirements, execute tasks as per the organization's standards and communicate/record information in order to create a positive impression at the workplace.		

This course encompasses 14 out of 14 National Occupational Standards (NOS) of "Beauty Advisor" Qualification Pack issued by "Beauty and Wellness Sector Skill Council".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code BWL/N0001	<ul style="list-style-type: none"> Identify the career opportunities and working methods within the hair and beauty sector Identify and list the hairdressing services and beauty treatments 	
2	Introduction Anatomy and physiology Theory Duration (hh:mm) 23:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code BWL/N0101 BWL/N0102 BWS/N0401 BWS/N0701	<ul style="list-style-type: none"> Understand the structure of the skin Describe the function of the skin Identify characteristics of the skin and skin types of different ethnic client groups Explain the actions of the facial, neck and shoulder muscles Identify the bones of the head, neck and shoulder girdle Identify the position of the head, face, neck, chest and shoulder girdle bones Identify the position of the face, neck and shoulder muscles Explain the effect of the natural ageing process on the facial and bleach skin and muscle tone Identify the allergies, contraindications, contra actions (erythema) Explain the structure, function, hair growth cycle and types of hair Explain the structure, function, characteristics of nail and process of nail growth Identify bones of Lower leg and Foot Identify bones of the wrist, thumb fingers and forearm Explain structure and functions of the lymphatic vessels of the lower leg, foot, hand and arm Explain arteries and veins of lower leg, foot, hand and arm Identify muscles of the lower leg, foot, hand and arms Identify nail diseases and disorders Explain nail and skin analysis by visual/manual examination to identify treatable conditions and contraindications restricting or preventing treatment 	Anatomy and physiology charts
3	Basic Waxing services	<ul style="list-style-type: none"> Be able to use safe and effective methods of working when waxing Be able to consult, plan and prepare for waxing treatments with clients 3. Be able to remove unwanted hair 	Therapy bed Beauty Trolley Wax heater Wax strips Wax knife

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code BWS/N0102	<ul style="list-style-type: none"> Understand how to work safely and effectively when providing waxing treatments Understand how to consult, plan and prepare for the treatment Understand knowledge of anatomy and physiology that relates to waxing treatment Understand contra-indications that affect or restrict waxing treatments Understand equipment, materials, products, techniques and treatment planning for waxing Be able to provide aftercare advice for clients 	Spatula Bowls Dust bin
4	Threading Services Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code BWS/N0103	<ul style="list-style-type: none"> Be able to maintain safe and effective methods of working when providing threading services Be able to consult, plan and prepare for threading services with clients Be able to remove unwanted hair Be able to provide aftercare advice Consult, plan and prepare for the threading service Be able to provide aftercare advice for clients To work safely and effectively when providing threading services Explain anatomy and physiology Identify contra-indications and contra-actions Select threading tools, materials and equipment 	Basket, bedsheet Chair,bowl, cotton, mirror, tissues, towel, Trolley
5	Manicure and Pedicure Services Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 22:00 Corresponding NOS Code BWS/N 0421 BWF/N 0001	<ul style="list-style-type: none"> Be able to use safe and effective methods of working when providing manicure services Be able to consult, plan and prepare for the service with clients Be able to carry out manicure services Understand organisational and legal requirements Understand how to work safely and effectively when providing manicure services Understand how to perform client consultation, treatment planning and preparation List contra-indications and contra-actions that affect or restrict manicure services Explain anatomy and physiology that relates to manicure services Understand manicure techniques, products and service planning Understand how to provide aftercare advice for clients 	Manicure Chair Manicure stool Sterilizer Bowls Manicure brush Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail File Pack brush Dust bin Pedicure – Pedicure Chair Pedicure Stool Sterilizer Bowls Foot Scrubber Emery Board Pumice Stone Nail Cutter Cuticle Pusher Cuticle Nipper Orange stick Nail file Toe separator Pedicure Brush

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	Basic Skin Care	<ul style="list-style-type: none"> Maintain safe and effective methods of working Consult, plan and prepare for facials with clients Select products and materials for a basic skin care treatment Carry out a basic skin care treatment Improve and maintain skin condition Provide aftercare advice 	Therapy bed Beauty Stool/Chair Trolley Bowl Sterilizer Comedone remover Face steamer Pack Brush Dust bin
	Theory Duration (hh:mm) 04:00		
	Practical Duration (hh:mm) 12:00		
	Corresponding NOS Code BWS/N0102		
7	Knowledge of Skincare	<ul style="list-style-type: none"> Maintain safe and effective methods of working when assisting with facial treatments Assist to consult, plan and prepare for facials with clients Assist in selecting products and materials for a skincare treatment Carry out a basic skin care treatment Assist with facial treatments to improve and maintain skin condition Provide aftercare advice 	Therapy bed Beauty Stool/chair Trolley Bowl Sterilizer Comedone remover Face steamer Pack Brush Dust bin
	Theory Duration (hh:mm) 05:00		
	Practical Duration (hh:mm) 10:00		
	Corresponding NOS Code BWS/N0102		
8	Health and Safety	<ul style="list-style-type: none"> Identify contra indications related to beauty treatments Understand processes and products to sterilize and clean/sterilize equipment/tools Follow manufacturer's instructions related to equipment and product use and cleaning Understand knowledge of applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, control of substances hazardous to health, handling/storage/disposal/cautions of use of products, fire precautions, outcomes, hygiene practice, disposal of waste, environmental protection) Handle, use and store products, tools and equipment safely to meet with the manufacturer's instructions 	First aid kit Fire extinguishers Sterilizers Hot Cabinets Waste disposal bins
	Theory Duration (hh:mm) 03:00		
	Practical Duration (hh:mm) 10:00		
	Corresponding NOS Code BWS/N0002		
9	Client Care and Communication in Beauty Industry	<ul style="list-style-type: none"> Be able to communicate and behave in a professional manner when dealing with clients Be able to manage client expectations Behave in a professional manner within the workplace Use effective communication techniques when dealing with clients Be able to adapt methods of communication to suit different situations and client needs 	
	Theory Duration (hh:mm) 03:00		

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (Incentive): 1000	<ul style="list-style-type: none"> Be able to use effective consultation techniques to identify treatment objectives Provide clear recommendations to the client Maintain client confidentiality Be able to use retail sales techniques to meet client requirements and maintain client confidentiality Plan and organise service feedback files/documents Plan and manage work routine based on salon procedures Understand the client scheduling and bookings and maintain the work areas, equipment and product stocks to meet the schedule Maintain accurate records of clients, treatments and product stock levels Accept feedback in a positive manner and develop on the shortcomings 	
	Total Duration Theory Duration: 50:00	Unique Equipment Required: Anatomy and physiology charts, First aid kit, Fire extinguisher, Steriliser, Hot cabinet, Waste disposal bin, Therapy bed, Beauty Stool/Chair, Trolley, Bowls, Cotton dontumown, Face steamer, Pack brush, Dust bar, Manicure Chair, Manicure stool, Manicure brush, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail file, Pack brush, Pedicure Chair, Pedicure stool, Foot Scrapper, Emery Board, Pumice Stone, Nail Cutter, Cuticle Pusher, Cuticle Nipper, Orange stick, Nail file, Toe separator, Pedicure brush, Pack brush, Headband, large towel, Client couch, bin with liner,	
	Practical Duration 1000:00		

Grand Total Course Duration: 150 Hours, 0 Minutes

(This syllabus/curriculum has been approved by Ministry of Skill Development & Entrepreneurship)

Trainer Prerequisites for Job role: "Assistant Beauty Therapist" mapped to Qualification Pack: "BWS/Q0101" Version 1.0

Assessment Criteria for Assistant Beauty Therapist	
Job Role	Assistant Beauty Therapist
Qualification Pack	BWS/Q0101
Sector Skill Council	Beauty and Wellness

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above in accordance with the Qualification Pack BWS/Q0101 Version 1.0.
2	Personal Attributes	Aptitude for conducting training, self-paced work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Preferrably graduate or 12 th pass with Advanced Diploma in Beauty Therapy or equivalent certificate
4a	Domain Certification	Certified for Job Role: "Assistant Beauty Therapist" mapped to QP: "BWS/Q0101". Minimum accepted score is 70%.
4b	Platform Certification	Recommended that the trainer is certified for the job role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted score is 70%.
5	Experience	Graduate or 12 th pass with Advanced diploma in beauty therapy or equivalent certificates in Beauty Therapy 1 years' work experience as beauty therapist/ junior beauty therapist.

Annexure: Assessment Criteria

Assessment Criteria for Assistant Beauty Therapist:	
Job Role:	Assistant Beauty Therapist
Qualification Pack:	IWBS-QB101
Sector Skill Council:	Beauty and Wellness

Sl. No.	Guidelines for Assessment
1	For assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also fix 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 centre (as per assessment criteria before).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP.
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessment outcome JNQSC Code and Description)	Assessment Criteria (PC)	Total Mark	Out of	Marks Allocation	
				The ory	Skills Practi cal
1. BWS/N9001 (Prepare and maintain work area)	PC1. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygienic and safe environment.	100	15	3	12
	PC2. Select suitable equipment and products required for the treatment.		19	5	14
	PC3. Set up the equipment and prepare the products for treatments in adherence to the salon's procedures and product/equipment guidelines.		20	4	16
	PC4. Place the products in the trolley for the treatment.		12	2	10
	PC5. Sterilise, disinfect and place the tools on the tray.		14	4	10
	PC6. Dispose waste materials in adherence to the salon's and industry requirements.		10	2	8
	PC7. Store records, materials and equipment securely in line with the salon's policies.		10	2	8
	Total		100	22	78
2. BWS/N0101 (Provide basic skin care, treatment)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs.	100	9	3	6
	PC2. Carry out basic facial care / face clean-up process using the tools and materials and as per practices laid down by the organization.		15	5	10
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any.		5	1	4
	PC4. Clean the skin free of all traces of make-up by using suitable deep cleansing techniques.		12	4	8
	PC5. Use an exfoliation technique suitable for the client's skin type and skin condition.		11	3	8
	PC6. Use a suitable skin warming technique relevant to the client's needs.		8	2	6
	PC7. Carry out any necessary extraction, when required.		6	1	5
	PC8. Apply mask treatments evenly and neatly, ensuring that the area to be treated is covered.		10	2	8
	PC9. Remove masks after the recommended time frame has elapsed.		6	1	5
	PC10. Carry out cleaning to ensure skin is left clean, toned and suitably moisturised.		9	3	6
	PC11. Provide specific after process advice to the client.		9	3	6
	Total		100	28	72
3. BWS/N0102 (Carry out basic depilation services)	PC1. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs.	100	4	1	3
	PC2. Carry out the process using the tools and materials of wax, cold wax, strips etc. laid as per process laid down by the organization.		9	3	6
	PC3. Check the client's understanding and expectation prior to commencement and clarify doubts, if any.		3	0.5	1.5
	PC4. Prepare the client and provide suitable personal protective equipment.		2	0.5	1.5

Assessment outcome JNCOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC5. Apply the correct pm wax products prior to waxing based on manufacturers' instructions		5	1	4
	PC6. Conduct a test patch and skin sensitivity test ahead of the waxing treatment		5	1	4
	PC7. Apply the product and remove correctly based on manufacturers' instructions		5	1	4
	PC8. Maintain the client's modesty and privacy at all times		2	0.5	1.5
	PC9. Follow work techniques that minimize discomfort to the client		2	0.5	1.5
	PC10. Stop the waxing treatment and providing relevant advice if contra-actions occur		5	2	3
	PC11. Clean the treated area and use a suitable soothing product		4	1	3
	PC12. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC13. Provide specific after process advice to the client		5	2	3
	PC14. Comply with health and safety standards and processes laid out by manufacturer and organization and based on client needs		3	1	2
	PC15. Carry out the process using the tools and materials (threads, scissors etc) and as per process laid down by the organization		5	1	4
	PC16. Check the client's understanding and expectation prior to commencement and clarify doubts, if any		2	0.5	1.5
	PC17. Adjust the client's position to meet the needs of the service without causing them discomfort		2	0.5	1.5
	PC18. Ensuring safe and quick hair removal methods are carried out to minimize discomfort to the client		6	2	4
	PC19. Ensuring the hair removal methods are carried out at a comfortable distance from the client whilst maintaining the correct tension of the thread		4	1	3
	PC20. Providing clear instructions to the client on how and when to support their skin throughout the threading service		2	0.5	1.5
	PC21. Creating a well-balanced, proportioned and defined eyebrow shape to suit the client's requirements, when required		5	1	4
	PC22. Checking the client's wellbeing throughout the service and giving the necessary reassurance		2	0.5	1.5
	PC23. Discontinuing the service and providing advice and recommendations where contra-actions occur		6	2	4
	PC24. Clean the treated area and use a suitable soothing product		4	1	3
	PC25. Check with the client on satisfaction with the finished result		2	0.5	1.5
	PC26. Provide specific after - process advice to the client		5	2	3
Total		100	28		72

Assessment outcome INOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
4. BWS/N0401 (Perform manicure and pedicure services)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon.	3	0.5	1.5	
	PC2. Sanitize the hands prior to procedure commencement.				
	PC3. Prepare the client and provide suitable protective apparel.				
	PC4. Clarify the client's understanding and expectation prior to commencement of procedure.				
	PC5. Position self and client throughout procedure to ensure privacy, comfort and well-being.				
	PC6. Adjust the client's position to meet the needs of the service without causing them discomfort.				
	PC7. Perform and adapt the procedure using materials, equipment and techniques correctly and safely to meet the needs of the client.				
	PC8. Remove any existing nail polish.				
	PC9. Check the desired length and shape with the client.				
	PC10. File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs.				
	PC11. Remove dirt in the underside of the nails.				
	PC12. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged.				
	PC13. Use specialized hand and nail treatments to improve the appearance of the client's skin and nails.				
	PC14. Use smooth and even massage techniques and pressure to meet the client's needs using appropriate products (Ex: Massage creams, lotions).				
	PC15. Leave the hands and lower arms free of any excess massage medium.				
	PC16. Check that the nail plate is clean, dry and oil free and the underside is clean and free of debris.				
	PC17. Apply one base coat, polish coats as desired and one top coat for the desired finish.				
	PC18. Check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free polish.				
	PC19. Clean and dry the client's legs.				
	PC20. Remove any existing nail polish.				
	PC21. Check the desired length and shape with the client.				
	PC22. File the nails ensuring the nail's free edge is left smooth and shaped to required length according to the client's needs.				
	PC23. Remove dirt in the underside of the nails.				
	PC24. Use suitable cuticle tools and products safely and effectively to remove excess cuticle, ensuring that the cuticle and nail plate are undamaged.				
	PC25. Remove any excessive hard skin using a foot scrapper.				
	PC26. Use specialized leg and nail treatments to improve the appearance of the client's skin and nails.				
	PC27. Use smooth and even massage techniques and pressure to meet the client's needs.				

Assessment outcome JNCOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC28. leave the foot and lower leg free of any excess medium.		3	0.5	1.5
	PC29. check that the nail plate is dehydrated and the underside is clean and free of debris.		2	0.5	1.5
	PC30. apply sufficient base coat, polish coats and top coats for the desired finish.		3	0.5	2.5
	PC31. check that the nail finish is left with smooth and even texture and colour, with the cuticle and nail wall free of enamel.		3	0.5	2.5
	PC32. Check the client's wellbeing throughout the service and giving the necessary reassurance.		3	0.5	2.5
	PC33. clean the treated area and use a suitable soothing product.		2	0.5	1.5
	PC34. Complete the therapy to the satisfaction of the client in a commercially acceptable time.		2	0.5	1.5
	PC35. Record the therapy accurately and store information securely in line with the salon's policies.		2	0.5	1.5
	PC36. Provide specific after-procedure, homecare advice and recommendations for product use and further treatments to the client.		3	1	2
	Total	100	21	29	
5. BWS/NQ0103: (Assist the Beauty Therapist performing beauty services)	Ensure the health and safety standards and processes laid out by manufacturer, organisation and clients are followed to perform the operation.		19	4	15
	Arrange tools and products that are safe and fit for the purpose based on the guidelines.		25	5	20
	PC3. Assist the Beauty Therapists and makeup artists with the products and the services under guidance based on the procedure laid out by the employers.		30	5	25
	PC4. Assist to resolve any problems occurring during the process using the relevant corrective action.		14	4	10
	PC5. Assist cleaning up the post-treatment waste to maintain the health and safety standard.		12	2	10
	Total	100	20	80	
6. BWS/NQ003: (Maintain health and safety of work area)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements.		13	3	10
	PC2. Clean and sterilise all tools and equipment before use.		13	3	10
	PC3. Maintain one's posture and position to minimize fatigue and the risk of injury.		9	2	7
	PC4. Dispose waste materials in accordance to the industry accepted standards.		12	2	10
	PC5. Maintain first aid kit and keep oneself updated on the first aid procedures.		10	3	7
	PC6. Identify and document potential risks and hazards in the workplace.		10	2	7
	PC7. Accurately maintain accident reports.		10	3	7
	PC8. Report health and safety risks/hazards to concerned personnel.		10	3	7

Assessment outcome INOS Code and Description)	Assessment Criteria (PC)	Total Mark	Out of	Marks Allocation	
				The ory	Skills Practical
	PC9. Use tools, equipment, chemicals and products in accordance with the sector's guidelines and manufacturer's instructions.		13	3	10
	Total		100	25	75
7.BWS/NVQ003 (Create a positive impression at work area)	PC1. Maintain good health and personal hygiene.		8	2	6
	PC2. Comply with organization's standards of grooming and personal behaviour.		9	3	6
	PC3. Meet the organization's standards of courtesy, behaviour and efficiency.		9	3	6
	PC4. Stay free from intoxicants while on duty.		2	1	1
	PC5. Wear and carry organization's uniforms and accessories correctly and neatly.		6	1	5
	PC6. Take appropriate and approved actions in line with instructions and guidelines.		6	2	4
	PC7. Record details related to tasks, as per procedure.		5	2	3
	PC8. Participate in workplace activities as a part of the larger team.		5	1	4
	PC9. Report to supervisor immediately in case there are any work issues.		3	1	2
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender.		7	2	5
	PC11. Communicate procedure related information to clients based on the sector's code of practice and organization's procedures/guidelines.		7	2	5
	PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any.		7	2	5
	PC13. Assist and guide clients to services or products based on their needs.		4	1	3
	PC14. Report and record instances of aggressive/ unruly behaviour and seek assistance.		4	1	3
	PC15. Use communication equipment (phone, email etc.) as mandated by your organization.		4	1	3
	PC16. Carry out routine documentation logically and accurately in the desired format.		6	2	4
	PC17. File routine reports and feedback.		4	1	3
	PC18. Maintain confidentiality of information, as required, in the job.		4	1	3
Total			100	29	71



Beauty and Wellness Sector Skill Council
405-406, 4th Floor, DRD City Court, M.G. Road, Shimla, Himachal Pradesh - 171002

Model Curriculum

DOMESTIC DATA ENTRY OPERATOR

DOMESTIC DATA ENTRY OPERATOR

SECTOR: IT-ITeS
SUB-SECTOR: Business Process Management
OCCUPATION: Customer Relationship Management
REFERENCE ID: SSC/Q2212, version 1.0
NSQF LEVEL: 4



**IT - ITeS SSC
NASSCOM**



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Domestic Data Entry Operator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of Domestic Data Entry Operator in the IT-ITeS Sector/Industry and aims at building the following key competencies in the learner.

Program Name	Domestic Data Entry Operator		
Qualification Pack Name & Reference ID,	Domestic Data Entry Operator SSC/Q2212, version 1.0		
Version No.	1.0	Version Update Date	30/12/2015
Pre-requisites to Training	10 th Standard		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Undertake data entry services • Manage their work to meet requirements • Maintain a healthy, safe and secure working environment 		

The Course encompasses all three National Occupational Standards (NOS) of Domestic Data Entry Operator SSC/Q2212 Qualification Pack issued by IT-ITeS Sector Skills Council NASSCOM.

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Data Entry Services	75:00	175:00	Candidates will be able to: <ul style="list-style-type: none"> • Obtain sufficient information from the customer/client to understand the need and perform initial task • Assist the customer in providing right information to be entered • Provide the customer with a reasonable estimate time of entering data • Prioritize service requests according to organizational guidelines • Refer the problem to a competent technical support 	SSC/N3022	Refer to Unique Equipment Required Section



team if it cannot be resolved by the operator.

- Record and perform the service request accurately as per organizational processes and policies.
- Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports.
- Receives source documents from various departments, public agencies, etc. and verifies accuracy of material prior to input.
- Transcribes selected data into a computer and scans source documents in accordance with specific program instructions.
- Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors.
- Obtain help or advice from specialist if the problem is outside his/her area of competence or experience.
- Determines the cause of error message while entering data and makes appropriate corrections.
- Maintains files of source documents or other information relating to data entered.
- Performs various related functions to insure that the computer is maintained in a neat and orderly manner.
- Assists in (or performs) the filing and storage of security and back up data files.
- May perform various back-up or relief clerical duties as needed (i.e., switchboard,



2	Self and Work Management	SSC002	70000	<p>receptionist, fingerprinting, etc.)</p> <ul style="list-style-type: none"> • Monitor the problem and keep the customer informed about progress or any delays in the process. <p>Candidates will be able to:</p> <ul style="list-style-type: none"> • Establish and agree work requirements with appropriate people • Keep immediate work area clean and tidy • Utilize time effectively • Use resources correctly and efficiently • Treat confidential information correctly • Work in line with organization's policies and procedures • Work within the limits of job role • Obtain guidance from appropriate people where necessary • Ensure work meets the agreed requirements 	SSC/NVQ001	Refer to Unique Equipment Required Section
3	Managing Health and Safety	SSC003	35000	<p>Candidates will be able to:</p> <ul style="list-style-type: none"> • Comply with organization's current health, safety and security policies and procedures • Report any identified breaches in health, safety, and security policies and procedures to the designated person • Identify and correct any hazards that can deal with safety competently and within the limits of authority • Report any hazards that one is not competent to deal with to the relevant person in line with organizational procedures and inform other people who may be affected 	SSC/NVQ003	Refer to Unique Equipment Required Section



- Follow organization's emergency procedures promptly, calmly, and efficiently
- Identify and recommend opportunities for improving health, safety, and security to the designated person
- Complete any health and safety records legally and accurately

Total Duration: **117.00** 283.00

Unique Equipment Required:

Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome.

- Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning
- White Board, Markers and Eraser
- Projector with screen
- Flip chart with markers
- Faculty's PC/laptop with latest configuration and Internet connection
- Supporting software / applications for projecting audio, video, recording,
- Presentation Tools to support learning activities:
 - a. Intranet
 - b. Email
 - c. MS
 - d. Learning management system e.g. Moodle, Blackboard to enable blended learning
- Microphones / voice system for lecture and class activities
- Handy Camera
- Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 sheet
- For IT Lab sessions: Computer lab with 111 PC; trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools
- Assessment and Test Tools for day to day online Tests and Assessments
- For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.



- Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.

Grand Total Course Duration: 400 Hours 0 Minutes

(This Syllabus/Curriculum has been approved by IT-ITeS Sector Skills Council NASSCOM.)

Notes from IT-ITeS SSC:

1. This document outlines the broad scope of coverage. This should be linked with OBF and training delivery plan. OBF (Outcome based framework) reflects the pedagogy used to ensure an expected outcome. Training delivery plan focuses on the sequence of delivery.
2. Though many NSQF have some seemingly common outcomes, notably core/generic, professional and technical skills, it is imperative to understand the contextual difference between them. For example, writing skills required for preparing data entry log reports (in SSQ/N3Q22) are different from the writing skills required to prepare a time plan (in SSQ/N3Q02). Training providers are advised to:
 - a. Embed such skills development in the learning pedagogy for each expected outcome
 - b. Prepare a detailed lesson plan for training delivery with focus on sequence and duration of training
 - c. Run a diagnostic test to assess prior learning of students and help trainers / students identify the need for gap training and suitable training methodology. Accordingly, more introductory level sessions may be included in guided or self-paced mode of learning. E.g. adding some sessions on Functions/ English or Use of Internet and Ms Office.

**Annexure 1: Assessment Criteria**

Assessment Criteria for Domestic Data Entry Operator	
Job Role	Domestic Data Entry Operator
Qualification Pack	ssc/Q2212
Sector Skill Council	IT-ITeS
Sr. No. Guidelines for Assessment	
1.	<p>Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council (SSC). Each performance outcome (PO) will be assigned Theory and Skill/practical marks proportional to its importance in NOS.</p> <p>The assessment will be conducted online through assessment providers authorized by SSC.</p> <p>Format of questions will include a variety of styles suitable to the PO being tested such as multiple choice questions, fill in the blanks, situational judgment test, simulation and programming test.</p> <p>To pass a QP, a trainee should pass each individual NOS. Standard passing criteria for each NOS is 70%.</p> <p>For latest details on the assessment criteria, please visit www.sscnasscom.com.</p>

ASSESSMENT OUTCOME (NOS CODE AND NUMBER)	Assessment criteria (PO)	Total Marks	MARKS ALLOCATION	
			Theory	Skills Practical
1. ssc/n3023 (Undertake data entry services)	<p>PO1. Obtain sufficient information from the customer /client to understand the need and perform initial task.</p> <p>PO2. Assist the customer in providing right information to be entered.</p> <p>PO3. Provide the customer with a reasonable estimate time of entering data.</p> <p>PO4. Prioritize service requests according to organizational guidelines.</p> <p>PO5. Refer the problem to a competent technical support team if it cannot be resolved by the operator.</p> <p>PO6. Record and perform the service request accurately as per organizational processes and policies</p> <p>PO7. Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports.</p> <p>PO8. Receives source documents from various departments/public agencies, etc. and verifies accuracy of material prior to input.</p>	120	2.5	0 2.5
		10	0	10
		2.5	0	2.5



	PC9. Transcribes selected data into a computer and scans source documents in accordance with specific program instructions.	10	0	10
	PC10. Compares transcribed data, as displayed on a visual screen, document and corrects any errors with the source.	10	0	10
	PC11. Obtain help or advice from specialist if the problem is outside his/her area of competence or experience.	5	0	5
	PC12. Determines the cause of error message while entering data and makes appropriate correction.	NOS Total	5	5
	PC13. Maintains files of source documents or other information relative to data entered.		5	5
	PC14. Performs various related functions to insure that the computer is maintained in a neat and orderly manner.		10	10
	PC15. Assists in (or performs) the filing and storage of security and back up data files.		10	10
	PC16. May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.)		5	0
	PC17. Monitor the problem and keep the customer informed about progress or any delays in the process.		5	5
		Total	120	85
2.5SC/NB001 (Manage your work to meet requirements)	PC1. Establish and agree your work requirements with appropriate people.		10	5
	PC2. Keep your immediate work area clean and tidy.		5	0
	PC3. Utilise your time effectively.		5	0
	PC4. Use resources correctly and efficiently.		5	2.5
	PC5. Treat confidential information correctly.	40	5	5
	PC6. Work in line with your organization's policies and procedures.		2.5	0
	PC7. Work within the limits of your job role.		2.5	0
	PC8. Obtain guidance from appropriate people where necessary.		2.5	0
	PC9. Ensure your work meets the agreed requirements.		2.5	0
		NOS Total	40	27.5



3.SSC/N0003: (Maintain a healthy, safe and secure working environment)	PC1: Comply with your organization's current health, safety and security policies and procedures.			
	PC2: Report any identified breaches in health, safety, and security policies and procedures to the designated person.	10	5	5
	PC3: Identify and correct any hazards that you can deal with safely, competently and within the limits of your authority.	3	0	5
	PC4: Report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and with other people who may be affected.	10	5	5
	PC5: Follow your organization's emergency procedures promptly, calmly, and efficiently.	3	0	5
	PC6: Identify and recommend opportunities for improving health, safety, and security to the designated person.	2.5	0	2.5
	PC7: Complete any health and safety records legibly and accurately.	2.5	0	2.5
NOS Total		40	10	30


Annexure 2: Trainer Prerequisites for Job role: Domestic Data Entry Operator mapped to Qualification Pack: SSC/Q2212

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack: SSC/Q2212.
2	Personal Attributes	The trainer should have thorough knowledge of various technology/trends and processes as well as have updated knowledge about database management systems and IT initiatives. In addition, trainer should have an aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training; strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in this field.
3	Minimum Qualifications	Educational Minimum 10 th Standard; Preferred: Diploma in Computer Science/Technology
4a	Domain Certification	Minimum accepted score in SSC Assessment is 90% per NOS being taught in QP:SSC/Q2212.
4b	Platform Certification	Training in customer orientation, dealing with difficult customers, written communication etc. Recommended that the Trainer is certified for the Job Role: "Trainer" mapped to the Qualification Pack: "SSC/Q1402".
5	Experience	Field experience: Minimum 2 years' experience in the same domain Training experience: 1 year preferred



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

Issued by the

IT-ITES SECTOR SKILLS COUNCIL, NASSCOM

with

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role Qualification Pack: 'Domestic Data Entry Operator' QP No: 'SSCQ00002 NSQF Level 4'

Date of issuance:

December 07, 2012

Issuing body:

IT-ITES Sector Skills Council

Visit us at www.nscindia.org for more details on our Qualification Pack

Arjun Kumar Singh
Chairman, IT-ITES Sector Skills Council

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Model Curriculum

1. Sewing Machine Operator

SECTOR: APPAREL, MADE-UPS AND HOME FURNISHING

SUB-SECTOR: APPAREL / MADE-UPS / HOME FURNISHING

OCCUPATION: STITCHING

REF ID: AMH/Q0301

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

APPAREL-MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL

MODEL CURRICULUM

Owing to National Occupational Standards of
Job Role Qualification Pack: **SEWING MACHINE OPERATOR (CII No.: AMR/Q023)**
NSQF Level IV

Date of issuance: December 15, 2016

Version no.: December 15, 2016

This document is valid from date of issuance till December 15, 2019.

Dr. Rakesh Verma
Chairperson, Sector Skill Council
and Chairman, Sector Skill Council

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Sewing Machine Operator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Sewing Machine Operator" in the "Garment Made-Ups and Home Furnishing" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Sewing Machine Operator		
Qualification Pack Name & Reference ID	Sewing Machine Operator : AMH/Q0301		
Version No.	1.0	Version Update Date	As per QF
Pre-requisites to Training	Preferably Class V		
Training Outcomes	<ul style="list-style-type: none">• Carryout stitching activities using machine or by hand.• Contribute to achieve product quality in stitching operations• Maintain work-area, tools and machine• Maintain Health safety and security at workplace• Comply with the industry, regulatory and organizational requirements		

This course encompasses **5** out of **5** National Occupational Standards (NOS) of "Sewing Machine Operator" Qualification Pack issued by APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction and Orientation Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Sewing as a profession Apparel Sector in India Roles and Responsibilities of a Sewing Machine Operator 	Computer, Computer Peripheral (optional), white/black board, white board marker, chalk
2	Carry out stitching activities using machine or by hand Theory Duration (hh:mm) 38:00 Practical Duration (hh:mm) 100:00 Corresponding NOS Code AMH/N0301	<p>A. Prepare for stitching operations</p> <ul style="list-style-type: none"> Keep the work area free from hazard. Follow the instructions as written on the work ticket/ job card in line with the responsibilities of respective job role and Seek information on the tasks which are not clear simultaneously reviewing instructions with supervisor. Check that equipment is safe and set up in readiness for use Select the correct component parts for the style being worked on check that the materials to be used are free from faults Ensure the materials used meet the specification matching within a product and between a pair of products where applicable Carry out test sews Check needles, pins and threads regularly check that the fabric and the component is correctly marked and the pieces are cut as per the requirement ensure the fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly Conform to company quality standards and follow company reporting procedures about defective tools and machines which affect work and report ticket problems likely to affect services to the relevant person promptly and accurately 	Single Needle Lock Stitch (SNLS) with needle guard, Over lock Machine (5 thread over lock machine), Button Hole Machine, Button Attach Machine (optional), Octotail Kit, Pressing Table And Iron, Computer(optional), Computer Peripheral(optional), Printer, (optional), Projector(optional), Design Patterns Template, Shears, Iron blade (for cutting fabric), Scissors (plastic), handled scissor (for cutting paper), Trimmers, Seam Ripper, Tailor's Chalk, Pins & safety pins, Dress maker's Pin, Pin Cushion, Scales (other shapes of scales like), scale, Measuring Tape, Bobbin, Bobbin Case, Dress Form (Template), Cleaning Cloth, Sewing Threads, Hand needles (Various gauges), Machine Needles (Various Gauges), Sewing kit, Fabric Yarns/Threads Required, Trim/Accessory, Machinist Folders and Attachments.

		<p>B. The individual will develop the skill to stitch components to produce apparel by:</p> <ul style="list-style-type: none"> • carrying out work functions in line with the job responsibilities • Examining the specific item to identifying what type of stitching is best suited • Estimating the expected length of time for the process • Using the correct machine, tools (e.g. attachments, threads, needles, scis, Scissors, Measuring tapes and rulers) and equipment • machine) according to manufacturer's instructions and production requirements • Setting machine controls for the materials being stitched • Handling materials, machinery, equipment and tools safely and correctly • Using correct lifting and handling procedures • cutting the thread appropriately • Threading the needle in the machine and adjust the needle as per the requirements • Performing a test run to ensure machine is operating correctly • Optimizing the positioning and layout of materials to ensure a smooth and rapid throughput • Stitching the correct material in the right sequence as required by the production specification • Ensuring stitched products meets specification in terms of labels and trimmings and conforms to the shape and size requirement • Inspecting stitched products against specifications and identifying mark and price rejects in the designated location • Carrying out alterations to meet customer requirements • Passing the stitched item to the next stage in the manufacturing process after validation • Responding accordingly where stitched items do not meet production specification • Seeking feedback from team mates on work • Sorting and placing work to assist the next stage of production and minimize the risk of damage • Leaving work areas safe and secure when work is complete • Complete documentation 	Student's Chair (with Table Arm), cutting Table (30%20% 3W) Teacher's Table, Teacher's Chair, pattern, madeups and home furnishing samples, Tracking Wheel, Personal Protective Equipment, Hanger, Needle Threader, Students' Stools For Sewing, First Aid Box, Machine Oil
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Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<p>Contribute to achieving product quality in stitching operations</p> <p>Theory Duration (in min) 15'00</p> <p>Practical Duration (in min) 25'00</p> <p>Corresponding NOS Code AMH/94/302</p>	<ul style="list-style-type: none"> • Identify and use materials required based on the job card/ work ticket • Take the necessary action when materials do not conform to company quality standards • Report and replace identified faulty materials and component parts which do not meet specification • Identify modifiable defects and rework on them • Report to the responsible person when the work flow of other production areas disrupts work • Test, sort, track feed and examine work in progress • Carry out quality checks at specified intervals according to instructions • Apply the allowed tolerances • Identify faults in materials and components for crease, static, damage etc. and incorrectly made-up component parts and take appropriate action for rectification • Make adjustments promptly to return product to specification • Maintain the required productivity and quality levels 	Equipment same as above

4 Maintain work area, tools and machines. Theory Duration (min:m) 10:00 Practical Duration (min:m) 20:00 Corresponding NOS Code AM-N-0102	<ul style="list-style-type: none"> • Maintain tools and equipment and handle them safely • Use materials to minimize waste • Carry out routine maintenance within agreed schedules • Carry out maintenance and/or cleaning within one's responsibility • Make sure that the correct machine guards are in place • Work in a comfortable position with the correct posture • Use cleaning equipment and methods appropriate for the work to be carried out • Dispose of waste safely in the designated location • Store cleaning equipment safely after use • Carry out cleaning according to schedules and limits of responsibility 	Machinery tools and equipment like Single Needle Lock Stitch (SNLS) Over lock Machine (5 thread over lock machine), Button Hole Machine, Button Attach Machine (optional) Pressing Table And Iron, Shears /lyn blade for cutting fabric/Scissors (plastic handled scissor for cutting paper), Trimmer, Seam Ripper, Scale (metallic, 6' & 12') other scales, Measuring Tape (0.5' width), Bobbin with bobbin case, Hand needle (Various gauges), Machine Needle (Various Gauges), Machine Folders and Attachments.
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Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	Maintain health, safety and security at workplace Theory Duration (in min) 08:00 Practical Duration (in min) 10:00 Corresponding NQF Code AMHND103	<ul style="list-style-type: none"> • Comply with health and safety related instructions applicable to the workplace • Use and maintain personal protective equipment as per protocol • Maintain a healthy lifestyle and guard against dependency on intoxicants • Follow environment management system related procedures • Identify and correct (if possible) malfunctions in machinery and equipment • Report any service malfunctions that cannot be rectified • Store materials and equipment in line with manufacturer's and organizational requirements • Safely handle and move waste and debris • Minimize health and safety risks to self and others due to own actions • Seek clarifications from supervisors or other authorized personnel in case of perceived risks • Monitor the workplace and work processes for potential risks and threats • Carryout periodic walk-through to keep work area free from hazards and obstructions if assigned • Report Hazards and potential risks/threats to supervisors or other authorized personnel • Participate in mock drills/evacuation procedures organized at the workplace • Undertake first aid, fire fighting and emergency response training, if asked to do so • Take action based on instructions in the event of fire • Follow organization procedures for shutdown and evacuation when required 	Documents related to the subject

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	Comply with industry, regulatory and organisational requirements Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code AMHND104	<ul style="list-style-type: none"> Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures Seek and obtain clarifications on policies and procedures from your supervisor or other authorized personnel Apply and follow these policies and procedures within your work practices Provide support to your supervisor and team members in enforcing these considerations Identify and report any possible deviation to these requirements 	Documents related to Compliance.
7	Professional Soft Skills Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Work effectively within a team Manage job related stress effectively Understand the importance of punctuality Recognize the causes of AIDS Get familiar with prevention methods for AIDS Understand importance of health and hygiene Recognise ill-effects of alcohol and tobacco 	Whiteboard, board chalkmarker, duster
	Total Duration: 270 Hrs Theory Duration 80 Hrs Practical Duration 190 Hrs	Unique Equipment Required Dedicated Kit: Single Needle Lock Stitch (SNLS) SNLS Machine with UBT Over lock Machine (5 thread over lock machine)	

Grand Total Course Duration: 270 Hours

(The syllabus content has been approved by APPAREL, MADE-UPS AND HOME FURNISHINGS SECTOR SKILL COUNCIL)

Trainer Prerequisites for Job role: "Sewing Machine Operator" mapped to Qualification Pack: "AMH/Q0301, version 1.0"

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service mapping to the curriculum detailed above, in accordance with Qualification Pack "Q0301".
2	Personal Attributes	The candidate should have aptitude for conducting training, one must work to ensure competent, employable candidate at the end of training. Strong communication skills, Interpersonal skills, ability to work as team, diligent and is passionate for maintaining the quality in content and delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	ITI/AMT/Diploma from NIFT or any other polytechnic/reputed institute in the core subject.
4a	Domain Certification	Certified for Job Role: "Sewing Machine Operator" mapped to QP: "AMHQ0301" version 1.0. Minimum accepted score as per SSC guidelines is 60%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role "Trainer" mapped to the Qualification Pack "SSC/Q1402" with scoring of minimum 50%.
5	Experience	This candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and local language. He should have knowledge of equipment, tools material, Safety, Health & Hygiene. * The minimum required experience could be relaxed by the vigilance committee of AMHSSC if the concerned candidate possesses qualification from premier Institutes like NID, NIFT etc.

Assessment Assessment Criteria

Assessment Criteria for Sewing Machine	
Job Role	Sewing Machine Operator
Qualification Pack	AMHQ0301, version 1.0
Sector Skill Council	APPAREL, MADE-UPS AND HOME FURNISHING

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (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 centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student of each examination/training centre based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment Criteria	Marks Allocation			
		Total Marks 400	Out Of	Theory	Skills Practical
1. AMH/N0301 <i>(Carryout stitching activities using machine or by hand)</i>	PC1. Make sure the work area is free from hazards	210	3	1	1
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role		3	1	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	1	1
	PC4. Agree and review your agreed Upon work targets with your supervisor and check for special instructions, if any		3	1	1
	PC5. Use the correct tools and equipment		3	1	1
	PC6. Check that equipment is safe and set up in readiness for use		3	1	1
	PC7. Select the correct component parts for the style being worked on		3	1	1
	PC8. Check that the materials to be used are free from faults		3	1	1
	PC9. Ensure the materials used meet the specification matching		3	1	1
	a: Within a product	210	2	1	1
	b: Between a pair of products where applicable		2	1	1
	PC10. Carry out test runs		2	1	1
	PC11. Check needles, pins and threads Regularly		2	1	1
	PC12. Check if fabric / Component is correctly marked and placed out as Required		2	1	1
	PC13. Fabric pieces and linings are pinned or sewn together as required and appropriately hung in readiness for Assembly		2	1	1
	PC14. Report faults in the materials		2	1	1
	PC15. Conform to competency quality Standards		2	1	1
	PC16. Report any damaged work to the responsible person		2	1	1

	PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately.	4	1	2	1
	PC18. Sort and place work to assist the next stage of production and minimize the risk of damage.	3	1	4	1
	PC19. Leave work area safe and secure when work is complete.	4	1	2	1
	PC20. Complete forms, records and other documentation.	4	2	1	1
	PC21. Evaluate the specific needs to identify what type of stitching is best suited.	4	1	2	1
	PC22. Estimate the expected length of time for the process.	4	1	4	3
	PC23. Set up machine (Apparel Sewing machine) according to Manufacturers' instructions and production requirements.	4	1	2	1
	PC24. Set machine controls for the materials being stitched.	5	1	3	1
	PC25. Cut the thread appropriately.	4	1	2	1
	PC26. Thread the needle in the machine and adjust the needle size per the requirements.	4	1	2	1
	PC27. Perform a test run to ensure machine is operating correctly.	4	1	2	1
	PC28. Report defective machines, tools and/or equipment to the responsible person.	4	1	2	1
	PC29. Operate machines safely and in accordance with guidelines.	5	1	3	1
	PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput.	6	1	4	1
	PC31. Check the equipment prior to making the stitching, including:	3	1	1	1
	a) Correct controls	4	1	2	1
	b) Correct attachments	4	1	2	1
	c) Changing needles	4	1	2	1
	d) Changing threads	4	1	2	1
	e) Changing axis	4	1	2	1
	f) Correct Timing	4	1	2	1
	PC32. Stitch the correct materials in the right sequence as required by the production specification.	5	1	4	1

	PC33. Ensure stitched product conforms to shape and size		2	1	2	1
	PC34. Ensure stitched products meets specification in terms of labels and trimmings		2	1	2	1
	PC35. Inspect stitched products against specifications		2	1	2	1
	PC36. Identify mark and place rejects in the designated locations		2	1	2	1
	PC37. Carry out alterations to meet customer requirements		2	1	2	1
	PC38. Pass the stitched item to the next stage in the manufacturing process after validation		2	1	2	1
	PC39. Respond accordingly where stitched items do not meet production specification		2	1	2	1
	PC40. Minimize and dispose the waste materials in the approved manner		2	1	2	1
	PC41. Seek feedback from team mates on work related performance		2	1	2	1
	PC42. Check with in charge / others when unsure of new product details		2	1	2	1
	PC43. Clean and make safe machines after use		2	1	2	1
	PC44. Carry out basic maintenance of own machines		2	1	2	1
	PC45. Report make/problems likely to affect services to the relevant person promptly and accurately		2	1	2	1
	PC46. Carry out operations at a rate which maintains workflow and meets production targets		2	1	2	1
	Total	210	55	100	55	
2. AMH/N0302 (Contribute to Achieve product quality in stitching operations)	PC1. Identify and use materials required based on the job card/ work ticket		2	1	2	1
	PC2. Take the necessary action when materials do not conform to company quality standards		2	1	2	1
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		2	1	2	1
	PC4. Identify modifiable defects and rectify them		2	1	2	1
	PC5. Carry out work safely and at a rate which maintains work flow		2	1	2	1

	PC6 Report to the responsible person when the work flow of other production areas disrupts work	65	4	1	2	1
	PC7 Test, sort, track and examine work in progress		5	1	3	1
	PC8 Carry out quality checks at specified intervals according to instructions		4	1	3	1
	PC9 Apply the allowed tolerances		4	1	2	1
	PC10 Identify faults and take appropriate action for rectification		5	1	3	1
	PC11 Make adjustments promptly to return product to specification		6	1	3	1
	PC12 Fault-find materials and components for creased, stained damage and incorrectly made-up component parts		4	1	3	1
	PC13 Report faults in other processes to the appropriate person		4	1	2	1
	PC14 Maintain the required productivity and quality levels		5	1	3	1
	PC15 Complete and maintain documentation		4	1	2	1
3. AMH/N0102 Maintain work area, tools and Machines	Total	65	16	34	15	
	PC1 Handle materials, machinery, equipment and tools safely and correctly	50	3	1	1	1
	PC2 Use correct lifting and handling procedures		3	1	1	1
	PC3 Use materials to minimize waste		3	1	1	1
	PC4 Maintain a clean and hazard free working area		4	1	1	1
	PC5 Maintain tools and equipment		4	1	2	1
	PC6 Carry out running maintenance within agreed schedules		4	1	2	1
	PC7 Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8 Report unsafe equipment and other dangerous occurrences		3	1	1	1
	PC9 Ensure that the correct machine guards are in place		3	1	1	1
	PC10 Work in a comfortable position with the correct posture		4	1	2	1

	PC11. Use cleaning equipment and methods appropriate for the work to be carried out.		3	1	3	1
	PC12. Dispose of waste safely in the designated location.		4	1	2	1
	PC13. Store cleaning equipment safely after use.		4	1	2	1
	PC14. Carry out cleaning according to schedules and limits of responsibility.		4	1	2	1
4. AMH/N0103 Maintain health, safety and security at Workplace	Total	50	14	22	14	
	PC1. Comply with health and safety related instructions applicable to the Workplace.		3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol.		4	1	2	1
	PC3. Carry out own activities in line with approved guidelines and procedures.		4	1	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.		3	1	1	1
	PC5. Follow environment management system related procedures.		3	1	1	1
	PC6. Identify and correct if possible, malfunctions in machinery and equipment.		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified.		3	1	1	1
	PC8. Store materials and equipment in line with manufacturers and organizational requirements.		4	1	2	1
	PC9. Safely handle and move waste and Debris.		3	1	1	1
	PC10. Minimize health and safety risks to self and others due to own Actions.		3	1	1	1
	PC11. Seek clarifications from supervisor or other authorized personnel in case of perceived risks.		3	1	1	1
	PC12. Monitor the workplace and own processes for potential risks and Threats.		3	1	1	1
	PC13. Carry out periodic walk-through to keep work areas free from hazards and obstructions if assigned.		3	1	1	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel.		3	1	1	1
	PC15. Participate in mock drill/ evacuation procedures organized at the Workplace.		4	15	2	65

	PC16. Undertake first aid, fire-fighting and emergency response training if asked to do so.		4	15	2	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents.		3	15	1	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required.		3	15	2	0.5
		Total	60	20	24	16
5.ANSHIN0104 : Comply with Industry, regulatory and Organizational Requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.		3	4	1	1
	PC2. Seek and obtain clarifications on policies and procedures from your supervisor or other authorized personnel.		3	1	1	1
	PC3. Apply and follow these policies and procedures within your work practices.		3	1	1	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations.		3	1	1	1
	PC5. Identify and report any possible deviation to these requirements.		3	1	1	1
		Total	15	5	5	5
	Grand Total		400	110	105	105



Skill India
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Transforming the Lives of Millions

Apparel, Textile and Home Furnishing Sector Skill Council
Julian Building, Congress, 1st Floor, Sector 6, P.K.Puram, Darya Kati Marg, New Delhi-110 027

Model Curriculum

Organic Grower

SECTOR: AGRICULTURE & ALLIED

SUB-SECTOR: AGRICULTURE CROP PRODUCTION

OCCUPATION: FARM MANAGEMENT

REF ID: AGR/Q1201, V1.0

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the
AGRICULTURE SKILL COUNCIL OF INDIA

MODEL CURRICULUM

Curriculum Compliant Qualification Pack –
Job Role/Qualification Name: 'Organic Grower' / Job ID: AGRI-QCQF-L001a'

Address: 10th Floor, Sector 10,
Noida - 201301
Phone: +91 98100 10000

http://www.asci.org.in/curriculum-compliant-curriculum-pack

Signature:
Date: 01/01/2018
Name: Dr. S. K. Srivastava
Chairman, NSDC

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Organic Grower

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a 'Organic Grower' in the 'Agriculture & Allied' Sector/Industry and aims at building the following key competencies amongst the learner:

Program Name	Organic Grower		
Qualification Pack Name & Reference ID, ID	AGRIQ1201, v1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	S5 standard pass preferable		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Produce Organic Crops: Introduction to Organic farming, Crop selection, resources, procurement of inputs, cropping pattern, schedule etc • Grow and manage crop: Crop cultivation under organic farming, inter cultural operations – organic farming • Maintain the quality of the produce (as prescribed in standards): Harvesting, Post harvesting, Quality assurance & Certification • Become well versed with Environment Health & Safety: Well versed with health and safety measures in terms of personal safety and others as applicable. 		

This course encompasses **19** out of **19** National Occupational Standards (NOS) of "Organic Grower" Qualification Pack issued by Agriculture Skill Council of India.

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> General Instructions to the Trainee Understand the Role of a Organic Grower Understand and study the Stages and Opportunities of Organic Farming Study the Need of Organic Farming In India 	Laptop, white board, marker, projector
2	Undertake planning for Organic Farming Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1201	<ul style="list-style-type: none"> Selection of Crop Understand the need of safe farming practices Understand and practice the type of safe farming practices Transition to Organic Farming <ul style="list-style-type: none"> Estimate the cost and time of Organic Farming Budget estimation Understand the phased approach to be taken to transition to organic farming Prepare Crop portfolios – Multi-crop, Feasible crop Prepare Yearly Plan / Crop Schedule 	Laptop, white board, marker, projector, Round Keeping Book, receipt, voucher
3	Seed Selection & treatment under organic farming Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1202	<ul style="list-style-type: none"> Crop Selection <ul style="list-style-type: none"> Identify main crop and companion crop Plan for Intercrop, mixed crop, relay crop, trap crop etc. Plan for Crop rotation cycle Crop schedule Selection of seed variety – insect pest resistant, GM genetically modified etc. Seed Treatment <ul style="list-style-type: none"> understand the organic practices for seed treatment Identify Inhibitors to be used for organic seed treatment preparation of inputs for seed treatment implementation of seed treatment 	Laptop, white board, marker, projector, bio inputs, bio fertilizers
4	Soil nutrient management under Organic Farming Theory Duration (hh:mm) 10:00	<ul style="list-style-type: none"> Understand the concept of soil nutrient management under organic farming Understand the Soil Activation and Soil enhancement <ul style="list-style-type: none"> understand importance of top soil in organic cultivation Identify various methods of 	White Board, Marker, Laptop, projector, bio fertilizers, soil testing tools/equipment, FYM, compost etc

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1203	activating microbial activity in top soil <ul style="list-style-type: none"> - prepare various organic inputs that can increase soil microbial activity - apply soil activating inputs effectively - Soil Testing: Soil amendment, manuring, crop selection, land preparation, green manure crop, farm yard manure, use of bio manure, vermi compost, vermicast, implementation of soil enhancement methods; protocol preparation for basal dose application & top dressing 	
5	Weed control under Organic Farming Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1204	<ul style="list-style-type: none"> - Identification of weeds - Identify the types of weed in the crop - Consult the experts - Weed Management <ul style="list-style-type: none"> - undertake mechanical/manual weeding process at appropriate time to avoid crop damage - use mulching sheets for cultivation - use bio-herbicides for weed control wherever feasible - use mechanized weed control equipment 	White Board, Marker, Laptops, projector, Plough, bio-herbicides
6	Irrigation Management under Organic Farming Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1205	<ul style="list-style-type: none"> - Identify characteristics of good irrigation system - Understand and adopt the micro irrigation techniques - Identify the tools/equipments required for micro irrigation - Understand the optimum moisture level required for the farm 	White board, Marker, Laptop, projector, micro irrigation tools/equipments
7	Integrated Pest and Disease Management under organic Farming Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 20:00	<ul style="list-style-type: none"> - Identify the crop infestation - Identify the symptoms of disease incidence in crop - Identify the stages of pest incidence - Understand the use of suitable varieties - Preventive and curative care <ul style="list-style-type: none"> - Resistant varieties, crop rotation, inter crop, border crop, trap crops, interculture operations, understand the natural enemies of pest, beneficial insects, bio-insecticides, etc. 	White board, Marker, Laptop, projector

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code AGP/N1205		
8	Harvest and Post-harvest management under organic farming Theory Duration (hh:mm) 05:00	<ul style="list-style-type: none"> • Harvesting of the crop: Crop maturity, moisture content during harvesting, etc. • Understand about the physical adixture during harvesting • Harvesting methods and handling of harvested crops • Understand the Post-harvest management practices like grading, storage, organically acceptable fumigation, cold storage, packaging and marketing. 	White board, Marker, Laptop, projector
	Practical Duration (hh:mm) 10:00		
	Corresponding NOS Code AGP/N1207		
9	Undertake Quality assurance & certification in Organic Farming Theory Duration (hh:mm) 10:00	<ul style="list-style-type: none"> • Third party certification process • Risk management in compliance of standards • Participatory guarantee system • Documentation in third party and PGS certification • Documents needed for sale of organic produce and traceability 	White board, Marker, Laptop, projector
	Practical Duration (hh:mm) 20:00		
	Corresponding NOS Code AGP/N1206		
10	Undertake business of Organic farming Theory Duration (hh:mm) 2:00	<ul style="list-style-type: none"> • Economics of organic farming • Connecting with the market and market intelligence • Direct marketing 	White board, Marker, Laptop, projector
	Practical Duration (hh:mm) 15:00		
	Corresponding NOS Code AGP/N1202		
11	Maintain Health & Safety at the work place Theory Duration (hh:mm) 05:00	<ul style="list-style-type: none"> • Perform General safety Rules • Gain Knowledge of various health hazards relevant to workplace and basic first aid training • Understand the basic safety checks and other common reported hazards before all farm operation 	White Board, Marker, Laptop, projector, Nose masks, first aid kit

Sl. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration 75:00 Corresponding WOS Code AGRIN9503	<ul style="list-style-type: none"> Understand, identify and study the use of equipment, materials safely and correctly. Understand and handle the emergency situation in workplace and during any farm operation. 	
	Total Duration 200:00 Theory Duration 80:00 Practical Duration 120:00	Unique Equipment Required: White Board, Marker, Laptop, projector, Record Keeping Books, receipt voucher, Soil testing kit, plastic bags, labels, plough, seed drill, leveler, tractor, Sprayer, bio fertilizers, irrigation tools & equipments, container, Storage infrastructure - cool chamber, crate, bag, Nose masks, first aid kit.	

Grand Total Course Duration: 200 Hours, 0 Minutes

(The syllabus/curriculum has been approved by Agriculture Skill Council of India)



Trainer Prerequisites for Job role: "Organic Grower" mapped to Qualification Pack: "AGR/Q1201, v1.0"

Sr. No.	Area	Details
1	Description	Trainer is responsible for providing the education on cultivation of organic crops as per the organic package of practices recommended for a particular agro-climate zone using approaches like diversity, cattle integration, on-farm input generation, biomass recycling, natural resource use optimization in exclusion of synthetic inputs directly or indirectly and sell the organic produce as per the competitive market prices without distress-sale.
2	Personal Attributes	Trainer should be Subject Matter Specialist. He/ She should have good communication and observation skill, leadership skill, practical oriented skill.
3	Minimum Educational Qualifications	Diploma
3a	Domain Certification	Certified for Job Role: "Organic Grower" mapped to QP "AGR/Q1201, v1.0". Minimum accepted score is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role "Trainer" mapped to the Qualification Pack "MEP-QB122". Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • M.Sc (Agriculture / Horticulture (Botany / Forestry)) • B.Sc (Agriculture / Horticulture (Botany / Forestry)) • Any graduate with 3 years of relevant experience • Diploma with 3 years of relevant experience • 10+2 with 5 years of relevant experience

Annexure: Assessment Criteria

Assessment Criteria:	
Job Role:	Organic Grower
Qualification Pack:	AGR-QT201_v1.0
Sector Skill Council:	Agriculture

Sl. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (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 centre (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate.
6	In case of successfully passing only certain number of NCS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
1.AGR/N1201 Undertake planning for Organic Farming	PO1 understand the detrimental effects of unsafe farming practices on health and environment		5	2	3
	PO2 get acquainted with different kinds of safe farming practices that exist and their characteristics		5	2	3
	PO3 understand the pros and cons of conventional farming vs organic farming		10	5	5
	PO4 understand core principles of organic farming		10	5	5
	PO5 understand the effects of organic farming on costs and revenue		10	7	3
	PO6 understand the time and effort commitments required for transition to organic farming		10	3	7
	PO7 understand the phased approach to be taken to transition to organic farming		10	3	7
	PO8 understand the need for multi-cropping in organic farming		10	5	5
	PO9 create feasible crop portfolios		10	5	5
	PO10 implement multi-crop projects effectively		10	5	5
	PO11 understand increased crop vulnerability in organic farming		10	5	5
	PO12 identify seasonal stress on various types of crops		10	5	5
	PO13 identify right crops for rotation		10	5	5
	PO14 create yearly plan		10	6	4
	Total	120	60	60	

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Practical
2.AGRI1102 Seed Selection and Treatment under Organic Farming	PO1 identify suitable main crop and its companion crops depending upon the suitability of climate and season	120	15	9	6
	PO2 plan for multi-crop planting as intercrop, mixed crop, relay crop or trap crop				
	PO3 keep rotation cycle in mind				
	PO4 plan for sowing or planting methodology				
	PO5 select pest and disease resistant varieties suited to the given agro-climatic and soil situations				
	PO6 ensure that seed or planting material is not genetically modified				
	PO7 identify vendors for authentic organic seed procurement, if not available on-farm				
	PO8 understand the organic practices for seed treatment				
	PO9 identify various bio-inputs that could be used for seed treatment				
	PO10 chalk out seed planting material treatment plan with <ul style="list-style-type: none"> - bio inputs such as biofertilizers, biopesticides - on-farm made seed protecting aids such as Bijamuth - off-farm botanical or organically acceptable chemical alternatives 				
	PO11 identify vendors of authentic organic seed treatment inputs				
	PO12 prepare bio-inputs for seed treatment in farm Bijamuth, botanical alternatives etc.				
	PO13 implement seed treatment protocol appropriately				
	PO14 understand acceptable chemical alternatives, their procurement and use				
Total		120	60	60	

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
3.AGR/N1203 Soil Nutrient Management under Organic Farming	PC1 understand importance of top soil in organic cultivation	150	5	2	3
	PC2 identify various methods of activating microbial activity in top soil		10	5	5
	PC3 prepare various organic inputs that can increase soil microbial activity		10	5	5
	PC4 apply soil activating inputs effectively		10	5	5
	PC5 undertake soil testing at authorized centres		10	5	5
	PC6 understand soil test data for soil amendment and manuring		5	2	3
	PC7 select appropriate crops suiting to soil condition		10	5	5
	PC8 calculate nutrient needs based on test report and local crop recommendations		10	5	5
	PC9 prepare the land to get appropriate silt		5	2	3
	PC10 identify various methods adopted in organic farming for building organic matter in soil		10	5	5
	PC11 grow green manure crop and incorporate biomass		10	5	5
	PC12 use farmyard manure & mineral fertilized compost		10	5	5
	PC13 use other biomass as mulch or soil cover		10	5	5
	PC14 prepare vermicompost & vermiwash		10	7	3
	PC15 prepare dung urine slurries		5	3	2

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
4 ADR/N1204 Weed control under Organic Farming	PC16 prepare biodynamic inputs/compost (BD 140, BD 501, Cow Pat etc)	120	15	1	1
	PC17 implement various soil enhancement methods effectively: • Sanjivk, Jyoti, Anritpal for microbial enrichment • Vermijash, paanchagri, cattle dung urine-shiray and protein hydrolysates for growth promotion • Green manuring and biomass recycling		15	7	8
	PC18 prepare protocols for basal dose application & top dressing		15	8	7
	Total		180	90	90
	PC1 Identify the types of weed in the crop		20	10	10
	PC2 maintain records of the weed and share it with experts		10	5	5
	PC3 explain clearly about the symptoms and get inputs from experts		15	7	8
	PC4 control weeds during ploughing		15	7	8
	PC5 undertake mechanical/manual weeding process at appropriate time to avoid crop damage		20	10	10
	PC6 use mulching sheets for cultivation		15	8	7
	PC7 use bio-herbicides for weed control wherever feasible		10	5	5
	PC8 use mechanized weed control equipment		15	8	7
	Total		120	60	60

Assessable Outcome	Assessment Criteria	120 Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
SAGRIN1205 Irrigation Management under Organic Farming	PC1 Identify characteristics of good irrigation systems.	120	15	7	5
	PC2 Identify advantages & disadvantages of irrigation channels and watering through hose buckets etc.		15	8	7
	PC3 interact with micro-irrigation expert and get feedback on the usage of specific applicable irrigation methods to be adopted		10	5	5
	PC4 ensure appropriate water supply at various life stages of the crop as per each stage requirement		20	10	10
	PC5 ensure spread of water in the entire field		15	7	8
	PC6 ensure proper water drainage		10	6	5
	PC7 adopt micro irrigation techniques (drip irrigation using appropriate equipments, sprinklers) based on the requirement of specific crops		20	10	10
	PC8 identify disease due to increase in moisture/water content and take measures to control them		15	7	8
	Total		120	59	61
	PC1 Identify different types of pests		5	2	3
SAGRIN1206 Integrated Pest and Disease Management under Organic Farming	PC2 Identify stages of crop and pest incidence	120	10	5	5
	PC3 diagnose symptoms and extent of damage		10	5	5
	PC4 understand major crop diseases and identify the specific disease in the crop		10	5	5
	PC5 identify crop stage and disease incidence disease calendar		5	2	3
	PC6 identify early symptoms of various types of diseases		10	5	5
Assessable	Assessment Criteria	Total	Out of	Marks Allocation	

Outcome	Marks			Skills Practical
		Theory	Practical	
PC7 understand the different mode of transmissions of disease such as implements, visitors, water, rain, wind etc.	3	1	2	
PC8 use resistant varieties	3	3	3	
PC9 undertake pruning of plant if affected by diseases (if need arises)	3	3	3	
PC10 select resistant varieties	3	4	4	
PC11 perform crop rotation with suitable and recommended crops	5	3	2	
PC12 select suitable crop combinations as intercrops, border crops and trap crops	3	3	3	
PC13 undertake deep ploughing in summer, keep field clean and destroy infested plant debris and field sanitation	5	3	2	
PC14 remove alternate hosts such as weeds	3	3	3	
PC15 perform mulching	10	6	5	
PC16 perform mechanical/manual weeding as and when required	10	6	5	
PC17 use various types of traps (mechanical and manual)	10	5	5	
PC18 understand natural enemies of the pest such as lady bird, ground beetles etc	10	5	5	
PC19 release beneficial insects	10	5	5	
PC20 use hoverfly and adapt them for pest control	3	2	1	
PC21 identify various types of biopesticides and their vendors	10	6	5	
	5	3	3	

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
	PO22 prepare different bio-pesticides at farm.		5	2	3
	PO23 use various botanical extracts for different types of pest & diseases		5	2	3
	PO24 apply recommended dose of bio-inputs at appropriate time & interval		10	5	5
	PO25 use chemical alternatives acceptable in organic farming		10	5	5
	Total		150	50	50
	PO1. Identify the appropriate harvesting method		10	5	5
7 AGR/N1207 Harvest and Post-harvest Management under Organic Farming	PO2. harvest the crop at appropriate stage	120	10	5	5
	PO3. harvest the crop at right time		10	5	5
	PO4. Harvest the crop based on use and distance from the market		10	5	5
	PO5. undertake grading of the crops		15	7	8
	PO6. maintain ideal storage condition		15	7	8
	PO7. use organically acceptable fumigation systems during storage		15	7	8
	PO8. use cold storage facility		15	7	8
	PO9. undertake packaging as per the requirement of the client/buyer		10	5	5
	PC10. transport organic produce as detailed by the client/buyer		5	2	3
	PO11. undertake marketing of the crop		10	5	5
	Total		120	61	59

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practice
B.AGR/N1200 Undertake Quality Assurance & Certification in Organic Farming	PC1 understand different types of certification available for organic produce - Third party certification & Participatory guarantee systems	120	120	3	2
	PC2 identify procedures and timelines for applying for certification			2	1
	PC3 understand quality checks (one-time and recurring) for obtaining and maintaining certification			3	1
	PC4 study the organic standards in detail for every aspect of farming, including storage, transport and sale			2	1
	PC5 comply with the standards related to farm facilities and production methods			3	1
	PC6 maintain detailed farm history and current set-up, and usually including results of soil and water tests			2	1
	PC7 submit application to the certification agency in the prescribed format with necessary farm and process details			3	1
	PC8 submit a written annual production plan detailing everything from seed to sale - seed sources, field and crop locations, fertilization and pest control activities, harvest methods, storage locations, etc.			3	1
	PC9 sign agreement with certification body			2	1
	PC10 adhere to the standards recommended by the certification body			3	1
	PC11 pay fee to the certification body for annual surveillance and for facilitating a mark which is acceptable in the market as symbol of quality			2	1
	PC12 schedule annual on-farm inspections with a physical tour, examination of records, and an oral interview			2	1
	PC13 maintain day-to-day farming and marketing records, covering all activities			1	1
	PC14 make available the documents & records for inspection as and when required			5	3

Assessable Outcome	Assessment Criteria	Total Marks	Marks Allocation		
			Out of	Theory	Skills Practice
	PC15 comply to non-compliances if any raised by the certification body.		3	1	2
	PC16 ensure to follow-up for certification after the inspection		2	1	1
	PC17 release the stock for sale with Certification Mark (India Organic Logo) only after certification is granted		2	2	1
	PC18 understand procedure for risk assessment		2	2	1
	PC19 undertake parallel and split production, part conversion		2	1	1
	PC20 use machine tools avoiding contamination		2	1	1
	PC21 use water for irrigation avoiding contamination		2	1	1
	PC22 prevent contamination by water and air drift		2	1	1
	PC23 document risk management initiatives		2	1	1
	PC24 understand PGS certification system in brief		2	1	2
	PC25 adheres to the basic requirements for PGS group formation		2	1	2
	PC26 maintain documentation for group making PGS pledge		2	2	0
	PC27 adopt PGS standards		2	1	1
	PC28 participate regularly in meetings and share vision & operational issues		2	1	1
	PC29 keep transparency and accountability in operation		2	1	1
	PC30 understand basic documentations on field history		2	1	1
	PC31 maintain field/farm diary		2	1	1
	PC32 maintain internal inspection sheets and peer appraisal		2	2	1
			2	1	1

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
B.AGR/N1209 Undertake Business of Organic Farming	PC33 plan and execute external audit and peer appraisal.	10	2	1	1
	PC34 analyze external inspection and analyze peer appraisals and decision making.		3	1	2
	PC35 submit season and summary sheet with certification decisions to Regional Council and revision of decision if required in PG5		3	1	2
	PC36 certification decision.		3	1	2
	PC37 distribute scope certificate		3	2	1
	PC38 understand the process of production trial for traceability		3	0	1
	PC39 maintain documents for traceability		3	0	1
	PC40 use transaction certificates for sale		3	1	1
	PC41 ensure traceability in Third party certification PG5		3	5	5
	Total		120	60	60
B.AGR/N1209 Undertake Business of Organic Farming	PC1 understand cost and revenue trends in organic farming.	60	2	2	2
	PC2 understand the cost benefit analysis of a phased organic farming plan		2	2	2
	PC3 understand govt subsidies and benefits available for organic farming		2	1	1
	PC4 access market intelligence and demands for organic produce and plan accordingly		2	1	1
	PC5 understand export oriented strategy vs local demand		2	2	2
	PC6 understand the consumers choice in quality and packing.		2	1	1
	PC7 understand own strengths and focussing on it		2	1	1

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practice 1
	PC01 undertake farm-level value addition		2	1	1
	PC02 undertake collective marketing by farmer groups		2	1	1
	PC03 understand branding advantages of organic produce		2	1	1
	PC04 identify major channels for sales of organic produce including physical and online		2	1	1
	PC05 maintain networking with retail chains and bulk buyers		2	1	1
	PC06 create direct contact with consumers		2	1	1
	PC07 use on-line market intelligence tools		2	1	1
	PC08 target consumer based on SES segmentation		2	2	2
	PC09 organize of local fairs		2	1	1
	PC10 release publicity literature and campaigns		2	0	1
	PC11 provide information on quality and benefits of organic foods		2	2	1
	PC12 demonstrate quality procedures and documents		2	2	2
	PC13 keep presence in area for long term		2	2	2
	PC14 convince consumers to register for regular supplies		2	2	2
	PC15 create a system for weekly supplies in Box		2	2	2
	Total		60	30	30
10. ASPIREMENTS	PC01 undertake basic safety checks before operation of all machinery and vehicles and	60	5	3	2

3 Maintain Health and safety at the workplace	Hazards are reported to the appropriate supervisor				
	PC2: work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy			5	2
	PC3: read and understand the hazards of use and contamination mentioned on the labels of pesticides, fungicides etc.			5	2
	PC4: assess risks prior to performing manual handling jobs and work according to currently recommended safe practice			4	2
	PC5: use equipment and materials safely and correctly and return the same to designated storage when not in use			5	3
	PC6: dispose of waste safely and correctly in a designated area			4	3
	PC7: recognise risks to bystanders and take action to reduce risk associated with jobs in the workplace			4	2
	PC8: perform your work in a manner which minimises environmental damage all procedures and work instructions for controlling risk are followed closely			3	1
	PC9: report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger			3	1
	PC10: follow procedures for dealing with accidents, fires and emergencies including communicating location and directions to emergency			4	2
	PC11: follow emergency procedures to company standard with workplace requirements			3	1
	PC12: use emergency equipment in accordance with manufacturer specifications and workplace requirements			5	3
	PC13: provide treatment appropriate to the patient's injuries in accordance with recognised first aid techniques			4	2
	PC14: recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate			3	2
	PC15: report details of first aid administered in accordance with workplace procedures			3	2
		50	20	20	
TOTAL		1200	1200	600	600

	Percentage Weightage:			50%	50%
	Minimum Pass% to qualify (aggregate):			70%	



Society for Creation of Opportunity through
Proficiency in English
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➤ ABOUT SCOPE ➤

The Society for Creation of Opportunity through Proficiency in English (SCOPE) is a bold initiative by the Government of Gujarat working under Education Department to build and enhance proficiency in English language among the youth of Gujarat and empower them to hone and accentuate their skills so as to open up new horizons of opportunities for them.

Since its establishment in February 2007, it has certified 6,00,000+ candidates. And also, SCOPE has 573+ centers across Gujarat. SCOPE has been functioning for 12 years in association with Cambridge English, part of the University of Cambridge, UK for providing assessment, evaluation and international certification.

➤ About Cambridge English Tests ➤

Cambridge English exams are the world's leading range of certificates for learners of English. Cambridge English exams are globally accepted by over 25,000 organizations in 130 countries each year they are taken by over 1.75 million people. They can help you to gain entrance in university or college, to improve your job prospects and to measure your progress in English. The Cambridge English examinations are recognized by thousands of employers, universities & colleges, professional bodies, ministry & government organizations throughout the world. They are linked to the Association of Language Testers in Europe (ALTE) levels and to the Council of Europe's Common European Framework of Reference for Languages and are the only certificated examinations referred to in the framework document as specifically linked to it by a long-term research program. They can open doors to higher education and to improve job prospects.

➤ Evaluation SCOPE Offers ➤

- CERT (Cambridge English Placement Test) – (Reading & Listening)
- Uniglobe Business – (Reading, Listening & Speaking)

➤ About Cambridge English Placement Test ➤

The Cambridge English Placement Test (CEPT) is a fast, accurate and affordable online test designed to evaluate learners' level of English and relate it to the Common European Framework of Reference (CEFR) Pre-A1 – C2. It is developed by the Cambridge English Language Assessment.

- Suitable for placing students on a course of study and for choosing the right Cambridge Exam
Fast and effective way to determine the right level for your students and to determine which Cambridge exam they are ready to study for.
- Assesses Reading, listening and language knowledge skills:
A single test covers reading and listening skills as well as language knowledge (grammar and vocabulary).
- Gives you clear reports
Results are presented in a clear, easy-to-understand report. Each learner gets a test score as well as a CEFR level.
- Uses international English
The test features a variety of accents and texts from a range of English-speaking countries.

About Linguaskill Business Test

English language testing is an essential part of the recruitment and admissions process for many organizations and higher education institutions. Accurate and reliable, with fast results, Linguaskill Business can redefine an organization's English testing.

Linguaskill Business is a modular online test which assesses language skills (reading, listening, and speaking). This gives you choice about the skills you want to assess.

Why Linguaskill Business?

Accurate and trusted: Linguaskill Business has been trialled by speakers of over 40 languages from 50 countries to ensure the accuracy and reliability of the results.

In-depth reporting: You'll receive a Test Report showing a Cambridge English Scale score for each language skill, to help you easily make informed decisions and compare performance.

Results

Results are reported as an overall score on a scale of 0-100, indicating the level on the Council of Europe's Common European Framework of Reference for Languages (CEFR) from Pre A1 – C2. The Candidate Test Report form also indicates the Cambridge English test result level.

The CEFT and Linguaskill Business test is a computer-based, online test divided for Reading and Listening, Speaking (Linguaskill Business). In the test, you will have to answer questions on screen.

These can be in a variety of different types.

Reading Tasks

Read and select

Candidates read a notice, diagram, label, memo or letter containing a short text and choose the sentence or phrase that most closely matches the meaning of the text. There are three possible answers.

Gapped sentences

Candidates read a sentence with a missing word (gap) and choose the correct word to fill the gap. There are four choices for each gap.

Multiple-choice gap - fill

Candidates choose the right word or phrase to fill the gaps in a text. There are four choices for each gap.

Open gap - fill

Candidates read a short text in which there are some missing words (gaps) and write in the missing word in each gap.

Extended reading

Candidates read a longer text and answer a series of multiple-choice questions. The questions are in the same order as the information in the text.

Listening Tasks

Listen and select

Candidates listen to a short audio recording and answer a multiple-choice question with three options.

Extended listening

Candidates listen to a longer recording and answer a series of multiple-choice questions based on it. The questions are in the same order as the information they hear in the recording.

Format for parts to the Speaking module (Linguaskill Business)

Length: 15 minutes (5 parts)

Part 1: Interview

The candidate answers eight questions about themselves (the first two questions are not marked).

Part 2: Reading aloud

The candidate reads eight sentences aloud.

Part 3: Discussion

The candidate is given a topic to talk about for one minute. 40 seconds are allowed for preparation.

Part 4: Discussion 2

The candidate is given one or more graphics (for example a chart, diagram or information sheet) to talk about for one minute. One minute is allowed for preparation.

Part 5: Communication

The candidate gives their opinions in the form of short responses to five questions related to one topic. One minute is allowed for preparation.

Benefits to the Individual

- You will get a certification that is widely recognised.
- You will improve your English language skills.
- You will be motivated to study harder because you'll have a clear goal.

Fee structure for Linguaskill Business and CEPT

Online Training and Exam

Exam Name	Fees (Inclusive all taxes)	Training Hours (Approx)
Linguaskill Business Training + Exam	2700 INR	20
CEPT Training + Exam	1150 INR	15
CEPT Exam + Linguaskill Business Training + Exam	3150 INR	20

Open Assessment Scheme (OAS)

Exam Name	Fees (Inclusive all taxes)
CEPT (Cambridge English Placement Test)	450 INR
Linguaskill Business (Speaking, Reading, Listening)	1900 INR

Note:

- Open Assessment Scheme is only for College Students. (Without Training)
- Exams will be conducted at the center decided by SCOPE



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