



National Vocational & Technical Training Commission

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Introduction

Definition/ Description of the training programme for Poultry Attendant

In Pakistan, poultry industry plays very essential role to minimize the malnutrition, reduce poverty and promote cost effective growth. It is one of the largest industries in Pakistan with more than 1.190 billion rupees investment. Poultry industry is continuously reducing the gap between demand and supply of meat in Pakistan. Poultry meat is the cheapest protein source available. Poultry industry is providing employment to more than 1.5 million people of Pakistan.

As per Economic Survey of Pakistan, per capita consumption of meat is only 8.82 kilo grams and 96.7 eggs annually. But in developed countries per capita meat consumption is 40 kilograms and 300 eggs per year. According to World Health Organization, daily requirement of animal protein for person is 27 grams and we are consuming only 17 grams daily. Therefore, we are already consuming less animal protein as per standards.

Poultry Management includes all the practices and principles including in the rearing of broiler for meat purpose and rearing of birds (Layer & Breeder) for egg purpose. With passage of time, poultry industry converted their traditional ways of production into fully automated and mechanized systems. Fully automated system required skilled manpower to operate all the systems efficiently which is being the major challenge for poultry industry in Pakistan. Meanwhile current growth pace of poultry industry highly demands skilled labour.

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 training programme

The Poultry Management programme is to engage young people with a programme that will provide them with the knowledge, skills and understanding to start this career. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of the trainees
- Provide opportunities for recognition of skills attained through non-formal or informal pathways

- Improve the quality and effectiveness of training and assessment for Poultry Industry

Competencies to be gained after completion of course

- Follow Safety Rules at Site
- Perform Basic Communication Skills
- Demonstrate Basic Numeracy Skills
- Perform Basic Computer Operations
- Perform Basic Production Handling at Farm/Hatchery
- Maintain Biosecurity at Farm and Hatchery

Trainee entry level

The entry requirement for this qualification would be Middle Age

Minimum qualification of trainer

BS. (Hons.)/MPhil. Poultry Science with experience of 2-3 years

Recommended trainer: trainee ratio

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

Medium of instruction i.e., language of instruction

Instruction will be Urdu and English.

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

This curriculum comprises 6 modules. The recommended delivery time is 600 hours. Delivery of the course could therefore be full time, 5 days a week, for 6 months. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

The full structure of the course is as follow:

Module Level-2	Theory¹ Days/hours	Workplace² Days/hours	Total hours	Credit Hours
Module 1 Follow Safety Rules at Site	9	21	30	3
Module 2 Perform Basic Communication Skills	9	21	30	3
Module 3 Demonstrate Basic Numeracy Skills	18	42	60	6
Module 4 Perform Basic Computer Operations	18	36	54	5.4
Module 5 Perform Basic Production Handling at Farm/Hatchery	45	261	306	30.6
Module 6 Maintain Biosecurity at Farm and Hatchery	21	99	120	12
Total	120	480	600	60

¹ Learning Module hours in training provider premises

² Training workshop, laboratory and on-the-job workplace

Sequence of the modules

Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons (for example the Materials Required component). The detail provided by each module will contribute to a standardized approach to teaching, ensuring that training providers in different parts of the country have clear information on what should be taught. Each module also incorporates the industrial needs of Pakistan.

The distribution table is shown below:

Module 1: Follow Safety Rules at Site	Module 5: Perform Basic Production Handling at Farm/Hatchery
Module 2: Perform Basic Communication Skills	
Module 3: Demonstrate Basic Numeracy Skills	
Module 4: Perform Basic Computer Operations	
Module 6: Maintain Biosecurity at Farm and Hatchery	

Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 1: Follow Safety Rules at Site Aim: The aim of this module to develop advanced knowledge, skills and understanding to follow safety rules at site	LU1. Maintain occupational safety and health at workplace LU2. USE Personal Protective and Safety Equipment (PPE) LU3. Perform Communication Signals LU4. Manual Handling of Loads LU5. Adhere to Chemical Safety Rules LU6. Perform routine checks of farm machinery	9	21	30
Module 2: Perform Basic Communication Skills Aim: The aim of this module to develop advanced knowledge, skills and understanding to perform basic communication skills	LU1. Communicate in a team LU2. Follow Supervisor's instructions as per organizational SOPs LU3. Develop Generic communication skills at workplace	9	21	30
Module 3: Demonstrate Basic Numeracy Skills Aim: The aim of this module to develop advanced knowledge, skills and understanding to demonstrate basic numeracy skills	LU1. Apply Basic Numeracy Skills LU2. Perform Calculation	18	42	60

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 4: Perform Basic Computer Operations Aim: The aim of this module to develop advanced knowledge, skills and understanding to perform basic computer operations	LU1. Perform basic Configuration of Computer System LU2. Create a document using MS word LU3. Create an e-mail account	18	36	54
Module 5: Perform Basic Production Handling at Farm/Hatchery Aim: The aim of this module to develop advanced knowledge, skills and understanding to perform basic production handling at farm/hatchery	LU1. Carry out Egg handling LU2. Carry out Birds Handling LU3. Carry out litter handling LU4. Carry out waste handling LU5. Perform Housekeeping & Maintenance	45	261	306
Module 6: Maintain Biosecurity at Farm and Hatchery Aim: The aim of this module to develop advanced knowledge, skills and understanding to maintain biosecurity at farm and hatchery	LU1. Maintain personal appearance and hygiene LU2. Perform Biosecurity practices LU3. Maintain adequate distance with colleagues and clients LU4. Work in an ethical manner	21	99	120

Modules

LEVEL 2

Module 1 : Follow Safety Rules at Site

Objective of the module: After this competency standard candidate will be able to follow safety rules at site.

Duration:	30Hours	Theory:	09hours	Practical:	21hours
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Maintain occupational safety and health at workplace	Trainee will be able to: <ol style="list-style-type: none"> 1. Identify basic safety signs and symbols 2. Erect barricades, hoardings, signage in the hazardous areas 3. Maintain housekeeping 4. Report unsafe condition to immediate supervisor (shift position) 	<ul style="list-style-type: none"> • Knowledge of different types of hazards • Explain unsafe working conditions • Understanding of health and safety signs and symbols • Explain housekeeping • Understanding of different methods of dealing with hazard <p><u>Practical Activity:</u> Practice to identify the physical hazards in mock</p>	Total: 5hrs Theory: 2 hrs Practical: 3 hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White Board Marker • Duster Non-Consumable <ul style="list-style-type: none"> • White board • Multimedia 	<ul style="list-style-type: none"> • Class Room • Simulated environment

		situation and apply control measures, safety sign and barricade.			
LU2. USE Personal Protective and Safety Equipment (PPE)	Trainee will be able to: <ol style="list-style-type: none"> 1. Identify risk associated with job to be done 2. Select PPE according to job 3. Wear PPE according to job 4. Store PPE at designated place after use 	<ul style="list-style-type: none"> • Describe the types of Personal protective equipment (PPEs) • Describe the procedure to identify risk associated with job to be done • Importance of personal protective equipment • Describe the Maintenance and cleaning of PPEs <p><u>Practical Activity:</u> Demonstrate to select PPEs for specific job.</p>	Total: 5 hrs Theory: 2 hrs Practical: 3 hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White Board Marker • Duster Non-Consumable <ul style="list-style-type: none"> • White board • Multimedia • PPEs (Safety glasses, Ear muffs/ear plugs, Protective Gloves, Cap, Safety shoes etc.) 	<ul style="list-style-type: none"> • Class Room • Simulated environment

LU3. Perform Communication Signals	Trainee will be able to: 1. Identify different types of communication hand signals. 2. Use appropriate hand signals as per situation.	<ul style="list-style-type: none"> • Understanding of different types of communication signals • Explain different types of hand signals • Explain the importance of hand signals <u>Practical Activity:</u> Demonstrate the hand signals for different activities	Total: 4 hrs Theory: 1 hr Practical: 3 hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White Board Marker • Duster Non Consumable <ul style="list-style-type: none"> • White board • Multimedia • Safety manuals 	<ul style="list-style-type: none"> • Class Room • Simulated environment
LU4. Manual Handling of Loads	Trainee will be able to: 1. Check the load's weight to be handled 2. Check the availability of broad stable base 3. Lift and place the load with proper posture 4. Lift the load as per given standards	<ul style="list-style-type: none"> • Explain the importance of safely lifting loads • Describe types of loads • Explain basic ergonomics principles • State the load lifting procedures <u>Practical Activity:</u> Practice of shifting manually the load from ground to a designated location.	Total: 5hrs Theory: 1 hr Practical: 4 hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White Board Marker • Duster Non-Consumable <ul style="list-style-type: none"> • White board 	<ul style="list-style-type: none"> • Class Room • Simulated environment

				<ul style="list-style-type: none"> • Multimedia • Computer system 	
LU5. Adhere to Chemical Safety Rules	Trainee will be able to: <ol style="list-style-type: none"> 1. Treat all Chemicals as per Material Safety Data Sheet (MSDS). 2. Use chemical resistant gloves while handling chemicals. 3. Label chemicals as per safety standards. 	<ul style="list-style-type: none"> • Different types of chemicals and their use • Damage caused by chemical exposure <p><u>Practical Activity</u></p> <p>Select chemicals in a mock situation and store it as per standards</p>	Total: 4 hrs Theory: 1 hr Practical: 3 hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White Board Marker • Gloves • Mask • PPEs • Chemicals • Duster Non-Consumable <ul style="list-style-type: none"> • Computer • White board • Multimedia 	Class Room Simulated environment

LU6. Perform routine checks of farm machinery	Trainee will be able to: <ol style="list-style-type: none"> 1. Check feeding, watering and ventilation system 2. Check that all guards are in place, properly secured, and functional. 3. Check all fluid levels and top up if necessary. 4. Check water hoses and joints are in sound condition (no visible leaks), are secured as required and are safe for operation. 5. Check that all lights and warning 	<ul style="list-style-type: none"> • Knowledge of feeding, watering and ventilation system • Understanding of machine operations <p style="text-align: center;"><u>Practical Activity</u></p> <ul style="list-style-type: none"> • Practice to check feeding, watering and ventilation system • Practice to check all guards • Prepare report on faulty machinery 	Total: 7 hrs Theory: 2 hrs Practical: 5 hrs	<div>Consumable</div> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White Board Marker • Gloves • Mask • PPEs • Chemicals • Duster • Different feeders <div>Non-Consumable</div> <ul style="list-style-type: none"> • Computer • White board • Multimedia • Poultry machinery 	<ul style="list-style-type: none"> • Class Room <p>Simulated environment</p>
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	<p>devices are operational.</p> <p>6. Grease entire machine and ensure all guards are secured after greasing.</p> <p>7. Report suspect machinery immediately.</p>				
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Module 2 Perform Basic Communication Skills

Objective of the module: This module covers the knowledge and skills required to perform basic communication skills.

Duration:	30Hours	Theory:	9 hours	Practical:	21 hours
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Communicate in a team	Trainee will be able to: <ol style="list-style-type: none"> 1. Treat team members with respect 2. Maintain positive relationships to achieve common organizational goals 3. Get work related information from team 4. Identify interrelated work activities to avoid confusion 5. Adopt communication skills, which are designed in a team. 	<ul style="list-style-type: none"> • Explain different types of communication • Understanding of management • Knowledge of co-worker's ethics <p><u>Practical Activity</u></p> <ul style="list-style-type: none"> • Practice of _Communication with co- workers/clients at workplace 	Total:	Consumable	Computer Lab
			12hrs Theory: 3hrs Practical: 9 hrs	<ul style="list-style-type: none"> • White board marker • Duster • Note book • Pen <p>Non-Consumable</p> <ul style="list-style-type: none"> • White Board • Multimedia • Computer system 	

	<p>6. Identify problems in communication with a team</p> <p>7. Resolve Communication barrier through discussion and mutual agreement</p>				
<p>LU2. Follow Supervisor's instructions as per organizational SOPs</p>	<p>Trainee will be able to:</p> <ol style="list-style-type: none"> 1. Receive the instructions from Supervisor 2. Carry out the instructions of the supervisor 3. Report to the supervisor as per organizational SOPs 	<ul style="list-style-type: none"> • Explain the note taking procedure • Understanding of the standard procedure to prepare the report <p><u>Practical Activity:</u></p> <ul style="list-style-type: none"> • Prepare different office reports 	<p>Total: 6 hrs</p> <p>Theory: 3 hrs</p> <p>Practical: 3 hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White board marker • Duster <p>Non-Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Computer 	<ul style="list-style-type: none"> • Class Room

LU3. Develop Generic communication skills at workplace	Trainee will be able to: <ol style="list-style-type: none"> 1. Develop basic reading skills 2. Develop basic writing Skills 3. Develop basic listening skills 	<ul style="list-style-type: none"> • Knowledge of communication skills (7Cs of effective communication) • Describe verbal and non-verbal communication • Explain reporting techniques <p><u>Practical Activity</u></p> <ul style="list-style-type: none"> • Practice to listen to the audio and write down • Practice to note down the instructions given by the supervisor 	Total: 12 hrs Theory: 3 hrs Practical:9 hrs	<div>Consumable</div> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White board marker • Duster <div>Non-Consumable</div> <ul style="list-style-type: none"> • White board 	<ul style="list-style-type: none"> • Class Room
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Module 3 : Demonstrate Basic Numeracy Skills

Objective of the module: This module covers the knowledge and demonstration of Numeracy skills.

Duration:	60Hours	Theory:	18hours	Practical:	42hours
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Apply Basic Numeracy Skills	Trainee will be able to: <ol style="list-style-type: none"> 1. Perform addition 2. Perform subtraction 3. Perform multiplication 4. Perform division 5. Calculate percentage 	<ul style="list-style-type: none"> • Understanding of basic principles of addition, subtraction, multiplication division of whole number and fraction • Explain how to calculate percentage <p><u>Practical Activity</u></p> <ul style="list-style-type: none"> • Practice of addition, subtraction, multiplication division of whole number and fraction • Practice to calculate percentage between referred number 	<p>Total: 18hrs.</p> <p>Theory: 03hrs.</p> <p>Practical: 9 hrs.</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • Pen • White board marker <p>Non-Consumable</p> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • Printer • Measuring tape • Scale • Calculator 	<ul style="list-style-type: none"> • Class Room

LU2. Perform Calculations	Trainee will be able to: <ol style="list-style-type: none"> 1. Calculate basics of feed and water 2. Calculate basics of Feed Conversion Ratio (FCR) 3. Calculate basic farm/shed area 4. Calculate basic space required per bird 	<ul style="list-style-type: none"> • Knowledge of feed and water requirement of bird • Importance of Feed Conversion Ratio (FCR) • Knowledge of different formulas related shed area and space required per bird <p><u>Practical Activity:</u></p> <ul style="list-style-type: none"> • Practice to calculate feed and water according to bird requirement • Practice to calculate Feed Conversion Ratio (FCR), shed area and space requirement of bird 	Total: 48hrs Theory: 15 hrs Practical: 33hrs	<div>Consumable</div> <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White board marker • Duster <div>Non-Consumable</div> <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system • Printer • Measuring tape • Scale • Calculator 	<ul style="list-style-type: none"> • Class Room
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Module 4: Perform Basic Computer Operations

Objective of the module: This module covers the knowledge and skills required to perform Basic Computer Operations.

Duration:	54Hours	Theory:	18hours	Practical:	36hours
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Perform basic Configuration of Computer System	Trainee will be able to: 1. Connect computer components and peripherals as per requirement 2. Install basic applications/software 3. Troubleshoot applications to trace and fix faults in a specific application to bring it in a running condition	<ul style="list-style-type: none"> Knowledge of different computer components. Explain operating systems Differentiate Hardware and Software Describe the process of troubleshooting of application software. <u>Practical Activity</u> <ul style="list-style-type: none"> Practice of installing operating system. Practice of installing Microsoft Office. Practice of printer and scanner installation. 	Total: 21hrs Theory: 6 hrs Practical: 15hrs	Consumable <ul style="list-style-type: none"> Notebooks Pencils Erasers Sharpeners White board marker Duster Non Consumable <ul style="list-style-type: none"> White board Multimedia Internet Computer system Pen 	<ul style="list-style-type: none"> Computer Lab
LU2. Create a document using MS word	Trainee will be able to: 1. Compose a document as per the requirement	<ul style="list-style-type: none"> Describe the page set up and paragraph for formatting. Describe the font size and style. Knowledge of short keys 	Total: 18hrs Theory: 6 hrs	Consumable <ul style="list-style-type: none"> Notebooks Pencils Erasers Sharpeners 	<ul style="list-style-type: none"> Computer Labs

	<p>2. Format Word Document according to given requirements</p> <p>3. Print Word Documents according to requirements</p>	<ul style="list-style-type: none"> Explain printing and type of printers. <p><u>Practical Activity:</u></p> <ul style="list-style-type: none"> Practice of short keys, document opening/closing, saving, coping and pasting. Practice of creating and editing a document/letter in MS word and print it. 	<p>Practical:</p> <p>12hrs</p>	<ul style="list-style-type: none"> White board marker Duster <p>Non-Consumable</p> <ul style="list-style-type: none"> White board Multimedia Internet Computer system 	
<p>LU3. Create an e-mail account</p>	<p>Trainee will be able to:</p> <ol style="list-style-type: none"> Select email browser Go to sign in page Add Personal Information Enter and confirm password 	<ul style="list-style-type: none"> Describe Internet and E-mail address. Knowledge and importance of email attachments Explain encryption of email address and documents. <p><u>Practical Activity:</u></p> <ul style="list-style-type: none"> Practice of creating an email address and sending an email along with an attachment (document and picture) 	<p>Total:15 hrs</p> <p>Theory:6 hrs</p> <p>Practical: 9 hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> Notebooks Pencils Erasers Sharpeners White board marker <p>Non-Consumable</p> <ul style="list-style-type: none"> White board Multimedia Computer system 	<ul style="list-style-type: none"> Computer Lab

Module 5: Perform Basic Production Handling at Farm and Hatchery

Objective of the module: This module covers the skills and required knowledge to perform basic production handling at farm and hatchery. The underpinning knowledge regarding egg, birds, litter and waste handling, will be sufficient to provide the basis for the job at workplace.

Duration:	306Hours	Theory:	45hours	Practical:	261hours
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Carry out Egg handling	The trainee will be able to: <ol style="list-style-type: none"> 1. Collect eggs timely 2. Collect floor eggs separately 3. Perform eggs grading 4. Cleaning of eggs as per SOPs 5. Stamping at eggs 6. Transport eggs to storage 7. Packing and loading of eggs at farm 8. Unloading of eggs at hatchery 9. Receive eggs at hatchery 10. Perform fumigation of hatching eggs as per SOPs 11. Storage of eggs as per SOPs 12. Perform egg candling 13. Set eggs in setter machine 14. Perform turning of eggs as per SOPs 	<ul style="list-style-type: none"> • Importance of timely egg collection • Difference between floor egg and cage egg • Importance of egg grading • Knowledge of eggs cleaning SOPs • Knowledge of SOPs during egg transportation • Knowledge of packaging SOPs and loading of eggs • Knowledge of SOPS for receiving and unloading of eggs at hatchery • Knowledge of SOPs for fumigation • Understanding of egg storage SOPs • Importance of egg candling • SOPs for Incubation conditions 	Total: 108hrs Theory: 18hrs Practical: 96hrs	Consumable <ul style="list-style-type: none"> • Notebooks • Pencils • Erasers • Sharpeners • White board marker • Duster • Fumigation chemicals • Cleaning chemicals • Packaging material • PPEs • Hatchery • Eggs Non Consumable <ul style="list-style-type: none"> • White board • Multimedia • Internet • Computer system 	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	15. Shift eggs into Hatcher machine	<ul style="list-style-type: none"> • Importance of egg turning <p><u>Practical Activity:</u></p> <ul style="list-style-type: none"> • Practice to collecting eggs from • Practice to grading of eggs • Practice to cleaning and stamping of eggs • Practice to loading, unloading, transportation and receiving of eggs • Practice to fumigate eggs • Practice to store eggs as per SOPs • Practice to perform candling of eggs • Practice to shifting of eggs into setter and Hatcher 		<ul style="list-style-type: none"> • Fumigation chamber • Trays • Shifting trolley • Candler • Stamping machine • Incubation equipment • Weighing balance • Hatchery trays 	

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
		<ul style="list-style-type: none"> Practice to turning of eggs in setter 			
LU2. Carry out Birds Handling	Trainee will be able to: <ol style="list-style-type: none"> Pull out hatch Handle and count day old chicks (DOC) Grading of chicks Perform packaging of chicks Perform loading of day-old chicks (DOC) and adult birds Handle dead birds Handle culled birds Handle birds during vaccination Handle birds during weighing 	<ul style="list-style-type: none"> SOPs for hatch pull out Importance of grading Importance of packaging SOPs for loading of Day-Old Chicks and adult chicks Knowledge of handling of dead and culled birds Knowledge of handling birds during Vaccination and weighing <p><u>Practical Activity: -</u></p> <ul style="list-style-type: none"> Practice of hatch pull Practice of Chick's grading Practice of Chick's packaging Practice of Loading of birds Handling of dead and culled birds 	Total 67hrs Theory: 10hrs Practical: 57hrs	Consumable <ul style="list-style-type: none"> Internet Connection White board marker Duster Internet Connection Packing material Dead birds Culled birds PPEs Non-Consumable <ul style="list-style-type: none"> Computer System 	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
		<ul style="list-style-type: none"> Handling during vaccination and weighing of birds 		<ul style="list-style-type: none"> Printer Scanner White Board Multimedia Baskets Spade Trolley Weighing balance Wheel barrow 	
LU3. Carry out litter handling	Trainee will be able to: <ol style="list-style-type: none"> Receive bedding/litter material Disinfect bedding/litter material Spread bedding/litter material Fumigate bedding/litter material Generate demand and storage of bedding/litter material 	<ul style="list-style-type: none"> Knowledge of receiving bedding/litter material SOPs for disinfection of bedding material SOPs spreading of bedding /litter material SOPs for fumigation of bedding/litter material SOPs for maintenance of quality of bedding/litter material 	Total: 59hrs Theory: 07hrs Practical: 52hrs	Consumable <ul style="list-style-type: none"> Internet Connection White board marker Duster Internet Connection Disinfectants 	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	6. Maintain quality of bedding/litter material	<u>Practical Activity: -</u> <ul style="list-style-type: none"> Disinfection of bedding/litter material Fumigate and spreading of litter material Maintain bedding/litter quality 		<ul style="list-style-type: none"> Fumigation chemicals Litter PPEs <div>Non-Consumable</div> <ul style="list-style-type: none"> Computer System Printer Scanner White Board Multimedia Baskets Spade Trolley Racker Wheel barrow 	

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU4. Carry out waste handling	Trainee will be able to: <ol style="list-style-type: none"> 1. Collect and arrange tools for waste collection 2. Remove organic and inorganic waste as per SOPs 3. Collect and dump manure towards fan area 4. Load manure 	<ul style="list-style-type: none"> • Knowledge of collection and arrangement of tools for waste collection • SOPs for organic and inorganic waste removal • Knowledge of loading manure <p><u>Practical Activity: -</u></p> <ul style="list-style-type: none"> • Removal of organic and inorganic waste • Collection and dumping of manure towards fan area • Loading of manure 	Total: 35hrs Theory: 05hrs Practical: 30hrs	<div>Consumable</div> <ul style="list-style-type: none"> • Internet Connection • White board marker • Duster • Internet Connection • Waste • PPEs <div>Non-Consumable</div> <ul style="list-style-type: none"> • Computer System • Printer • Scanner • White Board • Multimedia • Spade 	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				<ul style="list-style-type: none"> Trolley Racker Wheel barrow 	
LU5. Perform Housekeeping & Maintenance	Trainee will be able to: <ol style="list-style-type: none"> Clean and maintain tools and machineries as per housekeeping checklists Clean water line fortnightly Fill checklist for daily cleanliness of the poultry shed and hatchery Maintain drainage system Place all tools & material in proper place Fill checklists to conduct maintenance and housekeeping of machineries & tools 	<ul style="list-style-type: none"> Knowledge of cleaning and maintenance of tools and machineries SOPs for waterline cleaning Understanding of maintenance of drainage system knowledge of placing all tools and materials in proper place <p><u>Practical Activity: -</u></p> <ul style="list-style-type: none"> cleaning and maintenance of tools, machinery, and watering system Fill check list accordingly 	Total: 31hrs Theory: 05hrs Practical: 26hrs	<div>Consumable</div> <ul style="list-style-type: none"> Internet Connection White board marker Duster Internet Connection Disinfectants Check list Cleaning chemical PPEs <div>Non-Consumable</div>	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				<ul style="list-style-type: none"> • Computer System • Printer • Scanner • White Board • Multimedia • Baskets • Wheel barrow • Cleaning tools 	

Module 6: Maintain Biosecurity at Farm and Hatchery

Objective of the module: After this module candidate will be able to maintain Biosecurity at farm and Hatchery.

Duration:	120Hours	Theory:	21hours	Practical:	99 hours
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Maintain personal appearance and hygiene	The trainee will be able to: <ol style="list-style-type: none"> 1. Take bath at every entrance at poultry site 2. Clean hair and nails regularly 3. Meet specific company dress code requirements 	<ul style="list-style-type: none"> • Importance of taking bath at entrance of poultry site • Importance of cleaning hair and nails regularly • Understanding of company dress code <p><u>Practical Activity:</u></p> <ul style="list-style-type: none"> • Practice to take bath, clean hair and nails 	<p>Total:</p> <p>08hrs</p> <p>Theory:</p> <p>02hrs</p> <p>Practical:</p> <p>06hrs</p>	<p>Consumable</p> <ul style="list-style-type: none"> • Internet Connection • White board marker • Duster • Internet Connection • Sanitizer • Bath soap • PPEs • Nail cutters <p>Non-Consumable</p> <ul style="list-style-type: none"> • Computer System 	Class room/Poultry farm/Hatchery

Learning Unit	• Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
				<ul style="list-style-type: none"> • Printer • Scanner • White Board • Multimedia 	
LU2: Perform Biosecurity practices	Trainee will be able to: <ol style="list-style-type: none"> 1. Clean poultry shed and hatchery 2. Disinfect and sanitize the site 3. Prepare vehicle and foot dip 4. Take sanitizer shower at entry of site 5. Remove all shrubs and trees near shed 6. Wash uniform with disinfectant in routine 	<ul style="list-style-type: none"> • Knowledge of SOPs for cleaning poultry shed and hatchery • Knowledge of SOPs for disinfection and sanitization of the site • Different Types of disinfectants and sanitizers and their use • Understanding of SOPs for preparation of vehicle and foot dips <p><u>Practical Activity:</u></p>	Total: 57hrs Theory: 12hrs Practical: 45hrs	Consumable <ul style="list-style-type: none"> • Note book • Pencil • Eraser • Sharper • Internet Connection • White board marker • Duster • Internet Connection • Sanitizer • PPEs • Disinfectants 	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
		<ul style="list-style-type: none"> Practice to clean and disinfect the site Practice to prepare vehicle and foot dips Practice to remove shrubs and trees near shed Practice to wash and disinfect the uniform 		<ul style="list-style-type: none"> Cleaning chemicals <div>Non-Consumable</div> <ul style="list-style-type: none"> Computer System Printer Scanner White Board Multimedia Cleaning equipment Hedge Trimmer Wheel barrow Spade Sprayer 	
LU3. Maintain adequate distance with	Trainee will be able to: 1. Respect personal space of colleagues	<ul style="list-style-type: none"> Importance of respecting personal space of colleagues 	Total: 20hrs	<div>Consumable</div> <ul style="list-style-type: none"> Note book 	Class room/Poultry farm/Hatchery

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
colleagues and clients	<ul style="list-style-type: none"> 2. Keep sufficient distance from others 3. Avoid cross transmission of infections 	<ul style="list-style-type: none"> Understanding of keeping sufficient distance from others Understanding of avoid cross transmission of infection <p><u>Practical Activity</u></p> <ul style="list-style-type: none"> Practice to wear PPEs according to requirement 	<p>Theory:</p> <p>02hrs</p> <p>Practical:</p> <p>18hrs</p>	<ul style="list-style-type: none"> Pencil Eraser Sharper Internet Connection White board marker Duster Internet Connection PPES <p>Non-Consumable</p> <ul style="list-style-type: none"> Computer System Printer Scanner White Board Multimedia 	

Learning Unit	• Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU4. Work in an ethical manner	Trainee will be able to: <ol style="list-style-type: none"> 1. Follow company values/ethics codes of ethics and/or conduct, policies and guidelines. 2. Use company resources in accordance with company ethical standards. 3. Undertake work practices in compliance with company ethical standards, organizational policy and guidelines 4. Instruct co-workers on ethical, lawful and reasonable directives. 5. Share Company values/practices with co-workers using appropriate behaviour and language. 	<ul style="list-style-type: none"> • Understanding of company values/ ethics or policies and guidelines. • Knowledge of using company resources in accordance with company ethics • Knowledge of undertaking work practices with company ethics • Knowledge of ethical, lawful and directive instructions given to co-workers • Understanding of company values /practices for co-workers using appropriate language • Understanding of reporting work incidents and their resolution according with protocol guidelines. 	Total: 35hrs Theory: 05hrs Practical: 30hrs	Consumable <ul style="list-style-type: none"> • Note book • Pencil • Eraser • Sharper • Internet Connection • White board marker • Duster • Internet Connection Non-Consumable <ul style="list-style-type: none"> • Computer System • Printer • Scanner • White Board • Multimedia 	Class room/Poultry farm/Hatchery

Learning Unit	• Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
	6. Report work incidents/situations and/or resolved in accordance with company protocol/guidelines	<u>Practical Activity</u> <ul style="list-style-type: none"> Practice to write report about any incident 			

General assessment guidance for “*Poultry Attendant*”

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 Poultry Attendant:

- Work performances, for example perform basic production handling at farm/hatchery
- Demonstrations, for example maintain biosecurity at farm and hatchery
- Direct questioning, where the assessor would ask the student why he is preparing for a particular application.
- Paper-based tests, such as short answer questions on health and safety, communication skills etc.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of Poultry Attendant include:

- Work products, Project portfolio
- Workplace documents, such as a report on health and safety 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.

Reliability means that the assessment is consistent and reproducible. The results for the particular application should be the same.

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 “*Poultry Attendant*”

This curriculum consists of 6 modules

1. Follow Safety Rules at Site
2. Perform Basic Communication Skills
3. Demonstrate Basic Numeracy Skills
4. Perform Basic Computer Operations
5. Perform Basic Production Handling at Farm/Hatchery
6. Maintain Biosecurity at Farm and Hatchery

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 half-hour per module. This can be 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 final theoretical assessment shall consist of short-answer questions. This part shall cover the technical, functional and generic modules:

For Level -2

- Module 1: Follow Safety Rules at Site
- Module 2: Perform Basic Communication Skills
- Module 3: Demonstrate Basic Numeracy Skills
- Module 4: Perform Basic Computer Operations
- Module 5: Perform Basic Production Handling at Farm/Hatchery
- Module 6: Maintain Biosecurity at Farm and Hatchery

For the final practical assessment each student shall be assessed over a period of one day, with Four-hour sessions for each student. During this period, each student must be assessed on his/her ability to the following parameters of poultry management;

- Area of responsibility
- Tasks
- Guards
- Resources and duties

Complete list of tools and equipment

Sr#	Description	Quantity
1	Bulb	As per requirement
2	Compressed air system	1
3	Computer Systems	26
4	Disinfectors	5
5	Electric bulb Brooder	5
6	Drinkers	10
7	Dust bin	5
8	Eggs transport cart	2
9	Emergency standby electric source	1
10	Feeders	10
11	Fire Buckets	5
12	Fire Extinguishers	5
13	Fumigator	2
14	Heater	5
15	Hose pipe	100 ft
16	Measuring Tape	25
17	Multimedia	1
18	Multimeter	5
19	Paint brush	25
20	Wire brush	10
21	Printer	1
22	Racker	5
23	Safety Blankets	5
24	Scanner	1
25	Shell grit box	10
26	Showers (Bath)	3
27	Spade	5

28	Spray pumps	5
29	Stamp	10
30	Weighing balance (Small)	5
31	Weighing balance (Big)	5
32	Wheel barrow	5
33	Wiper	10
34	Wire Mesh	5 (Bundle)
35	Shifting cages	5
36	Incubator	1
37	Baskets	10
38	Towel	25

List of consumable supplies

Tools & Equipment		Quantity
1.	Broom	10
2.	Rice husk	As per requirement
3.	Cleaning chemicals	As per requirement
4.	First aid Kit	5
5.	Plastic crate	10
6.	Plastic sheets	As per requirement
7.	PPEs	25 sets
8.	Sanitizer	5 bottles(500ml)
9.	Packing material	As per requirement
10.	Check list	50
11.	Bath soap	50
12.	Nail cutter	25

Credit values

The credit value of the National Certificate Security Services is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines).

The credit values are as follows:

Competency Standard	Estimate of hours	Credit
Module:1 Follow Safety Rules at Site	30	3
Module:2 Perform Basic Communication Skills	30	3
Module:3 Demonstrate Basic Numeracy Skills	60	6
Module:4 Perform Basic Computer Operations	54	5.4
Module:5 Perform Basic Production Handling at Farm/Hatchery	306	30.6
Module:6 Maintain Biosecurity at Farm and Hatchery	120	12
Total	600	60

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