

Revised Application Documentation: Version 4 /25 April, 2015

## **QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**

### **Name and address of submitting body:**

#### **Agriculture Skill Council of India**

304-305 Bestech Chambers,  
Block B, Sushant Lok 1,  
Gurgaon-122002  
**P: 0124-4288322**

### **Name and contact details of individual dealing with the submission**

**Name:** Ms Priyanka Prakash

**Position in the organisation:** Manager

**Address if different from above**

**Tel number(s):** 0124-4288322

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### **List of documents submitted in support of the Qualifications File**

1. Qualifications Pack
2. Industry Engagement Certificate
3. Occupational Map

### 3. QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	<b>Bare Foot Technician</b>		
<b>Body/bodies which will assess candidates</b>	Agriculture Skill Council of India (ASCI)		
<b>Body/bodies which will award the certificate for the qualification.</b>	Agriculture Skill Council of India (ASCI)		
<b>Body which will accredit providers to offer the qualification.</b>	Agriculture Skill Council of India (ASCI)		
<b>Occupation(s) to which the qualification gives access</b>	Agri-Entrepreneurship & Rural Enterprises		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Anticipated volume of training/learning required to complete the qualification.</b>	576		
<b>Entry requirements / recommendations.</b>	10 <sup>th</sup> Standard Passed Preferable		
<b>Progression from the qualification.</b>	Technical Assistant		
<b>Planned arrangements for RPL.</b>	RPL assessment will be as per normal ASCI assessment process.		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
Introduction to MNRGS	Mandatory	31	4
AGR/N7801 Assist in identifying the scope and nature of proposed work under MGNREGS	Mandatory	134	
AGR/N7802 Assist in technical survey and setting out of works under MGNREGS	Mandatory	50	
AGR/N7803 Assist in planning and estimating works under MGNREGS	Mandatory	59	
AGR/N7804 Prepare for work on site under MGNREGS	Mandatory	50	
AGR/N7805 Supervise/oversee work under MGNREGS	Mandatory	54	
AGR/N7806 Maintain technical records and registers under MGNREGS	Mandatory	75	
ICT & Soft Skills	Mandatory	78	
OJT & Assessment	Mandatory	45	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

Qualification Pack\_Bare Foot Technician attached as Annexure 1

## **SECTION 1**

### **ASSESSMENT**

**Name of assessment body:**

If there will be more than one assessment body for this qualification, give details.

ASCI affiliated assessment bodies.

1. Aspiring Minds Pvt Ltd
2. Anant Learning & Development Pvt Ltd
3. Assess People Services India Pvt Ltd
4. Trendsetters Skill Assessors Pvt Ltd

More Assessment Agencies are being empanelled to cover wider geographical area.

**Will the assessment body be responsible for RPL assessment?**

**Yes**

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack and will be carried out as per normal ASCI assessment process.

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:**

A robust technology enabled assessment methodology has been designed keeping in mind the geographical/Physical constraints and target segment which assess a trainee's knowledge and skill set through three methods:

- a. An offline Tablet based test through the use of Multiple Choice Text and Picture based questions in vernacular languages
- b. Actual demonstration on the field
- c. Viva

**ASCI's assessment strategy:**

- Question sets are developed as per the weightage of each NOS of the Qualification Pack.
- Assessment criteria for each Qualification Pack developed, in which each Performance criteria (PC) assigned marks based on NOS
- Question Bank is developed to assess the theoretical and practical knowledge. To ensure the quality, each trainees get different set of question
- Empanelment of subject matter expert as assessor primarily from the Industry to assess trainee specifically on practical skills as per Industry demands
- Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.
- Questions are uploaded in the tablets only on the day of assessment
- It is ensured that TP/trainer are not present during assessment

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Assessment criteria is available at the end of the Qualification Pack (attachment sl.no.1)

## ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

### Criteria for Assessment of Trainees

Job Role: Barefoot Technician

**Qualification Pack: AGR/Q7801**

**Sector Skill Council: Agriculture Skill Council of India**

#### 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 centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate and 40% in each NOS
6. The marks are allocated PC wise, however, every NOS will carry a weight age in the total marks allocated to the specific QP

Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Practical
1. AGR/N 7801 Assist in Identifying the scope and nature of proposed works under MGNREGS	PC1. read the topographic sheets/maps to identify the water bodies, gullies, ridges, contours etc in the map and identify the areas where possible works may be taken up	100	10	5	5

<p>PC2. Accompany the TA/JE/AE in going around the village with farmers and villagers for a reconnaissance survey and identify the potential works and work sites which are suitable for taking up the works under MGNREGS</p>	10	5	5
<p>PC3. Assist TA/JE/AE in facilitating the communities to draw resource maps on the ground and identify the possible works to be taken up under MGNREGS</p>	10	5	5
<p>PC4. Collecting the information of beneficiary farmers from each of the work and collecting the farmer wise details of the land by going to the field using pre defined criteria and assessment formats</p>	10	4	6
<p>PC5. Completing the work input data sheet meant for preparation of the work estimates.</p>	10	5	5
<p>PC6. Taking Measurements length, breadth, depth/thickness, Area, Volume/Quantity and other technical details of the proposed works at work site.</p>	10	5	5
<p>PC7. Taking note of type of soils at work site</p>	5	3	2

	PC8. Take note of slopes of the area at work site		5	3	2
	PC9. Preparing maps, sketches and index map for each of the work for simple works.		10	5	5
	PC10. Ranking the works as per the priorities mentioned in schedule I in the MGNREG Act and prepare works proposal to be furnished before Grama Sabha for their approval		10	5	5
	PC11. Presenting the works proposals in the Grama Sabha for their approval		10	5	5
<b>TOTAL</b>			<b>100</b>	<b>50</b>	<b>50</b>
2. AGR/N 7802 Assist in technical survey and setting out of works under MGNREGS	PC1. Assist in taking measurements of various identified works proposed to take up under MGNREGS	<b>100</b>	15	7	8
	PC2. mark contours for various components of works using A frame		10	5	5

	PC3. Measure & mark out slopes of various works using abny level, hydro marker or line-level		10	5	5
	PC4. Assist the TA/JA/AE in recording the measurements in input data input data sheet/ work book		10	6	4
	PC5. Interpret index map/site plan explaining about the location of the work with reference to the land marks in the village		15	7	8
	PC6. Read work drawings and trasfer to ground		20	10	10
	PC7. Read and interpret the estimates of works from the standard format		20	10	10
<b>TOTAL</b>			<b>100</b>	<b>50</b>	<b>50</b>
3. AGR/N 7803 Assist in Planning and estimating works under MGNREGS	PC1. Identify works sufficient for labour budget	<b>100</b>	10	5	5

	PC2. Preparing proposal of works for which approval should be obtained from Grama panchayat	15	7	8
	PC3. Assist the TA/JE/AE in preparing the estimates in the standard formats	15	7	8
	PC4. Presenting the works and work wise costs in Grama sabha	15	7	8
	PC5. Prepare Shelf of works register after obtaining sanctions from competent authority	10	5	5
	PC6. Prepare the list of works to be opened based on the demand from wage workers taking week/month as unit and take the approval of GP	15	7	8
	PC7. Prepare for simple works schedule of required material and person days	10	6	4



	PC8. Update shelf of works based on the completion of works and left out works in the shelf of works register.		10	6	4
<b>TOTAL</b>			<b>100</b>	<b>50</b>	<b>50</b>
4. AGR/N 7804 Prepare for work on site under MGNREGS	PC1. mark out work on ground using rope, tape/Chain and white powder/Ash or strings and pegs.	<b>100</b>	10	4	6
	PC2. Mark out of perpendicular lines on the ground using 3-4-5 method or appropriate methods		5	2	3
	PC3. Mark out of slopes using A Frame, Hydro meter, water tubes or line-levels		5	2	3
	PC4. Assist TA/JE in setting out in case of technically challenging works		10	4	6
	PC5. Brief labourers, Mate and Rojghar Sevak on scope of work and specification by informing them the purpose of the particular activity		15	7	8

<p>PC6. Provide specific on the job training where ever required to labourers, Mates, Rojghar sevak on specific skills of a work component/Job tasks where ever relevant</p>	15	7	8
<p>PC7. Allot various tasks at various places to various labour groups at work site so that the work is done without any overlap among labour groups</p>	10	4	6
<p>PC8. Allot the tasks and fix the quantities per group based on the number of labourers in each group and the type of task</p>	5	5	0
<p>PC9. Brief the Mates and labourers on the concept of piece /task rates for each of the activities of that particular work at work site and brief them about the specific target each labour group has to achieve to get their specified wage rate every day.</p>	5	5	0
<p>PC10. Organise training to Mates and labourers on various activities at work site</p>	10	5	5
<p>PC11. Guide workers at work site on necessary health and safety requirements where ever necessary and relevant</p>	10	5	5
<b>TOTAL</b>	<b>100</b>	<b>50</b>	<b>50</b>

5. AGR/N 7805 Supervise/oversee work under MGNREGS	PC1. Visit the work site and ensure that the work is carried out as planned, set-out and in accordance with specifications and established work standards	10	5	5
	PC2. Guide the Mate and Rojghar sevak in providing work site facilities	5	5	0
	PC3. Guide the GP in the procurement of quality construction material like cement, stones, bricks etc.	5	3	2
	PC4. Store the material at worksite in a systematic manner so that the quality of the material is not effected and the wastage is avoided	5	3	2
	PC5. Maintain the workwise material at site ( MAS) register by making entries of receipt and consumption of various materials for each of the works	5	2	3
	PC6. Check whether the labourers are using their Personal protective equipment at worksite	5	3	2
	<b>100</b>			

PC7. Ensure the labourers apply the occupational health and safety measures	5	2	3
PC8. Ensure that the each labour group has a full first-aid kit on site and that the mate of the group is trained in providing first aid	5	3	2
PC9. Ensure that all work-site safety and protection measures are taken, such as barriers, warning signs, etc	5	3	2
PC10. Provide on-the-job training to workers as required to ensure work is completed to the specified standards and within the given time	10	5	5
PC11. Take the measurements of work done for each of the group and write in the Measurement book ( M Book)	5	2	3
PC12. Calculate the quantities of work done and inform the group how much wages each of the labourers will receive	5	2	3

	PC13. Request TA/JE/AE to check the measurements by showing the group wise work done in the M Book	5	2	3
	PC14. Request TA/JE/AE to check the quality of the works carried out by the groups and approve the work	5	2	3
	PC15. Organise and carry out corrective works if any defects are identified by the check measurement authority.	5	2	3
	PC16. Ensure the left out material is kept protected at work site for next day/week consumption	5	2	3
	PC17. Ensure that the balance material is returned to Gram Panchayat and store in a proper procedure	5	2	3
	PC18. Ensure safe keeping and maintainance of tools and equipment used for work on site like concrete mixer, vibrator, handtools etc.	5	2	3
<b>TOTAL</b>		<b>100</b>	<b>50</b>	<b>50</b>

6. AGR/N 7806 Maintain technical records and registers under MGNREGS	PC1. Prepare and update the shelf of works register in standard template given by ministry with details of administration and technical sanctions accorded by appropriate authority	20	10	10
	PC2. File all the technical sanctioned estimates in a box file	10	5	5
	PC3. Prepare and update asset register with details of assets created under MGNREGS after completion of the works	15	7	8
	PC4. Prepare and update Measurement book after payments are made	15	7	8
	PC5. Prepare and update the workwise material at site ( MAS) register by making entries of receipt and consumption of various materials for each of the work	20	10	10
	PC6. Prepare and update tools issue register with details of receipts and issues	10	5	5
	<b>100</b>			

	PC7. Ensure safekeeping of technical records and documents		10	6	4
			100	50	50
<b>Grand Total</b>		<b>600</b>	<b>600</b>	<b>300</b>	<b>300</b>

## SECTION 2

### EVIDENCE OF NEED

#### **What evidence is there that the qualification is needed?**

While collecting data from the companies for the occupational map, we also took feedback from industry, training institutions & farmer groups which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of ASCI and Occupational Standards Committee which comprises of experts & senior leaders gave final approval and endorsement for the same.

#### **What is the estimated uptake of this qualification and what is the basis of this estimate?**

It is difficult to estimate uptake of this qualification at this stage as the sector not only is highly unorganized but also no in-depth skill-gap study has been done. The QP has been developed taking feedback from industry for demand though again sample size may not lend to accurate figures. Working closely with NSDA would indicate precise requirements.

#### **What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work and also our occupational map/QPs are put on ASCI & NSDC websites.

#### **What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

- Any institution / individual is welcome to send feedback, which is recorded and considered during next review cycle.
- Communication will be sent for any feedback to all the main stakeholders/users one month prior to the

review of the qualifications pack.

- A formal review is scheduled in one year time

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

### **SECTION 3**

#### **SUMMARY EVIDENCE OF LEVEL**

Level of qualification: **4**

Summary of Direct Evidence (from learning outcomes):

Farmers manage the operations and functions of farms, such as growing crops, and marketing farm products. He works independently and is responsible for own work & learning. He is the decision-maker in hiring farm workers; and in determining amounts and kinds of crops to be grown and livestock to be raised, and in purchasing farm machinery, livestock, seed, feed and other supplies.

Though the farmer may be involved in supervision of the hired workers but these are casual hiring and do not involve structured supervision and most of the farm activities are independent activity.

<b>Bare Foot Technician</b>					
<b>AGR/ Q7801</b>					
<b>Process required</b>	<b>Professional Knowledge</b>	<b>Professional Skills</b>	<b>Core Skills</b>	<b>Responsibility</b>	<b>Level</b>
The Individual works in the rural area and s/he performs familiar and predictable functions such as identifying, technical supporting to the infrastructure activities and	The individual need to have factual knowledge of Infrastructure activities and MGNREGS which includes Identification, setting & layout,, supervising,	The individual manage the operations and functions mostly routine & predictable, such as identifying, undertaking technical survey, planning and estimating,	Individual should be good at language to communicate and guide the mates/masons in execution of work, s/he also requires basic arithmetic and algebraic skills for maintain technical records and	The individual works independently and is responsible for own work & learning. The individual will not be closely supervised by anyone (like in	4



works taking up under MGNREGS, overseeing of the work, Guiding the mates etc.	maintaining quality and improving durability etc.	preparing for work, Supervising and maintaining records by using appropriate rule and tool. He should be aware of quality concepts.	registers. To ensure health and safety and to perform task fully and correctly, the individual needs to have basic understanding of social, political and natural environment.	level 3) nor s/he have responsibility of other workers.	
Level : 4	Level : 4	Level : 4	Level : 4	Level : 4	

Summary of other evidence (if used):

## **SECTION 4**

### **EVIDENCE OF RECOGNITION OR PROGRESSION**

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

Career path in agri sector is generally in terms of activities done & ownership of responsibility because they are primarily self-wage employment/entrepreneurship roles.

However, there are occupations in the organized segment (Agri Industries) in which career pathway has been identified as illustrated in the Occupational Map attached as Annexure sl.no. 3

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here: