

Skills Forecasting for the Agro-Food Sector in Lebanon



2017

Employment Prospects in the Agro-Food Sector

Within the framework of UNESCO's NET-MED Youth Project (EU-funding), and in collaboration with the Lebanese local NGO Welfare Association for Research and Development (WARD), a series of research studies have been conducted to identify the needs of, and to explore strategies and solutions for meeting the growing needs of the local labour market.

The aim of these studies is to strengthen the evidence-based approach in decision-making in education, training and employment policy design processes in Lebanon, through capacity-building support to national stakeholders in elaborating a coherent, comprehensive and flexible national system for anticipation of changes in skills needs.

Accordingly, a skills-forecasting model was developed for generating quantitative and qualitative data that enhance understanding on how the labour market for certain sectors of the economy will evolve in the near future. This can provide actionable insights for various stakeholders, such as those involved in education, enabling them to challenge current programs and courses on offer as well as enrolment policies and anticipate changes in labour market dynamics to which the system of education might need to respond. This can serve as a key reference to TVET education, training and career counselling providers, government, employers, and other stakeholders in the employment market, highlighting the uniqueness of the labour environment in Lebanon. In addition, and building on the skills forecasting model, a series of trainings were conducted to national partners and stakeholders for model application and findings dissemination.

A total of 6 Sectoral Reports have been developed thus far, covering the following sectors: Engineering and Creative Services; Energy, Oil and Gas; Agriculture, Food Processing and HORECA (Hotel/Restaurant/Catering); Transport and Logistics; ICT; and Agro-food sectors.

This report is focused on the Agro-food sector, providing a closer look into this special industry which contributes a considerable proportion to Lebanon's overall economy.



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Acknowledgement

This project adopted a participatory approach utilizing joint contribution from different actors and stakeholders: UNESCO, the National Employment Office (NEO), industrialists, and local NGOs, such as BE LEBANON, and WARD. We would like to extend our sincere gratitude to all the participants for their substantial support and valuable contributions to the project.

From UNESCO Beirut Office, this project was led and conducted in close collaboration and technical guidance from the NET-MED Youth Project team: Mr. **Salim Shehadeh**, Programme Specialist (Technical and Vocational Education); Ms. **Mona Zoghbi**, NETMED Youth Project Coordinator, and Ms. **Lilian Eido Bazzi** (Programme Assistant).

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We are also grateful to the Syndicate of Lebanese Food Industries and all the industrial representatives for their expertise and technical support during the project implementation. Without their knowledge and experience, the project would not be able to achieve the current level of quality and depth.

We would like to express our sincere thanks towards the NEO General Director, Mr. **Jean Abi Fadel** and their dedicated staff, as well as the volunteer researchers from different NGOs who devoted their time and knowledge for this project.

Last but not least, we want to express our appreciation to all the team at WARD, Mr. **Issam Abi Nader**, Mr. **Atef Abi Nader**, and Mr. **Elie Kassis**. Also, thanks to the contributions from “BE LEBANON” team, Ms. **Hanin Al Fakih**, and Ms. **Mireille Abdel Malak**. Special thanks to the expert/consultant, Dr. **Hasna Moawad**, for his kind co-operation and encouragement to the project team.

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In the context of the NET-MED Youth project, with a specific focus on employment, UNESCO has mobilized an External Expert Team at the regional level to provide specialized support on developing Skills Forecasting Models collaboratively. In Lebanon, two field missions were organized in April-May 2017, in order to examine available data to develop the “Skills Forecasting Model” as well as potential stakeholders as the project implementing bodies.

The approach used to develop this model was as follow:

1. **Select** the sector(s) based on available statistical data and **conduct** a comprehensive desk review
2. **Validate** the selection of key institutional stakeholders
3. **Apply the methodology:** consult with business actors, on their sectors and related human resources trends/challenges to establish a Labour Market Need Analysis
4. **Draft** the report.
5. **Share** results with key institutional stakeholders.

The 5 Sectoral Reports presented the initial results of our study identifying main trends and key occupations in labour market in the scope of the next 3 to 5 years, as well as predictions on how these trends will challenge the education and training system in Lebanon. The reports also included scenario analysis of potential external challenges to the system and solutions to respond. The reports were based on a comprehensive desk review under the consultation with key business actors from the industry.

Building on the achievements of the Skills Forecasting Model, this study moved forward to the agro food sector with the same approach, as a continuation of the previous research, in addition to inviting NEO staff members and NGOs to contribute to the study as participants in order to ensure its continuity and sustainability over the long-term.

Supervised and guided by WARD experts, a capacity building training session was conducted introducing the different research, communication and interviewing techniques for the participants to better collect facts, interpret the ISCO and ISCED standards, and drafting technical reports.

In terms of the dissemination of the project results, the participating NGOs will conduct a series of workshops in different regions of Lebanon, targeting young women and men from diverse geographical, socio-demographic, and educational backgrounds; as well as workshops targeting universities and TVET institutions representatives.

The agro food industry sector is an **imperative contributor** to the Lebanese overall economy. The sector contributes an estimated **32.03%** of the production in food industry and around 2.66% of the country's total GDP¹. Currently, the agro food sector occupies an estimated **workforce of 21,000²** people and accounts for **25% of the total industrial sector workforce**. It is considered as the largest source of employment in the food industry sector. Till now, Lebanese agro enterprises are still mostly family owned and operated. However, they employ a sizeable part of the work population, especially in rural areas. Unfortunately, the available statistics on Lebanese SMEs are scarce, fragmented and often inconsistent. Lebanese government's reports have indicated that, about 97% of Lebanese private enterprises can be considered as Micro, Small, and Medium Enterprises (MSMEs). According to the Ministry of Economy and Trade, the agro food industry employs over 800,000 (more than 50% of the total working population). Among them, 93%-95% of the enterprises are MSMEs, which employ 60,000-65,000 people. Among the argo enterprises, the majority is micro businesses with less than 5 employees operating in the informal economy³. Even though this sector has made great strides in carving itself into the international market and the growth prospects are positive, there is still areas for improvement. The main roles most needed are specified as follows: (1) **Research and Development Managers** for new product development, (2) **Chemical Science Technicians** for food processing (3) **Food and Beverage Tasters**, and (4) **Technicians for Packing, Bottling and Labelling** (5) **Machine Operators and Maintenance Technicians**, and (6) **Sales**.

¹ Investment Development Authority of Lebanon (IDAL), Sectors in Focus, http://investinlebanon.gov.lb/en/sectors_in_focus/agro_industry

² Lebanese International Business Council (LIBC), 7th Conference, 3-4 August 2017, <http://www.libc.net/2016/10/21/lebanese-agro-food-sector-growth-at-11/>

³ The European Union's Assessment of the agro food sector in Lebanon, 2015, p.5.

Introduction

The objective of this report is to provide baselines on forecasting the minimal skill requirements in agro food industry in the next five years in Lebanon. This report puts forward a set of baseline qualifications based on the actual needs in the employment market. The qualifications are developed through one-on-one interviews with industrial representatives, validated with key stakeholders through regional focus group discussions, and fine-tuned based on other available sources. In brief, the report aims to draw attention to the unique features of the agro food industry and highlight the skills needed in align with industry growth trend. Therefore, this report does not propose strategies to be applied to address the training needs in technical and vocational training and education. Instead, it provides decision-makers in the field of education, training and career counselling with a clear overview of the needed skills in the agro food sector to better align their services with the sector's needs.

Definition of the Sector

The forecast of needed skills for future local labour market is based on the International Standard Classification of Occupations 2008 (ISCO - 08)⁴.

1. **International Standard Classification of Occupations 2008 (ISCO - 08)** is an occupational classification system of major occupations, sub-major, minor and unit groups. The basic criteria used to define the system of major, sub-major, minor and unit groups are the "skill level" and "skill specialization". We used ISCO-08 to identify required skills to competently perform the tasks and duties in each the occupation categories.
2. **Job:** a job is defined for the purposes of ISCO-08 as a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self-employment. Jobs are classified by occupation with respect to the type of work performed, or to be performed.
3. **Occupation:** an occupation is defined as a set of jobs whose main tasks and duties are characterized by a high degree of similarity. A person may be associated with an occupation through his/her current main job, a second job or a previous job.

In this context, the agro food industry sector falls under more than one major group of the International Standard Classification of Occupations:

⁴ International Labor Organization, International Standard Classification of Occupations 2008 (ISCO - 08), <http://www.ilo.org/public/english/bureau/stat/isco/intro.htm>

1. Managers: managers plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations. The following roles could be found in ISCO-08 for the agro food industry: (12) Administrative and Commercial Managers and (13) Production and Specialized Services Managers.
2. Professionals: professionals increase the existing stock of knowledge; apply scientific or artistic concepts and theories; teach about the foregoing in a systematic manner; or engage in any combination of these activities. This category includes (21) Science and Engineering Professionals, (23) Teaching Professionals, (24) Business and Administration Professionals and (25) Information and Communications Technology Professionals.
3. Technicians and Associate Professionals: technicians and associate professionals perform technical and related tasks related to research and the application of scientific or artistic concepts and operational methods, and government or business regulations. This category includes (31) Science and Engineering Associate Professionals.
4. Clerical Support Workers: clerical support workers record, organize, store, compute and retrieve information, and perform several clerical duties about money-handling operations, travel arrangements, requests for information, and appointments. This category includes (43) Numerical and Material Recording Clerks.
5. Services and Sales Workers: services and sales workers provide personal and protective services related to travel, housekeeping, catering, personal care, protection against fire and unlawful acts; or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets. This category includes (51) Personal Services Workers and (52) Sales Workers.
6. Skilled Agricultural, Forestry and Fishery Workers: skilled agricultural, forestry and fishery workers grow and harvest field or tree and shrub crops; gather wild fruits and plants; breed, tend or hunt animals; produce a variety of animal husbandry products; cultivate, conserve and exploit forests; breed or catch fish; and cultivate or gather other forms of aquatic life to provide food, shelter and income for themselves and their households. This major includes (61) Market-oriented Skilled Agricultural Workers (62) Market-oriented Skilled Forestry, Fishery and Hunting Workers and (63) Subsistence Farmers, Fishers, Hunters and Gatherers.

7. Craft and Related Trades Workers: craft and related trades workers apply specific technical and practical knowledge and skills to construct and maintain buildings; form metal; erect metal structures; set machine tools or make, fit, maintain and repair machinery, equipment or tools; carry out printing work; and produce or process foodstuffs, textiles, wooden, metal and other articles, including handicraft goods. This major includes (72) Metal, Machinery and Related Trades Workers and (75) Food Processing, Woodworking, Garment and Other Craft and Related Trades Workers.
8. Plant and Machine Operators and Assemblers: plant and machine operators and assemblers operate and monitor industrial and agricultural machinery and equipment on the spot or by remote control; drive and operate trains, motor vehicles and mobile machinery and equipment; or assemble products from component parts according to strict specifications and procedures. This major includes (81) Stationary Plant and Machine Operators and (83) Drivers and Mobile Plant Operators.
9. Elementary Occupations: elementary occupations involve the performance of simple and routine tasks which may require the use of hand-held tools and considerable physical effort. This major includes (92) Agricultural, Forestry and Fishery Labourers, (94) Food Preparation Assistants and (95) Street and Related Sales and Services Workers.

Context and Growth Perspectives

The agro food industrial sector is one of the major contributors to the Lebanese economy. It generates around 20% of Lebanon's overall GDP⁵. The sector has an estimated size of 1.13 billion USD⁶. The agro-food industry in Lebanon represents the biggest employer, which provides jobs for over 25% of the industrial work force. Statistics issued by the Ministry of industry shows that among different sectors, the Food industry is by far the largest sector. However, the sector relies on small agricultural activities and on imported raw materials⁷. The highest share of agro-food establishments is involved in the production of baked goods with nearly 30% of total number of enterprises. Baked goods occupy a significant share in the diet of Lebanese households, and therefore form the vast majority of agro-food companies⁸. Currently, there are 736 registered agro food companies in Lebanon, representing 18.2% of the industrial activity in the country.

From a development perspective, the agro food sector is crucial to the Lebanese economy. Not only due to its massive scale in proportion of the overall economy, but also for it has the potential of creating considerable employment opportunities and thus improving livelihood in Lebanon.

High Potential Occupations

Combining agricultural and industrial techniques, the agro food industry in Lebanon is considered as a very promising sector with considerable potential for growth. However, keen insights are still needed for boosting productivity, increasing employment opportunities and improving livelihood especially in rural areas. In this context, a comprehensive set of forecasted skills matching with the future potential labour market demand will be presented below:

Managers: managers need to be familiar with planning and managing daily operations, as well as mastering needed life skills at work, including leadership, communication, group work, negotiation, and mediation, etc.

Professionals: professionals are equipped with relevant skills to meet employment demands such as developing new products at competitive prices.

⁵ Lebanese National Accounts, 2004-2011, July 2013

⁶ Blom Bank, Agro Industries in Lebanon, June 2014

⁷ UNDP, Mind the Gap A Labor Need Assessment for Lebanon 2016, p. 15

⁸ Investment Development Authority in Lebanon (IDAL), Agro Food Fact Book, 2016, p.7

Technicians and Associate Professionals: the development of new products requires a range of skills and know-how in food-related chemistry and physical science. The professionals need to solve problems concerning the food color, smell, taste, texture, nutrition facts, packaging, and shelf-life, etc. Furthermore, technicians and associate professionals in agro food industry need to acquire minimum know-how of maintaining machines.

Clerical Support Workers: the current labour market lack experienced and talented clerical support workers. People seeking employment in this domain need to have basic knowledge in laboratory test, chemistry and be digitally literate.

Services and Sales Workers: growth in agro food industry is highly dependent on this sector. Therefore, people seeking jobs in this sector should have basic multilingual skills and knowledge about finances, IT, quality assurance, and the local market. Furthermore, skills such as communication as well as promoting and marketing products are highly requested.

Skilled Agricultural, Forestry and Fishery Workers: training skilled workers in agricultural, forestry and fishery related vocations highly contributes to the development of agro food industry. These occupations require hard skills such IT skills and machine maintenance, as well as soft skills such as social skills, communication, empathy, and pro-active service attitude.

Craft and Related Trades Workers: People looking for jobs in this domain need to assure that food products have been properly prepared, processed, transported and sold in healthy and nutritious conditions. This domain requires skills related to food hygiene and new production techniques.

Plant and Machine Operators and Assemblers: People seeking employment in this domain need familiarity with international standards and laws for food production, quality assurance, sanitary control and traceability. Acquiring these skills will create new job opportunities related to packing, bottling and labelling.

Concluding Remarks

- The agro-food industry is a key contributor to the Lebanese economy; it generates an estimated 32.03% of the sectoral production output and around 2.66% of the country's GDP.
- It currently has an estimated workforce of 21,000 people, which accounts for 25% of the overall workforce in the industry. It is considered as the largest employment source in the industrial sector with 21.8% of enterprises – or around 963 companies – involved in agro-industrial activities accounting for 21.2% of total exports in 2016 and 17.9% of total industrial exports in 2016.
- The sector is predominantly composed of small family-owned enterprises, employing 6 workers per business on average.
- The main tackled need of the sector is for the development of new products which require **(1) Research and Development Managers, (2) Chemical science Technicians for Food processing and Food and Beverage Tasters, and (3) Technicians for Food products Machine and Packing, Bottling and Labeling Machine Operators, and Sales.**

References

1. Investment Development Authority of Lebanon (IDAL), Sectors in Focus, http://investinlebanon.gov.lb/en/sectors_in_focus/agro_industry
2. Lebanese International Business Council (LIBC), 7th Conference, 3-4 August 2017, <http://www.libc.net/2016/10/21/lebanese-agro-food-sector-growth-at-11/>
3. The European Union's Assessment of the agro food sector in Lebanon, 2015.
4. International Labour Organization, International Standard Classification of Occupations 2008 (ISCO - 08), <http://www.ilo.org/public/english/bureau/stat/isco/intro.htm>
5. Lebanese National Accounts, 2004-2011, July 2013
6. Blom Bank, Agro Industries in Lebanon, June 2014
7. UNDP, Mind the Gap a Labour Need Assessment for Lebanon 2016
8. Investment Development Authority in Lebanon (IDAL), Agro Food Fact Book, 2016

Annex 1: Needed Skills per ISCO and per Service Providers

Annex 2: List of Industrialist participating at the Agro food Sectoral Workshop

Annex 3: List of Participants from NEO and NGOs

Annex 1: Needed Skills per ISCO and per Service Providers

Major	Sub Major	Minor	Unit Group	Needed Skills as per ISCO	Needed Skills as per Service Providers and Key Actors
1. Managers	12 Administrative and Commercial Managers	121 Business Services and Administration Managers	1211 Finance Managers	Skills related to: (a) Planning, directing and coordinating daily and financial operations (b) assessing the financial situation and preparing budgets (e) establishing and directing operational and administrative procedures	Skills related to: (a) Planning, directing and coordinating daily and financial operations (b) Setting and directing operational and administrative procedures
			1212 Human Resource Managers	Skills related to: (a) planning, directing and coordinating the personnel and industrial relations activities, (b) planning and organizing procedures for recruitment, training, promotion, transfer and dismissal of staff; (c) planning and organizing negotiations (d) ensuring compliance with standards and legislation relating to employees' rights, health and safety, equal opportunity and related concerns; (e) overseeing the selection, training and performance of staff for the entire enterprise or organization	Skills related to: (a) planning, directing and coordinating the personnel and industrial relations, (b) planning and organizing procedures for recruitment, training, promotion, transfer and dismissal of staff (c) communication (d) negotiation (e) conflict management

		122 Sales, Marketing and Development Managers	1221 Sales and Marketing Managers	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) planning and organizing special sales and marketing programmes based on sales records and market assessments; (b) determining price lists, discount and delivery terms, sales promotion budgets, sales methods, special incentives and campaigns; (c) establishing and directing operational and administrative procedures related to sales and marketing activities; (d) leading and managing the activities of sales and marketing staff; (e) planning and directing daily operations; (f) establishing and managing budgets and controlling expenditure to ensure the efficient use of resources; 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) planning and organizing special sales and marketing programmes based on sales records and market assessments; (b) determining price lists (d) leading and managing the activities of sales and marketing staff; (e) planning and directing daily operations;
	13 Production and Specialized Services Managers	131 Production Managers in Agriculture, Forestry and Fisheries	1311 Agricultural and Forestry Production Managers	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) monitoring agricultural and forestry market activity and planning production to meet contract requirements and market demand; (b) establishing and managing budgets, monitoring production output and costs, recording information such as farm management practices, and preparing financial and operational reports; 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) monitoring agricultural and forestry market activity and planning production to meet contract requirements and market demand (b) establishing and managing budgets (c) purchasing machinery, equipment and supplies such as tractors, seed, fertilizer and chemicals; (d) identifying and controlling agricultural and forest environmental toxins, weeds, pests and diseases;

				<p>(c) conferring with buyers to arrange for the sale of crops and livestock;</p> <p>(d) contracting with farmers or independent owners for production of crops and livestock, or for management of production;</p> <p>(e) planning the type, intensity and sequence of farm operations (e.g. determining the best times for planting, spraying and harvesting);</p> <p>(f) analysing soil to determine types and quantities of fertilizer required for maximum production;</p> <p>(g) purchasing machinery, equipment and supplies such as tractors, seed, fertilizer and chemicals;</p> <p>(h) identifying and controlling agricultural and forest environmental toxins, weeds, pests and diseases;</p> <p>(i) organizing farming operations such as maintaining buildings, water supply systems and equipment;</p> <p>(j) directing and coordinating activities such as planting, irrigation, chemical application, harvesting and grading;</p> <p>(k) inspecting plantations and fields to determine maturity dates of crops, or to estimate potential crop damage from weather;</p> <p>(l) overseeing the selection, training and performance of agricultural and forestry workers and contractors.</p>	(e) organizing farming operations
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			<p>1312 Aquaculture and Fisheries Production Managers</p>	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) monitoring aquaculture and fishery market activity and planning production and fishing activities to meet contract requirements and market demand; (b) establishing and managing budgets, monitoring production output and costs, recording information such as fisheries management practices, and preparing financial and operational reports; (c) conferring with buyers to arrange for the sale of produce and catches; (d) contracting with fishing skippers or owners of vessels and aquaculture farms for fishing and aquaculture operations, or for management of production; (b) establishing and managing budgets, examinations in order to identify diseases or parasites; (f) devising and coordinating activities to improve fish hatching and growth rates, and to prevent disease in hatcheries; (g) monitoring environments to maintain or improve conditions for aquatic life; (h) directing and monitoring trapping and spawning of fish, egg incubation and fry rearing, applying knowledge of 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) monitoring aquaculture and fishery market activity and operations (b) establishing and managing budgets
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				<p>management and fish culturing techniques;</p> <p>(l) coordinating the selection and maintenance of brood stock;</p> <p>(j) directing and monitoring the transfer of mature fish to lakes, ponds, streams or commercial tanks;</p> <p>(k) purchasing machinery, equipment and supplies such as vessels and nets;</p> <p>(l) organizing operations such as maintenance of ships, boats and equipment;</p> <p>(m) overseeing the selection, training and performance of aquaculture or fishery workers and contractors.</p>	
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2. Professions	21 Science and Engineering Professionals	213 Life Science Professionals	2132 Farming, Forestry and Fisheries Advisers	<p>Skills related to:</p> <p>(a) collecting and analysing data and samples related to produce, feed, soil, water quality and other factors affecting farm, forest or fishery production;</p> <p>(b) advising on techniques for improving the production of crops, livestock and fish, and alternative production options;</p> <p>(c) advising on livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programmes;</p> <p>(d) studying the environmental factors affecting commercial crop production, pasture growth, animal breeding, fish stocks and the growth and health of forest trees;</p> <p>(e) studying the effects of cultivation techniques, soils, insects, diseases and fisheries practices on animal, crop, forestry and fisheries yield;</p> <p>(f) studying fish migration, growth, feeding and spawning, and devising methods of collecting, fertilizing, incubating and hatching fish eggs;</p> <p>(g) researching into characteristics, use capability and productivity of soils, and applying findings to development of improved agricultural, horticultural and forestry practices;</p>	<p>Skills related to:</p> <p>(a) advising on techniques for improving the production of crops, livestock and fish, and alternative production options</p>
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				<p>(h) developing procedures and techniques for solving agricultural problems and improving the efficiency of production;</p> <p>(l) managing forest and fisheries resources to maximize their long-term commercial, recreational and environmental benefits;</p> <p>(j) studying the propagation and culture of forest trees, methods for improving the growth of stock, and the effects of thinning on forest yields;</p> <p>(k) investigating, planning and implementing management procedures to cope with the effects of fires, floods, droughts, soil erosion, pests and diseases;</p>	
		214 Engineering Professionals (excluding Electro technology)	2141 Industrial and Production Engineers	<p>Skills related to:</p> <p>(a) studying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication;</p> <p>(b) establishing work measurement programmes and analysing work samples to develop standards for labour utilization;</p> <p>(c) analysing workforce utilization, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies;</p>	<p>Skills related to:</p> <p>(a) studying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units</p> <p>(b) developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems;</p> <p>(c) directing the maintenance of plant buildings and equipment</p>

				<p>(d) developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems;</p> <p>(e) organizing and managing project labour and the delivery of materials, plant and equipment;</p> <p>(f) establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations;</p> <p>(g) inspecting plant to improve and maintain performance;</p> <p>(h) directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules;</p> <p>(I) advising management on new production methods, techniques and equipment;</p> <p>(j) liaising with materials buying, storing and controlling departments to ensure a steady flow of supplies.</p>	
		215 Electro technology Engineers	2151 Electrical Engineers	<p>Skills related to:</p> <p>(a) advising on and designing power stations and systems which generate, transmit and distribute electrical power;</p> <p>(b) supervising, controlling and monitoring the operation of electrical</p>	<p>Skills related to:</p> <p>(a) advising on and designing power stations and systems which generate, transmit and distribute electrical power;</p> <p>(b) supervising, controlling and monitoring the operation of electrical generation, transmission and distribution systems</p>

				<p>generation, transmission and distribution systems;</p> <p>(c) advising on and designing systems for electrical motors, electrical traction and other equipment, or electrical domestic appliances;</p> <p>(d) specifying electrical installation and application in industrial and other buildings and objects;</p> <p>(e) establishing control standards and procedures to monitor performance and safety of electrical generating and distribution systems, motors and equipment;</p> <p>(f) determining manufacturing methods for electrical systems, as well as maintenance and repair of existing electrical systems, motors and equipment.</p>	(c) knowledge in machinery functions
		216 Architects, Planners, Surveyors and Designers	2163 Product and Garment Designers	<p>Skills related to:</p> <p>(a) determining the objectives and constraints of the design brief by consulting with clients and stakeholders;</p> <p>(b) formulating design concepts for clothing, textiles, industrial, commercial and consumer products, and jewellery;</p> <p>(c) harmonizing aesthetic considerations with technical, functional, ecological and production requirements;</p>	<p>Skills related to:</p> <p>(a) IT</p> <p>(b) Design</p>

				<p>(d) preparing sketches, diagrams, illustrations, plans, samples and models to communicate design concepts;</p> <p>(e) negotiating design solutions with clients, management, and sales and manufacturing staff;</p> <p>(f) selecting, specifying and recommending functional and aesthetic materials, production methods and finishes for manufacture;</p> <p>(g) detailing and documenting the selected design for production;</p> <p>(h) preparing and commissioning prototypes and samples;</p> <p>(I) supervising the preparation of patterns, programmes and tooling, and of the manufacturing process.</p>	
		232 Vocational Education Teachers	2320 Vocational Education Teachers	<p>Skills related to:</p> <p>(a) developing curricula and planning course content and methods of instruction;</p> <p>(b) determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programmes;</p> <p>(c) presenting lectures and conducting discussions to increase students' knowledge and competence;</p> <p>(d) instructing and monitoring students in the use of tools,</p>	<p>Skills related to:</p> <p>(a) developing curricula and planning course content and methods of instruction;</p> <p>(b) determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programmes;</p> <p>(c) instructing and monitoring students in the use of tools, equipment</p> <p>(d) observing and evaluating students' work to determine their achievements</p>

			<p>equipment and materials and the prevention of injury and damage;</p> <p>(e) observing and evaluating students' work to determine progress, provide feedback and make suggestions for improvement;</p> <p>(f) administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency;</p> <p>(g) preparing reports and maintaining records such as student grades, attendance rolls and training activity details;</p> <p>(h) supervising independent or group projects, field placements, laboratory work or other training;</p> <p>(l) providing individualized instruction and tutorial or remedial instruction;</p> <p>(j) conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures or methods of designated subjects</p>		
		241 Finance Professionals	2411 Accountants	<p>Skills related to:</p> <p>(a) advising on, planning and installing budgetary, accounts controlling and other accounting policies and systems;</p> <p>(b) preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies;</p>	<p>Skills related to:</p> <p>(a) advising on, planning and installing budgetary, accounts controlling and other accounting policies and systems;</p> <p>(b) preparing and certifying financial statements (c) preparing or reporting on profit forecasts and budgets</p> <p>(d) conducting financial investigations</p>

				<p>(c) preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials;</p> <p>(d) preparing or reporting on profit forecasts and budgets;</p> <p>(e) conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy;</p> <p>(f) auditing accounts and bookkeeping records;</p> <p>(g) conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc.;</p> <p>(h) devising and controlling systems to determine unit cost of products and services.</p>	<p>(e) auditing accounts and bookkeeping records</p>
		242 Administratio n Professional s	2424 Training and Staff Development Professionals	<p>Skills related to:</p> <p>(a) identifying training needs and requirements of individuals and organizations;</p> <p>(b) setting human resource development objectives and evaluating learning outcomes;</p> <p>(c) preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models and supporting training reference documentation;</p> <p>(d) designing, coordinating, scheduling and conducting training and development programmes that</p>	<p>Skills related to:</p> <p>(a) identifying training needs and requirements of individuals and organizations;</p> <p>(b) setting human resource development objectives and evaluating learning outcomes;</p> <p>(c) preparing and developing instructional training materials</p> <p>(d) designing, coordinating, scheduling and conducting training</p>

				<p>can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences;</p> <p>(e) liaising with external training providers to arrange delivery of specific training and development programmes;</p> <p>(f) promoting internal and external training and development, and evaluating these promotional activities;</p> <p>(g) monitoring and performing ongoing evaluation and assessment of internal and external training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables;</p> <p>(h) gathering, investigating and researching background materials to gain an understanding of various subject matters and systems</p>	
		243 Sales, Marketing and Public Relations Professionals	2431 Advertising and Marketing Professionals	<p>Skills related to:</p> <p>(a) planning, developing and organizing advertising policies and campaigns to support sales objectives;</p> <p>(b) advising managers and clients on strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services;</p>	<p>Skills related to:</p> <p>(a) planning, developing and organizing advertising policies</p> <p>(b) collecting and analysing data regarding consumer patterns and preferences</p>

				<p>(c) writing advertising copy and media scripts, and arranging television and film production and media placement;</p> <p>(d) collecting and analysing data regarding consumer patterns and preferences;</p> <p>(e) interpreting and predicting current and future consumer trends;</p> <p>(f) researching potential demand and market characteristics for new goods and services;</p> <p>(g) supporting business growth and development through the preparation and execution of marketing objectives, policies and programmes;</p> <p>(h) commissioning and undertaking market research to identify market opportunities for new and existing goods and services;</p> <p>(i) advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling and distribution channels.</p>	
			2432 Public Relations Professionals	<p>Skills related to:</p> <p>(a) planning and organizing publicity campaigns and communication strategies;</p> <p>(b) advising executives on the public relations implications of their policies, programmes and practices, and</p>	<p>Skills related to:</p> <p>(a) planning and organizing publicity campaigns and communication strategies;</p> <p>(b) advising executives on the public relations implications of their policies,</p>

				<p>preparing and controlling the issue of news and press releases;</p> <p>(c) undertaking and commissioning public opinion research, analysing the findings and planning public relations and promotional campaigns;</p> <p>(d) organizing special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity;</p> <p>(e) representing organizations and arranging interviews with publicity media;</p> <p>(f) attending business, social and other functions to promote the organization;</p> <p>(g) commissioning and obtaining photographs and other illustrative material;</p> <p>(h) selecting, appraising and revising material submitted by publicity writers, photographers, illustrators and others to create favourable publicity</p>	
	25 Information and Communications Technology Professionals	251 Software and Applications Developers and Analysts	2512 Software Developers	<p>Skills related to:</p> <p>(a) researching, analysing and evaluating requirements for software applications and operating systems;</p> <p>(b) researching, designing and developing computer software systems;</p> <p>(c) consulting with engineering staff to evaluate interfaces between hardware and software;</p>	<p>Skills related to:</p> <p>(a) researching, analysing and evaluating requirements for software applications and operating systems;</p> <p>(b) researching, designing and developing computer software systems;</p> <p>(c) consulting with relevant staff to evaluate interfaces between hardware and software;</p>

				<p>(d) developing and directing software testing and validation procedures;</p> <p>(e) modifying existing software to correct errors, to adapt it to new hardware or to upgrade interfaces and improve performance;</p> <p>(f) directing software programming and development of documentation;</p> <p>(g) assessing, developing, upgrading and documenting maintenance procedures for operating systems, communications environments and applications software;</p> <p>(h) consulting with customers concerning maintenance of software systems</p>	
			2513 Web and Multimedia Developers	<p>Skills related to:</p> <p>(a) analysing, designing and developing Internet sites by applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments;</p> <p>(b) designing and developing digital animations, imaging, presentations, games, audio and video clips and Internet applications using multimedia software, tools and utilities, interactive graphics and programming languages;</p> <p>(c) communicating with network specialists regarding web-related issues such as security and hosting</p>	<p>Skills related to:</p> <p>(a) designing and developing multimedia materials</p>

				<p>websites, to control and enforce Internet and web server security, space allocation, user access, business continuity, website backup and disaster recovery planning;</p> <p>(d) designing, developing and integrating computer code with other specialized inputs such as image files, audio files and scripting languages, to produce, maintain and support websites;</p> <p>(e) assisting in analysing, specifying and developing Internet strategies, web-based methodologies and development plans.</p>	
3. Technician and Associate Professionals	31 Science and Engineering Associate Professionals	312 Mining, Manufacturing and Construction Supervisors	3122 Manufacturing Supervisors	<p>Skills related to:</p> <p>(a) coordinating and supervising the activities of process control technicians, machine operators, assemblers and other manufacturing labourers;</p> <p>(b) organizing and planning the daily work with regard to plans, economy, staff and environment;</p> <p>(c) preparing cost estimates, records and reports;</p> <p>(d) identifying shortage of staff or components;</p> <p>(e) ensuring safety of workers;</p> <p>(f) instructing and training new staff.</p>	<p>Skills related to:</p> <p>(a) IT</p> <p>(b) Reports writing</p> <p>(c) Business management</p> <p>(d) Languages</p> <p>(e) Motivation</p> <p>(f) Monitoring staff</p> <p>(g) leadership</p>
		313 Process Control Technicians	3131 Power Plant Production Operators	<p>Skills related to:</p>	<p>Skills related to:</p> <p>(a) operating and controlling filters</p>

				<p>(a) operating, monitoring and inspecting various types of energy-generating power plants;</p> <p>(b) operating and controlling power-generating systems and equipment including boilers, turbines, generators, condensers and reactors in hydro, thermal, coal, oil, natural gas and nuclear power plants to generate and distribute electrical power;</p> <p>(c) controlling start-up and shut-down of power plant equipment, controlling switching operations, regulating water levels and communicating with systems operators to regulate and coordinate transmission loads, frequency and line voltages;</p> <p>(d) taking readings from charts, meters and gauges at established intervals, troubleshooting and performing corrective action as necessary;</p> <p>(e) completing and maintaining station records, logs and reports, and communicating with other plant personnel to assess equipment operating status;</p> <p>(f) cleaning and maintaining equipment such as generators, boilers, turbines, pumps and compressors in order to prevent equipment failure or deterioration.</p>	<p>(b) knowledge in spare parts</p> <p>(c) inspecting various types of generators (PLC)</p> <p>(d) Maintaining machines</p>
			3132 Incinerator and Water	Skills related to:	Skills related to:

			<p>Treatment Plant Operators</p>	<p>(a) operating and monitoring computerized control systems, machinery and related equipment in wastewater treatment, sewage treatment, and liquid waste plants to regulate flow, treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water for human consumption and for later disposal into natural water systems;</p> <p>(b) controlling the operation of multiple-hearth incinerator furnaces and related equipment to burn sludge and solid waste in waste treatment plants;</p> <p>(c) inspecting equipment and monitoring operating conditions, meters, filters, chlorinators and gauges in central control rooms to determine load requirements, to verify that flows, pressures and temperatures are within specification, and to detect malfunctions;</p> <p>(d) monitoring and adjusting controls of auxiliary equipment such as exhaust emissions, scrubbers and incinerator heat recovery units;</p> <p>(e) collecting and testing water and sewage samples for chemical and bacterial content, using test equipment and colour analysis standards;</p>	<p>(a) Monitoring the water treatment plant operators</p> <p>(b) Monitoring the quantity of chemicals in the water</p> <p>(c) Knowledge in spare parts and minimal maintenance</p>
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				<p>(f) analysing test results to make adjustments to plant equipment and systems to disinfect and deodorize water and other liquids;</p> <p>(g) performing security and safety checks in plant and on grounds;</p> <p>(h) completing and maintaining plant logs and reports.</p>	
		314 Life Science Technicians and Related Associate Professionals	3142 Agricultural Technicians	<p>Skills related to:</p> <p>(a) preparing materials and equipment for experiments, tests and analyses;</p> <p>(b) collecting and preparing specimens such as soils, plant or animal cells, tissues or parts of animal organs for experiments, tests and analyses;</p> <p>(c) assisting with and performing experiments, tests and analyses applying methods and techniques such as microscopy, histo-chemistry, chromatography, electrophoresis and spectroscopy;</p> <p>(d) identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control;</p> <p>(e) analysing produce to set and maintain standards of quality;</p> <p>(f) conducting or supervising operational programmes such as fish</p>	<p>Skills related to:</p> <p>(a) Knowledge in agricultural products</p> <p>(b) identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control</p> <p>(c) Reports writing</p>

				<p>hatchery, greenhouse and livestock production programmes;</p> <p>(g) analysing samples of seeds for quality, purity and germination rating;</p> <p>(h) collecting data and estimating quantities and costs of materials and labour required for projects;</p> <p>(i) organizing maintenance and repairs of research equipment.</p>	
			3143 Forestry Technicians	<p>Skills related to:</p> <p>(a) conducting forest inventories, surveys and field measurements following accepted scientific and operational procedures;</p> <p>(b) assisting in and performing technical functions in the preparation of forest management and harvest plans using photogrammetric and mapping techniques and computerized information systems;</p> <p>(c) assisting in planning and supervision of construction of access routes and forest roads;</p> <p>(d) implementing, supervising and performing technical functions in silvicultural operations involving site preparation, planting, and tending of tree crops;</p> <p>(e) coordinating activities such as timber scaling, forest fire suppression, disease or insect control or pre-commercial thinning of forest stands;</p>	<p>Skills related to:</p> <p>(a) Knowledge in forestry related issues</p> <p>(b) Reports writing</p> <p>(c) assisting in and performing technical functions in the preparation of forest management and harvest plans using photogrammetric and mapping</p> <p>(d) implementing, supervising and performing technical functions</p>

				<ul style="list-style-type: none">(f) supervising and performing technical functions in forest harvesting operations;(g) ensuring adherence to regulations and policies concerning environmental protection, resource utilization, fire safety and accident prevention;(h) supervising forest tree nursery operations;(i) providing technical support to forestry research programmes in areas such as tree improvement, seed orchard operations, insect and disease surveys or experimental forestry and forest engineering research;(j) preparing forest cultivation and cutting plans.	
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4. Clerical Support Workers	43 Numerical and Material Recording Clerks	431 Numerical Clerks	4311 Accounting and Bookkeeping Clerks	<p>Skills related to:</p> <p>(a) checking figures, postings and documents for correct entry, mathematical accuracy and proper codes;</p> <p>(b) operating computers programmed with accounting software to record, store and analyse information;</p> <p>(c) classifying, recording and summarizing numerical and financial data to compile and keep financial records, using journals and ledgers or computers;</p> <p>(d) calculating, preparing and issuing bills, invoices, account statements and other financial statements according to established procedures.</p> <p>(e) compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.</p>	<p>Skills related to:</p> <p>(a) Recording transactions of billing, purchasing, payroll, payable accounts and receivables</p> <p>(b) IT</p>
			4313 Payroll Clerks	<p>Skills related to:</p> <p>(a) maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems;</p> <p>(b) preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues,</p>	<p>Skills related to:</p> <p>(a) maintaining records of employee attendance, leave and overtime to calculate pay and benefits</p> <p>(b) preparing employee payments and benefit payments</p> <p>(c) verifying attendance, hours worked and pay adjustments</p>

				<p>garnishments and insurance and pension plans;</p> <p>(c) preparing employee payments and benefit payments by cheque or electronic transfer;</p> <p>(d) reviewing time sheets, work charts, wage computation and other information to detect and reconcile payroll discrepancies;</p> <p>(e) verifying attendance, hours worked and pay adjustments, and posting information into designated records.</p>	
		432 Material Recording and Transport Clerks	4321 Stock Clerks	<p>Skills related to:</p> <p>(a) arranging and controlling receipt and dispatch of goods and keeping relevant records;</p> <p>(b) maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks;</p> <p>(c) receiving, storing and issuing tools, spare parts or various equipment, and maintaining relevant records;</p> <p>(d) weighing goods received or produced, or for issue or dispatch, and maintaining relevant records;</p> <p>(e) compiling inventories of furniture and other items received for storage.</p>	<p>Skills related to:</p> <p>(a) working in stock</p> <p>(b) maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks</p> <p>(c) receiving, storing and issuing tools, spare parts or various equipment</p> <p>(d)) compiling inventories of furniture and other items received for storage</p>
			4322 Production Clerks	Skills related to:	Skills related to:

				<ul style="list-style-type: none"> (a) computing quantities, qualities and types of materials required by production programmes; (b) preparing production requirements schedules, ensuring that materials are available when needed, and keeping relevant records; (c) preparing or assisting in the preparation of production operation schedules on the basis of customers' orders and production capacity and performance; (d) verifying stocks, arranging deliveries and investigating delays; (e) recording and coordinating the flow of work and materials between departments. 	<ul style="list-style-type: none"> (a) preparing production requirements schedules, ensuring that materials are available when needed (b) estimating needed times for production (c) setting schedules and daily plans
			4323 Transport Clerks	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) keeping records of operational aspects and coordinating the timing of passenger and freight transport; (b) directing train routings within a division or zone of a railway system and keeping related records; (c) directing, controlling and keeping records of freight handling at a railway yard; (d) coordinating and keeping records of operational activities concerning road transport, such as allocation and scheduling of vehicles and drivers, loading and unloading of vehicles, and storage of goods in transit; 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) monitoring time (b) organizing shipping (c) handling storage and transportation (d) identifying appropriate routes and means of transportation (e) developing schedules and daily plans (f) checking delivery notes (g) minimal experience in maintenance

				(e) coordinating and keeping records of operational activities concerning air transport of passengers and freight, such as passenger lists and freight manifests; (f) preparing reports for management.	
5. Services And Sales Workers	51 Personal Services Workers	512 Cooks	5120 Cooks	Skills related to: (a) planning meals, preparing and cooking foodstuffs; (b) planning, supervising and coordinating the work of kitchen helpers; (c) checking the quality of food; (d) weighing, measuring and mixing ingredients according to recipes and personal judgement; (e) regulating the temperature of ovens, grills, roasters and other cooking equipment; inspecting and cleaning the kitchen, kitchen equipment and serving areas to ensure safe and sanitary food handling practices; (f) operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles.	Skills related to: (a) planning meals, preparing and cooking foodstuffs; (b) planning, supervising and coordinating the work of kitchen helpers; (c) checking the quality of food;
		513 Waiters and Bartenders	5131 Waiters	Skills related to: (a) setting tables with clean linen, cutlery, crockery and glassware; (b) greeting customers and presenting them with menus and beverage lists;	Skills related to: (a) setting tables with clean linen, cutlery, crockery and glassware; (b) greeting customers and presenting them with menus and beverage lists; (c) advising on food and beverage choices;

				<ul style="list-style-type: none"> (c) advising on food and beverage choices; (d) taking orders for food and drinks and passing orders to kitchen or bar staff; (e) serving food and beverages to clients at tables; (f) clearing tables and returning dishes and cutlery to the kitchen; (g) presenting bills, accepting payment and operating point-of-sales machines and cash registers. 	<ul style="list-style-type: none"> (d) taking orders for food and drinks and passing orders to kitchen or bar staff; (e) serving food and beverages to clients at tables; (f) clearing tables and returning dishes and cutlery to the kitchen; (g) presenting bills, accepting payment and operating point-of-sales machines and cash registers.
			5132 Bartenders	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) taking beverage orders from serving staff or directly from patrons; (b) preparing and serving alcoholic and non-alcoholic drinks at a bar; (c) washing used glassware, cleaning and maintaining bar service areas, tea- and coffee-making areas and equipment such as espresso machines; (d) collecting payment for sales, operating cash registers and balancing cash receipts; (e) tapping kegs and attaching supply lines; (f) assisting in keeping the bar properly stocked and arranging bottles and glasses; 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) taking beverage orders from serving staff or directly from patrons; (b) preparing and serving alcoholic and non-alcoholic drinks at a bar; (c) collecting payment for sales, operating cash registers and balancing cash receipts; (d) assisting in keeping the bar properly stocked and arranging bottles and glasses; (e) mixing ingredients to prepare cocktails and other drinks

				<p>(g) checking identification of customers to verify age requirements for purchase of alcohol;</p> <p>(h) taking steps to limit problems related to excessive drinking, such as persuading customers to stop drinking, declining further service or ordering transportation;</p> <p>(i) mixing ingredients to prepare cocktails and other drinks;</p> <p>(j) serving snacks or other food items to customers at the bar.</p>	
52 Sales Workers	521 Street and Market Salespersons	5211 Stall and Market Salespersons	<p>Skills related to:</p> <p>(a) obtaining permission to set up a stand at a particular place in streets, markets or other open spaces;</p> <p>(b) determining product mix, stock and price levels for goods to be sold;</p> <p>(c) buying or contracting a regular supply of goods to be sold from wholesale suppliers or directly from producers;</p> <p>(d) erecting and dismantling stalls and stands, and transporting, storing, loading and unloading goods for sale;</p> <p>(e) demonstrating and selling goods and accepting payment;</p> <p>(f) stacking and displaying goods for sale, and wrapping and packing goods sold;</p> <p>(g) keeping accounts and maintaining a record of stock levels.</p>	<p>Skills related to:</p> <p>(a) knowledge in local markets and traditional products</p> <p>(b) determining product mix, stock and price levels for goods to be sold;</p>	

			5212 Street Food Salespersons	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) obtaining permission or a licence, where required, to sell food and drinks on the street or in a public place; (b) obtaining food and drinks for sale; (c) preparing, either beforehand or on the spot, food and drinks for sale; (d) loading and unloading, pushing, pedalling or carrying handcarts, trucks, trays or baskets to bring food and drinks to the desired place in the street, or to public places such as stations or cinemas; (e) displaying and selling food and drinks and accepting payment. 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) experience in the local market
		523 Cashiers and Ticket Clerks	5230 Cashiers and Ticket Clerks	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) receiving and verifying payment by cash, cheque, credit card or automatic debit in stores, ticket offices or similar establishments; (b) giving change and issuing receipts; (c) issuing tickets for attendance at sporting and cultural events; (d) counting and recording money received or paid out and balancing against cash register sales records; (e) receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at a financial institution 	<p>Skills related to:</p> <ul style="list-style-type: none"> (a) receiving and verifying payment by cash, cheque, credit card (b) operating cash registers to calculate totals to be paid from or to clients (c) scanning, weighing and recording prices of goods (d) IT (e) Languages (f) communication

				<p>(f) operating cash registers to calculate totals to be paid from or to clients;</p> <p>(g) scanning, weighing and recording prices of goods;</p> <p>(h) wrapping and placing merchandise in bags.</p>	
		524 Other Sales Workers	5246 Food Service Counter Attendants	<p>Skills related to:</p> <p>(a) serving food to customers at counters;</p> <p>(b) ascertaining the products desired by customers, assisting them in making choices and taking orders;</p> <p>(c) cleaning, peeling, slicing and trimming foodstuffs, using manual and electric appliances;</p> <p>(d) preparing simple food items and reheating prepared meals;</p> <p>(e) portioning and wrapping food or placing it directly on plates for service to patrons;</p> <p>(f) packaging takeaway food;</p> <p>(g) stocking refrigerators, salad and buffet bars and keeping records of the quantities of food used;</p> <p>(h) receiving payment for food items purchased.</p>	<p>Skills related to:</p> <p>(a) Assuring the quality of the products</p>
6.Skilled Agricultural, Forestry and	61 Market-oriented Skilled Agricultural Workers		6121 Livestock and Dairy Producers	<p>Skills related to:</p> <p>(a) monitoring market activity and conditions, determining kinds and amounts of stock to produce, and</p>	<p>Skills related to:</p> <p>(a) monitoring market activity and conditions, determining kinds and amounts of stock to produce, and planning and coordinating production accordingly;</p>

Fishery Workers				<p>planning and coordinating production accordingly;</p> <p>(b) cultivating pastures and providing and monitoring fodder and water supplies to maintain appropriate nutritional levels and condition of livestock;</p> <p>(c) monitoring and examining animals to detect illness, injury or disease, and to check physical condition such as rate of weight gain;</p> <p>(d) grooming, marking, clipping, trimming, drenching and/or castrating animals, and shearing coats to collect hair or wool;</p> <p>(e) herding livestock to pastures for grazing or to scales, sheds, vehicles or other enclosures;</p> <p>(f) milking animals by hand or using milking machines;</p> <p>(g) mixing feed, additives and medicines in prescribed portions and distributing or hand-feeding to animals for consumption;</p> <p>(h) performing duties related to livestock reproduction, such as breeding, artificial insemination and helping with animal births;</p> <p>(i) maintaining and cleaning farm buildings, machinery, equipment and structures;</p> <p>(j) slaughtering and skinning animals and preparing them for market;</p>	<p>(b) cultivating pastures and providing and monitoring fodder and water supplies to maintain appropriate nutritional levels and condition of livestock;</p> <p>(c) monitoring and examining animals to detect illness, injury or disease, and to check physical condition such as rate of weight gain;</p> <p>(d) milking animals by hand or using milking machines;</p> <p>(e) mixing feed, additives and medicines in prescribed portions and distributing or hand-feeding to animals for consumption;</p> <p>(f) performing duties related to livestock reproduction, such as breeding, artificial insemination and helping with animal births;</p> <p>(g) maintaining and cleaning farm buildings, machinery, equipment and structures;</p>
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				<p>(k) storing and carrying out some processing of animal and dairy produce;</p> <p>(l) promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies, and maintaining and evaluating records of farm activities and transactions;</p> <p>(m) training and supervising workers in animal care procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.</p>	
			6122 Poultry Producers	<p>Skills related to:</p> <p>(a) monitoring market activity, planning and coordinating production accordingly, and maintaining and evaluating records of farming activities;</p> <p>(b) growing and purchasing feed and other supplies needed to maintain appropriate nutritional levels and condition of poultry;</p> <p>(c) monitoring and examining poultry to detect illness, injury or disease and to check physical condition such as rate of weight gain, and removing weak, ill and dead poultry from flock;</p> <p>(d) mixing feed and feed additives and filling feed and water containers;</p> <p>(e) vaccinating poultry via drinking water, injection or dusting of air;</p>	<p>Skills related to:</p> <p>(a) monitoring market activity, planning and coordinating production accordingly, and maintaining and evaluating records of farming activities;</p> <p>(b) growing and purchasing feed and other supplies needed to maintain appropriate nutritional levels and condition of poultry;</p> <p>(c) monitoring and examining poultry to detect illness, injury or disease and to check physical condition such as rate of weight gain, and removing weak, ill and dead poultry from flock;</p> <p>(d) mixing feed and feed additives and filling feed and water containers;</p> <p>(e) vaccinating poultry via drinking water, injection or dusting of air;</p>

				<p>(f) collecting and storing eggs and packaging them for sale or delivery to market;</p> <p>(g) determining sex of chicks and facilitating breeding, artificial insemination and hatching of eggs;</p> <p>(h) renting or investing in, and maintaining and cleaning, farm buildings, machinery, equipment and structures;</p> <p>(i) slaughtering and dressing poultry for sale or delivery to market;</p> <p>(j) storing and carrying out some processing of produce;</p> <p>(k) arranging the sale, purchase and transportation of stock, produce and supplies;</p> <p>(l) training and supervising workers in poultry production procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.</p>	<p>(f) collecting and storing eggs and packaging them for sale or delivery to market;</p>
			6123 Apiarists and Seri culturists	<p>Skills related to:</p> <p>(a) monitoring market activity and conditions, determining kinds and amounts of insect products to produce, and planning and coordinating production accordingly;</p> <p>(b) purchasing insects and growing or purchasing feed and other supplies;</p> <p>(c) breeding, raising and tending insects and collecting their products;</p>	<p>Skills related to:</p> <p>(a) monitoring market activity</p> <p>(b) arranging the sale, purchase and transportation of stock, produce and supplies, and maintaining and evaluating records of farming activities</p>

				<p>(d) renting or investing in, and maintaining and cleaning, buildings, machinery, equipment and structures;</p> <p>(e) storing and carrying out some processing of produce;</p> <p>(f) arranging the sale, purchase and transportation of stock, produce and supplies, and maintaining and evaluating records of farming activities;</p> <p>(g) training and supervising workers in production procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.</p>	
			<p>6129 Animal Producers Elsewhere Classified</p> <p>Animal Not</p>	<p>Skills related to:</p> <p>(a) monitoring market activity and conditions, determining kinds and amounts of products to produce, and planning and coordinating production accordingly;</p> <p>(b) raising, feeding and tending animals;</p> <p>(c) monitoring and examining animals to detect illness, injury or disease, and to check physical condition such as rate of weight gain;</p> <p>(d) performing duties related to animal reproduction, such as breeding, artificial insemination and helping with animal births;</p>	<p>Skills related to:</p> <p>(a) monitoring market activity</p> <p>(b) monitoring and examining animals to detect illness, injury or disease, and to check physical condition</p> <p>(c) performing duties related to animal reproduction</p> <p>(d) promoting and marketing products</p>

				<p>(e) renting or investing in, and maintaining and cleaning, buildings, machinery, equipment and structures;</p> <p>(f) slaughtering and skinning animals and preparing animal products for market;</p> <p>(g) storing and carrying out some processing of produce;</p> <p>(h) promoting and marketing products, arranging the sale, purchase and transportation of stock, produce and supplies, and maintaining and evaluating records of activities and transactions;</p> <p>(i) training and supervising workers in animal care procedures, maintenance duties and health and safety precautions.</p>	
		613 Mixed Crop and Animal Producers	6130 Mixed Crop and Animal Producers	<p>Skills related to:</p> <p>(a) monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and planning and coordinating production accordingly;</p> <p>(b) purchasing seeds, fertilizer, and other supplies;</p> <p>(c) performing operations such as land preparation, sowing, planting, cultivating and harvesting crops;</p> <p>(d) producing or buying fodder and other food supplies;</p>	<p>Skills related to:</p> <p>(a) monitoring market activity</p> <p>(b) purchasing seeds, fertilizer, and other supplies</p> <p>(c) performing operations such as land preparation, sowing, planting, cultivating and harvesting crops</p> <p>(d) producing or buying fodder and other food supplies;</p> <p>(e) promoting and marketing products, arranging the sale, purchase ...</p> <p>(f) promoting and marketing products</p>

				<p>(e) breeding, raising and tending animals;</p> <p>(f) killing and skinning animals, and preparing animals or animal products for market;</p> <p>(g) renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures;</p> <p>(h) storing and carrying out some processing of produce;</p> <p>(i) promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions;</p> <p>(j) training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors.</p>	
	62 Market-oriented Skilled Forestry, Fishery and Hunting Workers	621 Forestry and Related Workers	6210 Forestry and Related Workers	<p>Skills related to:</p> <p>(a) assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands;</p> <p>(b) locating trees to be felled and estimating volume of timber;</p> <p>(c) operating chainsaw and other power saws to thin young forest</p>	<p>Skills related to:</p> <p>(a) assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands</p> <p>(b) controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals;</p> <p>(c) maintaining all related operations</p>

				<p>stands, trim, top and fell trees and saw them into logs;</p> <p>(d) shaping rough wooden products from logs at felling site;</p> <p>(e) stacking logs and loading them in chutes or floating them down rivers;</p> <p>(f) keeping watch to detect forest fires, participating in firefighting operations, completing firefighting reports and maintaining firefighting equipment;</p> <p>(g) controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals;</p> <p>(h) operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated;</p> <p>(i) collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations;</p> <p>(j) training and supervising other workers in forestry procedures, including forestry labourers and plant operators.</p>	
		622 Fishery Workers, Hunters and Trappers	6221 Aquaculture Workers	<p>Skills related to:</p> <p>(a) breeding, raising and cultivating fish, mussels, oysters and other forms of aquatic life as cash crops or for release into freshwater or saltwater;</p>	<p>Skills related to:</p> <p>(a) breeding, raising and cultivating fish, mussels, oysters and other forms of aquatic life as cash crops or for release into freshwater or saltwater;</p>

			<p>(b) collecting and recording growth, production and environmental data;</p> <p>(c) conducting and supervising stock examinations in order to identify diseases or parasites;</p> <p>(d) monitoring environments to ensure maintenance of optimum conditions for aquatic life;</p> <p>(e) directing and monitoring trapping and spawning of fish, egg incubation and fry rearing, applying knowledge of management and fish culturing techniques;</p> <p>(f) cleaning, freezing, icing or salting catch on- or offshore, and preparing fish and other products for shipment;</p> <p>(g) maintaining buildings, tanks, machinery, boats and other equipment;</p> <p>(h) delivering or marketing products;</p> <p>(i) renting or investing in buildings, equipment and machinery, and purchasing food and other supplies;</p> <p>(j) supervising and training aquaculture and fish hatchery support workers.</p>	<p>(b) collecting and recording growth, production and environmental data;</p> <p>(c) conducting and supervising stock examinations in order to identify diseases or parasites;</p> <p>(d) monitoring environments to ensure maintenance of optimum conditions for aquatic life;</p> <p>(e) cleaning, freezing, icing or salting catch on- or offshore, and preparing fish and other products for shipment;</p> <p>(f) maintaining buildings, tanks, machinery, boats and other equipment;</p> <p>(g) delivering or marketing products;</p>
		6222 Inland and Coastal Waters Fishery Workers	<p>Skills related to:</p> <p>(a) preparing and repairing nets and other fishing gear and equipment;</p> <p>(b) selecting areas for fishing, plotting courses and computing navigational</p>	<p>Skills related to:</p> <p>(a) preparing and repairing nets and other fishing gear and equipment;</p> <p>(b) selecting areas for fishing, plotting courses and computing navigational</p>

			<p>positions using compass, charts and other aids;</p> <p>(c) operating fishing vessels to, from and at fishing grounds;</p> <p>(d) baiting, setting, operating and hauling in fishing gear by hand or using hoisting equipment;</p> <p>(e) gathering various forms of aquatic life from shores and shallow waters;</p> <p>(f) maintaining engine fishing gear and other on-board equipment;</p> <p>(g) keeping records of transactions, fishing activities, weather and sea conditions, and estimating costs and budgets;</p> <p>(h) sorting and storing catch in holds with salt and ice;</p> <p>(i) removing catches from fishing equipment, measuring them to ensure compliance with legal size and returning undesirable or illegal catches to the water;</p> <p>(j) directing fishing operations, and supervising fishing crew members.</p>	<p>positions using compass, charts and other aids;</p> <p>(c) operating fishing vessels to, from and at fishing grounds;</p> <p>(d) keeping records of transactions, fishing activities, weather and sea conditions, and estimating costs and budgets;</p> <p>(e) sorting and storing catch in holds with salt and ice;</p>
		6223 Deep-sea Fishery Workers	<p>Skills related to:</p> <p>(a) preparing and repairing nets and other fishing gear and equipment;</p> <p>(b) commanding and operating fishing vessels to, from and at deep-sea fishing grounds;</p> <p>(c) determining areas for fishing, plotting courses and computing</p>	<p>Skills related to: (a) preparing and repairing nets and other fishing gear and equipment;</p> <p>(b) commanding and operating fishing vessels to, from and at deep-sea fishing grounds;</p> <p>(c) directing fishing operations and supervising crew activities</p>

				<p>navigational positions using compass, charts, tables and other aids;</p> <p>(d) steering vessels and operating navigational instruments and electronic fishing aids;</p> <p>(e) directing fishing operations and supervising crew activities;</p> <p>(f) recording fishing progress and activities, as well as weather and sea conditions, on the ship's log;</p> <p>(g) baiting, setting and hauling in fishing gear;</p> <p>(h) cleaning, freezing, icing or salting catch on- or offshore;</p> <p>(i) selecting and training vessel crews.</p>	(d) cleaning, freezing, icing or salting catch on- or offshore;
			6224 Hunters and Trappers	<p>Skills related to:</p> <p>(a) setting traps to catch mammals, birds or reptiles;</p> <p>(b) killing trapped or free mammals, birds or reptiles with firearms or other weapons;</p> <p>(c) skinning and otherwise treating killed mammals, birds or reptiles to obtain desired products for sale or delivery;</p> <p>(d) delivering or selling trapped live mammals, birds or reptiles;</p> <p>(e) repairing and maintaining equipment.</p>	<p>Skills related to:</p> <p>(a) setting traps to catch mammals, birds or reptiles;</p> <p>(b) killing trapped or free mammals, birds or reptiles with firearms or other weapons;</p> <p>(c) skinning killed animals</p>
	63 Subsistenc	631 Subsistence	6310 Subsistence Crop Farmers	Skills related to:	Skills related to:

	e Farmers, Fishers, Hunters and Gatherers	Crop Farmers		<p>(a) preparing the soil, sowing, planting, tending and harvesting field crops;</p> <p>(b) growing vegetables, fruit and other tree and shrub crops;</p> <p>(c) fetching water and gathering firewood;</p> <p>(d) storing for later use and carrying out some processing of produce;</p> <p>(e) building and maintaining houses and other shelters;</p> <p>(f) making tools, clothes and utensils for use by the household;</p> <p>(g) selling or bartering some products at local markets.</p>	<p>(a) preparing the soil, sowing, planting, tending and harvesting field crops;</p> <p>(b) growing vegetables, fruit and other tree and shrub crops;</p> <p>(c) fetching water and gathering firewood;</p> <p>(d) storing for later use and carrying out some processing of produce;</p> <p>(e) selling products</p>
	632 Subsistence Livestock Farmers	6320 Subsistence Livestock Farmers	Skills related to:	Skills related to:	
			<p>(a) cultivating pastures, or managing grazing lands, and monitoring feed and water supplies needed to maintain condition of livestock;</p> <p>(b) monitoring and examining animals to detect illness, injury or disease, and to check physical condition;</p> <p>(c) grooming and marking animals and shearing coats to collect hair or wool;</p> <p>(d) herding or leading livestock to pastures, grazing land and water supplies;</p> <p>(e) raising, tending, feeding and milking animals or draining blood from them;</p>	<p>(a) cultivating pastures, or managing grazing lands, and monitoring feed and water supplies needed to maintain condition of livestock;</p> <p>(b) monitoring and examining animals to detect illness, injury or disease, and to check physical condition</p>	

				<p>(f) breeding animals and helping with animal births;</p> <p>(g) slaughtering and skinning animals and preparing them and their products for consumption or sale;</p> <p>(h) carrying out some processing of animal products;</p> <p>(i) building and maintaining houses and other shelters;</p> <p>(j) making tools, clothes and utensils for use by the household;</p> <p>(k) fetching water and gathering firewood;</p> <p>(l) buying, bartering and selling animals and some products.</p>	
7. Craft and Related Trades Workers	72 Metal, Machinery and Related Trades Workers	723 Machinery Mechanics and Repairers	7233 Agricultural and Industrial Machinery Mechanics and Repairers	<p>Skills related to:</p> <p>(a) fitting, installing, examining, servicing and repairing engines, machinery and mechanical equipment;</p> <p>(b) oiling and greasing stationary engines and machinery;</p> <p>(c) inspecting and testing new machinery and mechanical equipment for conformity with standards and specifications;</p> <p>(d) disassembling machinery and equipment to remove parts and make repairs;</p> <p>(e) examining parts for defects such as breakage and excessive wear;</p>	<p>Skills related to:</p> <p>(a) knowledge in electro mechanics</p>

				(f) operating newly repaired machinery and equipment to verify the adequacy of repairs; (g) recording repairs and maintenance performed.	
75 Food Processing, Woodworking, Garment and Other Craft and Related Trades Workers	751 Food Processing and Related Trades Workers	7511 Butchers, Fishmongers and Related Food Preparers	Skills related to: (a) slaughtering animals; (b) flaying and trimming carcasses; (c) boning, cutting and dressing meat and fish for sale or further processing; (d) preparing ingredients and making sausages and similar products using chopping, mixing and shaping machines; (e) curing meat, fish and other foods; (f) operating smokehouses or ovens to smoke meat, fish and other foodstuffs; (g) cooking or in other ways preparing meat, fish and related food items for sale; (h) selling meat or fish to customers, including wrapping, weighing and labelling products, and receiving payment.	Skills related to: (a) slaughtering animals; (b) flaying and trimming carcasses; (c) boning, cutting and dressing meat and fish for sale or further processing; (d) preparing ingredients and making sausages and similar products using chopping, mixing and shaping machines; (e) curing meat, fish and other foods; (f) operating smokehouses or ovens to smoke meat, fish and other foodstuffs; (g) cooking or in other ways preparing meat, fish and related food items for sale; (h) selling meat or fish to customers, including wrapping, weighing and labelling products, and receiving payment. (i) communication	
		7512 Bakers, Pastry-cooks and Confectionery Makers	Skills related to: (a) making bread, cakes, biscuits, pastries, pies and other flour products; (b) making handmade confectionery from mixtures of sugar, chocolate and other ingredients, using hand tools and some machines;	Skills related to: (a) making bread, cakes, biscuits, pastries, pies and other flour products; (b) making handmade confectionery from mixtures of sugar, chocolate and other ingredients, using hand tools and some machines;	

				<p>(c) combining measured ingredients in bowls of mixing, blending or cooking machinery;</p> <p>(d) checking the quality of raw materials to ensure that standards and specifications are met;</p> <p>(e) applying glazes, icings or other toppings to baked goods, using spatulas or brushes;</p> <p>(f) checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations;</p> <p>(g) monitoring oven temperatures and product appearance to determine baking times;</p> <p>(h) coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls, pastry and confectionery products.</p>	<p>(c) combining measured ingredients in bowls of mixing, blending or cooking machinery;</p> <p>(d) checking the quality of raw materials to ensure that standards and specifications are met;</p> <p>(e) checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations;</p> <p>(f) monitoring oven temperatures and product appearance to determine baking times;</p>
			7513 Dairy Products Makers	<p>Skills related to:</p> <p>(a) boiling or pasteurizing milk to achieve specified butter fat content;</p> <p>(b) separating cream from milk and churning cream into butter;</p> <p>(c) dumping measured amounts of starter and other ingredients into milk;</p> <p>(d) curdling milk, heating curd until it reaches desired firmness, draining curd and placing cheese into moulds to press it into shape;</p>	<p>Skills related to:</p> <p>(a) boiling or pasteurizing milk to achieve specified butter fat content;</p> <p>(b) separating cream from milk and churning cream into butter;</p> <p>(c) dumping measured amounts of starter and other ingredients into milk;</p> <p>(d) salting cheese and piercing or smearing cheese with cultured wash to develop mould growth;</p>

				<p>(e) salting cheese and piercing or smearing cheese with cultured wash to develop mould growth;</p> <p>(f) placing and turning cheese blocks on shelves to cure cheese;</p> <p>(g) monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary;</p> <p>(h) recording amounts of ingredients used, test results and time cycles.</p>	<p>(e) placing and turning cheese blocks on shelves to cure cheese;</p> <p>(f) monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary;</p> <p>(g) recording amounts of ingredients used, test results and time cycles.</p>
			7514 Fruit, Vegetable and Related Preservers	<p>Skills related to:</p> <p>(a) extracting juices from various fruits;</p> <p>(b) extracting oils from oil-bearing seeds, nuts or fruits;</p> <p>(c) cooking, salting or drying fruit, vegetables and related foods;</p> <p>(d) mixing and adding ingredients such as pectin, sugar, spices and vinegar to assist preservation and enhance texture, appearance and flavour;</p> <p>(e) transferring preserved foods to sterile jars, bottles or other containers.</p>	<p>Skills related to:</p> <p>(a) extracting juices from various fruits;</p> <p>(b) extracting oils from oil-bearing seeds, nuts or fruits;</p> <p>(c) cooking, salting or drying fruit, vegetables and related foods;</p> <p>(d) mixing and adding ingredients such as pectin, sugar, spices and vinegar to assist preservation and enhance texture, appearance and flavour;</p> <p>(e) transferring preserved foods to sterile jars, bottles or other containers</p>
			7515 Food and Beverage Tasters and Graders	<p>Skills related to:</p> <p>(a) inspecting, testing, tasting and smelling agricultural products, food and beverages at various stages of processing;</p> <p>(b) determining quality, acceptability to consumer tastes and approximate</p>	<p>Skills related to:</p> <p>(a) inspecting, testing, tasting and smelling agricultural products, food and beverages at various stages of processing;</p> <p>(b) determining quality, acceptability to consumer tastes and approximate value of</p>

				value of products, and grading them into appropriate classes; (c) discarding inferior products; (d) recording the grade and/or identification numbers on tags, receiving or sales sheets; (e) weighing and measuring products.	products, and grading them into appropriate classes
8. Plant and Machine Operators and Assemblers	81 Stationary Plant and Machine Operators	816 Food and Related Products Machine Operators	8160 Food and Related Products Machine Operators	Skills related to: (a) operating and monitoring machinery used to restrain, stun and slaughter animals and to trim carcasses into standard meat and fish cuts; (b) setting, operating and attending machinery and ovens to mix, bake and otherwise prepare bread and flour confectionery products; (c) operating machinery to crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, malt liquors, vinegar, yeast and related products; (d) attending equipment to make jam, toffee, cheese, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, edible fats and dextrin; (e) operating equipment to cool, heat, dry, roast, blanch, pasteurize, smoke, sterilize, freeze, evaporate and concentrate foodstuffs and liquids used in food processing;	Skills related to: (a) operating and monitoring machinery used in production (Electro mechanics) (b) knowledge in nutrition facts and food hygiene (c) Monitoring the quality of the products (quality controllers) (d) IT (e) Knowledge in laboratory tests

				<p>(f) mixing, pulping, grinding, blending and separating foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment;</p> <p>(g) processing tobacco leaves by machine to make cigarettes, cigars, pipe and other tobacco products.</p>	
		818 Other Stationary Plant and Machine Operators	8182 Steam Engine and Boiler Operators	<p>Skills related to:</p> <p>(a) operating, cleaning, lubricating and monitoring steam engines, boilers and auxiliary equipment such as pumps, compressors and air-conditioning equipment to supply and maintain steam and power for buildings, marine vessels or pneumatic tools;</p> <p>(b) analysing and recording instrument readings, troubleshooting and performing minor repairs to prevent equipment or system failure;</p> <p>(c) monitoring and inspecting performance of equipment for efficient operation and ensuring that boiler water, chemicals and fuel are maintained at required levels;</p> <p>(d) firing coal furnaces by hand or with stokers and gas- or oil-fed boilers, using automatic gas feeds or oil pumps;</p> <p>(e) testing boiler water quality or arranging for testing, adjusting and taking necessary corrective action,</p>	<p>Skills related to:</p> <p>(a) operating, cleaning, lubricating and monitoring steam engines, boilers and auxiliary equipment</p> <p>(b) knowledge in laboratory tests</p> <p>(c) IT</p> <p>(d) Minimal maintenance of machines</p>

				<p>such as adding chemicals to prevent corrosion and harmful deposits;</p> <p>(f) monitoring ship's engine, machinery and equipment indicators, recording variables and reporting abnormalities to the ship's engineer officer on watch;</p> <p>(g) operating and maintaining off-loading liquid pumps and valves.</p>	
			8183 Packing, Bottling and Labelling Machine Operators	<p>Skills related to:</p> <p>(a) operating and monitoring machines that weigh, wrap, seal and pack various products;</p> <p>(b) operating and monitoring machines that fill and seal tubes, bottles, cans, boxes, bags and other containers with products such as food, beverages, paints, oils and lotions;</p> <p>(c) operating and monitoring machines that, by gluing or other methods, label products, packages and various containers.</p>	<p>Skills related to:</p> <p>(a) operating and monitoring machines</p> <p>(b) IT</p>
	83 Drivers and Mobile Plant Operators	832 Car, Van and Motorcycle Drivers	8321 Motorcycle Drivers	<p>Skills related to:</p> <p>(a) driving and tending motorcycles or motorized tricycles to transport materials, goods and passengers;</p> <p>(b) observing traffic rules and signals;</p> <p>(c) cleaning and washing vehicles as well as performing maintenance and minor repairs;</p> <p>(d) keeping a record of journeys;</p> <p>(e) delivering messages</p>	<p>Skills related to:</p> <p>(a) driving</p> <p>(b) observing traffic rules and signals</p> <p>(c) minimal accounting skills</p> <p>(d) communication</p> <p>(e) selling products</p> <p>(f) IT Skills (use tablets and GPS)</p>

			8322 Car, Taxi and Van Drivers		Skills related to: (a) driving (b) observing traffic rules and signals (c) minimal accounting skills (d) communication (e) selling products (f) IT Skills (use tablets and GPS)
		833 Heavy Truck and Bus Drivers	8332 Heavy Truck and Lorry Drivers	Skills related to: (a) driving and tending a heavy motor vehicle, such as a lorry with or without trailer or a dump-truck, to transport goods, liquids or heavy materials over short or long distances; (b) determining the most appropriate routes; (c) ensuring that goods are stowed and securely covered to prevent loss and damage; (d) assisting with or carrying out loading or unloading operations, using various lifting or tipping devices; (e) carrying out minor maintenance to vehicles, and arranging major maintenance and repairs; (f) estimating weights to comply with load limitations, and ensuring the safe distribution of weights	Skills related to: (a) driving (b) observing traffic rules and signals (c) minimal accounting skills (d) communication (e) selling products (f) knowledge in minimal mechanical issues (g) IT Skills (use tablets and GPS)
9.Elementary Occupations	92 Agricultural, Forestry	921 Agricultural, Forestry and	9211 Crop Farm Labourers	Skills related to: (a) digging and shovelling to clear ditches or for other purposes; (b) loading and unloading supplies, produce and other materials;	Skills related to: (a) digging and shovelling to clear ditches or for other purposes; (b) loading and unloading supplies, produce and other materials;

	and Fishery Labourers	Fishery Labourers		(c) raking, pitching and stacking straw, hay and similar materials; (d) watering, thinning and weeding crops by hand or using hand tools; (e) picking fruit, nuts, vegetables and other crops; (f) planting and harvesting field crops such as rice, by hand; (g) grading, sorting, bunching and packing produce into containers; (h) performing minor repairs on fixtures, buildings, equipment and fences.	(c) raking, pitching and stacking straw, hay and similar materials; (d) watering, thinning and weeding crops by hand or using hand tools; (e) picking fruit, nuts, vegetables and other crops; (f) planting and harvesting field crops such as rice, by hand; (g) grading, sorting, bunching and packing produce into containers; (h) performing minor repairs on fixtures, buildings, equipment and fences.
			9212 Livestock Farm Labourers		Skills related to: (a) Knowledge in types of livestock, illnesses, nutrients..
			9213 Mixed Crop and Livestock Farm Labourers		
			9216 Fishery and Aquaculture Labourers	Skills related to: (a) cleaning the sea-bed and feeding fish and molluscs that are being cultivated; (b) gathering seaweed, sea mosses, clams and other molluscs; (c) preparing nets, lines and other fishing tackle and other deck equipment; (d) operating fishing gear to catch fish and other marine life;	Skills related to: (a) cleaning the sea-bed and feeding fish and molluscs that are being cultivated; (b) preparing nets, lines and other fishing tackle and other deck equipment; (c) operating fishing gear to catch fish and other marine life; (d) cleaning, sorting and packing fish and seafood in ice and salt, and stowing catch in hold; (e) cleaning deck surfaces and fish hold

				<p>(e) cleaning, sorting and packing fish and seafood in ice and salt, and stowing catch in hold;</p> <p>(f) cleaning deck surfaces and fish hold;</p> <p>(g) handling mooring lines during docking.</p>	
94 Food Preparation Assistants	941 Food Preparation Assistants	9411 Fast Food Preparers	<p>Skills related to:</p> <p>(a) preparing simple or pre-prepared foods and beverages</p> <p>(b) washing, cutting, measuring and mixing foods for cooking</p> <p>(c) operating large-volume single-process cooking equipment</p> <p>(d) re-heating pre-prepared food</p> <p>(e) cleaning food preparation areas, cooking surfaces and utensils;</p> <p>(f) taking and serving food and beverage orders in eating places that specialize in fast service and carry-out food</p> <p>(g) ordering and taking delivery of fast food ingredients</p> <p>(h) maintaining sanitation, health and safety standards in work areas</p> <p>(i) verifying that prepared food meets requirements for quality and quantity</p>	<p>Skills related to:</p> <p>(a) preparing simple or pre-prepared foods and beverages</p> <p>(b) washing, cutting, measuring and mixing foods for cooking</p> <p>(c) cleaning food preparation areas, cooking surfaces and utensils;</p> <p>(d) taking and serving food and beverage orders</p> <p>(e) maintaining sanitation, health and safety standards in work areas</p> <p>(f) verifying that prepared food meets requirements for quality and quantity</p>	
		9412 Kitchen Helpers	<p>Skills related to:</p> <p>(a) cleaning kitchens, food preparation areas and service areas;</p>	<p>Skills related to:</p> <p>(a) cleaning kitchens, food preparation areas and service areas;</p>	

				<p>(b) assisting cooks and chefs in preparation of food by washing, peeling, chopping, cutting, measuring and mixing ingredients;</p> <p>(c) assembling dishes for service;</p> <p>(d) unpacking checking, transferring, weighing and storing supplies in refrigerators, cupboards and other storage areas;</p> <p>(e) washing dishes and cooking utensils and putting them away;</p> <p>(f) preparing, cooking, toasting and heating simple food items.</p>	<p>(b) assisting cooks and chefs in preparation of food by washing, peeling, chopping, cutting, measuring and mixing ingredients;</p> <p>(c) assembling dishes for service;</p> <p>(d) unpacking checking, transferring, weighing and storing supplies in refrigerators, cupboards and other storage areas;</p> <p>(e) washing dishes and cooking utensils and putting them away;</p> <p>(f) preparing, cooking, toasting and heating simple food items.</p>
	95 Street and Related Sales and Services Workers	951 Street and Related Services Workers	9510 Street and Related Services Workers	<p>Skills related to:</p> <p>(a) approaching people on the street to offer services;</p> <p>(b) receiving immediate payment</p> <p>(c) communication, negotiation, and convincing</p>	<p>Skills related to:</p> <p>(a) approaching people on the street to offer services;</p> <p>(b) knowledge in minimal accounting issues</p> <p>(c) communication, negotiation, and convincing</p>

Annex 2: List of Industrialist participating at the agro food sectoral workshop

N	Name	Institution	Mail	Phone	Region
1	Toni Cherfan	Toni's Food	tonysfood@tonysfood.com	03 615070 70 108808	Bouar - Keserwan
2	Ma'moun abou Chakra	Baladi Establishment	baladiest@yahoo.com	03 700360	Chouf - Mount Lebanon
3	Mounir Bissat	Agro food Syndicate / Mounir Bissat Factories	mbsat@mounirbissat.com	03 815805	Saida - South
4	Khaled Dirani	Randa Establishment. for Trading	khaleddirany@gmail.com	03 010554	Kasarnaba- Bekaa
5	Adnan Asbashi	Agro food Syndicate / Abido Company for trade and industry	borak@abido.com	03 080365	Beirut
6	Soultan Abou Malek	JAD Establishment for Trading	sultan.am1957@gmail.com	03 217109	Rachaya - Bekaa
7	Fares Fayek	Rachaya Gardens	rachayagardens@hotmail.com	03 891518	Rachaya - Bekaa
8	Jalil El Jakl	Daher Int'l Food Company Poppins	jalil.eljakl@poppins.com	03 579553	Mansourah -Bekaa
9	Jihad Saleh	Debs Dairy		03 939823	Baalbeck - Bekaa

Annex 3: List of Participants from NEO and NGOs

No	NGO	Participant	Mobile	Mail
1	Pure goal	Zahraa Medlij	81 745595	zahraamedlej360@gmail.com
2	USpeak	Sara Rifai	76 806128	sara.rifai1@hotmail.com
3	Bena' Ajyal Alsalam	Chawki El Assal	70 833 424	peace-inlebanon@hotmail.com
4	Bena' Ajyal Alsalam	Rawya Abou Salhab	03 286944	rawya_abousalhab@yahoo.com
5	Bena' Ajyal Alsalam	Alia El Assal	70 720903	peace-inlebanon@hotmail.com
6	NABAD	Fatima Ashaal	76 698572	fatima.ashaal@nabadlb.org
7	SAFADI	Mouhamad El Laun	71 731243	mohamad.laun@safadi-foundation.org
8	BE Lebanon	Mireille Abdel Malak	70 086550	mireille.abdelmalak@gmail.com
9	BE Lebanon	Mirna Ahmadih	71 781378	mermar12333@gmail.com
10	Believe	Ryta Mhanna Fakhry	70 256 022	ryta.mhanna@gmail.com
11	Auberge Bayti	Jeffery Mhanna	71 760636	jeffrey_mhanna@hotmail.com
12	DPNA	Zakaria El Bbaba	70 877258	zakaria.elbaba@dpna-lb.org
13	Beirut Center for development and human rights	Ahmad Chamesddine	03 977041	hritc.ahmad@gmail.com info.bcdhr@gmail.com
14	WARD	Issam Abi Nader	03 830948	abinader.i@hotmail.com
15	WARD	Atef Abi Nader	03 536836	atefabinader@gmail.com
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