



Model Curriculum

QP Name: Store Assistant-Food Manufacturing Facility

QP Code: FIC/Q9101

QP Version: 1.0

NSQF Level: 3

Model Curriculum Version: 1.0

Food Industry Capacity and Skill Initiative (FICSI)
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Training Parameters

Sector	Food Processing
Sub-Sector	Generic
Occupation	Procurement, Logistics and Warehouse
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0501
Minimum Educational Qualification and Experience	18 years of age 1. 1. Class 12th passed in any stream 2. 2. Class 10th passed and 2 years course in any stream 3. 3. Class 10th passed and 2 years of experience 4. 4. Class 10th Pass and 2 years of ITI
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	31/05/2021
Next Review Date	31/05/2024
NSQC Approval Date	
QP Version	1.0
Model Curriculum Creation Date	20/04/2021
Model Curriculum Valid Up to Date	31/05/2024
Model Curriculum Version	1.0
Minimum Duration of the Course	280 Hours
Maximum Duration of the Course	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:

- Prepare records for goods received and conduct data analysis
- Inspect the quality and quantity of goods received
- Store the materials effectively in a food manufacturing facility
- Maintain the storage facilities effectively in a food manufacturing facility
- Issue required materials and take appropriate action against defective ones
- Apply necessary health and safety practices to ensure food safety and personal hygiene
- Work with various organisational departments effectively
- Use resources at the workplace optimally

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
Bridge Module	08:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	08:00 Hours
Module 1: Introduction to food processing sector and the job of 'Store Assistant-Food Manufacturing Facility'	08:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	08:00 Hours
LSC/N0301 Warehouse data entry and analysis using ERP NOS Version No.: 1.0 NSQF Level: 4	16:00 Hours	48:00 Hours	00:00 Hours	00:00 Hours	64:00 Hours
Module 2: Warehouse data analysis	16:00 Hours	48:00 Hours	00:00 Hours	00:00 Hours	64:00 Hours
LSC/N0108 Perform quality check and inventory documentation	08:00 Hours	16:00 Hours	00:00 Hours	00:00 Hours	24:00 Hours

NOS Version No.: 1.0 NSQF Level: 4					
Module 3: Basic quality inspection and inventory management	08:00 Hours	16:00 Hours	00:00 Hours	00:00 Hours	24:00 Hours
FIC/N9101 Manage various types of materials in a food manufacturing facility NOS Version No.: 1.0 NSQF Level: 3	24:00 Hours	44:00 Hours	00:00 Hours	00:00 Hours	68:00 Hours
Module 4: Storing the materials	08:00 Hours	16:00 Hours	00:00 Hours	00:00 Hours	24:00 Hours
Module 5: Fumigating the storage facility	08:00 Hours	16:00 Hours	00:00 Hours	00:00 Hours	24:00 Hours
Module 6: Issuing required materials and handling defects	08:00 Hours	12:00 Hours	00:00 Hours	00:00 Hours	20:00 Hours
FIC/N9901: Implement health and safety practices at the workplace NOS Version No.: 1.0 NSQF Level: 3	08:00 Hours	16:00 Hours	00:00 Hours	00:00 Hours	24:00 Hours
Module 7: Ensuring food safety and personal hygiene	04:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	12:00 Hours
Module 8: Managing accidents and emergencies	04:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	12:00 Hours
FIC/N9902: Work effectively in an organization NOS Version No.: 1.0 NSQF Level: 3	08:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	16:00 Hours
Module 9: Working effectively in an organisation	08:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	16:00 Hours
SGJ/N1702: Optimize resource utilization at workplace NOS Version No.: 1.0 NSQF Level: 3	12:00 Hours	24:00 Hours	00:00 Hours	00:00 Hours	36:00 Hours
Module 10: Material conservation	04:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	12:00 Hours

Module 11: Energy/ electricity conservation	04:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	12:00 Hours
Module 12: Waste management/recycling	04:00 Hours	08:00 Hours	00:00 Hours	00:00 Hours	12:00 Hours
Employability and Entrepreneurship skills	28:00 Hours	12:00 Hours	00:00 Hours	00:00 Hours	40:00 Hours
Module 13: Employability and Entrepreneurship skills	28:00 Hours	12:00 Hours	00:00 Hours	00:00 Hours	40:00 Hours
Total Duration	112:00 Hours	168:00 Hours	00:00 Hours	00:00 Hours	280:00 Hours

Module Details

Module 1: Introduction to food processing sector and the job of 'Store Assistant-Food Manufacturing Facility'

Bridge Module

Terminal Outcomes:

- Describe the food processing industry in brief
- List the roles and responsibilities of a store assistant in a food manufacturing facility

Duration: 08:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the various sub-sectors of food processing industry in brief. • Discuss the future trends and career growth opportunities available to store assistants in food processing industry. • Summarise the key roles and responsibilities of 'Store Assistant-Food Manufacturing Facility'. • List the various types of products and materials that are stored in a food manufacturing facility. • List the various terminologies used by store assistants in the food industry. • Discuss the role of standards, policies, and procedures followed in the organisation. • List the various organisational departments, hierarchy, products and services in the food manufacturing facility. • Discuss the impact of not following defined procedures and work instructions in the job. 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements	
Nil	

Module 2: Warehouse data analysis

Mapped to LSC/N0301, v 1.0

Terminal Outcomes:

- Discuss the significance of ERP software in the work process
- Show how to operate the ERP software to record necessary information

Duration: 16:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Define data analysis. • State the importance of ERP software and various types of IT systems and for recording data for store operations. • Discuss the significance of computer in recording and analysing data for store operations. • Discuss the organisational policies on documentation and reporting as required in the job. • Describe the security procedure to be followed in an organisation. • State the importance of adhering to the escalation matrix for reporting problems. • Describe the coding system followed for labelling mails in an organisation. • List the data to be collected for shipments, loading, unloading, packing and binning activities, etc. • Summarise the information to be stored in ERP such as work priorities, complaints/delay, escalations, customer feedback, inventory, etc. • Recall the steps performed for basic troubleshooting of telephones and computers. • State the significance of daily reporting in the job and the 	<ul style="list-style-type: none"> • Demonstrate how to feed data in the ERP software and review it. • Employ appropriate techniques to analyse the sample data for variance analysis, financial, quality, vendor performance, customer fulfilment status, operational complaint related internal and external stakeholders, transporters performance etc. • Roleplay a situation on how to coordinate with customers for dispatch, order tracking, goods in transit, etc and organisational departments for query resolution and providing required information. • Dramatize a situation to show how to communicate with clients, suppliers and transport companies for liaising and providing necessary information. • Draft sample reports as required in the work process.

<p>information to be entered in ERP.</p> <ul style="list-style-type: none"> • Interpret labels and instructions from customer query resolution logbook. • Discuss the various types of escalations and the ways to resolve them effectively. • Recall the process of pickup and delivery in an organisation. • List the departments engaged in the process of pickup and delivery. • Discuss the handling requirements of various types of shipments in an organisation. • List the customer requirements pertaining to dispatch, tracking of orders, goods in transit, etc. 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
ERP software, MS Office, Data analysis software, stationery, computer, printer, etc.	

Module 3: Basic quality checking and inventory documentation

Mapped to LSC/N0108, v 1.0

Terminal Outcomes:

- List the documents prepared during quality checking of goods received
- Prepare a record of the necessary information for the items to be stored

Duration: 08:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the key considerations to identify the sample to be checked. • Describe the procedure for dealing with loss and damaged goods. • Explain the process of using various printing devices such as barcode printers, product tag and address tag label printers effectively. • List the different types of material handling equipment utilised in industrial processes. • Summarise the types of information to be obtained from ERP and MIS systems. • List the various basic quality inspection processes such as product description match, brand match, manufacturing location match, damages etc. • Recall the key considerations while obtaining required items from supervisor and system. • List the types of personal protective equipment worn while at the shopfloor. • State the significance of system and physical inspections for verifying inventory records. • List the information required from the 	<ul style="list-style-type: none"> • Prepare sample reports indicating information such as quality checks. • Roleplay a situation to communicate information such as quality issues and product configuration appropriately. • Show how to assess the items being counted as per sample size and total number of Stock Keeping Units (SKU). • Demonstrate the technique to count the items and verify it as per the system reports. • Show how to verify in inventory records with system and physical inspections. • Draft a sample inventory report while including information such as discrepancies. • Show how to check the system data for required accuracy. • Demonstrate how to print bar codes, product tags, address tags, labels, etc. • Prepare sample records indicating the printing activities being undertaken.

supervisor and MIS for printing labels, barcodes and invoices.	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
ERP, Barcode scanner, packing devices, packing material, markers and stationery, computer, printer, calculator, counting devices, Management Information System (MIS) software, etc.	

Module 4: Storing the materials

Mapped to FIC/N9101, v 1.0

Terminal Outcomes:

- Discuss the various ways to store information of stocks received in food manufacturing facility
- Demonstrate the tasks to be performed to store materials in a food manufacturing facility

Duration: 08:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the workplace safety requirements. • Describe how to report hazards and handle them safely. • Discuss the importance of following supervisor's work instructions in the job. • List the information to be obtained for storing the materials in a food manufacturing facility appropriately. • Recall the standard steps to be followed for inspecting the storage area, materials stored and equipment used in the job. • State the importance of maintaining a clean and a tidy workplace. • Discuss the various types of equipment malfunctions that can take place in a food processing work environment. • Summarise the steps to be performed for the disposal of unwanted materials and waste from the work area. • Explain the different stock rotation techniques such as First In First Out (FIFO) and First Expired First Out (FEFO), etc. • State the importance of labelling the 	<ul style="list-style-type: none"> • Show how to carry out the inspection of storage area and equipment used in the work process. • Roleplay a situation on how to communicate information such as shortfall in space, equipment malfunction to the supervisor. • Show how to dispose unwanted materials and waste safely. • Demonstrate how to organise materials in the respective shelves/racks appropriately. • Apply standard practices to label the stocks accurately. • Demonstrate the procedure to monitor the stocks and check for availability as required.

<p>stocks.</p> <ul style="list-style-type: none"> • List the stock rotation methods used for store management in food processing industry. • Discuss the conditions required for storing materials appropriately in a food processing industry. • State the importance of stock monitoring in food processing industry. • Elucidate the regulations applicable to the storage of materials in a food processing industry as listed in 'The Food Safety and Standards Act, 2006'. 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Raw materials, packaged materials, spares for equipment and other utilities, weighing balance, crates, hand trolleys, racks, logbooks, materials receipt notes (MRN), etc.	

Module 5: Fumigating the storage facility

Mapped to FIC/N9101, v 1.0

Terminal Outcomes:

- Discuss the importance of fumigation in a food processing industry
- Demonstrate the steps to be performed to fumigate the storage facility effectively

Duration: 08:00	Duration: 16:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the information required from supervisor for fumigating the storage facility. • Identify the types of signages to be erected before fumigation. • State the importance of erecting signages in and around the areas to be fumigated. • Discuss the tasks to be performed in pest management. • State the importance of fumigation in the work process. • List the various types of fumigation done, chemicals used, areas to be fumigated, etc. • Explain the steps to be followed to fumigate storage facility safely. • Discuss the impact of fumigation on the quality of materials stored. • List the cleaning agents used for sanitising storage space post fumigation. 	<ul style="list-style-type: none"> • Show how to inspect stored food products thoroughly. • Demonstrate how to move the materials out from the areas to be fumigated safely. • Perform the steps to carry out fumigation of the storage facility. • Show how to clean the storage facility post fumigation. • Show how to organise the materials post fumigation appropriately.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	

Bins and Shelve, computer, work desk, conveyers, weighing machine, face mask, forklift, formats for logbooks, gloves, GMP guideline book, good storage practice and 5S guideline book, temperature data loggers, material safety data sheet, pallet boxes, pallet jacks, pallet stackers, refrigerator, calibration record, sample inventory management record, sample receipt record, signages, fumigating agents, sanitising agents, movable trolleys, QA/QC report, , sample material inspection record, bill of materials (BOM) and material checklists.

Module 6: Issuing required materials and handling defects

Mapped to FIC/N9101, v 1.0

Terminal Outcomes:

- List the various defects that can occur to stored materials in food storage facility
- Demonstrate the procedure to handle defective materials in a food storage facility effectively

Duration: 08:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the information to be recorded while issuing materials from store. • List the instructions required for issuing materials and information required. • Discuss the characteristics of defective and non-conformant materials in food industry. • List the information to be recorded and reported while handling defective items. • Explain the procedure to be followed for returning and disposing materials in food stores. • Explain the steps to be followed for implementing product recall successfully. 	<ul style="list-style-type: none"> • Prepare sample records for quality and quantity of materials issued, rejections, defective materials, type of defect, action to be taken, etc. • Demonstrate the way to inspect the loading vehicle and movable trolleys thoroughly to ensure suitability for transportation of food products. • Roleplay a situation on how to report product information to the concerned authority accurately. • Perform the steps to be performed to carry out product recall effectively.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Weighing machine, face mask, forklift, logbooks, gloves, GMP guideline book, good storage practice and 5S guideline book, sample issuance record, pallet boxes, pallet jacks, pallet stackers, QA/QC report, sample material inspection record, bill of materials (BOM) and documents required at time of issue or dispatch, and measurement equipment.	

Module 7: Ensuring food safety and personal hygiene

Mapped to FIC/N9901, v 1.0

Terminal Outcomes:

- Explain the ways to ensure food safety and personal hygiene at the workplace
- Demonstrate the steps to be followed for implementing good hygiene and manufacturing practices

Duration: 04:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Define hazards and risks. • Recall the various types of health and safety equipment available in an organisation and the methods for obtaining them. • Discuss the organisational health and safety policies and procedures. • Discuss the relevant health and safety standards to be followed in the job as listed in 'The Food Safety and Standards Act, 2006'. • Explain the importance of wearing appropriate personal protective equipment (such as eye protection, hard hats, gloves apron, rubber boots, etc.) and ensuring personal hygiene at the workplace. • Elucidate the ways to prevent product contamination and cross contamination at the workplace. • Discuss the ways to handle items that can lead to allergic reactions in a retail environment. • State the importance of preventive health check-ups for ensuring personal hygiene. • State the importance of storing food at specified temperature. • Discuss the importance of sanitising self and the work area safely and appropriately. 	<ul style="list-style-type: none"> • Employ appropriate techniques to prevent product contamination and cross contamination. • Demonstrate the steps to be performed for implementing good manufacturing practices (GMP) in a retail environment. • Show how to treat injuries such as cuts, boils, skin infections and grazes appropriately. • Apply suitable methods for disinfecting the work area and equipment thoroughly. • Demonstrate how to wash hands and use alcohol-based sanitisers appropriately. • Show how to wear personal protective equipment such as gloves, hairnets, masks, ear plugs, goggles, shoes etc. properly ensuring adequate protection. • Prepare a sample report consisting of information such as illness to self and others as per organisational practice. • Roleplay a situation on how to communicate with the supervisor for reporting illness of self and others.

- Recall the ways to store the sanitising materials appropriately.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Gloves, hair net, shoe cover, soap dispenser, hand sanitizer, ear plugs, masks, aprons/lab coats eye protection, hard hats, gloves, rubber boots, etc.

Module 8: Managing accidents and emergencies

Mapped to FIC/N9901, v 1.0

Terminal Outcomes:

- List the various types of accidents and emergencies that can arise at the workplace and the ways to address them
- Demonstrate the steps to be followed to implement emergency and evacuation procedures effectively

Duration: 04:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the various types of health and safety hazards present in the environment. • Discuss the possible causes of risk, hazard or accident at the workplace. • Elucidate the standard practices and precautions used to control and prevent risks, hazards and accidents at the workplace. • Discuss the dangers associated with the use of electrical and other equipment. • State the importance of using protective equipment and clothing for specific tasks and work conditions. • Discuss the role of organisational protocols in preventing accidents and hazards. • Recall the preventive and remedial actions to be taken in the case of exposure to toxic materials at the workplace. • Discuss the various causes of fire and ways to prevent them. • Elaborate the steps to use different types of fire extinguishers. • Explain the procedure to provide artificial respiration and cardio-pulmonary resuscitation (CPR) to the affected. • Summarise the rescue techniques to be followed at times of fire hazard. 	<ul style="list-style-type: none"> • Apply appropriate techniques to deal with hazards safely and appropriately. • Demonstrate the use of various types of fire extinguishers effectively. • Demonstrate appropriate ways to respond to an accident situation or medical emergency promptly and appropriately. • Demonstrate the steps to be followed for providing artificial respiration and cardio-pulmonary resuscitation (CPR) in various instances (e.g. cardiac arrest). • Perform the steps to be followed during emergency and evacuation procedure. • Demonstrate the procedure of freeing a person from electrocution. • Show how to administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.

- Discuss the significance of various types of hazard and safety signs.
- Discuss the workplace emergency and evacuation procedures.
- Elaborate the type of first-aid treatment to be offered at times of shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.
- Discuss about the potential injuries and ill health conditions that are caused due to incorrect manual handling practices.
- List the precautions to be taken while lifting and carrying materials in a food retail environment.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Helmet, gloves, rubber mat, ladder, neon tester, leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuff less (without folds) trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors, hand and face shields, machine guards, residual current Devices, shields, dust sheets, respirator.

Module 9: Working effectively in an organization

Mapped to FIC/N9902, v 1.0

Terminal Outcomes:

- State the importance of proper communication and teamwork at the workplace
- Roleplay a situation to communicate with others effectively

Duration: 08:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the applicable organisational quality procedures and processes for working effectively in a team. • Elucidate the legislations, standards, policies, and procedures followed in the organization relevant to employment, behaviour, harassment, discrimination, and performance conditions. • State the importance of well-defined reporting structure in an organisation. • List the various types of inter-dependent functions applicable in the job. • Discuss the different types of harassment and discrimination based on gender, disability, caste, religion, and culture. • List the key factors that aid in prioritising tasks. • Discuss the components of effective communication and its importance at the workplace. • State the impact of poor communication on the employee, the employer, and the customer. • State the importance of teamwork in organizational and individual success. • Discuss the importance of ethics and discipline for professional success. 	<ul style="list-style-type: none"> • Roleplay a situation on how to obtain information, seek clarifications, reciprocate understanding and provide information accurately and clearly. • Roleplay a situation on how to use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive while interacting with others. • Show how to consult and assist others to maximize effectiveness and efficiency at work. • Dramatise a situation to show how to escalate problems and grievances beyond own scope to the concerned authority. • Roleplay a situation on how to take appropriate action to resolve conflicts at the workplace. • Roleplay a situation on how to report incidents of harassment and discrimination to appropriate authority.

- Explain the ways to address grievances appropriately and effectively.
- Discuss the importance of managing interpersonal conflicts effectively and ways to do so.
- List the different types of disabilities and the challenges faced by persons with disability (PwD).
- Discuss the applicable laws, acts and provisions defined for PwD by the statutory bodies.
- State the importance of gender sensitivity and equality.
- Discuss the applicable legislations, grievance redressal mechanisms, and penalties against harassment at the workplace.
- State the importance of transacting with others without personal bias.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Nil

Module 10: Material Conservation

Mapped to SGJ/N1702, v 1.0

Terminal Outcomes:

- Discuss optimal usage of material including water in various tasks/activities/processes

Duration: 04:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the types of hazards, risks and threats associated with handling different materials. • Discuss the role of workstation layout, electrical and thermal equipment used in the material conservation. • Discuss organisational procedures for minimising waste. • Elucidate practices of efficient and inefficient management and utilization of material and water at the workplace. • Discuss the ways to manage material and water usage at work effectively. 	<ul style="list-style-type: none"> • Show how to check for spills and leakages in various materials applicable in the job. • Demonstrate how to plug the spills and leakages appropriately. • Roleplay a situation on how to escalate any issues related to repair of spills and leakages to the concerned authority effectively. • Demonstrate the standard practices to be followed for cleaning tools, machines and equipment effectively.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Materials and tools and equipment used at work	

Module 11: Energy/electricity conservation

Mapped to SGJ/N1702, v 1.0

Terminal Outcomes:

- Discuss optimal usage of energy/electricity

Duration: 04:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Define electricity. • Discuss the basics of electricity. • List the energy efficient devices that are used in the job. • Discuss the ways to identify electrical problems that can arise during work. • Discuss the standard practices to be followed for conserving electricity in the job. • State the impact of improperly connected electrical equipment and appliances on the tasks being performed. 	<ul style="list-style-type: none"> • Apply suitable techniques to check the equipment/machinery for desired level of functioning. • Employ appropriate methods to rectify faulty equipment/machinery safely. • Roleplay a situation on how to report equipment faults and maintenance lapses to the concerned personnel effectively.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Energy saving devices	

Module 12: Waste management/recycling

Mapped to SGJ/N1702, v 1.0

Terminal Outcomes:

- Discuss the importance of minimal waste generation
- Demonstrate how to dispose waste as per industry approved standards

Duration: 04:00	Duration: 08:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the various types of recyclable, non-recyclable, and hazardous waste. • State the significance of different coloured dustbins. • List the different types of waste to be segregated. • State the importance of waste management. • Discuss the standard methods for waste disposal. • List the sources of pollution. • Discuss the ways to minimise various types of pollution. 	<ul style="list-style-type: none"> • Demonstrate the standard practices to be followed for segregating waste into respective categories. • Show how to dispose non-recyclable waste appropriately and safely. • Demonstrate the standard practice for depositing recyclable and reusable materials at designated place. • Show how to dispose hazardous waste safely and appropriately.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Non-recyclable, recyclable waste bins	

Module 13 : Employability and Entrepreneurship skills

Terminal Outcomes:

- Describe the traits of individual at workplace
- Demonstrate apply employability and entrepreneurship skills at workplace

<i>Duration: 28:00</i>	<i>Duration: 12:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss own strengths and weaknesses and analyse the gaps to ensure continuous improvement. • Discuss the measures to be undertaken to utilise time effectively thereby achieving maximum productivity. • List the characteristics of innovative individuals • List the levels of Maslow Hierarchy of needs • List the traits of effective team • Discuss tips for stress management • Discuss the importance of good work ethics • Discuss how to manage an enterprise • Describe how to plan effective strategies for solving problems and improving work culture within the team. • List the various types of digital marketing techniques. • Discuss the types and importance of e-commerce in promoting businesses. • List the various types of online banking services being used widely. • Discuss the procedure to apply for bank finances • List the elements of a proposal to attract future business opportunities and prospective clients. • Explain how to conduct entrepreneurial programs to identify business 	<ul style="list-style-type: none"> • Show how to analyse a situation to identify gaps for improving the work process. • Demonstrate the procedure to plan the time taken to perform various tasks effectively. • Describe how market research is carried out • Role play the characteristics of an effective entrepreneur and leader • Demonstrate on how to identify new business opportunities • Prepare a sample plan to solve problems and improve productivity at the workplace. • Demonstrate the procedure to operate a computer for digital marketing, e-commerce, branding, etc. • Show how to use services such as NEFT, IMPS, UPI, RTGS for online banking.

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

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification <Select the minimum educational requirements, such as 12 th Pass, Graduate or NSQF certified.>	Specialization <Specify the areas of specialization that are desirable.>	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Food Science	3	Supervision of food manufacturing facilities and warehouses	1	Training in the field of store operations in a food processing industry	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Store Assistant-Food Manufacturing Facility” mapped to QP: “FIC/Q9101, 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><Select the minimum educational requirements, such as 12th Pass, Graduate or NSQF certified.></i>	Specialization <i><Specify the areas of specialization that are desirable.></i>	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate	Food Science	3	Supervision of food manufacturing facilities and warehouses	2	Training in the field of store operations in a food processing industry	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Store Assistant – Food Manufacturing Facility” mapped to QP: “FIC/Q9101, 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 behavioural aspects as regards the job role and the specific task at hand.

Glossary

Term	Description
Declarative Knowledge	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.
Key Learning Outcome	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).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	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.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . 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
FIFO	First In First Out
FEFO	First Expiry First Out
CPR	Cardio-pulmonary Resuscitation
GMP	Good Manufacturing Practices
GHP	Good Hygiene Practices