



Model Curriculum

QP Name: Purchase Assistant - Food and Agricultural Commodities

QP Code: FIC/Q7005

Version: 3.0

NSQF Level: 3.0

Model Curriculum Version: 3.0

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Training Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages
Occupation	Purchasing Agent
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO -2015/3323.9900
Minimum Educational Qualification and Experience	10 th Grade or Equivalent OR 8th-grade pass with 3-year experience in inventory management OR Previous relevant Qualification of NSQF Level 2 with 3-year experience in inventory management OR Previous relevant qualification of NSQF Level 2.5 with 1.5-year experience in inventory management
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	22-10-2024
Next Review Date	21-10-2027
NSQC Approval Date	22-10-2024
QP Version	3.0
Model Curriculum Creation Date	30-08-2024
Model Curriculum Valid Up to Date	22-10-2027
Model Curriculum Version	3.0
Minimum Duration of the Course	300 Hours
Maximum Duration of the Course	300 Hours

Program Overview

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

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Explain the process of handling purchase requisitions obtained from various departments of the food processing unit.
- Explain how to identify and negotiate with vendors.
- Describe the steps involved in raising purchase orders, managing supplies from vendors, and managing the inventory of supplies.
- Describe the process of coordinating vendor payments and improving the procurement process.
- Explain the importance of maintaining the inventory of regular supplies.
- Discuss the basic health and safety practices to be followed at a food processing workplace.
- Describe the application of personal hygiene and Good Manufacturing Practices (GMP) in the food industry.
- Explain the implementation of Food Safety and pre-requisite programs (PRP) at the workplace.
- Discuss the Employability and Entrepreneurship Skills.

Compulsory Modules

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

NOS and Module Details	Theory Duration (Hours)	Practical Duration (Hours)	On-the-Job Training Duration (Mandatory) (Hours)	On-the-Job Training Duration (Recommended) (Hours)	Total Duration (Hours)
FIC/N7013: Handle purchase requisitions NOS Version No.: 2.0 NSQF Level: 3.0	20:00	40:00	30:00	00:00	90:00
Module 1: Introduction to Food Processing Sector and the Job Role of a Purchase Assistant Food and Agricultural Commodities	05:00	00:00	00:00	00:00	05:00
Module 2: Purchase Requisition Management	15:00	40:00	30:00	00:00	85:00
FIC/N7014: Raise and Process Purchase Orders and Manage Inventory NOS Version No.: 2.0 NSQF Level: 3.0	30:00	90:00	30:00	00:00	150:00
Module 3: Purchase Order Management and Vendor Coordination	20:00	60:00	20:00	00:00	100:00

Module 4: Procurement Process Improvement and Inventory Management	10:00	30:00	10:00	00:00	50:00
FIC/N9906: Apply food Safety Guidelines in Food Processing NOS Version No.: 1.0 NSQF Level: 3	10:00	20:00	00:00	00:00	30:00
Module 5: Implement Personal Hygiene and Follow Good Manufacturing Practices	05:00	10:00	00:00	00:00	15:00
Module 6: Apply Food Safety Practices at Workplace	05:00	10:00	00:00	00:00	15:00
DGT/VSQ/N0101: Employability Skills (30 Hours) NOS Version No.: 1.0 NSQF Level: 2	30:00	00:00	00:00	00:00	30:00
Module 7: Employability Skills (30 Hours)	30:00	00:00	00:00	00:00	30:00
Total Duration	90:00	150:00	60:00	00:00	300:00

Module Details

Module 1: Introduction to Food Processing Sector and Job Role of a Purchase Assistant - Food and Agricultural Commodities

Mapped to FIC/ N7013, v2.0

Terminal Outcomes:

- Describe the food processing sector in brief.
- Discuss the career opportunities available to the individual within the food processing sector.
- Explain the importance of training program and job role of a Purchase Assistant - Food and Agricultural Commodities.

Duration (in hours): 05:00	Duration (in hours): 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Define the term ‘food processing’. • Discuss the size and scope of the food processing industry in brief. • List the various sub-sectors of food processing industry. • Explain the objective of training individuals for the job of a ‘Purchase Assistant - Food and Agricultural Commodities’. • Discuss the future trends and career growth opportunities available to the ‘Purchase Assistant - Food and Agricultural Commodities’. • Discuss the key role and responsibilities of a ‘Purchase Assistant - Food and Agricultural Commodities’. • List different methods used for sorting and grading of fruits and vegetables. • State the importance of ensuring a tidy and a safe workplace. • List the sequence of operations to be performed in the job. 	
Classroom Aids	
Training Kit - Facilitator’s Guide, Participant’s Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Nil	

Module 2: Purchase Requisition Management

Mapped to FIC/ N7013, v2.0

Terminal Outcomes:

- Explain how to check the requisition orders for accuracy and completeness.
- Describe the process of identifying and negotiating with vendors for supplies.
- Discuss the procedure for obtaining approval for requisitions within the organization.

Duration (in hours): 15:00	Duration (in hours): 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the internal processes concerning procurements. • Describe the end-to-end procurement process, including requisition, approval, purchase order creation, supplier engagement, receipt of goods/services, and payment. • Discuss the procurement policies, approval workflows, and standard operating procedures. • Describe the laws, regulations, and industry standards applicable to the procurement of food and agricultural commodities. • Explain the legal requirements concerning requisitions. • Describe the use of ERP systems and procurement software for processing requisitions, tracking requisition status, generating reports, and maintaining records. • Explain the importance of recording the correct information in requisition forms. • Describe the importance of maintaining organized and up-to-date records of all requisitions. • Discuss the process of assessing and verifying the necessity and appropriateness of the requisition. • Explain the importance of ensuring the requested goods or services are justified and aligned with organizational needs and goals. 	<ul style="list-style-type: none"> • Show how to check the requisition details for completeness, ensuring all required fields (e.g., item description, quantity, preferred supplier information, etc.) are filled out. • Demonstrate how to verify that the requisition complies with internal policies and any regulatory requirements specific to food and agricultural commodities. • Show how to ensure the requested items are approved by the organization and within the approved budget. • Demonstrate how to check if the requested items can be sourced from preferred or contracted suppliers. • Show how to report any discrepancies or issues to the supervisor for corrective action. • Demonstrate how to identify potential vendors, conduct preliminary evaluations, and gather necessary documentation (e.g. quality certifications, FSSAI licenses, licenses for relevant agricultural commodities, etc.) when new suppliers are needed. • Show how to send a Request for Quotation (RFQ) to multiple suppliers, following the organizational procedure to obtain competitive pricing and terms. • Demonstrate how to compare quotes based on price, quality, delivery time, and other relevant factors. • Show how to negotiate with suppliers to secure favourable contract terms, prices,

<ul style="list-style-type: none"> • Describe the importance of checking the availability of budget funds for the requisition. • Discuss the importance of coordinating with various departments, suppliers, and stakeholders to ensure smooth processing of requisitions. • Explain the benefits of using standardized requisition forms and templates to ensure consistency. • Describe the importance and process of conducting regular audits of requisitions. • Explain the benefits of maintaining a database of vendors. 	<p>delivery schedules, payment terms, and penalties for non-compliance.</p> <ul style="list-style-type: none"> • Show how to obtain approval for requisitions and supplier quotes from the relevant authorities within the organization. • Show how to conduct supplier audits, including due diligence to verify the supplier's claims, including financial health, previous performance, etc • Demonstrate how to maintain the relevant documentation concerning the approvals to raise the Purchase Order (PO).
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Process related documents, list of raw materials, tools, equipment and machinery, organizational documents, logbook, Pencils/Pens, Flip charts, Post-its, A4 sheets	

Module 3: Purchase Order Management and Vendor Coordination

Mapped to FIC/N7014, v2.0

Terminal Outcomes:

- Describe the process to raise a purchase order.
- Explain how to coordinate supplies from vendors.
- Discuss how to coordinate vendor payments.

Duration (in hours): 20:00	Duration (in hours): 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the overall procurement cycle in a food processing unit, detailing each stage from requisition to payment. • Discuss the process of evaluating and selecting suppliers based on criteria such as quality, cost, reliability, and service. • Describe the key components of effective supplier management, including the establishment of supplier contracts and management of terms and conditions. • Elucidate the basics of budgeting, cost control strategies, and the importance of financial analysis in procurement operations. • Explain the payment terms commonly used in procurement, and the importance of accurate invoicing and financial documentation. • Discuss the relevant laws and regulations that impact procurement activities, including tax laws and import/export regulations. • Describe effective negotiation techniques for negotiating prices, terms, and conditions with suppliers in the food processing industry. • Discuss the role of Enterprise Resource Planning (ERP) systems and procurement software in streamlining procurement processes. • Elucidate the use of spreadsheets and other software tools for tracking and reporting procurement metrics and activities. • Explain the importance of ensuring 	<ul style="list-style-type: none"> • Demonstrate how to create, verify, and send a Purchase Order (PO) to the selected supplier following organizational procedures. • Show how to coordinate with the supplier to receive and verify order confirmation. • Demonstrate how to coordinate the delivery schedule to ensure timely receipt of goods. • Show how to address any issues or delays through effective coordination with the supplier. • Demonstrate how to coordinate the receipt of goods at the specified location. • Show how to coordinate quality checks with the quality team/manager, to ensure the received goods meet the specified standards and requirements. • Demonstrate how to report and resolve any discrepancies or issues with the supplier. • Show how to update the inventory records to reflect the received goods. • Demonstrate how to ensure proper storage conditions for food and agricultural commodities to maintain their quality and safety.

<p>accuracy in the documentation of item descriptions, quantities, prices, and terms in purchase orders (POs).</p> <ul style="list-style-type: none"> • Describe how to identify areas for improvement in the procurement process to enhance efficiency and cost-effectiveness through coordination with the purchase manager. • Explain the process of setting and maintaining the minimum order level for regular orders. • Describe the procedures for obtaining necessary pre-approvals and raising auto purchase orders when inventory reaches the minimum order level. • Describe the process of completing inventory transfer forms for bookkeeping purposes. 	
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Procurement Software, Communication Tools (Email, phone, messaging apps), Quality Inspection Tools, Inventory Management System, Invoice Verification Tools (Accounting software), Payment Processing System, Record-Keeping System (Database or filing system).	

Module 4: Procurement Process Improvement and Inventory Management

Mapped to FIC/N7014, v2.0

Terminal Outcomes:

- Discuss strategies to improve the procurement process in a food processing unit.
- Explain the methods and tools used to maintain the inventory of regular supplies effectively.

Duration (in hours): 10:00	Duration (in hours): 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the basics of budgeting, cost control, and financial analysis in procurement. • Explain relevant laws and regulations, including tax laws, import/export regulations, and their impact on procurement. • Discuss how to analyze inventory data to identify trends, inefficiencies, and opportunities for improvement. • Describe the appropriate measures to prevent inventory shrinkage, theft, and damage. • Explain different inventory management methods, such as First In, First Out (FIFO), Last In, First Out (LIFO), Just In Time (JIT), and ABC analysis. • Explain the appropriate measures for effectively maintaining the inventory of regular supplies. • Describe warehouse management principles, including operations, layout optimization, and storage techniques. • Discuss appropriate inventory management systems and their uses. • Explain the regulations related to inventory management, such as safety standards, handling hazardous materials, and environmental considerations. 	<ul style="list-style-type: none"> • Demonstrate the processing of supplier invoices using the ERP system. • Show how to review and resolve discrepancies in invoices flagged by the ERP system. • Show how to maintain accurate records of all transactions, communications, and approvals related to purchases and payments in the ERP system. • Show how to assess supplier performance by collecting feedback from the production and quality teams and providing it to suppliers. • Show how to monitor in-house inventory movement in the ERP, raise purchase orders, and maintain the minimum order level. • Demonstrate how to assess supplier performance and provide constructive feedback. • Show how to identify areas for improvement in the procurement process to enhance efficiency and cost-effectiveness. • Demonstrate how to implement appropriate measures to improve the procurement process through coordination with the supervisor. • Demonstrate stock replenishment processes, including reorder points, safety stock levels, and lead times to ensure optimal stock levels. • Show how to identify regular requirements and orders by checking the inventory records.

	<ul style="list-style-type: none"> • Demonstrate how to set and maintain the minimum order level for regular orders. • Show how to obtain necessary pre-approvals for raising auto purchase orders when inventory reaches the minimum order level. • Demonstrate how to monitor in-house inventory movement in ERP and raise purchase orders accordingly. • Show how to monitor and maintain the minimum order level effectively. • Demonstrate how to complete inventory transfer forms for bookkeeping purposes.
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Inventory Management Systems (ERP systems, inventory tracking software), Quality Inspection Tools, Hazardous Material Handling Equipment, Inventory Forecasting Tools (Forecasting software, statistical tools), Warehouse Management Tools (Pallet racks, forklifts, warehouse management system), Inventory Valuation Tools (Accounting software, inventory costing tools)	

Module 5: Implement Personal Hygiene and Follow Good Manufacturing Practices

Mapped to FIC/N9906, v1.0

Terminal Outcomes:

- Discuss the importance of personal hygiene and GMP at the workplace
- Demonstrate the tasks to be performed for ensuring personal hygiene and GMP practices at the workplace.

Duration (in hours): 05:00	Duration (in hours): 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Define hazards and risks. • Discuss 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 site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules. • Explain work instructions at levels of employee inside a food manufacturing site. • Discuss how to conduct timely planning and participation of relevant training and awareness sessions on personal hygiene, GMP and related topics. • Explain the importance of timely medical examination from a prescribed and authorized doctor and to comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines. • State how to follow a site relevant documented procedure and area wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. • List validated Do's & Don'ts inside a food manufacturing firm. • State process flow charts, HACCP summary plan and critical process parameters in each and respective areas 	<ul style="list-style-type: none"> • Demonstrate the steps to be performed for implementing good manufacturing practices (GMP). • Demonstrate how to follow work instructions at levels of employee inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines. • Show how to fill data in daily monitoring checklist related to personal hygiene, food safety and GMP. • Demonstrate the process to follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross contaminate the products which are being manufactured in the facility. • Show how to tag and number all the equipment, machinery, tools, and other processing aids to keep a proper traceability of the product being manufactured and handled at site. • Demonstrate process of record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters etc.

<p>of the production line.</p> <ul style="list-style-type: none"> • Explain how to identify the material requirements such as manufacturing equipment's, Utensils and other processing aids, cleaning chemicals, cleaning work instructions in all the relevant areas of manufacturing facility. • Define the Allergens, their risks and the allergen requirements. • State the relevance of guidelines in manufacturing area and how training evaluation will be implemented. • Explain the process of audits and ways to address the aspects of Good Manufacturing Procedures, personal hygiene and food safety. 	
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
GMP format and guidelines, allergen manual, personal hygiene guidelines, etc.	

Module 6: Apply Food Safety Practices at Workplace

Mapped to FIC/N9906, v1.0

Terminal Outcomes:

- List the food safety practices at the workplace and the ways to implement them.
- Demonstrate the steps to be followed to implement food safety procedures effectively.

Duration (in hours): 05:00	Duration (in hours): 10:00
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. • Explain requirements to maintain updated facilities, equipment and tool to minimize the risks associated with the products being handled at the site. • 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. • Discuss the significance of various types of hazard and safety signs. • Explain FSSAI Schedule IV requirements related to: Pest Control, Cleaning and Sanitation, Utilities, Waste Disposal, Prevention of Cross Contamination, allergen management, corrective action, preventive actions, food operation control etc. • Discuss the relevance of checking critical control points and product parameters. • Explain importance of record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters etc. • Discuss how to report any food safety and GMP issue to supervisor, if any. 	<ul style="list-style-type: none"> • Show how to apply appropriate techniques to deal with hazards safely and appropriately. • Demonstrate the steps for checking critical control points and product parameters. • Show how to record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters etc. • Demonstrate appropriate ways to respond to an accident situation or medical emergency promptly and appropriately. • Demonstrate the steps to be followed during emergency and evacuation procedure.

Classroom Aids

Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films

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 7: Employability Skills (30 Hours)

Mapped to DGT/VSQ/N0101, v1.0

Duration: 30:00

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 1 Hour

4. Discuss 21st-century skills.
5. Display a positive attitude, self-motivation, problem-solving, time management skills and continuous learning mindset in different situations.

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hours

7. Demonstrate how to communicate in a well-mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using the internet for browsing, and accessing social media platforms, safely and securely

Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

Customer Service Duration: 4 Hours

17. Differentiate between types of customers

18. Explain the significance of identifying customer needs and addressing them

19. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for Apprenticeship & Jobs Duration: 2 Hours

20. Create a biodata

21. Use various sources to search and apply for jobs

22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview

23. Discuss how to search and register for apprenticeship opportunities

Module 8: On-the-Job Training

Mapped to Purchase Assistant - Food and Agricultural Commodities

Mandatory Duration: 60:00	Recommended Duration: 00:00
Location: On-Site	
Terminal Outcomes <ul style="list-style-type: none"> • Demonstrate how to check requisition orders for accuracy and completeness. • Show how to identify and negotiate with vendors for supplies. • Demonstrate how to obtain approval for requisitions within the organization. • Show how to raise a purchase order. • Demonstrate the process to coordinate supplies from vendors. • Show how to coordinate vendor payments. • Discuss strategies to improve the procurement process in a food processing unit. • Show the methods and tools used to maintain the inventory of regular supplies effectively. • Demonstrate the basic health and safety practices to be followed at a food processing workplace 	
Machinery/Equipment/Others:	
ERP systems, Inventory tracking software, Pallet racks, Forklifts, Warehouse management system, Procurement software, Inventory management system, Accounting software for invoice verification and payment processing, Hazardous Material Handling Equipment	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialisation	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
BBA/B.Com	Food Processing/ Agricultural Industry	3	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 - Food and Agricultural Commodities" mapped to QP: "FIC/Q7005, v3.0". Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0". The minimum accepted score as per MEPSC guidelines is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
BBA/B.Com	Food Processing/ Agricultural Industry	3	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 - Food and Agricultural Commodities” mapped to QP: “FIC/Q7005, v3.0”. Minimum accepted score is 80%.	Certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”, with a minimum score of 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. There in 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 banks 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.

On the Job:

1. Each module (which covers the job profile of Purchase Assistant - Food and Agricultural Commodities) will be assessed separately.
2. The candidate must score 50% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 - Answer Sheets of Question Banks
 - Assessing the Logbook entries of Trainees at Employer location
 - Employer Performance Feedback.

4. Assessment of each Module will ensure that the candidate is able to:

- Handle purchase requisitions efficiently.
- Raise and process purchase orders while managing inventory effectively.
- Apply food safety guidelines in food processing practices.
- Demonstrate employability skills in a professional environment.

References

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 it 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
NCVET	National Council for Vocational Education and Training
NVEQF	National Vocational Educational Qualification Framework
FICSI	Food Industry Capacity & Skill Initiative
QP	Qualification Pack
MC	Model Curriculum
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
NCO	National Classification of Occupations
ES	Employability Skills
HACCP	Hazard Analysis and Critical Control Points
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
GHP	Good Hygiene Practices
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure
FEFO	First Expiry First Out
FIFO	First In First Out
COP	Clean Out of Place
CIP	Clean In Place
PO	Purchase Order
RFQ	Request for Quotation
ERP	Enterprise Resource Planning