

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Market Analyst cum Supervisor (RSS Trading)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Sales & Marketing

REFERENCE ID: RSC/Q6302

ALIGNED TO: NCO-2004/NIL

Brief Job Description: He advises the management on purchase/sale policy based on price movements and other market developments. He should be aware of the NR price trends both in the domestic and international markets including futures market.

Personal Attributes: He should have strong analytical and reasoning skills. He shall be vigilant about the NR and SR markets, trends in production, processing, and-consuming sectors of rubber. He should be able to correlate the data and other inputs to formulate the strategy on purchase, sale and stock of rubber and advise the management accordingly. He should be able to arrive at logical and reasonable conclusions quickly.

Qualification Pack for Market Analyst cum Supervisor

Job Details

Qualifications Pack Code	RSC/Q6302		
Job Role	Market Analyst cum Supervisor (RSS Trading)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Rubber Industry	Drafted on	22/06/2015
Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	07/11/2016
Occupation	Sales & Marketing	Next review date	07/11/2019
NSQC Clearance on	20/07/2015		

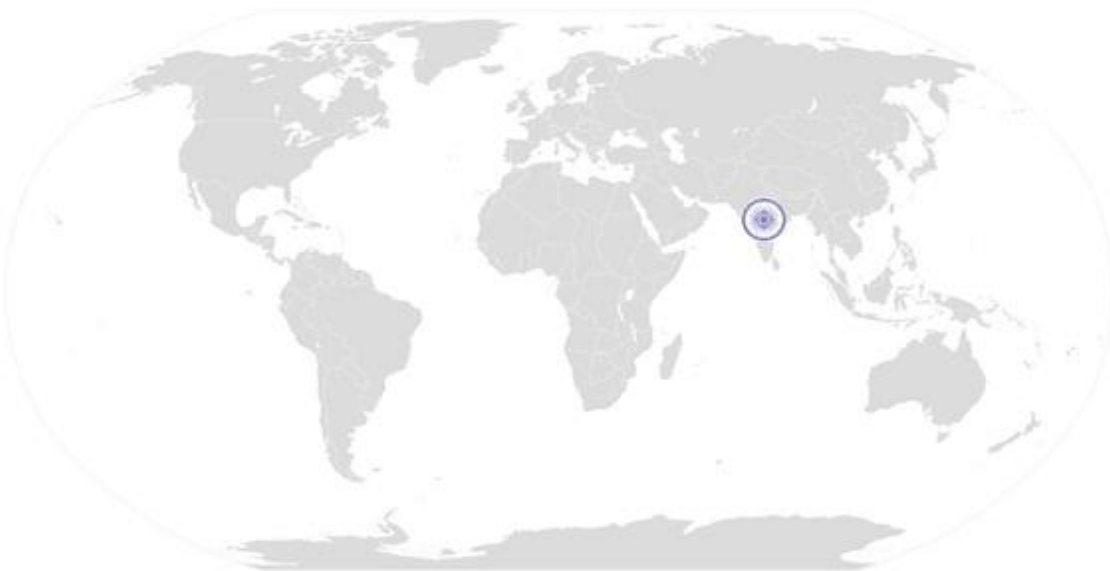
Job Role	Market Analyst
Role Description	He advises the management on purchase/sale policy based on price movements and other market developments. He should be aware of the NR price trends both in the domestic and international markets including futures market.
NSQF level	6
Minimum Educational Qualifications*	Graduation - desirable
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in market analysis / management conducted by a competent authority.
Minimum Job Entry Age	18 years
Experience	As per the company SOP/ HR practices (Preferred)
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC/N6303 - Carry out market analysis and advice the concerned authorities appropriately RSC/ N5010 - Documentation and office management RSC/N5013 – To learn entrepreneurship skills Optional: <ol style="list-style-type: none"> NA
Performance Criteria	As described in the relevant OS units

Qualification Pack for Market Analyst cum Supervisor

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 analysis of sheet rubber market trends in India and abroad and advising the concerned authorities appropriately on sheet rubber sales policies / strategies.

Unit Code	RSC/N6303
Unit Title (Task)	Market Analyst
Description	This unit is about carrying out analysis of sheet rubber market trends in India and abroad and advising the concerned authorities appropriately on sheet rubber sales policies / strategies.
Scope	The unit covers the following: <ul style="list-style-type: none"> • Market Information and strategy • Trading and Sales • Futures Market
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Market Information and strategy	To be competent, the user/individual on the job should be able to: PC1. Update daily information on national and international market of NR and SR. PC2. Maintain good relations in the market to collect information from primary and secondary sources PC3. Gather information about all relevant government policies and other mandatory aspects relating to rubber sector. PC4. Correlate the data and other inputs to formulate the strategy on purchase, sale and stock of rubber
Trading and Sales	PC5. Provide accurate and scientific information regarding all aspects of NR trading and sales. PC6. Assist the management in formulating suitable marketing policy / strategy by analyzing the trends in the domestic / global rubber markets.
Futures Market	PC7. Analyse the trends in Futures trading of rubber and utilize the information for sales/purchase policy PC8. Formulate hedging strategies to cover the price risk emerging from price fluctuations in the cash market. PC9. Convey the funds requirements for futures trade to the accounts department and management in advance
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the	The user/individual on the job needs to know and understand: KA1. How to maintain good relationship with local traders, exporters, importers,

company / organization and its processes)	consumers, brokers and C/F agents and gather relevant information from them. KA2. Government regulations and policies pertaining to rubber sector. KA3. Trends in futures trading of rubber and assist the management in hedging the price risk KA4. Material requirement and sales target of the firm
Technical knowledge	The user/individual on the job needs to know and understand: KB1. Commodity trading with special reference to NR KB2. Price fluctuations and economic policies KB3. Futures trading practices KB4. Latest applications of computer and internet in his job
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs : SA1. To have good skill in written communication to gather information from various sources SA2. To prepare reports based on market analysis SA3. To prepare presentations
	Reading Skills
	The user/individual on the job needs to know and understand : SA4. Information pertaining to rubber markets from all available sources including internet ,news papers and periodicals
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs: SA5. Good skill for listening and communicating his observations, analysis and recommendations at an appropriate time. SA6. Good communication skill to effectively interact with various stakeholders.	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take quick decisions especially in the event of sudden fluctuations in NR price.
	Plan and Organize
	The user/individual on the job needs to know how to: SB2. Appropriately advice the management on purchase /sales policies.
Customer Centricity	

	The user/individual on the job needs to know how to: SB3. Assist the management in sales strategy so that the product is provided to the customers at competitive rates.
	Problem Solving
	The user/individual on the job needs to know how to: SB4. Formulate hedging strategies to cover the price risk emerging from price fluctuations in the cash market
	Analytical Thinking
	The user/individual on the job needs to know how to: SB5. Apply his mind and analyse the market situations with reference to demand-supply position, general economic situation, industrial growth, national and international trends etc in the NR/SR sectors to arrive at scientific conclusions regarding marketing of rubber.
	Critical Thinking
	The user/individual on the job needs to know how to: SB6. Use the available market information for maximizing the profitability of the firm.



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NOS Code	RSC/N6303		
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	Sales & Marketing	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about Documentation & Office Management.

RSC/N5010
Documentation and Office Management

National Occupational Standard

Unit Code	RSC/N5010
Unit Title (Task)	Documentation & Office Management
Description	This unit is about documentation & office management
Scope	<p>This unit/task covers the following tasks:</p> <ul style="list-style-type: none"> • Office management • Account maintenance • Balance sheet & budget preparation • Input/equipment purchase & management • Data collection, analysis and documentation
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Office management	<p>To be competent, the individual on the job must be able to know and understand –</p> <p>PC1. General office procedures PC2. Record keeping and file maintenance PC3. Leave and allowance/wages rules PC4. Rules regarding workers' benefits PC5. Monitor office activities PC6. Maintenance of punctuality and discipline in the factory</p>
Account maintenance	<p>PC7. Dealing cash/effecting payments PC8. Proper accounting and book keeping PC9. Regulating expenditure as per fund allocation PC10. Income and expenditure statement preparation PC11. Profit/loss statements PC12. Operating bank account PC13. Disbursement of salary/wages</p>
Balance sheet & budget Preparation	<p>PC13. Annual budget preparation as per target PC14. Annual balance sheet preparation PC15. Annual EPF statements & other statutory statements</p>
Input/equipment purchase & management	<p>PC16. Assessment of input & equipment requirement PC17. Arrange for purchase, effective utilization & management of the resources PC18. Records of sales and purchases</p>

RSC/N5010
Documentation and Office Management

Data collection, analysis & documentation	PC19. Collection and recording of all data PC20. Compilation, analysis and documentation PC21. Documentation for publication, reporting and recording for future reference PC22. Correspondence with vendors, clients, govt. agencies and public PC23. Document notifications/letters from Government agencies and management
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. Efficient management of office activities KA2. Planning and organizing activities through administrative and financial management KA3. Analyzing shortfall/achievement for further improvement KA4. Documentation for self-awareness and publication
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Office management procedures KB2. Finance management procedures KB3. Labour Act and Rules, welfare schemes etc. KB4. Insurance schemes KB5. EPF and other service rules KB6. Data collection, analysis and documentation KB7. Computer application- data processing, report typing etc.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feedback to higher authorities SA4. Correspond with other institutions/department SA5. Report writing, computerization
	Reading Skills
The user/individual on the job needs to know and understand how to: SA6. Read and understand the contents published in scientific journals, manuals, newspaper and other publications SA7. Read, understand and interpret various rules, schemes etc. SA8. Read and understand images, graphs, charts, diagrams etc. SA9. Read and understand articles and interpret	

RSC/N5010
Documentation and Office Management

	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. Be a good communicator. SA11. Express statements, opinions or information clearly so that the receiver can hear and understand SA12. Respond appropriately to queries SA13. Communicate effectively to supervisors, employees and clients</p>
B. Professional Skills	<p>Decision Making</p>
	<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>
	<p>Plan and Organize</p>
	<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 up tasks and allotment of the same SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Correspond effectively with clients relating to product delivery, payment and for communicating any other information.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Solve problems related to documentation and office management SB9. Solve problems related to transportation, loading, unloading etc. SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and nip in the bud stage itself</p>
<p>Analytical Thinking</p>	

RSC/N5010

Documentation and Office Management

	The user/individual on the job needs to know and understand how to: SB13. Suggest improvement over the present documentation and office management system
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB14. Take appropriate action/seek expert opinion to overcome critical situations



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Industry	Rubber Industry	Drafted on	22/06/15
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Occupation	Sales & Marketing	Next review date	22/06/17



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National Occupational Standard



Overview

This unit is about skill of entrepreneurship.

RSC/N5013
To Learn Entrepreneurship Skills

National Occupational Standard

Unit Code	RSC/N5013
Unit Title (Task)	To Learn Entrepreneurship Skills
Description	This unit is about entrepreneurship.
Scope	<p>This unit/task covers the following tasks:</p> <ul style="list-style-type: none"> • Identification of business opportunity • Sustain existing business and make continual improvement • Organizing/Directing the factors of production (productivity) • Undertaking risk and initiative • Innovation and be a role model • Keep watch and improve on quality, cost, safety, delivery and moral • Documentation
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Business opportunity	<p>To be competent, the individual on the job must be able to know and understand –</p> <p>PC1. Importance of being aware to identify profitable business opportunity (Opportunity can be in the form of new material in use, new process, new technology, new market etc)</p> <p>PC2. Maintain the confidentiality till the completion of working on the idea</p> <p>PC3. Discuss the opportunity (with trusted ones) to evaluate its feasibility</p> <p>PC4. Arrange/organize related documents/information</p>
Sustain existing business	<p>PC5. Monitor the development at competitors' end</p> <p>PC6. Sustain existing business and make continual improvements</p> <p>PC7. Evaluate possibilities of process simplification , combining process steps (wherever applicable) ,reducing manpower dependency</p> <p>PC8. Acquire new information for optimal allocation of resources before others to gain profit</p>
Factors of Production	<p>PC9. Understanding the requirement of different factors of production: land, labour and capital</p> <p>PC10. Acquire and deploy necessary resources for exploitation of identified business opportunity</p> <p>PC11. Develop a business plan</p> <p>PC12. Acquire financial and material resources</p> <p>PC13. Organize to hire experienced and efficient human resource</p> <p>PC14. Arrange for best factory set up</p> <p>PC15. Raise capital from different sources keeping the interest cost at minimum</p> <p>PC16. Arrange for purchase, effective utilization and management of the resources</p>

RSC/N5013
To Learn Entrepreneurship Skills

Risk and initiative	PC17. Assume risk and deal with uncertainty PC18. Take initiative to start something new (process, product etc.)
Innovation	PC19. Convert new idea into successful innovation PC20. Replace in whole or in part inferior offerings creating new products/business model PC21. Develop new combinations of existing inputs
Bring in Improvement	PC22. To be more competitive work towards cost reduction through efficiency, improvement in quality, bring in new product/features of product PC23. Acquire semi or fully automatic units for improved productivity
Documentation	PC24. Collection and recording of all information PC25. Compilation, analysis and documentation PC26. Correspondence with vendors, clients, govt. agencies and public PC27. Document notifications/letters from Government agencies and management
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. Efficient organization and management of factors of production KA2. Planning and organizing activities through administrative and financial management KA3. Analyzing shortfall/achievement for further improvement KA4. Importance of maintaining confidentiality of new business plan KA5. Documentation for self-awareness and publication KA6. Procedures for presenting/discussing new business opportunity KA7. Procedures for approval of new plan
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Cost-benefit analysis of the business opportunity KB2. Finance management procedures KB3. Environmental issues and quality standards KB4. Taking advantage of market opportunities by planning, organizing and deploying resources KB5. Human resource management KB6. Data collection, analysis and documentation KB7. Computer application- data processing, report typing etc. KB8. Importance of patent and copyright KB9. Latest technology in use to gather information KB10. Implications of delay in working on identified business opportunity KB11. Effect of disclosing innovations without following set procedures

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals and feedback to higher authorities SA4. Correspond with other institutions/department SA5. Report writing, organizing data and information using computer applications
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA6. Read and understand the contents published in scientific journals, manuals, newspaper and other publications SA7. Read, understand and interpret various rules, schemes etc. SA8. Read and understand images, graphs, charts, diagrams etc. SA9. Read and understand articles and interpret
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA10. Gather information using contacts SA11. Express statements, opinions or information clearly so that the receiver can hear and understand SA12. Respond appropriately to queries SA13. Communicate effectively to team members and people contacted
	Decision Making
B. Professional Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. Arrive at proper decisions according to different situations SB2. Take forward selected ideas and reject others SB3. Optimally allocate resources SB4. Chart out the process flow to take the identified ideas forward
	Plan and Organize

To Learn Entrepreneurship Skills

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Plan and organize the factors of production to execute the business plan</p> <p>SB6. Fix up tasks and allotment of the same</p> <p>SB7. Assign tasks to suitable persons</p> <p>SB8. Motivate them for better output and time bound completion of tasks</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Correspond effectively with clients relating to product feedback and for communicating/collecting any other information.</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Solve problems related to equipment and supply of inputs</p> <p>SB11. Solve problems among colleagues</p> <p>SB12. Diagnose problems and resolve at initial stage itself</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Suggest improvement over the existing systems</p> <p>SB14. Analyze the feasibility of opportunities</p> <p>SB15. Perform cost-benefit analysis</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. Take appropriate action/seek expert opinion to overcome critical situations</p>	

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Occupation	Sales & Marketing	Next review date	29/04/19

