

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

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List of documents submitted in support of the Qualifications File

1. Career Map of Convenience Food Maker- Annexure 1
2. Qualification Pack of Convenience Food Maker- Annexure 2
3. List of QP/NOS validating companies – Annexure 3
4. NSDC Human Resource and Skill Requirement Study- Annexure 4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SUMMARY

Qualification Title	Convenience Food Maker
Qualification Code	(FIC Q8503)
Nature and purpose of the qualification	<p>Nature of the qualification</p> <ul style="list-style-type: none"> - a Qualification Pack (QP) <p>The main purpose of the qualification</p> <ul style="list-style-type: none"> - to enable candidate to carry out for production of processed food from food grains that require brief/minimum cooking
Body/bodies which will award the qualification	Mettl, Stamp, IQAG, Skills Mantra
Body which will accredit providers to offer courses leading to the qualification	Food Industry Capacity & Skill Initiative (FICSI)
Body/bodies which will carry out assessment of learners	Food Industry Capacity & Skill Initiative (FICSI)
Occupation(s) to which the qualification gives access	Convenience Food Maker
Licensing requirements	N/A
Level of the qualification in the NSQF	Level 4
Anticipated volume of training/learning required to complete the qualification	240 hours
Entry requirements and/or recommendations	<p>Class 10, preferably</p> <p>Preferably one year in a convenience food processing unit</p>
Progression from the qualification	Supervisor/Process In charge (Level 5)
Planned arrangements for the Recognition of Prior learning (RPL)	RPL arrangements and policies are under development.
International comparability where known	This qualification has been compared with courses being offered by the National Skills Academy (Food and Drink) of UK and no matching course has been found.
Date of planned review of the qualification.	30 th March 2019

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
FIC/N8512 Prepare and maintain work area and process machineries for production of convenience foods	Mandatory	32	4
FIC/N8513 Carry out production of convenience foods	Mandatory	144	4
FIC/N8514 Complete documentation and record keeping related to production of convenience foods	Mandatory	32	4
FIC/N9001 Ensure Food safety, hygiene and sanitation for processing food products	Mandatory	32	Common across all levels

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

1. Qualification Pack of Convenience Food Maker- Annexure 2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

The assessment bodies include Mettl, Stamp, IQAG and Skills Mantra, Aspiring Mind

How will RPL assessment be managed and who will carry it out?

FICSI recognizes that there may be candidates who have prior learning experience in the FOOD PROCESSING Sector and are desirous of being certified. Such candidates can apply to FICSI for testing and certification of their skills, and they will be allotted a Training Provider / TC for being tested. Documentation for such candidates will be done by the Training Provider / TC. Certificates of successful candidates will be dispatched to the TP / TC for distribution to them.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment will be based on the concept of Independent Assessors empanelled with Assessment Agencies, identified, selected, trained and certified on Assessment techniques. These assessors would be aligned to assess as per the laid down criteria.

Assessment Agency would conduct assessment only at the training centres of Training Partner or designated testing centers authorized by FICSI.

Ideally, the assessment will be a continuous process comprising of three distinct steps:

A. Mid- term assessment

B. Term / Final Assessment

Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function.

This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets / question bank so created by the Assessment Agency will be validated by the industry subject matter experts through FICSI, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

The following tools are proposed to be used for final assessment:

i. *Written Test*: This will comprise of (i) True / False Statements (ii) Multiple Choice Questions (iii) Matching Type Questions. Online system for this will be preferred.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

- ii. *Practical Test*: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc. The end product will be measured against the pre-decided MCQ filled by the Assessor to gauge the level of his skill achievements.
- iii. *Structured Interview*: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.

Please attach any documents giving further information about assessment and/or RPL. Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

Title of Component: Convenience Food Maker

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Convenience Food Maker

Qualification Pack FIC Q8503

Sector Skill Council Food Processing

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Assessable outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1.FIC/N8512 Prepare and maintain work area and process machineries for production of convenience foods	PC1. Clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	100	15	5	10
	PC2. Ensure that the work area is safe and hygienic for food processing		20	8	12
	PC3. Dispose waste materials as per defined sops and industry requirements		15	6	9
	PC4. Check the working and performance of all machineries and tools used for production of convenience food such as de-stoner, pulverizer, kneader, mixer, roaster, dryer, oven, flaker, extruder, packaging machines etc		20	8	12
	PC5. Clean machineries and tools used with recommended sanitizers following the SOP		10	4	6
	PC6. Place the necessary tools required for process		5	1	4
	PC7. Attend to the minor repairs/ faults of all machines, if required		15	3	12
			100	35	65
2.FIC/8513 Carry out production of convenience foods	PC1. Check if all process machineries are clean and in good mechanical condition	100	2	0.5	1.5
	PC2. Lubricate machineries for smooth operation		3	0.5	2.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

PC3. Select and fit machine components like sieves/screens, screws, dies, blades and related attachments to meet operating requirements	3	1	2
PC4. Start machines and ensure working and performance of required machineries	2	0.5	1.5
PC5. Receive raw materials (like cereals, pulses, flour, dairy items like milk powder), check weight and visually check for any impurities	2	0.5	1.5
PC6. Assess raw material quality through physical parameters like colour, appearance, odour etc and verify supplier quality report to ensure it standards to specifications	2	0.5	1.5
PC7. Fix/change screens and set controls parameters of the cleaning machines	3	1	2
PC8. Dump raw material into feed hopper of the cleaning machineries or cleaning line conveyor to remove metal, dust, stone, foreign materials etc	3	1	2
PC9. Start the cleaning machines, monitor cleaning process and adjust control if required	3	1	2
PC10. Transfer the cleaned raw materials to processing area for further processing or store following storage procedure until further processing	1	0.5	0.5
PC11. Dispose waste following organization standards	1	0.5	0.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

PC12. Fix sieves sieving machine, transfer raw materials on sieve to obtain raw material of required fineness	2	0.5	1.5
PC13. Fix screens in the pulverizer and set control parameters, feed raw material in feed hopper, and push buttons to start machine to grind grains to required fineness	4	1.5	2.5
PC14. Set control parameters of roller mill, open chute to feed raw material into roller mill to remove bran and obtain grain of required fineness	4	1.5	2.5
PC15. Set controls of drier, roaster, evaporator etc and feed raw materials into machines for drying, roasting and evaporation to reduce moisture content	5	2	3
PC16. Transfer measured quantity of raw material into trough, add measured quantity of water and start mixer to mix to achieve required moisture content	4	1.5	2.5
PC17. Transfer measured quantity of raw material, water, ingredients, and other additives into dough kneader, set control parameters and prepare dough of required consistency	4	1.5	2.5
PC18. Check the quality of prepared raw materials and transfer to the production area for preparing various convenience foods	1	0.5	0.5
PC19. Refer work order from the supervisor and refer process	1	0.5	0.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	chart for products produced			
	PC20. Measure required quantity of raw materials, ingredients, additives, seasoning, flavours etc and transfer into blending machine	3	1	2
	PC21. Set control parameters of blending machine and start machine to blend ingredients to prepare convenience mixes like breakfast cereals, breakfast mixes, bakery mixes, sweet mixes etc	4	1	3
	PC22. Open valves to allow steam to cook grains, control temperature to cool grains, monitor cooking and cooling operation	4	1.5	2.5
	PC23. Set controls of flake rollers and oven to flatten grains dry grain to produce breakfast cereals	4	1.5	2.5
	PC24. Measure prepared raw materials and transfer into the feed hopper of extruder to prepare extruded products	2	0.5	1.5
	PC25. Start extruder, feed ingredients and additives in required quantities and sequence to produce extruded breakfast cereals of required shape	4	1.5	2.5
	PC26. Monitor dials and gauges for temperature, pressure etc, of all process equipments, as applicable	4	1.5	2.5
	PC27. Monitor blending, flaking, drying, extrusion operations, and adjust settings as required to obtain products	4	1.5	2.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	within the specifications			
	PC28. Stop machine, tilt or open chute or start conveyor to transfer produced convenience mixes into container or to the feed hopper of packaging machine	4	2	2
	PC29. Check the quality of finished products passing out of machines to ensure its specification to organisation and legal standards	3	1	2
	PC30. Manually weigh the finished product(s), fill in the labelled packaging material and seal (or) start conveyor or manually transfer product(s) into packaging machine	2	0.5	1.5
	PC31. Load packaging materials and labels in packaging machine, set packing quantity and labeling details, start machine to pack finished products	3	1	2
	PC32. Sample products produced from production line and packed product, and transfer to quality lab for analysis	1	0.5	0.5
	PC33. Place packed and labelled products in cartons and transfer to storage area and store maintaining storage conditions following sop	1	0.5	0.5
	PC34. Report discrepancies/concerns to department supervisor for immediate action and implement the suggested corrective action	2	1	1
	PC35. Clean the work area,	2	0.5	1.5

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	equipments and tools using recommended cleaning agents and sanitizers				
	PC36. Attend minor repairs/faults (if any) of all components and machines		2	0.5	1.5
	PC37. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the sop or following suppliers instructions/manuals		1	0.5	0.5
			100	35	65
3.FIC/8514 Complete documentation and record keeping related to production of convenience foods	PC1. Document and maintain record of details of raw materials and packaging materials such as name of raw materials, type and variety, vendor/supplier details, grown area, grown season, quantity, receiving date, supplier details, receiving date/ date of manufacture, expiry date, supplier quality document, quality parameters of all raw materials, internal quality analysis report, etc. As per organisation standards	100	10	6	4
	PC2. Document and maintain record on observations (if any) related to raw materials and packaging materials		5	3	2
	PC3. Load the raw materials details in ERP for future reference		5	3	2
	PC4. Verify the documents and track from finished product to raw materials, in case of quality concerns and during		5	3	2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	quality management system audits			
	PC5. Document and maintain records of production plan with details such as product details, production sequence, equipments and machinery details, efficiency and capacity utilization of equipment	10	6	4
	PC6. Document and maintain records of process details such as type of raw material used, process parameters (temperature, time, pressure, etc. As applicable) for entire production and packaging in process chart or production log for all products produced	15	9	6
	PC7. Document and maintain records of batch size, production yield, wastage of raw materials, energy utilization and final products produced	10	6	4
	PC8. Document and maintain record of observations (if any) or deviations related to process and production	5	3	2
	PC9. Load the production plan and process details in ERP for future reference	5	3	2
	PC10. Verify documents and track from finished product to process details and raw materials, in case of quality concerns and for quality management system audits	5	3	2
	PC11. Document and maintain records of the types of convenience foods produced	5	3	2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	like breakfast cereals, breakfast mixes, bakery mixes etc				
	PC12. Document and maintain records of the finished products details such as batch number, time of packing, date of manufacture, date of expiry, other label details, primary, secondary and tertiary packaging materials for all finished products, storage conditions, etc. As per organisation standards		5	3	2
	PC13. Document and maintain record of observations or deviations (if any) related to finished products		5	3	2
	PC14. Load the finished product details in ERP for future reference		5	3	2
	PC15. Verify the documents and track from finished product to ingredients, in case of quality concerns and for quality management system audits		5	3	2
			100	60	40
4.FIC/8515 Ensure food safety, hygiene and sanitation for processing food products	PC1. Comply with food safety and hygiene procedures followed in the organisation	100	5	3	2
	PC2. Ensure personal hygiene by use of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.		5	1	4
	PC3. Ensure hygienic production of food by inspecting raw materials, ingredients, finished products, etc. For compliance to physical,		5	1	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	chemical and microbiological parameters			
PC4.	Pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations	10	2	8
PC5.	Clean, maintain and monitor food processing equipment periodically, using it only for the specified purpose	5	2	3
PC6.	Use safety equipment such as fire extinguisher, first aid kit and eye-wash station when required	10	2	8
PC7.	Follow housekeeping practices by having designated area for materials/tools	5	2	3
PC8.	Follow industry standards like GMP and HACCP and product recall process	10	4	6
PC9.	Attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control and prevent them	5	2	3
PC10.	Identify, document and report problems such as rodents and pests to management	5	2	3
PC11.	Conduct workplace checklist audits before and after work to ensure safety and hygiene	5	2	3
PC12.	Document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food	5	2	3

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	safety control system			
	PC13. Determine the quality of food using criteria such as odour, appearance, taste and best before date, and take immediate measures to prevent spoilage	5	2	3
	PC14. Store raw materials, finished products, allergens separately to prevent cross-contamination	5	2	3
	PC15. Label raw materials and finished products and store them in designated storage areas according to safe food practices	5	3	2
	PC16. Follow stock rotation based on FEFO/ FIFO	10	3	7
		100	35	65

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 2

EVIDENCE OF LEVEL

Awarding bodies will enter a proposed NSQF level for the qualification in the Qualification File Summary. This section asks for the evidence on which that proposal is based. The evidence must refer to the level descriptors of the NSQF.

NSDA recommends an approach to working out the level of qualifications which starts with the level descriptor domains (Process, Professional knowledge, Professional skill, Core skill and Responsibility: see annex A). Two variants for providing the evidence of level are offered here: Option A and Option B in the following pages. Awarding bodies should choose the option which best suits the qualification.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

OPTION B

Title/Name of qualification/component: Convenience Food Maker			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	A Convenience Food Maker's responsibility is the Production of processed food from food grains that require brief/minimum cooking.	<p>The job holder is responsible for production of processed food from food grains that require brief/minimum cooking through the process of cleaning, grinding, flaking, extruding and blending. This involves working in familiar, predictable, routine, situation of clear choice such as preparing and maintaining work area and process machineries for production of convenience food, preparing for and carrying out production of convenience food, complete documentation and complying with safety rules.</p> <p>Hence, it qualifies as a Level 4 role. Since it does not involve several choices to be made even in a familiar context, the role does not qualify for Level 5.</p> <p>As the job requires the Work in familiar, predictable, routine situation of clear choice, the job holder is expected to lubricate machineries for smooth operation, assess raw material quality through physical parameters such as colour, appearance, odour, etc. and verify supplier quality report to ensure standards and specifications, fix sieves in the sieving machine and transfer raw materials to obtain raw material of required</p>	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Convenience Food Maker			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>fineness, measure prepared raw materials and transfer into the feed hopper of extruder to prepare extruded products , place packed and labelled products in cartons and transfer to storage area and store maintaining storage conditions following SOP</p> <p>Therefore, it cannot be pegged at level 3.</p>	
Professional knowledge	<p>A Convenience food maker on the job must be able to know and understand hygiene requirements and standards relevant to the food processing unit, standards and procedures followed in the organisation for cleaning and disinfecting equipment/ tools job responsibilities/duties to maintain hygiene standards , dress code to be followed , whom to approach for support in order to obtain work related instructions, clarifications and support, relevant people and their responsibilities within the work area importance of following hygiene, safety and quality standards and the impact of not following the standards .</p>	<p>The job holder is expected to have factual knowledge of field of knowledge or study. For example, the job holder is expected to have knowledge of raw materials used for production and the finished products produced, equipment utilization for production. Knowledge pertaining to preparation for and production of convenience food, etc.</p> <p>Since all the above mentioned areas are related to factual knowledge of field of knowledge, the role qualifies for Level 4.</p> <p>As the job requires factual knowledge of field of knowledge or study, the job holder is expected to have knowledge of types and varieties of raw materials for production of convenience foods , production process, process parameters for various convenience foods, types of machineries used in processing and machineries used in the organisation, operating and handling processing machineries , types and category of packaging materials,</p>	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Convenience Food Maker			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		packaging machineries, storage procedures for raw materials, packaging materials and finished goods. Therefore, it cannot be pegged at level 3.	
Professional skill	A Convenience food maker on the job must be able to know and understand analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue, handle issues in case the manager is not available, plan and organize the work order and jobs received , organize raw materials and packaging materials required for all products , plan and prioritize the work based on the instructions received , plan to utilise time and equipment's effectively, organize all process/ equipment manuals so as to access information easily, understand customer requirements and their priority and respond as per their needs, discuss the possible solutions with the manager for problem solving, use common sense and make judgments on day to day basis, use reasoning skills to identify and resolve basic problems, use intuition to detect any potential problems which could arise during operations.	The job holder is expected to carry out routine and repetitive activities in a narrow range of application, using appropriate rule and tool. For instance, the job holder has to prepare and maintain work area and process machineries, attend to the minor repairs/ faults of all machines, provide support in planning production, post production cleaning and regular maintenance of equipment, possess skills pertaining to the preparation of raw materials and production of convenience foods, documentation and record keeping of the entire process, etc. All these activities are mostly repetitive and have a narrow range of application, hence qualifying the role for a Level 4. As the job requires the job holder to recall and demonstrate practical skill, routine and repetitive in narrow range application, using appropriate rule and tool, using quality concepts, for example, select and fit machine components such as sieves/screens, screws, dies, blades and related attachments to meet operating requirements, fix/change screens and set controls parameters of the cleaning machines , check the quality of prepared raw materials and transfer to the production	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Convenience Food Maker			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>area for preparing various convenience foods, start extruder, feed ingredients and additives in required quantities and sequence to produce extruded breakfast cereals of required shape, monitor dials and gauges for temperature, pressure etc, of all process equipments, as applicable.</p> <p>Therefore, it cannot be pegged at level 3.</p>	
Core skill	<p>A Convenience food maker on the job should have some core skills for performing the job which includes writing skills, reading skills, and oral and communication skills, For example, note the information communicated, note the raw materials used for production and the finished products produced, note the readings of the process parameters and provide necessary information to fill the process chart, note down observations (if any) related to the process, read and interpret and process flowchart for all products produced, read equipment manuals and process documents to understand the equipments operation and process requirement, discuss task lists, schedules and activities, effectively communicate with team members, question in order to understand the</p>	<p>The job holder is expected to communicate with clarity, have basic arithmetic skills and a basic understanding of political and natural environment. For instance, s/he should be able to note the information communicated by the supervisor, note the readings of process parameters, write information documents to internal departments/ internal teams, read and interpret the process flow chart for products produced, effectively communicate with team members and communicate clearly with the supervisor and cross department teams on the issues faced during process.</p> <p>Hence, this role qualifies for Level 4.</p> <p>As the job requires a language to communicate, written or oral, with required clarity, skill to basic arithmetic and algebraic principles. Basic understanding of social, political and natural environment, the job holder is</p>	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Convenience Food Maker			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
	nature of the problem and to clarify queries, attentively listen and comprehend the information given by the speaker, communicate clearly on the issues being faced.	expected to document and maintain record on observations (if any) related to raw materials and packaging materials, note the raw materials used for production and the finished products produced, note the readings of the process parameters and provide necessary information to fill the process chart, read equipment manuals and process documents to understand the equipments operation and process requirement, report discrepancies/concerns to department supervisor for immediate action and implement the suggested corrective action. Therefore, it cannot be pegged at level 3.	
Responsibility	A Convenience Food Maker is responsible for producing processed food through the process of cleaning, grinding, flaking, extruding and blending. S/he is responsible for operating and maintaining process parameters of all process machineries to produce convenience food.	The job holder is responsible for only own work and learning. S/he is a skilled worker who works under a supervisor and carries out activities after reading and understanding the requirement from the supervisor, provide support to the supervisor in planning production sequence, refer to the process chart/ production flow chart/ formulation chart for products to be produced and ensure working and performance of required machineries and tools. Hence, this role qualifies for Level 4. It does not comprise of any supervisory activities. As the job requires responsibility for own working and	4

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Convenience Food Maker			Level: 4
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
		<p>learning, the job holder is expected to prepare machineries for production, receive and clean raw materials , prepare raw material for production, prepare convenience foods, carry out post production cleaning and regular maintenance of equipments.</p> <p>Therefore, it cannot be pegged at level 3.</p>	

India-EU Skills Development project: Qualification File

SECTION 3 EVIDENCE OF NEED

What evidence is there that the qualification is needed?

During the industry interactions carried out while creating occupational maps and prioritization of job roles for Qualification Pack development, the mentioned qualification was indicated as a key requirement by the industry. Governing Council of FICSI shared the final approval for the development of the role. The qualification has also been validated and its need has been endorsed by leading industry players. Workshops were conducted and visits were carried out to Lawrence Road in New Delhi for the validation of the Qualifications Pack.

In addition, the NSDC Human Resource and Skill Requirement study has indicated that grain based products are the largest contributors to the Food Processing Industry accounting for 28% to 30% of revenues. The total rice milling capacity in the country is about 200 million tonnes per annum. India will continue to be one of the largest producers of cereals and the growth in processing infrastructure may help this industry to optimally leverage its raw material advantage. Favourable government policies such as increased alignment with international quality standards for this sub sector are being encouraged.

Evidence of the qualification is supported by validations with representation largely from medium and small enterprises owing to the nature of this industry. The complete list of validating companies has been enclosed as an annexure to the Q file.

Industry validation documents will be attached separately.

What is the estimated uptake of this qualification and what is the basis of this estimate?

As per the NSDC Human Resource and Skill Requirement study, the projected size of Dairy Products till the year 2022 is Rs. 2597 billion (CAGR of 11.4%). The incremental human resource requirement in Dairy Products is expected to be 68,000 with demand in the organized sector being 12,000 (annual).

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

The qualification discussed above is checked for any duplication across sectors. Given the qualification is niche to Food Processing sector, there is no duplication or pre-existing similar qualifications.

The QP for this role has been compared with NCVT courses and it has been found that NCVT does not have any specific course pertaining to convenience food, it has a generic course and provides training on packaging and storing of finished products in cold storages and refrigerator and "Bakery and confectionery" as a whole, whereas, FICSI has a separate qualification pack for "Convenience food maker" and provides training on production of processed food from food grains that require brief/minimum cooking through the process of cleaning, grinding, flaking, extruding and blending. This QP has been developed keeping in mind

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

the industry requirements.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

The qualification packs will be reviewed and checked for relevance and currency as per industry standards, after a period of 3 years. Also, there will be a sustainability plan in place to maintain relevance of the final QP.

This QP is set to be revised post January 2019.

Please attach any documents giving further information about any of the topics above. Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

- List of QP NOS validating companies – Annexure 3
- NSDC Human Resource and Skill Requirement study – Annexure 4

SECTION 4

EVIDENCE OF PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large scale organizations.
2. Exploring various lateral career opportunities for the discussed qualification
3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy.

Please refer to the career path as per Annexure 1 which clearly defines the career path.

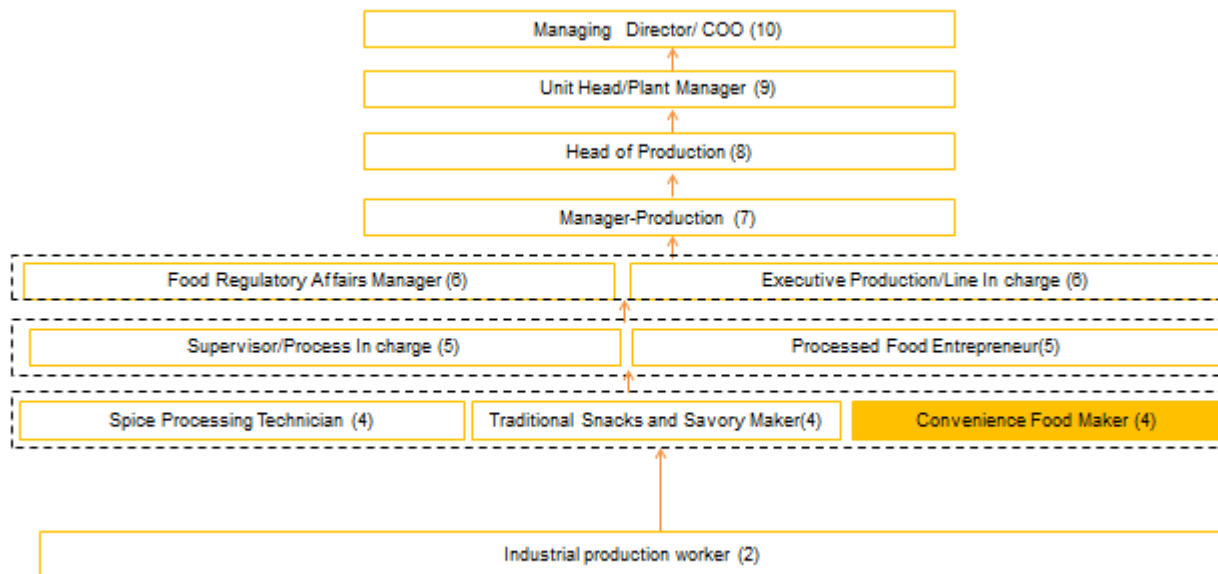
Please attach any documents giving further information about any of the topics above. Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Annexure 1: Career Map of Convenience Food Maker



Annexure 2: Qualification Pack of Convenience Food Maker (separate file)

Annexure 3: List of QP/NOS validating companies (separate file)

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

ANNEX A

NSQF LEVEL DESCRIPTORS

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
1	Prepares person to/carry out process that are repetitive on regular basis require no previous practice,	Familiar with common trade terminology, instructional words, meanings and understanding.	Routine and repetitive, takes safety and security measures.	Reading and writing; addition, subtraction; personal financing; familiarity with social and religious diversity, hygiene and environment.	No responsibility; always works under continuous instruction and close supervision.
2	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	Material, tools and applications in a limited context, understands context of work and quality.	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	No responsibility; works under instruction and close supervision.
3	Person may carry out a job which may require limited range of activities routine and predictable.	Basic facts, process and principle applied in trade of employment.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment.	Under close supervision. Some responsibility for own work within defined limit.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
4	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.
5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	Responsibility for own work and learning; responsibility for others' works and learning.
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.	Factual and theoretical knowledge in broad contexts within a field of work or study.	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Reasonable good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication.	Responsibility for own work and learning and full responsibility for other's works and learning.
7	Requires a command of wide-ranging specialised theoretical and practical skills, involving	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or	Wide range of cognitive and practical skills required to generate solutions to specific	Good logical and mathematical skill understanding of social political and natural environment and organising	Full responsibility for output of group and development.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
	variable routine and non-routine contexts.	study.	problems in a field of work of study.	information, communication and presentation skill.	
8	Comprehensive, cognitive, theoretical knowledge and practical skills to develop creative solutions to abstract problems. Undertakes self-study; demonstrates intellectual independence, analytical rigour and good communication.			Exercise management and supervision in the context of work/study having unpredictable changes; responsible for the work of others.	
9	Advanced knowledge and skill. Critical understanding of the subject, demonstrating mastery and innovation, completion of substantial research and dissertation.			Responsible for decision making in complex technical activities involving unpredictable work/study situations.	
10	Highly specialised knowledge and problem solving skill to provide original contribution to knowledge through research and scholarship.			Responsible for strategic decisions in unpredictable complex situations of work/study.	

NSQF LEVEL OUTLINES

NSQF levels related to the labour market

Level 1: Work requiring knowledge, skills and aptitudes at level 1 will be routine, repetitive, and focused on limited tasks carried out under close supervision. In some sectors, people carrying out these job roles may be described as “helpers”.

Individuals in jobs which require level 1 qualifications **may** be expected to be able to read, write, add and subtract, but will not normally be required to have any previous knowledge or skills relating to the work¹.

When employed, they will be instructed in their tasks and expected to learn and use the common terminology of the trade and acquire the basic skills necessary for the work.

Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers.

Level 2: Work requiring knowledge, skills and aptitudes at level 2 will also be routine and repetitive, and tasks will be carried out under close supervision. The individuals will not be expected to deal independently with variables which affect the carrying out of the work. People carrying out these work roles may be described as “assistants” and the range of tasks they carry out will be limited.

Individuals in jobs which require level 2 qualifications will normally be expected to be able to read and write, add and subtract. Their work may involve taking and passing on messages.

They may also be expected to have some previous experience, knowledge and skills in the occupation. When employed, they will be instructed in their tasks and expected to acquire the practical skills necessary to assist skilled workers and/or give a limited service to customers. They will learn about, and use, the materials, tools and applications required to carry out basic tasks in an occupation. They may have to select the appropriate materials, tools and/or applications to carry out tasks.

They will be expected to understand what constitutes quality in their job role and distinguish between good and bad quality in the context of the tasks they are given. Job holders at this level will be expected to carry out the tasks they are given safely and securely and to use hygienic and environmentally friendly practices. This means that they will be expected to take some responsibility for their own health and safety and that of fellow workers and, where appropriate, customers.

In working with others, they will be expected to respect the different social and religious backgrounds of their fellow workers, but their contribution to team work may be limited.

¹ In practice many workers at this level will have limited literacy and NOS and qualifications at this levels should reflect this – eg in relation to assessment.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Level 3: Work requiring knowledge, skills and aptitudes at level 3 will be routine and predictable. Job holders will be responsible for carrying out a limited range of jobs under close supervision. Their work may require the completion of a number of related tasks. People carrying out these job roles may be described as “partly-skilled workers”.

Individuals in jobs which require level 3 qualifications will normally be expected to be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation and should know the basic facts, processes and principles applied in the trade for which they are qualified and be able to apply the basic skills of the trade to a limited range of straightforward jobs in the occupation.

They will be expected to understand what constitutes quality in their job role and more widely in the sector or sub-sector and to distinguish between good and bad quality in the context of the jobs they are given. Job holders at this level will be expected to carry out the jobs they are given safely and securely. They will work hygienically and in ways which show an understanding of environmental issues. This means that they will be expected to take responsibility for their own health and safety and that of fellow workers and, where appropriate, customers and/or clients.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social environment. They should be able to make a good contribution to team work.

Level 4: Work requiring knowledge, skills and aptitudes at level 4 will be carried out in familiar, predictable and routine situations. Job holders will be responsible for carrying out a range of jobs, some of which will require them to make choices about the approaches they adopt. They will be expected to learn and improve their practice on the job. People carrying out these jobs may be described as “skilled workers”.

Individuals in jobs which require level 4 qualifications should be able to communicate clearly in speech and writing and may be required to use arithmetic and algebraic processes. They will be expected to have previous knowledge and skills in the occupation in which they are employed, to appreciate the nature of the occupation and to understand and apply the rules which govern good practice. They will be able to make choices about the best way to carry out routine jobs where the choices are clear.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their job roles. Job holders at this level will be expected to carry out their work safely and securely and take full account of the health and safety on colleagues and customers. They will work hygienically and in ways which show an understanding of environmental issues.

In working with others, they will be expected to conduct themselves in ways which show a basic understanding of the social and political environment. They should be able to guide or lead teams on work within their capability.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Level 5: Work requiring knowledge, skills and aptitudes at level 5 will also be carried out in familiar situations, but also ones where problems may arise. Job holders will be able to make choices about the best procedures to adopt to address problems where the choices are clear.

Individuals in jobs which require level 5 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They will require well developed practical and cognitive skills to complete their work. They may also have some responsibility for others' work and learning. People carrying out these jobs may be described as "fully skilled workers" or "supervisors".

Individuals employed to carry out these jobs will be expected to be able to communicate clearly in speech and writing and may be required to apply mathematical processes. They should also be able to collect and organise information to communicate about the work. They will solve problems by selecting and applying methods, tools, materials and information.

They will be expected to have previous knowledge and skills in the occupation, and to know and apply facts, principles, processes and general concepts in the occupation.

They will be expected to understand what constitutes quality in the occupation and will distinguish between good and bad quality in the context of their work. They will be expected to operate hygienically and in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

Level 6: Work requiring knowledge, skills and aptitudes at level 6 will require the use of both standard and non-standard practices. Job holders will carry out a broad range of work which will require a wide range of specialised technical skills backed by clear factual and theoretical knowledge.

Individuals in jobs which require level 6 qualifications will normally be responsible for the completion of their own work and expected to learn and improve their performance on the job. They are likely to have full responsibility for others' work and learning. People carrying out these jobs may be described as "master technicians" and "trainers".

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and may be required to carry out mathematical calculations. They should also be able to collect data, organise information, and communicate logically about the work. They will solve problems by selecting and applying methods, tools, materials and information.

They will be expected to have broad factual and theoretical knowledge applying to practice within the occupation, and a range of practical and cognitive skills. They will be able to generate solutions to problems which arise in their practice.

They will be expected to understand what constitutes quality in the occupation and to distinguish between good and bad quality in the context of all aspects of their work. They will be expected to work in ways which show an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or manage.

In working with others, they will be expected to conduct themselves in ways which show an understanding of the social and political environment.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Level 7: Work requiring knowledge, skills and aptitudes at level 7 will take place in contexts which combine the routine and the non-routine and are subject to variations. Job holders will carry out a broad range of work which requires wide-ranging specialised theoretical and practical skills.

Individuals in jobs which require level 7 qualifications will normally be responsible for the output and development of a work group within an organisation. People carrying out these job roles are likely to be graduates. They may be described as “managers” or “senior technicians”.

Individuals employed to carry out these job roles will be expected to be able to communicate clearly in speech and writing and are likely to be required to carry out mathematical calculations as part of their work. They should also be skilful in collecting and organising information to communicate logically about the work.

They will be expected to have wide-ranging factual and theoretical knowledge of practice within the occupation, and a wide range of specialised practical and cognitive skills. They will be able to generate solutions to problems which arise in their work.

They will be expected to understand what constitutes quality in the occupation and distinguish between good and bad quality in all aspects of their work. They will be expected to work in ways which show a good understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out and manage.

In working with others, they will be expected to conduct themselves in ways which show a good understanding of the social and political environment.

Level 8: Individuals in jobs which require level 8 qualifications will normally be responsible for managing the work of a team and developing the team. The work will involve dealing with unpredictable circumstances affecting the work.

Their work will require the use of comprehensive knowledge and understanding of the occupational field and a commitment to self-development.

They will normally need an ability to develop creative solutions to problems requiring abstract thought. They will be required to show intellectual independence and a rigorous analytical ability. They will need to be good communicators.

Level 9: Individuals in jobs which require level 9 qualifications will normally be responsible for complex decision-making in unpredictable contexts.

They will have to exercise senior responsibility in an organisation and show mastery of the issues in the occupation and the ability to innovate.

Their work will require the use of advanced knowledge and skill. They may make contributions to knowledge in their field through research.

Level 10: Job Individuals in jobs which require level 10 qualifications will normally be responsible for strategic decision-making. The context of their work will be complex and unpredictable.

They are likely to be responsible for an organisation or a significant division of an organisation. They will have to provide leadership.

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

Their work will require highly specialised knowledge and problem-solving skills. They may make original contributions to knowledge in their field through research, scholarship or innovative practice.