



National Vocational Certificate Level 4 inSeed Processing & Biotechnology (Seed Processing Plant Supervisor)



(Curriculum)

National Vocational and Technical Training Commission (NAVTTC)

Government of Pakistan





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Introduction

Definition/Description of training program (Seed Processing Plant Supervisor)

Increasing demand in food supply due to increase in population putting pressure on agriculture sector day by day. Many factors like poor cultivation methods, lack of advanced machineries and non-availability of quality inputs also a big challenge for agriculture sector to feed this growing population. Therefore, governing bodies are now focusing for boosting production of better quality with high yield of agriculture commodities. Among the various challenges, availability of quality seeds to the farming community also a big challenge for authorities. Seed as a key for successful farming have prime importance in agriculture sector. Fortunately, industry is creating space for new businesses where Seed Processing & Biotechnology have potential for becoming focal point for investors.

Seed processing is a vital part of the technology to produce quality seeds for farming community, which includes operation involved in harvesting, cleaning, drying, seed treatments, seed quality testing, packaging and storage. Properly processed seed is a guaranty for high production rate of crops. Currently working seed processing units are also not producing satisfactory results. Limitation for their success includes various factors, among these factors availability of skilled labor is a major concern.

Keeping in view of the above, NAVTTC developed a qualification which is based on seed processing operations carried out in advanced processing industry. techniques. This competency based national vocational qualifications have been developed to train the unskilled human resource on the technical and entrepreneurial skills to be employed / self-employed and inevitably set sustainable impact on their lives by increasing their livelihood income which ultimately help agriculture sector of country.

Training Course is based on competency standards which are defined by the industry and the traditional role of a trainer changes and shifts towards the facilitation of training. A trainer encourages and assists trainees to learn for themselves. Trainees are likely to work in groups (pairs) and all doing something different. Some are doing practical tasks in the site/workshop, some writing, some not even in the classroom or site/workshop but in another part of the





building using special equipment. As trainees learn at different pace they might be at different stages in their learning, thus learning must be tailored to suit individual needs. The following facilitation methods (teaching strategies) are generally employed

Purpose of the training program:

The purpose of this training is to set highly professional standards for seed processing and biotechnology in agriculture sector. The basic goals of establishing these credentials are as follows:

- 1. Equip with the latest Seed processing techniques
- 2. Improve crop production through availability of processed seed
- 3. Improve trainees' professional competence
- 4. Provide in-depth knowledge in seed processing operations
- 5. Enable the existing workforce to learn new technologies and methods
- 6. Provide flexible pathways and progressions in agriculture sectors
- 7. Enabling the youth with greater employment opportunities

Overall objectives of training program:

The main objectives of the National Vocational Certificate Level 4 in Seed Processing & Biotechnology (Seed Processing Plant Supervisor) are as follows:

- Improve the professional competence of Seed processing & Biotechnology
- Capacitate the local community and trainers in modern CBT training, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in the Seed Processing & Biotechnology
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training for Seed processing & Biotechnology across the globe





Competencies to be gained after completion of course:

At the end of the course, the trainee has attained the following core competencies:

National Vocational Certificate Level 4 in Seed Processing and Biotechnology (Seed Processing Supervisor)

Module 1: Establish and Maintain the Occupational Health and Safety System

Module 2: Perform advance Communication

Module 3: Perform Collection of Procured Seed at Processing Plant

Module 4: Operate basic Seed Processing Machines

Module 5: Perform Drying and Cleaning of Seed at Processing Plant

Module 6: Perform Seed Treatments

Module 7: Perform Seed Grading

Module 8: Perform Seed Sorting

Module 9: Perform Seed Extraction

Module 10: Perform Basic Green Skills

Possible available job opportunities, available immediately and later in the future:

- Seed Processing Plant Supervisor
- · Seed Processing Plant Operator





Trainee entry level:

The entry level for National Vocational Certificate Level 4 in Construction Sector (Seed Processing Supervisor) is given below:

Title	Entry requirements
National Vocational Certificate Level 4 in Seed Processing and Biotechnology (Seed Processing Supervisor)	The entry requirement for this qualification would be National Vocational Certificate Level 3 in Seed Processing and Biotechnology (Seed Procurement Assistant)

Minimum qualification of trainer:

B.Sc. (Hons) Agriculture with preferably major Biotechnology/Plant Breeding and Genetics with at least four-year experience in relevant field

Recommended trainer: trainee ratio

The recommended maximum trainer: trainee ratio for this program is 1 trainer for 25 trainees.

Medium of instruction i.e., language of instruction:

Instructions will be in Urdu/ English/ Local language.





Duration of the course (Total time, Theory & Practical time):

The distribution of contact hours is given below:

Total - 1200 hours

Theory - 240hours (20%)

Practical - 960 hours (80%)

Proposed Course Duration-1 Year





Sequence of Modules:

Module 1: Establish and Maintain the Occupational Health and Safety System	Module 4: Operate basic Seed Processing Machines	Module 7: Perform Seed Sorting
		150 hours
30 hours	180 hours	
Module 2: Perform advance Communication	Module 5: Perform Drying and Cleaning of Seed at Processing Plant	Module 8: Perform Seed Grading
60 hours	Seed at Flocessing Flant	150 hours
	90 hours	
Module 3: Perform Collection of Procured	Module 6: Perform Seed Treatments	Module 9: Perform Seed Extraction
Seed at Processing Plant		
	210 hours	210 hours
60 hours		
Module 10: Perform Basic Green Skills		

60 hours





Summary template-overview of the curriculum:

Following is the structure of the course:

Sr	Competen Code Standard	Competency	Occupatio n	NVQF Level		Categor	Estimated Contact Hours			Cr
No		Standards			У	Th	Pr	Tota I	Hr.	
	Level 2									
1.	0811SP&B03- A	Establish and Maintain the Occupational Health and Safety System	Seed	4	Generic	6	24	30	3	
2.	0811SP&B03- B	Perform Advance Communication	Processin g Plant Supervisor	4	Generic	12	48	60	6	
3.	0811SP&B03- C	Perform Collection of Procured Seed at Processing Plant		4	Technica I	12	48	60	6	





4.	0811SP&B03- D	Operate Basic Seed Processing Machines	4	Technica I	36	144	180	18
5.	0811SP&B03- E	Perform Drying and Cleaning of Seed at Processing Plant	4	Technica I	18	72	90	9
6.	0811SP&B03-F	Perform Seed Treatments	4	Technica I	42	168	210	21
7.	0811SP&B03- G	Perform Seed Sorting	4	Technica I	30	120	150	15
8.	0811SP&B03- H	Perform Seed Grading	4	Technica I	30	120	150	15
9.	0811SP&B03-I	Perform Seed Extraction	4	Technica I	42	168	210	21
10.	0811SP&B03-J	Perform Basic Green Skills	4	Generic	12	48	60	6
		Total			240	960	1200	120





	Percentage		20	80	





Module 1:Establish and Maintain the Occupational Health and Safety System

Objective: The aim of this module to get knowledge, skills and understanding to establish and maintain the occupational health and safety system.

Duration: 30Hours Theory: 6Hours Practice: 24 Hours Credit Hours: 3

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Carryout Risk assessment at workplace	The trainee will be able to: 1. Identify potential hazards at workplace 2. Evaluate the risk 3. Take corrective/preventive action to mitigate the risk 4. Record your findings 5. Review the risk assessment	 Recognize different types of hazards causing harm to workers. Knowledge about health and safety precautions Describe the methods to identify the risks and/or hazards at workplace Knowledge about methods of dealing with hazard to avoid any accident or injury Activity: Perform risk assessment at work place 	Total:4hrs Theory: 1hrs Practical: 3hrs	Consumable Notebooks Pencils Erasers Sharpeners White board marker Duster Non Consumable White board PPES Multimedia Computer	 Class Room Simulated environment
LU2: Follow emergency response	The trainee will be able to:	Explain different types of emergencies at work	Total: 11hrs Theory:	Consumable Notebooks Pencils	Class RoomSimulated environment





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
protocol/procedur e	 Identify emergency exits at workplace Select suitable positions for the relevant equipment Identify assembly area at workplace Follow procedure and instructions to evacuate the building Report immediately at designated assembly area in case of emergency 	 Knowledge about emergency protocol/procedures for fire, hazardous chemical spillage, major power failure, terrorism activities and natural disasters Understanding of current safety /emergency principles and practices at workplace Activity: Perform mock drill for emergency response plan 	2hrs Practical: 9hrs	 Erasers Sharpeners White board marker Duster Non Consumable White board Multimedia PPEs (Safety glasses, Ear muffs/ear plugs, Protective Gloves, Cap, Safety shoes etc.) Computer 	
LU3: Perform safe storage and disposal of waste	The trainee will be able to: 1. Identify different types of waste material	Explain different types of waste materialsKnowledge about	Total 11hrs Theory: 2hrs	Consumable Notebooks Pencils Erasers	Class RoomSimulated environment





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	 Identify types of containers to store the different types of waste material Use required labels on storage containers Store the waste materials according to standards Identify types of waste bins Dispose- off waste material according to the safety procedure 	methods of collecting and storing waste material Describe types of waste bins Knowledge about methods of safe disposal of waste material Activity: Perform mock drill for collection and safe storage of waste material Perform mock drill for safe disposal of waste material	Practical: 9hrs	 Sharpeners White board marker Duster Non Consumable White board PPES Multimedia Safety manuals/MS DS Computer 	





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU4: Maintain ergonomics condition at workplace	The trainee will be able to: 1. Follow standard working posture/position at workplace 2. Follow standard procedure to provide sufficient light at workplace 3. Use ergonomic workstations to avoid muscle fatigue	 Explain standard working posture/position at workplace Explain standard procedure for sufficient light at workplace Describe types of noises at workplace Knowledge about types of hazardous waste standard procedure for ventilation at workplace Activity: Practice of preparing ergonomic workstation 	Total: 4hrs Theory: 1hrs Practical: 3hrs	Consumable Notebooks Pencils Erasers Sharpeners White board marker Non Consumable White board Multimedia Computer PPES	 Class Room Simulated environment





Module2: Perform Advance Communication

Objective of the module: The aim of this module to get knowledge, skills and understanding to perform advance communication.

Duration: 60 Hours Theory: 12Hours Practice:48 Hours Credit Hours:6

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Demonstrate Professional skills	The trainee will be able to: 1. Demonstrate different modes of communication:	 Explain modes of communication Describe different types of communication skills Explain advanced language skills Understanding of direct and indirect communication methods Describe different templates of CVs Knowledge about interview techniques Activity: Develop CV for the post of crushing plant technician/supervisor. Role-play, interview 	Total:30hrs Theory:6hrs Practical:24hrs	Consumable Notebooks Pen White Bord Marker Duster Non Consumable White board PPE Multimedia Internet Computer	• Class Room





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning
Unit				Required	Place
		for the post of crushing plant operator and technician • Present assigned job through multimedia followed by question answers session		system	
LU2:	The trainee will be able		Total:15hrs	Consumable	 Class
Plan and Organize work	 Identify task requirements. Plan steps to complete tasks Review planning and organizing process Organize work as per task requirement 	 Knowledge about training skills Understanding of Professionals skills Describe the assessment and trainees feedback methods Analyze the need of the training type at the work place Activity: Prepare report to plan and organize work as per job assigned 	Theory:3hrs Practical:12hrs	 Notebooks Pen White board marker Duster Non Consumable White board PPES Multimedia Internet Computer system 	Room





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning
Unit				Required	Place
Conduct Professional Activities Ethically	The trainee will be able to: 1. Identify the ethical problems 2. Identify affected parties and their interests 3. Evaluate each solution using the interest those involves	 Knowledge about professional ethics Understanding about code of conduct Explain the principles of professional ethics Describe the importance of professional ethics Explain different kind of ethical problems at workplace Knowledge about ethical problem-solving techniques 	Total:15hrs Theory:3hrs Practical:12hrs	Consumable Notebooks Pen White board marker Duster Non- Consumable White board PPES Multimedia Internet Computer system	• Class Room





Module3: Perform Collection of Procured Seed at Processing Plant

Objective of the module: The aim of this module to get knowledge, skills and understanding toperform collection of procured seed at processing plant

Duration: 60 Hours Theory: 12Hours Practice: 48Hours Credit Hours: 6

Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
LU1:Prepare	The trainee will be able		Total:15hrs	Consumable	• Class
for collection	to:	Knowledge of procured		 Notebooks 	Room/site
of procured	1. Collect procurement	seed	Theory:3hrs	• Erasers	
seed	details	Knowledge of safety		 Sharpeners 	
	2. Arrange tools and	standards	Practical:	White board	
	equipment according to	 Understanding of tools and 	12hrs	marker	
	requirement	equipment for collection of		 Duster 	
	3. Maintain collection sites	procured seed		 Pencils 	
	according to	<u>Activity</u>		• PPEs	
	procurement details	Practice to collect		Raw seed	
	4. Follow safety standards	procurement details		Non	
	according to SOPs	Practice to maintain		Consumable	
		collection sites		White board	
				 Multimedia 	





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
				InternetComputer systemProcessing plant	
LU2.	The trainee will be able to:	Explain process of procured	Total:15hrs	Consumable	• Class
Receive	1. Arrange collection	seed receiving		 Notebooks 	Room/site
procured	material according to	Knowledge of maintenance of	Theory:3hrs	 Erasers 	
seed	procured seed	record		• Sharpeners	
	2. Receive procured	Understanding of unloading of	Practical:	White board	
	seed according to	collected material as per SOPs	12hrs	marker	
	SOPs	Activity:		• Duster	
	3. Maintain record	Practice to arrange and receive		• PPEs	
		procured seed as per SOPs.		• Seed	
				Non Consumable	
				White board	
				MultimediaInternet	
				Computer	





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				systemProcessing plant	
LU3.Maintain collection site	 The trainee will be able to: Follow sanitation of collection site Maintain required environmental conditions Follow health and safety guidelines 	 Explain sanitation procedure at site Understanding of health and safety guidelines Describe environmental conditions required for different seed Activity: Practice to maintain condition for collection site 	Total:24hrs Theory:6hrs Practical:30hrs	Consumable Notebooks Erasers Sharpeners White board marker Duster PPEs Seed Non Consumable White board Multimedia Internet Computer system Hygrometer	• Class Room/site





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
				Weather stationSeed processing plant	





Module4: Operate Basic Seed Processing Machineries

Objective of the module: The aim of this module to get knowledge, skills and understanding tooperate basic processing machineries.

Duration: 180 Hours Theory: 36Hours Practice: 144Hours Credit Hours: 18

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Prepare for Seed processing operations		 Understanding of pre checks Understanding of machine manuals Understanding of tools and equipment <u>Activity</u> Practice to perform pre checks of machines 	Total:30hrs Theory:6hrs Practical: 24hrs	Consumable Notebooks Erasers Sharpeners White board marker Duster PPEs Pencils Non Consumable White board Multimedia Internet Computer	• Class Room/site





Learning Unit	Le	earning Outcomes		Learning Elements	Duration			Materials		Learning
								Required		Place
							•	system Tools /equipment/ machineries		
LU2. Operate	The	trainee will be able	•	Knowledge of seed cleaning	Total:120hr	S		Consumable	•	Class
seed	to:		•	Knowledge of seed drying			•	Notebooks		Room/site
proceesing	1.	Perform operations	•	Knowledge of seed graders	Theory: 24h	nrs	•	Erasers		
machienes		through seed		Activity:			•	Sharpeners		
		cleaning machines	•	Practice to perform seed	Practical:96	6hrs	•	White board		
		according to SOPs		cleaning practices.				marker		
	2.	Perform operations	•	Practice to perform seed drying			•	Duster		
		through seed		practices.			•	Sampling bags		
		drying machines	•	Practice to perform seed			•	PPEs		
		according to SOPs		grading practices.			•	Seed		
	3.	Perform operations						Non-		
		through seed						Consumable		
		graders according					•	White board Multimedia		
		to SOPs					•	Internet		
	4.	Follow health and					•	Computer		





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials	Learning
				Required	Place
LU3. Perform maintainence	safety guidelines 5. Maintain records The trainee will be able to:	Explain sanitation procedure	Total:30hrs	system Seed graders Seed dryers Consumable Notebooks	Class Room/site
of basic processing machineries	 Arrange tools and material Check performance of all tools and equipment Perform sanitization of tools and equipment as per standard. Calibrate the tools and equipment properly Perform trouble shooting Follow standard safety checks before and after use of machinery. 	for processing machineries Explain troubleshooting Knowledge of equipment calibration Activity: Practice to perform machinery post checks Practice to perform sanitization of tools/equipment/machineries	Theory:6hrs Practical: 24hrs	 Erasers Sharpeners White board marker Duster Pencil PPEs Cleaning material Sanitization chemical Non Consumable White board Multimedia Internet Computer system Tools/equipment/ machinery 	TXOOH//Site





Module5: Perform Drying and Cleaning of Seed at Processing Plant

Objective of the module: The aim of this module to get knowledge, skills and understanding to perform drying and cleaning of seed at processing plant.

Duration: 90Hours Theory: 18Hours Practice: 72Hours Credit Hours: 9

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Perform cleaning of raw seed	The trainee will be able to: 1. Arrange tools and equipment 2. Perform pre cleaning of seed as work instructions 3. Perform fine cleaning of seed 4. Maintain record	 Knowledge of seed cleaning techniques at processing plant Explain method for seed cleaning <u>Activity</u> Practice to perform cleaning of raw seed at processing plant 	Total:30hrs Theory:6hrs Practical: 24hrs	Consumable Notebooks Erasers Sharpeners White board marker Duster PPEs Raw seed Non Consumable White board Multimedia Internet Computer	• Class Room/site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU2. Prepare for drying	The trainee will be able to: 1. Collect and submit seed sample for moisture test 2. Prepare seed for drying according to lab report 3. Maintain record	 Explain process of seed drying at processing plant Define moisture test Understanding of moisture test lab report Activity: Practice to prepare seed for drying 	Total:15hrs Theory:3hrs Practical:12hrs	system Processing plant Consumable Notebooks Erasers Sharpeners White board marker Duster Sampling bags PPEs Seed Non Consumable White board	Class Room/site
				MultimediaInternetComputer	





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
_	The trainee will be able to: 1. Arrange tools and equipment 2. Dry seed according to air distribution system 3. Follow standard safety checks before and after drying.	 Explain air distribution system of seed drying Explain types of air distribution system for seed drying Understanding of pre and post checks of seed air drying unit Activity: Practice to perform seed drying at processing plant by using 	Total:15hrs Theory:3hrs Practical:12hrs	Required system Processing plant Consumable Notebooks Erasers Sharpeners White board marker Duster Sampling	Class Room/site
		different types of air distribution system		 bags PPEs Seed Non Consumable White board Multimedia Internet Computer 	





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
LU4.Perform Drying with heated Air system	The trainee will be able to: 1. Arrange tools and equipment 2. Dry seed according to heated air system 3. Follow standard safety checks before and after use of machinery	 Explain heated air system of seed drying Explain types of heated air system for seed drying Understanding of pre and post checks of heated air seed drying unit Activity: Practice to perform seed drying at processing plant by using different types of heated air distribution system 	Total:15hrs Theory:3hrs Practical:12hrs	system Processing plant Air Seed distribution system Consumable Notebooks Erasers Sharpeners White board marker Duster Sampling bags PPEs Seed Non Consumable White board	Class Room/site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				 Multimedia Internet Computer system Processing plant Heated Air Seed distribution system 	
LU5.Perform drying in countinous flow dryer	 Arrange tools and equipment Dry seed according to countinous flow dryer Follow standard safety checks before and after use of machinery 	 Define the countinous flow dryer Explain the process of continuous flow dryer Understanding of pre and post checks of countinous flow dryer Activity: Practice to perform seed drying by using countinous flow dryer 	Total:15hrs Theory:3hrs Practical:12hrs	 Consumable Notebooks Erasers Sharpeners White board marker Duster Sampling bags PPEs 	Class Room/site





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
				• Seed	
				Non Consumable White board Multimedia Internet Computer system Processing plant Continuous flow dryers	





Module6: Perform Seed Treatments

Objective of the module: The aim of this module is to get knowledge, skills and understanding to perform seed treatments

Duration: 210Hours Theory: 42 Hours Practice: 168 Hours Credit Hours: 21

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Prepare seed treatment solutions	 The trainee will be able to: Arrange tools/equipment /chemical Wear PPEs Prepare solutions for applications as per SOPs Follow health and safety guidelines Handle chemicals according to SOPs 	 Knowledge of seed treatment solutions Explain seed treatment methods Understanding of chemical handling during seed treatment <u>Activity</u> Practice to prepare seed treatment solutions 	Total:30hrs. Theory:6hrs. Practical:24hrs.	Consumable Notebooks Pencils Erasers Sharpeners Pen White board marker Duster Seeds Chemicals Bins/buckets Non Consumable White board Computer system Multimedia Internet	Class Room/Site





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
LU2:Apply Solutions Manually	 The trainee will be able to: Arrange tools/equipment /chemical Treat seed as per SOPs Collect and submit sample of treated seed for quality check Maintain record 	 Explain manual seed treatment Understanding of seed quality check Knowledge of record keeping Activity Practice to apply seed treatment manually 	Total:30hrs. Theory:6hrs. Practical:24hrs.	Consumable Notebooks Pencils Erasers Sharpeners Pen White board marker Duster Seed Chemicals Bins/buckets Non Consumable White board Computer system Multimedia Internet	Class Room/Site
LU3: Apply Solutions Mechanically	The trainee will be able to: 1. Arrange tools/equipment /chemical 2. Treat seed	 Explain mechanically seed treatment Knowledge of mechanical seed treatment methods Understanding of seed quality 	Total:60hrs. Theory:12hrs. Practical:48	Consumable Notebooks Pencils Erasers Sharpeners Pen White board	Class Room/Site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	mechanically as per SOPs 3. Collect and submit sample of treated seed for quality check 4. Maintain record	check • Knowledge of record keeping Activity • Practice to apply seed treatment mechanically	hrs.	marker Duster Seed Chemicals Bins/buckets Non- Consumable White board Computer system Multimedia Internet Vehicles Different type of weighing balance Agitators Shakers	
LU4: Perform seed coating by different biological and natural products	The trainee will be able to: 1. Prepare for work 2. Perform beneficial fungal coating	 Knowledge of beneficial fungal coating Describe bacterial fungal coating procedure Knowledge of bacterial 	Total:60 hrs. Theory:12hrs. Practical:48	Consumable Notebooks Pencils Erasers Sharpeners Pen White board	Class Room/Site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	 3. Perform bacterial inoculum coating 4. Perform PGPR (Plant growth promoting rhizobacteria) media coating 5. Perform seed coating with nutrients (maco and micronutrients) 6. Perform seed coating with natural products 	 inoculums coating Understanding of PGPR Describe seed coating with nutrients Define seed coating with natural products Activity Practice to perform seed coating by different methods 	hrs.	marker Duster Seed Bags Sample bags Natural products for coating Maco and micronutrient s Non Consumable White board Computer system Multimedia Internet	
LU5: Perform storage of treated seed	The trainee will be able to: 1. Arrange tools/equipment 2. Perform storage of treated seed according	 Knowledge of seed storage Explain quality check parameters Understanding of record keeping 	Total:30hrs. Theory:6hrs. Practical:24hrs.	Consumable Notebooks Pencils Erasers Sharpeners Pen White board marker	Class Room/Site





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
	to SOPs 3. Collect and submit sample of treated seed for quality check 4. Maintain record	Activity • Practice to store treated seed		 Duster Seed Bags Sample bags Non Consumable White board Computer system Multimedia Internet 	





Module7: Perform Seed Sorting

Objective of the module: The aim of this module is to get knowledge, skills and understanding to perform seed sorting.

Duration: 180 Hours Theory: 36 Hours Practice: 144 Hours Credit Hours: 18

Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
LU1. Prepare for seed sorting	 The trainee will be able to: Arrange tools and equipment for sorting Perform pre and post-checks for required machinery Calculate production requirement according to demand Schedule activities according to production demand Collect seed for sorting Maintain Records Follow safety measures 	 Explain seed sorting Knowledge of seed sorting unit Knowledge of supply and demand for seed production Understanding of pre and post checks of seed sorting units Knowledge of record keeping <u>Activity</u> Practice to perform pre and post checks for sorting machine Practice to collect seed for sorting 	Total:30hrs. Theory:6hrs. Practical:24hrs.	Consumable Notebooks Pencils Erasers Sharpeners Pencils White board marker Duster Different types of bag Seed	Class Room/Site





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
	according to workplace safety guidelines			 Consumable White board Computer system Multimedia Internet Seed Sorter 	
LU2.Execute seed sorting operations	The trainee will be able to: 1. Arrange machines/tools/equipmen t according to sorting requirement 2. Wear PPEs 3. Perform sorting operation according to work instructions 4. Segregate sorted seed according to work instructions	 Knowledge of seed Segregation Understanding of seed sorting operations Activity Practice to perform seed sorting by using seed sorter 	Total:150hrs Theory:30hrs Practical:120hrs	Consumable Notebooks Pencils Erasers Sharpeners White board marker Duster Seed Non Consumable	Class Room/Site





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning Place
Unit				Required	
				White boardMultimediaInternetComputer system	
				PrinterSeed sorter	
LU3. Maintain Record	The trainee will be able to: 1. Maintain record of seed sorting (Type of seeds, supplier details, quality parameters) 2. Maintain records for wasted seed 3. Maintain stock register according to standard work instructions	 Knowledge of seed quality parameters Understanding of damage seed record Explain stock register Knowledge of stock register maintenance Activity Practice to prepare stock register 	Total:30hrs. Theory:6hrs. Practical:24hrs.	Consumable Notebooks Pencils Erasers Sharpeners White board marker Duster Non Consumable White board	Class Room/site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				Multimedia	
				• Internet	
				• Computer	
				system	
				• Stock	
				register	





Module8:: Perfrorm Seed Grading

Objective of the module: The aim of this module isto get knowledge, skills and understanding to perform seed grading.

Duration: 180 Hours

Theory: 36 Hours

Practice: 144 Hours

Credit Hours: 18

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials	Learning
				Required	Place
LU1 .Prepare for seed grading	 The trainee will be able to: Arrange tools and equipment for sorting Perform pre-checks for required machinery Follow safety measures according to workplace safety guidelines Calculate production requirement according to demand Schedule activities according to production demand Collect sorted seed for 	 Explain seed grading Knowledge of seed grading unit Understanding of pre and post checks of seed grading units Knowledge of seed grading Knowledge of supply and demand for seed production Understanding of seed grading operations Knowledge of record keeping <u>Activity</u> Practice to collect seed for 	Total:30hrs. Theory:6hrs. Practical:24hrs.	Consumable Notebooks Pencils Erasers Sharpeners Pen White board marker Duster Different types of bags Seed Non Consumable White board Computer system	• Class Room/Site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials	Learning
LU2.Execute seed garding operations	grading 7. Maintain Records The trainee will be able to: 1. Arrange machines/tools/equipme nt according to grading requirement 2. Perform grading operation according to work instructions 3. Segregate graded seed	grading Practice to perform seed grading by using seed grading machine Knowledge of seed quality parameters Understanding of graded seed record Knowledge of record maintenance Activity Practice to prepare record	Total:150hrs Theory:30hrs Practical:120 hrs.	Required Multimedia Internet Seed grading machine Consumable Notebooks Pencils Erasers Sharpeners White board marker Duster Non- Consumable White board	Place Class Room/site
	according to work instructions 4. Maintain records	register		MultimediaInternetComputer systemRecord register	





Module9:: Perfrorm Seed Extraction

Objective of the module: The aim of this module is to get knowledge, skills and understanding to perform seed extraction.

Duration: 150Hours Theory:30 Hours Practice: 120 Hours Credit Hours: 15

Learning Outcomes	Learning Elements	Duration	Materials	Learning
			Required	Place
The trainee will be able to: 1. Arrange tools/equipment and material for required extraction 2. Perform pre-checks for required machinery 3. Follow safety measures according to workplace safety guidelines	 Explain importance of seed extraction Describe methods of seed extraction Understanding of pre and post checks for seed extraction machinery Knowledge of record keeping <u>Activity</u> Practice to arrange tools/equipment and material for seed extraction. 	Total:30hrs. Theory:6 hrs. Practical:24hrs.	Required Consumable Notebooks Pencils Erasers Sharpeners Pen White board marker Duster Seed Chemicals for seed extraction	• Class Room/Site
	The trainee will be able to: 1. Arrange tools/equipment and material for required extraction 2. Perform pre-checks for required machinery 3. Follow safety measures according to workplace	 The trainee will be able to: Explain importance of seed extraction Describe methods of seed extraction Understanding of pre and post checks for required machinery Follow safety measures according to workplace safety guidelines Knowledge of record keeping Activity Practice to arrange tools/equipment and material 	The trainee will be able to: • Explain importance of seed extraction • Describe methods of seed extraction • Describe methods of seed extraction • Understanding of pre and post checks for seed extraction machinery 3. Follow safety measures according to workplace safety guidelines • Explain importance of seed extraction • Describe methods of seed extraction • Understanding of pre and post checks for seed extraction • Machinery • Knowledge of record keeping • Activity • Practice to arrange tools/equipment and material	The trainee will be able to: 1. Arrange tools/equipment and material for required extraction 2. Perform pre-checks for required machinery 3. Follow safety measures according to workplace safety guidelines 4. Explain importance of seed extraction 5. Describe methods of seed extraction 6. Describe methods of seed extraction 7. Describe methods of seed extraction 8. Describe methods of seed extraction 9. Practical:24hrs. 9. Consumable 9. Notebooks 9. Pencils 9. Erasers 9. Pen 9. White board marker 9. White board marker 9. Duster 9. Duster 9. Seed 9. Chemicals for seed 9. Chemicals for seed 9. Chemicals for seed





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU2. Execute Seed Exraction Methods	The trainee will be able to: 1. Perform manual extraction 2. Perform fermentation 3. Perform mechanical extraction 4. Perform chemical method	 Describe procedure for manual extraction of seed Describe procedure for seed fermentation Describe procedure for mechanical extraction Describe procedure for seed extraction through chemicals 	Total:90hrs Theory:18hrs Practical:72hrs	Consumable White board Computer system Multimedia Internet Seed extraction machine Consumable Notebooks Pencils Erasers Sharpeners White board marker Duster Seed	• Class Room/Site





Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials	Learning
				Required	Place
		<u>Activity</u>		Non	
		 Practice to perform manual 		Consumable	
		extraction		White board	
		 Practice to perform 		Multimedia	
		fermentation		 Internet 	
		 Practice to perform 		• Computer	
		mechanical extraction		system	
		 Practice to perform 		• Printer	
		chemical method		Seed grading	
				machine	





Module 10: Perform Basic Green Skills

Objective of the module: The aim of this module to get knowledge, skills and understanding to perform basic green skills.

Duration: 60 Hours Theory:12 Hours Practice: 48Hours Credit Hours: 6

Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning
Unit				Required	Place
LU1:	The trainee will be		Total:30hrs	Consumable	Classroom/
Manage	able to:	Environmental		 Notebooks 	working site
sustainability	1. Select sustainable raw	degradation	Theory:06hrs	• Pen	
of materials	materials as per	 Types of raw materials at 		White board	
used at site	requirement	site	Practical:24hrs	marker	
	2. Follow standard	Types of waste		Duster	
	procedure to manage	Waste reduction		• PPE	
	systems (waste, energy,	techniques		Non	
	water)	Concept of 6 R approach		Consumabl	
	3. Perform impact	(Reduce, Reuse, Recycle,		е	
	quantification of used	Repair, Renew, and		White board	
	material at site	Rethink)		• PPE	
		Reusable materials		Multimedia	





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning
Unit				Required	Place
		Recyclable materials		Internet	
		 Methods for disposal of 		Computer	
		unusable materials		system	
		• Just-in-time (JIT)			
		approach			
		Basic knowledge of green			
		energy resources (solar,			
		biogas, natural light,			
		rainwater, wind energy			
		etc.)			





Learning	Learning Outcomes	Learning Elements	Duration	Materials	Learning
Unit				Required	Place
LU2:	The trainee will be	Environmental degradation	Total:30hrs	Consumable	Classroom/
Manage site	able to:	Types of raw materials at		 Notebooks 	working site
waste		crushing plant	Theory:06hrs	• Pen	
	1. Identify various types of	Types of waste		White board	
	waste at site	Waste reduction techniques	Practical:24hrs	marker	
	2. Sort and categorize	Concept of 6 R approach		• Duster	
	reusable waste	(Reduce, Reuse, Recycle,		• PPE	
	3. Dispose unusable waste	Repair, Renew, and Rethink)		Non-	
	as per set standards	Reusable materials		Consumabl	
	4. Place reusable material	Recyclable materials		е	
	at designated storage	Methods for disposal of		White board	
	area	unusable materials		• PPE	
	5. Transport waste	Just-in-time (JIT) approach		Multimedia	
	material to designated	Basic knowledge of green		 Internet 	
	place	energy resources (solar,		 Computer 	
		biogas, natural light, rainwater,		system	
		wind energy etc.)			





General assessment guidance for "Seed Processing Plant Supervisor"

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

Sessional assessment is going on all the time. Its purpose is to provide feedback on what students are learning:

- To the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

Final assessment is the assessment, usually on completion of a course or module, which says whether or not the student has "passed". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

Methods of assessment

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of a Seed Processing Plant Technician include:

- Work performances, for example Drying and Cleaning of Seed at Processing Plant
- Demonstrations, for example Perform Seed Grading, Sorting and Extraction





- Direct questioning, where the assessor would ask the student how to Collect Procured Seed at Processing Plant and Operate Basic Seed Processing Machines
- Paper-based tests, such as multiple choice or short answer questions on Occupational Health and Safety System, Seed Treatment etc.
- Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Seed Processing Plant Supervisor include:

• Work products, such as performing basic green skills etc

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if seed treatments are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that documentation activity. An interview about the seed treatments would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of preparing documents in words has been assessed, another assessor (e.g. the future employer) should be able to see the same work performance and witness the same level of achievement. Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.





Assessment strategy for Seed Processing Supervisor

This curriculum consists of 10modules:

Module 1: Establish and Maintain the Occupational Health and Safety System

Module 2: Perform Advance Communication

Module 3: Perform Collection of Procured Seed at Processing Plant

Module 4: Operate Basic Seed Processing Machines

Module 5: Perform Drying and Cleaning of Seed at Processing Plant

Module 6: Perform Seed Treatments

Module 7: Perform Seed Grading

Module 8: Perform Seed Sorting

Module 9: Perform Seed Extraction

Module 10: Perform Basic Green Skills

Sessional assessment

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least one hour per module. This can be a combination of multiple choice and short answer questions.





For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

Final assessment

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The assessment teams

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 25 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 to 15 students, assessments would be carried out over a two-day period only.

Planning for assessment

Sessional assessment: assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.

Final assessment: Training providers need to decide ways to combine modules into a cohesive two-day final assessment programme for each group of five students. Training providers must agree the content for practical assessments in advance.





List of Tool, Machinery and Equipment:

SR#	Items/Tools & Equipment	Quantity
	PPEs:	
	Safety Helmet	30
	Safety Shoes	30
1.	Earmuffs	30
"	Gloves	30
	Goggles	30
	Face Shields.	
		05
2.	First Aid Kit	01
3.	Computer	26





4.	Multimedia	01
5.	Clip Board	30
6.	Seed cleaning machine	05
7.	Screener	02
8.	Seed trier	25
9.	Moisture meter	05
10.	Hot air oven	02
11.	Scalper	02
12.	Seed processing plant	01
13.	Seed dryers	02
14.	Air Seed distribution system	01





15.	Heated Air Seed distribution system	01
16.	Continuous flow dryers	01
17.	Specific gravity sepraor	01
18.	Spiral sepraotr	01
19.	Seed seprator	02
20.	Seed Huller	01
21.	Seed Scarifier	01
22.	Seed sheller	02
23.	Seed grading machine	02
24.	Seed extraction machine	02
25.	Different type of bags	As per requirement





26.	Vehicle (HTV/LTV)	01
27.	Store/warehouse	01
28.	Fork Lifter	01
29.	Seed Elevator	01
30.	Conveyer	01
31.	Weighing balance	05
32.	Sprayers	05
33.	Seed boxes	10
34.	Seed treatemnt pump	02
35.	Seed blade mixer	02
36.	Seed treater	02





37.	Filling machiens	02
38.	Containers	As per requirement
39.	Bins	As per requirement

List of Consumable Supplies

SR#	Consumable Supplies	Quantity
1.	Surgical Face Masks	2 Boxes
2.	Stationary	As per requirement
3.	Sample job order	As per requirement
4.	Safety sign boards	As per requirement
5.	Chemicals/ pesticides	As per requirement





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