

## National Vocational Certificate Level 2 in Poultry Management (Poultry Attendant)



## Competency Standards

**National Vocational and Technical Training Commission (NAVTTTC),  
Government of Pakistan**



# **National Competency Standards For National Vocational Certificate Level 2 in Poultry Management “Poultry Attendant”**

## **NVQF Level 2**

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## INTRODUCTION

Poultry industry plays vital role to reduce malnutrition, alleviate poverty and promoting cost-effective growth. It is one of the largest Agro based segment of Pakistan having an investment of more than 1,190 billion rupees. Poultry Industry of Pakistan continuously reducing the gap between supply and demand of meat protein by producing quality and cheapest protein. Being cheapest available animal protein source for our masses, poultry is also playing as an effective check upon the increasing animal protein prices. Poultry Industry generates employment and provides source of income to more than 1.5 million people of Pakistan directly & indirectly. In our country per capita consumption of meat is only 8.22 kilo grams and 96.75 eggs annually (Economic survey of Pakistan). Whereas developed world is consuming about 40 kilo grams meat and over 300 eggs per capita per year. As per standard of World Health Organization, daily requirement of animal protein for a person is 27 grams whereas public is consuming 17 grams only. Therefore, we are already consuming less animal protein as per required standards.

Poultry management includes all principles and practices involved in production of layer for the purpose of eggs, rearing of broiler for the meat purpose and hatchery unit for the breeding purpose. Poultry industry is one of the sectors which converted their traditional ways of production into fully mechanized system within a short period of time. In latest scenario almost 90 percent of poultry industry rearing their birds on modern mechanized system rather than old traditional ways. Fully controlled system required skilled manpower to operate efficiently which is a major challenge for the industry of Pakistan. Meanwhile, current growth pace of poultry industry produces high demand for skilled labor.

The competency based national vocational qualifications have been developed by NAVTTC 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 increase in their livelihood income.

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 farm, some writing, some not even in the classroom or farm but in another part of the building using specialist equipment, working on computers doing research on the Internet or the library. As trainees learn at different pace they might well 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 QUALIFICATION

The purpose of the training is to provide skilled manpower to improve the existing poultry industry. This will improve the quality in poultry sector and the availability of skilled professionals will bring socio-economic benefits to all stakeholders. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of poultry management
- Capacitate the local community and trainers in modern CBT training, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in the poultry sector
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training for poultry management in Pakistan

## DATE OF VALIDATION

This national vocational qualification (NVQ) has been validated by the Qualifications Development Committee (QDC) in 7<sup>th</sup> to 11<sup>th</sup> March 2022 and will remain in currency until 10<sup>th</sup> March 2032

\*Shall be reviewed after 3 years



## CODE OF QUALIFICATION

Qualification Title	Code
National Vocational Certificate Level 2 in Poultry Management "Poultry Attendant"	<b>811PM01</b>

## ENTRY REQUIREMENTS

- For National Vocational Certificate Level-2 in Poultry Management "Poultry Attendant", the entry requirement is Middle or Equivalent for admission in formal institute. The entry in informal sector is not prescribed.



## QUALIFICATIONS DEVELOPMENT COMMITTEE

The following members participated in the qualification development of these qualifications:

Sr. No.	Name	Designation	Organization
1.	Saima Asghar	DACUM Facilitator	CBT Expert/Certified Assessor
2.	Mohammad Ishaq	Coordinator	Deputy Director NAVTTTC, Islamabad
3.	Mr. Shahid Javaid	Asst. Professor	Department of Poultry Production UVAS, Pattoki
4.	Dr. Masood Haider Jaffery	Poultry Consultant	PPA, Lahore
5.	Dr. Muhammad Faisal Riaz	Ph.D. Scholar	UVAS, Pattoki
6.	Ms. Urooj Khan	Ph.D. Scholar	UVAS, Pattoki
7.	Mr. Shaharyar Ali	M.Phil. Scholar	UVAS, Pattoki
8.	Mr. Mohammad Saeed Ahmad	Agriculture Officer	UVAS, Pattoki
9.	Mr. Muhammad Saleem Minhas	Broiler Farmer	BKM Farms, Sialkot
10.	Dr. Abdul Ghayas	Asst. Farm Manager	Zubair Feeds, Sheikhupura
11.	Dr. Abdul Samad Haidary	Poultry Farm Manager	Broiler Grand Parent Flock at Quality Breeders, Sargodha
12.	Ms. Samia Amir Hamza	M.Phil. Scholar	GCU Faisalabad
13.	Mr. Ahmad Talal Chohan	Poultry Farm Owner	Layyah
14.	Mr. Faizan Nawaz Qureshi	Farm Supervisor	Poultry Research Institute, Rawalpindi
15.	Raja Shahid Khan	Veterinary Officer	Poultry Research Institute, Jabba Mansehra
16.	Syed Fawad Ali	Asst. Professor	Sindh Agriculture University Tando Jam



## VALIDATION COMMITTEE

The following members participated in the qualification development of these qualifications:

Sr. No.	Name	Designation	Organization
1.	Saima Asghar	DACUM Facilitator	CBT Expert/Certified Assessor
2.	Mohammad Ishaq	Coordinator	Deputy Director NAVTTTC, Islamabad
3.	Mr. Shahid Javaid	Asst. Professor	Department of Poultry, UVAS Pattoki
4.	Ms Maryam Shahid	Ms Scholar	PU (Agriculture Deptt), Lahore
5.	Dr. Muhammad Faisal Riaz	Ph.D. Scholar	UVAS, Pattoki
6.	Mr Nazim Khawar Butt	Owner	KK poultry & hatchery, Lahore
7.	Mr. Shaharyar Ali	Ph.D. Scholar,	UVAS, Pattoki
8.	Mr. Muhammad Saeed Ahmed	Agriculture Officer	UVAS, Pattoki
9.	Mr. Muhammad Saleem Minhas	Broiler Farmer	BKM Farms, Sialkot
10.	Liaqat Ali Jamhro	Director Academics	STEVT
11.	Mr. Faizan Nawaz Qureshi	Farm Supervisor	Poultry Research Institute, Rawalpindi
12.	Dr. Muhammad Naazir Khan Niazi	Chairman	PBTE Lahore
13.	Raja Shahid Khan	Veterinary Officer	Poultry Research Institute, Jabba Mansehra
14.	Syed Fawad Ali	Assistant professor	Sindh Agriculture University, TandoJam
15.	Ms. Hamna	Food Technologist	GCU, Faisalabad





## SUMMARY OF COMPETENCY STANDARDS

Code	Competency Standards	Level	Theory		Practical		Total	
			C	Hr.	C	Hr.	C	Hr.
1.	Follow Safety Rules at Site	2	0.9	9	2.1	21	3	30
2.	Perform Basic Communication Skills	2	0.9	9	2.1	21	3	30
3.	Demonstrate Basic Numeracy Skills	2	1.8	18	4.2	42	6	60
4.	Perform Basic Computer Operations	2	1.8	18	3.6	36	5.4	54
5.	Perform Basic Production Handling at Farm/Hatchery	2	4.5	45	25.5	261	30.6	306
6.	Maintain Biosecurity at Farm and Hatchery	2	2.1	21	9.9	99	12	120
Total			12	120	48	480	60	600



## 811PM01A-Competency Standard: Follow Safety Rules at Site

**Overview:** This competency standard covers the skills and knowledge required to work according to personal health and safety protocol at poultry farm. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Maintain occupational safety and health at workplace	<b><i>You must be able to:</i></b>  <b>P1.</b> Identify basic safety signs and symbols <b>P2.</b> Erect barricades, hoardings, signage in the hazardous areas <b>P3.</b> Maintain housekeeping <b>P4.</b> Report unsafe condition to immediate supervisor (shift position)
<b>CU2.</b> USE Personal Protective and Safety Equipment (PPE)	<b><i>You must be able to:</i></b>  <b>P1.</b> Identify risk associated with job to be done <b>P2.</b> Select PPE according to job <b>P3.</b> Wear PPE according to job <b>P4.</b> Store PPE at designated place after use
<b>CU3.</b> Perform Communication Signals	<b><i>You must be able to:</i></b>  <b>P1.</b> Identify different types of communication hand signals. <b>P2.</b> Use appropriate hand signals as per situation.
<b>CU4.</b> Manual Handling of Loads	<b><i>You must be able to:</i></b>  <b>P1.</b> Check the load's weight to be handled <b>P2.</b> Check the availability of broad stable base <b>P3.</b> Lift and place the load with proper posture <b>P4.</b> Lift the load as per given standards
<b>CU5.</b> Adhere to Chemical Safety Rules	<b><i>You must be able to:</i></b>  <b>P1.</b> Treat all Chemicals as per Material Safety Data Sheet (MSDS). <b>P2.</b> Use chemical resistant gloves while handling chemicals. <b>P3.</b> Label chemicals as per safety standards.



Competency Units	Performance Criteria
<b>CU6.</b> Perform routine checks of farm machinery	<b><i>You must be able to:</i></b> <b>P1.</b> Check feeding/watering and ventilation system <b>P2.</b> Check that all guards are in place, properly secured, and functional. <b>P3.</b> Check all fluid levels and top up if necessary. <b>P4.</b> Check water hoses and joints are in sound condition (no visible leaks), are secured as required and are safe for operation. <b>P5.</b> Check that all lights and warning devices are operational. <b>P6.</b> Grease entire machine and ensure all guards are secured after greasing. <b>P7.</b> Report suspect machinery immediately.

## Knowledge& Understanding

The student must be able to demonstrate knowledge and understanding required to carry out tasks covered in this competency standards. This includes the knowledge of:

- Types of hazards
- Verbal and non-verbal (Hand Signals) communication
- Basic first aid treatment
- Safety signs and symbols
- Manual handling of loads
- Standard procedure of handling, storing and stacking material.
- Usage of Appropriate PPE for different situations

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

- Use of PPE according to hazard/job
- Keep the workplace clean and tidy
- Balance the load while handling manually
- Use of first aid kit



## 001100851B- Competency Standard: Perform Basic Communication Skills

**Overview:** This competency standard describes the skills and knowledge required to assist in the development of basic communication competence by providing information regarding different forms of communication and their appropriate use. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Communicate in a team	<b><i>You must be able to:</i></b> <b>P1.</b> Treat team members with respect <b>P2.</b> Maintain positive relationships to achieve common organizational goals <b>P3.</b> Get work related information from team <b>P4.</b> Identify interrelated work activities to avoid confusion <b>P5.</b> Adopt communication skills, which are designed in a team. <b>P6.</b> Identify problems in communication with a team <b>P7.</b> Resolve Communication barrier through discussion and mutual agreement
<b>CU2.</b> Follow Supervisor's instructions as per organizational SOPs	<b><i>You must be able to:</i></b> <b>P1.</b> Receive the instructions from Supervisor <b>P2.</b> Carry out the instructions of the supervisor <b>P3.</b> Report to the supervisor as per organizational SOPs
<b>CU3.</b> Develop Generic communication skills at workplace	<b><i>You must be able to:</i></b> <b>P1.</b> Develop basic reading skills <b>P2.</b> Develop basic writing Skills <b>P3.</b> Develop basic listening skills

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Reporting techniques



- Application of Work ethics
- Good communication skills (7Cs of effective communication)
- Workplace dress code
- The role of team members and functionality of the teams
- Team dynamics
- Basic Reading Skills
- Basic Writing skills
- Basic Verbal communication skills
- Basic Problem-solving skills
- Basic Self-Management Skills
- Basic Technology Skills
- Basic Interview Skills

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Maintain effective communication with colleagues and supervisors
- Prepare different office reports



## 811PM01C-Competency Standard: Demonstrate Basic Numeracy Skills

**Overview:** This competency standard covers the skills and knowledge required to apply basic numeracy skills and perform basic mathematical calculations. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Apply Basic Numeracy Skills	<b><i>You must be able to:</i></b> <b>P1.</b> Perform addition <b>P2.</b> Perform subtraction <b>P3.</b> Perform multiplication <b>P4.</b> Perform division <b>P5.</b> Calculate percentage
<b>CU2.</b> Perform Calculation	<b><i>You must be able to:</i></b> <b>P1.</b> Calculate basics of feed and water <b>P2.</b> Calculate basics of Feed Conversion Ratio (FCR) <b>P3.</b> Calculate basic farm/shed area <b>P4.</b> Calculate basic space required per bird

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic principles of addition, subtraction, multiplication and division
- Basic measuring units and its interring conversion
- Time saving practices
- Feed Conversion Ratio (FCR)

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform addition
- Perform subtraction
- Perform multiplication



- Calculate percentage
- Perform division
- Inter convert measuring units.
- Calculate farm/shed area
- Calculate basics of Feed Conversion Ratio (FCR)



## 811PM01D- Competency Standard: Perform Basic Computer Operations

**Overview:** This Competency Standard identifies the competencies required to perform basic computer hardware, software, applications and troubleshooting. Trainee will be able to apply acquired skills in operating a computer system and software such as MS Word, as well as installation and troubleshooting of operating system and software. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Perform basic Configuration of Computer System	<b><i>You must be able to:</i></b> <b>P1.</b> Connect computer components and peripherals as per requirement <b>P2.</b> Install basic applications/software <b>P3.</b> Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition
<b>CU2.</b> Create a document using MS word	<b><i>You must be able to:</i></b> <b>P1.</b> Compose a document as per the requirement <b>P2.</b> Format Word Document according to given requirements <b>P3.</b> Print Word Documents according to requirements
<b>CU3.</b> Create an e-mail account	<b><i>You must be able to:</i></b> <b>P1.</b> Select email browser <b>P2.</b> Go to sign in page <b>P3.</b> Add Personal Information <b>P4.</b> Enter and confirm password

## Knowledge & Understanding

The trainee must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Operating systems
- Hardware and Software
- Troubleshooting
- Internet and E-mailing
- Hyperlink and referencing
- Printing
- Short Keys
- WPM (Words Per Minute)





## **Critical Evidence(s) Required**

The trainee needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Install MS Office Application correctly
- Prepare a formatted document using MS Word
- Create account and send email with attachment (file/pic)



## 811PM01E- Competency Standard: Perform Basic Production Handling at Farm and Hatchery

**Overview:** This competency standard deal with learning the competencies needed to perform basic production handling at farm and hatchery. That includes egg, birds, poultry farm litter and manure handling and general housekeeping & maintenance according to instructions. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Carry out Egg handling	<b><i>You must be able to:</i></b> <b>P1.</b> Collect eggs timely <b>P2.</b> Collect floor eggs separately <b>P3.</b> Perform eggs grading <b>P4.</b> Cleaning of eggs as per SOPs <b>P5.</b> Stamping at eggs <b>P6.</b> Transport eggs to storage <b>P7.</b> Packing and loading of eggs at farm <b>P8.</b> Unloading of eggs at hatchery <b>P9.</b> Receive eggs at hatchery <b>P10.</b> Perform fumigation of hatching eggs as per SOPs <b>P11.</b> Storage of eggs as per SOPs <b>P12.</b> Perform egg candling <b>P13.</b> Set eggs in setter machine <b>P14.</b> Perform turning of eggs as per SOPs <b>P15.</b> Shift eggs into Hatcher machine
<b>CU2.</b> Carry out Birds Handling	<b><i>You must be able to:</i></b> <b>P1.</b> Pull out hatch <b>P2.</b> Handle and count day old chicks (DOC) <b>P3.</b> Grading of chicks <b>P4.</b> Perform packaging of chicks <b>P5.</b> Perform loading of day-old chicks (DOC) and adult birds <b>P6.</b> Handle dead birds <b>P7.</b> Handle culled birds <b>P8.</b> Handle birds during vaccination <b>P9.</b> Handle birds during weighing



<b>CU3.</b> Carry out litter handling	<b><i>You must be able to:</i></b>  <b>P1.</b> Receive bedding/litter material <b>P2.</b> Disinfect bedding/litter material <b>P3.</b> Spread bedding/litter material <b>P4.</b> Fumigate bedding/litter material <b>P5.</b> Generate demand and storage of bedding/litter material <b>P6.</b> Maintain quality of bedding/litter material
<b>CU4.</b> Carry out waste handling	<b><i>You must be able to:</i></b>  <b>P1.</b> Collect and arrange tools for waste collection <b>P2.</b> Remove organic and inorganic waste as per SOPs <b>P3.</b> Collect and dump manure towards fan area <b>P4.</b> Load manure
<b>CU5.</b> Perform Housekeeping & Maintenance	<b><i>You must be able to:</i></b>  <b>P1.</b> Clean and maintain tools and machineries as per housekeeping checklists <b>P2.</b> Clean water line fortnightly <b>P3.</b> Fill checklist for daily cleanliness of the poultry shed and hatchery <b>P4.</b> Maintain drainage system <b>P5.</b> Place all tools & material in proper place <b>P6.</b> Fill checklists to conduct maintenance and housekeeping of machineries & tools

### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Eggs grading
- Egg stamping
- Incubation period of different poultry species
- Types of poultry birds
- Management of poultry birds
- Fumigation
- Loading and unloading of eggs
- Organic and inorganic waste
- Types of Litter



- Guidelines and checklists to conduct maintenance and housekeeping of tools and equipment
- Importance of daily cleanliness of workplace
- Importance of disinfection and sanitization
- Importance of storing tools and material in specific place
- Faulty/damaged/ worn out parts
- Importance of Record keeping
- Utilization of tools, equipment and their working method

### **Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform eggs handling
- Perform birds handling
- Perform litter and manure handling
- Clean and maintain all machineries as per instructions given
- Interpret guidelines and checklists of conducting housekeeping of tools and equipment



## 811PFM01F- Competency Standard: Maintain Biosecurity at Farm and Hatchery

**Overview:** This competency standard deal with learning the competencies needed to maintain Biosecurity at farm and hatchery. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Maintain personal appearance and hygiene	<b><i>You must be able to:</i></b>  <b>P1.</b> Take bath at every entrance at poultry site <b>P2.</b> Clean hair and nails regularly <b>P3.</b> Meet specific company dress code requirements
<b>CU2.</b> Perform Biosecurity practices	<b><i>You must be able to:</i></b>  <b>P1.</b> Clean poultry shed and hatchery <b>P2.</b> Disinfect and sanitize the site <b>P3.</b> Prepare vehicle and foot dip <b>P4.</b> Take sanitizer shower at entry of site <b>P5.</b> Remove all shrubs and trees near shed <b>P6.</b> Wash uniform with disinfectant in routine
<b>CU3.</b> Maintain adequate distance with colleagues and clients	<b><i>You must be able to:</i></b>  <b>P1.</b> Respect personal space of colleagues <b>P2.</b> Keep sufficient distance from others <b>P3.</b> Avoid cross transmission of infections
<b>CU4.</b> Work in an ethical manner	<b><i>You must be able to:</i></b>



	<p><b>P1.</b> Follow company values/ethics codes of ethics and/or conduct, policies and guidelines.</p> <p><b>P2.</b> Use company resources in accordance with company ethical standards.</p> <p><b>P3.</b> Undertake work practices in compliance with company ethical standards, organizational policy and guidelines</p> <p><b>P4.</b> Instruct co-workers on ethical, lawful and reasonable directives.</p> <p><b>P5.</b> Share Company values/practices with co-workers using appropriate behavior and language.</p> <p><b>P6.</b> Report work incidents/situations and/or resolved in accordance with company protocol/guidelines.</p>
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### Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard.

This includes the knowledge of:

- Application of good manners and right conduct
- Basic practices for personal hygiene
- Common products used for personal hygiene
- Company code of conduct/values
- Company regulations, performance and ethical standards
- Work responsibilities/job functions
- Communication skills
- Workplace hygiene standards
- Biosecurity practices

### Critical Evidence(s) Required

- Clarify and affirm work values/ethics/concepts consistently in the workplace



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- Comply with required working times
- Conduct work practices satisfactorily and consistently, in compliance with work ethical standards, organizational policy and guidelines
- Develop suitable hygiene
- Perform Biosecurity practices



## LIST OF TOOLS AND EQUIPMENT

SR#	Tools & Equipment
1.	Computer Systems
2.	Scanner
3.	Printer
4.	Multimedia
5.	PPEs
6.	Safety Blankets
7.	Fire Buckets
8.	Measuring Tape
9.	Fire Extinguishers
10.	First aid Kit
11.	Multimeter
12.	Heater
13.	Bulb
14.	Drinkers
15.	Feeders
16.	Shell grit box
17.	Stamp
18.	Spray pumps
19.	Sanitizer
20.	Disinfectors
21.	Plastic crate
22.	Eggs transport cart
23.	Feed bins
24.	Compressed air system
25.	Emergency standby electric source
26.	Wheel barrow
27.	Racker
28.	Fumigator
29.	Broom
30.	Wire Brush
31.	Showers
32.	Plastic Brush
33.	Wiper
34.	Weighing balance





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35.	Wire Mesh
36.	Plastic sheets
37.	Cleaning chemicals
38.	Paint brush
39.	Hose pipe
40.	Rice husk
41.	Spade
42.	Dust bin