QUALIFICATION FILE

Interior Landscaper

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☒ **Apprenticeship**

☒ **Upskilling** ☐ **Dual/Flexi Qualification** ☒ **For ToT** ☒ **For ToA**

☒General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 4

Submitted By:

Agriculture Skill Council of India

Unit No. 101, First Floor, Greenwoods Plaza, Block 'B', Greenwoods City, Sector 45, Gurugram -122009, Haryana.

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Section 1: Basic Details

1.	Qualification Name	Interior Landscaper	
2.	Sector/s	Agriculture	
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐OEM	NQR Code & version of existing qualification: NA	Qualification Name of existing/previous version: NA
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA	
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-AG-04461-2025-V1-ASCI	6. NCrF/NSQF Level: 4
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	An Interior Landscaper is responsible for designing, setting up and maintaining interior gardens. The individual also installs and maintains various garden features to create visual appeal in interior spaces.	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:	

a. Entry Qualification & Relevant Experience:

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	12th Class or equivalent	
2	10th Class	With 3 years of experience in agriculture and allied sectors
3	Previous NSQF level 3.5	With 1.5 years of experience in agriculture and allied sectors
4	Previous NSQF level 3	With 3 years of experience in agriculture and allied sectors

b. Age: NA

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): I

12.	**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*	NA

13.	**Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*	☒Offline ☐Online ☐Blended

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline)	180	180	30		390
Online					

(Refer Blended Learning Annexure for details)

14.	**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*	NCO-2015/6113.9900
15.	**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*	Landscape Supervisor (L5)
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	**Hindi**
17.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ Yes ☒ No URLs of similar Qualifications:
18.	**Is the Job Role Amenable to Persons with Disability**	☒ Yes ☐ No **If "Yes", specify applicable type of Disability:** <mark>SHI</mark>
19.	**How Participation of Women will be Encouraged**	**Batches specific to women will be formed**
20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	☒ Yes ☐ No DGT/VSQ/N0103 (v1.0)
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name: Ms Purnambica** **Email: standards@asci-india.com** **Contact No.: 0124-4670029** **Website: www.asci-india.com**
23.	**Final Approval Date by NSQC: 07-10-2025**	**24. Validity Duration: 3 years post NSQC Approval**	**25. Next Review Date: 07-10-2028**

Section 2: Module Summary

NOS/s of Qualifications
(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1	Preparation for Setting Up an Interior Garden	AGR/N0817 (v5.0)	Core	4	3	25	65			90	30	40		30	100	25
2	Establish and Install Interior Garden and Features	AGR/N0818 (v5.0)	Core	4	3	30	60			90	30	40		30	100	30
3	Maintain the interior garden, tools, and equipment	AGR/N0819 (v5.0)	Core	4	2	20	40			60	35	38		27	100	25
4	Maintain health and safety at the workplace	AGR/N9903 (v4.0)	Non-Core	4	1	15	15			30	40	25		35	100	15
5	Employability Skills (90 Hours) v1.0	DGT/VSQ/N0103 (v1.0)	Non-Core	4	3	90				90	20	30			50	5
6	OJT (Mandatory)				1			30		30						
Duration (in Hours) / Total Marks					13	180	180	30		390	155	173		122	450	100

Assessment - Minimum Qualifying Percentage
*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: _70_ % *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage – NOS/Module-wise: ____% *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	10th Class with 5 years of relevant industry or training experience in Landscaping OR 12th Class with 4 years of relevant industry or training experience in Landscaping OR Ex-Service-Man including Ex-Paramilitary personnel: Minimum Qualification is 10+2 with an Honorable Discharge/Pension* *SSC would consider a relaxation/waiver of sector specific experience on case to case basis. OR Diploma (landscaping/Agriculture/Horticulture) with 3 years of relevant industry or training experience in Landscaping OR Graduate (In any stream except Agriculture / Horticulture/ Botany /Forestry) with 2 years of relevant industry or training experience in Landscaping** **For school Program minimum qualification of Trainer should be Graduate. Their Teaching experience will be considered industry experience OR B.Sc ((Agriculture / Horticulture/ Botany /Forestry)) with 1 year of relevant industry or training experience in Landscaping
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	6 years of training experience in landscaping after Graduation (In any stream except Agriculture / Horticulture/ Botany /Forestry) with 2 year of relevant industry experience in Landscaping OR 6 years of training experience in landscaping after B.Sc. (Agriculture / Horticulture/ Botany /Forestry) with 1 year of relevant industry experience in Landscaping
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure*)
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Graduation (Landscape Architecture/ Agriculture/ Botany/ Forestry/ Horticulture/ Floriculture and related streams) with 5 years of relevant experience in Landscape/Horticulture and related experience; Remarks: Practical skills and knowledge required in Interior Landscaping & designing OR

		Post-Graduation (Landscape Architecture/ Agriculture/ Botany/ Forestry/ Horticulture/ Floriculture and related streams) with 2 years of relevant experience in Landscape/Horticulture and related experience OR PhD (Landscape Architecture/ Agriculture/ Botany/ Forestry/ Horticulture/ Floriculture and related streams) with 1 year of relevant experience in Landscape/Horticulture and related experience
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Diploma/Graduate (It is mandatory for a proctor to have technical knowledge/IT knowledge Once a proctor has been on-boarded by any AA, they are oriented about skill ecosystem along with do's and don'ts .)
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Post-Graduation (Landscape Architecture/ Agriculture/ Botany/ Forestry/ Horticulture/ Floriculture and related streams) with 10 years of relevant experience in Landscape/Horticulture and related experience
4.	**Assessment Mode** *(Specify the assessment mode)*	**Offline**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☒ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** NA
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:** 6
5.	**Estimated nos. of persons to be trained and employed:** 2000
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments: yes,** Awaited from MoA & FW

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	*Annexure-1*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Annexure-2*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Annexure-5*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Annexure-6*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*NA*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*NA*
7.	**Annexure:** Acronym and Glossary *(Optional)*	
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Annexure-7*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	Landscape Supervisor (L5)
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*Annexure-8*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*Annexure-9*
12.	**Any other document you wish to submit:**	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	• Prepare the layout of the interior garden • Propagate plants for the interior garden • Prepare the potting soil and pots	A Interior Landscaper must have creative thinking to produce a decent blend of interior gardens with various features. The person must also possess problem-solving and co-ordination skills. Ability to read, write and communicate effectively are other important attributes required in this job role.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	• Perform waste management • Administer appropriate emergency procedures	An Interior Landscaper should have the knowledge of designing, setting up and maintaining interior gardens.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Optimise recourse utilization • Mentor apprentice • Promote inclusion at the workplace	The Job holder should have professional skills including: Decision making, Planning and Organising, Customer centricity, Problem solving, Analytical Thinking, Critical thinking.	4

Broad Learning Outcomes/Core Skill	• Arrange the necessary material • Set up the interior garden and features • Maintain the garden features and structures	The job holder must have Core Skills which will include: Writing Skills, Reading Skills, Oral and Communication (Listening and Speaking).	4
Responsibility	• The job holder is required to hold responsibility for his/her own work and learning and full responsibility for • other's work and learning. • ensure availability of all tools and equipment required for the demonstrations, demonstrate the operation • demonstrate the operation and explain key advantages of post-harvest equipment • demonstrate the process of carrying out minor repairs and periodical maintenance of agricultural machinery and equipment • provide information about safety procedures, protective devices required for operation, listen to workers, team • members and farmers to know and understand their work-related problems,	An Interior Landscaper is responsible for designing, setting up and maintaining interior gardens.	4

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Sprinkler (small)	Nos.	1
2	Terracotta pots	Nos.	1
3	PVC pots	Nos.	1
4	ceramic pots	Nos.	1
5	stone containers	Nos.	1
6	coco peat	Nos.	1
7	sand	Nos.	1
8	vermicompost	Nos.	1
9	stone containers	Nos.	1
10	Cement Containers	Nos.	1
11	Geru	Nos.	1
12	Khurpi (small)	Nos.	6
13	Face Masks	Nos	30
14	Hose Pipe	Nos.	1
15	Flowers and plants-	Nos.	5
16	Sprayer	Nos.	1
17	Rubber gloves	Pair	30
18	Video Recording Equipment	Nos	1
19	Watering Can	Nos.	2

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Markers

Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1	KVK North 24 Paragans	Tanmay Samajdar	Head, KVK	ICAR-CRIJAF, Barrackpore, Nilganj, Kolkata-700121		Kvkn24png2@gmail.com	
2	PANSILA	MOUSUMI JANA	OFFICE INCHARGE	DEULIA. KOLAGHAT.PURBA MEDINIPUR.721154.WB	8001445370	asitjana08668@gmail.com	
3	Garden Agro Services	Rahul Dubey	Properietor	Amal Ka Kanta, Surjapole Udaipur (Raj.)	9887368210	rahuldubeyindia@gmail.com	
4	CAAFE	Sumit	General Manager	Hans Park, Block - RZ, Brampuri	9889990102	sumit. caafe@gmail. com	
5	ANDUAT	Dr Sachi Gupta	Assistant Professor	Ayodhya	7140260145	gsachiedu@gm ail.com	
6	Rai Farms and Nurcery	Ram Rai	Proprietor	Damtal, Kangra (HP)	9100000000	raifarms@gmai l.com	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025-26	0	0	0	0	0	0
2026-27	1000	100	60	20	0	0
2027-28	1000	100	60	20	0	0

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
NA													

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

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1.   NA

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: Hindi and English

Annexure 5: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Plan the interior garden and features	*10*	*25*		*15*
	PC1.conduct a site survey to assess various parameters including the client requirements				
	PC2.ensure that the site has a conducive environment for supporting an interior garden such as adequate sunlight exposure, good aircirculation, availability of water and electricity, etc				
	PC3.measure the available space for the purpose of preparing a layout				
	PC4.select an appropriate garden theme				
	PC5.identify the relevant plants and shrubs for the interior garden such as bonsai, dracaena, areca palm, etc				
	PC6.select various garden features and structures to be installed in coordination with the client				
	PC7.plan the placement of various plants and garden features				
	PC8.select various material required for setting up the interior garden such as pots, containers, hanging baskets, planters, fixtures, artificial lighting, etc				
AGR/N0817Preparation for Setting Up an Interior Garden	PC9.prepare a layout based on the available space and client preferences				
	PC10. ensure the layout allows for plant rotation, shifting and free movement in the garden				
	PC11.prepare the cost estimates for setting up an interior garden				
	Arrange and store the necessary material	*20*	*15*		*15*
	PC12.identify a vendor to purchase the material required for setting up the interior garden such as seeds, planting material, fertilizers, pesticides/ insecticides, pots, etc.				
	PC13.purchase the material in the required number/ quantity				
	PC14.store the material as per the relevant storage, health and safety requirements				
	PC15.organise the relevant tools, equipment and Personal Protective Equipment (PPE)				
	PC16.maintain the record of purchase				
	Total Marks	**30**	**40**	**-**	**30**
	Propagate plants for the interior garden	*8*	*12*		*8*

AGR/N0818: Establish and Install Interior Garden and Features	PC1. select an appropriate method such as seeding, cutting, layering to propagate indoor plants				
	PC2. prepare the soil for propagation by applying the necessary treatment				
	PC3. prepare pots of appropriate size or a nursery bed for propagating plants				
	PC4. plant seeds/ stems/ root in the pots/ nursery bed for propagation				
	PC5. apply water and fertilizers in the recommended quantity				
	PC6. apply pesticides/ insecticides to protect the plantlets from pests/ insects and diseases				
	PC7. maintain the plantlets until they are ready for transplanting				
	Prepare the potting soil and pots	*6*	*12*		*4*
	PC8. arrange coir peat, vermiculite and compost in the recommended quantity for preparing potting soil				
	PC9. select a clean container of appropriate capacity to prepare the potting soil				
	PC10. prepare the coir peat for use by soaking it in water for the recommended duration				
	PC11. create a mixture of coir peat, vermiculite and compost by adding the ingredients in the recommended ratio				
	PC12. add worm castings/ vermicompost to the mixture as per the requirement				
	PC13. rake the potting soil to break any lumps and aerate it				
	PC14. use pots/ containers of appropriate capacity and shape having aesthetic appeal				
	PC15. create drainage holes in the bottom of the pots/ containers				
	PC16. prepare pots for planting by filling them with potting soil				
	PC17. create holes of appropriate depth and width in the potting soil				
	Set up the interior garden and features	*8*	*12*		*8*
	PC18. plant the selected plants/ trees/ shrubs in the interior garden and pots/ containers				
	PC19. plant grass in the interior garden's lawn				
	PC20. apply water and fertilizers in the recommended quantity				
	PC21. place plants/ trees/ shrubs in groups according to their varieties and light and water requirements				

	PC22. set up shelves or other relevant support for placing the indoor plant pots/ containers				
	PC23. arrange fluorescent lights and heat mats to maintain appropriate light and soil temperature for indoor plants				
	PC24. install timers to automate the functioning of fluorescent lights and heat mats				
	PC25. install various garden features such as fountains, hanging baskets, bonsai pots at the client-preferred spots				
	PC26. apply modern architectural designs for interior gardens such as built-in planters and vertical garden panels				
	PC27. set up appropriate irrigation and drainage systems in the interior garden				
	PC28. guide the client on the minor repair and maintenance of the interior garden				
	PC29. arrange for protection from any health and safety hazards in and around the interior garden				
	PC30. use the relevant PPE during the operations				
	Follow sustainable practices	*8*	*4*		*10*
	PC31. select sustainable or eco-friendly plants and materials, such as using native plants, biodegradable containers, or sustainable growing methods				
	PC32. implement water-efficient irrigation systems or plant choices to minimize water usage, especially in large installations				
	PC33. optimise the usage of various material in different tasks/ activities/ processes				
	PC 34. optimise the usage of water/ electricity/ energy in various tasks/ activities/ processes				
	Total Marks	**30**	**40**		**30**
AGR/N0819: Maintain the interior garden, tools and equipment	*Maintain the plants, trees and shrubs*	*8*	*8*		*10*
	PC1. water the interior garden plants/ trees/ shrubs with the recommended quantity of water				
	PC2. maintain the prescribed level of moisture and soil temperature				
	PC3. apply the recommended quantity of fertilizers and manure to the plants/ trees/ shrubs				
	PC4. carry out pruning and training of the plants/ trees/ shrubs as per the requirement				
	PC5. examine the plants/ trees/ shrubs regularly for pest infestation				

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PC6. apply the approved pesticides/ insecticides as per the manufacturer's instructions				
PC7. rake the lawn to remove dead leaves and debris				
PC8. remove the weeds and wilted plants/ tree/ shrubs as per the Standard Operating Procedure (SOP)				
PC9. drain out excess water from the garden appropriately				
PC10. carry out plant rotation and shifting for the healthy growth of plants/ trees/ shrubs				
PC11. maintain the record of fertilizers, pesticides and insecticides used in the garden				
Maintain the garden features and structures	*12*	*10*		*5*
PC12. maintain the cleanliness of interior garden features and structures				
PC13. carry out minor repair, maintenance and replacement of the garden features and structures				
PC14. co-ordinate with an expert for any complex repair and maintenance activities				
PC15. polish the metal containers with the recommended material				
Maintain the garden tools and equipment	*10*	*10*		*7*
PC16. examine various garden hand/ power tools and equipment for any wear and tear or damage				
PC17. carry out minor repair and maintenance of the tools and equipment				
PC18. store the tools and equipment as per the manufacturer's instructions				
Perform waste management	*5*	*10*		*5*
PC19. segregate waste into different categories				
PC 20.dispose of dead plants, clippings, and other organic waste in an environmentally friendly manner, such as composting				
PC21. dispose the non-recyclable waste appropriately				
PC22. deposit the recyclable and reusable material at the identified location				
PC 23. repurpose or recycle containers, soil, or plant materials wherever possible				
Total Marks	**35**	**38**	**-**	**27**
Maintain personal hygiene	*10*	*5*		*10*

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AGR/N9903: Maintain health and safety at the workplace	PC1. wash hands, legs and face with soap/alcohol- based sanitizer at reasonable intervals				
	PC2. wash the worn clothes with soap and sun-dry before use next time				
	PC3. ensure the face is covered with mask or three layers of cloth-piece				
	PC4. follow the workplace sanitisation norms including distancing from sick people				
	Maintain clean and safe workplace	*15*	*15*		*15*
	PC5. carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor				
	PC6. wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy				
	PC7. follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc. to avoid hazards				
	PC8. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices				
	PC9. sanitize equipment, tools and machinery before and after use				
	PC10. use equipment and materials safely and correctly and return the same to designated storage after use				
	PC11. dispose waste safely and correctly in the designated area				
	PC12. recognize risks to bystanders and take required action to reduce the risks				
	PC13. work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed				
	PC14. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger				
	PC15. follow government / workplace advisories in case of outbreak of any disease/disaster				
	Administer appropriate emergency procedures	*15*	*5*		*10*
	PC16. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements				
	PC17. use emergency equipment in accordance with manufacturer's specifications and workplace requirements				

	PC18. report provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques				
	PC19. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate				
	PC20. report details of first aid administered in accordance with workplace procedures				
	Total Marks	40	25	-	35
DGT/VSQ/N0103: Employability Skills (90 Hours)	*Introduction to Employability Skills*	*1*	*1*	*-*	*-*
	PC1. understand the significance of employability skills in meeting the current job market requirement and future of work				
	PC2. identify and explore learning and employability relevant portals				
	PC3. research about the different industries, job market trends, latest skills required and the available opportunities				
	Constitutional values – Citizenship	*1*	*1*	*-*	*-*
	PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
	PC5. follow environmentally sustainable practices				
	Becoming a Professional in the 21st Century	*1*	*3*	*-*	*-*
	PC6. recognize the significance of 21st Century Skills for employment				
	PC7. practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
	PC8. adopt a continuous learning mindset for personal and professional development				
	Basic English Skills	*3*	*4*	*-*	*-*
	PC9. use basic English for everyday conversation in different contexts, in person and over the telephone				
	PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English				
	PC11. write short messages, notes, letters, e-mails etc. in English				
	Career Development & Goal Setting	*1*	*2*	*-*	*-*
	PC12. identify career goals based on the skills, interests, knowledge, and personal attributes				

PC13. prepare a career development plan with short- and long-term goals				
Communication Skills	*2*	*2*	*-*	*-*
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings				
PC15. use active listening techniques for effective communication				
PC16. communicate in writing using appropriate style and format based on formal or informal requirements				
PC17. work collaboratively with others in a team				
Diversity & Inclusion	*1*	*1*	*-*	*-*
PC18. communicate and behave appropriately with all genders and PwD				
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act				
Financial and Legal Literacy	*2*	*3*	*-*	*-*
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.				
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook				
PC22. identify common components of salary and compute income, expenses, taxes, investments etc				
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation				
Essential Digital Skills	*3*	*5*	*-*	*-*
PC24. operate digital devices and use their features and applications securely and safely				
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.				
PC26. display responsible online behaviour while using various social media platforms				
PC27. create a personal email account, send and process received messages as per requirement				
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications				
PC29. utilize virtual collaboration tools to work effectively				

	Entrepreneurship	2	3	-	-
	PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
	PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
	PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
	Customer Service	1	2	-	-
	PC33. identify different types of customers and ways to communicate with them				
	PC34. identify and respond to customer requests and needs in a professional manner				
	PC35. use appropriate tools to collect customer feedback				
	PC36. follow appropriate hygiene and grooming standards				
	Getting ready for apprenticeship & Jobs	2	3	-	-
	PC37. create a professional Curriculum vitae (Résumé)				
	PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
	PC39. apply to identified job openings using offline /online methods as per requirement				
	PC40. answer questions politely, with clarity and confidence, during recruitment and selection				
	PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements				
	Total Marks	20	30	-	
Grand Total		155	173		122

Annexure 6: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. **Assessment System Overview**

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

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

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

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

Multiple Choice Questions: 20%-30%, depending on the specific QP

Viva: 20%

Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)

Assessment will be carried out by certified assessors through empanelled assessment partners. Based on the results of assessment; ASCI will certify the learners/candidates

2. Testing Environment

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

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

- Multilingual assessments (ASCI is conducting assessments in 13 + languages pan India)
- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback stored digitally on cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle-screen/copy-paste disabled, etc.
- Android based monitoring system

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- End to end process from allocation of a batch to final result upload, there is no manual intervention
- Assessment will normally be fixed for a day after the end date of training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- Room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practical will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on same day. In case of more number of candidates, number of assessors and venue facilitation be increased and facilitated

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

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

3. Assessment Quality Assurance framework
Assessment Framework and Design:

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

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

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

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

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

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

Type – Procedural questions, do's and don'ts, subjective questions to check understanding of practical tasks.

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

4. **Type of Evidence and Evidence Gathering Protocol:**

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

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

5. *Methods of Validation*

- <u>Morning Check (Pre-Assessment)</u>: Backend team of AA calls and confirms assessor/technical spoc event status. Assessor/Technical spoc are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- <u>Video Calls</u>: Random video calls are made to the technical spoc/assessor so as to keep check on assessment quality and ensure assessment is carried out in fair and transparent manner
- <u>Aadhar verification</u> of candidates
- <u>Evening Check (Post Assessment)</u>: Calls are made to the ground team to ensure event is over by what time and the documentation is done in proper manner or not.
- <u>TP Calling</u>: To keep check on malpractice activity, independent audit team calls to TP on recorded line to take confirmation if there was any malpractice activity observed in assessment on part of AA/SSC team. If calls are not connected, email is send to TP Spoc for taking their confirmation
- <u>Video and Picture Evidence:</u> Backend team collects video and pictures for assessment on real time basis and highlights any issue like, Students sitting idle/trainer allowed for helping out candidates during assessment.
- <u>Surprise Visit:</u> Time to time SSC/AA Audit team can visit the assessment location and do surprise audit for assessment process carried out by ground team.
- <u>Geo Tagging:</u> On day of assessment, each technical spoc is required to login in our internal app which is Geo tagged. Any deviation with centre address needs to be highlighted to assessment team on real-time basis.

Method for assessment documentation, archiving, and Access:
- ASCI has fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks forms the basis of the results and encrypted files generated to avoid data manipulation. All responses captured and stored in System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.
- Maker Checker concept: 1 person prepares results and other audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All soft copy of documents is received from the on-ground tech team over mail. The same are downloaded by our internal backend team and saved in Repository. The repository consists of scheme wise folders. These scheme wise folders have job role specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in storeroom.
- **Result Review & Recheck Mechanism –**
- Time stamped assessment logs
- Answer/Endorsement sheets for each candidate
- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidate shall be stored and available for review (retained for 5 years/ till conclusion of project or scheme)

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations

NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf