



Qualification Pack

Fruits and Vegetable Processing Operator

QP Code: FIC/Q0204

Version: 1.0

NSQF Level: 2

Food Industry Capacity & Skill Initiative || Shriram Bharatiya Kala kendra, 3rd floor, 1, Copernicus Marg, Mandi House, New Delhi
Delhi 110001 || email:santosh@ficsi.in



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FIC/Q0204: Fruits and Vegetable Processing Operator

Brief Job Description

A Fruits and Vegetable Processing Operator is responsible for processing fruits and vegetables for the production of pickles jam, jelly and ketchups. The person should maintain the consistency and quality, while meeting defined SOPs and adherence to food safety norms.

Personal Attributes

The person must have must have the ability to plan, organize, prioritize, calculate and handle pressure. The individual must have good hand-eye coordination and must possess reading, writing and communication skills. In addition, the individual must have stamina and professional hygiene.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9026: Prepare for production](#)
2. [FIC/N0204: Carry out production of various types of pickles and pastes](#)
3. [FIC/N0111: Produce jam, jelly and ketchup](#)
4. [FIC/N9901: Implement health and safety practices at the workplace](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables
Occupation	Processing-Fruits and Vegetables
Country	India
NSQF Level	2
Credits	7
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

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Minimum Educational Qualification & Experience	9th grade pass OR 8th grade pass and pursuing continuous schooling OR 5th grade pass with 4 Years of experience relevant experience OR Ability to read and write with 4 Years of experience relevant experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	19/07/2023
NSQC Approval Date	19/01/2023
Version	1.0
Reference code on NQR	QG-02-FI-00055-2023-V1-FICSI
NQR Version	1

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FIC/N9026: Prepare for production

Description

This NOS unit is about performing various tasks prior to production in the food processing industry.

Scope

The scope covers the following :

- Plan for production
- Clean and maintain work area, machineries, and tools for production
- Organize for production

Elements and Performance Criteria

Plan for production

To be competent, the user/individual on the job must be able to:

- PC1.** identify work requirements by obtaining instructions from the supervisor. Instructions: process chart, product flow chart, formulation, chart, etc.
- PC2.** plan and prioritize tasks as per work schedule. Tasks: inspect, clean, maintain, verify, etc.
- PC3.** estimate manpower and material requirements as per work requirement. Material: raw materials and packaging materials
- PC4.** ensure required quantity of raw materials, packaging materials, equipment, and manpower for production
- PC5.** plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product

Clean and maintain work area, machineries, and tools for production

To be competent, the user/individual on the job must be able to:

- PC6.** clean and maintain the work area as per organizational procedures
- PC7.** clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards
- PC8.** dispose of the waste material at designated place safely. Waste material: hazardous waste, food waste, packaging waste, etc.
- PC9.** inspect the tools, equipment, and machinery to ascertain suitability for use
- PC10.** report information such as faulty tools and equipment to the concerned authority

Organize for production

To be competent, the user/individual on the job must be able to:

- PC11.** organize tools and equipment
- PC12.** receive and organize production materials appropriately. Production materials: raw materials, packaging materials, etc.
- PC13.** allot responsibilities/work to the assistants and helpers

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** production planning process
- KU2.** analysis and interpretation of various process charts, product flow charts, etc.
- KU3.** resource management process
- KU4.** procedure to estimate manpower and raw material
- KU5.** capacity utilization calculation
- KU6.** organizational policies and SOP on cleanliness
- KU7.** operating procedure and general maintenance of food production machineries
- KU8.** waste management procedures
- KU9.** methods to inspect tools, equipment and machinery
- KU10.** procedure to allot work or responsibility to the team

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret organizational policies, SOP, production charts, etc.
- GS2.** communicate effectively with subordinates as well as supervisors
- GS3.** plan and prioritize various tasks
- GS4.** be always punctual and courteous
- GS5.** organize all process/equipment manuals to access information easily
- GS6.** discuss task lists, schedules, and activities with the senior/supervisor

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan for production</i>	11	25	-	-
PC1. identify work requirements by obtaining instructions from the supervisor. Instructions: process chart, product flow chart, formulation, chart, etc.	3	6	-	-
PC2. plan and prioritize tasks as per work schedule. Tasks: inspect, clean, maintain, verify, etc.	2	5	-	-
PC3. estimate manpower and material requirements as per work requirement. Material: raw materials and packaging materials	2	4	-	-
PC4. ensure required quantity of raw materials, packaging materials, equipment, and manpower for production	2	5	-	-
PC5. plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product	2	5	-	-
<i>Clean and maintain work area, machineries, and tools for production</i>	14	32	-	-
PC6. clean and maintain the work area as per organizational procedures	3	7	-	-
PC7. clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards	3	7	-	-
PC8. dispose of the waste material at designated place safely. Waste material: hazardous waste, food waste, packaging waste, etc.	3	7	-	-
PC9. inspect the tools, equipment, and machinery to ascertain suitability for use	3	6	-	-
PC10. report information such as faulty tools and equipment to the concerned authority	2	5	-	-
<i>Organize for production</i>	5	13	-	-
PC11. organize tools and equipment	2	7	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. receive and organize production materials appropriately. Production materials: raw materials, packaging materials, etc.	2	4	-	-
PC13. allot responsibilities/work to the assistants and helpers	1	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9026
NOS Name	Prepare for production
Sector	Food Processing
Sub-Sector	Generic
Occupation	Production
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

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FIC/N0204: Carry out production of various types of pickles and pastes

Description

This unit is about preparing different types of pickles and pastes from fruits and vegetables as per the specifications and standard work practices.

Scope

The scope covers the following :

- Wash and sort the vegetables
- Peel and slice vegetables
- Prepare brine solution(preserves) and cure vegetables
- Prepare pastes
- Prepare Murabba
- Packaging and Post Production Activities

Elements and Performance Criteria

Wash and sort the vegetables

To be competent, the user/individual on the job must be able to:

- PC1.** use appropriate sampling procedure to test the water quality, before start of operation
- PC2.** determine the water level in the tank for washing the fruits and vegetables
- PC3.** adjust the pressure of the spraying system adequately for rinsing the fruits and vegetables
- PC4.** monitor and adjust the air temperature and fan speed of the drying line conveyor for drying the rinsed vegetables to remove moisture content and transfer the materials to sorting line
- PC5.** inspect and discard damaged fruits and vegetables
- PC6.**
 - adjust speed of sorting line conveyor to arrange them on the basis of their grade
 - grade: size, shape, colour, appearance etc
- PC7.** transfer the sorted vegetables to the peeling machine for peeling and slicing

Peel and slice vegetables

To be competent, the user/individual on the job must be able to:

- PC8.** de-skin the vegetables/fruits using peeling machine, lye solution etc. as per the standard work practices
- PC9.** operate controls of the spraying system for washing the peeled fruits and vegetables
- PC10.** adjust controls of the slicing machine for cutting the vegetables to required size
- PC11.** collect sliced vegetables from the discharge chute and transfer them to the inspection line conveyor
- PC12.** inspect the sliced vegetables for any spoilage thoroughly

Prepare brine solution(preserves) and cure vegetables

To be competent, the user/individual on the job must be able to:

- PC13.** assemble the ingredients required for pickle making such as vinegar, salt, sugar, etc.
- PC14.** fill the steam jacketed kettle with water adequately for steaming the vegetables/fruits

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- PC15.** prepare the brine solution for softening the vegetables
- PC16.** use salinometer to check the salt concentration of the brine solution
- PC17.** transfer the brine solution from mixing tank to storage tanks while ensuring no spillage takes place
- PC18.** place the cut vegetables in brine solution for fermentation
- PC19.** stir the vegetables periodically for salt equilibrium and check the acidity to confirm that fermentation process is complete

Prepare pastes

To be competent, the user/individual on the job must be able to:

- PC20.** crush the cured vegetables with a mill/crusher and make a coarse paste with a pulper
- PC21.** transfer the coarse paste from pulper to grinding machine to make a fine paste
- PC22.** add preservatives, salts, etc. as per type of paste to be produced
- PC23.** transfer the fermented vegetables to the pickle mixing machine appropriately
- PC24.** prepare spice mix as per formulation; add measured quantity and oil to the vegetables
- PC25.** mix all the ingredients, stir well and check for the consistency
- PC26.** transfer pickle into designated container (for pickle in oil) once it is mixed well
- PC27.** control speed of the conveyor to load the pickle mixture into the hopper of the filling machine
- PC28.** position the measured containers right under the filling nozzle
- PC29.** inspect the finished product to confirm whether it meets the quality standards of the organisation

Prepare Murabba

To be competent, the user/individual on the job must be able to:

- PC30.** add water in the batch mixing cooker, and put the cut fruits or vegetables and bring it to a boil till the ingredients become tender and transparent
- PC31.** prepare the sugar syrup based on the type of murabba to be produced
- PC32.** use refractometer to measure the degree brix (sugar content) of the syrup
- PC33.** add boiled fruits/vegetables to the sugar syrup and heat them until they are evenly mixed
- PC34.** cool the mixture prepared and transfer it to the storage tank for packaging

Packaging and Post Production Activities

To be competent, the user/individual on the job must be able to:

- PC35.** load appropriate labels in the packaging machine and accurate information for packing the finished product while following food laws and regulations
- PC36.** monitor the packaging process (such as pickle filling, sealing, labelling, etc.) and carry out adjustments as required
- PC37.** handover a sample of the finished product to concerned personnel for quality analysis as per production requirements Analysis – physical, chemical, biological, sensory, shelf life etc.
- PC38.** pack the finished product into cartons and move them to storage area manually or mechanically, following standard work practices
- PC39.** report discrepancies/concerns to supervisor promptly for immediate action
- PC40.** attend minor repairs/faults of all machines (if any)

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- PC41.** clean work area, machineries, equipment and tools using industry approved cleaning procedures (such as Clean in Place, Cleaning out of Place), cleaning agents and sanitizers
- PC42.** follow organizational procedure for disposal of waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisational standards and procedures pertaining to production, quality analysis, maintenance, reporting, documentation, etc.
- KU2.** quality of water required for washing of fruits and vegetable
- KU3.** importance of water testing before start of operations
- KU4.** how to ensure adequate pressure of spraying system for rinsing of fruits and vegetables without damaging the outer layer
- KU5.** standard methods used for drying in fruits and vegetable after washing
- KU6.** how to move the fruits and vegetables from one place to another safely
- KU7.** how to carry out processes such as peeling and slicing without damaging the fruits and vegetables
- KU8.** sorting and grading the fruits and vegetables on the basis of their size, shape, colour, appearance, etc.
- KU9.** intrinsic and extrinsic factors affecting the spoilage of fruits and vegetables
- KU10.** inspection techniques to detect spoilages, damaged fruits and vegetables and procedure followed to discard them appropriately
- KU11.** how to operate the machinery used for pickle and paste making such as washing tank, drying line conveyor, peeling machine, de-skinner, crusher, pulper, grinding machines, jacketed and non-jacketed kettles, extruder, etc.
- KU12.** use of different ingredients for pickle and paste making
- KU13.** procedure to prepare the brine solution and tasks to be performed for the preservation of pickles, pastes and murabba
- KU14.** use of salinometer in the process
- KU15.** importance and use of the salt, brine and oil solution for pickle making
- KU16.** time taken and precautions to be followed for the completion of fermentation process
- KU17.** how to inspect the coarseness and consistency of the paste
- KU18.** types of containers/packaging material used for packing the pickles and pastes
- KU19.** procedure to be followed in murabba making (type of preservative to be used, sugar required, degree of brix in sugar solution, temperature required for heating and cooling the murabba, etc.)
- KU20.** how to ensure desired consistency of the sugar syrup in murabba making
- KU21.** procedure to be followed for storing the raw materials and packaging materials used in pickle, paste and murabba making
- KU22.** food laws and regulations applicable to product packaging and labelling and the information to be printed on the packet labels
- KU23.** different types of packaging material to be used for packaging of pickle, paste and murabba

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- KU24.** how to operate the different packaging machines and pattern followed for different stock keeping units for pickle, paste and murabba
- KU25.** sampling procedures to be followed for the finished products
- KU26.** standard work practices used to repair minor faults in pickle, paste and murabba making machines and equipment
- KU27.** how to use chemical cleaners, sanitizers, disinfectants and storing them safely
- KU28.** organizational procedure for disposal of waste material from the processing area in an environmentally safe manner
- KU29.** workplace safety requirements, and hazard handling procedures
- KU30.** fundamentals of Good Manufacturing Practices to be followed in the food processing industry
- KU31.** basic principles of HACCP to be implemented in the process
- KU32.** importance of ensuring a tidy workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret organizational policies, Standard Operating Procedure, Process manuals, etc.
- GS2.** communicate with others effectively
- GS3.** plan and prioritize tasks to maximize productivity
- GS4.** basic arithmetic operations
- GS5.** be punctual and courteous
- GS6.** read equipment manuals and process documents to understand the equipment operation and process requirement

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Wash and sort the vegetables</i>	5	8	-	-
PC1. use appropriate sampling procedure to test the water quality, before start of operation	-	-	-	-
PC2. determine the water level in the tank for washing the fruits and vegetables	-	-	-	-
PC3. adjust the pressure of the spraying system adequately for rinsing the fruits and vegetables	-	-	-	-
PC4. monitor and adjust the air temperature and fan speed of the drying line conveyor for drying the rinsed vegetables to remove moisture content and transfer the materials to sorting line	-	-	-	-
PC5. inspect and discard damaged fruits and vegetables	-	-	-	-
PC6. • adjust speed of sorting line conveyor to arrange them on the basis of their grade • grade: size, shape, colour, appearance etc	-	-	-	-
PC7. transfer the sorted vegetables to the peeling machine for peeling and slicing	-	-	-	-
<i>Peel and slice vegetables</i>	5.5	8	-	-
PC8. de-skin the vegetables/fruits using peeling machine, lye solution etc. as per the standard work practices	-	-	-	-
PC9. operate controls of the spraying system for washing the peeled fruits and vegetables	-	-	-	-
PC10. adjust controls of the slicing machine for cutting the vegetables to required size	-	-	-	-
PC11. collect sliced vegetables from the discharge chute and transfer them to the inspection line conveyor	-	-	-	-
PC12. inspect the sliced vegetables for any spoilage thoroughly	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare brine solution(preserves) and cure vegetables</i>	5	14	-	-
PC13. assemble the ingredients required for pickle making such as vinegar, salt, sugar, etc.	-	-	-	-
PC14. fill the steam jacketed kettle with water adequately for steaming the vegetables/fruits	-	-	-	-
PC15. prepare the brine solution for softening the vegetables	-	-	-	-
PC16. use salinometer to check the salt concentration of the brine solution	-	-	-	-
PC17. transfer the brine solution from mixing tank to storage tanks while ensuring no spillage takes place	-	-	-	-
PC18. place the cut vegetables in brine solution for fermentation	-	-	-	-
PC19. stir the vegetables periodically for salt equilibrium and check the acidity to confirm that fermentation process is complete	-	-	-	-
<i>Prepare pastes</i>	5	18	-	-
PC20. crush the cured vegetables with a mill/crusher and make a coarse paste with a pulper	-	-	-	-
PC21. transfer the coarse paste from pulper to grinding machine to make a fine paste	-	-	-	-
PC22. add preservatives, salts, etc. as per type of paste to be produced	-	-	-	-
PC23. transfer the fermented vegetables to the pickle mixing machine appropriately	-	-	-	-
PC24. prepare spice mix as per formulation; add measured quantity and oil to the vegetables	-	-	-	-
PC25. mix all the ingredients, stir well and check for the consistency	-	-	-	-
PC26. transfer pickle into designated container (for pickle in oil) once it is mixed well	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. control speed of the conveyor to load the pickle mixture into the hopper of the filling machine	-	-	-	-
PC28. position the measured containers right under the filling nozzle	-	-	-	-
PC29. inspect the finished product to confirm whether it meets the quality standards of the organisation	-	-	-	-
<i>Prepare Murabba</i>	5	10	-	-
PC30. add water in the batch mixing cooker, and put the cut fruits or vegetables and bring it to a boil till the ingredients become tender and transparent	-	-	-	-
PC31. prepare the sugar syrup based on the type of murabba to be produced	-	-	-	-
PC32. use refractometer to measure the degree brix (sugar content) of the syrup	-	-	-	-
PC33. add boiled fruits/vegetables to the sugar syrup and heat them until they are evenly mixed	-	-	-	-
PC34. cool the mixture prepared and transfer it to the storage tank for packaging	-	-	-	-
<i>Packaging and Post Production Activities</i>	4.5	12	-	-
PC35. load appropriate labels in the packaging machine and accurate information for packing the finished product while following food laws and regulations	-	-	-	-
PC36. monitor the packaging process (such as pickle filling, sealing, labelling, etc.) and carry out adjustments as required	-	-	-	-
PC37. handover a sample of the finished product to concerned personnel for quality analysis as per production requirements Analysis – physical, chemical, biological, sensory, shelf life etc.	-	-	-	-
PC38. pack the finished product into cartons and move them to storage area manually or mechanically, following standard work practices	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC39. report discrepancies/concerns to supervisor promptly for immediate action	-	-	-	-
PC40. attend minor repairs/faults of all machines (if any)	-	-	-	-
PC41. clean work area, machineries, equipment and tools using industry approved cleaning procedures (such as Clean in Place, Cleaning out of Place), cleaning agents and sanitizers	-	-	-	-
PC42. follow organizational procedure for disposal of waste	-	-	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N0204
NOS Name	Carry out production of various types of pickles and pastes
Sector	Food Processing
Sub-Sector	Fruits and Vegetables
Occupation	Processing-Fruits and Vegetables
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQF Clearance Date	19/01/2023

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FIC/N0111: Produce jam, jelly and ketchup

Description

This unit is about production of jam, jelly and ketchup using various machineries as per the specifications and standards of the organization

Scope

The scope covers the following :

- Prepare jam and jelly
- Prepare ketchup
- Fill and pack jam, jelly and ketchup
- Carry out post-production cleaning and regular maintenance of equipment

Elements and Performance Criteria

Prepare jam and jelly

To be competent, the user/individual on the job must be able to:

- PC1.** transfer measured quantity of fruit pulp/juice from the holding tank/container into cooking kettle/tank for preparing jam/jelly (pulp of various fruit as per formulation for preparing mixed fruit jam)
- PC2.** heat fruit pulp/fruit juice to the required temperature and concentration
- PC3.** stir the pulp continuously to avoid sticking/scorching
- PC4.** monitor pressure and temperature gauge and adjust controls to achieve specified pressure and temperature to cook fruit pulp / fruit juice
- PC5.** transfer measured quantity of water into pre-mixing tank
- PC6.** measure specified quantity of pectin/gelatin and water as per formulation and add to the pre-mixing tank with uniform stirring to prepare pectin/gelatin solution
- PC7.** measure and add the ingredients into pulp/juice in the kettle/tank for the batch preparation as per the formulation chart
- PC8.**
- operate the cooker and set the controls of cooker.
 - Controls: Temperature, pressure, etc.
- PC9.** transfer the solution at a specific brix and temperature into the cooker for cooking at higher temperature and pressure
- PC10.** observe the cooking process and check the product in refractometer to ensure completeness of cooking process
- PC11.** check the quality of cooked product through physical parameters such as colour, appearance, texture, taste, etc.
- PC12.** take sample and send to the quality lab for analysis
- PC13.** transfer the heated product manually/automatically into hopper of the bottled Jam/jelly packaging
- PC14.** transfer heated product manually/automatically into the hopper of filling/moulding machine of jelly making

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- PC15.** monitor the moulding process and inspect the jellies for shapes, sizes and weights as per organizational standards and adjust the controls, as required
- PC16.** adjust the speed of cooling conveyor & fans and cool the moulded jellies to an appropriate temperature for packaging
- PC17.** inspect the defective jellies and re-use them as a rework in specified quantity and heat with the pulp (discard the foreign matter contaminated jellies with organizational procedure)
- PC18.** transfer the good jellies to the packaging machine either automatically through packing conveyors or manually by crates/containers

Prepare ketchup

To be competent, the user/individual on the job must be able to:

- PC19.** transfer measured quantity of tomato pulp/puree from holding tank/ container to cooking kettle
- PC20.** heat tomatoes paste to required temperature and thickness by opening the valves to admit steam through the kettle or light burner with continuous stirring to avoid sticking/scorching or stir manually
- PC21.** measure ingredients such as sugar, salt, spice powder, vinegar, etc. required for batch as per the formulation chart
- PC22.** add the measured ingredients as per the sequence into the tomato pulp/puree in kettle following SOP and continue pre-cooking
- PC23.** observe pre-cooking process and check the quality of pre-cooked product through feel, consistency, refractometer, colour, etc.
- PC24.** transfer pre-cooked material at a specific brix and temperature into the cooker for cooking at higher temperature and pressure
- PC25.** observe the cooking process and check the product in refractometer to ensure completeness of cooking process
- PC26.** check the quality of cooked product through physical parameters such as colour, appearance, texture, taste, etc.
- PC27.** take the sample and send it to the quality lab for analysis and conformance to standards
- PC28.** transfer product into filling tank/hopper of the packaging machine or manually filling hot product in packaging containers

Fill and pack jam, jelly and ketchup

To be competent, the user/individual on the job must be able to:

- PC29.** transfer the heated jam/jelly/moulded jelly/heated ketchup into the packaging machine to pack jam/jelly/ketchup by operating valves and pump
- PC30.** load packing materials such as glass bottle, plastic bottle, pouches, laminates, Jars, etc. and sealing materials such as lid, closures, etc. on packaging machines
- PC31.** set packaging machine for filling volume, speed, size etc.
- PC32.** start automatic packaging machine for forming, washing bottles, filling, sealing container (or) fill measured quantity of hot product in packaging containers, place lid and close manually or mechanically
- PC33.** start machine to fill hot products/jellies in the container/jars/laminates/bottles and check weight of packed products periodically to ensure its conformance to standards
- PC34.** spray water on containers to cool and set product (setting in case of jam and jelly) or arrange filled jam/jelly containers in rack and allow to stand for specified time following SOP to cool

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- PC35.** • dry the cooled bottles by allowing the cooled bottles to pass through the drying tunnel by setting controls of air dryer before labelling
• Set controls: Air temperature, air flow rate, etc.
- PC36.** load labels in labelling machine, set date, batch coding, date of manufacture, best before date, etc.
- PC37.** place the packed and labelled products in cartons and transfer to storage area maintaining storage conditions as per the SOP
- PC38.** report discrepancies/concerns to department supervisor for immediate action

Carry out post-production cleaning and regular maintenance of equipment

To be competent, the user/individual on the job must be able to:

- PC39.** clean the work area, machineries, equipment and tools using approved cleaning agents and sanitizers
- PC40.** attend minor repairs/faults of all machines (if any)
- PC41.** ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment as per the SOP or supplier's instructions/manuals

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ingredients used in preparing ketchup such as sugar, salt, spice powder, vinegar, etc.
- KU2.** operating procedure for cooking kettle
- KU3.** method to test the viscosity of the ketchup using viscometer
- KU4.** procedure to operate packaging machine
- KU5.** SOP to load labels in labelling machine
- KU6.** procedure to set date coding machine for batch number, date of manufacture, date of expiry, etc.
- KU7.** food safety and hygiene as per organisational policies
- KU8.** SOP to clarify fruit juice
- KU9.** procedure to prepare clarify fruit juice squash
- KU10.** transfer process of finished product to the filling tank
- KU11.** SOP to wash bottle/plastic containers to fill measured quantity of finished products
- KU12.** post-production cleaning and regular maintenance procedures of the equipment

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note down the information communicated by the senior/supervisor, raw materials used for production and the finished products produced, readings of the process parameters and provide necessary information to fill the process chart, down observations (if any) related to the process



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- GS2.** read and interpret equipment manuals and process documents to understand the equipments operation and process requirement, and internal information documents sent by internal teams, etc.
- GS3.** write information documents to internal departments/internal teams
- GS4.** plan, prioritize, and sequence work operations
- GS5.** communicate effectively with the team members, senior/supervisor, and other departments
- GS6.** discuss task lists, schedules, and activities with the senior/supervisor

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare jam and jelly</i>	19	24	-	-
PC1. transfer measured quantity of fruit pulp/juice from the holding tank/container into cooking kettle/tank for preparing jam/jelly (pulp of various fruit as per formulation for preparing mixed fruit jam)	-	-	-	-
PC2. heat fruit pulp/fruit juice to the required temperature and concentration	-	-	-	-
PC3. stir the pulp continuously to avoid sticking/scorching	-	-	-	-
PC4. monitor pressure and temperature gauge and adjust controls to achieve specified pressure and temperature to cook fruit pulp / fruit juice	-	-	-	-
PC5. transfer measured quantity of water into pre-mixing tank	-	-	-	-
PC6. measure specified quantity of pectin/gelatin and water as per formulation and add to the pre-mixing tank with uniform stirring to prepare pectin/gelatin solution	-	-	-	-
PC7. measure and add the ingredients into pulp/juice in the kettle/tank for the batch preparation as per the formulation chart	-	-	-	-
PC8. <ul style="list-style-type: none"> operate the cooker and set the controls of cooker. Controls: Temperature, pressure, etc. 	-	-	-	-
PC9. transfer the solution at a specific brix and temperature into the cooker for cooking at higher temperature and pressure	-	-	-	-
PC10. observe the cooking process and check the product in refractometer to ensure completeness of cooking process	-	-	-	-
PC11. check the quality of cooked product through physical parameters such as colour, appearance, texture, taste, etc.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. take sample and send to the quality lab for analysis	-	-	-	-
PC13. transfer the heated product manually/automatically into hopper of the bottled Jam/jelly packaging	-	-	-	-
PC14. transfer heated product manually/automatically into the hopper of filling/moulding machine of jelly making	-	-	-	-
PC15. monitor the moulding process and inspect the jellies for shapes, sizes and weights as per organizational standards and adjust the controls, as required	-	-	-	-
PC16. adjust the speed of cooling conveyor & fans and cool the moulded jellies to an appropriate temperature for packaging	-	-	-	-
PC17. inspect the defective jellies and re-use them as a rework in specified quantity and heat with the pulp (discard the foreign matter contaminated jellies with organizational procedure)	-	-	-	-
PC18. transfer the good jellies to the packaging machine either automatically through packing conveyors or manually by crates/containers	-	-	-	-
<i>Prepare ketchup</i>	10	13	-	-
PC19. transfer measured quantity of tomato pulp/puree from holding tank/ container to cooking kettle	-	-	-	-
PC20. heat tomatoes paste to required temperature and thickness by opening the valves to admit steam through the kettle or light burner with continuous stirring to avoid sticking/scorching or stir manually	-	-	-	-
PC21. measure ingredients such as sugar, salt, spice powder, vinegar, etc. required for batch as per the formulation chart	-	-	-	-
PC22. add the measured ingredients as per the sequence into the tomato pulp/puree in kettle following SOP and continue pre-cooking	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. observe pre-cooking process and check the quality of pre-cooked product through feel, consistency, refractometer, colour, etc.	-	-	-	-
PC24. transfer pre-cooked material at a specific brix and temperature into the cooker for cooking at higher temperature and pressure	-	-	-	-
PC25. observe the cooking process and check the product in refractometer to ensure completeness of cooking process	-	-	-	-
PC26. check the quality of cooked product through physical parameters such as colour, appearance, texture, taste, etc.	-	-	-	-
PC27. take the sample and send it to the quality lab for analysis and conformance to standards	-	-	-	-
PC28. transfer product into filling tank/hopper of the packaging machine or manually filling hot product in packaging containers	-	-	-	-
<i>Fill and pack jam, jelly and ketchup</i>	18	10	-	-
PC29. transfer the heated jam/jelly/moulded jelly/heated ketchup into the packaging machine to pack jam/jelly/ketchup by operating valves and pump	-	-	-	-
PC30. load packing materials such as glass bottle, plastic bottle, pouches, laminates, Jars, etc. and sealing materials such as lid, closures, etc. on packaging machines	-	-	-	-
PC31. set packaging machine for filling volume, speed, size etc.	-	-	-	-
PC32. start automatic packaging machine for forming, washing bottles, filling, sealing container (or) fill measured quantity of hot product in packaging containers, place lid and close manually or mechanically	-	-	-	-
PC33. start machine to fill hot products/jellies in the container/jars/laminates/bottles and check weight of packed products periodically to ensure its conformance to standards	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. spray water on containers to cool and set product (setting in case of jam and jelly) or arrange filled jam/jelly containers in rack and allow to stand for specified time following SOP to cool	-	-	-	-
PC35. <ul style="list-style-type: none"> dry the cooled bottles by allowing the cooled bottles to pass through the drying tunnel by setting controls of air dryer before labelling Set controls: Air temperature, air flow rate, etc. 	-	-	-	-
PC36. load labels in labelling machine, set date, batch coding, date of manufacture, best before date, etc.	-	-	-	-
PC37. place the packed and labelled products in cartons and transfer to storage area maintaining storage conditions as per the SOP	-	-	-	-
PC38. report discrepancies/concerns to department supervisor for immediate action	-	-	-	-
<i>Carry out post-production cleaning and regular maintenance of equipment</i>	3	3	-	-
PC39. clean the work area, machineries, equipment and tools using approved cleaning agents and sanitizers	-	-	-	-
PC40. attend minor repairs/faults of all machines (if any)	-	-	-	-
PC41. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment as per the SOP or supplier's instructions/manuals	-	-	-	-
NOS Total	50	50	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N0111
NOS Name	Produce jam, jelly and ketchup
Sector	Food Processing
Sub-Sector	Fruits and Vegetables
Occupation	Processing-Fruits and Vegetables
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	30/12/2021
Next Review Date	19/07/2023
NSQF Clearance Date	19/01/2023

Qualification Pack

FIC/N9901: Implement health and safety practices at the workplace

Description

This unit is about following health and safety procedures at the workplace.

Scope

The scope covers the following :

- Ensure food safety and personal hygiene
- Follow safety measures to avoid accidents
- Follow emergency procedures
- Manage infection control

Elements and Performance Criteria

Ensure food safety and personal hygiene

To be competent, the user/individual on the job must be able to:

- PC1.** follow relevant practices to avoid cross contamination at all stages of food processing operations
- PC2.** follow organisational procedures for handling items that may cause allergic reactions
- PC3.** follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)
- PC4.** follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)

Follow safety measures to avoid accidents

To be competent, the user/individual on the job must be able to:

- PC5.** use protective clothing/equipment for specific tasks and work conditions
- PC6.** identify job-site hazardous work and possible causes of risk or accident at the workplace
- PC7.** deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol
- PC8.** use various types of fire extinguishers effectively
- PC9.** respond promptly and appropriately to an accident situation or medical emergency
- PC10.** provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)

Follow emergency procedures

To be competent, the user/individual on the job must be able to:

- PC11.** follow workplace emergency and evacuation procedures
- PC12.** use safe methods to free a person from electrocution

Qualification Pack

PC13. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.

Manage infection control

To be competent, the user/individual on the job must be able to:

PC14. use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol

PC15. ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)

PC16. report illness of self and others to the supervisor or concerned authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. meaning of hazards and risks

KU2. possible causes of risk, hazard or accident in the workplace

KU3. where to find all the general health and safety equipment in the workplace

KU4. health and safety policy and procedures of the organization

KU5. health and safety hazards commonly present in the work environment

KU6. work practices and precautions used to control and prevent risks, hazards and accidents

KU7. applicable standards and regulations as listed in The Food Safety and Standards Act, 2006

KU8. importance of each personal protective equipment used such as eye protection, hard hats, gloves apron, rubber boots, etc.

KU9. importance of ensuring personal hygiene at the workplace

KU10. ways to prevent cross contamination at the workplace

KU11. importance of storing food at specified temperatures

KU12. various dangers associated with the use of electrical and other equipment

KU13. preventive and remedial actions to be taken in the case of exposure to toxic materials

KU14. various causes of fire and the ways to prevent them

KU15. techniques of using the different fire extinguishers

KU16. procedure followed for providing cardio-pulmonary resuscitation (CPR) to the affected

KU17. rescue techniques applied during a fire hazard

KU18. various types of safety signs and what they mean

KU19. workplace emergency and evacuation procedures

KU20. appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries

KU21. potential injuries and ill health conditions associated with incorrect manual handling

KU22. safe lifting and carrying practices

KU23. safe practices to be followed for ensuring sanitisation of self and work area

KU24. procedure for storing the sanitising materials appropriately

Generic Skills (GS)

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User/individual on the job needs to know how to:

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS3.** communicate with coworkers appropriately in order to clarify instructions and other issues
- GS4.** make appropriate decisions pertaining to the concerned area of work regarding the work objective, span of authority, responsibility, laid down procedure and guidelines
- GS5.** plan and organize the work schedule, work area, tools, equipment and materials for improved productivity
- GS6.** identify probable solutions to the problems in hand and evaluate them
- GS7.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety and personal hygiene</i>	7	19	-	-
PC1. follow relevant practices to avoid cross contamination at all stages of food processing operations	1	4	-	-
PC2. follow organisational procedures for handling items that may cause allergic reactions	1	4	-	-
PC3. follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	3	7	-	-
PC4. follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	2	4	-	-
<i>Follow safety measures to avoid accidents</i>	11	24	-	-
PC5. use protective clothing/equipment for specific tasks and work conditions	2	4	-	-
PC6. identify job-site hazardous work and possible causes of risk or accident at the workplace	2	4	-	-
PC7. deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol	2	4	-	-
PC8. use various types of fire extinguishers effectively	2	4	-	-
PC9. respond promptly and appropriately to an accident situation or medical emergency	1	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)	2	4	-	-
<i>Follow emergency procedures</i>	6	12	-	-
PC11. follow workplace emergency and evacuation procedures	2	4	-	-
PC12. use safe methods to free a person from electrocution	2	4	-	-
PC13. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.	2	4	-	-
<i>Manage infection control</i>	6	15	-	-
PC14. use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol	3	7	-	-
PC15. ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)	1	4	-	-
PC16. report illness of self and others to the supervisor or concerned authority	2	4	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9901
NOS Name	Implement health and safety practices at the workplace
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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Minimum Aggregate Passing % at QP Level : 70

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FIC/N9026.Prepare for production	30	70	-	-	100	20
FIC/N0204.Carry out production of various types of pickles and pastes	30	70	-	-	100	30
FIC/N0111.Produce jam, jelly and ketchup	50	50	-	-	100	35
FIC/N9901.Implement health and safety practices at the workplace	30	70	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	160	290	-	-	450	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.