



# **National Vocational Diploma Level 5 in Poultry Management (Poultry Supervisor)**



## **Competency Standards**

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



**National Competency Standards**  
**For**  
**National Vocational Diploma Level 5 in Poultry**  
**Management**  
**(Poultry Supervisor)**

**NVQF Level 5**

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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> March 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 Diploma Level 5 in Poultry Management “Poultry Supervisor”	<b>811PM04</b>

## ENTRY REQUIREMENTS

- For National Vocational Diploma Level-5 in “Poultry Supervisor”, the entry requirement is award of National Vocational Certificate Level-4 in “Assistant Supervisor”. 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 NAVTTC, 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, Sheikhpura
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	Lahore
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 NAVTTC, 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	STEVTA
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.	Manage Safety at Site	4	2.4	24	3.6	36	6	60
2.	Perform Small Scale Poultry Management	3	14.4	144	21.6	216	36	360
3.	Perform Moulting of Birds	4	3.6	36	5.4	54	9	90
4.	Manage Farm and Hatchery Practices	5	9.6	96	14.4	144	24	240
5.	Perform Procurement	2	1.2	12	1.8	18	3	30
6.	Manage and Supervise the Job Activities	4	3.2	32	4.8	48	8	80
7.	Develop Entrepreneurial Skills	4	1.6	16	2.4	24	4	40
8.	Practice Professionalism	2	112	120	18	180	30	300
Total			48	480	72	720	120	1200



## 811PM04-A-Competency Standard: Manage Safety at Site

**Overview:** This competency standard covers the skills and knowledge required to implement and maintain safe working practices at site. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Implement safe working practices at site	<b><i>You must be able to:</i></b> <b>P1.</b> Carry out tool box talks which require discussion on critical safety matters and hazardous site conditions pertaining to particular work etc. <b>P2.</b> Practice of Personal Protective Equipment (PPE) <b>P3.</b> Implement health and safety practices and ensure it is followed by subordinates <b>P4.</b> Implement safe handling and stacking methods at workplace / store <b>P5.</b> Perform appropriate posting of safety signs and boards at designated places) <b>P6.</b> Barricade all un-protected openings at the workplace <b>P7.</b> Implement and check near miss reporting <b>P8.</b> Provide safe access at work place for movement of workers & materials. <b>P9.</b> Conduct emergency response drill for enhancing importance of safety among the workers as per the policy of organization
<b>CU2.</b> Maintain safe work environment	<b><i>You must be able to:</i></b> <b>P1.</b> Use defined safe work practices and personal protective equipment to ensure personal safety at the workplace <b>P2.</b> Collect and/or dispose of all waste in accordance with environmental requirements and workplace procedures <b>P3.</b> Check condition and serviceability of equipment before storage.



<b>CU3.</b> Report and investigate the accident at site	<p><b><i>You must be able to:</i></b></p> <p><b>P1.</b> Identify any injured employee and check severity of the injury</p> <p><b>P2.</b> Provide first aid treatment if required</p> <p><b>P3.</b> Interview injured person and other involved personnel in the accident</p> <p><b>P4.</b> Collect all information related to the incident/accident at workplace</p> <p><b>P5.</b> Analyse the facts and figures by observing the accident scene</p> <p><b>P6.</b> Review your recording</p> <p><b>P7.</b> Perform risk assessment and hazard identification at the workplace</p> <p><b>P8.</b> Develop the incident report along with corrective measures to avoid future accidents</p>
<b>CU4.</b> Follow vehicle safety at workplace	<p><b><i>You must be able to:</i></b></p> <p><b>P1.</b> Follow the speed limit as per the company policy while driving vehicle at site</p> <p><b>P2.</b> Use high visibility safety vest</p> <p><b>P3.</b> Keep flag man while driving/reversing vehicle in operational areas</p> <p><b>P4.</b> Follow standard procedure related to vehicle safety at workplace</p>

### Knowledge & Understanding:

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

- Unsafe act and unsafe conditions
- Physical hazards at work site and its controlling measures
- Standard procedure of handling, storing and stacking of hazardous materials
- Safe disposal of hazardous waste
- Effect of air pollution on health
- Procedures in cases of breaches of site safety, accidents, and emergency situations as per guidelines
- Risk assessment and hazard identification
- Accident investigation procedure and format of accident report.
- Vehicle safety at workplace



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

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

- Investigate work site accident and develop the incident report along with corrective measures to avoid future accident.
- Perform risk assessment at the workplace
- Demonstrate vehicle driving safety as per policy of the organization



## 811PM04-B-Competency Standard: Perform Small Scale Poultry Management

**Overview:** This competency standard covers the skills and knowledge required to perform small scale poultry management. After this competency standard the candidate will be able to perform rearing of meat type birds, egg type birds and incubation. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Perform rearing of meat type birds	<b><i>You must be able to:</i></b> <b>P1.</b> Perform Biosecurity practices <b>P2.</b> Prepare shed as per requirement <b>P3.</b> Select birds as per requirement <b>P4.</b> Perform brooding practices <b>P5.</b> Perform weighing of birds <b>P6.</b> Perform feed and water management <b>P7.</b> Perform light management <b>P8.</b> Perform ventilation management <b>P9.</b> Perform medication as per requirement <b>P10.</b> Perform vaccination as per schedule
<b>CU2.</b> Perform rearing of egg type birds	<b><i>You must be able to:</i></b> <b>P1.</b> Perform Biosecurity practices <b>P2.</b> Prepare shed as per requirement <b>P3.</b> Select birds as per requirement <b>P4.</b> Perform brooding practices <b>P5.</b> Perform weighing and grading of birds <b>P6.</b> Maintain uniformity <b>P7.</b> Perform feed and water management <b>P8.</b> Perform light management <b>P9.</b> Perform ventilation management <b>P10.</b> Perform medication as per requirement <b>P11.</b> Perform vaccination as per schedule <b>P12.</b> Perform nest management <b>P13.</b> Collect and handle eggs <b>P14.</b> Perform grading of eggs
<b>CU3.</b> Perform incubation	<b><i>You must be able to:</i></b> <b>P1.</b> Select and arrange tools and equipment <b>P2.</b> Perform selection of eggs <b>P3.</b> Perform disinfection and sanitization practices <b>P4.</b> Perform fumigation of incubator



	<p><b>P5.</b> Perform placement of eggs according to standard method</p> <p><b>P6.</b> Maintain incubation environment according to requirement</p> <p><b>P7.</b> Collect chicks</p> <p><b>P8.</b> Evaluate chicks' quality</p> <p><b>P9.</b> Perform chicks' vaccination</p> <p><b>P10.</b> Removal of un- hatched eggs</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:

- Poultry Diseases
- Meat type breeds
- Egg type breeds
- Incubation period and requirements of different breeds
- Sexing of chicks
- Grading of chicks
- Moulting (Rejuvenation)
- Debeaking
- Principles and practices involved in rearing and laying of birds
- Latest Poultry Act
- Knowledge of market linkage

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

The candidates need to produce following Critical Evidence(s) in order to be competent in this competency standard.

- Perform rearing of meat type birds
- Perform rearing of egg type birds
- Perform incubation



## 811PM04C-Competency Standard: Perform Moulting of Birds

**Overview:** This competency standard covers the skills and knowledge required to perform moulting of birds. You will be able to perform selection of birds, quantitative and qualitative feed restriction method and post moulting care practices. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Perform selection of birds	<b><i>You must be able to:</i></b> <b>P1.</b> Arrange tools and equipment as per requirement <b>P2.</b> Calibrate weighing scale <b>P3.</b> Check birds' health <b>P4.</b> Perform weighing of birds <b>P5.</b> Perform categorization of birds according to body weight
<b>CU2.</b> Perform quantitative feed restriction method	<b><i>You must be able to:</i></b> <b>P1.</b> Perform feed restriction according to requirement <b>P2.</b> Perform feeding according to requirement <b>P3.</b> Maintain light as per requirement <b>P4.</b> Perform weighing on daily basis
<b>CU3.</b> Perform qualitative feed restriction method	<b><i>You must be able to:</i></b> <b>P1.</b> Select feed as per requirement <b>P2.</b> Perform feeding according to requirement <b>P3.</b> Maintain light as per requirement <b>P4.</b> Perform weighing on daily basis
<b>CU4.</b> Perform Post Moulting care practices	<b><i>You must be able to:</i></b> <b>P1.</b> Perform light stimulation as per requirement <b>P2.</b> Perform feeding as per requirement <b>P3.</b> Check health status recovery of bird as per instruction





	<b>P4. Perform vaccination as per schedule</b>
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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:

- Importance of Moulting
- Types of Moulting
- Moulting techniques
- Moulting requirements
- Post Moulting care practices

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

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

- Perform selection of birds
- Perform quantitative feed restriction method
- Perform qualitative feed restriction method
- Perform Post Moulting care practices



## 811PM04D-Competency Standard: Manage Farm and Hatchery Practices

**Overview:** This competency standard covers the skills and knowledge required to manage farm and hatchery practices. You will be able to perform general flock management, vaccination, sexing of chicks, grading of hatched chicks and preparation of solution. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Perform general flock management	<b><i>You must be able to:</i></b> <b>P1.</b> Wear PPEs <b>P2.</b> Execute rodent control program <b>P3.</b> Perform Debeaking according to method <b>P4.</b> Perform dubbing as per requirement <b>P5.</b> Perform toe clipping as per requirement <b>P6.</b> Perform grading of birds <b>P7.</b> Maintain flock uniformity <b>P8.</b> Perform male mixing as per requirement <b>P9.</b> Perform spiking
<b>CU2.</b> Perform vaccination	<b><i>You must be able to:</i></b> <b>P1.</b> Wear PPEs <b>P2.</b> Perform vaccine administration protocols <b>P3.</b> Perform subcutaneous vaccination <b>P4.</b> Perform intramuscular vaccination <b>P5.</b> Perform ocular-nasal vaccination <b>P6.</b> Perform wing web vaccination <b>P7.</b> Perform oral vaccination
<b>CU3.</b> Perform sexing of chicks	<b><i>You must be able to:</i></b> <b>P1.</b> Wear PPEs <b>P2.</b> Arrange tools <b>P3.</b> Perform soft handling of chicks <b>P4.</b> Perform vent sexing method



	<p><b>P5.</b> Perform feather sexing method</p> <p><b>P6.</b> Separate male and female chick</p> <p><b>P7.</b> Maintain environmental condition at site</p>
<p><b>CU4.</b> Perform grading of hatched chicks</p>	<p><b><i>You must be able to:</i></b></p> <p><b>P1.</b> Wear PPEs</p> <p><b>P2.</b> Arrange tools</p> <p><b>P8.</b> Perform soft handling of chicks</p> <p><b>P3.</b> Calibrate weighing scale</p> <p><b>P4.</b> Perform weighing</p> <p><b>P5.</b> Separate chicks according to body weight and quality</p>
<p><b>CU5.</b> Prepare solutions</p>	<p><b><i>You must be able to:</i></b></p> <p><b>P1.</b> Wear PPEs</p> <p><b>P2.</b> Arrange tools and materials</p> <p><b>P3.</b> Calculate required quantity of chemicals as per manual</p> <p><b>P4.</b> Mix solution</p> <p><b>P5.</b> Handle prepared solutions</p>

### **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:

- PPEs
- Types of vaccine
- Sexing of chicks
- Types of incubators
- Types of Hatcheries
- Debeaking



- Dubbing
- Toe clipping
- Spiking
- Grading
- Importance of uniformity
- Flock Uniformity
- Selection of male
- Rodent control program
- Handling of chicks
- Types of disinfectants

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

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

- Perform general flock management
- Perform vaccination
- Perform sexing of chicks
- Perform grading of hatched chicks
- Prepare solution



## 811PM04E-Competency Standards: Perform Procurement

**Overview:** This competency standard covers the skills and knowledge required to perform procurement in poultry sector. You will be able to perform estimation of resources and execution of procurement. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Perform estimation of resources	<b><i>You must be able to:</i></b> <b>P1.</b> Calculate the quantity of birds to be reared <b>P2.</b> Calculate feed requirement <b>P3.</b> Estimate man power <b>P4.</b> Estimate resources required
<b>CU2.</b> Execute procurement	<b><i>You must be able to:</i></b> <b>P1.</b> Collect information regarding suppliers <b>P2.</b> Perform purchase process <b>P3.</b> Maintain record of all procurement

### **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:

- Space requirement of birds
- Calculation methods
- Procurement process

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



The candidate needs to produce any or all of the following documents/evidences:

- Perform estimation of resources
- Execute procurement



## 811PM04F -Competency Standard: Manage and Supervise the Job Activities

**Overview:** This competency standard covers the skills and knowledge required to manage and supervise the job activities. You will be able to plan and supervise on-site operations / activities and doing the on - site inspection and prepare a report. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Plan for on-site operations	<p><b>You must be able to:</b></p> <p><b>P1.</b> Consult with the manager to obtain required information</p> <p><b>P2.</b> Implement SOPs in accordance with the identified requirements.</p> <p><b>P3.</b> Prepare the process flow diagram in order to achieve Quality outcome.</p> <p><b>P4.</b> Break down work of activities into small achievable components and efficient sequences</p> <p><b>P5.</b> Recognize site hazards and the personal protective equipment (PPE) and safety procedures specified for job</p> <p><b>P6.</b> Organize site induction for support personnel as required</p> <p><b>P7.</b> Plan housekeeping activities prior to and post completion of work</p>
<b>CU2.</b> Supervise work activities to achieve desired results	<p><b>You must be able to:</b></p> <p><b>P1.</b> List and arrange required resources prior to commencement of work</p> <p><b>P2.</b> Recognize the areas of work which could result in a delay of work, wastage of material or damage to tools.</p> <p><b>P3.</b> Allocate responsibility to required team members to avoid conflicts</p> <p><b>P4.</b> Review work plan in response to new information, urgent requests, changed situations or instructions from concern personnel</p>





	<b>P5.</b> Cooperate with team members to achieve common goals
<b>CU3.</b> Perform on- site inspection	<p><b>You must be able to:</b></p> <p><b>P1.</b> Conduct inspection of processes &amp; materials according to inspection plan</p> <p><b>P2.</b> Identify defects and deficiencies in product &amp; processes</p> <p><b>P3.</b> Record defects and deficiencies with evidence in product &amp; processes (if required)</p> <p><b>P4.</b> Perform test as per standard procedure for determining the physical properties of materials and product.</p> <p><b>P5.</b> Collect the samples of materials &amp; products for lab testing as per standards</p> <p><b>P6.</b> Complete the sampling document as per requirement</p> <p><b>P7.</b> Check the actions taken for rectification of snag list</p> <p><b>P8.</b> Record the non-compliance and expected breaches of contract as per SOPs.</p>
<b>CU4.</b> Prepare the inspection report.	<p><b>You must be able to:</b></p> <p><b>P1.</b> Collect and review the information relevant to inspection activities for recoding inspection results</p> <p><b>P2.</b> Verify the integrity of information supplied by other party as a part of the inspection process</p> <p><b>P3.</b> Record inspection observations and findings</p> <p><b>P4.</b> Recommend the necessary corrective actions for tackling the identified problems</p>

### **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:

- Principles of planning and project management
- Roles and responsibilities for different levels of site supervision.
- Information relevant to inspection activities and work document preparation for recoding



inspection results.

- Documentation and record system of the inspection body
- Different types of deficiencies in inspection activities
- Site problems and recommended corrective actions
- Awareness of environmental sustainability issues as they relate to the work task.

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

The candidate needs to produce any or all of the following documents/evidences:

- Design effectively the supervision and inspection program in accordance with specifications
- Handle inspection items and samples by appropriate methods to meet the traceability requirements.
- Collaborate with the team members for allied works at site.



## 811PM04G -Competency Standard: Develop Entrepreneurial Skills

**Overview:** This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Develop a business plan	<b>You must be able to:</b> <b>P1.</b> Conduct market survey to collect information <b>P2.</b> Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses <b>P3.</b> Compile the information collected through the market survey, in the business plan format
<b>CU2.</b> Collect information regarding funding sources	<b>You must be able to:</b> <b>P1.</b> Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate <b>P2.</b> Choose the best available option according to investment requirement <b>P3.</b> Prepare documents according to the loan agreement requirement <b>P4.</b> Include the information of funding sources in the business plan
<b>CU3.</b> Develop a marketing plan	<b>You must be able to:</b> <b>P1.</b> Collect information required to devise marketing plan <b>P2.</b> Prepare marketing plan for new business and ROI (Return on investment)
<b>CU4.</b> Develop basic business communication skills	<b>You must be able to:</b> <b>P1.</b> Communicate with internal customers and external customers



	<p><b>P2.</b> Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.</p> <p><b>P3.</b> Use specific business terms used in the market</p>
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### **Knowledge & Understanding**

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

- 7 Ps of marketing including product, price, placement, promotion, people, packaging and positioning
- 7 Cs of business communication (clarity, correctness, conciseness, courtesy, concreteness, consideration and completeness.)
- Different modes of communication and their application in the industry
- Business terms used in the industry
- Funding sources
- How to get loan to start a new business
- Market survey and its tools e.g.: questionnaire, interview, observation etc
- Market trends for specific product offering
- Elements of business plan
- How to fill the business plan format
- Social media marketing techniques

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

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

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Effectively present business ideas and profile



## 811PM04 H- Competency Standard: Practice Professionalism

### Overview:

This competency standard deal with learning the competencies needed to develop portfolio for industry. You can perform internship. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1.</b> Develop Portfolio for industry	<b><i>You must be able to:</i></b>  <b>P1.</b> Select previous assignments for portfolio <b>P2.</b> Work on previous selected assignments for portfolio <b>P3.</b> Compile variety of assignments for portfolio <b>P4.</b> Make Professional Portfolio for industry <b>P5.</b> Develop Digital Portfolio for industry
<b>CU2.</b> Perform Internship	<b><i>You must be able to:</i></b>  <b>P1.</b> Prepare for internship <ul style="list-style-type: none"><li>• Personal Presentation</li><li>• Portfolio Presentation</li></ul> <b>P2.</b> Prepare for Interview <b>P3.</b> Demonstrate Ethics for Internship <b>P4.</b> Identify Industry for internship <b>P5.</b> Perform Internship in Industry <ul style="list-style-type: none"><li>• Fill the Performa of Internship</li><li>• Report the performance of internship</li></ul>

### 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:

- Importance of portfolio
- Ethics for Internship

### Critical Evidence(s) Required



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

- Professional
- Portfolio



## COMPLETE LIST OF TOOLS AND EQUIPMENT

Sr. #	Description
1.	PPEs
2.	Fire Buckets
3.	Fire Extinguishers
4.	First aid Kit
5.	Measuring Tape
6.	Multimeter
7.	Water tank
8.	Cooling pads
9.	Air inlet
10.	Ventilation Fan
11.	Temperature Sensors
12.	Relative humidity sensors
13.	Brooders
14.	Incubator
15.	Laying Nests
16.	Egg Washer





Sr. #	Description
17.	Candler
18.	Syringes
19.	Heater
20.	Fogger
21.	Conveyor Belt
22.	Bulbs
23.	Feed Hoppers
24.	Sample Containers
25.	Sample collection kit
26.	Registers (Log, Hatchery, Production, Flock)
27.	Computers
28.	Printer
29.	Scanner
30.	Internet router
31.	Plastic bags
32.	Vernier caliper
33.	Screw gauge
34.	Feeder



Sr. #	Description
35.	Air inlet
36.	Ventilation Fan
37.	Water drinkers
38.	Temperature Sensors
39.	Thermometer
40.	Light trapper
41.	Relative humidity sensors
42.	Hygrometer
43.	Feed Grinder
44.	Brooders
45.	Barometer
46.	Incubator
47.	Egg Storage cabinet
48.	Shifting trays
49.	Egg trolleys
50.	Candler
51.	pH Meter
52.	Syringes



Sr. #	Description
53.	Vaccine gun
54.	Droppers
55.	Refrigerator
56.	Lux meter
57.	Bulb
58.	Heater
59.	Feed manuals
60.	Calculator
61.	Grinder
62.	Mixer
63.	Air Velocity meter
64.	Vaccine diluents
65.	R.O plant
66.	Water Plant Filters
67.	Air Baffles
68.	Shocking wire
69.	Winch machines
70.	Augor feeding system



*National Vocational Qualification Level 5 in Poultry Management (Poultry Supervisor)*

