

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Food Industry Capacity and Skill Initiative (FICSI), 3rd Floor, Shriram Bharatiya Kala Kendra, 1, Copernicus Marg, Mandi House, New Delhi 110001

Name and contact details of individual dealing with the submission

Name: Mr. Sunil K Marwah

Position in the organisation: Chief Executive Officer

Address if different from above: Same as above

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Occupational Map
3. Reports as evidence of need
4. Model Curriculum
 - Indicative list of tools/equipment to conduct the training
 - Trainers' qualification
 - Lesson Plan
 - Distribution of training duration into theory/practical/OJT component

NSQF QUALIFICATION FILE

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1	Qualification Title – Supervisor-Food Processing Industries	
2	Qualification Code, if any - FIC/Q9009	
3	NCO code and occupation – NCO-2015/NIL Production	
4	<p>Nature and purpose of the qualification (Please specify whether qualification is short term or long term) -</p> <p>This is a Qualification Pack (QP), corresponding to Level 5 and includes Six (6) compulsory NOSs.</p> <p>Targeted learners: The role entails supervision of food processing unit operations as per standard work practices.</p> <p>Main purpose of the qualification – is to get unemployed people into work and also to up-skill the already employed in the industry. This is a short-term qualification.</p>	
5	Body/bodies which will award the qualification	Food Industry Capacity and Skill Initiative
6	Body which will accredit providers to offer courses leading to the qualification	Food Industry Capacity and Skill Initiative
7	Whether accreditation/ affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes
8	Occupation(s) to which the qualification gives access	Production
9	Job description of the occupation	The individual at work is responsible for supervising of the production process in food manufacturing facility as per the organizational standards. The individual monitors equipment performance to ascertain proper utilization and carries out preventive maintenance in a processing unit compliance with food safety standards of the organization.
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NA
12	Level of the qualification in the NSQF	Level 5
13	Anticipated volume of training/learning required to complete the qualification	570 Hrs
14	Indicative list of training tools required to deliver this qualification	White board, Marker, Projector screen, Power Point Presentation, Laptop with charger, Various raw materials, Packaging materials, Tools, equipment and other utilities, Personal Protection Equipment: Safety glasses, Head protection,

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		Rubber gloves, Safety footwear, Relevant Standard Operating Procedures, Sample reports, Sample pictures of various biological, chemical, and physical hazards, Sample pictures of Contaminants, samples of potential allergens, process flow chart , HACCP plan, Warning signs and tapes, Fire extinguisher, First aid kit, Relevant Standard Operating Procedures.
15	Entry requirements and/or recommendations and minimum age	<p>1. Completed 2nd year diploma after 12th OR</p> <p>2. 12th grade pass with 2-year NTC/ CITS/NAC and 1 year of relevant experience OR</p> <p>3. 12th Grade pass with 3-year relevant experience OR</p> <p>4. Previous relevant qualification of NSQF Level 5 with 1.5 year relevant experience OR</p> <p>5. Previous relevant qualification of NSQF Level 4 with 3 years of relevant experience</p> <p>20 years</p>
16	Progression from the qualification (Please show Professional and academic progression)	In Charge-Food Processing Facility
17	Arrangements for the Recognition of Prior learning (RPL)	The first step consists of on-ground mobilisation to identify the potential candidates for RPL program. Thereafter, candidates are screened to evaluate the existing skillsets and experience for the respective job role. The candidates who have been selected for the RPL program undergo orientation on job-specific skills, soft skills, entrepreneurship, etc. After the training is complete, assessments are conducted as per SSC guidelines and candidates who clear it are provided the certificate aligned to the job role.
18	International comparability (where known (research evidence to be provided)	Not established yet.
19	Date of planned review of qualification	17/11/2025
20	Formal structure of the qualification	
	Mandatory components	

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	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)			Level
		Theor y	Practi cal	OJT	
(i)	Includes 6 Compulsory NOSs -				
	I. FIC/N1026: Ensure Preparedness for production	20	40		5
	II. FIC/N9029: Supervise the operations at food processing unit	60	60	120	5
	III. FIC/N9005: Evaluate and develop entrepreneur skills	20	40		5
	IV. FIC/N9904: Ensure Food Safety at the Workplace	10	20		5
	V. FIC/N9903: Ensure Workplace Health and Safety	10	20		5
	VI. DGT/VSQ/N0102: Employability Skills	24	36		4
Sub Total (A)		480 Hrs			
Elective NOS 1					
(ii)	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)			Level
	Elective NOS	Theory	Practical		
1	FIC/N5021: Supervise the Production of Bakery Products	30	60		5
Elective NOS 2					
2	FIC/N0133: Supervise Production of Fruit and Vegetable Products	30	60		5
Elective NOS 3					
3	FIC/N2030: Supervise the production of dairy products	30	60		5
Elective NOS 4					
4	FIC/N3023: Supervise the production of meat and poultry products	30	60		5
Total (Sub Total (A) + One Elective)		570			

SECTION 1
ASSESSMENT

<p>21</p>	<p>Body/Bodies which will carry out assessment:</p> <p>AoN, Mettl, IQAG, Skills Mantra, Radiant Infonet, Eduvantage, Palmary and TAG.</p>
<p>22</p>	<p>How will RPL assessment be managed and who will carry it out?</p> <p>The assessment body or employer assessors shall be responsible for RPL assessment.</p> <p>In RPL, the candidate has acquired the skills and knowledge while working and requires assessment and certification only. RPL is the acknowledgement of skills and knowledge obtained through:</p> <ul style="list-style-type: none"> • formal training • work experience • life experiences <p>The focus of RPL is the competence gained from these experiences; not how, when or where the learning occurred.</p> <p>Process or steps in RPL assessments</p> <ol style="list-style-type: none"> 1. Offering RPL to potential candidates 2. Providing information to the candidate 3. Evidence collation 4. Pre-screening & orientation 5. Self-assessment 6. Assessment and making the decision 7. Feedback to the candidate 8. Documentation of outcomes 9. Certification
<p>23</p>	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>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.</p> <p>Assessment Agency would conduct assessment only at the training centres of Training Partner or designated testing centers authorized by FICSI.</p> <p>Ideally, the assessment will be a continuous process comprising of three distinct steps:</p>

<p>A. Mid- term assessment</p> <p>B. Term / Final Assessment</p> <p>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.</p> <p>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.</p> <p>The following tools are proposed to be used for final assessment:</p> <p>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.</p> <p>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.</p> <p>iii. Structured Interview: This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand.</p>
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Please attach most relevant and recent 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.

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 – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment Evidence

Title of Component:

Criteria for Assessment of Trainees

Job Role: Supervisor-Food Processing Industries

Qualification Pack: FIC/Q9009

Sector Skill Council: FICSI

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS

1. FIC/N1026: Ensure preparedness for production

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan for production</i>	15	27	-	-
PC1. identify work requirements for production through relevant sources. Sources: process flow chart, product recipes, production orders, production targets, manpower, equipment, and utilities requirements, etc.	2	4	-	-
PC2. prioritize tasks as per work schedule and production requirements	2	4	-	-
PC3. estimate manpower and material requirements as per production need. Material: raw materials, packaging materials, tools, equipment and other utilities	3	5	-	-
PC4. ensure material stock availability required to carry out production	2	4	-	-
PC5. plan and ensure capacity utilization of machinery with respect to the processing time, production order and batch size for each product	3	5	-	-
PC6. provide information such as work requirements to the team and address their needs and queries as they arise	3	5	-	-
<i>Organize work area for production</i>	20	38	-	-
PC7. inspect the work area to ensure it is clean and free from hazardous materials, wastes, etc.	2	4	-	-
PC8. ensure tools and equipment are clean and suitable for use	2	4	-	-
PC9. report information such as faulty tools and equipment to the concerned authority	2	4	-	-
PC10. ensure the tools and equipment are organized properly	2	4	-	-
PC11. receive and organize production materials appropriately. Production materials: raw materials, packaging materials etc.	3	5	-	-

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PC12. supervise the bulk handling of production materials	2	4	-	-
PC13. verify the received production materials are intact and approved by quality department	3	5	-	-
PC14. allot responsibilities/work to the assistants, operators and helpers and confirm they have understood the tasks to be carried out	2	4	-	-
PC15. manage the new/existing work requirements and provide adjustment as per process demand	2	4	-	-
NOS Total	35	65		

Compulsory NOS

2. FIC/N9029: Supervise the operations at food processing unit

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise pre-production activities</i>	8	25		
PC1. ensure cleanliness and sterilization of equipment and machinery used in the production process	1	5		
PC2. ensure proper maintenance of all the equipment and machineries as per SOP	2	5		
PC3. conduct pre-start checks on machinery used for process	2	5		
PC4. take corrective action in response to typical faults and inconsistencies	2	5		
PC5. start, monitor and adjust process equipment and machineries to achieve required outcomes	1	5		
<i>Supervise food processing unit</i>	14	29		
PC6. ensure the of use protective clothing for specific tasks and work conditions as per SOP	1	4		
PC7. check control points of machines and equipment at regular intervals	2	4		

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PC8. maintain safe and clean work environment at the processing unit	2	4		
PC9. verify the quality report on raw materials to ensure its conformance to quality	2	4		
PC10. analyze production performance records and data to identify issues	2	4		
PC11. identify solutions to prevent/correct problems and implement suggested corrective action	2	5		
PC12. ensure products are packed under sterilized conditions following proper standard guidelines	3	4		
<i>Supervise post-production activities</i>	8	16		
PC13. ensure periodic maintenance of all machines and equipment following the sop	2	4		
PC14. carry out labelling, segregation and disposal of waste as well as left over tested material safely as per the SOP	2	4		
PC15. handle and dispose all materials used in the experiment safely as per health and safety management system of the company	2	4		
PC16. ensure post-production cleaning of the work area and tools	2	4		
NOS Total	30	70		

Compulsory NOS

3. FIC/N9005: Evaluate and develop entrepreneur skills

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Evaluate before starting food processing unit</i>	19	41	-	-

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PC1. self evaluate on the capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc.),make independent and clear decisions under pressure, physical and emotional stamina work long hours	5	10	-	-
PC2. evaluate the performance of various food processing sectors and sale/market share of various category of processed foods, to decide on starting the food processing sector and food product	3	7	-	-
PC3. choose the right product based on strengths, potential, capability, market demand, profitability, personal preferences	3	7	-	-
PC4. conduct market survey to understand the market trend, market needs, opportunity, competition	3	7	-	-
PC5. review market demand based on competitors, customers, market requirement, current market status etc.	3	7	-	-
PC6. consult with experts, experienced people and family on the ideas developed	2	3	-	-
<i>Develop Entrepreneur Skills</i>	16	24	-	-
PC7. acquire knowledge (through training or other sources like reading books) on communication skills, management skills, accounting skills, marketing skills	4	6	-	-
PC8. develop / acquire technical skills (through training or through work experience) on raw materials handling product processing, product preservation, packaging ,quality control, product storage, processing machineries, relevant food laws and regulations, food safety hygiene and sanitation	4	6	-	-
PC9. develop skills on distribution, sales and marketing (through training or discussing and learning from experienced people)	4	6	-	-

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PC10. learn to be realistic and objective while planning business, and discrete in sharing the ideas	2	3	-	-
PC11. acquire knowledge (through training or other sources like reading books) on communication skills, management skills, accounting skills, marketing skills	2	3	-	-
NOS Total	35	65	-	-

Compulsory NOS

4. FIC/N9904: Ensure food safety at the workplace

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety at the workplace</i>	30	70	-	-
PC1. identify the biological, chemical, and physical hazards at various stages of food processing. Stages: procurement of raw material; production, manufacturing, distribution, delivery of finished product, etc.	-	-	-	-
PC2. implement food safety procedures and regulatory policies at the food processing workplace. Policies: Visitor's Policy, Health declaration policy, Jewellery policy, Quality, and safety policy	-	-	-	-
PC3. ensure that the materials are adequately isolated to prevent them from contamination. Materials: raw materials, processed materials, finished goods, etc. Contamination: Physical, Chemical, Biological & shop floor environment	-	-	-	-
PC4. establish and follow Good Manufacturing Practices (GMPs) laid down in applicable Food Safety and Standards Authority of India (FSSAI) guidelines. Good Manufacturing Practices (GMPs): location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution etc.	-	-	-	-

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PC5. establish and follow allergen management system for handling and storage of raw materials	-	-	-	-
PC6. establish and follow monitoring systems like Hazard Analysis Critical Control Point (HACCP), product information and consumer awareness, product recall and withdrawal, and traceability HACCP: Hazard identification, identification of critical control points, establish critical limits, corrective and preventive action. Product information and consumer awareness: Product labelling and consumer education. Traceability: forward and backward traceability	-	-	-	-
PC7. take appropriate action in instances such as VACCP (Vulnerability Assessment Critical Control Points) and TACCP (Threat Assessment Critical Control Points)	-	-	-	-
PC8. plan, conduct, manage, consolidate outcomes, and close corrective actions of workplace audit on food safety as per FSSAI guidelines, address the non-conformance with root cause analysis (RCA), corrective action preventive action (CAPA)	-	-	-	-
PC9. address issues pertaining to food safety and quality reported by the team members	-	-	-	-
PC10. record information such as food safety regulations followed, inspections done, faults observed, etc. as per standard procedure	-	-	-	-
PC11. organize trainings and workshops on food safety aspects such as Good Manufacturing Practices (GMP), HACCP, VACCP, TACCP, etc.	-	-	-	-
NOS Total	30	70	-	-

Compulsory NOS

5. FIC/N9903: Ensure workplace health and safety

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow preventive measures to avoid accidents</i>	13	31	-	-

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PC1. wear appropriate personal protective equipment (PPE) as per task requirements. PPE: gloves, hairnets, masks, ear plugs, goggles, shoes etc.	-	-	-	-
PC2. identify job-site hazardous work and possible causes of risk or accident at the workplace	-	-	-	-
PC3. deal with hazards safely and appropriately to ensure safety of self and others	-	-	-	-
PC4. ensure that the equipment used (such as for lifting and carrying materials, power tools, etc.) are maintained effectively	-	-	-	-
PC5. implement organisational safety protocols to prevent accidents and hazards	-	-	-	-
PC6. ensure that general health and safety equipment are readily available at all times	-	-	-	-
PC7. ensure that common hazard signs are displayed properly wherever required	-	-	-	-
PC8. use various types of fire extinguisher effectively	-	-	-	-
PC9. train the workforce on accident prevention techniques required at the workplace. Accident prevention techniques: role of appropriate PPE; use of fire extinguishers, dealing with hazards; identification of risks that could lead to accidents; safety protocols followed to avoid accidents; role of different types of hazard signs, safe lifting and carrying practices, etc.	-	-	-	-
<i>Deal with emergencies</i>	8	18	-	-
PC10. follow workplace emergency and evacuation procedures	-	-	-	-
PC11. use safe methods to free a person from electrocution	-	-	-	-
PC12. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning, etc.				
PC13. provide artificial respiration and cardiopulmonary resuscitation (CPR) in various instances (e.g., cardiac arrest)				
PC14. report any identified breaches in health, safety and security policies and procedures to the concerned authority				

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PC15. train the workforce on emergency procedures to be followed at the workplace. Emergency procedures: safe evacuation; treating a person from electrocution; immediate first aid to be given at times of cuts, bleeding, burns, choking, electric shock, poisoning, etc.; administering artificial respiration and cardio-pulmonary resuscitation (CPR); escalating issues beyond own scope, etc.				
<i>Manage infection control</i>	9	21	-	-
PC16. follow and enforce Good Hygiene Practices (GHP) among the team. GHP: washing hands regularly, reporting personal health issues to the concerned, undertaking preventive health check-ups at regular intervals, getting vaccinated as per standard procedures whenever required, etc.	-	-	-	-
PC17. identify the type of infection spread in discussion with designated personnel and relevant sources. Type of infection spread: severity; precautions to be taken; safety protocols to be followed during spread; sanitisers to be used, etc.	-	-	-	-
PC18. ensure the work area, equipment and related facilities are being sanitised effectively as per organisational schedule and work requirements	-	-	-	-
PC19. ensure that materials used for sanitisation are stored appropriately and readily available at times of need	-	-	-	-
PC20. take appropriate action at times of illness to self and others in the team	-	-	-	-
PC21. train the workforce on infection control practices followed at the workplace. Infection control practices: precautions to be taken; types of sanitisers to be used; ensuring appropriate sanitization of self and work area; reporting illness to self and others promptly, etc.	-	-	-	-
PC22. review standard operating procedures (SOPs) as per organisational schedule to ensure compliance with regulatory requirements	-	-	-	-
PC23. ensure periodic health check-up of all workers in compliance with FSSAI guidelines	-	-	-	-
PC24. provide regulatory support and process improvements which have an impact on regulatory affairs related to quality and safety assurance in respective departments	-	-	-	-
NOS Total	30	70	-	-

Compulsory NOS

6. DGT/VSQ/N0102: Employability Skills

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-

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PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PCI0. understand the difference between job and career	-	-	-	-
PCI1. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PCI2. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PCI3. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PCI4. communicate and behave appropriately with all genders and PwD	-	-	-	-
PCI5. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PCI6. select financial institutions, products and services as per requirement	-	-	-	-
PCI7. carry out offline and online financial transactions, safely and securely	-	-	-	-

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PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-

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PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Elective NOS

1. FIC/N5021: Supervise the production of bakery products

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor the production of bakery products</i>	30	30	0	0
PC1. ensure tools, equipment and machinery are working effectively Equipment: metering devices, scale indicators, flour sifter, pre-mixer, mixers, pressure pumps, blowers, etc.	1	1	0	0
PC2. inspect the production process to ensure that the team follows the standard process chart/product flow chart/formulation chart for producing the bakery products	1	1	0	0
PC3. check the mesh size for appropriate size and proper placement	1	1	0	0
PC4. ensure proper mixing of all the ingredients for the preparation of premix as per the SOP	2	2	0	0

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<p>PC5. make sure the mixing parameters are maintained for the equipment used in production of bakery products</p> <p>Mixing parameters: time, temperature, speed, etc.</p>	1	1	0	0
<p>PC6. confirm the dough is prepared as per the specifications</p>	2	2	0	0
<p>PC7. ascertain that the temperature and humidity of the fermentation chamber or room are maintained adequately as per standards</p>	1	1	0	0
<p>PC8. monitor the processes like cutting, moulding, slicing, sheeting, etc.</p>	1	1	0	0
<p>PC9. ensure that the dough mix is transferred safely into the hopper of dough shaping machine as per SOP</p>	1	1	0	0
<p>PC10. monitor the dough shaping machine periodically and ensure it conforms to the desired standards</p> <p>Parameters: weight of products, speed of rollers speed of conveyors, pressure, cut off length, product dimensions, etc.</p>	1	1	0	0
<p>PC11. ensure appropriate quantity of toppings are loaded in the sprinkler machine</p> <p>Toppings: salt, sugar, choco chips, coconut desiccated powder, etc.</p>	1	1	0	0
<p>PC12. ensure the weight of cream fat meets the standard recipe formulation</p>	1	1	0	0
<p>PC13. check and ensure flavors are added into the cream by using appropriate mesh sieve or pressure flow</p>	1	1	0	0
<p>PC14. monitor the process of preparation of baking pans</p>	1	1	0	0
<p>PC15. ensure the shaped dough pieces are transferred into baking pans and the baking pans are transferred into the oven safely</p>	1	1	0	0
<p>PC16. check the controls of baking machine</p> <p>Controls: speed, temperature, time, etc.</p> <p>Baking machine: rack oven, rotary oven, horizontal oven etc.</p>	1	1	0	0
<p>PC17. make sure bakery products are cooled properly before packaging</p>	1	1	0	0

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<p>PC18. inspect product parameters for standard compliance</p> <p>Product parameters: moisture, length, width, height, weight, colour, appearance, etc.</p>	1	1	0	0
<p>PC19. monitor the critical control points and check the effectiveness periodically to ensure product safety</p>	2	2	0	0
<p>PC20. handle the rejections at critical control points carefully</p>	1	1	0	0
<p>PC21. ensure sample of the baked product are sent to the quality lab for analysis and testing</p>	1	1	0	0
<p>PC22. provide suggestion for corrective actions for any problems related to production, process, and products, etc.</p>	1	1	0	0
<p>PC23. ensure timely completion of production and achieve set targets (including quantity and quality) with minimum or no wastage</p>	1	1	0	0
<p>PC24. ensure segregation and proper storage of the discarded and fresh items as per standard work practices</p>	2	2	0	0
<p>PC25. maintain records as per organizational practice</p> <p>Records: raw materials, supplier details, supplier quality document, internal quality analysis report, product produced, production record, equipment and machinery performance details, efficiency and capacity utilization of equipment, etc.</p>	2	2	0	0
<p><i>Oversee packaging, storing and dispatching of finished bakery product</i></p>	30	30	0	0
<p>PC26. check and ensure packaging material and labelling used are as per the FSSAI regulations of packaging and labelling, 2011</p> <p>Detailed: name of the product, net weight, name and address (manufacturer, packer, distributor, importer, exporter or vendor), batch number, date manufacturing /packing, best before or use date, veg /non-veg logo, FSSAI registration number, ingredient declaration, nutritional value, etc.</p>	4	4	0	0
<p>PC27. inspect the quality of filling and sealing of the finished products and check the weight to ensure it is within permissible limits</p>	4	5	0	0

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PC28. ensure sample of the final product is sent to the quality lab for analysis	5	4	0	0
PC29. inspect the final packing and labelling of the products as per applicable FSSAI norms	4	5	0	0
PC30. take appropriate preventive and corrective actions against any non-conformances and ensure effective implementation	5	4	0	0
PC31. supervise appropriate placement and safe storage of the final packed product	4	4	0	0
PC32. report discrepancies/concerns to the manager promptly and accurately, if any	4	4	0	0
<i>Ensure post-production activities and maintenance of machinery and equipment</i>	20	20	0	0
PC33. monitor the post-production cleaning process of the work area, machinery, tools and equipment as per standards Adequately: use of recommended cleaning agents and sanitizers; implementation of standard industrial work practices such as Clean In Place (CIP), Clean Out of Place (COP), etc.	4	4	0	0
PC34. ensure periodic maintenance of tools and equipment is being carried out as per schedule	4	4	0	0
PC35. ensure organizational practices are followed for the repair and maintenance of the production machinery, tools and equipment	4	4	0	0
PC36. plan the fumigation work in coordination with internal departments and external agencies as per organisational needs	4	4	0	0
PC37. ensure the repair and maintenance is completed effectively before the start of the next production cycle	4	4	0	0
NOS Total	80	80	0	0

Elective NOS

2. FIC/N0133: Supervise production of fruit and vegetable products

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Mark
<i>Supervise the production of fruit and vegetable products</i>	45	45		
PC1. check assembling process of the fittings such as stirrer, blades, pipes and other parts to equipment and ensure all machineries are ready for production as per SOP	3	3		
PC2. ensure process parameters such as temperature, pressure, time, etc. are set	3	3		
PC3. check control points of machines and equipment at regular intervals to ensure operational performance machines and equipment: grading and sorting machine and line conveyor, pulper, jet sprays, sprinklers, etc. control points: plc panel, speed of machine, time, temperature, pressure, water level, etc.	3	3		

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PC4. check the quality of graded and sorted produce through physical & sensory parameters physical Parameters: shape, size, weight, volume, taste, smell, texture, maturity, specific gravity, foreign material contamination, pest infestation etc.	3	3		
PC5. ensure pulp or juice of fruits is extracted using pulper or juicer with desired sieve size	3	3		
PC6. check collected pulp or juice to ensure if it is free from impurities impurities: seeds, fiber, dirt, etc.	3	3		
PC7. collect samples of the pulp or juice and check quality parameters before sending it to the quality lab for analysis as per organizational standards quality parameters: taste, odour, color, degree brix, pH, titratable acidity, etc.	3	3		
PC8. supervise packaging process of the finished products and carry out random check on the weight of packed products	3	3		
PC9. ensure products are packed under sterilized conditions as per organizational standards	3	3		
PC10. check the labelling details on the packaging material packaging – lacquered cans, glass bottles, PET bottles, etc details: brand name, date of manufacture, date of expiry, batch code, nutritional facts, etc.	3	3		
PC11. check for the required weight and quality of the container	3	3		
PC12. ensure transfer of packed cartons/ pallets to storage area as per standard organization practices	3	3		
PC13. analyze production performance records and data to identify issues related to fruit and vegetable products processing	3	3		
PC14. discuss unresolved issues with the manager and identify solutions to prevent/correct problems and implement suggested corrective action	3	3		

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PC15. maintain safe and clean work environment by educating team on procedures to maintain compliance	3	3		
<i>Ensure post-production activities and regular maintenance of machinery and</i>	15	15		
PC16. ensure the team comply with the safety and cleaning procedures of the organization	3	3		
PC17. monitor work area, machineries, equipment, and tools are cleaned with the recommended cleaning agents and	4	4		
PC18. ensure minor repairs/faults of all machines (if any) are attended before the start of the next production cycle	4	4		
PC19. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment as per SOP or suppliers instructions/manuals	4	4		
<i>Ensure maintenance of the records</i>	20	22		
PC20. ensure the maintenance of record of product, production, packaging product records: names of raw materials, supplier details, receiving date/date of manufacture, expiry date, supplier quality document, internal quality analysis report, etc. production record: product produced, production sequence, equipment and machinery details, efficiency and capacity utilization of equipment, etc. packaging record: package supplier details, type of packaging used, quality inspection record of packaging material, etc.	4	4		
PC21. arrange for the repair/corrective maintenance in case of machine breakdowns during the production	4	4		
PC22. provide suggestion and corrective actions for any problems related to product and process	4	5		

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<p>PC23. ensure the records of finished products details updated as per organization standards finished products details: name of the product, batch number, time of packing, date of manufacture, date of expiry, other label details, etc.</p>	4	4		
<p>PC24. provide production update to the manager by compiling, sorting, and analyzing production performance records of all shifts</p>	4	5		
NOS Total	80	82		

Elective NOS

3. FIC/N2030: Supervise the production of dairy products

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform pre-start checks on machineries for production</i>	7	14	-	-
PC1. check and ensure cleanliness and sterilization of all dairy processing machineries like homogenizer, separator, pasteurizer, churner, cheese vat, paneer hooves, holding tanks, packaging machineries etc.	1	2	-	-
PC2. check and ensure maintenance has been carried out on all dairy processing machineries and equipments	2	4	-	-
PC3. check and ensure all process machineries are clean and in good mechanical condition	2	4	-	-

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PC4. check assembling of fittings like valves, bowls, plates, disks, impeller shaft, pipes and other parts to equipment and ensure all machineries are ready for production	2	4	-	-
<i>Supervise production operations</i>	20	47	-	-
PC5. review production orders or schedules to ascertain product details such as type of products to be produced, quantities, specifications of products and scheduled delivery dates in order to plan production operation	1	2	-	-
PC6. check and ensure production area is safe and clean	1	2	-	-
PC7. verify the quality report of milk and know its fat and snf content, consult with manager and advise team on type of milk to be used and blended for production of various dairy products	1	2	-	-
PC8. monitor control panel of each dairy processing machinery and ensure applicable process parameters like temperature, pressure, time etc are set in accordance with standards for processing various dairy products	1	2	-	-
PC9. observe control points and equipments at regular intervals to ensure operational performance and optimum utilization	1	2	-	-
PC10. stop production following stop procedure, in case of breakdown during production	1	2	-	-
PC11. co-ordinate with maintenance team and ensure machine breakdowns are attended to immediately in order to prevent operational delays	1	2	-	-
PC12. suggest control measures and corrective actions for any problems related to production, process and products, if required consult with manager and resolve problems	1	3	-	-
PC13. ensure product quality by establishing and enforcing organization standards in each stage of production process	1	2	-	-
PC14. monitor packaging of finished products, perform random check on weight of packed products, check label details like date of manufacture, batch number, expiry date etc and ensure products are packed as per organisation and regulatory standards	1	3	-	-

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PC15. monitor production activities, coordinate with cross function team and ensure production is started and completed as scheduled	1	3	-	-
PC16. ensure timely production with minimum or no wastage, and quality of products produced meets organisation and regulatory standards	1	3	-	-
PC17. analyze production performance records and data, investigate issues related to dairy products processing, identify solutions, recommend corrective action and ensure implementation of suggested action	1	3	-	-
PC18. evaluate new equipment and techniques while producing new products and on installation of new machineries	1	2	-	-
PC19. maintain safe and clean work environment by educating team on procedures to maintain compliance	1	2	-	-
PC20. monitor activities and performance of assistants, technicians, operators and helpers	1	2	-	-
PC21. provide production information to the manager by compiling, sorting, and analyzing production performance records of all shifts	1	3	-	-
PC22. update manager on day-to-day activities, discuss problem, suggest or understand suggested preventive and corrective action, and implement	1	3	-	-

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PC23. contribute to team effort by handling production activities in absence of assistants or shortage of workers, to accomplishing required results	2	4	-	-
<i>Ensure post-production cleaning and regular maintenance of equipment's</i>	3	9	-	-
PC24. monitor cleaning of work area, equipment's and tools using recommended cleaning agents and sanitizers	1	3	-	-
PC25. ensure minor repairs/faults (if any) of all components and machines are attended to before the start of next production	1	3	-	-
PC26. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the sop or following suppliers instructions/manuals	1	3	-	-
NOS Total	30	70	-	-

Elective NOS

4. FIC/N3023: Supervise the production of meat and poultry products

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform pre-start checks on machineries for meat and poultry processing</i>	5	13	-	-
PC1. check and ensure cleanliness and sterilization of all meat and poultry processing machineries like knives, cleavers, grinder and saw, meat cutter, de- boner, trimmers, sterilizer, bleeding cones, stunning machine, scalding machine, feather picking machine, chilling machine, packaging machines etc.	1	3	-	-
PC2. check and ensure maintenance has been carried out on all meat and poultry processing machineries and equipments	1	3	-	-
PC3. check and ensure all process machineries are clean and in good mechanical condition	1	3	-	-
PC4. check and ensure assembling of fittings like blades, knives and other parts to equipment and ensure all machineries are ready for processing	1	2	-	-
PC5. ensure that the process machineries are started and ensure their working and performance; check if required tools are kept accessible to attend repairs/faults in case of breakdown	1	2	-	-
<i>Supervise meat and poultry processing operations</i>	22	50	-	-
PC6. review production orders or schedules to ascertain product details such as type of products to be produced, quantities, specifications of products and scheduled delivery dates in order to plan production process	1	1	-	-
PC7. check and ensure production area is safe and clean	1	3	-	-
PC8. verify the quality report and veterinary certificate on raw materials (animals, birds) to ensure its conformance to quality standards	1	1	-	-

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PC9. monitor control panel of each processing machinery and ensure applicable process parameters such as temperature, time etc. (as applicable) are set in accordance with standards for processing of meat and poultry to produce various products	1	3	-	-
PC10. observe control points and equipments at regular intervals to ensure operational performance and optimum utilization	1	2	-	-
PC11. stop production following stop procedure, in case of machine breakdowns during production process	1	2	-	-
PC12. co-ordinate with maintenance team and ensure machine breakdowns are attended to immediately in order to prevent operational delays	1	3	-	-
PC13. suggest control measures and corrective actions for any problems related to production, process and products, if required consult with manager and resolve problems	2	3	-	-
PC14. ensure product quality by establishing and enforcing organization standards in each stage of production process	1	2	-	-
PC15. monitor packaging of finished products, perform random check on weight of packed products, check label details like date of manufacture, batch number, expiry date etc and ensure products are packed as per organization and regulatory standards	1.5	3	-	-
PC16. monitor production activities, coordinate with cross function team and ensure production is started and completed as scheduled	1.5	3	-	-
PC17. ensure timely production with minimum or no wastage, and quality of products produced meets organization and regulatory standards	1.5	3	-	-
PC18. analyze production performance records and data, investigate issues related to meat and poultry processing, discuss with manager and identify solutions to prevent/correct problems, and ensure to implement suggested corrective action	1.5	3	-	-
PC19. evaluate new equipment and techniques while producing new products and on installation of new machineries	1	3	-	-
PC20. maintain safe and clean work environment by educating team on procedures to maintain compliance	1.5	3	-	-

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PC21. monitor activities and performance of assistants, line in-charge, machine operators, slaughterers, butchers, workers and helpers	1	3	-	-
PC22. provide production information to the manager by compiling, sorting, and analyzing production performance records of all shifts	1	3	-	-
PC23. update manager on day-to-day activities, discuss problem, suggest or understand suggested preventive and corrective action, and implement corrective actions immediately	1	3	-	-
PC24. contribute to team effort by handling production activities in absence of assistants or shortage of workers, to accomplishing required results	0.5	3	-	-
<i>Ensure post-production cleaning and regular maintenance of equipments</i>	3	7	-	-
PC25. monitor cleaning of work area, equipments and tools using recommended cleaning agents and sanitizers	1	3	-	-
PC26. ensure minor repairs/faults (if any) of all components and machines are attended to before the start of next production	1	3	-	-
PC27. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the sop or following suppliers instructions/manuals	1	1	-	-
NOS Total	30	70	-	-

Means of assessment 1

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria.

The assessment papers for theory and practical are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualifications.

Means of assessment 2

The assessments for theory are carried out in Offline mode (TAB) and the practical assessments are carried out with the availability of the equipment at the TC, as predefined for the job role.

Pass/Fail

The minimum total marks to be achieved for being competent are 70% in total.

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Supervisor-Food Processing Industries			Level: 5
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	A Supervisor-Food Processing Industries is responsible for supervision of food processing unit operations in adherence with standard work practices.	The individual on the job is responsible for own work and learning.	5
Professional knowledge	The individual on the job needs to have factual knowledge of: <ul style="list-style-type: none"> ● Various areas in a food processing facility. ● Different types of tools and material used in the food processing process and their identification. ● Basic activities performed in food processing units. ● Knowledge of food processing methods. 	Factual knowledge of food processing activities which can be performed at workplace	5
Professional skill	Recall and demonstrate practical skill to routine and repetitive applications: <ul style="list-style-type: none"> ● supervision of food processing unit operations with adherence to specified quality standards. ● Recognise a workplace problem or a potential problem and take action. 	Recall and demonstrate practical skill, routine and repetitive in wide range of application, using appropriate tools and quality concepts.	5
Core skill	The user individual on the job needs to have written and oral communication skills like: <ul style="list-style-type: none"> ● Read and interpret safety symbols given on equipment and work area. 	Language to communicate written or oral, with required clarity, skill to lift heavy weights; physical endurance; physical condition appropriate with the demands of the position.	5

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Responsibility	The individual on the job needs to know their own responsibility of conducting the supervision activities for work area.	The individual on the job is responsible for own work and fully responsible for other's work and learning.	5
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SECTION 3 EVIDENCE OF NEED

26	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <p>Need 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. In addition, the NSDC Human Resource and Skill Requirement study has indicated a strong growth across categories for the food processing segment. In the past, this QP was endorsed through 3 workshops with stalwarts from the food processing industry.</p> <p>Validations Industry validation documents will be attached separately.</p> <p>Uptake As per the NSDC Human Resource and Skill Requirement study, the growth of the Food Processing Sector has been farther than agricultural growth. The sector is poised for strong growth in the next five years, and by 2022, the Food Processing Industry is expected to generate about 44.34 lakh new jobs, primarily entry-level and supervisory profiles. The study endorses that a large portion of the incremental requirement in overall Food Processing sector would be from Food Processing Industry. The same view has also been shared in the industry workshops and interactions with participation from stalwarts in the Food Processing industry.</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>The same has been obtained from Ministry of Food Processing Industry (MoFPI).</p>
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>This qualification is a new qualification for training requirements and aligned as per latest NCVET guidelines. 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. This QP has been developed keeping in mind the industry requirements.</p>

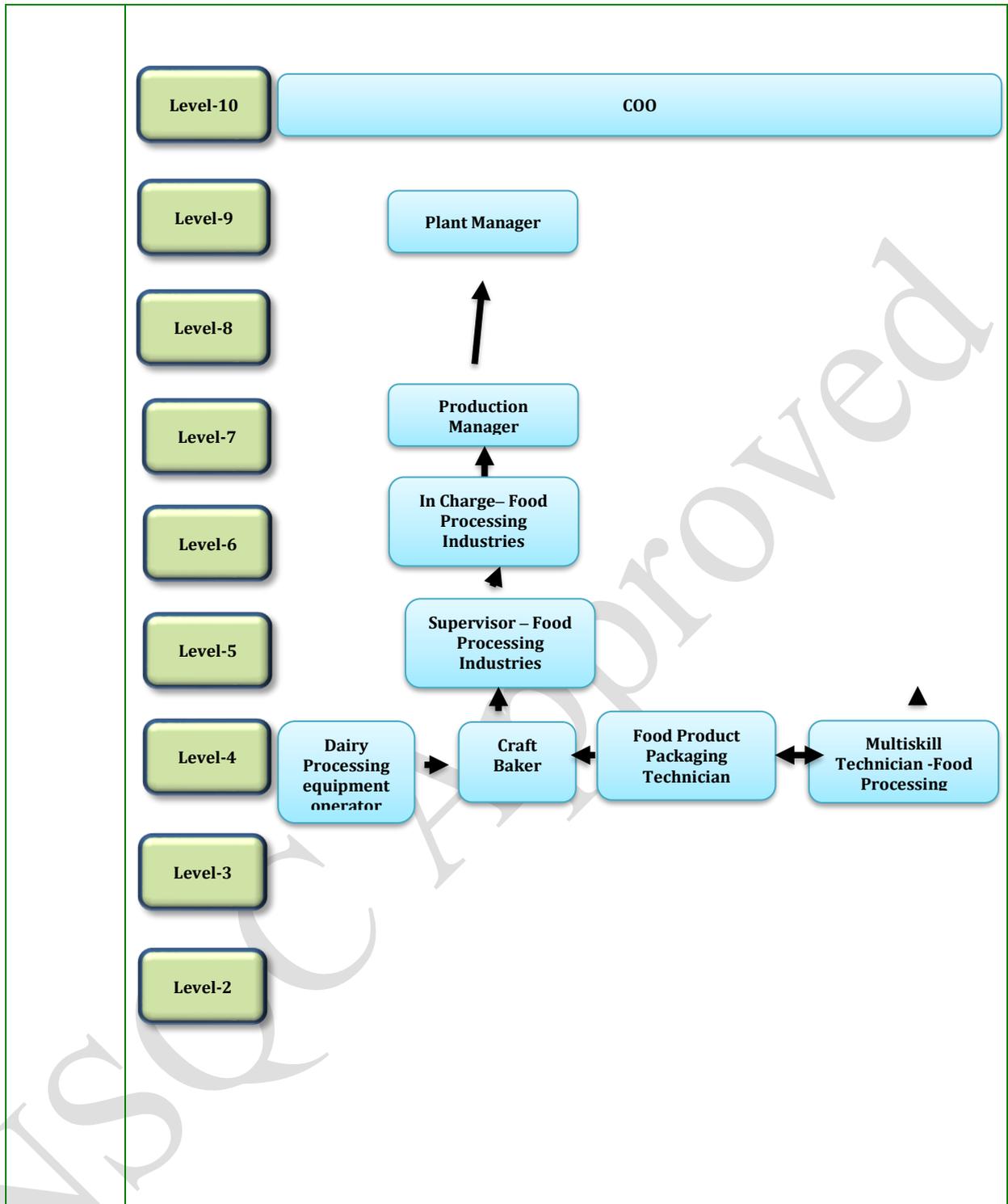
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29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <p>The qualification packs will be reviewed and checked for relevance and fitment to the current market scenario 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.</p>
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SECTION 4 EVIDENCE OF PROGRESSION

30	<p>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? <i>Show the career map here to reflect the clear progression</i></p> <p>Occupational and career maps indicating horizontal and vertical mobility have been created and are being used.</p> <p>The career progression would be as follows</p>
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Please attach most relevant and recent 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.