

Model Curriculum

Agri Service Input Dealer

SECTOR: AGRICULTURE AND ALLIED
SUB-SECTOR: AGRICULTURE INDUSTRIES
OCCUPATION: AGRI ENTREPRENEURSHIP AND
RURAL ENTERPRISES
REF ID: AGR/Q7804, v1.0
NSQF LEVEL: 5



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: 'Agri Service Input Dealer' QP No. 'AGR/Q7804 NSQF Level 5'

Date of Issuance: April 23rd, 2018

Valid up to: March 31st, 2022

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



Authorised Signatory
(Agriculture Skill Council of India)

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Agri Service Input Dealer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Agri Service Input Dealer”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Agri Service Input Dealer		
Qualifications Pack Name & Reference ID.	AGR/Q7804, v1.0		
Version No.	1.0	Version Update Date	30/11/2018
Pre-requisites to Training	Class 10		
Training Outcomes	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none"> • Assess the agro ecological condition —altitude, soil type, and Agro-climate Zone (ACZ) —of an area. • Plan for establishment of an agri-input outlet • Identify gaps and disseminate information • Perform marketing and promotion activities • Carry out stock management of agricultural inputs • Complete documentation and maintain records of operational costs, current stock, future stock and sales • Maintain health and safety at the workplace • Work effectively with team members 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Agri Service Input Dealer” Qualification Pack issued by “Agriculture Skill Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to agri-input supply chain</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Outline basic behavioural aspects in the classroom. Identify the scope and importance of the agri-input supply chain. Outline the skills required by an agri service input dealer. Explain the role of an agri service input dealer. 	Laptop, White Board, Marker, Audio/Visual Aids.
2	<p>Assess agro ecological situation of the area</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code AGR/N7817</p>	<ul style="list-style-type: none"> Assess the impact of weather parameters on agricultural production. Identify the customers located in different geographical and climatic zones. Explain the current cropping systems and estimate the types of inputs required. Outline the applicability of agro meteorological information for crop production. Identify different instruments in an agro-meteorology observatory. Outline the uses of the agro meteorological instruments and the measurement of different weather parameters. Assess different agro-ecological situations by participating in field visits. Use the computer to access agriculture and market information. Promote soil testing to identify macro/micronutrient deficiencies in the soil. Promote application of liquid fertilisers/ plant growth regulators in required area. Analyse natural resources for planning dryland agriculture. Identify various climatic conditions for the adoption of rain-fed agriculture. Identify different types of seeds and processes for seed production. 	Laptop, White Board, Marker, Audio/Visual Aids, Walkie Talkie, Soil Testing Kit.

Sr No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Describe the practices for quality seed production. Identify different types of irrigation techniques such as micro irrigation system, sprinkler system etc. Identify different types of weeds and outline the importance of integrated weed management to the farmers. Explain the usage of different farm implements and their maintenance. Estimate the cost and determine the budget for farm implements. Choose location-based farm equipment with the aid of custom-hiring agro service centres. Examine the effects of pest on the crops with regular field visits. Identify pesticides, insecticides that are to be used to control plant diseases. Explain the usage of bio-pesticides and bio-fertilisers. Describe proper farm cattle rearing and feeding practices. Select and implement cattle health management techniques appropriately. Outline herd health management techniques. Describe the integrated farming system. Illustrate the recommended production techniques of major crops for improving the production quality. 	
3	<p>Plan for establishment of agri-input outlet</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code AGR/N7818</p>	<ul style="list-style-type: none"> Identify companies and other sources for procurement of agriculture and allied inputs. Analyse the market demand for the product, investment pricing and trends. Analyse the financial statement from the bank for outlet planning. Outline the eligibility criteria to acquire necessary license from the state government. Improve crop production with the help of various central/state government programs. Prepare the financial report with the support of an expert by estimating the prevalent prices, sales in the area and the market potential. 	Laptop, White Board, Marker, Audio/Visual Aids Manual weigh Machine with Weights, Digital Weigh Machine, Walkie Talkie, Pallets, Tote Pans, Cartons, Soil Testing Kit, Social Maps.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Analyse direct and indirect material costs per item for each month and calculate the total cost. Select location to setup outlet in the local area and ensure availability of space for storage of inputs. Identify qualified agents to sell inputs to the farmers in remote locations. 	
4	<p>Disseminate information to farmers</p> <p>Theory Duration (hh:mm) 13:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code AGR/N7819</p>	<ul style="list-style-type: none"> Utilise electronic media to organise meetings and train the farmers. Examine for any information gaps in the farmers related to agri production. Develop training programs to make the farmers aware of pooling the produce which is to be transported and sold at regulated markets for their best price. Create awareness about the suitable techniques required for production and irrigation. Organise counters/stalls in rural fairs and attract the farmers by providing discounts. Create awareness in farmers about quality agricultural and allied inputs. 	Laptop, White Board, Marker, Audio/Visual Aids Manual weigh Machine with Weights.
5	<p>Carry out stock management of agriculture inputs</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AGR/N7820</p>	<ul style="list-style-type: none"> Select required amount of seeds and fertiliser stock as per the recommended norms. Prioritise stocking of inputs that sell within the season. Identify the slow-moving goods and prepare attractive discounts for clearing the stock. Inspect the stock by arranging and displaying in an orderly manner. Check the availability of right amount of inputs needed for the sale. Organise the records as per the regulatory acts and use the same for the quantities to re-order. 	Laptop, White Board, Marker, Audio/Visual Aids Manual weigh Machine with Weights, Digital Weigh Machine, Walkie Talkie, Pallets, Tote Pans, Carton.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	<p>Complete documentation and record keeping related to agriculture inputs</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AGR/N7821</p>	<ul style="list-style-type: none"> • Use MS-excel/tally for maintaining transactions and record keeping • Maintain different ledger accounts. • Organise the record of recurring costs, current stock and future stock to be ordered. • Organise records such as quantity sold and cash received from the sales on a daily basis. • Assess and maintain the records for quantity of purchase and profitability every month. • Analyse different financial statements-trial balance, balance sheet 	<p>Laptop, White Board, Audio/ Visual Aids, Markers, Multi-functional Printer, Accounting Software (Ex. Tally or Saral), MS office or its equivalent, Books of Accounts (Ex. Ledger Book, Cash Book, Bank Book, Purchase Register, Sales Register, Journal Voucher, Receipt Book).</p>
7	<p>Maintain health and safety at the workplace</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AGR/N9903</p>	<ul style="list-style-type: none"> • Check the machinery and vehicles before the operation and report to the supervisor if any hazards are identified. • Use the required protective clothing and equipment at the workplace. • Examine the risks before performing manual jobs • Analyse the risks of use and contamination given on labels of pesticides. • Demonstrate adherence to the precautionary measures while handling chemicals. • Use the equipment and materials safely and return it to the designated place after use. • Demonstrate adherence to the safe and scientific waste disposal practices. • Follow the workplace instructions to minimise the environmental damages. • Demonstrate adherence to the standard operating procedures of the company and deal with emergency situations. • Use the first-aid equipment appropriately. 	<p>Laptop, White Board, Marker, Audio/Visual Aids First-aid Kit, PPE (Safety Gloves, Safety footwear, Eye protection, Safety helmets, Respiratory protecting equipment, Safety Harnesses, Fullbody suits), Fire Extinguisher.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
8	<p>Collaborate with team members and work effectively</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AGR/N9912</p>	<ul style="list-style-type: none"> • Employ better communication strategies at the work place and collaborate with the supervisor to work effectively. • Analyse feedbacks and rectify problems. • Discuss with the supervisor about productivity and communicate any deviations. • Plan the tasks regularly by clearly sharing ideas and techniques with team members. • Demonstrate responsible behaviour to team members and practice the same. • Discuss with colleagues regarding work progress and cause for delay. • Participate in team interaction sessions and address work-related issues with the team. • Report any concerns with senior management regarding organisation's policies and procedures. 	Laptop, White Board, Marker, Audio/Visual Aids, Walkie Talkie.
	<p>Total Duration</p> <p>Theory Duration (hh:mm) 100:00</p> <p>Practical Duration (hh:mm) 200:00</p>	<p>Unique Equipment Required:</p> <p>Laptop, White Board, Marker, Audio/Visual Aids Manual weigh Machine with Weights, Digital Weigh Machine, Walkie Talkie, Pallets, Tote Pans, Cartons, Soil Testing Kit, Social Maps, First Aid Kit, PPE (Safety gloves, Safety footwear, Eye protection, Safety helmets, Respiratory Protecting Equipment, Safety harnesses, Full body suits), Fire Extinguisher.</p>	

Grand Total Course Duration: **300 Hours, 0 Minutes**

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

Trainer Pre-requisites for Job role: “Agri Service Input Dealer” mapped to Qualifications Pack: “AGR/Q7804 v1.0”

Sr. No.	Area	Details
1	Job Description	Trainer is responsible for educating the trainees on – Assessing agro-ecological situation of the area, planning for establishing agri-input outlet, creating awareness on marketing and promotional activities, managing stocks of agriculture inputs, managing the documentation related to agriculture inputs, practice safety and hygiene at the workplace.
2	Personal Attributes	The individual must have attention to details, logical thinking and ability to execute the project as per client's requirement.
3	Minimum Educational Qualifications	Class (10+2) with Biology/Mathematics/Business Mathematics as one of the major subjects
4a	Domain Certification	Certified for Job Role: “Agri Service Input Dealer” its mapped to QP: “AGR/Q7804 v1.0”. Minimum accepted score is 80%.
4b	Platform Certification	Recommended that the trainer is certified for the Job Role: “Trainer”, mapped to the Qualifications Pack: “MEP/Q2601”. Minimum accepted Score is 80%.
5	Experience	<ul style="list-style-type: none"> Class (10+2) with Biology/Mathematics/Business Mathematics as one of the major subjects with minimum three years of total and sector specific working experience. PG Diploma holder in Agricultural Extension Management (PGDAEM) OR Diploma in Agricultural Extension Services for Input Dealers (DAESI); trainer should possess two years of total and two years of sector specific working experience. Any Graduate Degree or equivalent (in Science) with minimum of two years Total and sector specific working experience. Post Graduate Diploma in Management (Agri Business Management) [PGDM(ABM)] OR Graduate (Agriculture/Horticulture) with minimum of one year of total and sector specific working experience. Any Master's Degree or equivalent (in Science) with minimum of six months of total and sector specific working experience.

Annexure: Assessment Criteria

Job Role	Agri Service Input Dealer
Qualification Pack	AGR/N7804, v1.0
Sector Skill Council	Agriculture Skill Council of India

Guidelines for Assessment:

1. Criteria for assessment for each Qualifications 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, as well as the selected elective NOS/set of NOS.

OR

3. Assessment will be conducted for all compulsory NOS, as well as the selected optional NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria.
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 Qualifications Pack.

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
1.AGR/N7817 Assess current agro ecological situation of the area	PC1. Identify geographical coverage and agro climatic zones of where customers are located.	100	2	0.5	1.5
	PC2. Assess weather parameters and their impact on Agriculture production.		2	0.5	1.5
	PC3. Interpret the current cropping systems used for the existing situations and estimate the types of inputs required.		3	1	2
	PC4. Understand the relevance of meteorological information of crop production.		2	0.5	2
	PC5. Carry out field visits / exposure visits to meteorological observatory to acquaint with various weather parameters and its use in farming situation.		3	1	2
	PC6. Carry out discussions with established dealers, experts and experienced people in this domain.		2	0.5	1.5
	PC7. Use computers for assessing agriculture and market information.		2	0.5	1.5
	PC8. Carry out soil sampling and note soil test results.		2	0.5	1.5
	PC9. Identify macro and micro nutrient deficiencies in soil.		2	0.5	1.5
	PC10. Use liquid fertilisers and plant growth regulators as applicable to a particular area.		2	0.5	1.5
	PC11. Carry out visits to farming fields/research stations/biofertilisers and vermi compost production units.		3	1	2
	PC12. Study crop planning under different production systems for dryland agriculture.		2	0.5	1.5
	PC13. Identify opportunity for natural resource management for dryland agriculture.		3	1	2
	PC14. Analyse the effect of climate change and strategies for adoption of rain-fed agriculture, where applicable.		3	1	2

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC15. Implement integrated watershed management and natural resource management in rain-fed farming .		3	1	2
	PC16. Identify different types of seeds based on categories of labels, germination tests, etc.		3	1	2
	PC17. Identify processes for seed production, seed certification, seed storage, maintenance as applicable to the area.		2	0.5	1.5
	PC18. Carry out field visits to seed production plots, to understand procedures for quality seed production.		3	1	2
	PC19. Identify methods of irrigation as applicable to the area and the underlying principles for the same.		3	1	2
	PC20. Ensure proper understanding of installation as well as management of micro irrigation and budget requirement for the same.		3	1	2
	PC21. Carry out visits to farming fields to gain familiarisation with drip and sprinkler system and its use for various crops.		3	1	2
	PC22. Identify different types of weeds.		2	0.5	1.5
	PC23. Study integrated weed management practices and advise farmers on the same.		2	0.5	1.5
	PC24. Carry out field visits to various farm fields to study existing weed management used by farmers.		3	1	2
	PC25. Ensure proper understanding of operation of farm implements and their maintenance.		2	0.5	0.5
	PC26. Identify sources and estimate approximate cost of farm implements and machinery.		2	0.5	1.5
	PC27. Identify and establish importance of custom hiring agro service centers for various areas.		3	1	2
	PC28. Identify types of pests and diseases infecting the plants.		2	0.5	1.5
	PC29. Differentiate between different types of		3	1	2

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	pests and diseases by drawing, colouring and labelling of insects and their damages.		3	1	2
	PC30. List down different disease systems and nutrient deficiencies of crops.		2	0.5	1.5
	PC31. Identify different types of pesticides, insecticides, and compatibility with different plants and crops.		2	1	2
	PC32. Undertake precautionary measures in procurement, handling and application of chemicals and usage of first aid during unforeseen situations.		3	1	2
	PC33. Carry out field visits to farming fields to check and identify plant damages caused due to insects		3	1	2
	PC34. Carry out field visits to bio control laboratories to understand production of bio agents/bio pesticides.		3	1	2
	PC35. Identify good farm cattle rearing and feeding practices.		2	0.5	1.5
	PC36. Ensure proper understanding of herd health management techniques and programs.		2	0.5	1.5
	PC37. Carry out field visits to farm lands to understand current cattle management practices.		3	1	2
	PC38. Interpret and analyse crop production technology of major crops of various areas.		2	0.5	1.5
	PC39. Identify integrated farming system and good agricultural practices to be adopted.		3	1	2
	PC40. Identify recommended production technologies demonstrated in Vikas Kendras, research stations and farmer's fields during field visits.		3	1	2
	Total		100	30	70

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
2.AGR/N7818 Plan for establishment of Agri-Input outlet	PC1. Identify companies/ sources for procurement of agriculture and allied inputs.	100	6	2	4
	PC2. Keep a keen eye on the market in relation to product and investment pricing, trends and demand.		5	1	4
	PC3. Identify wholesale distributors from whom the inputs can be procured.		6	2	4
	PC4. Select the type of agri and allied input to be sold to farmers such as, fertilisers, pesticides, seeds, other farm implements and equipments.		6	2	4
	PC5. Obtain bank limits for maintenance of assets and working capital.		5	1	4
	PC6. Obtain state government licenses especially for handling seeds, pesticides and fertilisers.		5	1	4
	PC7. Identify and ensure adherence to major flagship programs of central/state governments related to agricultural development.		6	2	4
	PC8. Adhere to the guidelines and norms stated in the acts such as: <ul style="list-style-type: none"> • Seed act. • Insecticide act. • Fertiliser control order. • Essential commodity act. • Consumer protection act. • Agricultural produce market committees act. • Sales Tax/ VAT etc. 		6	2	4
	PC9. Forecast sales for each month of the year.		5	1	4
	PC10. Forecast direct material costs per item.		5	2	3
	PC11. Forecast indirect costs for each month of the year.		5	2	3
	PC12. Calculate total direct material and indirect costs for each month of the year.		5	1	4
	PC13. Prepare a financial plan accordingly.		6	2	4

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC14. Select location to set shop in the local area based on the following parameters: <ul style="list-style-type: none"> Centrally located. Proximity to farm land holdings. Availability of basic utilities. Proper ventilation. 		6	2	4
	PC15. Ensure availability of space for godown for storage of inputs.		6	2	4
	PC16. Recruit agents and other workers based on requirement for selling inputs to remotely located farmers, allow agents to set up small kiosks/shops.		5	1	4
	PC17. Price the inputs at a price which is affordable by the farmers.		6	2	4
	PC18. Sell inputs to farmers either on cash or credit.		6	2	4
	Total		100	30	70
3.AGR/N7819 Disseminate information to farmers	PC1. Interpret the current practice of farmers and note where there are gaps so as to provide advice and inputs to meet their needs.	100	10	3	7
	PC2. Provide training to farmers using channels such as community radios, community meetings, local print media, etc., to disseminate information on good farming practices and use of improved seeds and fertilisers.		10	3	7
	PC3. Identify small plots or areas in the local communities in the village where, planting and growth of a variety of seeds can be demonstrated to the farmers.		10	3	7
	PC4. Use online networks and other interactive and digital media to disseminate information to farmers on latest agricultural practices.		10	3	7
	PC5. Educate farmers on pooling/aggregating produce which is to be transported and sold in regulated markets/mandis/urban areas at better/right prices.		10	3	7

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC6. Provide advice to farmers in the following areas: <ul style="list-style-type: none"> • Importance of soil testing, sampling and integrated nutrient management. • Importance of quality seeds in crop production. • Methods of seed production, storage and obtaining seed certification. • Methods of irrigation and management of micro irrigation systems. • Methods of integrated weed management, scope and importance of farm mechanisation. • Importance of disease and pest management. • Importance of farm mechanisation and climate resilient agriculture technologies. • Adoption of appropriate and recommended package of practices. • Importance of weather based advisory services. • Importance of soil and water conservation and other natural resources. • Importance of farm cattle health and hygiene, nutrition and cattle welfare. 		10	3	7
	PC7. Set up kiosks/stalls in rural fairs and kisaan melas to create visibility.		10	3	7
	PC8. Carry out field visits to farmers' homes and educate them about the importance of good agriculture and allied inputs.		10	3	7
	PC9. Offer discounts on special occasions such as festivals.		10	3	7
	PC10. Encourage farmers to visit the outlet/shop for knowledge transfer sessions.		10	3	7
	Total		100	30	70
4.AGR/N7820 Carry out stock management of agriculture inputs	PC1. Keep the required amount of stock of seeds, fertilisers, etc.	100	12	3	9

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC2. Stack the inputs as per the recommended norms.		12	3	9
	PC3. Prioritise stocking of inputs that sell within the season and inputs that will carry over to next season.		13	4	9
	PC4. Offer stock that does not sell quickly at a discount if the customers cannot buy it at the regular price.		13	4	9
	PC5. Arrange and display stock in an orderly manner; arrange and display goods neatly so that it is easy for the farmers to check and count.		13	4	9
	PC6. Verify stock regularly and check that the right amount of inputs needed for sale are available.		12	4	8
	PC7. Keep stock records as indicated in regulatory acts such as Seed Act, Fertiliser Control Order and Insecticide Act.		13	4	9
	PC8. Use the stock records to find out which inputs to re-order, when to order and in what quantities.		12	4	8
	Total		100	30	70
5.AGR/N7821 Complete documentation and record keeping related to agriculture inputs	PC1. Document and maintain records of recurring costs such as: <ul style="list-style-type: none"> • Inventory cost for storage of agriculture and allied inputs. • Labour charges. • Interest on bank loans. 	100	15	5	10
	PC2. Keep record of current stock of agriculture and allied inputs.		15	5	10
	PC3. Maintain and record information in stock cards to ensure the date of arrival of stock and date of sale of stock is captured on a regular basis.		14	4	10
	PC4. Document and maintain records of farmer details, quantity sold.		14	4	10

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC5. Maintain a daily cash record to keep a record of cash received from sales on a daily basis norms.		14	4	10
	PC6. Document and maintain records of frequency of purchase, sale details like quantity of products sold etc.		14	4	10
	PC7. Maintain a profit and loss statement on a monthly basis to assess profitability regular price.		14	4	10
	Total		100	30	70
6.AGR/N9903 Maintain health and safety at the workplace	PC1. Undertake basic safety checks before operating machinery and vehicles also report all potential hazards to the supervisor if any.	100	6	2	4
	PC2. Identify work for which protective clothing or equipment is required and perform those duties in accordance with workplace policy.		7	2	5
	PC3. Read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants, etc.		7	2	5
	PC4. Assess risks before performing manual handling jobs, and work according to currently recommended safe practices.		7	2	5
	PC5. Use equipment and materials safely and return the same to designated storage when not in use.		7	2	5
	PC6. Dispose off waste safely and correctly in a designated area.		6	2	4
	PC7. Recognise risks to bystanders and take action to reduce risk associated with jobs in the workplace.		7	2	5
	PC8. Perform work in a manner to minimise environmental damage and ensure work instructions for controlling risks are followed Closely.		7	2	5

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC9. Report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger.		7	2	5
	PC10. Follow procedures for dealing with accidents, fires and emergencies, along with Communicating location and directions for emergency evacuation.		7	2	5
	PC11. Follow emergency procedures to company standards / workplace requirements and report all potential hazards to the supervisor.		6	2	4
	PC12. Use emergency equipment in accordance with manufacturers' specifications and workplace requirements.		7	2	5
	PC13. Provide treatment appropriate to the patient's injuries in accordance with recognised first aid techniques.		7	2	5
	PC14. Recover (if practical), clean, inspect/test, refurbish, replace and store the first-aid equipment appropriately.		6	2	4
	PC15. Report details of first aid administered in accordance with workplace procedures.		6	2	4
	Total		100	30	70
7. AGR/N9912 Collaborate with Team members and work effectively	PC1. Receive instructions from reporting manager on the work to be carried out.	100	6	2	4
	PC2. Communicate work done/activities performed to the reporting manager as required.		6	2	4
	PC3. Elicit feedback on work done.		6	2	4
	PC4. Rectify actions/procedures based on the feedback given.		6	2	4
	PC5. Escalate any issues and concerns to the reporting manager.		6	2	4
	PC6. Participate in discussions with reporting manager when required.		5	1	4
	PC7. Ensure clear and concise communication with the team and colleagues.		6	2	4

Assessable outcomes	Assessable criteria for outcomes	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC8. Plan tasks with team members on a regular basis.		6	2	4
	PC9. Share knowledge of processes, techniques with the team.		6	2	4
	PC10. Treat team members with respect and dignity.		6	2	4
	PC11. Demonstrate responsible and disciplined behavior.		6	2	4
	PC12. Adhere to the timeliness of work commitments made to fellow colleagues.		5	2	3
	PC13. Inform colleagues in advance if unable to carry out work commitments, citing reasons for the same.		6	2	4
	PC14. Address work related issues among the team.		6	2	4
	PC15. Participate in team interaction sessions/activities as and when required.		6	1	5
	PC16. Adhere to organisation's policies and procedures for working with colleagues.		6	2	4
	PC17. Discuss/report any concerns to senior management.		6	2	4
	Total		100	30	70
Grand Total		700	700	210	490