



Vizle

# **PLANNING AND SCHEDULING WORK AT WORK PLACE**

**NVQ Level 5, Semester 2**

**Employability Module**

**Code No: EMPM03**

**IN AGRICULTURAL PRODUCTION TECHNOLOGY**

**COMPETENCY BASED TRAINING CURRICULUM [CBT CURRICULUM CODE]: A01T003**

**PRE REQUISITES: NONE**

**Prepared by: Ms. M.S. Fathima Husna, B.Sc, Sp (WUSL), M.Sc (PGIA)**



<https://vizle.offnote.co>

Contact us: [vizle@offnote.co](mailto:vizle@offnote.co)

This document was generated automatically by **Vizle**

Your **Personal Video Reader Assistant**

Learn from Videos **Faster** and **Smarter**

### VIZLE **PRO / BIZ**

PDF, PPT ~~Watermarks~~

- Convert *entire* videos
- *Customize* to retain all essential content
- Include Spoken *Transcripts*
- Customer support

Visit <https://vizle.offnote.co/pricing> to learn more

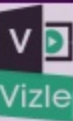
### VIZLE **FREE PLAN**

PDF only ~~Watermarks~~

- Convert videos *partially*
- Slides may be *skipped*\*
- Usage restrictions
- No Customer support

Visit <https://vizle.offnote.co> to try free

**Login to Vizle** to unlock more slides\*



## THE KEY POINTS WITH RESPECT TO THE PROCEDURES ARE AS FOLLOWS

- For each job, there is a necessity to have written down work procedure and each individual activity is to have detailed written down work instructions. These work procedures and work instructions are to be revised regularly keeping in view the changing environment.
- The work procedures and work instructions are also to define the person / persons who are to carry out the requirements of the work procedures or work instructions.
- The work procedures and work instructions are to be made in full detail covering all the necessary requirements of the job in all the areas related to the job.
- All the connected persons are to be thoroughly trained in the work procedures and the work instructions. For training, both the methods of class room training and the on the job training can be adopted.
- Work procedures and work instructions are to be followed in totality without any deviations and with dedicated discipline. For this regular audit is to be carried out.
- Proper record keeping is important as frequent analysis of the data contained in these records contributes greatly to the continuous improvement. Further records are evidence that work procedures and work instructions are being followed.



<https://vizle.offnote.co>

Contact us: [vizle@offnote.co](mailto:vizle@offnote.co)

This document was generated automatically by **Vizle**

Your **Personal Video Reader Assistant**

Learn from Videos **Faster** and **Smarter**

### VIZLE **PRO / BIZ**

PDF, PPT ~~Watermarks~~

- Convert *entire* videos
- *Customize* to retain all essential content
- Include Spoken *Transcripts*
- Customer support

Visit <https://vizle.offnote.co/pricing> to learn more

### VIZLE **FREE PLAN**

PDF only ~~Watermarks~~

- Convert videos *partially*
- Slides may be *skipped*\*
- Usage restrictions
- No Customer support

Visit <https://vizle.offnote.co> to try free

**Login to Vizle** to unlock more slides\*