



Model Curriculum

QP Name: Assistant Sanitation Supervisor (Processed Food Industry)

QP Code: FIC/Q7606

Version: 3.0

NSQF Level: 4.0

Model Curriculum Version: 3.0

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Training Parameters

Sector	Food Processing
Sub-Sector	Generic
Occupation	Quality Analysis/ Assurance
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2263.9900
Minimum Educational Qualification and Experience	<p>12th-grade pass</p> <p>OR</p> <p>10th Grade Pass or Equivalent with 3 years of experience in food processing</p> <p>OR</p> <p>8th Grade pass with 6 years of experience in food processing</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 3.0 with 3 years of experience in food processing</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 3.5 with 1.5 years of experience in food processing</p>
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	18-02-2025
Next Review Date	17-02-2028
NSQC Approval Date	18-02-2025
QP Version	3.0
Model Curriculum Creation Date	08-12-2025
Model Curriculum Valid Up to Date	17-02-2028
Model Curriculum Version	3.0
Minimum Duration of the Course	420 Hours

Maximum Duration of the Course	420 Hours
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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:

- Describe the steps required to prepare for cleaning and sanitation of the work area in a food processing unit.
- Explain how to monitor and manage hygiene and sanitation practices in food processing units to maintain high safety standards.
- Discuss the methods used to ensure food safety at the workplace, including the implementation of appropriate protocols and preventive measures.
- Explain 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/N7615: Prepare for cleaning and sanitation of the work area NOS Version No.: 2.0 NSQF Level: 4.0	60:00	120:00	60:00	00:00	240:00
Module 1: Introduction to Food Processing Sector and job role of an Assistant Sanitation Supervisor (Processed Food Industry)	05:00	00:00	00:00	00:00	05:00
Module 2: Effective Cleaning and Sanitation Management	25:00	90:00	30:00	00:00	145:00
Module 3: Staff Training and Safety Compliance	30:00	30:00	30:00	00:00	90:00
FIC/N7616: Monitor and manage hygiene and sanitation in food processing units NOS Version No.: 2.0 NSQF Level: 4.0	20:00	40:00	30:00	00:00	90:00
Module 4: Supervising and Coordinating Efficient Cleaning Operations	10:00	20:00	15:00	00:00	45:00
Module 5: Monitoring and Maintaining Cleaning Standards	10:00	20:00	15:00	00:00	45:00

FIC/N9906: Apply food safety guidelines in Food Processing NOS Version No.: 1.0 NSQF Level: 4.0	10:00	20:00	00:00	00:00	30:00
Module 6: Implement Personal Hygiene and Good Manufacturing Practices	05:00	10:00	00:00	00:00	15:00
Module 7: Apply Food Safety Practices at Workplace	05:00	10:00	00:00	00:00	15:00
DGT/VSQ/N0102: Employability Skills (60 Hours) NOS Version No.: 1.0 NSQF Level: 4.0	60:00	00:00	00:00	00:00	60:00
Module 8: Employability Skills (60 Hours)	60:00	00:00	00:00	00:00	60:00
Total Duration	150:00	180:00	90:00	00:00	420:00

Module Details

Module 1: Introduction to Food Processing Sector and job role of an Assistant Sanitation Supervisor (Processed Food Industry)

Mapped to FIC/N7615, v2.0

Terminal Outcomes:

- Describe the food processing sector in brief.
- Identify the various types of processed food products and their production methods.
- Elucidate the role and responsibilities of an Assistant Sanitation Supervisor (Processed Food Industry) within the industry.
- Explain the importance of training program and job role of an Assistant Sanitation Supervisor (Processed Food Industry).

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 an Assistant Sanitation Supervisor (Processed Food Industry). • Discuss the future trends and career growth opportunities available to the Assistant Sanitation Supervisor (Processed Food Industry). • Explain the key role and responsibilities of an Assistant Sanitation Supervisor (Processed Food Industry). 	
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: Effective Cleaning and Sanitation Management

Mapped to FIC/N7615, v2.0

Terminal Outcomes:

- Describe the key steps involved in preparing for cleaning and sanitation activities in a food processing environment.
- Explain how to effectively manage the sanitation product inventory to ensure availability and compliance with safety standards.

Duration (in hours): 25:00	Duration (in hours): 90:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain the importance of regular workplace sanitation in preventing food contamination and maintaining hygiene standards. Discuss the standards, policies, and procedures for cleaning, sanitation, and hazard handling in a food processing plant. Describe various cleaning and sanitation methods suitable for different surfaces in a food processing facility. Elucidate the tools, equipment, chemicals, and sanitizing agents used in sanitation, including their functions and proper usage. Discuss the relevant regulations, such as the Food Safety and Standards Act 2006, and their application in maintaining workplace hygiene. Explain the workplace safety requirements, hazard identification, and procedures for managing hazards. Describe the process of inspecting and using cleaning tools and equipment safely to prevent accidents. Discuss the risks associated with improper or irregular cleaning in food processing areas. Explain the key elements required for preparing a sanitation schedule for different workplace areas. Describe how to prepare cleaning chemicals with the correct formulation, 	<ul style="list-style-type: none"> Demonstrate how to prepare and implement sanitation schedules for all work areas, including workstations, canteen, washrooms, labs, offices, warehouses, and outdoor premises. Show how to communicate clear instructions to sanitation workers and ensure their understanding of daily tasks. Demonstrate how to identify and procure the required materials (e.g., tools, equipment, chemicals) for effective cleaning operations. Show how to select appropriate personal protective equipment (PPE) for each task and ensure proper distribution to sanitation staff. Demonstrate how to ensure sanitation workers are equipped with necessary cleaning agents, tools, and equipment before starting tasks. Show how to allocate manpower efficiently for cleaning various surfaces and equipment (e.g., floors, fixtures, furniture, glass surfaces, and bins). Demonstrate how to inspect cleaning tools and equipment regularly for operational effectiveness. Show how to report any shortages or malfunctions in cleaning materials or equipment to the relevant department. Demonstrate how to prepare cleaning solutions as per surface type and safety

<p>dilution, and concentration for various tasks.</p> <ul style="list-style-type: none"> • Discuss the procedures for inspecting and managing cleaning equipment to ensure effective sanitation and avoid contamination. • Explain the reporting and documentation procedures for cleaning activities, including logbooks and inventory records. • Elucidate how to maintain optimal inventory levels of chemicals, PPE, and tools for effective sanitation. 	<p>standards, ensuring safe handling and handover to staff.</p> <ul style="list-style-type: none"> • Show how to maintain records of cleaning activities, materials used, and time schedules, submitting accurate reports to management. • Demonstrate how to prepare and provide chemical solutions to sanitation workers as necessary. • Show how to maintain optimal inventory levels of cleaning supplies, PPE, and chemicals. • Demonstrate how to ensure chemicals are securely stored in designated locations, away from food processing areas. • Show how to record and update procedures, policies, equipment lists, and relevant sanitation details as required. • Demonstrate how to monitor the use of chemicals, ensuring adherence to safety data sheets for effective cleaning.
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Personnel protective equipment (PPE), Broom, Brush, Lint-free duster, Vacuum cleaner (capacity), Scraper, Polisher, Hair Net, Gloves, Mask, Safety Shoes, Head cover, Various Cleaning Agents, Cleaning Chemicals, Sanitizers, Signages, Racks for Storage, Food Safety Manual, Policies	

Module 3: Staff Training and Safety Compliance

Mapped to FIC/N7615, v2.0

Terminal Outcomes:

- Explain the essential training methods to ensure staff are well-versed in safety compliance within the food processing unit.

Duration (in hours): 30:00	Duration (in hours): 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the different types of PPE and their correct use to ensure worker safety. • Discuss how to effectively instruct cleaning staff on executing cleaning tasks. • Describe the standard practices for resource allocation to various cleaning tasks. • Explain the importance of adhering to organizational policies, rules, and instructions for maintaining workplace hygiene. • Discuss the significance of training sanitation workers through workshops and hands-on instruction. 	<ul style="list-style-type: none"> • Demonstrate how to conduct regular training sessions and workshops to enhance sanitation workers' skills and adherence to safety protocols. • Show how to conduct regular training sessions and workshops on GMP, GHP, and emerging hygiene standards. • Show how to ensure all staff consistently wear PPE and follow standard hygiene practices to uphold food safety and quality standards. • Demonstrate how to check the delivery and condition of cleaning equipment and supplies. • Show how to check the accuracy of documentation, including inventory schedules and product labels. • Demonstrate how to ensure the proper storage of tools and chemicals and take corrective actions to address any deviations.
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Personnel protective equipment (PPE), Broom, Brush, Lint-free duster, Vacuum cleaner (capacity), Scraper, Polisher, Hair Net, Gloves, Mask, Safety Shoes, Head cover, Various Cleaning Agents, Cleaning Chemicals, Sanitizers, Signages, Racks for Storage, Food Safety Manual, Policies	

Module 4: Supervising and Coordinating Efficient Cleaning Operations

Mapped to FIC/N7616, v2.0

Terminal Outcomes:

- Explain the key responsibilities involved in coordinating and supervising cleaning operations in a food processing unit.

Duration (in hours): 10:00	Duration (in hours): 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the consequences of non-compliance with hygiene standards and required actions. • Discuss the importance of monitoring cleaning tasks for compliance with hygiene standards. • Describe the types of signage required during cleaning and their safety significance. • Explain the need to inform departments before cleaning and obtain approvals after completion. • Determine procedures for handling departmental requests and prioritizing tasks based on criticality. • Describe how to store materials, chemicals, and tools post-task following safety protocols. • Explain the procedures for training sanitation workers on hygiene, safe handling of chemicals, and PPE use. • Describe the steps for conducting regular workforce training, including GMP and GHP, to improve sanitation skills. 	<ul style="list-style-type: none"> • Show how to ensure that appropriate signage is displayed in areas being cleaned. • Demonstrate how to obtain approval from the relevant departments as per organizational procedures. • Show how to allocate personnel to critical areas, especially in cases of sudden spillages or emergencies. • Demonstrate how to prioritize and schedule cleaning activities based on instructions from other departments and management. • Show how to reassign resources to ensure timely completion of cleaning tasks. • Demonstrate how to replenish cleaning agents, sanitizers, and other materials as needed during cleaning operations. • Show how to assess the quality of cleaning tasks and provide corrective actions, where necessary. • Demonstrate how to obtain final approval from relevant departments after ensuring areas have been properly cleaned and sanitized.
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Personnel protective equipment (PPE), Broom, Brush, Lint-free duster, Vacuum cleaner (capacity), Scraper, Polisher, Hair Net, Gloves, Mask, Safety Shoes, Head cover, Various Cleaning Agents, Cleaning Chemicals, Sanitizers, Signages, Racks for Storage, Food Safety Manual, Policies	

Module 5: Monitoring and Maintaining Cleaning Standards

Mapped to FIC/N7616, v2.0

Terminal Outcomes:

- Discuss the methods used to monitor and maintain cleaning standards and ensure compliance with safety regulations.

Duration (in hours): 10:00	Duration (in hours): 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain how to monitor and assess the performance of sanitation workers. Describe the safe practices for collecting, segregating, and disposing of waste with zero spillage. Discuss the procedures for handling emergency situations like spillages, pest infestations, and hazards. Determine how to monitor and replenish stocks of cleaning agents, sanitizers, and PPE during sanitation. Explain the importance of maintaining inventory records to ensure continuous operations. Discuss the role of workplace audits and review meetings in assessing hygiene compliance. Describe the importance of accurate record-keeping for audits, pest control, and chemical usage. Explain the use of logbooks, checklists, and digital systems for tracking hygiene activities and stocks. Discuss procedures to manage pest infestations, spills, and hazards in the work area. Determine safe practices for storing cleaning chemicals and tools to prevent contamination. Explain the steps to ensure sanitation personnel safety, including PPE usage and handling hazardous materials. 	<ul style="list-style-type: none"> Show how to oversee sanitation workers to ensure tasks are completed according to procedures and timelines. Demonstrate how to check that work areas are organized, and materials are properly stored post-cleaning. Show how to ensure safe collection, segregation, and disposal of waste materials, with no spillage. Demonstrate how to ensure safe storage of cleaning chemicals, tools, and equipment after use. Show how to check that tasks outlined in cleaning schedules and checklists are completed successfully. Demonstrate how to record and report details of cleaning activities, pest infestations, and chemical usage, submitting monthly reports to management. Show how to inspect cleaned areas with sanitation workers and address any issues identified. Demonstrate how to resolve issues during cleaning processes and escalate those beyond scope to appropriate personnel. Show how to implement appropriate measures in case of pest infestations, hazards, spillages, or spoilage, ensuring timely remediation. Demonstrate how to maintain records of cleaning chemicals, tools, equipment, and all relevant information as per organizational protocols.

Classroom Aids

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

Tools, Equipment and Other Requirements

Personnel protective equipment (PPE), Broom, Brush, Lint-free duster, Vacuum cleaner (capacity), Scraper, Polisher, Hair Net, Gloves, Mask, Safety Shoes, Head cover, Various Cleaning Agents, Cleaning Chemicals, Sanitizers, Signages, Racks for Storage, Food Safety Manual, Policies

Module 6: Implement Personal Hygiene and 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 different levels of employees 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 of the production line. 	<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 different levels of employees 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.

- 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 7: 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 8: Employability Skills (60 Hours)

Mapped to DGT/VSQ/N0102, v1.0

Duration (in hours): 60:00

Key Learning Outcomes

After completing this programme, participants will be able to:

Introduction to Employability Skills Duration: 1.5 Hours

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss the importance of relevant 21st-century skills.
6. Exhibit 21st-century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service

18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Module 9: On-the-Job Training

Mapped to Assistant Sanitation Supervisor (Processed Food Industry)

Mandatory Duration (in hours): 90:00	Recommended Duration (in hours): 00:00
Location: On-Site	
Terminal Outcomes <ul style="list-style-type: none"> • Demonstrate the role and responsibilities of an Assistant Sanitation Supervisor (Processed Food Industry) within the industry. • Show how to design an effective training program and explain the job role of an Assistant Sanitation Supervisor (Processed Food Industry). • Demonstrate the key steps involved in preparing for cleaning and sanitation activities in a food processing environment. • Show how to effectively manage the sanitation product inventory to ensure availability and compliance with safety standards. • Demonstrate the essential training methods to ensure staff are well-versed in safety compliance within the food processing unit. • Show how to coordinate and supervise cleaning operations in a food processing unit. • Demonstrate the methods used to monitor and maintain cleaning standards and ensure compliance with safety regulations. • Show how to follow various food safety standards during the production process. • Demonstrate how to prepare sample reports regarding food safety regulations, inspections, and faults observations. 	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialisation	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma	Food Technology or Food Engineering	5	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	
B.Sc./ Graduate	Food Technology/ Food Engineering/ Food Science and Quality Control	4	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	
B.Tech/BE	Food Technology or Food Engineering	3	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	
M.Sc./M.Tech/ME	Food Technology or Food Engineering	2	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Assistant Sanitation Supervisor (Processed Food Industry)" mapped to QP: "FIC/Q7606, v2.0". 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	
Diploma	Hotel Management/ Food Technology/ Home Science	5	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	
B.Sc./Graduate	Hotel Management/ Food Technology/ Home Science	4	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	
B.Voc.	Hotel Management/ Food Technology/ Home Science	4	Food Industry	1	Assistant Sanitation Supervisor (Processed Food Industry)	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Assistant Sanitation Supervisor (Processed Food Industry)" mapped to QP: "FIC/Q7606, v2.0". 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 Assistant Sanitation Supervisor (Processed Food Industry)) 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:

- Preparing for cleaning and sanitation of the work area
- Monitoring and managing hygiene and sanitation in food processing units
- Applying food safety guidelines in Food Processing
- Ensuring food safety at the workplace.

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
NCVT	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
RCA	Root Cause Analysis
CAPA	Corrective and Preventive Action
SIDBI	Small Industries Development Bank of India
NABARD	National Bank for Agriculture and Rural Development
SFCS	State Financial Corporations
CIP	Clean-In-Place
COP	Clean-Out-of-Place
FSMA	Food Safety Modernization Act
ERP	Enterprise Resource Planning