

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

Qualification Pack - Field Supervisor (Latex Harvest)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production - NR

REFERENCE ID: RSC/ Q 6109

ALIGNED TO: NCO-2004/Nil

Brief Job Description: Field Supervisor regularly monitors and supervises all the work associated with latex harvesting, processing and storage. Field supervisor is responsible for effective management of the LHTs working with him.

Personal Attributes: He should possess good coordination and communication skill. He should have thorough knowledge of all the work done by the LHTs and keep good relation with the management and the workers. He should have the ability to coordinate and monitor the activities of the Latex Harvest Technicians working with him.

Qualifications Pack for Field Supervisor(Latex Harvest)

Job Details

Qualifications Pack Code	RSC/ Q 6109		
Job Role	Field Supervisor (Latex Harvest)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Rubber Industry	Drafted on	22/06/2015
Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017
NSQC Clearance on	20/07/2015		

Job Role	Field Supervisor (Latex Harvest)
Role Description	Field Supervisor regularly monitors and supervises all the work associated with latex harvesting, processing and storage.
NSQF level	5
Minimum Educational Qualifications*	Diploma in Agriculture - Preferred
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in tapping, processing and estate management conducted Rubber Board / Competent Authority
Minimum Job Entry Age	18 years
Experience	Minimum 5 years' experience as Rubber Tapper in a Plantation.
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> RSC /N 6110 Supervising Latex harvesting RSC/N 5005 Natural resource management RSC/N 5006 Providing feedback to higher authority RSC/N 5009 Human Resource Management & welfare <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units

Qualifications Pack for Field Supervisor(Latex Harvest)

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.

National Occupational Standard



Overview

This unit is about carrying out the supervisory activities related to tapping, processing, rain guarding, panel protection, yield stimulation; quality check of latex and field coagulam.

Unit Code	RSC /N 6110
Unit Title (Task)	Supervising latex harvesting
Description	This unit is about carrying out the supervisory activities related to tapping, processing, rain guarding, panel protection, yield stimulation; quality check of latex and field coagulum.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Ensure proper identification of trees for tapping • Proper usage of materials and tools for latex harvesting • Scientific measures for controlling/preventing diseases and preservation of latex
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Identification of trees	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Guide/correct the Tapper in identifying trees with tappable growth</p> <p>PC2. Scientifically mark such trees for tapping</p> <p>PC3. Identify the panel diseases/dryness of tapping panel</p>
Latex harvesting	<p>PC4. Ensure sharpness/cleanliness of tapping knives</p> <p>PC5. Ensure absolute cleanliness of other materials like collection cups, utensils and dishes</p> <p>PC6. Scientifically apply stimulants for increasing latex yield</p> <p>PC7. Guide the LHTs during latex harvesting</p> <p>PC8. Ensure proper hygiene in latex harvesting</p> <p>PC9. Avoid contamination of latex and field coagulum in the field and its prevention</p> <p>PC10. Ensure the proper collection of the latex and the field coagulum and hand over the latex / field coagulum to the appropriate authority.</p> <p>PC11. Arrange to send it to the collection centre/ processing factory.</p>
Prevention and Preservation	<p>PC12. Take appropriate scientific measures to treat panel diseases</p> <p>PC13. Ensure proper usage of panel protectants in the field.</p> <p>PC14. Ensure proper usage of rain guarding materials and fixation of rain guards</p> <p>PC15. Tackle snake menace in rubber plantations and knowledge about avoiding such risks</p> <p>PC16. Carry out scientific preservation of latex</p>

Knowledge and Understanding (K)	
<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> <ul style="list-style-type: none"> KA1. Importance of keeping good relation with the company/estate management. KA2. The motives and functioning of the management. KA3. Importance of early tapping , tapping frequency, processing methods etc. being followed in the estate/small holding. KA4. The place for handing over the latex and field coagulum by each tapper. KA5. The provisions and support provided to tappers either through RPS (Rubber Producers’ Society) or directly by the owner of the plantation. KA6. Reporting procedure followed in the plantation including those related to number of trees left untapped and the reasons for the same, weight of latex and field coagulum collected on each day, number of tapping days etc. KA7. Risk and impact of not following defined procedures/work instructions. KA8. Consequences of not reporting identified problems KA9. Records to be maintained and the implications of their non-maintenance. KA10. Personal protection measures to be taken while using stimulants, anti coagulants, plant protection chemicals, rain guarding materials etc. KA11. Personal protection measures to be taken while supervising field activities KA12. The eligibility for latex harvest technicians for different benefits either from Rubber Board or through Plantation Labour Act.
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. Implications of opening trees having insufficient growth for tapping KB2. Implications of using improperly sharpened and unclean tapping knives . KB3. Necessity of keeping all the tapping utensils like collection cups, collection buckets, sieves, coagulation pans etc. clean and tidy KB4. Basic principles of tapping including bark anatomy, latex vessels in the bark, turgor pressure etc. KB5. Importance of identifying trees with panel disease/panel dryness

Supervising latex harvesting

	<p>KB6. Importance of rain guarding the trees to obtain more tapping days and yield</p> <p>KB7. Factors affecting efficiency of tapping.</p> <p>KB8. Modern harvesting techniques such as low frequency tapping, controlled upward tapping etc.</p> <p>KB9. Common problems in tapping and methods of circumventing the same.</p> <p>KB10. Importance of keeping the field coagulum clean and dry</p> <p>KB11. Knowledge about the clonal variations and seasonal variations in yield of rubber</p> <p>KB12. General safety and security issues in rubber plantation.</p> <p>KB13. Use of safety equipment such as gum boots, goggles etc.</p> <p>KB14. Methods of alerting others for help in emergencies</p> <p>KB15. Correct dilution and dosage of acid used for coagulating latex</p> <p>KB16. Correct dilution and dosage of anti coagulants and other chemicals used for improving the quality of rubber sheets</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Note down all the details regarding different requirements, details of production, etc.</p> <p>SA2. Construct simple sentences and express ideas clearly through written communication</p> <p>SA3. Fill up appropriate activity sheets in required format of the company</p> <p>SA4. Write simple letters, mails, reports etc</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read periodicals, articles and informative writings on tapping, processing and estate managements in order to acquire knowledge about latest trends and information for onward transmission to workers and implementation in the holding / estate.</p> <p>SA6. Understand the prevailing provisions of the plantation labour rules</p> <p>SA7. Read and understand written instructions and notices from the management</p>
Oral Communication (Listening and Speaking skills)	
<p>The user/individual on the job needs to know and understand how to:</p>	

Supervising latex harvesting

	<p>SA8. Collect information the management /owner of the estate wants.</p> <p>SA9. Address issues through effective oral communication for managing the labour tactfully.</p> <p>SA10. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA11. Respond appropriately to any queries</p> <p>SA12. Communicate effectively with superior and LHTs</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. Take decision especially in case of sudden climate change, incidence of diseases, any downwards trends in production etc.</p> <p>SB2. Decide on application of panel protectants based on observations on the condition of tapping panel.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:-</p> <p>SB3. How to plan in timely manner for spraying of fungicides against abnormal leaf fall disease, rain guarding before the onset of rainy season, manuring in the appropriate time etc.</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:-</p> <p>SB4. Preserve latex so as to avoid any contamination which may affect further processing</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Apply labour rules to solve problems when they arise</p> <p>SB6. Identify diseases based on symptoms, abnormalities and apply control measures to solve the problems.</p>
<p>Analytical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Provide guidance to the tapper/assistant if the production goes down unexpectedly or showing any symptom of disease, variation in climate etc.</p> <p>SB8. Allot / rearrange the work according to the ability of the workers;</p> <p>SB9. Arrange for the sale of produce according to the trends in the market</p>	
<p>Critical Thinking</p>	

The user/individual on the job needs to know and understand how to:
SB10. Provide guidance to the tapper/assistant in case of seasonal variations affecting the yield.



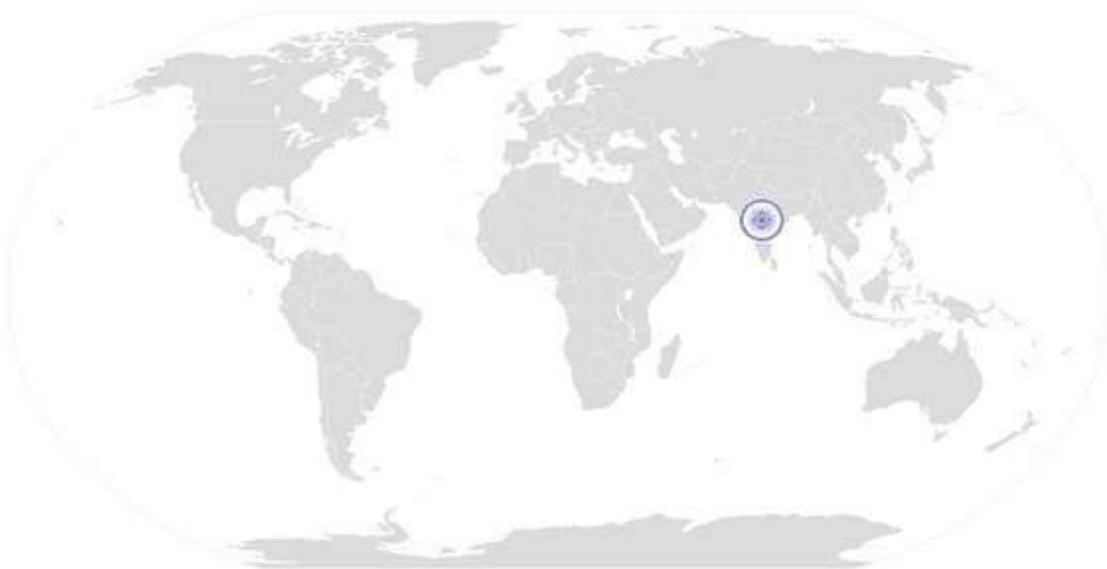
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NOS Version Control

NOS Code	RSC / N 6110		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production -NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about natural resource management.

Unit Code	RSC/ N 5005
Unit Title (Task)	Natural Resource Management
Description	This unit is about Natural Resource Management.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Natural resource management (Soil & water) • Waste management & health care • Inputs (chemicals and other materials) management
Performance Criteria(PC) w.r.t the scope	
Element	Performance Criteria
Natural resource management	To be competent, the individual on the job must be able to know and understand :- <ul style="list-style-type: none"> PC1. The possibilities and causes for soil erosion PC2. Timely repairs/maintenance of terrace, silt pits, soil/stone bunds, to check soil/water erosion. PC3. Correct method of drainage making. PC4. Hedge maintenance. PC5. Protection of water source from pollution PC6. Rain water harvesting. PC7. Judicious use of water during irrigation. PC8. Mulching for soil and moisture conservation. PC9. Avoiding excess dosage of fertilisers and chemicals to minimise damage to soil microflora. PC10. Cover crop management.
Waste management & Health care	<ul style="list-style-type: none"> PC11. Importance of premise cleanliness PC12. Collection and storage of empty containers, worn out polythene bags, fertilizer bags etc from the field for reuse/disposal. PC13. Use of personal protective devices to minimize damages while using fungicides and other chemicals, weed cutter, chain saw etc. PC14. Timely detection and treatment for diseases to avoid over- dosage of chemicals. PC15. Prevention of diseases through appropriate management strategies to avoid excessive use of fungicides.

Natural Resource Management

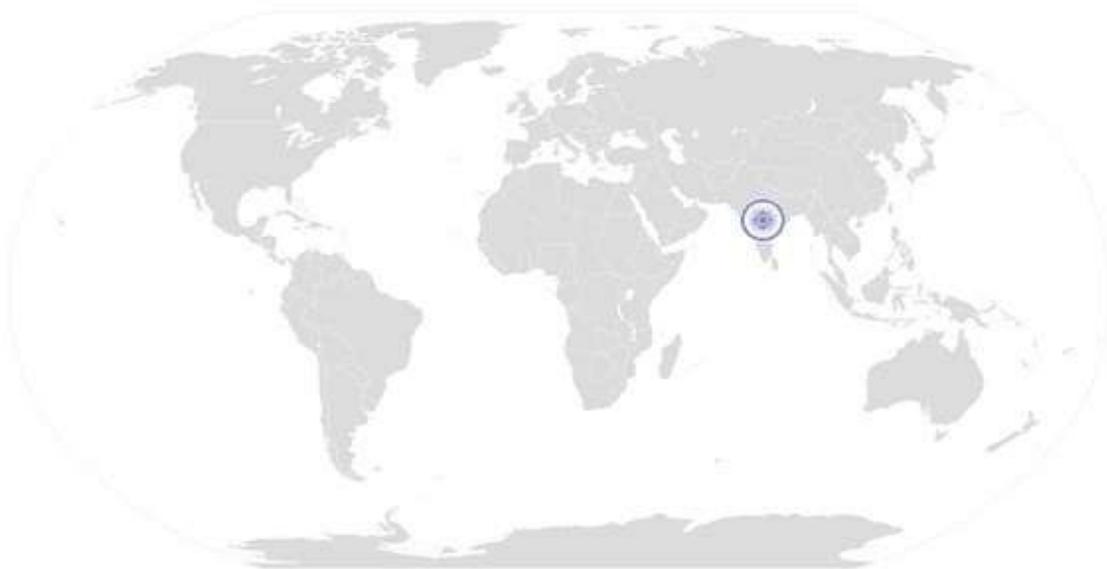
<p>Input (chemical) management</p>	<p>PC16. Destroy sources of mosquito breeding to control possible epidemics PC17. Awareness about consequences of chemical contamination. PC18. Use of chemical fertilizers and other chemicals only as per recommendations. PC19. Spraying & handlings of chemicals using hood, masks, gloves etc. PC20. Usage of organic and bio- fertilizers. PC21. Usage of plant growth hormones and bio-control measures against diseases.</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.The environment policies of the management KA2. Environmental pollution and control measures as practiced in the estate. KA3. Instructions regarding environmental hygiene and health care.</p>
<p>B. Technical knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Importance of conservation of natural resources. KB2. Impact of soil erosion on fertility of soil KB3. Judicious use of water and effective irrigation techniques. KB4. Judicious use of fertilizers and chemicals. KB5. Methods of soil manipulation with minimum erosion KB6. Methods of minimizing soil erosion KB7. Knowledge about appropriate Irrigation schedule and methods KB8. Types of fertilizers and methods of fertilizer application KB9. Importance of using organic and bio- fertilizers KB10. Fungicides, pesticides, herbicides and other chemicals and its dosages and methods of applications KB11. Operations of sprayers/dusters/weed cutter/chain saw. KB12. Operations of machines for irrigation KB13. Principles of waste management KB14. Usage of personal protective devices and their importance</p>
<p>Skills (S)</p>	

Natural Resource Management

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Convey ideas and information clearly through written documents SA2. Write simple letters, requests, reports etc SA3. Prepare memos, agreements etc
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. Read and understand the contents published in newspapers and farm magazines, brochures and labels. SA5. Read written instructions, memos, notices etc. SA6. Read, understand and interpret agreements with labour unions and other agencies
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: . SA7. Express statements, opinions or information clearly so that the receiver hear and understand . SA8. Respond appropriately to queries. SA9. Communicate effectively to Supervisor, office staff and other Workers.
	Decision Making
	The user/individual on the job needs to know and understand how to SB1. Get timely repairs/maintenance of terrace, silt pits, soil/stone bunds done to check soil/water erosion. SB2. Timely detection and treatment for diseases to avoid over- dosage of chemicals.
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to SB3. Use the available water resources optimally during irrigation and other works.
	Customer Centricity
	NA
B. Professional Skills	Problem Solving

Natural Resource Management

	The user/individual on the job needs to know and understand how to SB4. Prevention of diseases through appropriate strategies to avoid excessive use of fungicides.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to SB5. Save water resources such as rain water harvesting.
	Critical Thinking
	The user/individual on the job needs to know and understand how to SB6. Use fertilizers and chemicals judiciously without affecting the quality of natural resources.

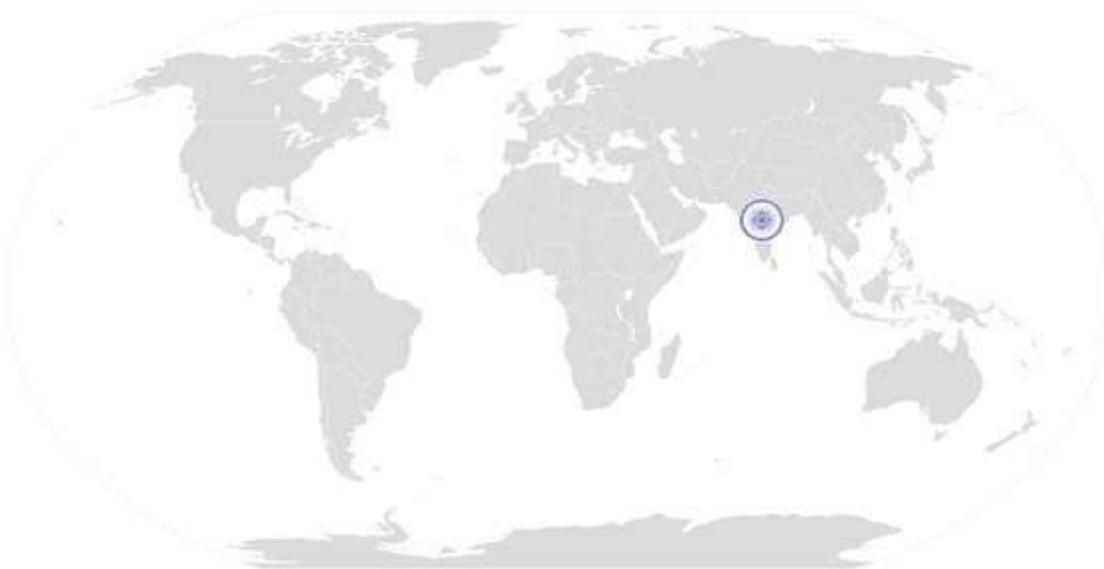


NOS Version Control

NOS Code	RSC / N 5005		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production -NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about providing feedback to higher authority.

Unit Code	RSC/N 5006
Unit Title (Task)	Feed back to Higher Authorities
Description	This unit is about providing feedback to higher authorities.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Feed back on innovations in practices/operations • Feed back on incidence of trouble shooting • Feed back on indigenous knowledge (IK)/ indigenous technical knowledge (ITK) for evaluation and adoption • Feed back on socio-economic problems • Feed back on conflicts • Feed back on shortages/surplus of inputs
Performance Criteria(PC) w.r.t the scope	
Element	Performance Criteria
Feed back on innovations	<p>To be competent, the individual on the job must be able to:</p> <p>PC1. Generate innovations through expertise PC2. Report to the higher authorities for trial, modifications and evaluation PC3. Implement/adopt the approved innovations</p>
Feed back on incidence of trouble shooting	<p>PC4. Identify the issues requiring trouble shooting. PC5. Report to the higher authorities for diagnosing and remedial action. PC6. Carry out protection measures. PC7. Report on the effectiveness of the control measures. PC8. Report on the effect of climatic factors on the functioning of the factory.</p>
Feed back on indigenous knowledge/ITK	<p>PC9. Identify appropriate location specific indigenous knowledge PC10. Report it to higher authorities for trial, evaluation and adoption with modifications, if any PC11. Report on the results of such trials</p>

Provide feedback to higher authority

Feed back on socio-economic problems	PC12. Identify the socio-economic issues PC13. Report it to higher authorities for investigation and solution PC14. Extend possible help for solving such problems.
Feed back on conflicts	PC15. Aware of the conflict existing and its possible causes PC16. Report it to the higher authority for resolving the issues PC17. Extend possible help for solving the conflict
Feedback on inputs	PC18. Feed back on shortages/surplus of inputs PC19. Information on quality issues of inputs
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: KA1. Importance of providing feedback for improvement KA2. Importance of indigenous knowledge for evolving/adopting location specific practices KA3. Rectification/solution of problems/conflicts for the smooth functioning of the factory.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The need for ammoniating field latex and what happens when it is centrifuged. KB2. About latex production from rubber plantation KB3. Impact of preventive maintenance KB4. The indigenous practices for adoption for better performance KB5. The local situations and come out with innovations through experience KB6. Problem/conflict identification KB7. Methods of reporting to higher authorities
Skills (S) (Optional)	
A. Core Skills/	Writing Skills

Provide feedback to higher authority

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. Prepare simple written documents to provide feedback to higher authorities SA2. Convey ideas/information clearly in writing
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read and understand the contents published in newspaper and other publications SA4. Read and understand images, diagrams, leaflets etc SA5. Read written instructions, notices etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Express statements, opinions or information clearly so that the receiver can hear and understand properly. SA7. Respond appropriately to queries SA8. Communicate effectively to Factory Manager, Supervisor, Head worker , office staff and other workers
B. Professional skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Identify issues that should be reported to higher authorities and others which can be resolved at their level itself.
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Provide feedback various issues through appropriate channel.
	Customer centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Suggest their own point of view for resolving the issues reported.
Analytical Thinking	

Provide feedback to higher authority

	The user/individual on the job needs to know and understand how to: SB4. Report feedback to the higher authorities for trial, modifications and evaluation of innovations
	Critical Thinking
	NA



NOS Version Control

NOS Code	RSC / N 5006		
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Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Production -NR	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about Human Resource Management and Welfare

Human Resource Management & Welfare

Unit Code	RSC/N 5009
Unit Title (Task)	Human Resource Management and Welfare
Description	This unit is about Human Resource Management and Welfare.
Scope	<p>This unit/task covers the following:</p> <p>Proficiency in -</p> <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	<p>To be competent, the individual on the job must be able to –</p> <p>PC1. Decide on the plans and take necessary steps to achieve the objectives PC2. Assign tasks and allocate resources to individuals PC3. Determine the manpower requirements and decide their placement. PC4. Motivate and lead the staff for timely achievements of the goals. PC5. Regularly monitor the progress of work</p>
Conflict Management/ Problem solving	<p>PC6. Identify the conflict/problem PC7. Diagnose the reason PC8. Develop solutions PC9. Implement and review</p>
Human Resource Planning & Management	<p>PC10. Place right type of people in right number at the right place PC11. Motivate the staff to increase turn over and improve quality PC12. Performance appraisal for human resource development</p>
Human Resource Development	<p>PC13. Assess training need for skill development PC14. Organize suitable training programmes for skill development/capacity building</p>

RSC / N 5009
Human Resource Management & Welfare

Implement welfare programmes	PC15. Implement EPF for workers PC16. Implement Group insurance schemes and health insurance PC17. Implement production linked incentive/bonus schemes PC18. Implement Housing and related welfare measures PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules
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: KA1. Management functions to achieve the envisaged target KA2. Importance of Human Resource Planning, Management and Development KA3. Role of workers in overall performance and achievements KA4. Importance of motivation through welfare programmes KA5. HR policies of the management
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Basic management functions and theories and their implementation KB2. Labour Act and rules, welfare schemes etc KB3. Insurance schemes KB4. EPF and other service rules
Skills (S) (Optional)	
C. 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 documents 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: 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)	

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. 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</p>
D. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Arrive at proper decisions according to various situations</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan the seasonal activities on priority basis SB3. Fix the task and allotment SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress</p>
	Customer Centricity
	NA
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB7. Solve labour problems SB8. Solve problems related to productivity of workers SB9. Solve problems among colleagues SB10. 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>SB11. Suggest improvement over the quality assurance programmes and activities currently practiced.</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Take appropriate action/seek expert opinion to overcome critical situations</p>

NOS Version Control

NOS Code	RSC / N 5009		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	22/06/2015
Occupation	Production - NR	Next review date	22/06/2017



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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Field Supervisor – Latex Harvest
Qualification Pack RSC/ Q 6109
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	Total	Theor y	Pract ical
1. RSC / N 6110 (Supervi sing Latex harvesti ng)	Identification of trees	PC1. Guide/correct the Tapper (Harvest technician) in identifying trees with tappable growth	7	2	5
		PC2. Scientifically mark such trees for tapping	7	2	5
		PC3. Identify trees with panel disease/panel dryness	7	2	5
	latex harvesting	PC4. Ensure sharpness/cleanliness of tapping knives	6	2	4
		PC5. Ensure absolute cleanliness of other materials like collection cups, utensils and dishes	6	2	4
		PC6. Scientifically apply stimulants for increasing latex yield	6	2	4
		PC7. Guide the LHTs during latex harvesting	6	1	5
		PC8. Ensure proper hygiene in latex harvesting	6	2	4
		PC9. Avoid contamination of latex and field coagulum in the field and its prevention	7	2	5
		PC10. Ensure the proper collection of the latex and the field coagulum and hand over the latex / field coagulum to the appropriate authority.	6	2	4
		PC11. Arrange to send it to the collection centre/ processing factory.	7	2	5

	Prevention and Preservation	PC12. Take appropriate scientific measures to treat panel diseases	6	2	4
		PC13. Ensure proper usage of panel protectants in the field.	5	1	4
		PC14. Ensure proper usage of rain guarding materials and fixation of rain guards	6	2	4
		PC15. Tackle snake menace in rubber plantations and knowledge about avoiding such risks	6	2	4
		PC16. Carry out scientific preservation of latex	6	2	4
			100	30	70
2. RSC / N 5009 (Human Resource Management)	Basic Management Functions	PC1. Decide on the plans and take necessary steps to achieve the objectives	6	4	2
		PC2. Assign tasks and allocate resources to individuals	5	3	2
		PC3. Determine the manpower requirements and decide their placement.	5	3	2
		PC4. Motivate and lead the staff for timely achievements of the goals.	5	3	2
		PC5. Regularly monitor the progress of work	5	3	2
	Conflict Management/ Problem solving	PC6. Identify the conflict/problem	5	3	2
		PC7. Diagnose the reason	5	3	2
		PC8. Develop solutions	5	3	2
		PC9. Implement and review	6	4	2
	Human Resource Planning & Management	PC10. Place right type of people in right number at the right place	5	3	2
		PC11. Motivate the staff to increase turn over and improve quality	6	4	2
		PC12. Performance appraisal for human resource development	6	3	3
	Human Resource Development	PC13. Assess training need for skill development	5	3	2
		PC14. Organize suitable training programmes for skill development/capacity building	5	3	2
	Implement welfare programmes	PC15. Implement EPF for workers	5	3	2
		PC16. Implement Group insurance schemes and health insurance	6	3	3
		PC17. Implement production linked incentive/bonus schemes	5	3	2
		PC18. Implement Housing and related welfare measures	5	3	2

		PC19. Implement provisions of rest room, recreational facilities etc as per relevant rules	5	3	2
			100	60	40
3. RSC / N 5006 (Natural Resource Management)	Natural resource management	PC1. The possibilities and causes for soil erosion	5	3	2
		PC2. Timely repairs/maintenance of terrace, silt pits, soil/stone bunds, to check soil/water erosion.	5	3	2
		PC3. Correct method of drainage making.	5	3	2
		PC4. Hedge maintenance.	5	3	2
		PC5. Protection of water source from pollution	5	3	2
		PC6. Rain water harvesting.	3	2	1
		PC7. Judicious use of water during irrigation.	5	3	2
		PC8. Mulching for soil and moisture conservation.	3	2	1
		PC9. Avoiding excess dosage of fertilisers and chemicals to minimise damage to soil microflora.	5	3	2
		PC10. Cover crop management.	4	2	2
	Waste management & Health care	PC11. Importance of premise cleanliness	5	3	2
		PC12. Collection and storage of empty containers, worn out polythene bags, fertilizer bags etc from the field for reuse/disposal.	5	3	2
		PC13. Use of personal protective devices to minimize damages while using fungicides and other chemicals, weed cutter, chain saw etc.	5	3	2
		PC14. Timely detection and treatment for diseases to avoid over- dosage of chemicals.	5	3	2
		PC15. Prevention of diseases through appropriate management strategies to avoid excessive use of fungicides.	5	3	2
	Input (chemical) management	PC16. Destroy sources of mosquito breeding to control possible epidemics	5	3	2
		PC17. Awareness about consequences of chemical contamination.	5	3	2
		PC18. Use of chemical fertilizers and other chemicals only as per recommendations	5	3	2
		PC19. Spraying & handlings of chemicals using hood, masks, gloves etc.	5	3	2
		PC20. Usage of organic and bio- fertilizers.	5	3	2

		PC21. Usage of plant growth hormones and bio-control measures against	5	3	2
			100	60	40
4. RSC / N 5007 (Providing feedback to Higher Authority)	Feed back on innovations	PC1. Generate innovations through expertise	5	3	2
		PC2. Report to the higher authorities for trial, modifications and evaluation	6	3	3
		PC3. Implement/adopt the approved innovations	4	3	1
	Feed back on incidence of trouble shooting	PC4. Identify the issues requiring trouble shooting.	5	3	2
		PC5. Report to the higher authorities for diagnosing and remedial action.	6	3	3
		PC6. Carry out protection measures.	5	4	1
		PC7. Report on the effectiveness of the control measures.	6	3	3
		PC8. Report on the effect of climatic factors on the functioning of the factory.	6	3	3
	Feed back on indigenous knowledge/ITK	PC9. Identify appropriate location specific indigenous knowledge	5	3	2
		PC10. Report it to higher authorities for trial, evaluation and adoption with modifications, if any	6	3	3
		PC11. Report on the results of such trials	5	3	2
	Feed back on socio-economic problems	PC12. Identify the socio-economic issues	5	3	2
		PC13. Report it to higher authorities for investigation and solution	6	3	3
		PC14. Extend possible help for solving such problems.	5	4	1
	Feed back on conflicts	PC15. Aware of the conflict existing and its possible causes	5	3	2
		PC16. Report it to the higher authority for resolving the issues	6	3	3
		PC17. Extend possible help for solving the conflict	4	3	1
	Feedback on inputs	PC18. Feed back on shortages/surplus of inputs	5	3	2
		PC19. Information on quality issues of inputs	5	4	1
			100	60	40