Model Curriculum

Processed Food Entrepreneur

SECTOR: FOOD PROCESSING
SUB-SECTOR: FRUIT & VEGETABLE, FOOD GRAIN MILLING, DAIRY PRODUCTS, MEAT & POULTRY, FISH & SEA FOOD, BREAD & BAKERY, ALCOHOLIC BEVERAGES, AERATED WATER/SOFT DRINKS, SOYA FOOD, PACKAGED FOODS
OCCUPATION: PROCESSING
REF ID: FIC/Q9001, V1.0
NSQF LEVEL: 5

Skill India

FICSI

N·S·D·C National Skill Development Corporation
Transforming the skill landscape

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE (FICSI)

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Processed Food Entrepreneur**'
QP No. '**FIC/Q9001, Version 1.0, NSQF Level 5**'

Date of Issuance: **February 23, 2016**

Valid up to: **March 30, 2019**

* *Valid up to the next review date of the Qualification Pack*

Authorised Signatory
(Food Industry Capacity and Skill Initiative)

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Processed Food Entrepreneur

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Processed food entrepreneur", in the "Food Processing" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	**Processed Food Entrepreneur**		
Qualification Pack Name & Reference ID. ID	FIC/Q9001, v1.0		
Version No.	1.0	**Version Update Date**	31/03/2022
Pre-requisites to Training	Preferably Class 10 and 0-1 year experience in a food processing business		
Training Outcomes	**After completing this programme, participants will be able to:** • Starting and managing a food processing organization by exploring the market • Identifying opportunities in food processing • Innovating and giving a different dimension to products.		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of "Processed Food Entrepreneur" Qualification Pack issued by "Food Industry Capacity and Skill Initiative".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	**Introduction to the training program** **Theory Duration** (hh:mm) 00:30 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** Bridge Module	• Introduce each other and build rapport with fellow participants and the trainer.	White board/Chart papers, marker
2	**Overview of the "Processed food entrepreneur" Role** **Theory Duration** (hh:mm) 01:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code**	• Understanding the roles and responsibilities of processed food entrepreneur • Awareness of the nature and availability of job opportunities	Laptop/computer white board, marker, projector, chart papers
3	**Introduction to the Food Processing Industry** **Theory Duration** (hh:mm) 01:30 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code**	• Define food processing • List the various sub sectors of food processing industry	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, Student manual
4	**Introduction to entrepreneurship** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 02:00	• State entrepreneurship • Define the behaviour and techniques of a successful entrepreneur	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, Student manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code		
5	**Evaluate and develop entrepreneurship skills** **Theory Duration** (hh:mm) 02:00 **Practical Duration** (hh:mm) 04:00 **Corresponding NOS Code** FIC/N9005	• State the requirements of skilled entrepreneur e.g. capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc),make independent and clear • State how to choose the right product based on strengths, potential, capability, market demand, profitability, personal preferences. • State how to conduct market surveys to understand market trend, market needs, opportunities, competition • State the procedure to review market demands based on competitors, customers, market requirements, current market status etc. • State the knowledge and technical skills acquired by entrepreneur • Mention the skills required for distribution, sales and marketing • Mention the skills required for business planning	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, business plan, Student manual
6	**Selection of product and business planning** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 02:00 **Corresponding NOS Code** FIC/N9006	• Identify and evaluate products based on idea, market demand, competition, availability of raw material, process capability, export potential • State the production/process capabilities for products • State the method to conduct market surveys for identified products • Understand the production feasibility of the product identified • Produce small quantity (trial production) of product in home kitchen or in incubation centre (if possible) to check the process feasibility • State how to test market of the product to know the market response • Identify suitable brand name for the product • Describe how to design attractive, unique and eye-catching packaging to present it in an attractive manner • Determine how to fix right selling price based on production cost,	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, business plan, Student manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		current sales price of similar product in the market, competitor price, quality of product produced against competitor's product • Describe how to grow slowly with the market and continue the business	
7	**Prepare for startup of food processing unit** **Theory Duration** (hh:mm) 06:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** FIC/N9007	• Identify location for starting food processing unit • Select location for food processing unit based on raw materials availability and availabilities of utilities like (water, electricity, communication), accessibility to main road/areas , proper environmental surroundings • State the method to secure funds from family, friends and financial institutions • Describe how to evaluate financial support suitable for starting food processing unit, like seed capital/marginal money, risk capital, bridge loans, short term for working capital , long and medium term loans • Describe the approaching method financial institutions for financial assistance to start small, medium and large scale food processing unit • Describe the legal procedures after loan approval and loan rejection • Describe the entire procedure for filling of entrepreneur's memorandum	Laptop, white/black board, marker, chart papers, projector, business plan,Trainer's guide, Student manual
8	**Start food processing unit** **Theory Duration** (hh:mm) 05:00 **Practical Duration** (hh:mm) 09:40 **Corresponding NOS Code** FIC/N9008	• Design the processing unit based on the type of industry through design engineers and plan an appropriate plant layout • State the procedure to obtain legal licenses required for setting up food processing industry • Describe the method for getting the processing unit constructed • State various necessary applications to be submitted to relevant government departments (water board, electricity board, department of telecommunications, public work department etc.) and obtain utilities like water, power, communication etc. • Identify how to select and order right machinery and equipment by prior consultation with experts, dealers / suppliers/ manufacturers and users	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, Student manual, business plan, equipment depending upon the type of food processed

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		• Ste the method for recruiting engineers and operators before the installation of the machinery • Recruit manpower based on manpower and staffing mentioned in the project • Describe necessary methods to obtain necessary registrations and license for starting food processing unit • Describe the procedure for getting the food processing unit evaluated • State different organizational standards • Provide training to the employees for handling food processing from purchase of raw material to production and storage of finished products, on standard operating procedures (sop), food hygiene and sanitation, personnel hygiene etc • State the materials required for production (like raw materials, ingredients, packaging materials etc considering the expected market demand • State various regulations in force like regulatory, taxation, environmental and certain product to procure the materials by complying with various regulations in force like regulatory, taxation, environmental and certain product specific clearances etc • Ensure the conformance of purchased materials quality to organisation standards • Carry out trial production and standardise formulation and process parameters • Test the nutritional composition of the product from an accredited laboratory for nutritional information labelling • Carry out commercial production(through trained employees) and produce finished product following the standardised formulations using processing machineries following the standardised process parameters • Demonstrate packing and labelling of finished product using right packaging material and labelling	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		information, and store as per organisation standards • Demonstrate cleaning of machineries and equipment following clean-in-place & cleanout-of-place methods and procedures using recommended cleaning agents and sanitizers as per specifications and standards of the organisation • Check the quality of the product in the internal or external lab to ensure its conformance to specification and standards of the organisation • Explain food hygiene and sanitation to be followed in the processing unit for all stages of processing (for handling raw material, process, storage, distribution, facility, personnel etc) • Appoint distributor all over the city/district/state/country (based on marketing and sale) for distribution of products • Describe managing of logistics for distribution of products to the market • Describe marketing and selling the product through marketing agency or through appointed sales team • Demonstrate monitoring of sale and decide on expansion/decreasing production quantity/halting of the enterprise	
9	**Complete documentation and record keeping** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 04:00 **Corresponding NOS Code** FIC/N9009	• State the need and method for documenting and maintaining records organization layout like blueprint the food processing unit, interior and exterior design of the food processing unit • State the need for documenting and maintaining records on processing machinery, movable and immovable assets of the food processing unit • State the needs for documenting and maintaining records on personal and health records, on each employees employed in the food processing unit • State the needs for documenting and maintaining records on accounts records on loans, income, expenses, profit/loss etc of the organisation • State the need for documenting and maintaining records of raw materials,	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, logbooks, internal audit register, food safety manual, quality policy etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		processes and finished products • State the method of documenting and recording the details of raw material to final finished product • Demonstrate the process of documenting records of production plan, process parameters, and finished products • Document daily records in the ERP system effectively • Document and maintain records on inventory of raw materials, machineries/ equipments/ tools, packaging materials, finished products, consumables, utilities etc • Document and maintain records on the storage of finished products like quantity stored, quality of stock (saleable or to be disposed), condition of stock (like packaging condition / rework /repack required) • Document and maintain records on storage facility, like condition of storage facility, storage parameters if any like temperature, humidity, pressure (as applicable), space utilised, stacking procedure etc • Document and maintain records on distribution details like transport details, quality, hygiene and cleanliness of vehicle, quantity loaded in the vehicle, distribution routes , outlet details, customer/ consumer details, distribution quantity, quantity returned etc	
10	**Food Safety, Hygiene and Sanitation** **Theory Duration** (hh:mm) 03:00 **Practical Duration** (hh:mm) 05:00 **Corresponding NOS Code** FIC/N9010	• State the importance of safety, hygiene and sanitation in the baking industry • Follow the industry standards to maintain a safe and hygiene workplace • Follow HACCP principles to eliminate food safety hazards in the process and products • Follow safety practices in the work area • Follow personal hygiene in the work area • Follow housekeeping practices by having designated area for all	Laptop, white board, marker, chart papers, projector ,trainer's guide and student handbook, protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, safety manual ,logbooks etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		materials/tools and storing them in designated areas • State various physical, chemical and biological hazards and methods to prevent them	
11	**Professional and Core Skills** **Theory Duration** (hh:mm) 03:00 **Practical Duration** (hh:mm) 05:00 **Corresponding NOS Code**	• Undertake a self-assessment test • Identify personal strengths and weaknesses • Plan and schedule the work order and manage time effectively to complete the tasks assigned • Prevent potential problems from occurring • Resolve issues and problems using acquired knowledge and realize the importance of decision making • Identify potential problems and make sound and timely decision • Improve your reading skills • State the importance of listening	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, Student manual
12	**IT Skills** **Theory Duration** (hh:mm) 05:00 **Practical Duration** (hh:mm) 07:00 **Corresponding NOS Code**	• Identify parts of the computer • Use the computer keyboard effectively to type • Use computer applications effectively to record day-to-day activities • Use the word processor effectively • Use the spreadsheet application effectively • Use the computer to document day-to-day activities	Laptop, white/black board, marker, chart papers, projector, Trainer's guide, Student manual
13	**Field Visits** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 30:00 **Corresponding NOS Code**	• Observe the factory location, layout and safety aspects of food processing • Observe the storage facilities for raw materials and finished products • Observe the various machineries used in process • Observe the various machineries used in process • Observe the cleaning methods and processes followed to maintain the process machineries and tools • Observe the raw materials used and their storage procedures • Observe the packaging and storage processes of raw material and finished product	All the tools and equipment listed above must be available at the site of field visit

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		• Observe the post-production cleaning and maintenance process followed in the industry	
14	**Revision** **Theory Duration** (hh:mm) 02:00 **Practical Duration** (hh:mm) 02:00 **Corresponding NOS Code**	• Revised the knowledge gained so far	All the tools and equipment listed above must be available at the time of revision
15	**Evaluation** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 20:00 **Corresponding NOS Code**	• Assess the knowledge and skills acquired by the participants	All the tools and equipment listed above must be available for evaluation
16	**On-the-job Training** **Theory Duration** (hh:mm) 30:00 **Practical Duration** (hh:mm) 65:00 **Corresponding NOS Code**	• Apply the skills and knowledge acquired in the training program in the field	All the tools and equipment listed above must be available on the site at the time of OJT
	Total Duration **240:00** **Theory Duration** **88:00** **Practical Duration** **152:00**	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, Student manual, protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, safety manual ,logbooks, business plan	

Grand Total Course Duration: **240Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by **SSC: Food Industry Capacity and Skill Initiative***

Trainer Prerequisites for Job role: "Processed food entrepreneur" mapped to Qualification Pack: "FIC/Q9001, v1.0"

Sr. No.	Area	Details
1	**Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "FIC/Q9001", Version 1.0
2	**Personal Attributes**	An aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned fields.
3	**Minimum Educational Qualifications**	• M.Sc/M.Tech/ME in food Technology or Food Engineering with 1-2 years of hands on experience in a relevant food industry, or • B.Sc (home Sc) /B.Tech/BE in Dairy Technology or Food Engineering with 2-3 years of hands on experience in relevant food industry, or • MBA in agribusiness with 4 years of hand on experience in a relevant food industry.
4a	**Domain Certification**	Certified for Job Role: "Processed food entrepreneur" mapped to QP: "FIC/Q9001, v1.0". Minimum accepted score is 80%
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted SCORE IS 80 % as per FICSI guidelines.
5	**Experience**	• M.Sc/M.Tech/ME in food Technology or Food Engineering with 1-2 years of hands on experience in a relevant food industry, or • B.Sc (home Sc) /B.Tech/BE in Dairy Technology or Food Engineering with 2-3 years of hands on experience in relevant food industry, or • MBA in agribusiness with 4 years of hand on experience in a relevant food industry.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Processed food entrepreneur
Qualification Pack	FIC/Q9001, v1.0
Sector Skill Council	Food Processing

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre(as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training canter based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% (overall) in every QP
6	The marks are allocated PC wise; however, every NOS will carry a weight age in the total marks allocated to the specific QP

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
1. FIC/N9005: Evaluate and develop entrepreneur skills	PC.1 self evaluate on the capability to start business, develop business, manage an organization, manage time, handle different people (customers, vendors, government officials, bankers, consultants, etc),make independent and clear decisions under pressure, physical and emotional stamina work long hour	**100**	15	5	10
	PC2. Evaluate the performance of various food processing sectors and sale/market share of various category of processed foods, to decide on starting the food processing sector and food product		10	3	7
	PC3. Choose the right product based on strengths, potential, capability, market, demand,profitability,personal preferences		10	3	7
	PC4. Conduct market survey to understand the market trend,market needs, opportunity, competition.		10	3	7
	PC5. Review market demand based on competitors,customers, market requirement, current market status etc		10	3	7
	PC6. consult with experts, experienced people and family on the ideas developed		5	2	3
	PC7. acquire knowledge (through training or other sources like reading books) on communication skills, management skills, accounting skills, marketing skills		10	4	6
	PC8. Develop / acquire technical skills (through training or through work experience) on raw materials handling product processing, product preservation, packaging, quality control, product storage, processing machineries, relevant food laws and regulations, food safety hygiene and sanitation		10	4	6
	PC9. Develop skills on distribution, sales and marketing (through training or discussing and learning from experienced people		10	4	6
	PC10. Learn to be realistic and objective while planning business, and discrete in sharing the ideas		5	2	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC11. Acquire knowledge (through training or other sources like reading books) on communication skills, management skills, accounting skills, marketing skills		5	2	3
			100	**35**	**65**
2. FIC/N9006: Selection of product and business planning	PC1. evaluate and identify product(s) based on idea, market demand, competition, availability of raw material, process capability, export potential	**100**	5	2	3
	PC2. evaluate the production/process capabilities for the identified product(s) based on requirements like, technology (technology transfer from institutes/import technologies), investment, processing area ,machineries,labour (skilled or unskilled), utilities (water, electricity etc), special regulations (on environment, pollution control etc)		10	3	7
	PC3. conduct market survey on identified product(s) to understand market share, demand for product, competitors strength and weakness, competitors business growth,possible share in the market, competitors marketing/sale techniques		10	3	7
	PC4. decide on the product based on the production feasibility and market demand, for starting the food processing unit		5	2	3
	PC5. produce small quantity (trial production) of product in home kitchen or in incubation centre (if possible) to check the process feasibility		10	4	6
	PC6. test market the product to know the market response.		10	3	7
	PC7. select suitable brand name for the product such that it is meaningful, memorable, likeable, transferable (to category extension), protectable (legally		10	3	7
	PC8. design attractive, unique and eyecatching packaging to present it in an attractive manner		10	3	7
	PC9. fix right selling price based on production cost, current sales price of similar product in the market,		10	3	7

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	competitor price, quality of product produced against competitor's product				
	PC10. plan to produce and sell quality product all time		5	2	3
	PC11. work out clear business goal and set timeline to accomplish the goal		10	4	6
	PC12. plan to start small processing unit with minimum investment and grow slowly with the market		5	3	2
			100	**35**	**65**
3. FIC/N9007: Prepare for start up of food processing unit	PC1. Identify location for starting food processing unit	**100**	5	2	3
	PC2. select location for food processing unit based on raw materials availability and availabilities of utilities like (water, electricity, communication), accessibility to main road/areas , proper environmental surroundings etc		5	2	3
	PC3. secure funds from family, friends and financial institutions		5	2	3
	PC4. evaluate financial support suitable for starting food processing unit, like seed capital/marginal money, risk capital, bridge loans, short term for working capital , long and medium term loans		5	2	3
	PC5. approach financial institutions (listed below are few indicative financial institutions and there are many others) for financial assistance to start small, medium and large scale food processing		5	2	3
	PC6. apply for long and medium term loans to purchase land, construct factory building/shed and to purchase machineries and equipments		5	2	3
	PC7. Apply for short-term loans to meet the working capital requirements like purchase of raw materials and consumables, payment of wages and other immediate manufacturing and administrative expenses		5	2	3
	PC8. Apply for composite loan and term loan for working capital		5	2	3
	PC9. Apply for loans in the financial institutions and commercial banks by submitting formal application along with documents		5	2	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC10.receive response (sanction or rejection) letter for loan application from financial institutions		5	2	3
	PC11. on receiving loan sanction letter visit the financial institute and indicate in writing the acceptance of terms and conditions		5	2	3
	PC12.obtain approved loan on phased implementation of project		5	2	3
	PC13. on rejection of loan from government owned financial institutions and commercial banks, consider taking loans from nongovernment finance companies or		5	2	3
	PC14.for venture capital investment, prepare a formal business plan (take professional help, if required) with clarity on the deal explaining the need for funds, plans on spending the investment and details on returns/share to the investor, then apply/approach the investor with relevant experience and through connection and by proving as a performer		5	2	3
	PC15. decide on the type of ownership like sole proprietorship /family ownership / /partnership		5	2	3
	PC16. register the organisation i.e. file the memorandum through steps		25	5	20
			100	**35**	**65**
4. FIC/N9008: Start food processing unit	PC1. design the processing unit based on the type of industry through design engineers and plan an appropriate plant layout	**100**	4	1.5	2.5
	PC2. obtain legal licenses required for setting up food processing industry (for sectors where prior approvals are required.		4	1.5	2.5
	PC3. get the processing unit constructed		3	1	2
	PC4. submit necessary applications to relevant government departments (water board, electricity board, department of telecommunications, public work department etc) and obtain utilities like water, power, communication etc.		3	1	2
	PC5. select and order right machinery and equipments by prior consultation with experts, dealers / suppliers/		4	1	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	manufacturers and users (can take from dic, msme and nsic				
	PC6. recruit engineers and operators before the installation of the machinery		4	1	3
	PC7. recruit manpower based on manpower and staffing mentioned in the project report		3	1	2
	PC8. obtain necessary registrations and license (as applicable) for starting food processing unit		15	5	10
	PC9. get the unit evaluated to obtain clearance		10	4	6
	PC10. set organizational standards for all materials like raw materials, ingredients, packaging materials etc complying with various regulations in force like regulatory, environmental and certain product specific clearances etc, and prepare standard operating procedures (sop) for purchase, quality control, processing/production, maintenance, storage, logistic, marketing, distribution, waste management etc		3	1	2
	PC11. provide training to the employees for handling food processing from purchase of raw material to production and storage of finished products, on standard operating procedures (sop), food hygiene and sanitation, personnel hygiene etc		3	1	2
	PC12. plan the materials required for production (like raw materials, ingredients, packaging materials etc considering the expected market demand (plan not to order too much and lock the working capital)		2	1	1
	PC13. procure the materials by complying with various regulations in force like regulatory, taxation, environmental and certain product specific clearances etc		3	1	2
	PC14. ensure the conformance of purchased materials quality to organisation standards		2	1	1
	PC15. carry out trial production and standardise formulation and process parameters		4	1	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC16. test the nutritional composition of the product from an accredited laboratory for nutritional information labelling		2	1	1
	PC17. carry out commercial production(through trained employees) and produce finished product following the standardised formulations using processing machineries following the standardised process parameters		4	1	3
	PC18. pack and label finished product using right packaging material and labelling information, and store as per organisation standards		3	1	2
	PC19. clean the machineries and equipments following clean-in-place & clean-out-of-place methods and procedures using recommended cleaning agents and sanitizers as per specifications and standards of the organisation		3	1	2
	PC20. check the quality of the product in the internal or external lab to ensure its conformance to specification and standards of the organisation		3	1	2
	PC21. follow food hygiene and sanitation in the processing unit for all stages of processing (for handling raw material, process, storage, distribution, facility, personnel etc)		2	1	1
	PC22. appoint distributor all over the city/district/state/country (based on marketing and sale) for distribution of products		4	1.5	2.5
	PC23. manage logistics for distribution of products to the market		4	1.5	2.5
	PC24. market and sell the product through marketing agency or through appointed sales team		4	1.5	2.5
	PC25. monitor sale and decide on expansion/decreasing production quantity/halting of the enterprise		4	1.5	2.5
			100	**35**	**65**
5. **FIC/N9009: Complete documentation and record keeping related to processed**	PC1. document and maintain records on organisation layout like blueprint the food processing unit, interior and exterior design of the food processing unit		5	3	2
	PC2. document and maintain records on processing machinery, movable and		5	3	2

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
food entrepreneur	immovable assets of the food processing unit				
	PC3. document and maintain records on personal and health records, on each employees employed in the food processing unit		5	3	2
	PC4. document and maintain records on accounts records on loans, income, expenses, profit/loss etc of the organisation		5	3	2
	PC5. document and maintain records on accounts records on loans, income, expenses, profit/loss etc of the organisation		5	3	2
	PC6. document and maintain records on all raw materials, ingredients and packaging materials handled, like name of the supplier, batch details, quantity supplied and quality of the materials supplies etc		6	4	2
	PC7. document and maintain records on all machineries, equipments and tools installed/used in the processing unit, quotations, invoice, supplier/manufacturer details, manuals of all machineries / equipment, annual maintenance details etc.		8	6	2
	PC8. document and maintaining records on maintenance of each machinery/equipment, machine utilization, machine performance, breakdown details, corrective actions, spares changed, machine/equipment condition etc		8	5	3
	PC9. document and maintain records on production details like types of products produced, quantity produced, batch number, date of manufacture, date of expiry, raw materials used for producing the batch, and packaging details like type of packaging materials used, category of packaging etc		6	3	3
	PC10. document and maintain records on supplier quality report on raw materials, ingredients, packaging materials, internal and external quality report on finished products, consumer and customer complaints , corrective actions, legal documents (if any)		5	2	3
	PC11. document and maintain records on production details raw		6	4	2

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	material/packaging materials used with batch and supplier details, production quantity, process parameters, process time, down time, production yield, machineries used for processing and its capacity utilization				
	PC12. document and maintain records on inventory of raw materials, machineries/ equipments/ tools, packaging materials, finished products, consumables, utilities etc		5	2	3
	PC13. document and maintain records on the storage of finished products like quantity stored, quality of stock (saleable or to be disposed), condition of stock (like packaging condition / rework /repack required)		6	4	2
	PC14. document and maintain records on storage facility, like condition of storage facility, storage parameters if any like temperature, humidity, pressure (as applicable), space utilised, stacking procedure etc		6	3	3
	PC15. document and maintain records on distribution details like transport details, quality, hygiene and cleanliness of vehicle, quantity loaded in the vehicle, distribution routes , outlet details, customer/ consumer details, distribution quantity, quantity returned etc.		6	3	3
	PC16. document and maintain records on marketing schemes, like discounts, free samples given, customer/consumer details, quantity marketed, outcome of marketing on special schemes etc.		5	3	2
	PC17. document and maintain records on sale like customer details, customer type, location, quantity purchased by each outlet, frequency of purchase, sale details like quantity of products sold, variant sold in every area and outlet etc		5	3	2
			100	**60**	**40**
	PC1. Follow food hygiene and sanitation in the food processing unit for producing food that is safe and suitable for consumption		5	2	3
	PC2. Follow environmental hygiene by producing food in areas free from		5	2	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	potential sources of contamination from the environment				
	PC3. follow hygienic production of food		5	2	3
	PC4. handling storage and distribution		5	2	3
	PC5. clean, maintain and monitor food processing equipments periodically and use it only for specified purpose		5	2	3
6. FIC/N9010: Ensure food safety, hygiene and sanitation	PC6. follow personnel hygiene by use of glove, hairnets, masks, ear plugs, goggles, shoes etc in the processing unit		5	2	3
	PC7. follow housekeeping practices by having designated area for all materials/tools and storing them in designated areas		5	2	3
	PC8. locate food processing establishment in clean area free from pollution, infestation and pests, waste, drainage, flooding areas		5	2	3
	PC9. design food processing area to facilitate hygienic operations, regulated flow in the process from the arrival of the raw material to the finished product, and avoiding crosscontamination, adequate air flow, ventilation and lighting		5	2	3
	PC10. design food processing establishments such that it is easy to clean, easy to maintain and disinfect, has proper drainage system, prevent entry of contaminants and pests, prevent cross-connection with the sewage system and any other waste effluent system, with no crossconnections between potable and non-potable water		5	2	3
	PC11. document and maintain records on purchase, process, and distribution for the credibility and effectiveness of the food safety control system, for product recall (in case of concerns) by tracking back records		5	2	3
	PC12. knowledge on physical, chemical and biological hazards and methods to prevent them		5	2	3
	PC13. understand the principles of hazard analysis and critical control point (HACCP) and implement it in the food processing unit		5	2	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC14. identify the potential hazard(s) associated with food production at all stages, from raw material procurement, processing, distribution, to sale and consumption		5	2	3
	PC15. determine the critical control points (ccp) points in the process (including procurement, manufacture, transport/distribution) that can be controlled to eliminate the hazard(s) or minimize its occurrence		5	1	4
	PC16. establish critical limit(s) to ensure that the critical control points are under control		5	1	4
	PC17. establish a system to monitor control of the critical control points through scheduled testing or observations		5	1	4
	PC18. take corrective action when any critical control points is not under control		5	1	4
	PC19. establish verification procedures to confirm that the haccp system is working effectively		5	1	4
	PC20. document all procedures and records related to HACCP		5	2	3
	Total		**100**	**35**	**65**
	Grand Total	**600**	**600**	**400**	**200**
	Percentage Weightage		**100**	**60%**	**40%**
	Minimum Pass% to qualify (aggregate):			**70%**	