

Model Curriculum

Farm Manager

SECTOR: Agriculture and Allied Industry
SUB-SECTOR: Agriculture Crop Production
OCCUPATION: Farm Management
REF ID: AGR/Q1205, v1.0
NSQF LEVEL: 7



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

AGRICULTURE SKILL COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Farm Manager'** QP No. **'AGR/Q1205 NSQF Level 7'**

Date of Issuance: February 11th, 2019

Valid up to: March 31st, 2023

* Valid up to the next review date of the Qualification Pack


Authorised Signatory
(Agriculture Skill Council of India)

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Farm Manager

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Farm Manager”, in the “Agriculture” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Farm Manager		
Qualification Pack Name & Reference ID.	AGR/Q1205, v1.0		
Version No.	1.0	Version Update Date	11/02/2019
Pre-requisites to Training	12th Std		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Manage farm finances and budgeting. • Develop a comprehensive financial plan for the farm. • Identify market trends for procurement of farm inputs. • Develop a water supply and irrigation plan for the farm. • Plan for infrastructure requirements of a farm. • Gather market information and identify trends. • Plan and manage infrastructure requirements. • Gather information about production capacity and production data. • Manage production activities in the farm. • Implement the water supply and irrigation plan. • Manage water supply and irrigation at the farm. • Manage staff at the farm. • Manage procurement and sales processes. • Manage operational activities at the farm. • Adhere to health and safety guidelines at the workplace. 		

This course encompasses 10 out of 10 National Occupational Standards (NOS) of “Farm Manager” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key learning outcomes	Equipment Required
1	Introduction to the Job of Farm Manager Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Describe the role and responsibilities of a Farm Manager. State the various opportunities for livelihood for Farm Manager. State the importance of skill training for Farm Manager. 	Training Kit (Presentations, Trainer Guide).
2	Plan, implementation and review of financial management systems Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1218	<ul style="list-style-type: none"> Describe basic accounting principles. Analyse budget/ financial plans for the farm. Identify budget/ financial plans by taking clarifications from the relevant person in the organisation. Ensure that expected outcomes of the financial plan are achievable. Change budget/ financial plans as per requirement in discussion with the relevant persons. Prepare a plan to deal with any emergencies. State basic labour laws. Instruct the team members to ensure they perform their duties as required. State organisational requirements related to financial management. Identify the relevant systems to manage financial management processes. Collect data to gauge the effectiveness of financial management processes. Analyse data to gauge the effectiveness of financial management processes. Identify existing financial processes for improvements. Document existing financial processes for improvements. Evaluate existing financial processes for improvements. Implement agreed improvements in line with the financial objectives of the team and organisation. 	Training Kit (Presentations, Trainer Guide)

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> Monitor agreed improvements in line with the financial objectives of the team and organisation. 	
3	Monitoring and controlling of finances and expenses Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N1218	<ul style="list-style-type: none"> Implement the relevant processes to identify cost variations and excess in expenditure and control them across the farm operations. Calculate expenses on labour and other expenditure to compare with the budget. Calculate farm production costs and revenues to find out profit and loss. Analyse financial risks at farm level and their potential effect. Describe the importance, principles and components of contingency planning. Implement contingency plans as and when required. Monitor contingency plans as and when required. Modify contingency plans as and when required. State relevant legislation and current requirements of Taxation Laws, including GST. Describe basic formats of presenting financial information. Describe basic financial documents. State organisational requirements for record keeping and auditing. Report budget and expenses to senior management in accordance with the organisational rules. 	Training Kit (Presentations, Trainer Guide), agricultural accounting tools, research tools.
4	Identification of business goals Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code AGR/N1219	<ul style="list-style-type: none"> State the importance and meaning of whole farm plan. Establish long-term business goals by identifying and analysing the expectations and personal goals of the people involved. Identify business and personal strengths, weaknesses, opportunities and threats (SWOT). State the importance of reviewing plans. Develop strategies to address SWOT consistent with the business vision. 	Training Kit (Presentations, Trainer Guide), infrastructure, technologies required.
5	Identification of available resources Theory Duration (hh:mm) 01:00	<ul style="list-style-type: none"> State the importance and components of natural resource protection and conservation. Identify the physical characteristics of the land and natural resources within it. Document the physical characteristics 	Training Kit (Presentations, Trainer Guide), statistical and data evaluation software.

Sr. No.	Module	Key learning outcomes	Equipment Required
	Practical Duration (hh:mm) 04:00 Corresponding NOS Code AGR/N1219	of the land and natural resources within it. <ul style="list-style-type: none"> • Determine the suitability and capability of land for various agricultural, horticultural and related commercial activities. • Describe the types, causes and consequences of pollution and wastage of natural resources. • Identify risks to various natural resources including soil, vegetation, animals etc. • Identify infrastructure to assist with planning and maintenance. 	
6	Development of a comprehensive plan Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code AGR/N1219	<ul style="list-style-type: none"> • Describe land preparation processes for agricultural, horticultural and livestock activities. • State the relevant acts and regulations impacting the farm property. • State relevant law and legal requirements for farm use and maintenance activities. • Develop a plan that meet the recognised standards, along with current and emerging legislation and codes of practice. • Describe weed and pest management activities and their importance. • Address legal and compliance related requirements through management plans. • State the importance and components of protection and conservation of natural resources. • Develop farm improvement plans to assist in natural resource management along with it's costing. • Describe various activities of value that can be carried out on a farm. • Develop a land utilisation plan based on various factors. • Identify market requirements to maximise opportunities. • Describe the nature and importance of soil characteristics that impact use and productivity of the land. • Describe ways to assess and repair land degradation. • Develop plans to address land degradation. • Develop plans for management of various areas of farm operations. • Describe fire safety risks and precautions. 	Training Kit (Presentations, Trainer Guide), accounting software.

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> Develop plans to deal with fire risks. Revise plans to meet changing circumstances. 	
7	Identification of market trends for procurement of farm inputs Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code AGR/N1219	<ul style="list-style-type: none"> Identify and evaluate potential contractors/suppliers. Analyse past trends and developments to determine market variability and associated risks. Identify existing or new markets for existing or new products/ services using techniques to ensure reliable data. 	
8	Development of a water supply and irrigation plan Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code AGR/N1219	<ul style="list-style-type: none"> Collect soil survey information from laboratory. Identify the water source, availability and quality of water. Identify the ground water quality, depth issues and suitability of soil for crops and plants. Identify the strategies to minimise soil erosion and physical and chemical soil deterioration. Establish the suitability of soil and water quality for crops and plants. Identify any special irrigation requirements for crops and plants. Determine water quality and treatment requirements. Determine water requirements for each crop, plant type, area, and soil type and the most suitable method of applying water. Assess soil types to determine suitability for irrigation and the range of crop and plant types that can be grown. Determine drainage requirements in relation to each soil, crop and plant type and type of irrigation system. identify the strategies to minimise soil erosion, and physical and chemical soil deterioration. assess performance data, audit reports, environmental and workplace health and safety data for existing systems. obtain information from irrigation specialists on all relevant aspects of 	

Sr. No.	Module	Key learning outcomes	Equipment Required
		irrigation design. <ul style="list-style-type: none"> • assess available irrigation system types and components. • Select the suitable system to be used or upgrades to existing system. 	
9	Management of infrastructure requirements Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code AGR/N1219	<ul style="list-style-type: none"> • Determine infrastructure maintenance programs including scheduling and responsibilities. • Describe the risks associated with various types of infrastructure-installation, their use and replacements. • Describe various types of preventive and breakdown maintenance activities, and their importance. • Undertake replacements, purchases and sales of infrastructure according to the plans made. • Reallocate any land with the planning and consultation required by the organisational policies, following all relevant guidelines and regulations. • Manage situations that require unplanned maintenance within organisation's guidelines and policies. • Carry out regular checks to ensure that program specifications are adhered to, and amendments are made, where necessary. • Undertake regular checks to ensure that all work health and safety requirements are adhered to, including the appropriate use of PPE (personal protective equipment). • Minimise or eliminate potential negative environmental effects through regular checks. • Describe production processes and their requirements. • Explain how to access information regarding production and other farm processes including organisation production plan, industry practices, regulatory and legal guidelines, etc. • Analyse data, observations and documentation recorded during the production cycle against the plan. • Prepare recommendations for future plans based on the analysis of data. • Prepare a report that documents the implementation of plan. • List all the types of records to be kept for various types of infrastructure works, and their importance. • Create, maintain and keep records and 	Training Kit (Presentations, Trainer Guide).

Sr. No.	Module	Key learning outcomes	Equipment Required
		<p>documentation as required by the organisational and regulatory requirements.</p> <ul style="list-style-type: none"> Complete records and documentation clearly and accurately throughout production. Generate records which are accurate, useful and easily accessible. 	
10	<p>Gathering market intelligence</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code AGR/N1220</p>	<ul style="list-style-type: none"> Identify the relevant market for purchase of farm inputs. Describe how to perform comparative cost analysis of farm inputs. Perform comparative cost analysis of farm inputs available in the market. List latest brands and varieties of inputs available. Ascertain the quality of inputs. Carry out purchase of good-quality and cost-effective farm inputs. Identify potential markets for selling farm produce. Select the appropriate buyers for the farm produce. 	<p>Training Kit (Presentations, Trainer Guide), workplace technology and equipment.</p>
11	<p>Preparation for buying and selling</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code AGR/N1220</p>	<ul style="list-style-type: none"> Identify fluctuations in the market price of farm produce. Identify better selling and buying opportunities based on production volumes, market availability, and price trends. State the importance of buying and selling documentation. Check buying and selling documents. Prepare buying and selling documents. Review transportation available in the vicinity. Arrange safe and cost-effective transportation for raw materials and farm produce. 	<p>Training Kit (Presentations, Trainer Guide),</p>
12	<p>Planning for infrastructure requirements</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code AGR/N1221</p>	<ul style="list-style-type: none"> Analyse infrastructure needs for business goals, overall plan and production related requirements. Describe the types of infrastructure required on the farm for various farm activities. Compare the existing infrastructure with that in the plan, to identify gaps and requirements. Describe planning processes and the information required for infrastructure requirements. Organize the infrastructure required to achieve the production target and carry out other activities. Identify data from organisational 	<p>Training Kit (Presentations, Trainer Guide).</p>

Sr. No.	Module	Key learning outcomes	Equipment Required
		<p>records for information on infrastructure planning processes.</p> <ul style="list-style-type: none"> • Collect relevant information for improvement of infrastructure. • Describe the risks associated with infrastructure planning and procurement. • Identify work, health and safety hazards, assess risks and incorporate suitable controls in the planning process. • Develop a budget for purchases, commissioning, repair, replacements, and sale of items such as machinery and vehicles in line with approved processes and legal/regulatory requirements. • Use details regarding infrastructure requirements as input in other organisational planning processes. • Identify solutions to bridge the gaps between required and existing infrastructure. • Select a cost-effective solution for developing the required infrastructure. • Describe sales and procurement processes for various assets. • Describe warranties, guarantees, penalties and other assurances applicable to various types of infrastructure works and purchases. • Undertake negotiations to obtain infrastructure at the best price for the organisation. • Undertake preparation work required for existing infrastructure. • List the types of farm waste. • Describe environment and waste management requirements, legislation and good practices, applicable to farm processes. • Make any changes to the infrastructure giving due consideration to environmental and waste management requirements. 	
13	<p>Information about production capacity and production data</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> • Describe the types of inputs and resources required for production. • Conduct survey of the land to identify natural resources, soil characteristics and water resources on the farm. • Determine capacity of land for agricultural use by assessing land condition tests and history of yield. • Determine land use for individual 	<p>Training Kit (Presentations, Trainer Guide), project management tools.</p>

Sr. No.	Module	Key learning outcomes	Equipment Required
	(hh:mm) 06:00 Corresponding NOS Code AGR/N1222	paddocks based on land use capacities, produce, and the organisation's goals and vision. <ul style="list-style-type: none"> Describe the factors to be considered while planning production. Develop a production plan to improve the management and use of land as per agreed business objectives and requirements. Obtain production information for the product under consideration from various channels, such as online research, books and subject matter experts. Describe planning tools and relevant necessary information requirements. Obtain recent and historical data from organisational records, to be used as input to production planning. Describe basic farm management tools. Collect information about organisational planning processes for improvements or innovations. Identify production processes required to achieve the targeted production and compare with those being used currently. Use production planning information as input to other organisational planning processes. 	
14	Planning and management of production Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code AGR/N1222	<ul style="list-style-type: none"> Establish targets for each production constituent from the organisational management and strategic plans. Describe the types of operations on farms. Describe the sources and importance of information on market demand/trends. Schedule production taking varying organisational factors into consideration. Analyse weather conditions and their impact on various products and operations. Describe environmental sustainability and related measures. Include environmental sustainability controls in the production plan. Identify the monitoring points and performance indicators based on target, environmental management and scheduling information Describe contingency planning and risk management strategies and levers. 	Training Kit (Presentations, Trainer Guide), recordkeeping systems.

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> • Develop risk management strategies for relevant risks. • Evaluate the effectiveness of production processes. • Evaluate the effectiveness of the production processes against targets and make amendments to the processes, where necessary. • Describe the security protocols applicable to farms. • Assess workplace health and safety hazards throughout the production cycle, along with environmental impacts. • Modify the production process by shifting priorities as per the requirement. • State the sources and importance of information on market demand/trends and their importance. • Analyse data, observations and documentation from the production process against the plan. • Create a report that documents the plan's implementation and makes recommendations for future, based on the analysis of production data. • Explain the importance of record keeping, and types of records required to be kept for farm-operations. • Maintain records and documentation as described in the production plan, work health and safety, and machinery and equipment management programs. • Ensure that the required information is available, accessible, meaningful and useful to the concerned departments and individuals 	
15	<p>Water supply and irrigation</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code AGR/N1223</p>	<ul style="list-style-type: none"> • Describe the types of crops and soil, and their water requirements. • Collect soil survey information from laboratory. • Identify strategies to minimise soil erosion, and physical and chemical soil deterioration. • Describe water systems relevant to farms. • Describe water characteristics that define suitability for use for various purposes on farms. • Identify water sources, availability and quality of water. • Identify ground water depth and salinity issues. 	Training Kit (Presentations, Trainer Guide).

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> • Establish the suitability of soil and water quality for crops and plants. • Explain role and components of irrigation and drainage systems. • Identify any special irrigation requirements for crops and plants. • Describe water treatments to be carried out to make water suitable for various farm uses. • Describe requirements of water for various purposes on the farm. • Determine water requirements and its most suitable application system for each crop, plant type, soil type and area. • Describe regulatory guidelines applicable to water use for various purposes. • List key pollutants of water and their impact. • Determine other water requirements, such as climate control. • Describe the types of irrigation systems and their suitability for use for various purposes. • List key factors to consider while planning an irrigation system for a farm. • Assess soil types to determine suitability for irrigation and the range of crop and plant types that can be grown. • Determine drainage requirements in relation to each soil, crop and plant type and type of irrigation system. • Assess performance data, audit reports, environmental and workplace health and safety data for existing systems. • Obtain information from irrigation specialists on all relevant aspects of irrigation design. • Calculate the cost of irrigation. • Assess available irrigation system types and components. • Select the suitable system to be used or upgrades to existing system. • List key factors to consider while planning a drainage system for a farm. • Install a new or modify the existing irrigation and drainage system as per requirement. • Determine the requirement and acquire materials and equipment for setting up the irrigation system. • Install irrigation system as per advice 	

Sr. No.	Module	Key learning outcomes	Equipment Required
		from irrigation specialists. <ul style="list-style-type: none"> • Describe common problems with irrigation and drainage systems. • Supervise the irrigation and drainage systems to ensure there are no leaks or blockages. • Describe drainage management systems and key performance considerations. • Ensure that water is being evenly distributed and that the drainage is effective and irrigation system is in good working order. • List sources of information for requirements of irrigation and drainage systems. • Explain how to evaluate performance of irrigation systems. • Evaluate the irrigation system's performance. • Determine plant growth and yield increase from irrigation. • Determine the cost benefit of irrigation and compare with alternative systems and methods. • Develop monthly and annual water budget for each crop and plant program. • Identify current yields and compare with target crop yields. • Establish targets with consideration for any factors which would limit optimum production. • Describe the importance of crop rotation and its effect on soil and irrigation requirements. • State the intended crop rotations. • Develop scheduling procedures. • Assess performance of drainage management including environmental authority compliance requirements. • Identify areas of improvement in system management and structure. • Summarise performance requirements for distribution, treatment and drainage systems. 	
16	Recruitment, selection and onboarding responsibilities Theory Duration (hh:mm) 02:00	<ul style="list-style-type: none"> • Identify number and type of staff required for various farm tasks. • State the importance of job descriptions and their uses. • Create job descriptions for all farm level positions for which hiring needs to be done. • Describe various recruitment methods, 	

Sr. No.	Module	Key learning outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code AGR/N9917</p>	<p>their advantages and disadvantages.</p> <ul style="list-style-type: none"> • Describe the criteria for selection of recruitment methods. • Describe the importance of selection processes and their effective implementation. • Identify suitable hiring channels and methods for communicating the job offers and finding suitable candidates for job positions. • Describe various interview etiquette. • Conduct candidate evaluation against criteria for selection using various methods. • State the importance of filling recruitment and selection related documentation accurately and related record keeping. • Complete recruitment and selection linked documentation accurately with the required level of detail for future references. • Explain the importance of providing applicants with correct information about work, work arrangements, work environment and related details. • Communicate offer, work address, work arrangements, and related information to the candidates accurately and effectively. • Provide feedback and results of the selection process to rejected and selected candidates in a positive and constructive manner. • Explain the importance of defined and documented processes for various areas of work. • Identify employment related documentation to be completed and offer to the selected candidates. • Develop an induction program for the selected candidates which is consistent with the organisational requirements. • Establish well-defined terms of engagement for consultants and contractors. • Explain the importance of induction and onboarding of staff and other components of the process. • Conduct induction program for new joiners and create appropriate data records. • Communicate details of new joiners to the relevant departments for initiating 	

Sr. No.	Module	Key learning outcomes	Equipment Required
		staff related administrative work. <ul style="list-style-type: none"> Introduce staff to the relevant internal and external stakeholders for work co-ordination and related responsibilities. 	
17	Staff performance, support and safety related responsibilities Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N9917	<ul style="list-style-type: none"> Develop strategies for communication with workers, performance management, resolution of disputes and conflicts. Follow relevant policies for non-performing staff. Explain health and safety related inputs required to be given to staff. Develop safe work practices for the staff. Communicate the safe work practices to the staff. List roles and responsibilities of staff at work including for health and safety. Involve all members of staff in identification of hazards, risk assessment and minimising them. Develop strategies to identify and address skill and knowledge gaps, such as training programmes and other development methods that can be used for learning and development of staff. Describe skills, knowledge and attitudes required for effective work performance for various jobs. Provide on-the-job training to optimise worker performance and ensure safety and fairness in the workplace. Identify off-job training requirements, and source and support training. Implement procedures for the maintenance of staff records. Implement administrative procedures to meet organisational and regulatory requirements. 	
18	Management of procurement processes Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code AGR/N1224	<ul style="list-style-type: none"> State the importance of having well defined procurement and sales processes. Identify different categories of purchases made by the organisation at the farm level. Record detailed, and accurate information of products/ services required. Identify various payment methods and arrangements that can be used for procurement purposes. Identify the correct quantity of products/services to be procured and the frequency of procurement. 	

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> Identify potential emergency purchase requirements. Design procurement processes to ensure procurement of cost competitive quality products/services in a timely manner. Develop a robust supplier/contractor selection process. Identify the frequency of ordering goods/ services. Describe various types of risks in procurement and sales. 	
19	Procurement of products and services Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code AGR/N1224	<ul style="list-style-type: none"> Describe detailed specifications, quality parameters for various types of farm products. Identify the purpose and specifications of the required goods/services. Identify and evaluate the suitability of potential contractors/suppliers. Evaluate quotations from suppliers/contractors of requested goods/ materials/ services by providing product/ service specifications. List various sources of information for markets and market rates for various products. Obtain comparative costings for goods/ materials/ services and evaluate the same, along with factoring in other selection criteria in accordance with workplace and regulatory procedures. Assess contractor/supplier's ability to provide a consistent level of performance on repeat orders/jobs. Record the outcome of supplier/contractor selection process. Explain the importance and process of checking materials received against buying specifications. 	
20	Management of sales process Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code AGR/N1224	<ul style="list-style-type: none"> Develop processes for sale of farm produce and other assets. Analyse past trends and developments to determine market variability and associated risks. Identify existing or new markets for existing or new products/ services using established techniques to ensure reliable data. Negotiate prices based on market information. Collect relevant price information for farm produce from relevant markets. Assess transport requirements, available options and costs associated 	

Sr. No.	Module	Key learning outcomes	Equipment Required
		<p>with the sale of farm produce.</p> <ul style="list-style-type: none"> Describe risk mitigation strategies for procurement and sales. Identify various payment options and risks related with these for farm produce sales. Identify buyers and relevant sales channels that can be used to reach them. Identify sales related documentation, their purpose and record keeping requirements for farm produce sales. Develop gross margin budget to account for market variability. Evaluate competing products to determine strengths and weaknesses of own products. Identify product specifications that suit market requirements and price advantage at the time. Present clear and concise information to the enterprise management team. Select appropriate selling strategies to ensure required prices are achieved. 	
21	<p>Sales of farm produce</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code AGR/N1224</p>	<ul style="list-style-type: none"> Develop quotations and bid documents for sale of farm produce. Input product specifications including packaging details in the bidding documents. Ensure payment risks are covered through planned terms and conditions specified on sales quotations. Describe various types of transportation, their suitability, costs, advantages and disadvantages for various types of produce. Organise and inspect transportation as per product requirement and buyer /organisation instructions. Sorted, grade and pack the produce as per buyer's or approved specifications. Ensure sales and dispatch documentation is complete as per organisational and regulatory requirements. Assess alternative sales channels and strategies. 	
22	<p>Management of farm operational activities and products</p> <p>Theory Duration (hh:mm)</p>	<ul style="list-style-type: none"> Identify and describe various operational activities carried out at the farm. State the importance of scheduled and unscheduled inspections. Create schedules for inspection and monitoring of farm activities. 	

Sr. No.	Module	Key learning outcomes	Equipment Required
	05:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code AGR/N1225	<ul style="list-style-type: none"> • State the importance of benchmarked, defined and documented processes. • Identify quality requirements of various products and operational processes at different stages of production. • Identify risks associated with various operational activities. • Identify various records to be maintained for respective operational requirements. • Monitor compliance against farm quality assurance standards, statutory requirements and codes of practice. • List the sources of industry and organizational standards and processes. • Test procedures and protocols against quality assurance standards, statutory requirements and codes of practice. • Modify procedures and protocols as necessary and evaluate the physical/ financial impact of change. • Monitor usage of resources and ensure there is no undue wastage. • Monitor production to ensure that quality and quantity targets are met. • Describe key performance indicators and their importance. • Carry out benchmarking/ comparative analysis and varietal evaluation. • Create back-up and contingency plans for emergencies. • Describe risk management, its elements and related processes. • Identify potential problems and risks for each area of operational activity. • Identify causes of operational problems accurately. • Resolve operational problems within the limits of authority and as per the organisational policy. • Describe the importance of flexibility to change processes and related considerations. • Readjust plan as per changing aspects of market, operational changes, etc. • Communicate the changes and resultant impact to the relevant people in a timely manner. 	
23	Adherence to personal hygiene practices and cleanliness around workplace	<ul style="list-style-type: none"> • Comply with organization's health and hygiene policies and procedures. • Identify safe disposal methods for waste. • Adhere to garbage and trash disposal 	Training Kit (Presentations, Trainer Guide).

Sr. No.	Module	Key learning outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AGR/N9911</p>	<p>guidelines.</p> <ul style="list-style-type: none"> Explain general duties under the relevant health and safety legislation. Follow health and safety guidelines as laid down by the organization. Identify and report poor organizational practices with respect to hygiene and cleanliness. Identify personal hygiene and fitness requirements. Ensure personal hygiene as well as grooming and adhere to the dress code of the organization. Explain importance of good housekeeping in the workplace. Ensure cleanliness of respective workstation at beginning and end of day. Identify different types of breaches in health, safety and security and how and when to report these. Inform reporting manager on personal health issues related to injuries and infectious diseases. Share knowledge of health and hygiene related guidelines with team members. 	
24	<p>Adherence to safety guidelines and rendering appropriate emergency procedures</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AGR/N9911</p>	<ul style="list-style-type: none"> Explain methods for minimizing environmental damage during work. Check various areas of the workplace and report leakages, water logging, pests, fire, etc. Ensure prevention of accidents and damages at the workplace. Attend fire drills and other safety related workshops organized at the workplace. Use safety materials or equipments as applicable to the workplace. Identify government agencies in the areas of safety, health and security and their norms and services. Explain how to use the health, safety and accident reporting procedures and the importance of these. Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation. Report details of first aid administered in accordance with workplace procedures. Identify emergency evacuation and first aid procedures defined by the organization. 	Training Kit (Presentations, Trainer Guide), various types of fire extinguishers.

Sr. No.	Module	Key learning outcomes	Equipment Required
		<ul style="list-style-type: none"> Administer first aid as and when required. Follow emergency procedures to company standard / workplace requirements. Use emergency equipment in accordance with manufacturers' specifications and workplace requirements. Identify how to summon medical assistance and the emergency services, where necessary. Describe evacuation procedures for workers and visitors. 	
	Total Duration 240 hrs Theory Duration (hh:mm) 80:00 Practical Duration (hh:mm) 160:00	Unique Equipment Required for the QP: Training kit (presentations, trainer guide), agricultural marketing tools, research tools, environment scanning tools, infrastructure, technologies required, statistical and data evaluation software, accounting software, workplace technology and equipment, weather forecasting software, soil testing equipment, organic farming equipment, seed testing, certification and treatment equipment, it enabled agricultural extension advisory software, project management tools, recordkeeping systems, various types of fire extinguishers, presentation aids and materials.	

Grand Total Course Duration: **240 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Agriculture Skill Council of India](#))

Trainer Prerequisites for Job role: “Farm Manager” mapped to Qualification Pack: “AGR/Q1205 v1.0”

Sr. No.	Area	Details
1	Description	Trainer is responsible for educating the trainees – carry out planning, financial management, operations management, performance management, risk management, etc. for the farm carrying out crop production activities.
2	Personal Attributes	Trainer should be a Subject Matter Expert. He/ she should have good communication, leadership, observation and practical oriented skills.
3	Minimum Educational Qualifications	Any Graduate Degree or equivalent
4a	Domain Certification	Certified for Job Role: “ <u>Farm Manager</u> ” mapped to QP: “ <u>AGR/Q1205, v1.0</u> ”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ”. Minimum accepted as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> Any Graduate Degree or equivalent with total experience of 5 years and 4 years of relevant experience B. Sc degree holder in (Agriculture / Horticulture / Botany) with total experience of 3 years and 2 years of relevant experience Post graduate degree holder in (Agriculture / Horticulture / Botany) with total experience of 2 years and 1 year of relevant experience Post Graduate Diploma /MBA degree holder in -Agribusiness Management [After B. Sc (Agriculture)] with total experience of 2 years and 1 year of relevant experience

Annexure: Assessment Criteria

Job Role	Farm Manager
Qualification Pack	AGR/Q1205, v1.0
Sector Skill Council	Agriculture Skill Council of India

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 1000					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
1. AGR/N1218 Manage farm finances and budgeting	PC1. analyse budget/ financial plans for the farm	100	5	2	3
	PC2. clarify budget/ financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable		5	2	3
	PC3. negotiate any changes required to be made to budget/ financial plans with the relevant personnel		5	2	3
	PC4. prepare a plan to deal with any contingencies		6	2	4
	PC5. share relevant details of the agreed budget/ financial plans with the concerned departments		5	2	3
	PC6. provide guidance and instructions to the team members to ensure they perform their financial responsibilities as required		7	3	4
	PC7. access the relevant systems to manage financial management processes		7	3	4
	PC8. collect and analyse data to gauge the effectiveness of financial management processes		7	3	4

	PC9. identify, document and evaluate existing financial processes for improvements		7	3	4
	PC10. implement and monitor agreed improvements in line with the financial objectives of the team and organisation		6	2	4
	PC11. implement the processes to monitor actual expenditure and to control expenses across the farm operations		5	2	3
	PC12. calculate labour and other expenditure and compare with the budget		5	2	3
	PC13. calculate farm production costs and revenues for profit and loss		5	2	3
	PC14. implement, monitor and modify the contingency plan as and when required		5	2	3
	PC15. report on budget and expenses to senior management in accordance with organisational protocols		5	2	3
	PC16. identify the risks that can impact the budget and finances of the farm		5	2	3
	PC17. develop strategies to deal with the risks identified		5	2	3
	PC18. implement the relevant strategies to address and mitigate the risks		5	2	3
		Total	100	40	60
2. AGR/N1219 Develop a whole farm plan	PC1. establish long-term business goals through identification and analysis of the values, expectations and personal goals of the people involved	100	3	1	2
	PC2. identify business and personal strengths, weaknesses, opportunities and threats (SWOT)		3	1	2
	PC3. develop strategies to address SWOT consistent with the business vision		2	1	1
	PC4. identify and record physical characteristics of the land and natural resources within it		2	1	1
	PC5. determine land suitability and capability for various commercial agricultural, horticultural or related activity		3	1	2
	PC6. identify the infrastructure to assist with planning and maintenance		3	1	2
	PC7. identify relevant acts and regulations as per the type of farm and crop		3	1	2
	PC8. ensure plans are in accordance with the recognised standards and meet current and emerging legislation and codes of practice		2	1	1

PC9. address legal and compliance related requirements through management plans	2	1	1
PC10. develop, cost and prioritise property improvement plans to assist natural resource management	2	1	1
PC11. plan land utilisation based on various factors	3	1	2
PC12. identify and respond to market requirements to maximise opportunities	3	1	2
PC13. develop plans to address land degradation	3	1	2
PC14. prepare strategies for management of various areas of farm operations	3	1	2
PC15. review and revise plans to meet changing circumstances	3	1	2
PC16. identify and evaluate potential contractors/suppliers	2	1	1
PC17. research and identify existing or new markets for existing or new products/ services using techniques to ensure reliable data	2	1	1
PC18. gather soil survey information from laboratory	2	1	1
PC19. identify water source, availability and quality of water	3	1	2
PC20. identify ground water quality, depth issues and suitability of soil for crops and plants	3	1	2
PC21. establish the suitability of soil and water quality for crops and plants	4	2	2
PC22. identify any special irrigation requirements for crops and plants	3	1	2
PC23. determine water quality and it's treatment requirements	2	1	1
PC24. determine water requirements for each crop, plant type, area, and soil type and the most suitable method of applying water	3	1	2
PC25. identify the strategies to minimise soil erosion, and physical and chemical soil deterioration	3	1	2
PC26. determine drainage requirements in relation to each soil, crop and plant type and type of irrigation system	2	1	1
PC27. assess performance data, audit reports, environmental and workplace health and safety data for existing systems	3	1	2

	PC28. obtain information from irrigation specialists on all relevant aspects of irrigation design		2	1	1
	PC29. assess and cost available irrigation system types and components and select the suitable system to be used or upgrades to existing system		2	1	1
	PC30. assess infrastructure needs for business objectives, overall plan and production related requirements		2	1	1
	PC31. plan the infrastructure required to achieve the production target and carry out other activities, following relevant considerations		2	1	1
	PC32. plan and budget for commissioning, repair and replacements, purchases and sale of machinery and vehicles in line with the approved processes and legal/regulatory requirements		3	1	2
	PC33. use details regarding infrastructure requirements as input to other organisational planning processes		3	1	2
	PC34. identify solutions to bridge the gaps between required and existing infrastructure		3	1	2
	PC35. identify the risks to various natural resources including soil, vegetation, animals, etc.		2	1	1
	PC36. identify work, health and safety hazards, and risks at the farm		2	1	1
	PC37. analyse past trends and developments to determine market variability and associated risks		2	1	1
	PC38. identify the relevant strategies to address and mitigate the risks involved		2	1	1
	PC39. assess the risks and incorporate suitable controls into the plan to deal with them		3	1	2
		Total	100	40	60
3. AGR/N1220 Gather market information and identify trends	PC1. identify the potential markets for purchase of farm inputs and selling produce	100	14	6	8
	PC2. perform comparative cost analysis of farm inputs available in market		15	6	9
	PC3. identify sources of cost-effective and good-quality farm inputs		14	6	8

	PC4. identify better selling and buying opportunities based on production volumes, market availability, and price trends		14	6	8
	PC5. select the appropriate buyers according to the farm produce		15	6	9
	PC6. check and prepare buying and selling documents		14	5	9
	PC7. arrange safe and cost-effective transportation of farm produce and raw materials		14	5	9
		Total	100	40	60
4. AGR/N1221 Manage infrastructure requirements as per plan	PC1. select a cost-effective solution for developing the required infrastructure	100	6	2	4
	PC2. undertake negotiations to obtain infrastructure at the best price for the organisation		5	2	3
	PC3. organise and undertake preparation work required for existing infrastructure		7	3	4
	PC4. make any alterations to infrastructure giving due consideration to environmental and waste management requirements		6	2	4
	PC5. determine infrastructure maintenance programs including scheduling and responsibilities		6	2	4
	PC6. undertake replacements, purchases and sales of infrastructure according to plans made		6	2	4
	PC7. reallocate any land with the planning and consultation required by the organisation and within all relevant guidelines and regulations		6	2	4
	PC8. manage situations that require unplanned maintenance within organisation's guidelines and policies		6	2	4
	PC9. undertake regular checks to ensure that program specifications are adhered to and amendments are made where necessary		5	2	3
	PC10. undertake regular checks to ensure that all work health and safety requirements are adhered to including the appropriate use of PPE (personal protective equipment)		6	2	4
	PC11. minimise or eliminate potential negative environmental impacts through regular checks		6	2	4

	PC12. analyse data, observations and documentation recorded during the production cycle against the plan		6	2	4
	PC13. prepare recommendations for future plans based on the analysis of data		5	2	3
	PC14. prepare a report that documents the implementation of plan		6	2	4
	PC15. create, maintain and keep records and documentation as required by the organisation and regulatory requirements		6	2	4
	PC16. complete records and documentation clearly and accurately throughout production in the organisation		6	2	4
	PC17. generate records which are easily accessible, accurate and useful		6	2	4
		Total	100	35	65
5. AGR/N1222 Plan and manage production for the whole land/ farm business	PC1. survey the land to identify natural resources, soil characteristics and water resources on the farm	100	3	1	2
	PC2. determine land use capacities from land condition tests and history of yield		4	2	2
	PC3. determine land use for individual paddocks based on land use capacities, produce, and the organisation's goals and vision		8	3	5
	PC4. develop a production plan to improve the management and use of land as per agreed business objectives and requirements		5	2	3
	PC5. obtain production information for product under consideration		5	2	3
	PC6. obtain recent and historical data from organisational records for input to production planning		5	2	3
	PC7. collect and use information about organisational planning processes and potential for improvements or innovations		5	2	3
	PC8. identify production processes required to achieve the targeted production and compare with those that exist currently		5	2	3
	PC9. use production planning information as input to other organisational planning processes		5	2	3
	PC10. establish targets for each production constituent as per the organisational management and strategic plans		5	2	3
	PC11. schedule production taking varying organisational factors into consideration		5	2	3

	PC12. identify and include environmental sustainability controls in the production plan		5	2	3
	PC13. identify monitoring points and performance indicators based on target, environmental management and scheduling information		5	2	3
	PC14. monitor and evaluate the effectiveness of production processes		5	2	3
	PC15. evaluate the effectiveness of the production processes against targets and make amendments to the processes, where necessary		5	2	3
	PC16. modify the production process by shifting priorities as per requirement		5	2	3
	PC17. analyse data, observations and documentation from the production process against the plan		5	2	3
	PC18. prepare a report that documents the plan's implementation and makes recommendations for future, based on the analysis of production data		5	2	3
	PC19. create, maintain and keep records and documentation as described in the production plan, the work health and safety requirements, and machinery and equipment management programs		5	2	3
	PC20. ensure that required information is available, accessible, meaningful and useful to the concerned departments and individuals		5	2	3
		Total	100	40	60
6. AGR/N1223 Implement and manage water supply and irrigation	PC1. install a new or modify the existing irrigation and drainage system as per plan	100	6	2	4
	PC2. determine and acquire materials and equipment for setting up the irrigation system		6	2	4
	PC3. install irrigation system as per advice from irrigation specialists		7	3	4
	PC4. check that irrigation and drainage systems are supervised to ensure there are no leaks or blockages		6	2	4
	PC5. confirm that water is being evenly distributed and that the drainage is effective and irrigation system is in good working order		6	2	4
	PC6. evaluate irrigation system's performance		7	3	4

	PC7. determine and value plant growth and yield increase from irrigation		7	3	4
	PC8. determine the cost benefit of irrigation and compare with alternative systems and methods		6	2	4
	PC9. develop monthly and annual water budget for each crop and plant program		7	2	5
	PC10. identify current yields and compare with benchmark crop yields		6	2	4
	PC11. establish targets with consideration for any factors which would limit optimum production		6	2	4
	PC12. define intended crop rotations		6	2	4
	PC13. develop scheduling procedures		6	2	4
	PC14. define drainage management performance including environmental authority compliance requirements		6	2	4
	PC15. identify areas of improvement in system management and structure		6	2	4
	PC16. summarise performance requirements for distribution, treatment and drainage systems		6	2	4
		Total	100	35	65
7. AGR/N9917 Manage staff at the farm	PC1. identify the number and type of staff required for various farm tasks	100	4	1	3
	PC2. create job descriptions for all farm level positions for which hiring needs to be done		5	2	3
	PC3. identify and employ suitable hiring channels and methods for communicating the job offers and finding suitable candidates for job positions		5	2	3
	PC4. conduct candidate evaluation against criteria for selection using various methods		5	2	3
	PC5. complete recruitment and selection linked documentation accurately with the required level of detail for future references		5	2	3
	PC6. communicate offer and work address, work arrangements, and related information to candidates accurately and effectively		5	2	3
	PC7. provide feedback and communicate the results of the selection process, to rejected candidates in a positive and constructive manner		5	2	3

	PC8. identify employment related documentation to be completed and offer to the selected candidates		4	2	2
	PC9. develop induction program for selected candidates, consistent with organisational requirements		5	2	3
	PC10. clarify and establish terms of engagement for consultants and contractors		5	2	3
	PC11. conduct induction program for new joinee and establish appropriate records		5	2	3
	PC12. communicate details of new joinee to the relevant departments for initiating staff related administrative work		4	2	2
	PC13. introduce staff to relevant internal and external stakeholders for work co-ordination and related responsibilities		3	1	2
	PC14. develop and implement strategies for communication with workers, performance management, resolution of disputes and conflicts		5	2	3
	PC15. identify and follow relevant policies for non-performing staff		5	2	3
	PC16. develop and communicate safe work practices to the staff		5	2	3
	PC17. involve all members of staff in identification of hazards, risk assessment and minimising them		3	1	2
	PC18. develop strategies to identify and address skill and knowledge gaps		5	2	3
	PC19. provide on-the-job training to optimise worker performance and ensure safety and fairness in the workplace		5	2	3
	PC20. identify off-job training requirements, and source and support training		4	2	2
	PC21. implement procedures for the maintenance of staff records		4	2	2
	PC22. implement administrative procedures to meet organisational and regulatory requirements		4	1	3
		Total	100	40	60
8. AGR/N1224 Manage procurement and sales processes	PC1. identify different categories of purchases made by the organisation at the farm level		3	2	1
	PC2. record detailed, and accurate information of products/ services required		2	1	1

PC3. identify various payment methods and arrangements that can be used for procurement purposes	3	2	1
PC4. identify correctly the quantity of products/ service to be procured and the frequency of procurement	3	2	1
PC5. identify potential emergency purchase requirements	2	1	1
PC6. design procurement processes to ensure procurement of cost competitive quality products/ services in a timely manner	3	1	2
PC7. develop robust supplier/ contractor selection process	3	1	2
PC8. identify frequency of ordering goods/ services	3	1	2
PC9. identify the purpose and specifications of required goods/ services	3	1	2
PC10. ask for formal quotations from suppliers/ contractors of requested goods/ materials/ services by providing product/ service specifications	3	1	2
PC11. obtain comparative costings for goods/ materials/ services and evaluate the same, along with factoring in other selection criteria in accordance with workplace and regulatory procedures	3	1	2
PC12. assess contractor/ supplier's ability to provide a consistent level of performance on repeat orders/ jobs and a cost competitive quality product and service	3	1	2
PC13. document supplier/contractor selection process outcomes	2	1	1
PC14. develop processes for sales of farm produce or other assets	4	2	2
PC15. negotiate and fix prices based on market information	4	2	2
PC16. collect relevant price information for farm produce from relevant markets	4	2	2
PC17. assess transport requirements, options, costs associated with the sales of farm produce	3	1	2
PC18. identify buyers and sales channels that can be used to reach them	3	1	2
PC19. identify sales related documentation, their purpose and record keeping requirements for farm produce sales	3	1	2

	PC20. develop gross margin budget to account for market variability		3	1	2
	PC21. identify and evaluate competing products to determine strengths and weaknesses of own products		3	1	2
	PC22. identify product specifications that suit market requirements and price advantage at the time		3	1	2
	PC23. present clear and concise information to the enterprise management team		3	1	2
	PC24. select selling strategies to ensure required prices are achieved		4	2	2
	PC25. prepare quotations and bid documents for sales		3	1	2
	PC26. input product specifications including packaging details		3	1	2
	PC27. ensure transportation is organised and inspected as per product requirement and buyer /organisation specifications		3	1	2
	PC28. ensure product is sorted, graded and packed as per buyer or approved specifications		3	1	2
	PC29. ensure sales and dispatch documentation is complete as per organisational and regulatory requirements		3	1	2
	PC30. identify the risks involved in procurement of inputs and sales of farm produce		3	1	2
	PC31. develop and implement risk mitigation strategies for procurement and sales		3	1	2
	PC32. evaluate various payment options and risks related associated with these for farm produce sales		3	1	2
	PC33. ensure payment risks are covered through planned terms and conditions specified on sales quotations		3	1	2
		Total	100	40	60
9. AGR/N1225 Manage operational activities at the farm	PC1. identify various types of operations carried out on the farm	100	7	3	4
	PC2. create schedules for inspection and monitoring of farm activities		7	3	4
	PC3. identify quality requirements of various operational processes and products at different stages of production		7	3	4

	PC4. identify various records to be maintained for respective operational requirements		6	2	4
	PC5. monitor compliance against farm quality assurance standards, statutory requirements and codes of practice		6	2	4
	PC6. test procedures and protocols against quality assurance standards and statutory requirements and codes of practice, modify as necessary and evaluate the physical/ financial impact of change		6	2	4
	PC7. monitor usage of resources and ensure there is no undue wastage		7	3	4
	PC8. monitor production to ensure that quality and quantity targets are met		6	2	4
	PC9. carry out benchmarking/ comparative analysis and varietal evaluation		5	2	3
	PC10. create back-up and contingency plans for emergencies		7	3	4
	PC11. identify causes of operational problems accurately		7	3	4
	PC12. resolve operational problems within the limits of authority and as per organisational policy		7	3	4
	PC13. readjust the plan as per changing aspects of market, operational changes, etc. and communicate the changes and resultant impact to the relevant people in a timely manner		7	3	4
	PC14. identify the risks associated with various operational activities		5	2	3
	PC15. evaluate the potential controls to mitigate the identified risks		5	2	3
	PC16. implement the controls identified to deal with the risks		5	2	3
		Total	100	40	60
10.AGR/N9911 Adhere to health and safety guidelines at the workplace	PC1. comply with organization's health and hygiene policies and procedures	100	6	2	4
	PC2. adhere to garbage and trash disposal guidelines		6	1	5
	PC3. identify and report organizational practices with respect to hygiene and cleanliness that need to be changed		7	2	5
	PC4. ensure personal hygiene as well as grooming, and adhere to the dress code of the organisation		6	2	4
	PC5. ensure cleanliness of respective workstation at beginning and end of day		6	2	4

	PC6. inform reporting manager on personal health issues related to injuries and infections		7	2	5
	PC7. share knowledge of health and hygiene related guidelines with team members		6	2	4
	PC8. check various areas of the workplace and report leakages, water logging, pests, fire, etc.		6	2	4
	PC9. prevent accidents and damages at the workplace through regular monitoring		6	2	4
	PC10. attend fire drills and other safety related workshops organized at the workplace		6	1	5
	PC11. use safety materials or equipment applicable to the workplace		6	2	4
	PC12. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions for emergency evacuation		7	2	5
	PC13. follow emergency procedures as per workplace requirements		6	2	4
	PC14. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		7	2	5
	PC15. administer first aid as and when required		6	2	4
	PC16. report details of first aid administered in accordance with workplace procedures		6	2	4
		Total	100	30	70