

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AGRICULTURE AND ALLIED INDUSTRY

## What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack – Dairy Farmer / Entrepreneur

**SECTOR:** AGRICULTURE AND ALLIED

**SUB-SECTOR:** Dairying

**OCCUPATION:** Dairy Farm Management

**REFERENCE ID:** AGR/Q4101

**ALIGNED TO:** NCO-2015/6121.0201

**Dairy Worker:** A Dairy Farmer / Entrepreneur is a person who is responsible for various activities involved in dairy farm management

**Brief Job Description:** The Dairy Farmer takes various decisions for the viability and sustainability of the dairy farm. He / She ensures proper care of dairy animals, their health and productivity, milking and marketing of the produced milk. The job is to be performed in an efficient manner to allow the production of high quality milk and promote animal well being and comfort.

**Personal Attributes:** The Dairy Farmer / Entrepreneur should work independently, and has the ability to make various strategic and operational decisions pertaining to his / her area of work. The individual should have clarity and should be result oriented. The individual should also be able to demonstrate skills to use various tools.

Job Details	Qualifications Pack Code	AGR/Q4101		
	Job Role	Dairy Farmer/Entrepreneur		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Agriculture and Allied	Drafted on	25/02/14
	Sub Sector	Dairying	Last reviewed on	14/06/17
	Occupation	Dairy Farm Management	Next review date	14/06/21
	NSQC Clearance on	19/05/2015		

Job Role	Dairy Farmer/Dairy Entrepreneur
Role Description	The Dairy Farmer/Entrepreneur is responsible for all the dairy farm activities including the marketing of milk.
NSQF level	4
Minimum Educational Qualifications	No entry level barrier; 5 <sup>th</sup> Standard Passed preferable.
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	OJT
Minimum Job Entry Age	17 Years
Experience	One year prior experience in animal care and management, preferable
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">AGR N4101 - Prepare and Maintain Livestock Accommodation</a></li> <li>2. <a href="#">AGR/ N4102 Establish Livestock within Accommodation</a></li> <li>3. <a href="#">AGR/ N4103 Provide Feed and Water for Livestock</a></li> <li>4. <a href="#">AGR/ N4104 Maintain Healthy Performance of Livestock</a></li> <li>5. <a href="#">AGR/N4105 Performing Hand and Machine Milking</a></li> <li>6. <a href="#">AGR/N4106 Forage Conservation</a></li> <li>7. <a href="#">AGR/N4107 Entrepreneurship</a></li> <li>8. <a href="#">AGR/N9903 Maintain Health &amp; Safety at the workplace</a></li> </ol>
Performance Criteria	As described in the relevant OS units

## Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry

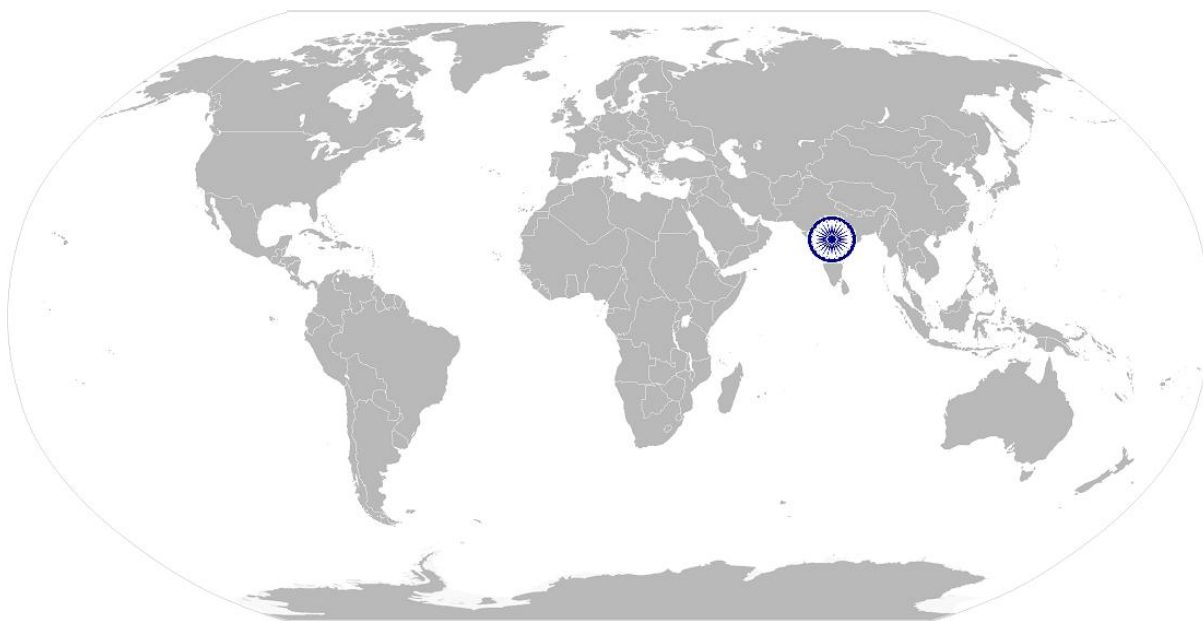
Cultivar	Is Cultivated Variety. To propagate true-to-type clones, many cultivars must be propagated vegetatively through cuttings, grafting, and even tissue culture. Propagation by seed usually produces something different than the parent plant.
Seed Material	Sexually or vegetatively propagated planting materials which are used for seeding and planting.
Tilth	Physical condition of soil, especially in relation to its suitability for planting or growing a crop.
FYM	Farm Yard Manure. Farmyard manure refers to the decomposed mixture of dung and urine of farm animals along with litter and left over material from roughages or fodder fed to the cattle.
INM	Integrated Nutrient Management is a practice where all sources of nutrients namely organic, inorganic (chemical fertilizer), Biofertilizer can be combined and applied to soils so that crop growth is enhanced and we can get good yield with quality product.
Keywords /Terms	Description
OJT	On Job Training
OS	Occupation Standard
NOS	National Occupation Standard
NSQF	National Skills Qualification Framework
Agr	Agriculture
IPM	Integrated Pest Management
INM	Integrated Nutrient Management
FYM	Farm Yard Manure

**AGR/N4101**

**Prepare and Maintain Livestock Accommodation**

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# National Occupational Standard



## Overview

This unit is about dealing with Preparation and Maintenance of Livestock accommodation.

**AGR/N4101**
**Prepare and Maintain Livestock Accommodation**

National Occupational Standard

Unit Code	AGR/N4101
Unit Title (Task)	Prepare and Maintain Livestock accommodation
Description	This OS is about the preparation & maintenance of livestock accommodation
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Prepare the Livestock Accommodation</li> <li>• Maintain Livestock Accommodation</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Prepare the Livestock accommodation</b>	To be competent, the individual on the job must be able to: PC1. Prepare animal accommodation which achieves the best balance between animal health and well-being and available resources, consistent with relevant legislation PC2. Prepare and maintain equipment, tools and materials required for livestock accommodation PC3. Follow cleaning routine in accordance with supervisor's instructions PC4. Dispose of waste according to established workplace procedures PC5. Report any hazards identified, to the supervisor immediately
<b>Maintain the Livestock accommodation</b>	PC6. Maintain accommodation in a safe and clean condition for livestock PC7. Replenish materials and supplies as required by livestock PC8. Clean tools and equipment and maintain according to established workplace procedures PC9. Store equipment safely and securely in the assigned location PC10. Use working methods and systems which promote health and safety and which are consistent with relevant legislation and codes of practice. PC11. Take the appropriate action when monitoring reveals problems or issues with the accommodation
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant legislation, standards, policies, and procedures in work KA2. relevant health and safety requirements applicable in the work environment KA3. own job role and responsibilities and sources for information pertaining to work KA4. who to approach for support in order to obtain work related information, clarifications and support KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business KA6. documentation and related procedures applicable in the context of work
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. the types of animal accommodation which there are and the suitability of these for different animals



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**Prepare and Maintain Livestock Accommodation**

	<p>KB2. animals' welfare requirements and how to promote their health and well-being</p> <p>KB3. the animal welfare legislation and codes of best practice in animal welfare and animal accommodation</p> <p>KB4. materials and equipment which animals need in their accommodation for their health and wellbeing</p> <p>KB5. the necessary containing structures for different animals and how these differ indoors and outdoors</p> <p>KB6. Potential hazards which may arise in relation to the accommodation itself, the materials from which it is made, the materials used within it, any equipment or materials contained therein and hazards caused by other animals or people.</p> <p>KB7. Environmentally sound methods for managing animal waste and the special importance of this when animals are contained indoors</p> <p>KB8. the effects which different cleaning methods and materials may have on the health and wellbeing of animals and how to minimize any detrimental effect</p> <p>KB9. the factors to be taken into account when monitoring including environmental conditions, containing structures, materials and equipment, weather conditions and the density and mix of the animals</p> <p>KB10. how to monitor the preparation and maintenance of accommodation, quality of working methods and practice, resource use and suitability, scheduling, the health and well-being of the animals and the cleanliness and suitability of the accommodation</p> <p>KB11. the indicators of animal health and development and signs of ill health</p> <p>KB12. The options available for changing plans for accommodation</p> <p>KB13. the animal welfare legislation and codes of best practice in animal welfare and animal accommodation</p> <p>KB14. Effective health and safety methods and systems for those who prepare and maintain animal accommodation and special measures which may need to be taken with some animals for safety or health reasons</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. mention the data which are required for record keeping purpose</p> <p>SA2. report problems to the appropriate personnel in a timely manner</p> <p>SA3. write descriptions and details about incidents in reports</p>
	<b>Reading Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. read instruction manuals for hand tool and equipments</p> <p>SA5. read instructions on work orders and procedures</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA6. receive instructions and seek advice from supervisors and managers</p> <p>SA7. communicate clearly and effectively with others</p>

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**Prepare and Maintain Livestock Accommodation**

<b>B. Professional Skills</b>	<b>Decision Making</b>
	The individual on the job needs to know and understand how to: SB1. Choose work procedures SB2. Select appropriate hand tools and personal protection devices considering safety requirements, materials being used
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB3. Schedule Daily activities and drawing up priorities; allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	<b>Customer Centricity</b>
	The individual on the job needs to know and understand how to: SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry SB5. build relationships and use human centric approach SB6. attend and make use of exposure visit SB7. Manage relationships with laborers and other co-farmers
	<b>Analytical Thinking</b>
	The individual on the job needs to know and understand how to: SB8. monitor and maintain the condition of tools and equipment SB9. monitor the health of the cattle
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB10. Identify problems immediately and take up solutions quickly to resolve delays SB11. Think through the problem, evaluate the possible solution(s) and adopt an optimum/best possible solution(s)
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to: SB12. Take up his own working and learning SB13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

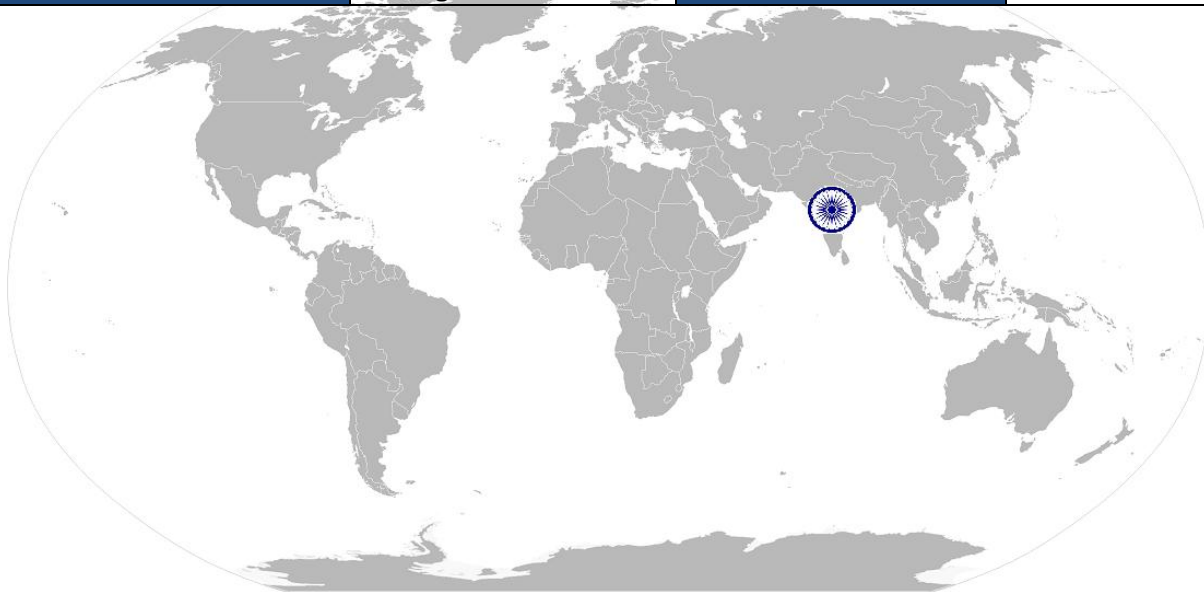


**AGR/N4101**

**Prepare and Maintain Livestock Accommodation**

## NOS Version Control

NOS Code	AGR/N4101		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21

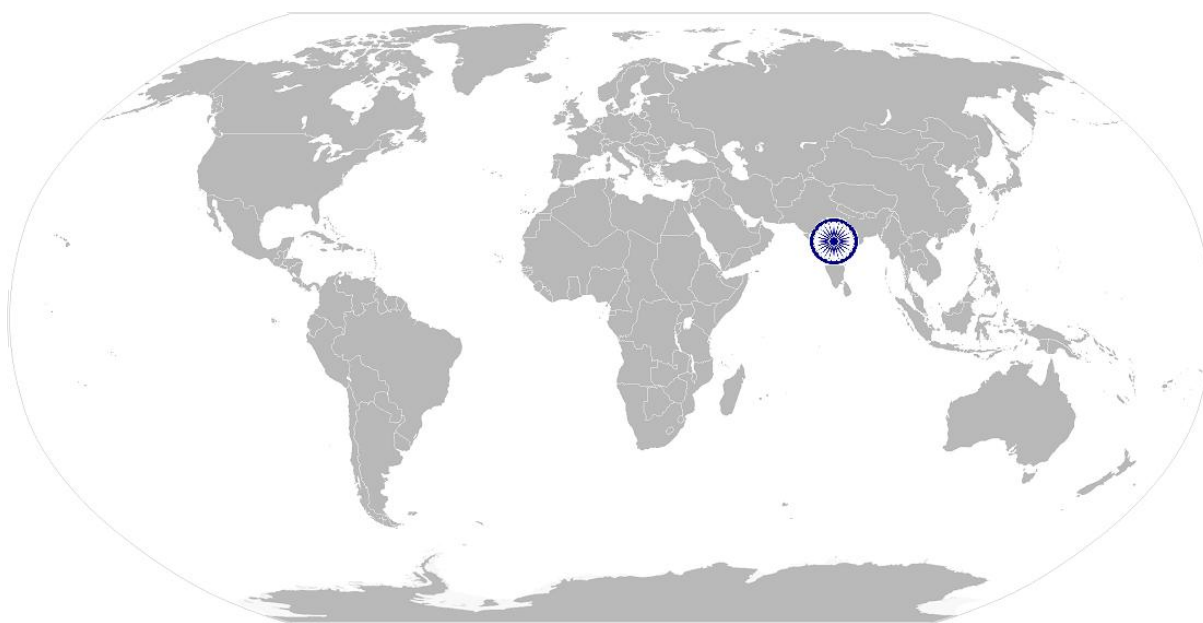


**AGR/N4102**

**Establish Livestock within accommodation**

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# National Occupational Standard



## Overview

This unit is about dealing with the establishment of livestock within accommodation.

**AGR/N4102**
**Establish Livestock within accommodation**

## National Occupational Standard

<b>Unit Code</b>	<b>AGR/N4102</b>
<b>Unit Title (Task)</b>	<b>Establish Livestock within accommodation</b>
<b>Description</b>	This OS is about establishing livestock in their accommodation and monitoring livestock in their accommodation
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Establish livestock in their accommodation</li> <li>Monitor livestock in their accommodation</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Establish livestock in their accommodation</b>	To be competent, the individual on the job must be able to: PC1. Wear suitable personal protective equipment when establishing livestock in their accommodation PC2. Check that the equipment, materials and accommodation are suitable for reception of the livestock, prior to their arrival PC3. Establish suitable environmental conditions for the animals PC4. Handle and move the livestock correctly and safely, according to supervisor's instructions PC5. Introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare PC6. Deal with any difficulties arising according to established workplace procedures PC7. Carry out your work according to relevant legislation and codes of practice.
<b>Monitor livestock in their accommodation</b>	PC8. monitor the livestock carefully, to ensure their on-going health and welfare is maintained PC9. monitor environmental conditions carefully to ensure that they promote the health and well-being of livestock PC10. adjust and replenish materials as required by the livestock PC11. arrange for regular cleaning of animal housing areas, floors and mats of animals (if any) according to the animal accommodation and specification. PC12. carry out cleaning routines of animals as per prescribed procedures. PC13. arrange for regular disposal of animal waste and other wastes as per prescribed procedures. PC14. report problems that cannot be dealt with to the supervisor immediately
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant legislation, standards, policies, and procedures in work KA2. relevant health and safety requirements applicable in the work environment KA3. own job role and responsibilities and sources for information pertaining to work

**AGR/N4102**
**Establish Livestock within accommodation**

	<p>KA4. who to approach for support in order to obtain work related information, clarifications and support</p> <p>KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</p> <p>KA6. documentation and related procedures applicable in the context of work</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. the appropriate livestock accommodations required for each type of animal</p> <p>KB2. the materials (e.g. bedding) and environmental conditions which animals need within their accommodation to maintain their health and well-being</p> <p>KB3. the different factors which should be taken into account when preparing accommodation in a safe, secure and clean state</p> <p>KB4. how to settle animals in a new place, and why this is important</p> <p>KB5. the specific needs of special care animals and how these should be considered</p> <p>KB6. the methods of handling livestock safely</p> <p>KB7. the relationship between maintaining animals accommodation and promoting animal health and well-being</p> <p>KB8. to recognize stress, normal and abnormal behaviour within livestock</p> <p>KB9. the specific needs of special care animals and how these should be considered</p> <p>KB10. cleaning routines appropriate to the animal species concerned and the accommodation in which they are being kept</p> <p>KB11. Hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.</p> <p>KB12. the effects which different cleaning methods and materials may have on the health and well-being of animals and how to minimize any detrimental effect</p> <p>KB13. organizational health and safety and animal welfare policy and your own responsibility under relevant health and safety and animal welfare legislation</p> <p>KB14. the consequences of failing to monitor effectively or not reporting variations</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. mention the data which are required for record keeping purpose</p> <p>SA2. report problems to the appropriate personnel in a timely manner</p> <p>SA3. write descriptions and details about incidents in reports</p>
	<b>Reading Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. read instruction manuals for hand tool and equipments</p> <p>SA5. read instructions on work orders and procedures</p>

**AGR/N4102**
**Establish Livestock within accommodation**

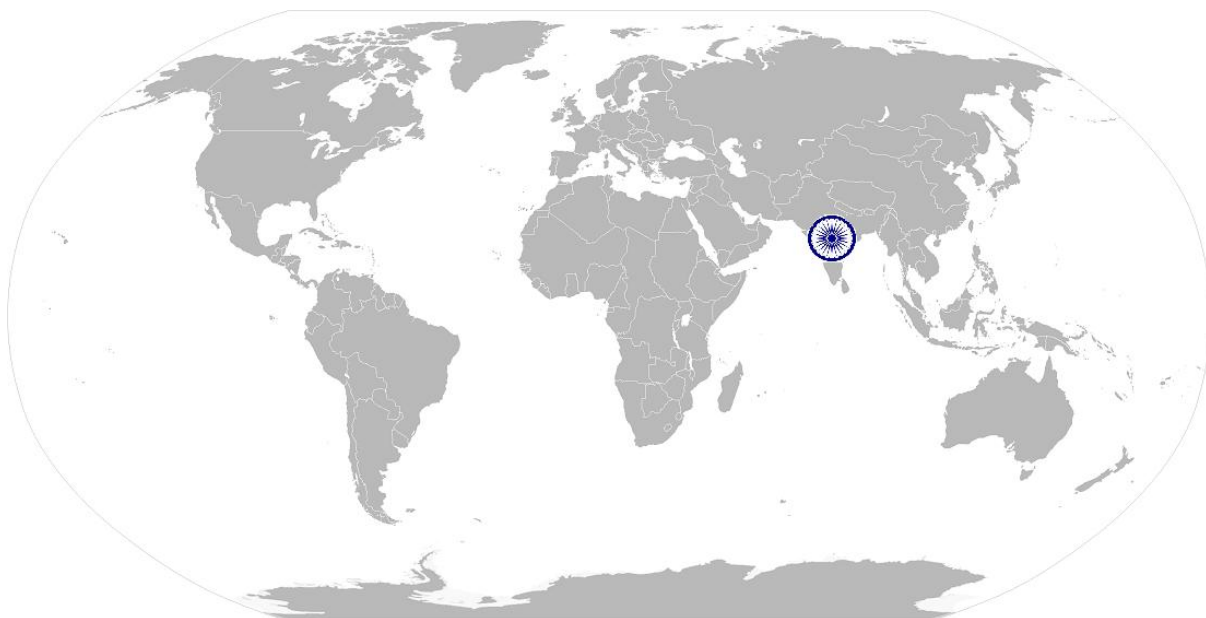
	<b>Oral Communication (Listening and Speaking skills)</b>
	The individual on the job needs to know and understand how to: SA6. Receive instructions and seek advice from supervisors and managers
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The individual on the job needs to know and understand how to: SB1. choose work procedures SB2. select appropriate hand tools and personal protection devices considering safety requirements, materials being used
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB3. schedule Daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	<b>Customer Centricity</b>
	The individual on the job needs to know and understand how to: SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry
	<b>Analytical Thinking</b>
	The individual on the job needs to know and understand how to: SB5.monitor and maintain the condition of tools and equipment SB6.monitor the health of the cattle
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB7. monitor and maintain the material and equipment required for various farm operations
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to SB8.takeup his own working and learning

**AGR/N4102**

**Establish Livestock within accommodation**

## NOS Version Control

NOS Code	AGR/N4102		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21



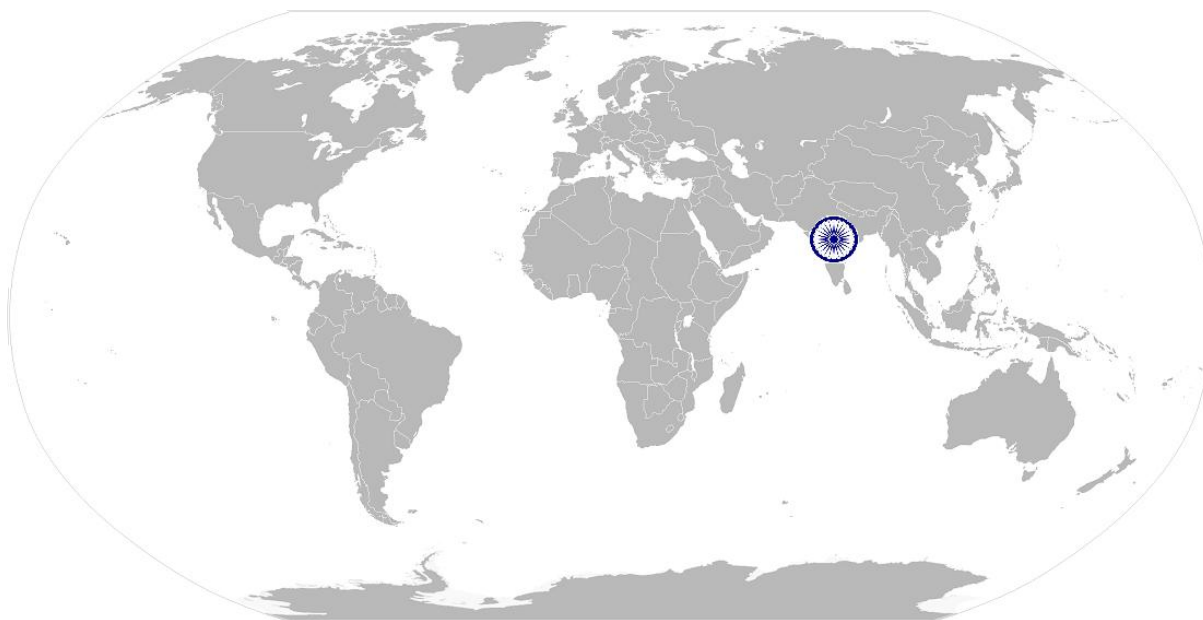


**AGR/N4103**

**Provide Feed and Water for Livestock**

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# National Occupational Standard



## Overview

This unit is about dealing with the provision of supply of feed & water for livestock

**AGR/N4103**
**Provide Feed and Water for Livestock**

## National Occupational Standard

<b>Unit Code</b>	<b>AGR/N4103</b>
<b>Unit Title (Task)</b>	<b>Provide Feed and Water for Livestock</b>
<b>Description</b>	This OS is about ways of preparing feed and water supplies and monitoring and maintaining the supply of feed and water to livestock.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Receive &amp; Store Animal Feed</li> <li>• Prepare feed and water supplies for livestock</li> <li>• Monitor and maintain the supply of feed and water to livestock</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Receive &amp; Store Animal Feed</b>	To be competent, the individual on the job must be able to: PC1. check that the correct quantities and types of animal feed have been delivered and that they are in an acceptable condition PC2. report any shortfalls or faults in delivered animal feed to the appropriate person PC3. Handle animal feed safely, and in a way that protects it from damage and contamination and minimizes wastage PC4. store animal feed safely according to the manufacturer's recommendations, in the order in which it is to be used PC5. check stored animal feed regularly for any signs of pest infestation and report this to the appropriate person straight away PC6. Check stock levels regularly and tell the appropriate person if stocks are low.
<b>Prepare feed and water supplies for livestock</b>	PC7. Wash hands effectively before and after handling animal feed PC8. Obtain the equipment and materials needed to prepare and serve animal feed PC9. Clean work surfaces, utensils and equipment effectively before and after use PC10. Arrange for various feed and feed supplements essential for animal nutrition and growth. PC11. Mix the appropriate proportions of feed and feed supplements depending on the age and stage of growth of animal. PC12. Prepare the correct amount of animal feed as directed in the Feeding Plan in a way that minimizes wastage PC13. Operation and maintenance of equipment used in feed preparation e.g. chaff cutter. PC14. Use working methods and practices throughout the process that promote health and safety PC15. Dispose off any stale and unusable animal feed in a safe place and put equipment and utensils away safely.

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**Provide Feed and Water for Livestock**

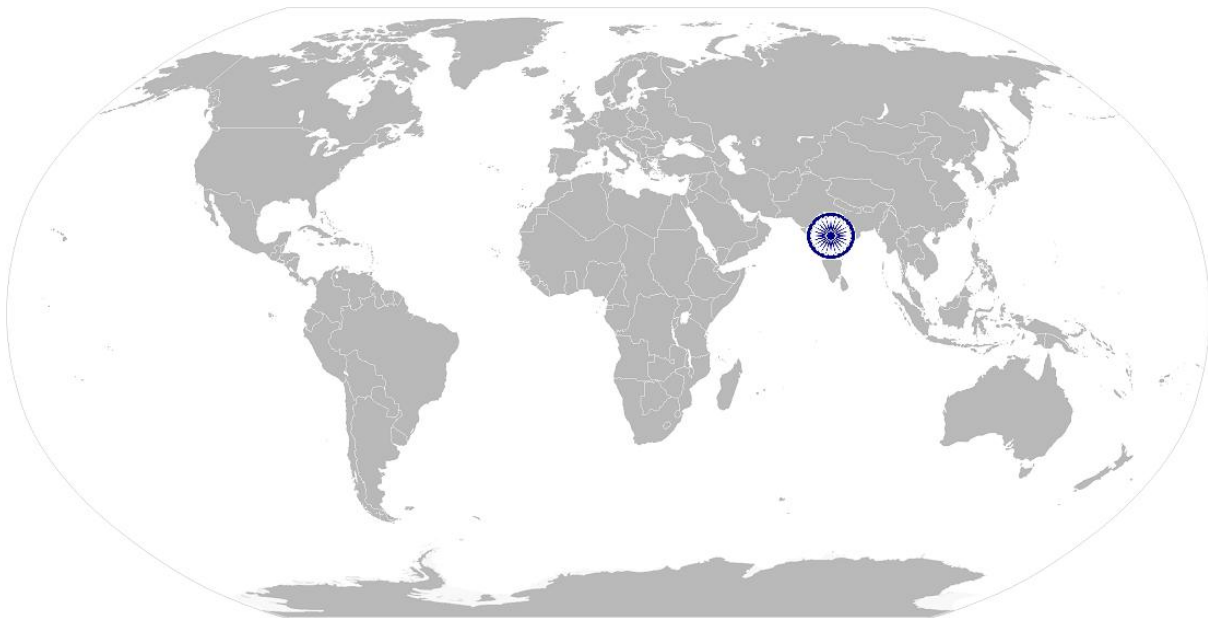
<b>Monitor &amp; maintain the supply of feed &amp; water to livestock</b>	<p>PC16. wear suitable personal protective equipment when providing feed and water to livestock</p> <p>PC17. Supply feed to livestock according to established workplace procedures</p> <p>PC18. supply clean, fresh water to the animals according to their needs</p> <p>PC19. report concerns, related to the feeding and drinking habits of animals, to the supervisor immediately</p> <p>PC20. monitor the condition of feed and water and take the appropriate action when problems occur</p> <p>PC21. clean and maintain feed and water equipment according to established workplace procedures</p> <p>PC22. dispose of waste from the feeding and watering systems safely and correctly, according to established workplace procedures</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies, and procedures in work</p> <p>KA2. relevant health and safety requirements applicable in the work environment</p> <p>KA3. own job role and responsibilities and sources for information pertaining to work</p> <p>KA4. who to approach for support in order to obtain work related information, clarifications and support</p> <p>KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</p> <p>KA6. documentation and related procedures applicable in the context of work</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. The system that your organization uses for ordering stocks of feed, and what records are kept</p> <p>KB2. the purpose of checking the quantity and quality of received feed and the possible consequences of not doing this</p> <p>KB3. why the feed received and used is recorded and what to do if any shortfalls are identified</p> <p>KB4. how to identify feed that is not acceptable, and what to do about it</p> <p>KB5. types of feed and the possible consequences of incorrectly storing feed</p> <p>KB6. the principles of stock rotation and why this is done</p> <p>KB7. methods of safe moving and handling</p> <p>KB8. The signs of possible pest infestation and the action to take if these are found.</p> <p>KB9. Basic nutritional requirements for animals, including water storage, preparation and presentation requirements for feed and feed supplements</p> <p>KB10. Identify the type and quantity of animal feed required for each class of livestock and their basic role in animal diets</p> <p>KB11. how to prepare feed for livestock</p> <p>KB12. how to use and store equipment correctly</p> <p>KB13. the correct methods for supplying feed and maintaining adequate levels</p>

**AGR/N4103**
**Provide Feed and Water for Livestock**

	KB14. the reasons for checking the condition of feed and water KB15. the methods of cleaning and maintaining feeding and watering equipment in a fit condition KB16. the importance of ensuring all livestock have access to feed and water KB17. how to identify normal feeding and drinking behavior of livestock and the potential reasons for changes in consumption KB18. the correct methods for disposing of organic and inorganic feed waste
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The individual on the job needs to know and understand how to: SA1. mention the data which are required for record keeping purpose SA2. report problems to the appropriate personnel in a timely manner SA3. write descriptions and details about incidents in reports
	<b>Reading Skills</b>
	The individual on the job needs to know and understand how to: SA4. read instruction manuals for hand tool and equipments SA5. read instructions on work orders and procedures
	<b>Oral Communication (Listening and Speaking skills)</b>
	The individual on the job needs to know and understand how to: SA6. Receive instructions and seek advice from supervisors and managers
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The individual on the job needs to know and understand how to: SB1. choose work procedures SB2. select appropriate hand tools and personal protection devices considering safety requirements, materials being used
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB3. schedule Daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	<b>Customer Centricity</b>
	The individual on the job needs to know and understand how to: SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry
	<b>Analytical Thinking</b>
	The individual on the job needs to know and understand how to: SB5. monitor and maintain the condition of tools and equipment SB6. monitor the health of the cattle
	<b>Critical Thinking</b>

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**Provide Feed and Water for Livestock**

	The individual on the job needs to know and understand how to: SB7.apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB8. judge the safety of jobsites and quality of hand tools SB9.assess the health and conditions of dairy cattle
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB10. Identify problems immediately and take up solutions quickly to resolve delays



**AGR/N4103**
**Provide Feed and Water for Livestock**

## NOS Version Control

NOS Code	AGR/N4103		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21



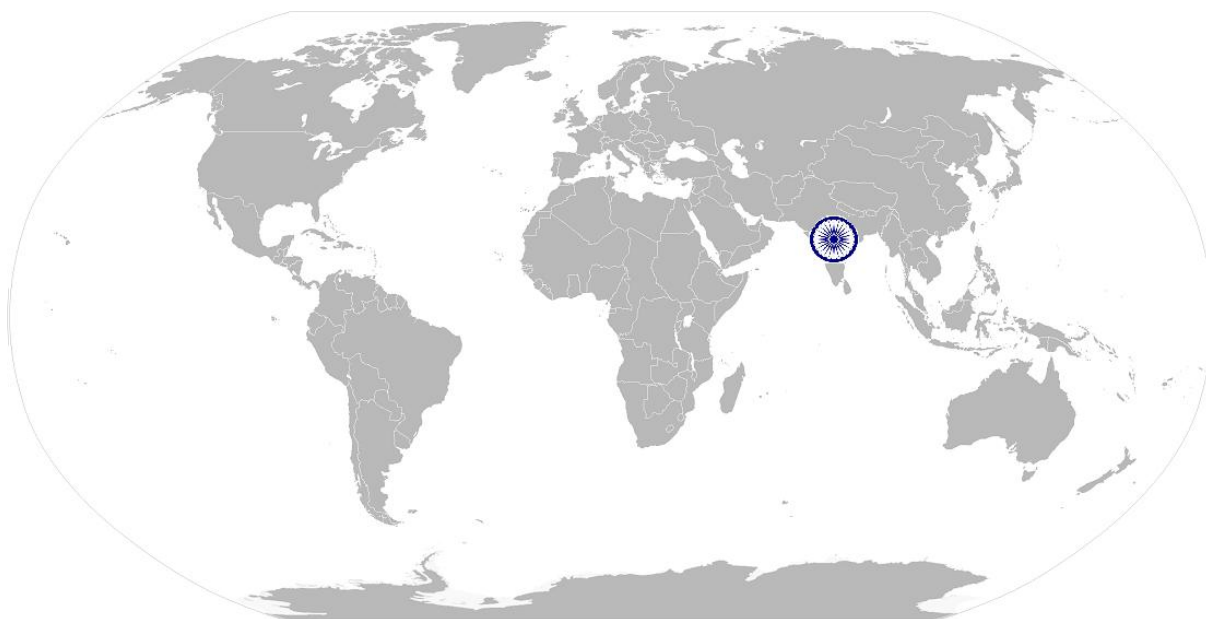


**AGR/N4104**

**Maintain Healthy Performance of Livestock**

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# National Occupational Standard



## Overview

This unit is about maintaining healthy performance of livestock.

**AGR/N4104**
**Maintain Healthy Performance of Livestock**

National Occupational Standard

Unit Code	AGR/N4104
Unit Title (Task)	Maintain Healthy Performance of Livestock
Description	This OS is about ways of monitoring the health and well being of livestock and delivering basic recommended treatment to livestock
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>Monitor the health and well-being of livestock</li> <li>Deliver basic recommended treatment to livestock</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Monitor the health and well-being of livestock</b>	To be competent, the individual on the job must be able to: PC1. treat animals in a manner which complies with relevant legislation, minimizes any likelihood of stress and injury, and maintains their health and well-being PC2. provide animals with sufficient and effective opportunities to move, and maintain physical functioning PC3. monitor the physical condition of the animals at suitable intervals, and recognize, record and report any abnormal signs PC4. check livestock for presence of external parasites PC5. carry out specific measures to promote and maintain animals' health and welfare correctly and safely PC6. ensure records are accurate, legible and complete and comply with organizational and legal requirements for future reference PC7. Immediately summon assistance for any animals health emergency, and initiate action appropriate to the situation PC8. manage waste safely and correctly in accordance with legislative requirements.
<b>Deliver basic recommended treatment to livestock</b>	PC9. use and store drugs, medication and equipment in accordance with veterinary instructions and organizational policy PC10. use current and uncontaminated prescribed medication only for the intended animal PC11. use the correct technique to give the specified treatment at the correct time PC12. report any difficulties, in administering treatments, immediately to the supervisor PC13. complete records of the treatment accurately, according to established workplace procedures PC14. observe livestock after treatments and report concerns immediately to the supervisor
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. relevant legislation, standards, policies, and procedures in work KA2. relevant health and safety requirements applicable in the work

**AGR/N4104**
**Maintain Healthy Performance of Livestock**

organization and its processes)	environment KA3. own job role and responsibilities and sources for information pertaining to work KA4. who to approach for support in order to obtain work related information, clarifications and support KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business KA6. documentation and related procedures applicable in the context of work
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. how to promote the health and well-being of animals and minimize any stress and injury KB2. organizational policy in relation to the treatment of animals and your responsibility under welfare legislation KB3. The purpose for which the animals are being kept and the relationship of this to health and well-being KB4. Why animals need movement and how this varies at different times KB5. The appearance, posture and movement, behavior and bodily functioning of healthy animals characteristics of the species, age, health status and social needs KB6. Signs which indicate potential problems with animals' health and well-being, and the actions which should be taken KB7. Types of preventative care for maintaining the health and well-being of animals KB8. How the environment may be adjusted for the health and well-being of the animals KB9. Animal temperaments and behavior related to the associated hazards and risks to animals and staff during animal feeding and cleaning of animal house KB10. The reasons for keeping records and the importance of accuracy KB11. How to recognize a health emergency in an animal and the correct actions to take KB12. Processes that support environment and resource efficiencies KB13. Correct methods for disposing of organic and inorganic waste. KB14. the significance of expiry dates on drugs and medication KB15. the possible sources of contamination to medication and how to identify damage KB16. which equipment to select for each treatment KB17. how to administer prescribed basic healthcare treatments KB18. the importance of keeping to instructions for basic healthcare treatments KB19. the potential consequences of not keeping to instructions and procedures for carrying out treatments KB20. how to use restraint techniques KB21. reasons and legislative requirements for 'withdrawal periods' for animals KB22. reasons for personal hygiene and safety precautions (e.g. communicable diseases)

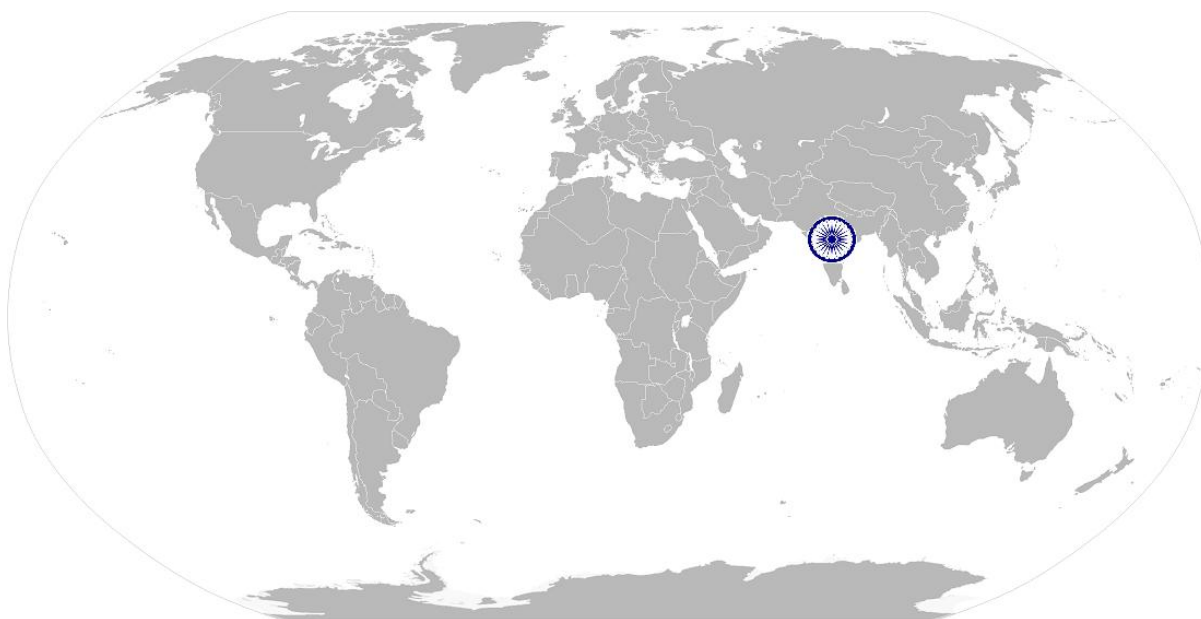
**AGR/N4104**
**Maintain Healthy Performance of Livestock**

	between animals and humans) KB23. reasons for maintaining records KB24. the correct methods for disposing of waste KB25. changes in the condition of the animal which may occur after the treatment KB26. why it is necessary to monitor the behavior of animals after treatment and report unusual signs KB27. Organizational policy in relation to animal treatment and one's responsibility under welfare Legislation
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The individual on the job needs to know and understand how to: SA1. mention the data which are required for record keeping purpose SA2. report problems to the appropriate personnel in a timely manner SA3. write descriptions and details about incidents in reports
	<b>Reading Skills</b>
	The individual on the job needs to know and understand how to: SA4. read instruction manuals for hand tool and equipments SA5. read instructions on work orders and procedures
	<b>Oral Communication (Listening and Speaking skills)</b>
	The individual on the job needs to know and understand how to: SA6. receive instructions and seek advice from supervisors and managers
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The individual on the job needs to know and understand how to: SB1. choose work procedures SB2. select appropriate hand tools and personal protection devices considering safety requirements, materials being used
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB3. schedule Daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	<b>Human Centricity</b>
	The individual on the job needs to know and understand how to: SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry
	<b>Analytical Thinking</b>
	The individual on the job needs to know and understand how to: SB5. monitor and maintain the condition of tools and equipment SB6. monitor the health of the cattle
	<b>Critical Thinking</b>

**AGR/N4104**

**Maintain Healthy Performance of Livestock**

	The individual on the job needs to know and understand how to: SB7.apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB8. judge the safety of jobsites and quality of hand tools SB9.assess the health and conditions of dairy cattle
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB10. Identify problems immediately and take up solutions quickly to resolve delays



**AGR/N4104**
**Maintain Healthy Performance of Livestock**

## NOS Version Control

NOS Code	AGR/N4104		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21



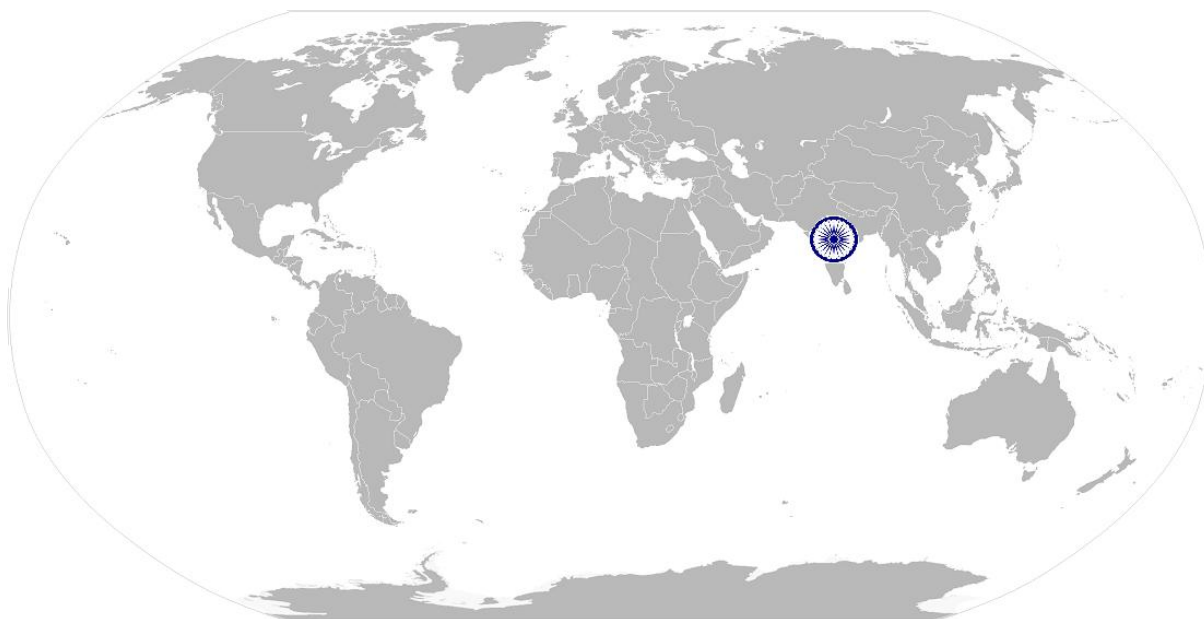


**AGR/N4105**

**Performing Hand and Machine Milking**

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# National Occupational Standard



## Overview

This unit is about performing hand milking using the right technique and things to be considered before & after milking.

**AGR/N4105**
**Performing Hand and Machine Milking**

## National Occupational Standard

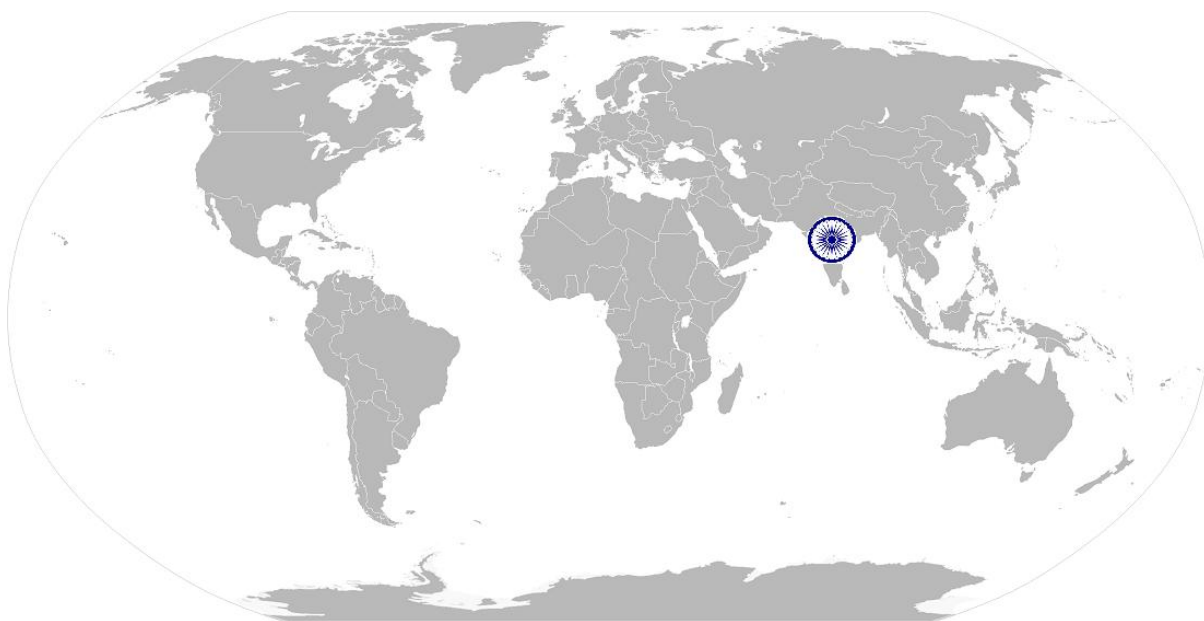
<b>Unit Code</b>	<b>AGR/N4105</b>
<b>Unit Title (Task)</b>	<b>Performing Hand and Machine Milking</b>
<b>Description</b>	This OS is about good hand and machine milking practices to be followed by the Dairy worker
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Pre-Milking Activities</li> <li>• Milking Activities</li> <li>• Post-Milking Activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Pre-Milking Activities</b>	To be competent, the individual on the job must be able to: PC1. maintain conducive milking environment PC2. restrain the cow in preparing her for milking PC3. prepare Udder before milking PC4. check for mastitis PC5. check and Adjust milking equipment, as required, to ensure correct operating order PC6. carry out livestock health treatments during drying off, as directed, with minimal stress and weight loss
<b>Milking Activities</b>	PC7. perform Milking using the right technique PC8. establish a calm regular milking routine PC 9. Implement milking procedures with minimum stress to livestock and maximum yield within reasonable timeframes PC10. rectify Minor malfunctions of equipment or milking systems are rectified to manufacturer's specifications, and more complex repairs are reported for specialist attention PC11. Implement prescribed handling practices so as to prevent cross-infection during milking operations
<b>Post-Milking Activities</b>	PC12. perform Teat dipping to prevent mastitis PC13. weigh and store the milk into milk can PC14. clean the milking pail and keep them in the designated place
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant legislation, standards, policies, and procedures in work KA2. relevant health and safety requirements applicable in the work environment KA3. own job role and responsibilities and sources for information pertaining to work KA4. who to approach for support in order to obtain work related information, clarifications and support KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business

**AGR/N4105**
**Performing Hand and Machine Milking**

	KA6. documentation and related procedures applicable in the context of work
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. hygiene and proper environment requirements for stress free milking</p> <p>KB2. factors impacting on livestock stress and minimization procedure</p> <p>KB3. method of Identification of mastitis and measures to be taken thereafter</p> <p>KB4. method of operating and its maintenance</p> <p>KB5. Relevant codes of practice with regard to milking operation</p> <p>KB6. Factors impacting on livestock stress and minimization procedure</p> <p>KB7. Causes of poor milk quality</p> <p>KB8. Necessary precautions for stress free (for dairy animal) milking</p> <p>KB9. hygiene requirements &amp; cleaning system used for milking equipments</p> <p>KB10. proper milk storage techniques</p> <p>KB11. types &amp; control of health problems of dairy cattle including mastitis prevention</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. mention the data which are required for record keeping purpose</p> <p>SA2. report problems to the appropriate personnel in a timely manner</p> <p>SA3. write descriptions and details about incidents in reports</p>
	<b>Reading Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. read instruction manuals for hand tool and equipments</p> <p>SA5. read instructions on work orders and procedures</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA6. receive instructions and seek advice from supervisors and managers</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SB1. choose work procedures</p> <p>SB2. select appropriate hand tools and personal protection devices considering safety requirements, materials being used</p>
	<b>Plan and Organize</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SB3. schedule Daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for completion.</p>
	<b>Customer Centricity</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry</p>
	<b>Analytical Thinking</b>

**AGR/N4105**
**Performing Hand and Machine Milking**

	The individual on the job needs to know and understand how to: SB5. monitor and maintain the condition of tools and equipment SB6. monitor the health of the cattle
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to: SB7. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB8. Judge the safety of jobsites and quality of hand tools SB9. Assess the health and conditions of dairy cattle
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB10. Identify problems immediately and take up solutions quickly to resolve delays

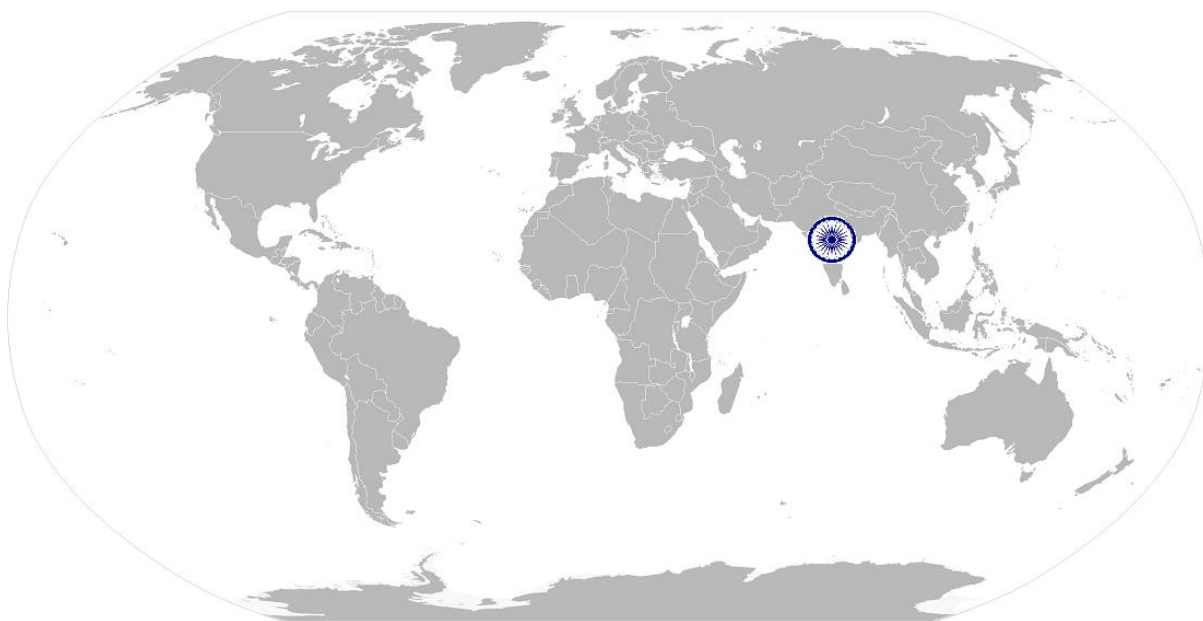


**AGR/N4105**

**Performing Hand and Machine Milking**

## NOS Version Control

NOS Code	AGR / N4105		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21

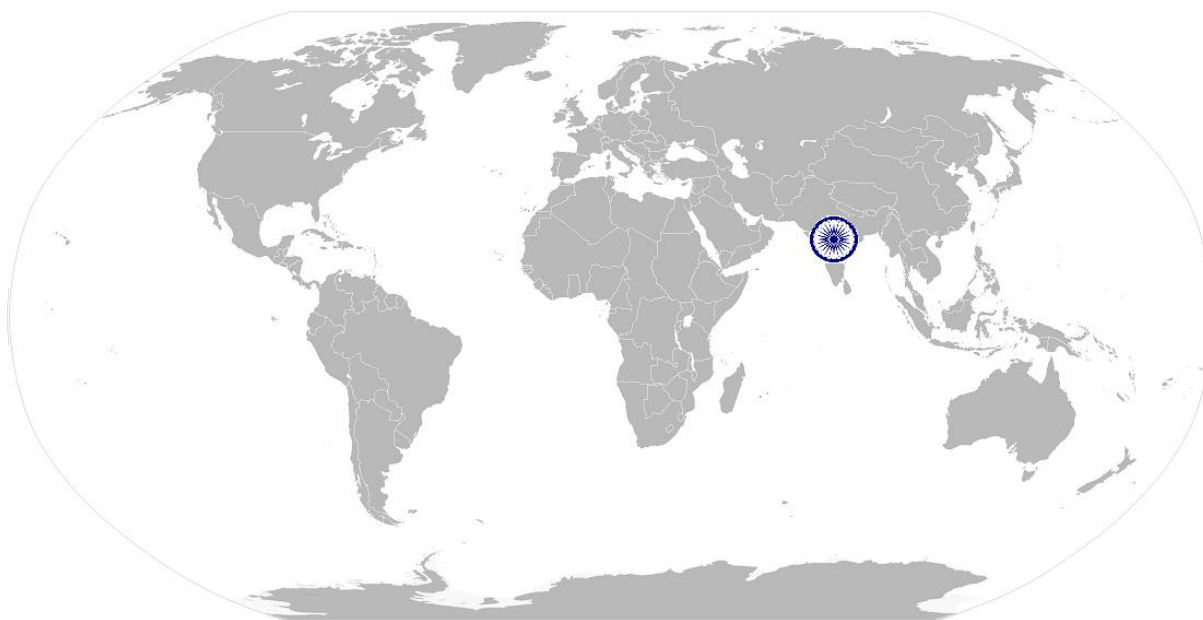


**AGR/N4106**

**Forage Conservation**

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# National Occupational Standard



## Overview

This unit is about dealing with Fodder Conservation Activities for use in Dairy Farm.



**AGR/N4106**
**Forage Conservation**

## National Occupational Standard

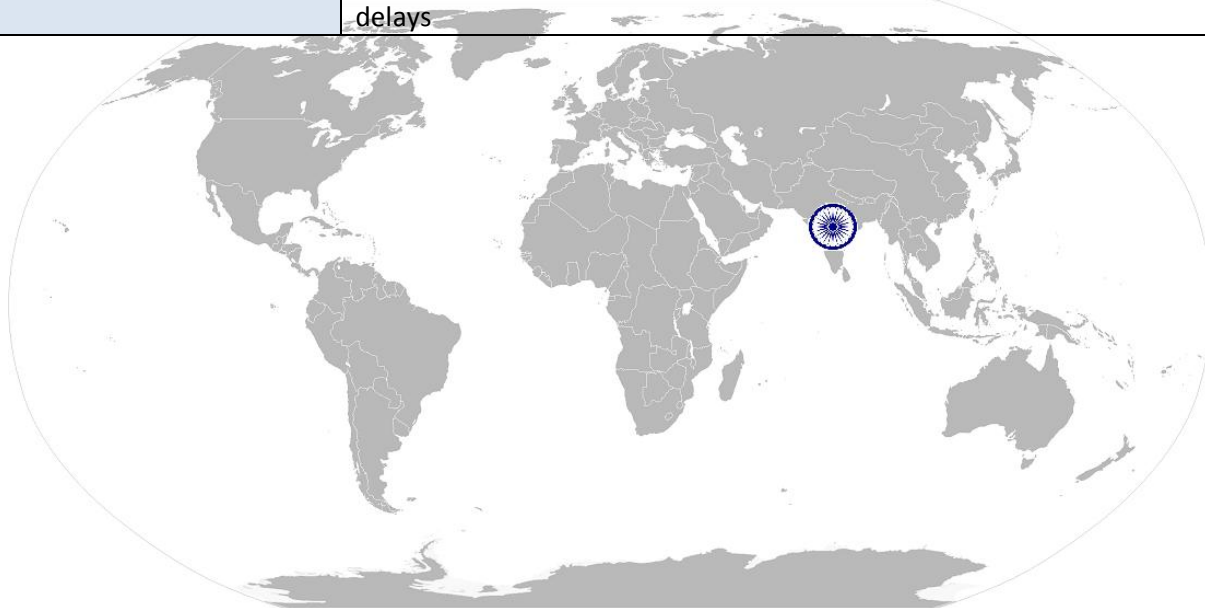
<b>Unit Code</b>	<b>AGR/N4106</b>
<b>Unit Title (Task)</b>	<b>Forage Conservation</b>
<b>Description</b>	This OS is about ways of conserving forage so as to ensure all year supply of the same to the dairy animals in the farm
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Preparation for Fodder Conservation</li> <li>• Forage Conservation</li> <li>• Closing Operations</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Preparation for Fodder Conservation</b>	To be competent, the individual on the job must be able to: PC1. explore various forage conservation options based on the year round requirement of feed and fodder. PC2. identify risk factors for spoilage in forage conservation such as fire, vermin and air in silage. PC3. ensure favorable conditions suitable for forage conservation. PC4. prepare forage conservation machinery and equipment in accordance with manufacturer's specifications, Occupational Health and Safety (OHS) requirements. PC5. ensure clear access to paddocks for harvesting and transport machinery. PC6. prepare storage facility for selected forage conservation method.
<b>Forage Conservation</b>	PC7. identify safety hazards and implement OHS procedures for forage conservation. PC8. monitor weather conditions to determine optimum time for harvest and to ensure quality. PC9. identify dry matter target and assess dry matter content of forage material for the forage operation. PC10. mow, condition, tender and/or rake swaths depending on weather conditions and forage drying targets. PC11. conduct harvesting activities in a safe, controlled and efficient manner. PC12. check equipment during harvesting operations regularly for wear and damage. PC13. Bale, wrap, compact, seal or store forage in accordance with storage plan. PC14. load, transport, and store/compact (if required) forage in accordance with OHS and quality requirements. PC15. store forage so as to minimize risk of spoilage and combustion.
<b>Closing Operations</b>	PC16. dispose of all waste and debris to minimize environmental impacts. PC17. clean and service machinery and ancillary equipment in accordance with manufacturer's specifications, OHS requirements and industry practice. PC18. test or sample stored forage for quality. PC19. mitigate environmental impacts of forage conservation activities such as effluent run off, if any.
<b>Knowledge and Understanding (K)</b>	

**AGR/N4106**
**Forage Conservation**

<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant legislation, standards, policies, and procedures in work KA2. relevant health and safety requirements applicable in the work environment KA3. own job role and responsibilities and sources for information pertaining to work KA4. who to approach for support in order to obtain work related information, clarifications and support KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business KA6. documentation and related procedures applicable in the context of work
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. silage and hay conservation systems and methods. KB2. factors affecting the quality of silage and hay. KB3. range and functions of silage and haymaking machinery and equipment. KB4. common weeds, pests and diseases associated with crops and pastures KB5. types and application of personal protective equipment. KB6. dry matter content, quality and hygiene requirements. KB7. environmental risks and impacts of forage conservation.
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The individual on the job needs to know and understand how to: SA1. mention the data which are required for record keeping purpose SA2. report problems to the appropriate personnel in a timely manner SA3. write descriptions and details about incidents in reports
	<b>Reading Skills</b>
	The individual on the job needs to know and understand how to: SA4. read instruction manuals for hand tool and equipments SA5. read instructions on work orders and procedures
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	The individual on the job needs to know and understand how to: SA6. receive instructions and seek advice from supervisors and managers
	<b>Decision Making</b>
	The individual on the job needs to know and understand how to: SB1. choose work procedures SB2. select appropriate hand tools and personal protection devices considering safety requirements, materials being used
	<b>Plan and Organize</b>
The individual on the job needs to know and understand how to: SB3. Schedule Daily activities and drawing up priorities; Allocate start times,	

**AGR/N4106**
**Forage Conservation**

	estimation of completion times and materials, equipment and assistance required for completion.
	<b>Customer Centricity</b>
	The individual on the job needs to know and understand how to: SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry
	<b>Analytical Thinking</b>
	The individual on the job needs to know and understand how to: SB5. Monitor and maintain the condition of tools and equipment SB6. Monitor the health of the cattle
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to: SB7. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB8. judge the safety of jobsites and quality of hand tools SB9. assess the health and conditions of dairy cattle
	<b>Problem Solving</b>
	SB10. Identify problems immediately and take up solutions quickly to resolve delays

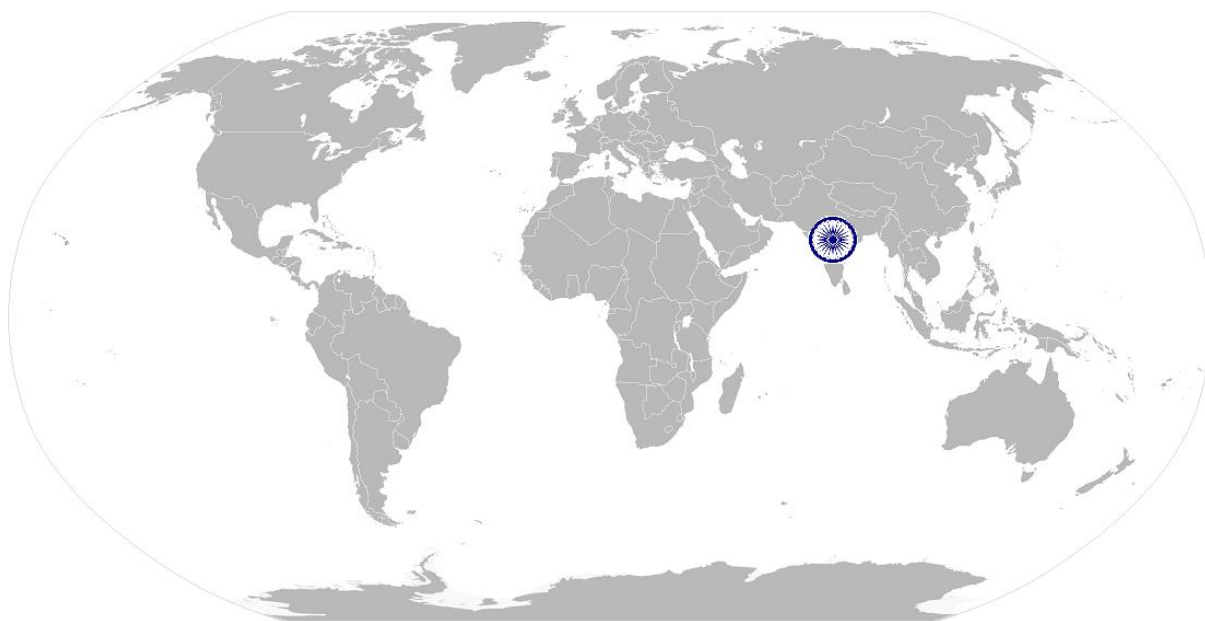


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**Forage Conservation**

## NOS Version Control

NOS Code	AGR / N4106		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21



**AGR/N4107**

**Entrepreneurship**

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# National Occupational Standard



## Overview

This unit is about Entrepreneurship that is essential for the financial viability of the vocation.

**AGR/N4107**
**Entrepreneurship**

## National Occupational Standard

<b>Unit Code</b>	<b>AGR/N4107</b>
<b>Unit Title (Task)</b>	<b>Entrepreneurship</b>
<b>Description</b>	This OS is about dimensions of entrepreneurship of a Dairy Farmer
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Dairy Farming Economics and Finances</li> <li>• Market Information Management</li> <li>• Client Relation Management</li> <li>• Marketing</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Dairy Farming Economics and Finances</b>	To be competent, the individual on the job must be able to: PC1. farm Planning and Budgeting with reference to various components of Dairy Farm PC2. Keep books of accounts and various transactions of the farm PC3. Arrange for financial assistance from various quarters in the light of various schemes available for dairy development
<b>Market Information Management</b>	PC5. Ascertain the prices of various inputs and milk and milk products from the market PC6. Assess the influence of various quality parameters of the milk on the milk pricing
<b>Client Relation Management</b>	PC7. Establish cordial relations with various clients for the benefit of dairy farm development PC8. Assess the needs and requirement of the clients and assess one's own unique selling proposition PC9. Extract critical market information that is otherwise not in the public domain
<b>Marketing</b>	PC10. Choose appropriate buyer in a given situation of market parameters PC11. Identify best ways of attracting market price for one's produce PC12. Ensure quality before and during the sale activity to ensure good returns.
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. relevant legislation, standards, policies, and procedures in work</li> <li>KA2. relevant health and safety requirements applicable in the work environment</li> <li>KA3. own job role and responsibilities and sources for information pertaining to work</li> <li>KA4. who to approach for support in order to obtain work related information, clarifications and support</li> <li>KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</li> </ul>



**AGR/N4107**
**Entrepreneurship**

	KA6. documentation and related procedures applicable in the context of work
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. Basic steps of dairy farm planning and budgeting</p> <p>KB2. Basic principles of keeping books of accounts</p> <p>KB3. Various Government and other schemes / products / offers available for dairy development and milk marketing</p> <p>KB4. Different players selling various dairy farm inputs and their prices</p> <p>KB5. Different players buying milk and milk products and their prices</p> <p>KB6. Various methods of updating oneself with market information such as mobile usage, contact with key informants, tie up government agencies etc.</p> <p>KB7. Needs and options available with various clients</p> <p>KB8. Advantages and disadvantages of doing business with each one of the clients</p> <p>KB9. The quality parameters of milk and milk products and their market prices</p> <p>KB10. Pricing mechanism of various buyers of milk and milk products</p> <p>KB11. Costing of various logistic arrangements towards the sale of milk and milk products at different markets and consumer points.</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. mention the data which are required for record keeping purpose</p> <p>SA2. report problems to the appropriate personnel in a timely manner</p> <p>SA3. write descriptions and details about incidents in reports</p>
	<b>Reading Skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. read instruction manuals for hand tool and equipments</p> <p>SA5. read instructions on work orders and procedures</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA6. receive instructions and seek advice from supervisors and managers</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SB1. choose work procedures</p> <p>SB2. select appropriate hand tools and personal protection devices considering safety requirements, materials being used</p>
	<b>Plan and Organize</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SB3. schedule Daily activities and drawing up priorities; Allocate start times, estimation of completion times and materials, equipment and assistance required for completion.</p>
	<b>Customer Centricity</b>
	The individual on the job needs to know and understand how to:

**AGR/N4107**
**Entrepreneurship**

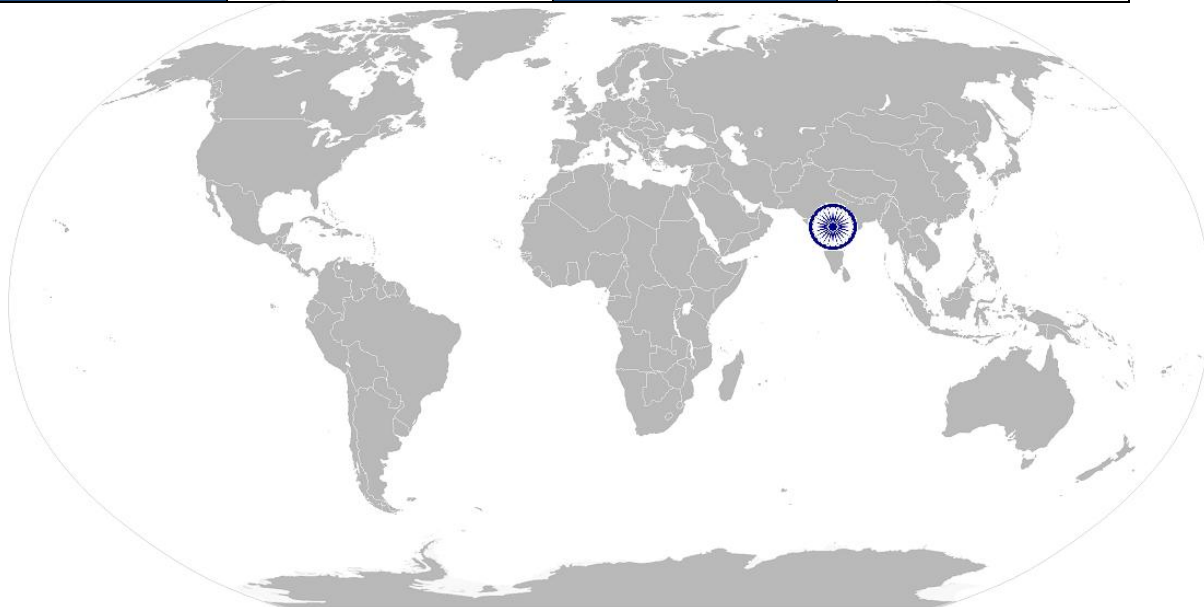
	SB4. manage relationships with co workers and managers of the who may be stressed, frustrated, confused or angry
	<b>Analytical Thinking</b>
	The individual on the job needs to know and understand how to: SB5.monitor and maintain the condition of tools and equipment SB6.monitor the health of the cattle
	<b>Critical Thinking</b>
	The individual on the job needs to know and understand how to: SB7.apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB8. judge the safety of jobsites and quality of hand tools SB9.assess the health and conditions of dairy cattle
	<b>Problem Solving</b>
	The individual on the job needs to know and understand how to: SB10. Identify problems immediately and take up solutions quickly to resolve delays



**AGR/N4107**
**Entrepreneurship**

## NOS Version Control

NOS Code	AGR/N4107		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21

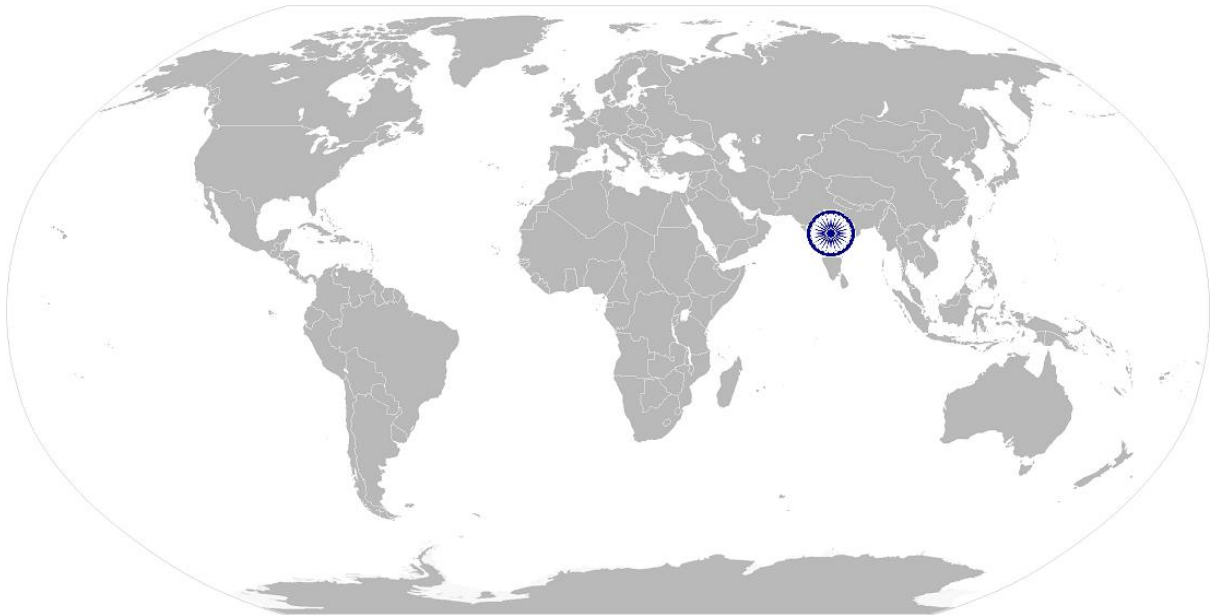


**AGR/N9903**

**Maintain Health & Safety at the workplace**

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# National Occupational Standard



## Overview

This unit is about maintaining health & safety of self and others at the workplace.

**AGR/N9903**
**Maintain Health & Safety at the workplace**

## National Occupational Standard

<b>Unit Code</b>	<b>AGR/N9903</b>
<b>Unit Title (Task)</b>	<b>Maintain Health &amp; Safety at the workplace</b>
<b>Description</b>	This OS is for the cultivator who is responsible for maintaining health and safety of self and others co workers at workplace
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Maintain clean and efficient workplace</li> <li>• Render appropriate emergency procedures</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintaining clean and efficient workplace</b>	To be competent, the individual must be able to: <ul style="list-style-type: none"> <li>PC1. undertake basic safety checks before operation of all machinery and vehicles and hazards are reported to the appropriate supervisor</li> <li>PC2. work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.</li> <li>PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants etc</li> <li>PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practice.</li> <li>PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use</li> <li>PC6. dispose of waste safely and correctly in a designated area</li> <li>PC7. recognise risks to bystanders and take action to reduce risk associated with jobs in the workplace</li> <li>PC8. perform your work in a manner which minimizes environmental damage all procedures and work instructions for controlling risk are followed closely.</li> <li>PC9. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger.</li> </ul>
<b>Render appropriate emergency procedures</b>	To be competent, the individual must be able to: <ul style="list-style-type: none"> <li>PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.</li> <li>PC11. follow emergency procedures to company standard / workplace requirements</li> <li>PC12. use emergency equipment in accordance with manufacturers' specifications and workplace requirements</li> <li>PC13. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques</li> <li>PC14. recover (if practical), clean, inspect/test, refurbish, replace and store the</li> </ul>

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	first aid equipment as appropriate PC15. report details of first aid administered in accordance with workplace procedures.
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. relevant legislation, standards, policies, and procedures in work KA2. relevant health and safety requirements applicable in the work environment KA3. own job role and responsibilities and sources for information pertaining to work KA4. who to approach for support in order to obtain work related information, clarifications and support KA5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business KA6. documentation and related procedures applicable in the context of work
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. personal hygiene and fitness requirements KB2. your general duties under the relevant health and safety legislation KB3. what personal protective equipment and clothing should be worn and how it is cared for KB4. the correct and safe way to use materials and equipment required for your work KB5. the importance of good housekeeping in the workplace KB6. safe disposal methods for waste KB7. methods for minimizing environmental damage during work KB8. the risks to health and safety and the measures to be taken to control those risks in your area of work KB9. workplace procedures and requirements for the treatment of workplace injuries/illnesses. KB10. basic emergency first aid procedure KB11. local emergency services KB12. why accidents, incidents and problems should be reported and the appropriate action to take
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. mention the data which are required for record keeping purpose SA2. report problems to the appropriate personnel in a timely manner write descriptions and details about incidents in reports
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA3. read instruction manual for hand tool and equipments



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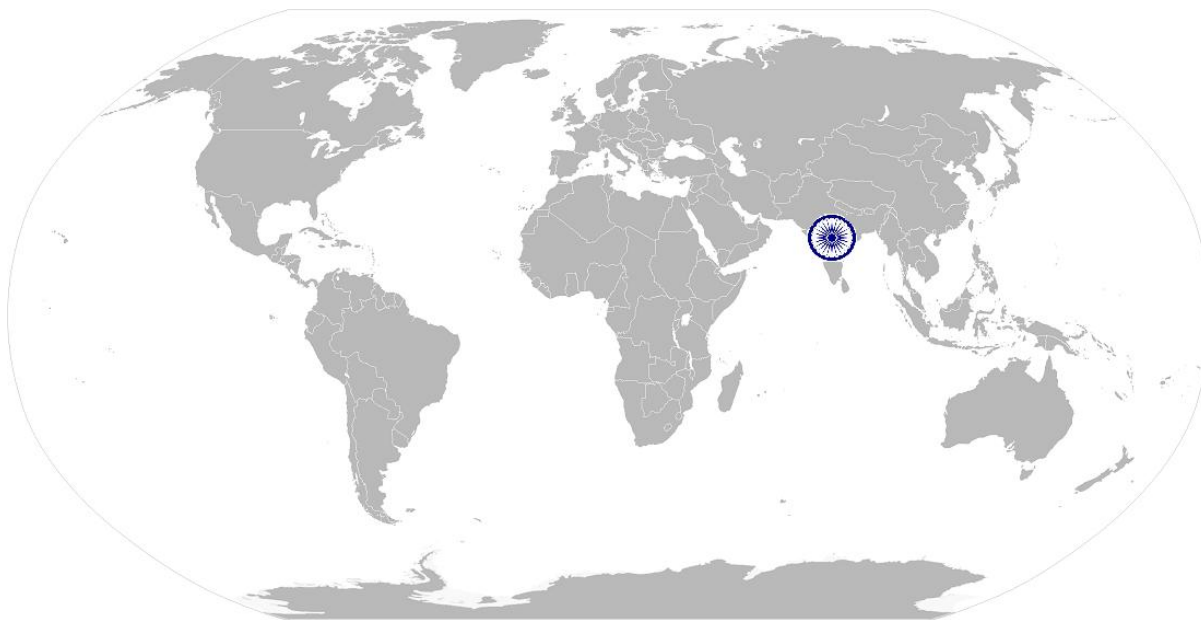
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. communicate clearly and effectively with others like farmers, concerned officer/stakeholders comprehends information shared by senior people and experts
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to types of tools to be used SB2. identify need of first aid and render it accordingly
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB3. schedule daily activities and drawing up priorities; allocate start times, estimation of completion times and materials, equipment and assistance required for completion.
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with co-workers and managers of the who may be stressed, frustrated, confused or angry
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. Identify problems immediately and take up solutions quickly to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB6. monitor and maintain the condition of tools and equipment SB7. assess situation & identify appropriate control measures
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. Take up his own working and learning

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## NOS Version Control

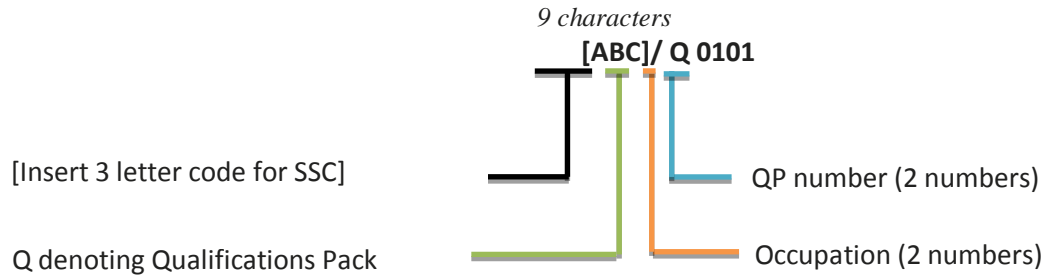
NOS Code	AGR/N9903		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	25/02/14
Sub Sector	Dairying	Last reviewed on	14/06/17
Occupation	Dairy Farm Management	Next review date	14/06/21



## Annexure

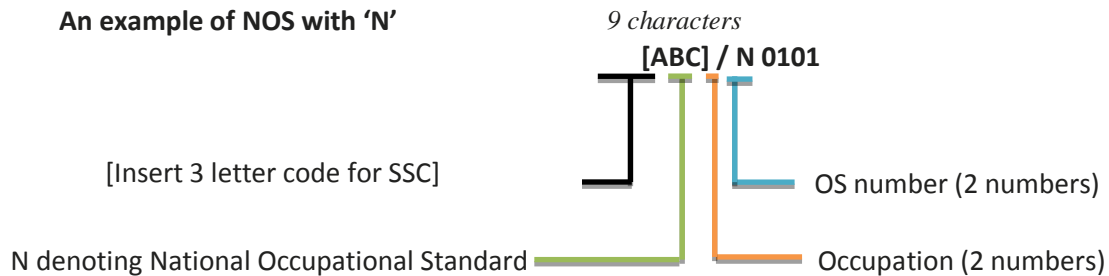
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
<b>Agriculture Crop Production</b>	<b>01 – 40</b>
<b>Dairying</b>	<b>41 – 42</b>
<b>Poultry</b>	<b>43 – 44</b>
<b>Animal Husbandry</b>	<b>45 – 48</b>
<b>Fisheries</b>	<b>49 – 51</b>
<b>Agriculture Allied Activities</b>	<b>52 – 60</b>
<b>Forestry, Environment and Renewable Energy Management</b>	<b>61 - 70</b>
<b>Agriculture Industries</b>	<b>71 – 90</b>
<b>Generic Occupations</b>	<b>96 - 99</b>

Sequence	Description	Example
<b>Three letters</b>	Industry name	AGR
<b>Slash</b>	/	/
<b>Next letter</b>	Whether QP or NOS	Q or N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

Note:

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment
- Occupation numbers from 91 – 95 have been intentionally left blank to accommodate any emerging segment in future.

## CRITERIA FOR ASSESSMENT OF TRAINEES

### Job Role

Dairy Farmer/Entrepreneur

### Qualification Pack

AGR/Q4101

### Sector Skill Council

Agriculture

#### 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).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
6. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Assessment outcomes	Assessment Criteria for outcomes	Total Marks (500)	Out Of	Marks Allocation	
				Theory	Skills Practical
1.AGR N4101 Prepare and Maintain Livestock Accommodation	PC1.Prepare animal accommodation which achieves the best balance between animal health and well-being and available resources, consistent with relevant legislation	75	8	4	4
	PC2.Prepare and maintain equipment, tools and materials required for livestock accommodation		6	3	3
	PC3. Follow cleaning routine in accordance with supervisor's instructions		8	4	4
	PC4. Dispose of waste according to established workplace procedures		7	5	2
	PC5. Report any hazards identified, to the supervisor immediately		6	4	2
	PC6. Maintain accommodation in a safe and clean condition for livestock		8	6	2
	PC7.Replenish materials and supplies as required by livestock		6	3	3
	PC8. Clean tools and equipment and maintain according to established workplace procedures		8	3	5
	PC9. Store equipment safely and securely in the assigned location		6	2	4
	PC10.Use working methods and systems which promote health and safety and which are consistent with relevant legislation and codes of practice.		6	2	4
	PC11.Take the appropriate action when monitoring reveals problems or issues with the accommodation		6	2	4
			75	38	37

2.AGR/ N4102 Establish Livestock within Accommodati on	PC1.Wear suitable personal protective equipment when establishing livestock in their accommodation	25	2	1	1
	PC2. Check that the equipment, materials and accommodation are suitable for reception of the livestock, prior to their arrival		2	1	1
	PC3.Establish suitable environmental conditions for the animals		2	1	1
	PC4.Handle and move the livestock correctly and safely, according to supervisor's instructions		2	1	1
	PC5. Introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare		2	1	1
	PC6. Deal with any difficulties arising according to established workplace procedures		2	1	1
	PC7.Carry out your work according to relevant legislation and codes of practice.		2	2	0
	PC8.Monitor the livestock carefully, to ensure their on-going health and welfare is maintained		2	1	1
	PC9.Monitorenvironmental conditions carefully to ensure that they promote the health and well-being of livestock		2	1	1
	PC10.Adjust and replenish materials as required by the livestock		2	1	1
	PC11.Arrange for regular cleaning of animal housing areas, floors and mats of animals (if any) according to the animal accommodation and specification.		2	0	2
	PC12. Carry out cleaning routines of animals as per prescribed procedures.		1	0	1
	PC13.Arrange for regular disposal of animal waste and other wastes as per prescribed procedures.		1	1	0
	PC14.Report problems that cannot be dealt with to the supervisor immediately		1	1	0
			25	13	12
3. AGR/ N4103 Provide Feed and Water for Livestock	PC1.check that the correct quantities and types of animal feed have been delivered and that they are in an acceptable condition	100	10	5	5
	PC2.report any shortfalls or faults in delivered animal feed to the appropriate person		5	2	3
	PC3. Handle animal feed safely, and in a way that protects it from damage and contamination and minimizes wastage		6	3	3
	PC4.store animal feed safely according to the manufacturer's recommendations, in the order in which it is to be used		6	4	2
	PC5.check stored animal feed regularly for any signs of pest infestation and report this to the appropriate person straight away		8	4	4
	PC6.Check stock levels regularly and tell the appropriate person if stocks are low.		5	2	3
	PC7.Wash hands effectively before and after handling animal feed		4	0	4
	PC8.Obtain the equipment and materials needed to prepare and serve animal feed		8	3	5



	PC9.Clean work surfaces, utensils and equipment effectively before and after use		6	2	4
	PC10.Arrange for various feed and feed supplements essential for animal nutrition and growth.		8	4	4
	PC11.Mix the appropriate proportions of feed and feed supplements depending on the age and stage of growth of animal.		8	3	5
	PC12.Prepare the correct amount of animal feed as directed in the Feeding Plan in a way that minimizes wastage		6	3	3
	PC13.Operation and maintenance of equipment used in feed preparation e.g. chaff cutter.		2	1	1
	PC14. Use working methods and practices throughout the process that promote health and safety		2	2	0
	PC15. Dispose off any stale and unusable animal feed in a safe place and put equipment and utensils away safely.		2	2	0
	PC16.Wear suitable personal protective equipment when providing feed and water to livestock		2	2	0
	PC17. Supply feed to livestock according to established workplace procedures		2	0	2
	PC18. Supply clean, fresh water to the animals according to their needs		2	2	0
	PC19. Report concerns, related to the feeding and drinking habits of animals, to the supervisor immediately		2	2	0
	PC20. Monitor the condition of feed and water and take the appropriate action when problems occur		2	2	0
	PC21. Clean and maintain feed and water equipment according to established workplace procedures		2	0	2
	PC22. Dispose of waste from the feeding and watering systems safely and correctly, according to established workplace procedures		2	2	0
			100	50	50
4. AGR/ N4104 Maintain Healthy Performance of Livestock	PC1.Treat animals in a manner which complies with relevant legislation, minimizes any likelihood of stress and injury, and maintains their health and well-being	100	6	3	3
	PC2.Provide animals with sufficient and effective opportunities to move, and maintain physical functioning		8	4	4
	PC3.Monitor the physical condition of the animals at suitable intervals, and recognize, record and report any abnormal signs		8	2	6
	PC4. Check livestock for presence of external parasites		8	3	5
	PC5. Carry out specific measures to promote and maintain animals' health and welfare correctly and safely		6	3	3
	PC6.Ensure records are accurate, legible and complete and comply with organizational and legal requirements for future reference		4	3	1
	PC7.Immediately summon assistance for any animals health emergency, and initiate action appropriate to the situation		6	2	4

	PC8. Manage waste safely and correctly in accordance with legislative requirements.		8	2	6
	PC9.use and store drugs, medication and equipment in accordance with veterinary instructions and organizational policy		8	6	2
	PC10.use current and uncontaminated prescribed medication only for the intended animal		8	5	3
	PC11. use the correct technique to give the specified treatment at the correct time		8	4	4
	PC12. Report any difficulties, in administering treatments, immediately to the supervisor		6	3	3
	PC13.Complete records of the treatment accurately, according to established workplace procedures		8	6	2
	PC14.Observe livestock after treatments and report concerns immediately to the supervisor		8	4	4
			100	50	50
5. AGR/N4105 Performing Hand and Machine Milking	PC1. Maintain conducive milking environment	25	2	2	0
	PC2.Restrict the cow in preparing her for milking		2	1	1
	PC3.Prepare Udder before milking		2	0	2
	PC4. Check for mastitis		2	0	2
	PC5.Check and Adjust milking equipment, as required, to ensure correct operating order		2	2	0
	PC6.Carry out livestock health treatments during drying off, as directed, with minimal stress and weight loss		2	2	0
	PC7. Perform Milking using the right technique		2	0	2
	PC8. Establish a calm regular milking routine		1	0	1
	PC 9. Implement milking procedures with minimum stress to livestock and maximum yield within reasonable timeframes		1	1	0
	PC10. Rectify Minor malfunctions of equipment or milking systems are rectified to manufacturer's specifications, and more complex repairs are reported for specialist attention		1	1	0
	PC11. Implement prescribed handling practices so as to prevent cross-infection during milking operations		2	1	1
	PC12. Perform Teat dipping to prevent mastitis		2	1	1
	PC13. Weigh and store the milk into milk can		2	1	1
	PC14. Clean the milking pail and keep them in the designated place		2	0	2
			25	12	13
6. AGR/N4106 Forage Conservation	PC1.Explore various forage conservation options based on the year round requirement of feed and fodder.	75	4	2	2
	PC2. Identify risk factors for spoilage in forage conservation such as fire, vermin and air in silage.		4	3	1
	PC3. Ensure favorable conditions suitable for forage conservation.		5	2	3

	<p>PC4. Prepare forage conservation machinery and equipment in accordance with manufacturer's specifications, Occupational Health and Safety (OHS) requirements.</p> <p>PC5. Ensure clear access to paddocks for harvesting and transport machinery.</p> <p>PC6. Prepare storage facility for selected forage conservation method.</p> <p>PC7. Identify safety hazards and implement OHS procedures for forage conservation.</p> <p>Monitor weather conditions to determine optimum time for harvest and to ensure quality.</p> <p>PC8. Identify dry matter target and assess dry matter content of forage material for the forage operation.</p> <p>PC9. Mow, condition, tender and/or rake swaths depending on weather conditions and forage drying targets.</p> <p>PC10. Conduct harvesting activities in a safe, controlled and efficient manner.</p> <p>PC11. Check equipment during harvesting operations regularly for wear and damage.</p> <p>PC12. Bale, wrap, compact, seal or store forage in accordance with storage plan.</p> <p>PC13. Load, transport, and store/compact (if required) forage in accordance with OHS and quality requirements.</p> <p>PC14. Store forage so as to minimize risk of spoilage and combustion</p> <p>PC15. Dispose of all waste and debris to minimize environmental impacts.</p> <p>PC16. Clean and service machinery and ancillary equipment in accordance with manufacturer's specifications, OHS requirements and industry practice.</p> <p>PC17. Test or sample stored forage for quality.</p> <p>PC18. Mitigate environmental impacts of forage conservation activities such as effluent run off, if any.</p>		4	2	2
			2	1	1
			4	1	3
			4	1	3
			2	1	1
			4	2	2
			5	2	3
			5	2	3
			4	2	2
			6	4	2
			4	4	0
			6	4	2
			4	2	2
			3	1	2
			3	0	3
			2	2	0
			75	38	37
7. AGR/N4107 Entrepreneur ship	PC1. Farm Planning and Budgeting with reference to various components of Dairy Farm	75	8	4	4
	PC2. Keep books of accounts and various transactions of the farm		8	4	4
	PC3. Arrange for financial assistance from various quarters in the light of various schemes available for dairy development		6	3	3
	PC5. Ascertain the prices of various inputs and milk and milk products from the market		6	2	4
	PC6. Assess the influence of various quality parameters of the milk on the milk pricing		6	2	4
	PC7. Establish cordial relations with various clients for the benefit of dairy farm development		8	4	4

	PC8. Assess the needs and requirement of the clients and assess one's own unique selling proposition		8	3	5
	PC9. Extract critical market information that is otherwise not in the public domain		6	2	4
	PC10. Choose appropriate buyer in a given situation of market parameters		7	3	4
	PC11. Identify best ways of attracting market price for one's produce		6	3	3
	PC12. Ensure quality before and during the sale activity to ensure good returns.		6	4	2
			75	34	41
8. AGR/N9903 Maintain Health & Safety at the workplace	PC1. undertake basic safety checks before operation of all machinery and vehicles and hazards are reported to the appropriate supervisor	25	3	1	2
	PC2. work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.		3	1	2
	PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants etc		3	1	2
	PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practice.		1	1	0
	PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use		3	1	2
	PC6. dispose of waste safely and correctly in a designated area		1	1	0
	PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace		1	1	0
	PC8. perform your work in a manner which minimizes environmental damage all procedures and work instructions for controlling risk are followed closely.		1	1	0
	PC9. Report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger.		1	1	0
	PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.		1	1	0
	PC11. follow emergency procedures to company standard / workplace requirements		1	1	0
	PC12. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		3	1	2
	PC13. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques		1	1	0
	PC14. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		1	1	0
	PC15. Report details of first aid administered in accordance with workplace procedures.		1	1	0
			25	15	10
	<b>Total</b>	<b>500</b>	<b>500</b>	<b>250</b>	<b>250</b>