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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
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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-III

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

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1. Barbaachisummaa/Purpose –

This certification scheme is designed to ensure that certified crop producer (Certified Crop Producer – Level III (CP-L3)) demonstrate the required competence to prepare basic machinery and equipment, assess field crop condition, growth and requirements, prepare for field crop establishment, planting/sowing the crop, apply fertilizer and soil amendments, monitor crop maturity requirements, and complete cleaning and hygiene operations accordance with applicable technical specifications. It ensures that individuals consistently meet relevant industry standards, occupational health and safety requirements, and quality expectations, thereby protecting public health and property.

2. Daangaa/Scope,

This certification scheme applies to individuals who demonstrate competence in apply field crops establishment and management, horticultural crops management and propagation, perform irrigation schedule and crop water requirement, perform soil test and apply integrated soil fertility management, apply plant nutrition program and fertigation, apply crop pest management and disorders, perform post-harvest management for field crops, perform post-harvest management for horticultural crops, apply chemicals and biological agents for the control of pests, apply digital technology in agriculture.

Furthermore, the scope includes the application of appropriate occupational health and safety measures and environmental practices in compliance with relevant industry standards to ensure safe, reliable, and quality crop production.

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.

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- 3.1.6. Pesticide: Chemicals used to control pests
- 3.1.7. Harvesting: The process of collecting mature crops
- 3.1.8. Propagation: the method of producing new plants from seeds or plant parts.
- 3.1.9. Grafting is a horticultural technique of joining parts of two plants so that they grow as one.

3.2 Gabaajeewwan/Abbreviations

KA	Knowledge and Attitude
S	Skill
JTA	Job Task Analysis
OOCA	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 Mater Experts
ISO	International Organization for Standardization
IEC	International Electro Technical Commission

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 III certified Crop producer.

Main Task	Sub-task	Criticality	Frequency	Risk Level	Description
Apply Field Crops Establishment and Management	Prepare basic machinery and equipment	High	Frequent	Medium	Prepare basic machinery and equipment, assess field crop condition, growth and requirements, prepare for field crop establishment, seeding/sowing the crop, apply fertilizer and amendments, monitor crop maturity requirements, and complete cleaning and hygiene operations.
Horticultural Crops management and Propagation	Prepare planting plan	High	Frequent	Medium	Prepare planting plan and implement horticultural crop management practices. Propagate media preparation, parent material selection, understand propagation techniques and undertake propagation.
Perform Irrigation Schedule and	Check water supply and availability	High	Frequent	High	Implement, monitor and adjust irrigation schedules which requires a knowledge

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crop water requirement					of crop and plant health, weather patterns, irrigation monitoring procedures, soil water retention testing techniques, monitor irrigation surface runoff and infiltration due to soil type and terrain, water quality monitoring methods and techniques, and water authority standards and procedures.
Perform Soil test and apply integrated soil fertility management	Soil sampling and prepare for Integrated soil fertility management	Critical	High	Medium	Perform soil test and apply integrated soil health and fertility management technologies and practices required for agricultural crop production.
Apply Plant Nutrition Program and Fertigation	Operate the fertigation process	Critical	Continuous	High	Prepar implementation of plant nutrition program materials, connect and monitor soil pH, determine nutritional problems, prepare materials and equipment to apply fertilizers, operate fertigation processes and apply fertilizer application principles.

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Apply crop pest management and Disorders	Survey pest infestation	High	Continuous	Very High	Assess/survey pest infestation, plan for the implementation of pest control measures, implement control measures and monitor effectiveness of control measures.
Perform post-Harvest management for Field Crops	Prepare for implementation of post-harvest operations	High	Frequent	High	Implement a post-harvest management for field crop. Prepare for implementation of post-harvest operations, plan harvest strategy, monitor moisture content, implement harvest schedule, co-ordinate and implement post-harvest treatments, implement hazardous waste disposal guidelines, implement packing and storage requirements of produce.
Perform post-Harvest management for Horticultural Crops	Implement post-harvest treatments	High	Continuous	Very High	Prepare for implementation of horticultural crop harvest, post-harvest operations, co-ordinate post-harvest activities, implement post-harvest treatments, implement hazardous waste disposal guidelines,

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					implement packing and appearance requirements of produce and Implement storage requirements of produce.
Safety	PPE and OHS hazard control	Critical	Continuous	Very High	Apply occupational health and safety practices, including proper use of PPE and hazard identification to prevent accidents.

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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	Apply Field Crops Establishment and Management	The candidate must have the knowledge and attitude of :- • Crop types, preparation of seeds, seeding/sowing methods and application methods • Fertilizer application principles for crop nutrient requirements • Types of herbicides, insecticides and other pesticides, and alternative pest control methods (non-chemical) • procedures for cleaning, securing and storing farm tools, equipment and materials • pre-operational and safety, servicing and maintenance procedures for planting/sowing tools and equipment • the use and control of machinery/farm tools and equipment • OHS requirements in relation to relevant legislation, regulations and codes of practice • Determine potential hazards associated with the operation of basic tools and equipment • Understand positive and negative environmental impacts and mitigation measures associated with planting/sowing operations
K2A2	Horticultural Crops management and Propagation	Candidate must demonstrate knowledge and attitude of: - • Principles and important considerations to prepare planting plan • Manage and establish horticultural crops

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- Basic plant physiology including the principles of transpiration, water intake, nutrient uptake, photosynthesis, respiration and translocation
- Identify quality root stocks and scion
- Importance of selection criteria for rootstock
- Stages of the propagation procedure and their purpose
- Common problems and corrective action required
- Quality specifications for parent plants and propagation materials
- Propagation techniques required for a range of plants
- Aftercare requirements for a range of propagated plants
- Preferred types of propagation media for different species.
- Procedures and responsibilities for reporting problem
- Cleaning requirements of work area and equipment
- Recording requirements and procedures

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K3A3	Perform Irrigation Schedule and crop water requirement	Candidate must demonstrate knowledge and attitude of :- - Understand principles of crop water requirements and scheduling - Irrigation monitoring procedures - understand adverse environmental impacts of irrigation - Soil water retention testing techniques - Water quality monitoring methods and techniques - Water allocation - Identify soil chemical characteristics - Communicate ideas and information - Report irrigation activities, malfunctions, leaks, damage to water courses and blockages
K4A4	Perform Soil test and apply integrated soil fertility management	Candidate must demonstrate general knowledge and attitude of:- - Procedures and principles of soil surveying - Procedures and principles of soil sampling - Understand soil physical, chemical and biological characteristics. - Concepts and operating principles of Integrated Soil Fertility Management(ISFM) - Understand crop-based Farming system with respect to agroecology - Recognize technologies used for Integrated soil fertility practices - Understand Common practices of Integrated soil fertility technologies - Recognize quality parameters of Integrated soil fertility inputs (Lime, Gypsum, bio fertilizers, vermicompost, fertilizers) - Hazards in handling materials and additives and appropriate risk control measures - Identification of equipment and machineries

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		- legislation, regulations and codes of practice with regard to workplace OHS and use and control of hazardous substances - Potential risks and hazards associated with application of integrated soil fertility practices
K5A5	Apply Plant Nutrition Program and Fertigation	Candidate must demonstrate knowledge and attitude of :- - Knowledge of identifying plant nutrient deficiencies - Fertilizer application principles - Knowledge of integrated use of organic and inorganic fertilizers and Knowledge of soil acidity and salinity - The relationship between soil characteristics and the availability of nutrients, including macro and micro elements, to plants - Nutrient uptake by plants - Nutrients required by plants grown within the organization and the effects of nutrient deficiency and toxicity on individual plant species and varieties, including visual symptoms - Recognize fertigation injection equipment - Understand cleaning procedures for fertigation equipment - material safety data sheets (MSDS) - OHS issues
K6A6	Apply crop pest management and Disorders	Candidate must demonstrate knowledge and attitude of:- - Pest recognition - Economic, aesthetic or environmental thresholds for a range of pest - Identification of pesticide, biological and cultural control methods and treatments available to the organization within the parameters of an integrated pest management program - Principles and guidelines of pest control measures

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		- Range and use of tools, equipment and machinery available to the organization for implementing the control measures - Range of site monitoring and analysis techniques that may be used to implement and integrated pest management program - Occupational health and safety issues and legislative requirements associated with hazardous substances, regulations and codes of practice - OHS responsibilities of employers and employees - Integrated pest management symbols and information understanding
K7A7	Perform post-Harvest Management for Field Crops	Candidates must demonstrate knowledge and understanding of:- - Harvesting operations depending on the moisture levels of the crop, the crop type, and the equipment available. - Capability and use of harvesting equipment - Crop measurement techniques and parameters - Location and relative skills and abilities of available contractors - Storage options and local storage availability - Weather conditions which may affect the harvest - The attributes of produce in relation to the desired quality of produce to be presented to the client - Integrated Pest Management principles and Organization policy - The importance of maintaining the quality of produce including handling and cooling requirements - Understand standards for packaging - Hygiene issues in the handling and storage of plant produce - Environmental effects of post-harvest treatments and hazardous waste disposal methodologies, application and purpose

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K8A8	Perform post-Harvest management for Horticultural Crops	Candidates must Demonstrates knowledge and attitude of: ▪ The attributes of produce in relation to the desired quality of produce to be presented to the client ▪ Integrated Pest Management principles and organization policy ▪ The importance of maintaining the quality of produce including handling and cooling requirements ▪ The relationship between the quality attributes of produce and packing techniques and packaging ▪ Industry standards for packaging ▪ Cool chain principles and practices ▪ Characteristics and procedures for the use of cool-rooms ▪ Storage methods for a range of produce ▪ The correct storage temperatures for a range of produce ▪ Humidity levels and their effect on the quality of produce ▪ Hygiene issues in the handling and storage of plant produce ▪ Environmental effects of post-harvest treatments and hazardous waste disposal methodologies, application and purpose
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K9 A9	Apply Chemicals and Biological Agents for the Control of pests	The candidate must demonstrate knowledge and attitude of:- • Environmental effects of selected chemicals and how to minimize damaging effects of chemicals. • Different broad chemical types, e.g., insecticides, herbicides and fungicides and their mode of action symbols on the label. • Paths of entry of poisons into the body and methods of limiting exposure. • Methods of minimizing risk during application. • PPE and how, when and why it should be used and stored. • Principles and guidelines of transport, handling and storage requirements for chemicals & bio-agents • Use of chemicals as one tool of pest management. • Possible effects on health of bystanders/public in addition to applicators. • Weather conditions and means of assessing them in line with risks, and recognizing when they become unsuitable for application to continue.
K10 A10	Apply Digital Technology in Agriculture.	The candidate must demonstrate knowledge and attitude on:- • Understand the basic digital technology communication tools. • Understand the basic digital technologies. • New or upgraded technology performance • Environmental considerations • Appropriate performance evaluation.

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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	Apply Field Crops Establishment and Management	Select applicable fertilizer, herbicides, insecticides, other pesticides and hazardous substances safely	Candidate must accurately apply fertilizer, herbicides, insecticides, other pesticides and hazardous substances safely, identify types of pests harmful to crops, perform pre-operational and safety checks, servicing and maintenance on machinery/farm tools and equipment.
S2	Horticultural crops management and Propagation	Proper implementation of propagation	Candidate must accurately apply • Prepare planting plan • Calculate input requirements • Calculate water requirements • Establish horticultural crop • Calibrate equipment's and tools • Select and use appropriate personal protection clothing and/or equipment • Identify propagation techniques for a range of plants • Select appropriate material for propagation

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			• Prepare parental material • Perform propagation
S3	Perform Irrigation Schedule and crop water requirement	Accurate irrigation implementation	The candidate must perform:- ▪ Access irrigation data ▪ Plot and read graphic data ▪ Estimate water availability for plants/crops ▪ Prepare irrigation schedule ▪ Implement and follow relevant Organization and environmental policies and procedures. ▪ monitor irrigation surface runoff and infiltration due to soil type and terrain ▪ Maintain irrigation canals and equipment's ▪ Solve problems in identifying and correcting malfunctions, leaks and blockages.
S4	Perform Soil test and apply integrated soil fertility management	Perform soil test	The candidate must perform and apply:- ▪ undertake soil survey ▪ collect soil sample ▪ Interpret agronomic and soil analysis result ▪ Demonstrate Integrated soil fertility practices ▪ Measuring and calculating inputs required ▪ Demonstrate application methods and time of application
S5	Apply Plant Nutrition	Identification of nutrient requirement and application	The candidate: - ▪ Identify plant nutrient deficiencies ▪ Apply Fertilizer application techniques

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	Program and Fertigation		▪ Nutrient budget calculation skills ▪ Application of integrated use of organic and inorganic fertilizers ▪ Identify soil acidity and salinity problems ▪ calculate areas, ratios, proportions and application rates ▪ Apply problem-solving skills on nutritional deficiencies and toxicities, the selection and sourcing of treatment products.
S6	Apply crop pest management and Disorders	Identification of pest control and its management	The candidate must:- ▪ Recognize a range of pests, natural enemies and beneficial organisms ▪ Select appropriate pest control measures ▪ Correct fitting, cleaning and storage of PPE ▪ Manage activities in a timely and cost-effective manner ▪ Wearing/fit of PPE
S7	Perform post-Harvest management for Field Crops	Implementation of post-harvest OHS policy and procedures	Candidate must: - • Plan and implement harvesting and post-harvest operations The candidate: - • Assess potential yields • Interpret and confirm chemical labels, MSDS, work instructions. • Count and calculate quantities, treatment application rates and storage requirements

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**Guyyaa/
Date: Feb 02, 2026**



Maqaa Mana Hojii/
Company Name

Ejensii Mirkaneessa Gahumsa Ogummaa Oromiyaa
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Oromia Occupational Competency Assurance Agency

Lakk.Sanadaa/
Document No.

SC/OOCOA/010

Mata-duree/Title:

Iskiimii Mirkaneessa Ogummaa ‘Crop Production’ Gulantaa-III
Crop Production Level-III Certification Scheme

Lakk.Maxxansaa/
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			• Correctly dispose of chemical substances, their containers and other waste materials • Implement post-harvest OHS policy and procedures. • Solve problems in produce quality issues, the selection and sourcing of treatments and products, • Use technology to access and apply program specifications, undertake post-harvest activities, communicate, report and keep records.
S8	Perform post-Harvest management for Horticultural Crops	Maintaining quality, minimizing losses, and ensuring market readiness	The candidate: - ▪ Identify the maturity indexes ▪ Determine order of harvest ▪ Identify climacteric and non-climacteric fruits characteristics ▪ Determine packaging, labelling, transportation and storage ▪ Interpret and confirm chemical labels, MSDS, work instructions and Organization work procedures ▪ Manage disposal of chemical substances, their containers and other waste materials to minimize environmental impact ▪ Implement Organization OHS policy and procedures. ▪ group and self

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			Solve problems in produce quality issues, the selection and sourcing of treatments and products,
S9	Apply Chemicals and Biological Agents for the Control of pests	Accurate dosage and concentration and Proper equipment calibration	The candidates: - - Identify type of chemicals, - Chemical calibration - Work using chemical application tools and equipment - Safe and environmentally responsible work practices. - Communicate ideas and information about chemicals and how they will be applied and recorded - Correct wearing of PPE. - Cleaning up of chemicals
S10	Apply Digital Technology in Agriculture.	Focus on efficiency, sustainability, and measurable improvements in productivity	The candidate must: - - Use Digital technology communication to collect data and report system - Use digital technologies applications - Apply skills for accessing and using spreadsheets and databases - Literacy skills for data analysis and interpretation - Determine and confirm digital technology communication tools.

6. Eligibility requirements

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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 III - 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-III 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

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

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

7.2 Knowledge assessment

For level III, Fifty (50) multiple choice questions are developed focuses on critical Unit of competences of Level I, II and III with different ratio (from Level I ten (10) question, from level II ten (10) question and from Level III thirty (30) question out of 50 questions candidate shall score 28 points and above.

7.3 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.
- Knowledge Assessment: A minimum of 55% and above is required in the written examination, ensuring adequate theoretical knowledge of crop production principles, tools, materials, and safety regulations.

8. Assessment Methods

Method	Weight	Purpose	Description
Practical assessment	100%	Skills	Candidates are practically perform the skills required to prepare basic machinery and equipment, assess field crop condition, growth and requirements, prepare for field crop establishment, seeding/sowing the crop, apply fertilizer and amendments, monitor crop maturity requirements, and complete cleaning and hygiene operations on accuracy, quality, safety, and adherence to standards.

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Knowledge assessment	55% and above	knowledge	Evaluates the candidate’s theoretical understanding of prepare basic machinery and equipment, assess field crop condition, growth and requirements, prepare for field crop establishment, seeding/sowing the crop, apply fertilizer and amendments, monitor crop maturity requirements, and complete cleaning
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9. Certification Process

9.1 Initial certification criteria

The candidate shall follow the following steps to obtain initial certification

- Formal submission of application,
- Completion training of level III in crop production,
- Assessed by qualified assessors,
- Demonstrate skills practically %100,
- Score %56 in knowledge assessment

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

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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
- 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:

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- 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
- 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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