



# Model Curriculum

**QP Name: Purchase Assistant- Food and agricultural commodities**

**QP Code: FIC/Q7005**

**QP Version: 1.0**

**NSQF Level: 3**

**Model Curriculum Version: 1.0**

Food Industry Capacity and Skill Initiative (FICSI)  
Shriram Bharatiya Kala Kendra (3rd Floor)  
Copernicus Marg, New Delhi 110001  
Phone: 9711260230

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## Training Parameters

<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Multi-Sectorial
<b>Occupation</b>	Procurement
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2004/ 3416.90
<b>Minimum Educational Qualification and Experience</b>	1. Class 10th passed 2. Class 8th Passed with 2 years of relevant experience
<b>Pre-Requisite License or Training</b>	Not Applicable
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	30/07/2021
<b>Next Review Date</b>	29/07/2024
<b>NSQC Approval Date</b>	22/09/2015
<b>QP Version</b>	1.0
<b>Model Curriculum Creation Date</b>	23/08/2015
<b>Model Curriculum Valid Up to Date</b>	29/07/2024
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	280 Hours
<b>Maximum Duration of the Course</b>	280 Hours

## Program Overview

This section summarizes the end objectives of the program along with its duration.

### Training Outcomes

At the end of the program, the participants will be able to:

- Handle purchase requisitions
- Raise and process purchase order and inventory management
- Document and maintain records of purchases and inventory
- Apply food safety and hygiene standard in the work environment

### Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>Introduction to the sector and the job</b>	<b>50:00 Hours</b>	<b>27:00 Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>77:00 Hours</b>
Module 1: Introduction to the training program	02:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	02:00 Hours
Module 2: organizational standards and norms	08:00 Hours	07:00 Hours	00:00 Hours	00:00 Hours	15:00 Hours
Module 3: Entrepreneurship skills	40:00 Hours	20:00 Hours	00:00 Hours	00:00 Hours	60:00 Hours
<b>FIC/N7013 Handle purchase requisitions NOS Version No.: 1.0 NSQF Level: 4</b>	<b>10:00 Hours</b>	<b>46:00 Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>56:00 Hours</b>
Module 4: Prepare to handle purchase requisitions	10:00 Hours	46:00 Hours	00:00 Hours	00:00 Hours	56:00 Hours
<b>FIC/N7014 Raise and process purchase order and inventory management NOS Version No.: 1.0 NSQF Level: 4</b>	<b>20:00 Hours</b>	<b>77:00 Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>97:00 Hours</b>
Module 5: Carry out raising and Processing purchase order and inventory management	20:00 Hours	77:00 Hours	00:00 Hours	00:00 Hours	97:00 Hours

<b>FIC/N7015</b> <b>Complete documentation</b> <b>and record keeping</b> <b>NOS Version No.: 1.0</b> <b>NSQF Level: 4</b>	<b>05:00</b> <b>Hours</b>	<b>10:00</b> <b>Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>15:00</b> <b>Hours</b>
Module 6: Document and record information	05:00 Hours	10:00 Hours	00:00 Hours	00:00 Hours	15:00 Hours
<b>FIC/N9001</b> <b>Food safety, hygiene and</b> <b>sanitation for processing</b> <b>food products</b> <b>NOS Version No.: 1.0</b> <b>NSQF Level: 4</b>	<b>17:00</b> <b>Hours</b>	<b>18:00</b> <b>Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>35:00</b> <b>Hours</b>
Module 7: Ensuring food safety, personal hygiene and workplace sanitation	17:00 Hours	18:00 Hours	00:00 Hours	00:00 Hours	35:00 Hours
<b>Total Duration</b>	<b>102:00</b> <b>Hours</b>	<b>178:00</b> <b>Hours</b>	<b>00:00 Hours</b>	<b>00:00 Hours</b>	<b>280:00</b> <b>Hours</b>

## Module Details

### Module 1: Introduction to the training program and overview of the industry

#### Bridge Module

##### Terminal Outcomes:

- Discuss the opportunities available for Purchase assistants in food processing industry
- List the GMP and HACCP practices and FSSAI guidelines applicable in dairy processing

<b>Duration:</b> 02:00	<b>Duration:</b> 00:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Introduce each other and build rapport with fellow participants and the trainer.</li> <li>• Discuss the future trends and career growth opportunities available to purchase assistant in the food processing industry.</li> <li>• Summarise the key roles and responsibilities of a 'purchase assistant'.</li> <li>• List the various terminologies used in the food processing industry.</li> <li>• Discuss the role of organisational policies and procedures in the job.</li> <li>• Explain food processing.</li> <li>• List the various sub-sectors of food processing industry.</li> </ul>	
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Nil	

## Module 2: Organizational Standards and Norms

### Mapped to FIC/N7014, v 1.0

#### Terminal Outcomes:

- Discuss the roles and responsibilities of a purchase assistant
- Describe importance of personal hygiene and sanitation

<b>Duration:</b> 08:00	<b>Duration:</b> 07:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the roles and responsibilities of a purchase assistant.</li> <li>• Discuss how to conduct yourself at the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply personal hygiene and sanitation guidelines.</li> <li>• Apply food safety hygiene standards in the work environment.</li> </ul>
<b>Classroom Aids</b>	
Board/Chart paper/ Laptop and Projector, Trainer Handbook, Participant handbook, etc	
<b>Tools, Equipment and Other Requirements</b>	
NIL	

## Module 3 : Entrepreneurship skills

### Terminal Outcomes:

- Describe the traits of individual at workplace
- Demonstrate the tasks to be performed for being an entrepreneur

Duration: 40:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Discuss own strengths and weaknesses and analyse the gaps to ensure continuous improvement.</li> <li>• Discuss the measures to be undertaken to utilise time effectively thereby achieving maximum productivity.</li> <li>• List the characteristics of innovative individuals</li> <li>• List the levels of Maslow Hierarchy of needs</li> <li>• List the traits of effective team</li> <li>• Discuss tips for stress management</li> <li>• Discuss the importance of good work ethics</li> <li>• Discuss how to manage an enterprise</li> <li>• Describe how to plan effective strategies for solving problems and improving work culture within the team.</li> <li>• Discuss how to get equipped to setup and run a small business.</li> <li>• Discuss the various avenues for business loans and financial assistance.</li> <li>• Describe various alternatives and select the best alternative for setting up the business.</li> <li>• Explain the concepts of accounting and make sound business decisions.</li> <li>• List the various types of digital marketing techniques.</li> <li>• Discuss the types and importance of e-commerce in promoting businesses.</li> <li>• List the various types of online banking services being used widely.</li> <li>• Discuss the procedure to apply for bank finances</li> <li>• List the elements of a proposal to attract future business opportunities and prospective clients.</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to analyse a situation to identify gaps for improving the work process.</li> <li>• Demonstrate the procedure to plan the time taken to perform various tasks effectively.</li> <li>• Describe how market research is carried out</li> <li>• Role play the characteristics of an effective entrepreneur and leader</li> <li>• Demonstrate on how to identify new business opportunities</li> <li>• Prepare a sample plan to solve problems and improve productivity at the workplace.</li> <li>• Demonstrate the procedure to operate a computer for digital marketing, e-commerce, branding, etc.</li> <li>• Show how to use services such as NEFT, IMPS, UPI, RTGS for online banking.</li> </ul>



<ul style="list-style-type: none"> <li>• Explain how to conduct entrepreneurial programs to identify business opportunities, generate employment and increase clientele.</li> <li>• Understand the make in India campaign</li> <li>• Discuss the importance of Swachh Bharat Abhiyan</li> <li>• Understand the importance of entrepreneurship</li> <li>• Describe the traits of successful entrepreneur</li> <li>• List the types of enterprises</li> <li>• Understand the importance of effective speaking and listening</li> <li>• Discuss the importance of problem solving</li> <li>• Discuss how to deal with failures</li> <li>• Describe the core keys of marketing</li> <li>• Discuss ways to manage risks at workplace</li> </ul>	
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
<b>Tools, Equipment and Other Requirements</b>	
Nil	

## Module 4: Prepare to handle purchase requisitions

### Mapped to FIC/N7013, v 1.0

#### Terminal Outcomes:

- Discuss the attributes of purchase assistant
- Demonstrate the standard measures undertaken for working effectively

<b>Duration:</b> 10:00	<b>Duration:</b> 46:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the organisation work structure.</li> <li>• Describe the functions of various departments of the organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the process of purchase requisition.</li> <li>• Show how to arrange and organize the required documents and approvals to raise purchase requisition.</li> <li>• Check the requirements and determine the budget allotment for the requested items.</li> <li>• Demonstrate reporting any discrepancies to take corrective action.</li> <li>• Show how to arrange for the necessary documents to raise purchase requisition.</li> </ul>
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
<b>Tools, Equipment and Other Requirements</b>	
Computer/Laptop, logbooks, receipts	

## Module 5: Carry out raising and processing purchase order and inventory

### Mapped to FIC/N7014, v1.0

#### Terminal Outcomes:

- Discuss the tasks to be performed raise and process purchase order
- Maintain, and review purchase files, reports and price lists

<b>Duration: 20:00</b>	<b>Duration: 77:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify and source new vendors for the requirement.</li> <li>• Follow monitoring vendor performance and recommend contract modifications, if necessary.</li> <li>• Discuss the quality of the samples/supplies received from vendors.</li> <li>• Follow the procedure to receive, handle, store and dispose control substances. State the procedure for accept and reject orders.</li> <li>• Discuss comparison of quotations based on price, specifications, quality and supply terms.</li> <li>• Explain the process of selecting new vendors and include in the approved vendor.</li> <li>• Prepare, maintain, and review purchase files, reports and price lists.</li> <li>• Explain predetermined inventory levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate maintenance and updation of approved vendor list/database.</li> <li>• Perform the basic principles for calculating requirements.</li> <li>• Show how to perform verification of requisition documents to raise purchase order.</li> <li>• Show how to raise a purchase order.</li> <li>• Perform the verification of the quality of the supplies received from.</li> <li>• Demonstrate resolving supply issues like shortage, missed or any other problems.</li> <li>• Perform the processing of vendor invoices for payments as per organizational policies.</li> <li>• Demonstrate how to maintain inventory levels for regular requirements/ orders.</li> <li>• Show how to complete inventory transfer forms for bookkeeping purposes.</li> </ul>
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
<b>Tools, Equipment and Other Requirements</b>	
NIL	

## Module 6: Document and record information

*Mapped to FIC/N7015, v1.0*

### Terminal Outcomes:

- Discuss the importance of recording information in food processing
- Demonstrate the standard practice followed to record production information

<b>Duration:</b> 05:00	<b>Duration:</b> 10:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the importance of documentation and maintaining records during the entire work process.</li> <li>• List the information to be recorded as per the production work.</li> </ul>	<ul style="list-style-type: none"> <li>• Document necessary information such as production plan, process parameters, and finished products.</li> <li>• Prepare records to record information as per production and organisational requirements.</li> </ul>
<b>Classroom Aids:</b>	
Laptop/Computer	
<b>Tools, Equipment and Other Requirements</b>	
NIL	

## Module 7: Ensuring food safety, personal hygiene and workplace sanitation

### Mapped to FIC/N9001 v1.0

#### Terminal Outcomes:

- Discuss the importance of health and safety at the workplace
- Demonstrate the tasks to be performed for ensuring health and safety at the workplace

<b>Duration: 17:00</b>	<b>Duration: 18:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the importance of safety, hygiene and sanitation in the dairy processing.</li> <li>• Discuss the relevant HACCP principles to be followed in the dairy industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the steps to be performed to maintain a safe and hygiene workplace.</li> <li>• Demonstrate the steps to be performed to implement HACCP practices for ensuring food safety.</li> <li>• Role play a situation depicting the safety practices to be followed at the workplace.</li> </ul>
<b>Classroom Aids:</b>	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator’s Guide, Participant’s Handbook	
<b>Tools, Equipment and Other Requirements</b>	
Protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, food safety manual ,logbooks etc.	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification <i>&lt;Select the minimum educational requirements, such as 12<sup>th</sup> Pass, Graduate or NSQF certified.&gt;</i>	Specialization <i>&lt;Specify the areas of specialization that are desirable.&gt;</i>	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
BBA/B.Com	Food Processing/Agricultural Industry	2	Food Processing/Agricultural Industry	1	Training of Purchase Assistants	
MBA(preferably in Material Management or Procurement)/M.Com	Food Processing/Agricultural Industry	2	Food Processing/Agricultural Industry	1	Training of Purchase Assistants	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Purchase assistant" mapped to QP: "FIC/Q7005, v1.0". Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted score as per MEPSC guidelines is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification <i>&lt;Select the minimum educational requirements, such as 12<sup>th</sup> Pass, Graduate or NSQF certified.&gt;</i>	Specialization <i>&lt;Specify the areas of specialization that are desirable.&gt;</i>	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
BBA/B.Com	Food Processing/Agricultural Industry	2	Food Processing/Agricultural Industry	1	Assessment of Purchase Assistants	
MBA(preferably in Material Management or Procurement)/M.Com	Food Processing/Agricultural Industry	2	Food Processing/Agricultural Industry	1	Assessment of Purchase Assistants	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Purchase assistant" mapped to QP: "FIC/Q7005, v1.0". Minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701". Minimum accepted score as per MEPSC guidelines is 80%.

## Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

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.
- 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.



## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of the training</b> .
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.

## Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
HACCP	Hazard Analysis and Critical Control Points
GMP	Good Manufacturing Practices
GHP	Good Hygiene Practices