

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER 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- Rubber Nursery Manager

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Rubber Plantation (Natural Rubber Production)

OCCUPATION: Rubber Nursery Management

REFERENCE ID: RSC/ Q 6001

ALIGNED TO: NCO-2004/NIL

Brief Job Description: Rubber Nursery Manager controls and coordinates all the nursery activities, labour management and office work. He is responsible for the quality assurance of the planting materials produced from the nursery

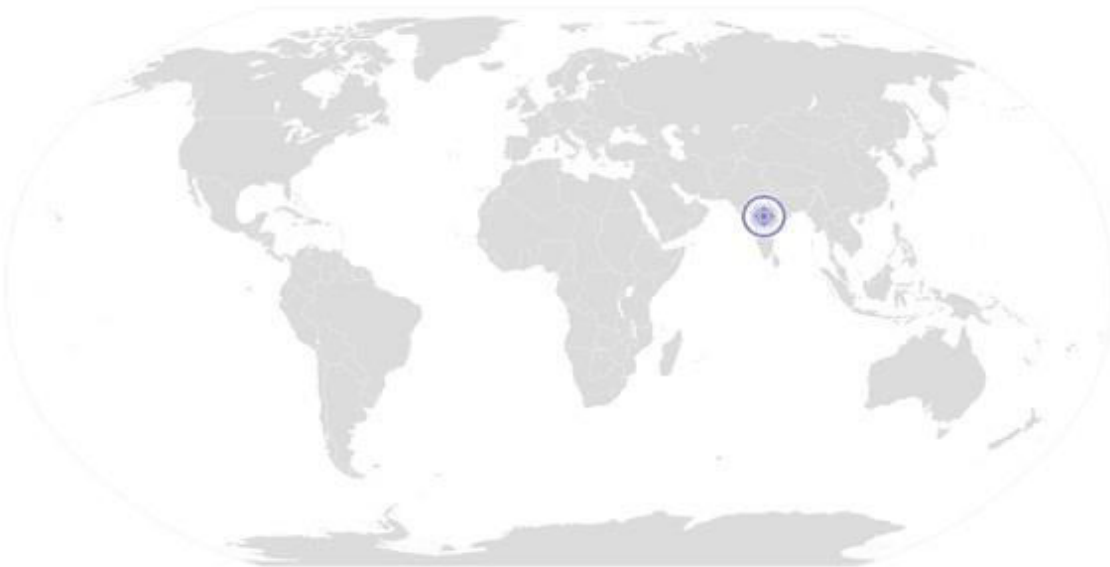
Personal Attributes: This job requires the individual to work earnestly for the production of quality planting materials and to work hard to achieve the target fixed for the year. He should have capacity take timely decision on various aspects for the smooth running of the nursery, managing the workers and skill in sales of planting materials.

Job Details	Qualifications Pack Code	RSC/ Q 6001		
	Job Role	Rubber Nursery Manager		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber Industry	Drafted on	07/11/13
	Sub-sector	Natural Rubber (NR) Production	Last reviewed on	27/03/15
	Occupation	Rubber Nursery Management	Next review date	27/03/16
	NSQC Clearance on	20/07/2015		

Job Role	Rubber Nursery Manager
Role Description	Rubber Nursery Manager controls and coordinates all the nursery activities, labour management and office work. He is responsible for the quality assurance of the planting materials produced from the nursery.
NSQF level	6
Minimum Educational Qualifications*	Graduate in Plant Science (Botany/Agriculture/Horticulture, etc)
Maximum Educational Qualifications*	Basic knowledge of computer operations (MS Office, Excel, PowerPoint etc.)
Training (Suggested but not mandatory)	Training in all aspects of nursery management
Minimum Job Entry Age	18 years
Experience	A plant science graduate with minimum 6 months farm management is desirable.
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> RSC/N 6001 (Managing of seedling nursery) RSC/N 6002 (Quality control and dispatching of planting materials) RSC/N 5009 (Human Resource Management and welfare) RSC/N 5010 (Documentation & Office management) RSC/N 5011 (Problem identification and solving) <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units

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.

National Occupational Standard



Overview:

This unit is about Nursery development and management

Unit Code	RSC/N 6001
Unit Title (Task)	Managing of seedling nursery
Description	This unit is about Nursery development and management
Scope	<p>This unit/task covers the following:</p> <p>Proficiency in -</p> <ul style="list-style-type: none"> • Selection of good quality seeds • Management of seedling nursery • Management of multi clone bud wood nursery • Management of bud grafting • Management of advanced planting materials
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Selection of good quality seeds	<p>To be competent, the individual on the job must be able to –</p> <p>PC1. Ensure the quality of the seeds PC2. Determine/assess the viability of the seed PC3. Choose apt method for temporary storage of seeds PC4. Manage timely sowing of the seeds</p>
Management of seedling nursery	<p>PC5. Cast proper land preparation technique and design germination beds and seedling nursery beds PC6. Ensure planting of germinated seeds at the right stage PC7. Implement timely weeding, fertilizer application, mulching irrigation etc PC8. Identify diseases and prescribe chemicals for disease management</p>
Management of bud wood nursery	<p>PC9. Identify clones for raising multi clone bud wood nursery PC10. Manage development and proper maintenance PC11. Ensure Quality of materials for bud grafting/sale</p>
Management of bud grafting	<p>PC12. Manage timely bud grafting with desired clone PC13. Ensure utilization of good quality scion for bud grafting</p>
Management of advanced planting materials	<p>PC14. Manage development and maintenance of Poly bag plants PC15. Manage development and maintenance of root trainer plants PC16. Certify the quality of planting materials for sale</p>

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. Importance of full capacity utilization of inputs KA2. Importance of effective utilization of man power KA3. Relevance of minimizing cost of production KA4. Importance of production of quality planting materials KA5. Importance of maintaining harmony in work place
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Sorting of quality rubber seeds KB2. Viability test for assessing the viability of seeds KB3. Methods for temporary storage of seeds KB4. Preparation of land, germination beds, nursery beds KB5. Right stage of germinated seeds for planting KB6. Planting techniques and nursery and after care KB7. Disease management KB8. Development and maintenance of bud wood nursery KB9. Scientific aspects of bud grafting KB10. Methodology for developing poly bag and root trainer plants and maintenance
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Document achievements, cost –benefit study, reports, success stories, routine officials records etc SA4. Prepare proposals, feed back to higher authorities SA5. Correspond with other institutions/department
	Reading and Understanding Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA6. Read and understand the contents published in scientific journals, newspaper and other publications SA7. Read and understand scientific terminologies, codes, abbreviations etc SA8. Read and understand images, graphs, charts, diagrams etc

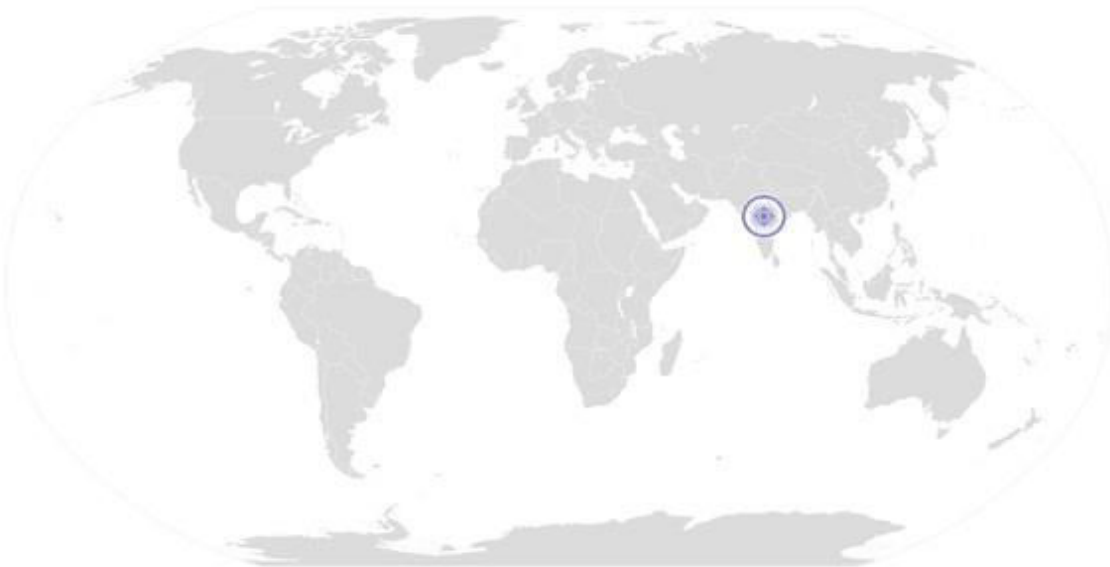
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA9. The individual should be a good communicator. SA10. Express statements, opinions or information clearly so that the receiver can hear and understand SA11. Respond appropriately to queries SA12. Communicate effectively to supervisor, office staff and workers
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Make appropriate decision according to the changing agro climatic conditions SB2. Arrive proper decision according to the socio-economic situations
	Planning and Organizing
	The user/individual on the job needs to know and understand: SB3. The apt season for seed collection, sowing, planting etc SB4. Schedule of weeding, fertilizer application, irrigation, mulching etc SB5. Suitable season for bud wood raising, bud grafting etc SB6. Most suitable season for raising poly bag and root trainer plants SB7. Effective planning of land utilization SB8. All the nursery practices are time bound, hence systematic planning and organizing of activities is important
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB9. Clarify doubts and to help the customer to choose suitable planting Materials SB10. Brief the field planting techniques and after care
	Problem Solving
	The user/individual on the job needs to know and understand how to SB11. Solve problems related to nursery management SB12. Solve labour problems SB13. Solve problems related to equipments and supply of inputs SB14. Solve problems among colleagues SB15. Diagnose problems and nip in the bud stage itself
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB16. Suggest improvement over the recommended package of practices

Critical Thinking	
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB17. Take appropriate action/seek expert opinion to over come critical Situations</p>



NOS Version Control

NOS Code	RSC/N 6001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber	Drafted on	07/11/13
Industry Sub-sector	Natural Rubber (NR) Production	Last reviewed on	27/03/15
Occupation	Rubber Nursery Management	Next review date	27/03/16



National Occupational Standard



Overview:

This unit is about Quality control/checks and sale of planting materials

Quality control and dispatching of planting materials

Unit Code	RSC/N 6002
Unit Title (Task)	Quality control/check and sale of planting materials
Description	This unit is about Quality control/checks and sale of planting materials
Scope	<p>This unit/task covers the following: Proficiency in -</p> <ul style="list-style-type: none"> • Selection of good quality seeds • Planting sorted germinated seedlings and proper upkeep • Assure bud wood quality • Timely bud grafting and ensure utilization of vigorous scion • Selective utilization of bud grafted stumps for raising advanced plant in materials • Quality certification and sale
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Selection of good quality seeds	<p>To be competent, the individual on the job must be able to –</p> <p>PC1. Ensure the quality of the seeds PC2. Manage timely sowing of the seeds</p>
Planting sorted germinated seedlings and proper upkeep	<p>PC3. Ensure planting of seeds germinated within two weeks PC4. Ensure planting of germinated seeds at the right stage PC5. Implement timely weeding, fertilizer application, mulching irrigation etc PC6. Identify diseases and prescribe chemicals for disease management</p>
Assure bud wood Quality	<p>PC7. Manage development and proper maintenance PC8. Timely pruning/cut back</p>
Timely bud grafting and ensure utilization of vigorous scion	<p>PC9. Manage timely bud grafting with desired clone PC10. Ensure utilization of good quality scion for bud grafting</p>
Utilization of selected bud grafted stumps for raising advanced planting materials	<p>PC11. Select quality bud grafted stumps for raising Poly bag plants PC12. Select quality bud grafted stumps for raising Root trainer plants PC13. Good maintenance of nursery</p>

Quality control and dispatching of planting materials

<p>Quality certification and sale</p>	<p>PC14. Assess quality of planting materials PC15. Prepare planting materials for transportation PC16. Proper packing and despatch PC17. Prepare document for transit (Road permit for inter/intra transit, sale tax documents etc)</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Importance of quality planting materials for life long sustainable yield from rubber plantation KA2. Importance of quality of the seeds for development of quality planting materials KA3. Relevance of bud wood and clone used for bud grafting KA4. Importance of stock and scion quality for producing quality planting materials KA5. Importance of advanced planting materials in rubber plantation development</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Sorting of quality rubber seeds KB2. Preparation of land, germination beds, nursery beds KB3. Right stage of germinated seeds and selection for planting KB4. Planting techniques and nursery and after care KB5. The technique of quality bud wood production KB6. Timely Bud grafting with quality scion KB7. Raising of poly bag and root trainer plants with quality bud grafted stumps and proper maintenance</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Express ideas clearly through written document Prepare letters, mails and other documents for communication SA2. Document achievements, cost –benefit study, reports, success stories, routine officials records etc SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department</p>
	<p>Reading Skills</p>

Quality control and dispatching of planting materials

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand the contents published in scientific journals, newspaper and other publications</p> <p>SA6. Read and understand scientific terminologies, codes, abbreviations etc</p> <p>SA7. Read and understand images, graphs, charts, diagrams etc</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. The individual should be a good communicator.</p> <p>SA9. Express statements, opinions or information clearly so that the receiver can hear and understand</p> <p>SA10. Respond appropriately to queries</p> <p>SA11. Communicate effectively to supervisor, office staff and workers</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB1. Make appropriate decision according to the changing agro climatic conditions</p> <p>SB2. Arrive proper decision according to the socio-economic situations</p>
	<p>Planning and Organizing</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. The apt season for seed collection, sowing, planting etc</p> <p>SB4. Schedule of weeding, fertilizer application, irrigation, mulching etc</p> <p>SB5. Suitable season for bud wood raising, bud grafting etc</p> <p>SB6. Most suitable season for raising poly bag and root trainer plants</p> <p>SB7. Effective planning of land utilization</p> <p>SB8. All the nursery practices are time bound, hence systematic planning and organizing of activities is important</p>
	<p>Customer Centricity</p>

Quality control and dispatching of planting materials

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Clarify doubts and to help the customer to choose suitable planting Materials</p> <p>SB10. Brief the field planting techniques and after care</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB11. Solve problems related to nursery management</p> <p>SB12. Solve labour problems</p> <p>SB13. Solve problems related to equipments and supply of inputs</p> <p>SB14. Solve conflict among colleagues</p> <p>SB15. Diagnose problems and nip in the bud stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. Suggest improvement over the recommended package of practices</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Take appropriate action/seek expert opinion to over come critical Situations</p>	

NOS Version Control

NOS Code	RSC/N 6002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber	Drafted on	07/11/13
Industry Sub-sector	Natural Rubber (NR) Production	Last reviewed on	27/03/15
Occupation	Rubber Nursery Management	Next review date	27/03/16



National Occupational Standard



Overview:

This unit is about Human Resource Management and welfare

Unit Code	RSC/ N5009
Unit Title (Task)	Human Resource Management and welfare
Description	This unit is about Human Resource Management and welfare
Scope	This unit/task covers the following: Proficiency in - <ul style="list-style-type: none"> • Basic Management functions- planning, organizing, staffing leading and controlling • Conflict management/ Problem solving • Human Resource Planning • Human Resource Management • Human Resource Development • Implementing welfare programmes
Performance Criteria(PC)	
Element	Performance Criteria
Basic Management Functions	To be competent, the individual on the job must be able to – PC1. Planning- decide the mission and objectives and take necessary steps to Achieve the objectives PC2. Organizing- assigning tasks and allocating resources to individuals PC3. Staffing- determining manpower requirements and placement PC4. Leading- Motivating and directing staff crew towards the achievement PC5. Monitor the activities
Conflict Management/ Problem solving	PC6. Identify the conflict/problem PC7. Diagnose the reason PC8. Develop solutions PC9. Implement and review
Human Resource Planning & Management	PC10. Place right type of people in the right number for right place PC11. Motivate the staff crew to increase turn over PC12. Performance appraisal for human resource development
Human Resource Development	PC13. Assess training need for skill development PC14. Organize suitable training programmes for skill development/capacity building
Implement welfare programmes	PC15. EPF for workers PC16. Group insurance schemes and Health Insurance PC17. Production linked incentive/bonus schemes

Knowledge and Understanding (K)	
A. Organizational Context (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"> KA1. Management functions to achieve the envisaged target KA2. Importance of Human Resource Planning, Management & Development KA3. Role of workers in overall performance and achievements KA4. Importance of motivation through welfare programmes
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Basic management functions and theories and implementation KB2. Overall knowledge in Nursery Practices and management KB3. Labour Act and rules, welfare schemes etc KB4. Insurance schemes KB5. EPF and other service rules
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA5. Read and understand the contents published in manuals, newspaper and other publications SA6. Read, understand and interpret various rules, schemes etc SA7. Read and understand images, graphs, charts, diagrams etc
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA8. The individual should be a good communicator. SA9. Express statements, opinions or information clearly so that the receiver can hear and understand SA10. Respond appropriately to queries SA11. Communicate effectively to supervisor, office staff and workers
	Decision Making

Human Resource Management and welfare

B. Professional Skills	<p>The user/individual on the job needs to know and understand how to:</p> <p style="padding-left: 40px;">SB1. Arrive proper decision according to various situations</p>
	Planning and Organizing
	<p>The user/individual on the job needs to know and understand how to:</p> <p style="padding-left: 40px;">SB2. Plan the Seasonal activates in priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better out put and time bound completion of tasks SB6. Monitor the progress SB7. All the nursery practices are time bound, hence systematic planning and organizing of activities is important</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p style="padding-left: 40px;">SB9. Clarify doubts and to help the customer to choose suitable planting Materials SB10. Brief the field planting techniques and after care</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to</p> <p style="padding-left: 40px;">SB8. Solve problems related to nursery management SB9. Solve labour problems SB10. Solve problems related to equipments and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and nip in the bud stage itself</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p style="padding-left: 40px;">SB13. Suggest improvement over the recommended package of practices</p>
	Critical Thinking
<p>The user/individual on the job needs to know and understand how to:</p> <p style="padding-left: 40px;">SB14. Take appropriate action/seek expert opinion to over come critical Situations</p>	

NOS Version Control

NOS Code	RSC/N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber	Drafted on	07/11/13
Industry Sub-sector	Natural Rubber (NR) Production	Last reviewed on	27/03/15
Occupation	Rubber Nursery Management	Next review date	27/03/16



National Occupational Standard



Overview:

This unit is about Documentation & Office Management

RSC / N 5010
Documentation & Office management

National Occupational Standard

Unit Code	RSC/ N5010
Unit Title (Task)	Documentation & Office management
Description	This unit is about Documentation & Office Management
Scope	This unit/task covers the following: Proficiency in - <ul style="list-style-type: none"> • Office Management • Account maintenance • Balance sheet & Budget preparation • Input/equipment purchase & management • Data collection, analysis and documentation
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Office management	To be competent, the individual on the job must be able to know and understand – <ul style="list-style-type: none"> PC1. General office procedures PC2. Record keeping and file maintenance PC3. Leave and allowance/wages rules PC4. Workers other benefit rules PC5. Monitor office activities
Account maintenance	<ul style="list-style-type: none"> PC6. Dealing cash/effecting payments PC7. Proper accounting and book keeping PC8. Regulating expenditure as per fund allocation PC9. Income and expenditure statement preparation
Balance sheet & Budget Preparation	<ul style="list-style-type: none"> PC10. Annual budget preparation as per target PC11. Annual balance sheet preparation PC12. Annual EPF statements & other statements
Input/equipment purchase & management	<ul style="list-style-type: none"> PC13. Input & equipment requirement PC14. Purchase, effective utilization & management
Data collection, analysis & documentation	<ul style="list-style-type: none"> PC15. Collection and recording of all nursery data PC16. Compilation, analysis and triangulation PC17. Documentation for publication, reporting and recording for future reference
Knowledge and Understanding (K)	

RSC / N 5010
Documentation & Office management

A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Efficient management of office activities KA2. Planning and organizing activities through administrative and financial Management KA3. Analyzing shortfall/achievement for further improvement KA4. Documentation for self awareness and publication
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Office management procedures KB2. Finance management procedures KB3. Labour Act and rules, welfare schemes etc KB4. Insurance schemes KB5. EPF and other service rules KB6. Data collection, analysis and documentation KB7. Computer application- data processing, report typing etc
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department SA5. Report writing, computerization
	Reading Skills
The user/individual on the job needs to know and understand how to: SA6. Read and understand the contents published in scientific journals, manuals, newspaper and other publications SA7. Read, understand and interpret various rules, schemes etc SA8. Read and understand images, graphs, charts, diagrams etc SA9. Read and understand articles and interpret	
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA10. The individual should be a good communicator. SA11. Express statements, opinions or information clearly so that the receiver can hear and understand SA12. Respond appropriately to queries SA13. Communicate effectively to supervisor, office staff and workers

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to SB1. Arrive proper decision according to various situations
	Planning and Organizing
	The user/individual on the job needs to know and understand how to: SB2. Plan the Seasonal activates in priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better out put and time bound completion of tasks SB6. Monitor the progress SB7. All the nursery practices are time bound, hence systematic planning and organizing of activities is important
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB9. Clarify doubts and to help the customer to choose suitable planting Materials SB10. Brief the field planting techniques and after care
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB8. Solve problems related to nursery management SB9. Solve labour problems SB10. Solve problems related to equipments and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and nip in the bud stage itself
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB13. Suggest improvement over the recommended package of practices
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB14. Take appropriate action/seek expert opinion to over come critical Situations	

NOS Version Control

NOS Code	RSC/N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber	Drafted on	07/11/13
Industry Sub-sector	Natural Rubber (NR) Production	Last reviewed on	27/03/15
Occupation	Rubber Nursery Management	Next review date	27/03/16



National Occupational Standard



Overview:

This unit is about Problem identification & solving

Unit Code	RSC/ N5011
Unit Title (Task)	Problem identification and solving
Description	This unit is about Problem identification & solving
Scope	<p>This unit/task covers the following:</p> <p>Proficiency in identifying problems across</p> <ul style="list-style-type: none"> • Office Management • Nursery practices • Equipments • Quality of planting materials • Personal management
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Problem Identification	<p>To be competent, the individual on the job must be able to know and understand –</p> <p>PC1. Recognize and define the problem PC2. Identify the wrong practices that may lead to problems PC3. Refer previous experience if any PC4. Evaluate the possible impacts if the problems remain unsolved</p>
Problem Solving	<p>PC5. Nip it in the bud stage itself PC6. Find out possible solutions PC7. Evaluate the alternatives PC8. Select the best alternative for solution PC9. Plan for implementation PC10. Implementation according to the existing rules and regulations PC11. Evaluate the results and monitor future problems</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Problem solving and conflict management for smooth functioning of the Organization KA2. Harmonious working atmosphere for achieving organizational goals KA3. Public reputation and credibility KA4. Maximum out put with quality</p>

Problem identification & solving

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Problem identification skill KB2. In-depth knowledge in nursery management practices KB3. Knowledge in Labour Act and rules, welfare schemes etc KB4. Insurance schemes KB5. EPF and other service rules KB6. Problem solving/decision making skill
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feed back to higher authorities SA4. Correspond with other institutions/department SA5. Report writing <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA6. Read and understand the contents published in scientific journals, manuals, newspaper and other publications SA7. Read, understand and interpret various rules, schemes etc SA8. Read and understand images, graphs, charts, diagrams etc SA9. Read and understand articles and interpret
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA10. The individual should be a good communicator. SA11. Express statements, opinions or information clearly so that the receiver can hear and understand SA12. Respond appropriately to queries SA13. Communicate effectively to supervisor, office staff and workers
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to</p> <ul style="list-style-type: none"> SB1. Arrive proper decision according to various situations

Problem identification & solving

	Planning and Organizing
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB2. Plan the Seasonal activates in priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better out put and time bound completion of tasks SB6. Monitor the progress SB7. All the nursery practices are time bound, hence systematic planning and organizing of activities is important
	Problem Solving
	The user/individual on the job needs to know and understand how to <ul style="list-style-type: none"> SB8. Solve problems related to nursery management SB9. Solve labour problems SB10. Solve problems related to equipments and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and nip in the bud stage itself
	Customer Centricity
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB9. Clarify doubts and to help the customer to choose suitable planting Materials SB10. Brief the field planting techniques and after care
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB13. Suggest improvement over the recommended package of practices
Critical Thinking	
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB14. Take appropriate action/seek expert opinion to over come critical Situations 	

NOS Version Control

NOS Code	RSC/N 5011		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber	Drafted on	07/11/13
Industry Sub-sector	Natural Rubber (NR) Production	Last reviewed on	27/03/15
Occupation	Rubber Nursery Management	Next review date	27/03/16



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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Rubber Nursery Manager
 Qualification Pack RSC/Q 6001
 Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training 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 criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

			Marks Allocation		
NOS	Elements	Performance Criteria	Tot al	Theor y	Practic al
RSC /N 6001 Managing of seedling nursery	Selection of good quality seeds	PC1. Ensure the quality of the seeds	5	2	3
		PC2. Determine/assess the viability of the seed	2	2	0
		PC3. Choose apt method for temporary storage of seeds	7	4	3
		PC4. Manage timely sowing of the seeds	3	3	0
	Management of seedling nursery	PC5. Cast proper land preparation technique and design germination beds and seedling nursery beds	8	2	6
		PC6. Ensure planting of germinated seeds at the right stage	3	3	0

		PC7. Implement timely weeding, fertilizer application, mulching irrigation etc	6	6	0
		PC8. Identify diseases and prescribe chemicals for disease management	12	4	8
	Management of bud wood nursery	PC9. Identify clones for raising multi clone bud wood nursery	12	4	8
		PC10. Manage development and proper maintenance	3	3	0
		PC11. Ensure Quality of materials for bud grafting/sale	12	6	6
	Management of bud grafting	PC12. Manage timely bud grafting with desired clone	3	3	0
		PC13. Ensure utilization of good quality scion for bud grafting	9	3	6
	Management of advanced planting materials	PC14. Manage development and maintenance of Poly bag plants	5	5	0
		PC15. Manage development and maintenance of root trainer plants	5	5	0
		PC16. Certify the quality of planting materials for sale	5	5	0
			100	60	40
RSC /N 6002 Quality control and dispatching of planting materials	Selection of good quality seeds	PC1. Ensure the quality of the seeds	10	2	8
		PC2. Manage timely sowing of the seeds	3	3	0
	Planting sorted germinated seedlings and proper upkeep	PC3. Ensure planting of seeds germinated within two weeks	7	3	4
		PC4. Ensure planting of germinated seeds at the right stage	7	3	4
		PC5. Implement timely weeding, fertilizer application, mulching irrigation etc	2	2	0
		PC6. Identify diseases and prescribe chemicals for disease management	10	2	8
	Assure bud wood Quality	PC7. Manage development and proper maintenance	2	2	0
		PC8. Timely pruning/cut back	12	4	8
	Timely bud grafting and ensure utilization of vigorous scion	PC9. Manage timely bud grafting with desired clone	7	4	3
		PC10. Ensure utilization of good quality scion for bud grafting	10	4	6
	Utilization of selected bud grafted stumps for	PC11. Select quality bud grafted stumps for raising Poly bag plants	8	3	5
		PC12. Select quality bud grafted stumps for raising Root trainer plants	8	3	5
		PC13. Good maintenance of nursery	3	3	0

	raising advanced planting materials				
	Quality certification and sale	PC14. Assess quality of planting materials	12	0	8
		PC15. Prepare planting materials for transportation	1	1	0
		PC16. Proper packing and despatch	1	1	0
		PC17. Prepare document for transit (Road permit for inter/intra transit, sale tax documents etc)	1	0	1
			104	40	60
RSC /N 5009 Human Resource Management and welfare	Basic Management Functions	PC1. Planning- decide the mission and objectives and take necessary steps to Achieve the objectives	5	5	0
		PC2. Organizing- assigning tasks and allocating resources to individuals	5	5	0
		PC3. Staffing- determining manpower requirements and placement	7	4	3
		PC4. Leading- Motivating and directing staff crew towards the achievement	7	4	3
		PC5. Monitor the activities	7	4	3
	Conflict Management/ Problem solving	PC6. Identify the conflict/problem	8	3	5
		PC7. Diagnose the reason	10	4	6
		PC8. Develop solutions	10	5	5
		PC9. Implement and review	6	6	0
	Human Resource Planning & Management	PC10. Place right type of people in the right number for right place	9	4	5
		PC11. Motivate the staff crew to increase turn over	5	5	0
		PC12. Performance appraisal for human resource development	4	4	0
	Human Resource Development	PC13. Assess training need for skill development	4	4	0
		PC14. Organize suitable training programmes for skill development/capacity building	4	4	0
	Implement welfare programmes	PC15. EPF for workers	3	3	0
		PC16. Group insurance schemes and Health Insurance	3	3	0
		PC17. Production linked incentive/bonus schemes	3	3	0
			100	70	30
RSC /N 5010	Office	PC1. General office procedures	7	4	3

Documentation & Office management	management	PC2. Record keeping and file maintenance	7	4	3
		PC3. Leave and allowance/wages rules	4	4	0
		PC4. Workers other benefit rules	4	4	0
		PC5. Monitor office activities	2	2	0
	Account maintenance	PC6. Dealing cash/effecting payments	7	4	3
		PC7. Proper accounting and book keeping	3	3	0
		PC8. Regulating expenditure as per fund allocation	4	4	0
		PC9. Income and expenditure statement preparation	8	4	4
	Balance sheet & Budget Preparation	PC10. Annual budget preparation as per target	8	4	4
		PC11. Annual balance sheet preparation	8	4	4
		PC12. Annual EPF statements & other statements	7	4	3
	Input/equipment purchase & management	PC13. Input & equipment requirement	3	3	0
		PC14. Purchase, effective utilization & management			
	Data collection, analysis & documentation	PC15. Collection and recording of all nursery data	12	4	8
		PC16. Compilation, analysis and triangulation	8	4	4
		PC17. Documentation for publication, reporting and recording for future reference	8	4	4
			100	60	40
RSC /N 5011 Problem identification & solving	Problem Identification	PC1. Recognize and define the problem	13	5	8
		PC2. Identify the wrong practices that may lead to problems	15	10	5
		PC3. Refer previous experience if any	6	6	0
		PC4. Evaluate the possible impacts if the problems remain unsolved	14	10	4
	Problem Solving	PC5. Nip it in the bud stage itself	4	4	0
		PC6. Find out possible solutions	8	6	2
		PC7. Evaluate the alternatives	9	7	2
		PC8. Select the best alternative for solution	10	8	2
		PC9. Plan for implementation	8	6	2
		PC10. Implementation according to the existing rules and regulations	7	4	3

		PC11. Evaluate the results and monitor future problems	6	4	2
			100	70	30