



# Model Curriculum

**QP Name: Regulatory Affairs Manager (Food)**

**QP Code: FIC/Q9002**

**Version: 3.0**

**NSQF Level: 6.0**

**Model Curriculum Version: 3.0**

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## Training Parameters

<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Quality Assurance/ Regulatory Assurance/Regulatory Compliance
<b>Country</b>	India
<b>NSQF Level</b>	6
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3116.0200
<b>Minimum Educational Qualification and Experience</b>	<p>Completed 1st year of PG after a 4-year UG or 2-year PG after a 3-year UG (in Food Science or Applied Science) with 3 years of experience in Food Processing/ Food Quality</p> <p>OR</p> <p>Completed 4/3-year UG (in Food Science or Applied Science) with 4.5 years of relevant experience in Food Processing/ Food Quality</p> <p>OR</p> <p>Previous relevant qualification of NSQF Level 5.5 with 3 years of experience in Food Processing/ Food Quality</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 5 with 4.5 years of experience in Food Processing/ Food Quality</p>
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	18-02- 2025
<b>Next Review Date</b>	17-02-2028
<b>NSQC Approval Date</b>	18-02- 2025
<b>QP Version</b>	4.0
<b>Model Curriculum Creation Date</b>	15-12-2024
<b>Model Curriculum Valid Up to Date</b>	17-02-2028
<b>Model Curriculum Version</b>	4.0
<b>Minimum Duration of the Course</b>	630 Hours
<b>Maximum Duration of the Course</b>	630 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 how to design, develop, and implement effective food regulatory systems.
- Discuss the process of managing changes in food regulatory systems to ensure compliance.
- Describe the steps involved in preparing regulatory submissions and new product registration documents.
- Discuss key food safety guidelines and regulations to ensure safe food production and handling practices.
- Explain best practices for workplace health and safety, including risk assessment and proper use of personal protective equipment (PPE).
- 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)
<b>FIC/N9011: Implement food regulatory systems and ensure compliance in food processing units</b> <b>NOS Version No.: 3.0</b> <b>NSQF Level: 6.0</b>	<b>60:00</b>	<b>150:00</b>	<b>30:00</b>	<b>00:00</b>	<b>240:00</b>
Module 1: Introduction to the job role of a Regulatory Affairs Manager (Food)	05:00	00:00	00:00	00:00	05:00
Module 2: Designing and Developing Effective Regulatory Systems	25:00	65:00	10:00	00:00	100:00
Module 3: Monitoring and Auditing Regulatory System	15:00	55:00	10:00	00:00	80:00
Module 4: Training on Regulatory System	15:00	30:00	10:00	00:00	55:00
<b>FIC/N9012: Manage changes in food regulatory systems</b> <b>NOS Version No.: 3.0</b> <b>NSQF Level: 6.0</b>	<b>60:00</b>	<b>90:00</b>	<b>60:00</b>	<b>00:00</b>	<b>210:00</b>
Module 5: Planing and Leading Regulatory System Changes	30:00	45:00	30:00	00:00	105:00

Module 6: Monitoring and Evaluating Regulatory System Changes	30:00	45:00	30:00	00:00	105:00
<b>FIC/N9013: Prepare regulatory submissions and new product registration documents</b> <b>NOS Version No.: 3.0</b> <b>NSQF Level: 6.0</b>	<b>30:00</b>	<b>60:00</b>	<b>30:00</b>	<b>00:00</b>	<b>120:00</b>
Module 7: Preparing Regulatory Documents for Authorities	15:00	30:00	15:00	00:00	60:00
Module 8: Regulatory Liaison & Product Registration Management	15:00	30:00	15:00	00:00	60:00
<b>DGT/VSQ/N0102: Employability Skills (60 Hours)</b> <b>NOS Version No.: 1.0</b> <b>NSQF Level: 4.0</b>	<b>60:00</b>	<b>00:00</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>
Module 9: Employability Skills (60 Hours)	60:00	00:00	00:00	00:00	60:00
<b>Total Duration</b>	<b>210:00</b>	<b>300:00</b>	<b>120:00</b>	<b>00:00</b>	<b>630:00</b>

## Module Details

### Module 1: Introduction to the job role of a Regulatory Affairs Manager (Food)

*Mapped to FIC/N7609, v3.0*

#### Terminal Outcomes:

- Explain the importance of Food Processing Industry.
- Discuss the roles and responsibilities of a Regulatory Affairs Manager (Food).

<b>Duration (in hours): 05:00</b>	<b>Duration (in hours): 00:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Define food processing.</li> <li>• Describe the various sub-sectors of food processing industry.</li> <li>• Discuss the scope of employment in the food processing industry.</li> <li>• Describe the roles &amp; responsibilities of a Regulatory Affairs Manager (Food) .</li> <li>• Discuss the future trends and career growth opportunities available to a Regulatory Affairs Manager (Food).</li> </ul>	
<b>Classroom Aids</b>	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
<b>Tools, Equipment and Other Requirements</b>	
Nil	

## Module 2: Designing and Developing Effective Regulatory Systems

### Mapped to FIC/N9011, v3.0

#### Terminal Outcomes:

- Explain the process of designing a regulatory system for food compliance.
- Describe how to develop a regulatory system tailored to industry standards.

Duration (in hours): 25:00	Duration (in hours): 65:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the principles, goals, and policies in food safety and regulatory affairs for ensuring product compliance.</li> <li>• Explain the key processes in national and international food regulatory systems impacting food processing and product standards.</li> <li>• Discuss the approach to designing SOPs and regulatory systems that align with both national and international frameworks.</li> <li>• Elucidate recent trends in food regulatory policies and how they shape industry standards and consumer expectations.</li> <li>• Determine how market conditions and technological advances influence the development of food regulatory systems.</li> <li>• Explain the impact of major food safety regulations, like FSSAI, FDA, CODEX, and EU standards, on regulatory practices.</li> <li>• Discuss the role of GMP, GHP, HACCP, and OHSAS in maintaining high food safety standards in regulatory frameworks.</li> <li>• Describe how to develop risk-based regulatory systems that enhance transparency and ensure food safety across the supply chain.</li> <li>• Explain how to incorporate GMP, GHP, and HACCP into a regulatory framework for comprehensive food safety.</li> <li>• Determine the importance of traceability and contingency planning for food recalls within regulatory systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to identify relevant food safety regulations and develop clear, consistent regulatory policies to ensure legal compliance and high food safety standards.</li> <li>• Show how to design a risk-based regulatory system that focuses on risk reduction, feasibility, and transparency.</li> <li>• Demonstrate how to incorporate GMP, GHP, and HACCP principles into a comprehensive food safety regulatory framework.</li> <li>• Show how to develop contingency systems for traceability, recalls, and containment, defining clear roles and coordination across the food chain.</li> <li>• Demonstrate effective communication of food safety information in marketing and labelling.</li> <li>• Show how to create a system where all stakeholders (producers, processors, retailers) share responsibility for food safety at each stage.</li> <li>• Demonstrate methods to foster consumer confidence through a regulatory system that ensures efficiency, compliance, and food quality.</li> <li>• Show how to implement provisions that safeguard consumers' rights to accurate and sufficient information.</li> <li>• Demonstrate how to provide strategic regulatory advice during product development.</li> </ul>



- Explain the coordination of roles across the food chain to ensure preparedness during food safety incidents.
- Discuss the legal requirements for accurate food safety communication in labelling, advertising, and marketing.
- Describe how to implement systems that ensure clear and accurate consumer food safety information.
- Explain the creation of regulatory systems that promote shared food safety responsibility among producers, processors, and retailers.
- Discuss the key elements in building a regulatory system that enhances consumer confidence through transparency and quality standards.

#### Classroom Aids

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

#### Tools, Equipment and Other Requirements

Digital thermometer, pH meter, food scales, sample collection containers, sanitizing equipment, record-keeping software, labelling tools, personal protective equipment (PPE).



## Module 3: Monitoring and Auditing Regulatory System

### Mapped to FIC/N9011, v3.0

#### Terminal Outcomes:

- Discuss the key methods for monitoring a regulatory system's effectiveness.
- Determine the steps to audit a regulatory system to identify compliance gaps.

Duration (in hours): 15:00	Duration (in hours): 55:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the process of developing and reviewing SOPs to maintain continuous regulatory compliance and support quality assurance.</li> <li>• Explain how to conduct regular compliance audits, review audit reports, and suggest improvements for regulatory system effectiveness.</li> <li>• Discuss the procedures to ensure marketing, labelling, and export-import activities meet regulatory requirements.</li> <li>• Determine methods for identifying non-compliance issues in consumer complaints, gathering evidence, and assisting in food safety regulatory prosecutions.</li> <li>• Explain how to monitor regulatory commitments and ensure legal compliance during consumer court cases.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to develop and review SOPs to ensure regulatory compliance and support corporate quality assurance.</li> <li>• Show how to verify that labelling, marketing, and export-import materials meet national and international regulatory standards.</li> <li>• Demonstrate the review process for submissions seeking regulatory authority clearance.</li> <li>• Show how to initiate and implement regulatory process improvements.</li> <li>• Demonstrate how to conduct periodic compliance audits in food processing units.</li> <li>• Show how to review audit reports to assess the regulatory system's effectiveness and recommend improvements.</li> <li>• Demonstrate how to identify causes of non-compliance in consumer cases.</li> <li>• Show how to collect evidence for consumer court cases and assist in prosecution processes.</li> <li>• Demonstrate how to monitor progress on regulatory commitments.</li> </ul>
<b>Classroom Aids</b>	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
<b>Tools, Equipment and Other Requirements</b>	
Digital thermometer, pH meter, food scales, sample collection containers, sanitizing equipment, record-keeping software, labelling tools, personal protective equipment (PPE).	

## Module 4: Training on Regulatory System

### Mapped to FIC/N9011, v3.0

#### Terminal Outcomes:

- Explain the essential elements to include when providing training on a regulatory system.

Duration (in hours): 15:00	Duration (in hours): 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the process of training managers and stakeholders on food safety laws, quality standards, and regulatory policies.</li> <li>• Describe how to organize and deliver training sessions focused on implementing and monitoring regulatory systems and liaising with regulatory authorities.</li> <li>• Discuss the importance of staying updated on regulatory changes and how it impacts compliance practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to train managers on regulatory policies, national and international food laws, and quality standards.</li> <li>• Show how to conduct training on effective evidence collection and handling of consumer complaints.</li> <li>• Demonstrate how to organize and deliver training for managers on implementing and monitoring regulatory systems and liaising with regulatory authorities.</li> <li>• Show how to provide updates on regulatory changes and guide managers in implementing these changes effectively.</li> </ul>
<b>Classroom Aids</b>	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
<b>Tools, Equipment and Other Requirements</b>	
Digital thermometer, pH meter, food scales, sample collection containers, sanitizing equipment, record-keeping software, labelling tools, personal protective equipment (PPE).	

## Module 5: Planing and Leading Regulatory System Changes

*Mapped to FIC/N9012, v3.0*

### Terminal Outcomes:

- Explain the key steps to plan changes in a regulatory system effectively.
- Describe how to lead regulatory system changes to ensure a smooth transition.

Duration (in hours): 30:00	Duration (in hours): 45:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the strategies and frameworks used to plan regulatory system changes that align with business objectives.</li> <li>• Discuss the process for evaluating current regulatory systems and identifying gaps in policies and frameworks.</li> <li>• Describe the steps involved in planning regulatory changes, including risk assessment, identifying barriers, and developing strategies to address them.</li> <li>• Determine methods for creating short-term and long-term deliverables that facilitate smooth regulatory transitions.</li> <li>• Explain techniques for effectively communicating the importance and benefits of regulatory changes to management and staff.</li> <li>• Discuss how to plan and implement training programs that help staff understand and execute regulatory changes.</li> <li>• Describe approaches to utilize available resources effectively for supporting staff in implementing regulatory change strategies.</li> <li>• Explain techniques for setting priorities, addressing obstacles, and supporting employees during the change implementation process.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to evaluate procedures, systems, and structures that may require change.</li> <li>• Show how to identify gaps in current policies and procedures effectively.</li> <li>• Demonstrate how to identify barriers to change and develop strategies to overcome them.</li> <li>• Show how to assess the risks and benefits of a change strategy and establish contingency plans.</li> <li>• Demonstrate how to ensure management and staff understand the need, impact, and expected outcomes of the change.</li> <li>• Show how to prepare short and long-term plans for implementing changes.</li> <li>• Demonstrate how to plan training and support measures for successful adoption of changes.</li> </ul>
Classroom Aids	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	

### Tools, Equipment and Other Requirements

Checklist templates, meeting minutes templates, feedback forms, data analysis software, progress tracking sheets, reporting tools, training materials, evaluation forms.

## Module 6: Monitoring and Evaluating Regulatory System Changes

*Mapped to FIC/N9012, v3.0*

### Terminal Outcomes:

- Discuss methods for monitoring regulatory system changes to maintain compliance.
- Evaluate the impact of regulatory system changes on overall organizational processes.

Duration (in hours): 30:00	Duration (in hours): 45:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain how Total Quality Management (TQM) systems can be used to evaluate the effectiveness of changes in regulatory systems.</li> <li>• Describe how to organize and conduct internal and external audits to assess compliance and the impact of regulatory changes.</li> <li>• Discuss methods for developing systems that enable ongoing monitoring and assessment of regulatory updates.</li> <li>• Explain techniques for documenting progress, gathering feedback, and communicating regulatory change outcomes to management.</li> <li>• Determine how to create systems that recognize and reward employees for effectively implementing regulatory changes.</li> <li>• Discuss techniques for ensuring continuous improvement by monitoring the long-term impact of regulatory changes and aligning with global requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to review reports to evaluate the effectiveness of implemented changes.</li> <li>• Show how to organize internal and external audits to verify the success of changes.</li> <li>• Demonstrate how to develop systems for monitoring and assessing progress in the regulatory system.</li> <li>• Show how to create a reporting mechanism to review effectiveness and gather feedback.</li> <li>• Demonstrate how to document and communicate the results of changes to management.</li> <li>• Show how to recognize and reward employees for successfully implementing changes.</li> <li>• Demonstrate how to ensure changes meet organizational needs and comply with national and international regulations.</li> </ul>
<b>Classroom Aids</b>	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
<b>Tools, Equipment and Other Requirements</b>	
Checklist templates, meeting minutes templates, feedback forms, data analysis software, progress tracking sheets, reporting tools, training materials, evaluation forms.	

## Module 7: Preparing Regulatory Documents for Authorities

### Mapped to FIC/N9013, v3.0

#### Terminal Outcomes:

- Describe how to prepare regulatory documents for submission to authorities, focusing on required content and formatting.

Duration (in hours): 15:00	Duration (in hours): 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Explain the FSSAI regulations and the standard format for preparing regulatory documents.</li> <li>Describe methods to collect, collate, and evaluate data for regulatory submissions effectively.</li> <li>Discuss how to prepare technical documents, checklists, safety reports, and declarations of conformity for regulatory compliance.</li> <li>Explain the regulatory guidelines and requirements specific to the relevant food products.</li> <li>Describe the procedure for responding to communications and requests from regulatory authorities.</li> <li>Determine methods for providing thoughtful and accurate feedback on regulatory documents.</li> <li>Identify the key government regulatory authorities, such as FSSAI and FDA, and their roles in handling food safety regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate how to collect, evaluate, and prepare regulatory documents according to FSSAI regulations, ensuring data accuracy and relevance.</li> <li>Show how to review regulatory guidelines to prepare accurate, compliant documents.</li> <li>Demonstrate how to translate regulatory requirements into actionable plans with development timelines.</li> <li>Show how to coordinate with authorities to resolve disputes, negotiate approvals, and finalize projects.</li> <li>Demonstrate how to prepare comprehensive documents, including technical data, checklists, and conformity declarations.</li> <li>Show how to collaborate with consultants, partners, and co-manufacturers to finalize and submit regulatory documents.</li> <li>Demonstrate how to respond to regulatory authority communications and prepare required responses.</li> <li>Show how to prepare safety reports for raw materials, additives, and ingredients for regulatory submissions.</li> <li>Demonstrate how to identify non-compliance issues, compile technical documentation, and submit evidence to authorities.</li> <li>Show how to follow up with government authorities regarding product bans and other regulatory communications.</li> </ul>
Classroom Aids	

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

#### **Tools, Equipment and Other Requirements**

Document templates, compliance checklists, communication tools (email, messaging apps), project management software, filing systems, scheduling tools, registration forms, feedback forms, regulatory guidelines.



## Module 8: Regulatory Liaison & Product Registration Management

### Mapped to FIC/N9013, v3.0

#### Terminal Outcomes:

- Explain effective methods for liaising with regulatory authorities to ensure compliance and address potential issues.
- Discuss the steps involved in managing the registration process for new products, including document submission and compliance checks.

Duration (in hours): 15:00	Duration (in hours): 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the FSSAI regulations and the standard format for preparing regulatory documents.</li> <li>• Describe methods to collect, collate, and evaluate data for regulatory submissions effectively.</li> <li>• Discuss how to prepare technical documents, checklists, safety reports, and declarations of conformity for regulatory compliance.</li> <li>• Explain the regulatory guidelines and requirements specific to the relevant food products.</li> <li>• Describe the procedure for responding to communications and requests from regulatory authorities.</li> <li>• Determine methods for providing thoughtful and accurate feedback on regulatory documents.</li> <li>• Identify the key government regulatory authorities, such as FSSAI and FDA, and their roles in handling food safety regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to engage with regulatory bodies during product development for clarifications and approvals.</li> <li>• Show how to collaborate with authorities to develop and review regulatory standards.</li> <li>• Demonstrate how to coordinate and gather feedback on proposed regulations to represent the organization's interests.</li> <li>• Show how to address regulatory discrepancies across different governments to ensure cost-effective compliance.</li> <li>• Demonstrate how to identify and manage potential threats or opportunities from upcoming regulations by liaising with industry associations.</li> <li>• Show how to work with regulatory associations like CII, FICCI, and AIFPA on national and international regulatory challenges.</li> <li>• Demonstrate how to prepare clear arguments and explanations for new product licenses.</li> <li>• Show how to present registration documents to authorities and notified bodies for approvals.</li> <li>• Demonstrate how to negotiate with regulatory authorities to secure product approval.</li> <li>• Show how to monitor the application process to ensure a favorable outcome.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate how to respond to government requests regarding new product approvals.</li> <li>• Show how to provide reports on advertising and label claims for new products to ensure compliance.</li> </ul>
<b>Classroom Aids</b>	
Training Kit - Facilitator's Guide, Participant's Handbook, Presentations and Software, Whiteboard, Marker, Projector, Laptop, Video Films	
<b>Tools, Equipment and Other Requirements</b>	
Document templates, compliance checklists, communication tools (email, messaging apps), project management software, filing systems, scheduling tools, registration forms, feedback forms, regulatory guidelines.	

## Module 9: 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 21<sup>st</sup>-century skills.
6. Exhibit 21<sup>st</sup>-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 10: On-the-Job Training

### Mapped to Regulatory Affairs Manager (Food)

<b>Mandatory Duration: 120:00</b>	<b>Recommended Duration: 00:00</b>
<b>Location: On-Site</b>	
<b>Terminal Outcomes</b> <ul style="list-style-type: none"> <li>• Demonstrate the process of designing a regulatory system for food compliance.</li> <li>• Show how to develop a regulatory system tailored to industry standards.</li> <li>• Demonstrate key methods for monitoring a regulatory system's effectiveness.</li> <li>• Show how to audit a regulatory system to identify compliance gaps.</li> <li>• Demonstrate the essential elements to include when providing training on a regulatory system.</li> <li>• Show how to plan changes in a regulatory system effectively.</li> <li>• Demonstrate how to lead regulatory system changes to ensure a smooth transition.</li> <li>• Show how to monitor regulatory system changes to maintain ongoing compliance.</li> <li>• Demonstrate how to evaluate the impact of regulatory system changes on overall organizational processes.</li> <li>• Show how to prepare regulatory documents for submission to authorities, focusing on required content and formatting.</li> <li>• Demonstrate effective methods for liaising with regulatory authorities to ensure compliance and resolve potential issues.</li> <li>• Show how to manage the registration process for new products, including document submission and compliance checks.</li> </ul>	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialisation	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/ B.Sc	Food Safety and Quality Management/ Food Science/ Food Technology/ Food Processing	4	Food Science/Home Science/ Food Processing/ Quality Analysis	1	Training of Regulatory Affairs Manager (Food)	
B.Tech	Food Science/ Nutrition/ Food Engineering/ Food Technology	3	Food Science/Home Science/ Food Processing/ Quality Analysis	1	Training of Regulatory Affairs Manager (Food)	
M.Sc	Food Safety and Quality Management/ Food Science/ Food Technology/ Food Processing	2	Food Science/ Home Science/ Food Processing/ Quality Analysis	1	Training of Regulatory Affairs Manager (Food)	
MBA	Food Safety and Quality Management	2	Food Science/ Home Science/ Food Processing/ Quality Analysis	1	Training of Regulatory Affairs Manager (Food)	
M.Tech	Food Processing/ Food Technology	2	Food Science/ Home Science/ Food Processing/ Quality Analysis	1	Training of Regulatory Affairs Manager (Food)	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Regulatory Affairs Manager (Food)" mapped to QP: "FIC/Q9002, 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	
Graduate/ B.Sc	Food Safety and Quality Management/ Food Science/ Food Technology/ Food Processing	4	Food Science/Home Science/ Food Processing/ Quality Analysis	1	Assessment of Regulatory Affairs Manager (Food)	
B.Tech	Food Science/ Nutrition/ Food Engineering/ Food Technology	3	Food Science/Home Science/ Food Processing/ Quality Analysis	1	Assessment of Regulatory Affairs Manager (Food)	
M.Sc	Food Safety and Quality Management/ Food Science/ Food Technology/ Food Processing	2	Food Science/ Home Science/ Food Processing/ Quality Analysis	1	Assessment of Regulatory Affairs Manager (Food)	
MBA	Food Safety and Quality Management	2	Food Science/ Home Science/ Food Processing/ Quality Analysis	1	Assessment of Regulatory Affairs Manager (Food)	
M.Tech	Food Processing/ Food Technology	2	Food Science/ Home Science/ Food Processing/ Quality Analysis	1	Assessment of Regulatory Affairs Manager (Food)	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Regulatory Affairs Manager (Food)” mapped to QP: “FIC/Q9002, 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 Regulatory Affairs Manager (Food)) 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:

- Carry out production of fortified food
- Work effectively and efficiently as per schedules and timelines.
- Escalate the problem to appropriate authority.
- Implement safety practices.
- Optimize the use of resources to ensure less wastage and maximum conservation.

## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective, or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do it upon the completion of the training.
<b>Terminal Outcome</b>	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
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
SOP	Standard Operating Procedures
FSSAI	Food Safety and Standards Authority of India
PPE	Personal Protective Equipment
CFU	Colony-Forming Units
PCR	Polymerase Chain Reaction
qPCR	Real-Time PCR
ELISA	Enzyme-Linked Immunosorbent Assay
DNA	Deoxyribonucleic Acid
GMP	Manufacturing Practices
GHP	Good Hygiene Practices
HACCP	Hazard Analysis Critical Control Points
VACCP	Vulnerability Assessment Critical Control Points
TACCP	Threat Assessment Critical Control Points
ISO	International Organization for Standardization
CIP	Clean-in-Place
COP	Clean-out-of-Place
CPR	Cardiopulmonary Resuscitation
FEFO	First Expiry, First Out
FIFO	First In, First Out
RCA	Root Cause Analysis
CAPA	Corrective and Preventive Action