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Maxxansa/ Issue History				
Maxxansa/ Issue	Ibsa Jijjiiramaa/ Description of Change	Sadarkaa/ Status	Ka'umsa/ Originator	Guyyaa Hojiirra Oole/ Effective Date
1	Maxxansa Jalqabaa/ Initial Release	Wixinee/ Draft	Task force	Feb 02, 2026

Sanada Wabii/ Reference Documents	
Lakk. Sanadaa/ Document Number	Mata-duree Sanadaa/ Document Title
EX/OOCOA/001	ES ISO/IEC 17024:2013 Conformity assessment - General requirements for bodies operating certification of persons.
EX/OOCOA/002	ES ISO/IEC 17000:2020, Conformity assessment — Vocabulary and general principles
EX/ OOCOA /003	Federal Democratic Republic of Ethiopia OCCUPATIONAL STANDARD CROP PRODUCTION NTQF Level-II

Itti fayyadama too'annoo sanadaaf qofa/For Document Control Use Only

1. Barbaachisummaa/Purpose –

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This certification scheme is designed to ensure that certified crop producer (Certified Crop Producer – Level II (CP-L 2) Prepare field crop establishment operations, Prepare the site for crop establishment, Carry out field crop establishment, Complete field crop establishment operations, Prepare for field crop maintenance operations, Undertake crop maintenance operations and Complete maintenance operations.

2. Daangaa/Scope,

This certification scheme applies to individuals who demonstrate competence to Field Crop Establishment and Maintenance, Perform Nursery Establishment and Management, Horticultural, Stimulants and Spice Crops Establishment and Maintenance, Determine crop pests and disorders, Operate Gravity Fed and Pressurized Irrigation Systems, Collect and Compile Crop Production data, Apply Interpreted weather Data and Minimize crop production risks, Perform post-harvest handling of stimulants and spices crops, Apply Agricultural Extension service for rural development and Prevent and Eliminate MUDA.

3. Jechootaa fi Hiikkaawwan/Terms and Definitions

3.1 Hiika Jechootaa/Definition of terms

- 3.1.1. Crop production: -The process of growing plants for food, fiber, fuel, or other uses.
- 3.1.2. Horticulture: A branch of agriculture focused on growing fruits, vegetables, and ornamental plants.
- 3.1.3. Irrigation: - Artificial application of water to crops.
- 3.1.4. Fertilizer: Substances added to soil to supply nutrients to plants.
- 3.1.5. Pest: Organisms that damage crops.
- 3.1.6. Pesticide: Chemicals used to control pests
- 3.1.7. Harvesting: The process of collecting mature crops
- 3.1.8. 3MUs: - Muda, Muri, Mura= waste attack
- 3.1.9. Muda: it is the Japanese word and the term describes wasteful activities that do not add value to the customer

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3.1.10. Mura: It refers to unevenness or inconsistency in processes, which can lead to inefficiencies

3.1.11. Muri: it indicates overburdening of people or equipments, which can cause stress and errors in production

3.1.12. The seven types of muda lie in 1) transportation, 2) inventory, 3) motion, 4) waiting, 5) overproduction, 6) over-processing, and 7) defects

3.2 Gabaajeewwan/Abbreviations

KA	Knowledge and Attitude
S	Skill
JTA	Job Task Analysis
OOCAA	Oromia Occupational Competency Assurance Agency
SC	Scheme
CP	Certified Crop Production
PPE	Personal Protective Equipment
OHS	Occupational Health and Safety
MSDS	Material Safety Data Sheets
TVET	Technical Vocational Education Training
RPL	Recognition of Prior Learning
OCA	Occupational Competence Assessment
OS	Occupational Standard
OP	Operational Procedure
SMEs	Subject Matter Experts
ISO	International Organization for Standardization
IEC	International Electro Technical Commission
5S	Sort, Set in order, Shine, Standardize and Sustain

4. Job task analysis (JTA)

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The Job Task Analysis (JTA) provides a systematic breakdown of the essential tasks and responsibilities performed by a Level II certified Crop producer.

Main Task	Sub-tasks	Criticality	Frequency	Risk Level	Description
Field Crop Establishment and Maintenance	Prepare field crop establishment operations, Prepare the site for crop establishment, Carry out field crop establishment operations, Complete field crop establishment operations and Prepare for field crop maintenance operations	High	Frequent	Medium	This unit covers the knowledge, skills and attitude required to establish and manage field crops. Establishment operations include prepare the site, carry out establishment operations and complete establishment operations. In addition, this unit covers purpose, methods and implementing of field crop maintenances operations..
Perform Nursery Establishment and Management	Select nursery site, Establish nursery site, Prepare nursery inputs, Maintain the nursery environment and	High	Frequent	Medium	This unit covers the knowledge, skills and attitude required to Select nursery site, prepare nursery beds, establish

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	infrastructures and Complete nursery plant maintenance operations				nursery, Maintain the nursery environment& plants and Complete nursery plant maintenance operations
Horticultural, Stimulants and Spice Crops Establishmen t and Maintenance	Prepare for Horticultural, Stimulants and Spice crops establishment operations, Prepare the site for crop establishment,Prepare horticulture crop Planting material and Carry out planting operations	High	Frequent	High	This unit covers the Knowledge, Skills and attitude required for Horticultural, Stimulants and Spice crop establishment operations. Includes site selection, prepare the site for planting, carry out planting operations, care for young plants, complete crop establishment and management operations.
Determine crop pests and disorders	Understand the main agriculturally important crop biotic and a biotic factors, Identify the major agriculturally crop pest and disorders and Assess pests and take sample,	Critical	High	Medium	This unit of competency covers the knowledge, skills and attitude to Understand the main agriculturally important crop biotic and a biotic factors. Identify the major agriculturally crop pest

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					and disorders, assess pest occurrence and take sample. Furthermore, able to record and report pest occurrence to the organization.
Operate Gravity Fed and Pressurized Irrigation Systems	Set up of movable irrigation components,Set up field for gravity fed irrigation,Carry out gravity fed irrigation operations,Carry out pressurized irrigation operations,Carry out routine maintenance activities on gravity fed irrigation delivery systems,Carry out routine maintenance activities on drainage systems and Monitor and control weed growth on drainage systems	Critical	Continuous	High	This unit of competency covers the knowledge, skills and attitude to Understand the main agriculturally important crop biotic and a biotic factors. Identify the major agriculturally crop pest and disorders, assess pest occurrence and take sample. Furthermore, able to record and report pest occurrence to the organization.

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Collect and Compile Crop Production data	Identify data to be collected,Collect and organize production data,Compile and interpret data and Present and document production data	High	Continuous	Very High	This unit covers the knowledge, skills and attitude required to identify data to be collected, collect and organize production
Apply Interpreted weather Data and Minimize crop production risks	Assess weather and production data,Identify weather and crop production data risk and opportunities and Identify weather and crop production data risk and opportunities	High	Frequent	High	This unit covers the knowledge, skills and attitude required to assess weather and production data, identify weather and crop production data risk and opportunities.
Perform post-harvest handling of stimulants and spices crops	Dry the harvested product, Process spice crops,Prepare dry coffee,Perform Hulling,Prepare Washed/semi-washed Coffee and Store stimulant & spice products	High	Continuous	Very High	This unit competence covers skill, knowledge & attitude to carry out harvesting, dry the harvested product, process spice crops, prepare dry coffee, Perform Hulling, Prepare Washed/semi-washed coffee, and store stimulant & spice products

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Apply Agricultural Extension service for rural development	Promote the use of digital technology in Agricultural Extension, Understand Adult Learning, Integrate Gender in Agricultural Extension and Recognize Indigenous Knowledge	Critical	Continuous	Very High	This unit covers the knowledge, skills and attitudes required to promote the use of digital technology agricultural extension, understand adult learning, Integrated gender agricultural extension and Recognize Indigenous Knowledge
Prevent and Eliminate MUDA	2. Prepare for work. Identify MUDA and problem, Analyze causes of a problem, Eliminate MUDA and Assess effectiveness of the solution and Prevent occurrence of wastes and sustain operation.				This unit covers the knowledge, skills and attitude required by a worker to prevent and eliminate MUDA/wastes in his/her workplace by applying scientific problem-solving techniques and tools to enhance quality, productivity and other kaizen elements on continual basis. It covers responsibility for the day- to-day operation of the work and ensures Kaizen Elements are

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					continuously improved and institutionalized.
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5. Competence Requirements – list knowledge, skills, and abilities required.

5.1 Knowledge (K) and Attitude(A)

The knowledge component defines what the candidate must understand and be able to recall to perform Crop production tasks effectively. It forms the theoretical foundation for skills and safe practice.

Code	Description	Detailed Explanation
K1A1	Field Crop Establishment and Maintenance	The candidate must have the knowledge and attitude of to demonstrate :- • Importance of field hygiene and quality control in regard to crop establishment and maintenance • Understanding pre and post harvesting handling • Operations of a range of crop machinery • The importance of correct timing and procedures for crop planting • Range of pre-planting soil treatments and their importance • Methods of waste disposal causing minimal impact on the environment

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		- The importance of correct timing and procedures for crop maintenance - Weed control in crops - Pest and disease control - Crop nutrition - Environmental impacts of crop maintenance
K2A2	Perform Nursery Establishment and Management	Candidate must demonstrate knowledge and attitude of: - - Environmental requirements of a range of containerized plants growing in a nursery setting - The importance of hygiene and quality control when tending nursery plants - Common problems that may occur with containerized plants in a controlled environment and their treatment - Nursery site selection - Principles and operations of a range of irrigation systems used in nurseries - Methods of disposing of waste to minimize damage to the external environment.

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K3A3	Horticultural, Stimulants and Spice Crops Establishment and Maintenance	Candidate must demonstrate knowledge and attitude of :- - Principles of sustainable horticultural, stimulant and spice crop practices - Importance of field hygiene and quality control in regard to horticulture, stimulant and spice crops establishment - Principles and operations of a range of irrigation systems use for horticultural, stimulant and spice crop - Nutritional, water and other requirements of the horticulture,
K4A4	Determine crop pests and disorders	Candidate must demonstrate general knowledge and attitude of:- - Recognize biotic and a biotic factors - Identification of common plant pests and disorders for a particular situation. - Differentiate assessment/scouting techniques/methods - Understand sampling methods - OHS responsibilities. - OHS legislative requirements and Codes of Practice. - Correct wearing/fit of personal protective equipment.
K5A5	Operate Gravity Fed and Pressurized Irrigation Systems	Candidate must demonstrate knowledge and attitude of :- - Understand basic operation of gravity fed irrigation system - Irrigation time on fields to deliver sufficient volume without over watering

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		• Components of a gravity fed irrigation system including cleaning and storage requirements • Manual handling procedures • Understand required head and water levels in head ditch • OHS procedures relating to general activities involved in irrigating crops using gravity fed irrigation and drainage system maintenance • Principles and practices of pressurized irrigation system operation • Critical measures for moisture availability including evapo transpiration, field capacity, infiltration rates, readily available water, water holding capacity and wilting point • Environmental impacts of irrigation using water from any ground or underground source • General irrigation methods for low volume systems • Main components of low volume and sprinkler irrigation systems • Principles of irrigation and the water cycle • Operate irrigation systems • Shutdown sequence and flushing procedures • Soil characteristics • Soil, plant and water relationships
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		- Water requirements of plants and crops consistent with environmental management - Drainage system cleaning procedures
K6A6	Collect and Compile Crop Production data	Candidate Demonstrate knowledge and attitude required of:- - Data collection methods and procedures - Agronomic practice and Soil data parameters - Data handling and sharing - Sector record keeping and recording practices

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K7A7	Apply Interpreted weather Data and Minimize crop production risks	Candidates must demonstrate knowledge and understanding of:- • The impact of weather and climate phenomena on rainfall, plant growth and yields • Causes of general patterns of weather and climate • Weather variability and climate change • Direct and indirect impacts of weather variability on crop production, land management and sustainability • Property and crop production management decisions affected by the weather variable • Understand weather and crop production risks and opportunities • Apply forecasted seasonal weather data • Climate and weather issues pertaining to sustainable agriculture • Potential impacts of greenhouse warming on land and natural resource management • Other options and planning in response to weather variability for a range of seasons (normal, drier or wetter than normal), and other risks and opportunities • calculating financial returns for different strategic options • computer applications and Internet to access, record and compile data
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		Principles of decision-making
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K8A8	Perform post-harvest handling of stimulants and spices crops	Candidates must Demonstrates knowledge and attitude of: - Understand purpose of drying and suitable drying equipments based on type of the spice and stimulant crop - Identify processing equipments and machineries for processing. - Understand the processed/economically important portion of the crop (seeds, fruits, leaves, bark and rhizomes) - Recognize trying type, procedures and principles - processing techniques
K9 A9	Apply Agricultural Extension service for rural development	The candidate must understand knowledge and attitude of:- - Understands concept of adult learning - Recognize the Principles of Adult learning - Appreciates the importance of Adult learning - Understands the concept of gender
K10A10	Prevent and Eliminate MUDA	The candidate must demonstrate the knowledge and attitude to : - Targets of customers and manufacturer/service provider - Traditional and kaizen thinking of price setting - Kaizen thinking in relation to targets of manufacturer/service provider and customer - value - The three categories of operations - the 3“MU” - wastes occur in the workplace

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		• The 7 types of MUDA • QC story/PDCA cycle/ • QC story/ Problem solving steps • QCC techniques • 7 QC tools • The Benefits of identifying and eliminating waste • Causes and effects of 7 MUDA • Procedures to identify MUDA • Necessary attitude and the ten basic principles for improvement • Procedures to eliminate MUDA • Prevention of wastes • Methods of waste prevention • Definition and purpose of standardization • Standards required for machines, operations, defining normal and abnormal conditions, clerical procedures and procurement • Methods of visual and auditory control • TPM concept and its pillars. • Relevant OHS and environment requirements
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		• Method and Lines of communication • Methods of making/recommending improvements. • Reporting procedures • Workplace procedures associated with the candidate's regular technical duties • organizational structure of the enterprise
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5.2 Skills (S)

Skills define the practical abilities required to carry out Crop production tasks. Each skill is associated with performance criteria to assess whether the candidate can perform tasks correctly in a real-world setting.

Code	Description	Performance Criteria	Detailed Explanation
S1	Field Crop Establishment and Maintenance	1. Identify and collect Inputs for field crop establishment 2. Soil treatment/amendments are applied according to soil test results. 3. Planting material is treated according to the crop type.	Candidate must:- • Calibrate equipment • Measure quantities of treatment • Determine spacing and planting patterns • Operate machinery to manufacturers specifications and enterprise procedures • Safely apply appropriate field crop chemicals

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		4. Crop fields that require maintenance are identified according to organization work procedures and the crop regulation program. 5. Agronomic practice and Instructions about field crop maintenance activities are applied 6. A clean and safe work area is maintained throughout and on completion of work.	- Identify hazards and follow safety directions at work - Use literacy skills to follow sequenced written instructions and record information accurately and legibly - Use numeracy skills to estimate, calculate and record routine workplace measures - Use interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities.
S2	Perform Nursery Establishment and Management	1. Site is selected according to site selection criteria and nursery guidelines 2. Area closure for the established nursery site	Candidate must Demonstrate skills to: - Select nursery site - Prepare nursery beds and pots - Prepare materials, tools and equipment for nursery activities - Undertake nursery work - Testing potting media

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		3. Planting media is prepared according to the climatic condition 4. Plant growth and health requirements are clarified 5. Workplace information is recorded in the appropriate format. 6. Waste is collected and disposed of or recycled to minimize damage to the external environment.	• Participate in teams and co-coordinate work activities with other members of the work team and contribute to team objectives • Read and interpret enterprise work procedures • Communicate ideas and information effectively with team members and supervisor • Apply mathematical ideas and techniques to measure quantities and calibrate spray equipment and determining quantities and application rates for treatment of nursery plants. • Minimize noise, dust and water run-off to prevent nuisance-level environmental disturbance. • Collect, analyse and organize information • Enterprise work procedures, such as a daily watering plan.
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			- Solve problems relating to maintenance of the nursery environment, the nursery plants, treatments, watering, tools and equipment, workplace safety and other team members may arise during the maintenance of nursery plants. - Use of technology in the preparation, use and maintenance of equipment and machinery.
S3	Horticultural, Stimulants and Spice Crops Establishment and Maintenance	1. Inputs are collected for horticultural, Stimulants and Spice crops establishment 2. Horticultural, Stimulants and Spice crops protection is implemented according to organization guidelines. 3. Tools and equipment appropriate to the task being undertaken are prepared and used according to	Demonstrate skills to: - Conduct pre-planting of soil and plant treatments - Carry out planting/Transplant/sowing seedling - Carry out transplanting - Communicate ideas and information relating to preparation planting and stimulant and spice crops care, and problems encountered with other members

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		supervisors' instructions and manufacturers' guidelines	• Calculate spacing and planting patterns, measure quantities of treatment • Calibrate spray equipment and determining quantities and application rates for treatment. • Operate machinery to manufacturers tools and equipment's specifications and organization procedures • Apply principles and operations of a range of irrigation systems use for horticultural, stimulant and spice crop • Safely apply appropriate agricultural chemicals • Collect, analyse and organize information based on working procedures, such as a daily planting plan, mulching, fertilizing and water requirements of horticultural, stimulant and spice crops(all agronomy practices) • Solve problems relating to site preparation, stimulant and spice crop
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			planting, treatments, watering, machinery tools and equipment, workplace safety, • Use technology, equipment and machinery in the preparation and maintenance of horticultural, stimulant and spice crops.
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S4	Determine crop pests and disorders	1. Understand classification of biotic and a biotic factors 2. Identify common names of disorders and crop pests which impact on Agricultural crops 3. Equipments are checked, selected and prepared for use according to the guidelines and manufacturers specifications 4. Understand sampling methods 5. Materials and format Prepared for record pest occurrence	Demonstrate skills to: - Differentiate biotic and a biotic factors - Collect crop pests and diseases sample. - Apply assessment/scouting techniques/methods - Wear personal protective equipment appropriate to task. - Communicate ideas and information relating to plant pest, disease and disorder. - Collect and organize information by inspecting the plant pest or disease and the information gained - Plan and organize equipment, materials and work procedures. - Reporting and documentation
S5	Operate Gravity Fed and	1. Irrigation equipments are positioned, if necessary, in	Demonstrate skills in: Operate irrigation systems

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Pressurized Irrigation Systems	accordance with organization requirements 2. Irrigation components are checked and action taken, as required, in accordance with enterprise policy and procedures. 3. Irrigation equipments are handled safely in accordance with OHS practices 4. Water source area is checked for irrigation set up and action taken as required in accordance with enterprise policy and procedures. 5. Valves are opened and shut, as necessary, in accordance with enterprise procedures.	- Regulate system to achieve and maintain correct operating pressures and water flows - Estimate water levels and volumes/flow - Start up and close down the system - Monitor progress of water flow - Clean and store system components - Identify Water draining methods - Carry out routine maintenance activities on drainage systems - Monitor and control weed growth - Follow OHS procedures relating to general activities involved in irrigating crops using gravity fed irrigation systems
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		6. All maintenance activities are carried out according to the maintenance program 7. Drainage system is flushed and cleaned with simple components replaced as directed. 8. Damage to plants, structures and fittings is minimized through the use of recognized mechanical and chemical methods of weed control	
S6	Collect and Compile Crop Production data	1. Specific requirements of the data to be collected are determined by discussion with the supervisor or by reading work instructions.	Demonstrate skills to: - collect and organize production data - compile and interpret data - Record and Present data.

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		2. Suitable personal protective equipment (PPE) is selected, used and maintained where required. 3. Information is collected and organized in a format suitable for compile and interpretation in accordance with sector requirements. 4. Methods of data compilation are reliable and suitable to research and other purposes. 5. Assumptions used in compilations are clear, justified and consistent with plant parameters. 6. Findings are reported and distributed in accordance with sector requirements.	• Rearranging data collection activities to fit in with other planned or unplanned production activities. • Using data loggers and personal computers to record and store data. • Use software programs for recording or storing data
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S7	Apply interpreted weather Data and Minimize crop production risks	1. Weather and crop production risk factors are identified. 2. Current and historical property and crop production situation is detailed according to sector guidelines.	Demonstrates skills to: • Collect weather and crop production data from primary or secondary sources • Compile and interpret weather and crop production data • Prepare risk management strategies • Integrate weather risk, and opportunities
S8	Perform post-harvest handling of stimulants and spices crops	1. Drying place is identified according to pre-set criteria. 2. Appropriateness of the drying floor and table is inspected and maintained to fulfil the required standard. 3. Pea berries, elephant beans and broken beans are sorted out. 4. Clean beans are stored following the suitable storage procedure	Demonstrate skills to: • Determine moisture content • Operating and maintaining processing machineries. • Dry the harvested product • Process spice crops • Extract essential oils • Store spice and stimulant products

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		5. Husk is taken to appropriate place for reuse. 6. Storage places and structures are identified based on the type and time of storage 7. Processed stimulant & spice products are transported to the storage area. 8. Stimulant & Spice products are stored with suitable temperature and relative humidity 9. Regular inspection is performed to control the quality of the stored spice products.	
S9	Apply Agricultural Extension	1. The use of Digital technology in Agricultural	Demonstrates skills to: Demonstrates the use of Digital technology in Agricultural extension

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	service for Rural development	extension is introduced to familiarize its importance 2. Skills in using digital technology is built to strengthen agricultural extension services 3. The concept of adult learning is understood to bring behavioural changes 4. Principles of Adult learning is determined for the implementation of extension services 5. The concept of indigenous knowledge is understood to strengthen the service of agricultural extension 6. Characters of indigenous knowledge are	• Applies the role of digital technologies in agricultural extension • Implements the Adult learning methods • Understands and implements the role of adult learning • Understands and implement the role of gender in agriculture • Implements Gender mainstreaming • Facilitates the Exchange of indigenous knowledge
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		understood to promote local experience 7. The controversial issues of the debate on indigenous knowledge are further studied to propose the urgent need, to document, learn, preserve, and exchange indigenous knowledge	
S10	Prevent and Eliminate MUDA	1. Work instructions are used to determine job requirements, including method, material and equipment. 2. Safety equipment and tools are identified and checked for safe and effective operation. 3. Wastes/MUDA are identified and measured based on relevant	A candidate must demonstrate the Skills to : • Draw & analyze current situation of the work place • Use measurement apparatus (stop watch, tape, etc.) • Calculate volume and area • Apply statistical analysis tools • Use and follow checklists to identify, measure and eliminate wastes/MUDA • Identify and measure wastes/MUDA in accordance with OHS and procedures

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		procedures 3.1 All possible ways are listed using creative idea generation to eliminate the most critical root cause. 4. Necessary attitude and the ten basic principles for improvement are adopted to eliminate waste/MUDA 5. The capability of the work team that aligns with the requirements of the procedure is ensured and trained on the new Standard Operating Procedures (SOPs).	• Use tools and techniques to eliminate wastes/MUDA in accordance with OHS procedure. • Apply 5W and 1H sheet • Update and use standard procedures for completion of required operation • Apply Visual Management Board/Kaizen Board. • Detect non-conforming products or services in the work area • Work with others • Read and interpret documents • Observe situations • Solve problems • Communicate information • Gather evidence by using different means • Report activities and results using report formats • Implement and monitor improved practices and procedures
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6. Eligibility requirements

To ensure that candidates possess the foundational knowledge, practical experience, and physical capability to perform crop production safely and effectively, the following eligibility criteria apply:-

Requirement	Criteria	Description / Rationale
Education	TVET Level II - Crop production	Candidates must have completed a recognized vocational or technical training program in crop production or an equivalent qualification, ensuring a basic understanding of crop production principles and practices.
Experience	Zero experience	Candidates shall not bring experience to take assessment in crop production to demonstrate exposure to real workplace tasks and develop proficiency in standard crop production operations.
Training	Recognized training program OR Recognition of Prior Learning (RPL)	Candidates should have undergone formal training recognized by industry or regulatory bodies, or provide documented evidence of prior learning and workplace competence with one year experience that meets the Level-II crop production standards.
Health	Physically fit	Candidates must be physically capable of performing crop production tasks, including handling tools safely, to prevent accidents and ensure safe work practices.

7. Assessment system

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The assessment system is designed to evaluate the competence of candidates based on the defined knowledge, skills, and attitudes necessary to perform crop production tasks safely, effectively, and in accordance with industry standards

7.1 Practical assessment

Practical assessment prepared for Level-I competence assessment encompasses competence from Level-I. The candidate shall perform all projects in practical assessment %100 within given time.

7.2 Passing Criteria

The passing criteria define the minimum performance standards that candidates must meet to achieve certification. They ensure that certified individuals demonstrate sufficient competence, safety awareness, and knowledge required for professional crop production practice.

- Practical Assessment: A minimum of 100% is required in the practical assessment component. This is mandatory, as practical skills are critical to safe and effective crop production work.

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8. Assessment Methods

Method	Weight	Purpose	Description
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Practical assessment	100%	Skills	Candidates are practically perform the skills required to:- prepare field crop establishment operations,prepare the site for crop establishment,carry out filed crop establishment operations,complete filed crop establishment operations,prepare for field crop maintenance operations,undertake crop maintenance operations,complete maintenance operations,select nursery site ,establish nursery site,prepare nursery inputs,maintain the nursery environment and infrastructures ,complete nursery plant maintenance operations,prepare for horticultural, stimulants and spice crops establishment operations,prepare the site for crop establishment,prepare horticulture crop planting material,carry out planting operations, understand the main agriculturally important crop biotic and a biotic factors,set up of movable irrigation components,carry out routine maintenance activities on gravity fed irrigation delivery systems,identify data to be collected,compile and interpret data,present and document production data,assess weather and production data,dry the harvested product , prepare washed/semi-washed coffee,promote the use of digital technology in agricultural extension ,prepare for work and identify MUDA and problem.
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9. Certification Process

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9.1 Initial certification criteria

The candidate shall follow the following steps to obtain initial certification

- Formal submission of application,
- Completion training of level II in crop production,
- Assessed by qualified assessors,
- Demonstrate skills practically %100,

In general, all initial certification criteria shall be applied accordance with the assessment procedure documented in OP/OCAPD/004.

9.2 Recertification requirement

Re-certification requirements in Occupational Competence Assessment (OCA) ensure that individuals continue to demonstrate the skills, knowledge, and behaviors required for their profession over time. OOCOA shall conduct re-certification of candidates based on the following required criteria.

- Validity period
- Continuing professional development
- Performance review
- Compliance with OS
- If the candidates do 'Not Yet Competent'

9.3 Suspension and Withdrawal

Certification will be suspended and withdrawn if the individual violates the code of ethics, or is proven to have performed work that endangers public safety.

9.3.1 Withdrawal of Certification: -

- Failure to meet eligibility requirements
- Non-completion of assessment process
- Academic or professional misconduct
- Misrepresentation or fraud
- Violation of code of ethics or professional conduct

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- Non-payment of required Fees
- Failure to meet ongoing requirements (if already partly certified)
- Health, legal, or disciplinary issues

9.3.2 Suspension

- Failure to maintain competence
- Non-compliance with certification requirements
- Ethical or professional misconduct
- Investigation of complaints
- Misuse of certification
- Non-payment of fees
- Failure to provide required information
- Violation of Agreement Terms

In general withdrawal and suspension of certification will be implemented according to withdrawal and suspension procedure of OOCOA PL/OOCOA/007.

10. Appeals and Complaints References – cross-link to your formal procedures.

All Appeals and Complaints shall be applied according to appeals and complaints procedure OP/OOCOA/008

11. Record Keeping and Confidentiality

OOCOA maintain clear, accurate, and complete records of each candidate's assessment, including:

- Application forms and eligibility documents
- Assessment results
- Complaints and appeals records
- Assessment evidence is stored in a way that prevents loss, damage, or unauthorized access
- Kept in locked cabinets or secure archives
- Access restricted to authorized personnel only

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- Stored in password-protected systems or databases
- Regular data backups to prevent loss
- Personal and assessment data shared only with authorized individuals
- Use of confidentiality agreements for assessors and staff
- Information released to third parties only with candidate consent (unless legally required)
- Avoiding public disclosure of individual results
- Records are disposed of securely after the retention period

In order to keep the all record and confidentiality of Individuals Record keeping and Confidentiality PL/OOCOA/005 policy will be applied accordingly.

12.Scheme integrity and security

- Scheme Development: This scheme was reviewed and validated by a committee of Subject Matter Experts (SMEs) to ensure it remains fair and valid for the industry.
- Assessor Requirements: Assessors must be independent of the candidate's training process to prevent conflicts of interest (as per ISO/IEC 17024:2012, Clause 7).
- Assessment Material Security: All assessment materials, including knowledge package banks and practical scoring rubrics, are secured and managed in strict accordance with the Security Policy (PL/OOCOA/002).

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