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| Title | **Weigh seed cotton (phutti) delivered at factory** | | |
| Level | **1** | **Credits** | **3** |

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| Purpose | These competency-standards will ensure that the trainee will be able to weigh the seed cotton delivered at Ginning Factory by brokers/commission agent or directly by farmers. |

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| Classification ISCED | 0811 Crop and livestock production |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** |  | **Knowledge Criteria** |
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| **A-1**: Weigh seed | P.1: Identify the types of weighing machines, i.e. Weigh |  | K.1: Explain the weighing procedure of each type of |
| cotton accurately | Bridge (a. Manual, b. Electronic), Bora weighing scale. |  | industry/national standard weighing machine. |
| on weighing |  |  |  |
| machine | P2 Demonstrate the weighing procedures for industrial |  | K.2: Explain the calibrations of each weighing machine. |
|  | standards and satisfaction. |  |  |
|  | P.3: Demonstrate the process of calibrating each weighing |  |  |
|  | system. |  |  |
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| **A-2**: Issue receipts | P1: Explain the layout of the typical receipts of cotton |  | K.1: Explain of the layout and purpose of various copies of |
| for seed cotton | factory showing truck number, factory serial number, |  | receipts for determining fair weight. |
| delivered in the | quality/ variety of seed cotton and name of |  |  |
| factory | supplier/grower. |  | K.2: Explain the importance of keeping accurate records of |
|  |  |  | receipts and the process of keeping receipt and record of |
|  | P2: Demonstrate the processes to accurately complete |  | counter foil. |
|  | common types of receipts for seed cotton deliveries and to |  |  |
|  | maintain records. |  |  |
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| **A-3**: Make | P.1: Demonstrate the procedural steps of payment i.e. |  | K.1: Explain the different purpose of adhoc payment. |
| payments for | adhoc payment which is around 70 to 80 % of the net |  |  |
| delivered seed | payment, etc. |  | K.2: Explain the industry standard payment procedure for the |
| cotton |  |  | various payment systems used in the industry. |
|  | P.2: Demonstrate the procedures for completing various |  |  |
|  | payment systems (cash, bank draft or cheques) of the |  |  |
|  | factory. |  |  |
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| **A-4**: Maintain | P 1: Demonstrate the standard procedure to maintain the | K.1: Get the skills of record keeping in specific files. |
| records of seed | manual record of arrival of Phutti and payment in a |  |
| cotton and | register. | K.2: Know the adhoc phase and its record keeping. |
| respective |  |  |
| payments | P.2: Demonstrate the procedures to update the seed |  |
|  | cotton records manually as well as in computer. |  |
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