

Qualification Pack



Fish & Seafood Jr. Processor

QP Code: FIC/Q4001

Version: 4.0

NSQF Level: 3

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FIC/Q4001: Fish & Seafood Jr. Processor

Brief Job Description

A Fish and Seafood Jr. Processor is responsible for the preparation and processing of fish and seafood products in compliance with industry standards and regulations. This role involves handling raw materials, operating processing equipment, maintaining hygiene standards, and ensuring the quality and safety of the final products.

Personal Attributes

A Fish and Seafood Jr. Processor must be able to plan, organize, prioritize, calculate, and handle pressure. The individual must possess strong reading, writing, and communication skills. Additionally, the individual must demonstrate stamina, professional hygiene, attention to detail, adaptability, and flexibility.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9026: Prepare for production](#)
2. [FIC/N4002: Prepare for execution of fish and sea food](#)
3. [FIC/N4003: Execution of fish and sea food](#)
4. [FIC/N9906: Apply food safety guidelines in Food Processing](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fish and Sea Food
Occupation	Processing-Fish and Seafood
Country	India
NSQF Level	3
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7511.9900

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Minimum Educational Qualification & Experience	10th grade pass (or Equivalent) OR 8th Class pass (or Equivalent) with 3 Years of experience relevant experience in *Food processing industry/ Fish Industry OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of experience relevant experience in Food processing industry/ Fish Industry OR Previous relevant Qualification of NSQF Level 2 with 3 Years of experience relevant experience in Food processing industry/ Fish Industry
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	27/08/2027
NSQC Approval Date	27/08/2024
Version	4.0
Reference code on NQR	QG-03-FI-02934-2024-V2-FICSI
NQR Version	3.0

Remarks:

NA

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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	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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FIC/N4002: Prepare for execution of fish and sea food

Description

This unit is about preparing for the execution of fish and sea food through planning production, equipment utilization organizing raw materials, packaging materials and machineries.

Scope

The scope covers the following :

- The scope covers the following:
- Plan for production activities
- Prepare and inspect raw materials
- Arrange and verify packaging materials
- Prepare workspace for smooth operations.

Elements and Performance Criteria

Provide support in planning for production (for execution of fish and seafood processing)

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

- PC1.** read and understand the production order from the supervisor
- PC2.** check the availability of raw materials, packaging materials, equipment and manpower
- PC3.** support in planning production sequence by: grouping raw material (various types of fish and seafood) of same type/species selecting raw materials that do not impact the quality of the other avoiding CIP after processing each raw material using the same equipment and machinery for various types of fish and seafood planning maximum capacity utilization of machineries considering the process time for each product planning efficient utilization of resources/manpower prioritizing urgent orders
- PC4.** calculate the batch size based on the production order and machine capacity
- PC5.** calculate the raw material requirement (considering process loss) to obtain required quantity of finished product(s)
- PC6.** calculate the raw materials (including ingredients, if any), packaging materials and manpower requirement for completing the order

Plan equipment utilization (for execution of fish and seafood processing)

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

- PC7.** ensure the working and performance of each equipment required for process
- PC8.** calculate the process time for effective utilization of machineries
- PC9.** plan batch size considering full capacity utilization of machineries
- PC10.** plan to utilize machineries for multiple products without affecting the quality of the finished products, and to optimize production and save energy
- PC11.** allot responsibilities/ work to the assistants and helpers

Organize and check equipments and raw material (for execution of fish and seafood processing)

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

- PC12.** refer to the process chart for raw material to be processed

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- PC13.** weigh the raw materials required for order
- PC14.** check the conformance of raw material quality to organization standards, through physical analysis, and by referring to the quality analysis report from the supplier / internal lab analysis report
- PC15.** ensure working and performance of required machineries and tools
- PC16.** keep the tools accessible to attend repairs/faults in case of breakdown
- PC17.** check the cold storage room for its condition and space availability
- PC18.** set and maintain required temperature of storage area

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization standards, process standards, and procedures followed in the organization
- KU2.** types of products produced by the organization
- KU3.** code of business conduct
- KU4.** dress code to be followed
- KU5.** job responsibilities/duties and sops
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution
- KU7.** provision of wages and working hours as per organisation policy
- KU8.** food safety and hygiene standards followed
- KU9.** types of raw materials (various types of fish and sea food) and process requirement for each variety
- KU10.** types of machineries used in processing and machineries used in the organisation
- KU11.** maintenance of process equipments
- KU12.** supplier/manufacturers instructions related to machineries
- KU13.** process requirement for all types of fish and seafood
- KU14.** basic mathematics
- KU15.** calculation of raw material for required quantity of finished product
- KU16.** quality parameters, basic food microbiology and quality assessment based on physical parameters

Generic Skills (GS)

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

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams

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- GS6.** note down the data for ERP or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret the process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipments operation and process requirement
- GS10.** read internal information documents sent by internal teams
- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** effectively communicate with team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department teams on the issues faced during the process
- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue
- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)
- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize work based on instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems
- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Provide support in planning for production (for execution of fish and seafood processing)</i>	12	24	-	9
PC1. read and understand the production order from the supervisor	3	5	-	2
PC2. check the availability of raw materials, packaging materials, equipment and manpower	1	3	-	1
PC3. support in planning production sequence by: grouping raw material (various types of fish and seafood) of same type/species selecting raw materials that do not impact the quality of the other avoiding CIP after processing each raw material using the same equipment and machinery for various types of fish and seafood planning maximum capacity utilization of machineries considering the process time for each product planning efficient utilization of resources/manpower prioritizing urgent orders	5	7	-	3
PC4. calculate the batch size based on the production order and machine capacity	1	3	-	1
PC5. calculate the raw material requirement (considering process loss) to obtain required quantity of finished product(s)	1	3	-	1
PC6. calculate the raw materials (including ingredients, if any), packaging materials and manpower requirement for completing the order	1	3	-	1
<i>Plan equipment utilization (for execution of fish and seafood processing)</i>	5	12	-	8
PC7. ensure the working and performance of each equipment required for process	1	4	-	2
PC8. calculate the process time for effective utilization of machineries	1	4	-	2
PC9. plan batch size considering full capacity utilization of machineries	1	1	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. plan to utilize machineries for multiple products without affecting the quality of the finished products, and to optimize production and save energy	1	1	-	1
PC11. allot responsibilities/ work to the assistants and helpers	1	2	-	2
<i>Organize and check equipments and raw material (for execution of fish and seafood processing)</i>	7	15	-	8
PC12. refer to the process chart for raw material to be processed	1	1	-	1
PC13. weigh the raw materials required for order	1	1	-	1
PC14. check the conformance of raw material quality to organization standards, through physical analysis, and by referring to the quality analysis report from the supplier / internal lab analysis report	1	3	-	2
PC15. ensure working and performance of required machineries and tools	1	3	-	2
PC16. keep the tools accessible to attend repairs/faults in case of breakdown	1	1	-	-
PC17. check the cold storage room for its condition and space availability	1	3	-	1
PC18. set and maintain required temperature of storage area	1	3	-	1
NOS Total	24	51	-	25

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N4002
NOS Name	Prepare for execution of fish and sea food
Sector	Food Processing
Sub-Sector	Fish and Sea Food
Occupation	Processing-Bread and Bakery
NSQF Level	3
Credits	2
Version	2.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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FIC/N4003: Execution of fish and sea food

Description

This unit is about execution of fish and sea food using various machineries as per the specifications and standards of the organization

Scope

The scope covers the following :

- The scope covers the following:
- Receive and handle raw material
- Sort and grade
- Pre-process fish and seafood
- Process fish and seafood
- Post-production cleaning and regular maintenance of equipment

Elements and Performance Criteria

Receive and handle raw material

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

- PC1.** receive live or chilled raw material (fish and sea food) in refrigerated trucks
- PC2.** check the raw material and condition of the transporting vehicle for any possible contamination
- PC3.** check the container to see if the raw material is adequately iced and storage temperature is maintained; check temperature of the raw material
- PC4.** inspect raw material quality through physical parameters like odour, scales, eyes, gills and overall appearance/ physical condition
- PC5.** inspect frozen/chilled seafood for shipping temperature, signs of freezer burn, adequacy of protective covering and integrity of packaging, inspect live shellfish through tap test (tapping live oysters, mussels etc), leg movement (for lobsters, crab)
- PC6.** dump raw material into washing tank for washing , remove washed raw material from water and place in crates/containers
- PC7.** prepare ice flakes and place fresh whole fish and seafood on a bed of ice flakes, cover each layer of fish with layer of ice and store until further processing or weigh the washed raw material and transfer to the preprocessing area
- PC8.** weigh the washed raw material and transfer to the pre-processing area

Sort and grade

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

- PC9.** weigh and transfer raw material to the sorting table
- PC10.** inspect and separate different species of fish and seafood, remove damaged, spoiled, diseased seafood and discard it
- PC11.** grade the sorted fish and seafood based on size and quality and place in designated container

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PC12. wash graded fish and seafood manually (or) open valves of the spraying system for water and adjust pressure to wash by spraying water on fish

PC13. discard the rejects following the disposal procedure

Pre-process fish and seafood

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

PC14. weigh the graded fish and sea food for pre-processing

PC15. remove the shell (in case of shellfish)

PC16. slit the fish from the throat to the end of the abdomen (gutting)

PC17. remove the head manually (or) place and position the fish in the deheader machine and press button or lever to cut fish head mechanically (deheading)

PC18. pull out the gut and egg sac, either before or after deheading (gut pulling)

PC19. clean out any leftover gut and remove the organs that run down the spine of the fish (spooning)

PC20. wash with water or by showering with ice water

PC21. grade the pre-processed fish and seafood based on size, weight and quality and stack in respective bins

PC22. weigh the graded fish and sea food and transfer to the processing area (or) to cold storage room and store maintaining temperature as per organisation standards until further processing

Process fish and seafood

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

PC23. receive pre-processed raw material (fish and sea food) for processing

PC24. thaw fish and seafood (in case of frozen fish and sea food) following SOP

PC25. prepare moisture retention agent per SOP and accurately measure the required quantity

PC26.

- weigh raw material and soak it in moisture retention agents to preserve moisture, texture, flavor, and
- nutrients

PC27. control and maintain temperature(at 70 to 76 degrees C) to pasteurize fish for removal of microbial load, including mesophilic bacteria

PC28.

- transfer pasteurized fish into chilled water to prevent overcooking and to inhibit the growth of thermophilic
- bacteria

PC29. remove fish from chilled water, place chilled fish in vibrate belt, adjust controls and start vibrate belt to remove excess water from fish

PC30. set controls such as temperature, conveyor speed of tunnel freezer and push buttons to start, place fish and seafood on conveyor and allow it to pass through the tunnel freezer to freeze to specified temperature (or) place fish and seafood in trays and load trays in freezer, maintain and control temperature of freezer to freeze fish

PC31. dip frozen fish in water/ chilled water manually and remove after specified time for glazing (or) start pump to circulate water or control spraying system to spray water, adjust controls to maintain water temperature in glazing machine, adjust speed of the conveyor to allow the frozen fish to dip in water for specified time, and remove glazed fish from conveyor

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- PC32.** prepare fillet, cut fillets (dorsal and abdominal muscles) from the backbone and remove the collarbone, remove skin if required, remove pin bones, inspect fillets and remove damages, cut into portions based on weight and parts (like loin, belly flap, tail, etc.), freeze to specified temperature and glaze fillets
- PC33.** ensure proper harvesting techniques to minimize stress and damage to shrimp
- PC34.** perform peeling and deveining of shrimp according to customer specifications
- PC35.** handle live crabs and lobsters with caution to preserve their condition
- PC36.**
- clean, arrange, and inspect the size and quality of seafood
 - Seafood: shrimp, crabs, lobsters, cuttlefish, squid
- PC37.**
- chill or ice seafood to preserve freshness and efficiently sort and grade based on size and quality criteria
 - Seafood: Shrimp, crabs, lobsters, cuttlefish, squid, fish fillets
- PC38.**
- cut or portion seafood into desired sizes as per export requirements
 - Seafood: cuttlefish and squid, fish fillets
- PC39.** select appropriate packaging materials (e.g., vacuum-sealed bags, trays, boxes) based on product requirements while making sure adherence to safety and hygiene regulations
- PC40.**
- configure, run, and monitor packaging equipment
 - Equipment: shrink wrappers, vacuum sealers, and tray sealers
- PC41.** pack weighed quantity of the glazed fish and seafood products in primary packaging material and label as well as pack the primary packaged product in cartons
- PC42.** sample the product for quality analysis to ensure conformance to standards
- PC43.** transfer packed products to the cold storage room, and ensure storage temperature at -18 degrees C is maintained by verifying the temperature gauge at regular intervals
- PC44.** troubleshoot problems with packaging machinery during operation and carry out regular maintenance
- PC45.**
- conduct quality checks on packaged fish and seafood product specifications
 - Specifications: freshness, appearance, and weight

Post production cleaning and regular maintenance of equipments

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

- PC46.** clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers
- PC47.** attend minor repairs/faults of all machines (if any)
- PC48.** ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals
- PC49.** clean the machineries used with approved sanitizers following CIP procedure

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization standards, process standards and procedures followed in the organisation
- KU2.** types of products produced by the organisation
- KU3.** code of business conduct
- KU4.** dress code to be followed

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- KU5.** job responsibilities/duties and standard operating procedures
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution
- KU7.** provision of wages and working hours as per organisation policy
- KU8.** food safety and hygiene standards followed
- KU9.** types of raw materials (fish and sea food) and products obtained from each raw material
- KU10.** various process, process parameters
- KU11.** process requirements for all species and types of fish and sea food
- KU12.** types of machineries used for processing and machineries used in the organisation
- KU13.** handling all machineries
- KU14.** maintenance of machineries, equipments and tools
- KU15.** quality parameters, basic food microbiology and quality assessment based on physical parameters
- KU16.** types and category of packaging materials, packaging machineries
- KU17.** basic knowledge of refrigeration
- KU18.** cold storage facility and its maintenance
- KU19.** storage conditions for all varieties of fish and sea food
- KU20.** storage procedures for raw materials and processed food
- KU21.** cleaning procedures such as CIP and COP
- KU22.** knowledge of sanitizers and disinfectants and their handling and storing methods
- KU23.** food laws and regulations on product, packaging, and labelling like 178/2002/EC, 90/496/EC, etc.
- KU24.**
 - different packaging materials suitable for seafood products and their properties, including barrier characteristics and shelf-life extension
 -
- KU25.** how to operate, adjust, and maintain procedures for shrink-wrap machines, tray sealers, and vacuum sealers
- KU26.** procedures for conducting quality checks on packaged products and addressing packaging defects to ensure product integrity
- KU27.** importance of cold chain logistics in fish and seafood processing in maintaining freshness and integrity, minimizing spoilage, and extending shelf life
- KU28.** temperature control techniques, including refrigeration and freezing methods to maintain product freshness and quality to preserve at different levels
- KU29.** basic operation and functionality of automated machines used in seafood processing, including filleting, portioning, packaging, sorting, and inspection systems
- KU30.**
 - routine maintenance procedures for automated machines, such as cleaning, lubrication, and minor repairs
 -
- KU31.** safety protocols and regulations associated with operating and maintaining automated machines in a seafood processing environment.
- KU32.** document and maintain records of raw materials, production schedule and process parameters and on the finished products, as well as conduct organoleptic analysis on raw products, process line products, and finished products by random sampling

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- KU33.** how to record details of all raw materials used in the process such as name and variety of raw materials, supplier details, receiving date/ date of manufacture, expiry date, supplier quality document, quality parameters of all raw materials, internal quality analysis report, etc. as per organization standards
- KU34.** document process details such as type/ variety/species of raw material used, and process parameters (temperature, time) in the process chart or production log for all types of raw materials handled
- KU35.** document the processed food details such as batch number, time of packing, date of manufacture, date of expiry, other label details, primary and secondary packaging materials for all finished products, storage conditions, etc. as per organization standards
- KU36.** information to be included on cartons, like, date of production, date of expiry, storage instructions at -18 degrees C, country of origin, country of destination, and necessary shipping marks
- KU37.** procedures for ensuring product purity which includes removal of visible objects such as meat, debris, metal, and stone
- KU38.** sanitization processes required for removing invisible contaminants, including microorganisms

Generic Skills (GS)

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

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams
- GS6.** note down the data for ERP or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret the process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipments operation and process requirement
- GS10.** read internal information documents sent by internal teams
- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** effectively communicate with team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department teams on the issues faced during the process
- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue

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- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)
- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize work based on instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems
- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive and handle raw material</i>	5.5	8.5	-	1.5
PC1. receive live or chilled raw material (fish and sea food) in refrigerated trucks	0.5	0.5	-	-
PC2. check the raw material and condition of the transporting vehicle for any possible contamination	0.5	0.5	-	-
PC3. check the container to see if the raw material is adequately iced and storage temperature is maintained; check temperature of the raw material	0.5	1.5	-	-
PC4. inspect raw material quality through physical parameters like odour, scales, eyes, gills and overall appearance/ physical condition	1.5	1.5	-	-
PC5. inspect frozen/chilled seafood for shipping temperature, signs of freezer burn, adequacy of protective covering and integrity of packaging, inspect live shellfish through tap test (tapping live oysters, mussels etc), leg movement (for lobsters, crab)	1	1	-	1
PC6. dump raw material into washing tank for washing , remove washed raw material from water and place in crates/containers	0.5	1.5	-	-
PC7. prepare ice flakes and place fresh whole fish and seafood on a bed of ice flakes, cover each layer of fish with layer of ice and store until further processing or weigh the washed raw material and transfer to the preprocessing area	0.5	1.5	-	0.5
PC8. weigh the washed raw material and transfer to the pre-processing area	0.5	0.5	-	-
<i>Sort and grade</i>	2.5	4.5	-	1.5
PC9. weigh and transfer raw material to the sorting table	0.5	0.5	-	-
PC10. inspect and separate different species of fish and seafood, remove damaged, spoiled, diseased seafood and discard it	0.5	1	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. grade the sorted fish and seafood based on size and quality and place in designated container	0.5	2	-	-
PC12. wash graded fish and seafood manually (or) open valves of the spraying system for water and adjust pressure to wash by spraying water on fish	0.5	0.5	-	0.5
PC13. discard the rejects following the disposal procedure	0.5	0.5	-	-
<i>Pre-process fish and seafood</i>	4.5	16	-	4
PC14. weigh the graded fish and sea food for pre-processing	0.5	0.5	-	-
PC15. remove the shell (in case of shellfish)	0.5	2	-	1
PC16. slit the fish from the throat to the end of the abdomen (gutting)	0.5	2	-	1
PC17. remove the head manually (or) place and position the fish in the deheader machine and press button or lever to cut fish head mechanically (deheading)	0.5	3	-	-
PC18. pull out the gut and egg sac, either before or after deheading (gut pulling)	0.5	2	-	2
PC19. clean out any leftover gut and remove the organs that run down the spine of the fish (spooning)	0.5	2	-	-
PC20. wash with water or by showering with ice water	0.5	1.5	-	-
PC21. grade the pre-processed fish and seafood based on size, weight and quality and stack in respective bins	0.5	1.5	-	-
PC22. weigh the graded fish and sea food and transfer to the processing area (or) to cold storage room and store maintaining temperature as per organisation standards until further processing	0.5	1.5	-	-
<i>Process fish and seafood</i>	12	25.5	-	6
PC23. receive pre-processed raw material (fish and sea food) for processing	0.5	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. thaw fish and seafood (in case of frozen fish and sea food) following SOP	0.5	1.5	-	-
PC25. prepare moisture retention agent per SOP and accurately measure the required quantity	0.5	1	-	1
PC26. • weigh raw material and soak it in moisture retention agents to preserve moisture, texture, flavor, and • nutrients	0.5	1	-	-
PC27. control and maintain temperature(at 70 to 76 degrees C) to pasteurize fish for removal of microbial load, including mesophilic bacteria	0.5	1	-	1
PC28. • transfer pasteurized fish into chilled water to prevent overcooking and to inhibit the growth of thermophilic • bacteria	0.5	0.5	-	-
PC29. remove fish from chilled water, place chilled fish in vibrate belt, adjust controls and start vibrate belt to remove excess water from fish	0.5	1	-	0.5
PC30. set controls such as temperature, conveyor speed of tunnel freezer and push buttons to start, place fish and seafood on conveyor and allow it to pass through the tunnel freezer to freeze to specified temperature (or) place fish and seafood in trays and load trays in freezer, maintain and control temperature of freezer to freeze fish	0.5	2	-	2
PC31. dip frozen fish in water/ chilled water manually and remove after specified time for glazing (or) start pump to circulate water or control spraying system to spray water, adjust controls to maintain water temperature in glazing machine, adjust speed of the conveyor to allow the frozen fish to dip in water for specified time, and remove glazed fish from conveyor	0.5	1	-	-
PC32. prepare fillet, cut fillets (dorsal and abdominal muscles) from the backbone and remove the collarbone, remove skin if required, remove pin bones, inspect fillets and remove damages, cut into portions based on weight and parts (like loin, belly flap, tail, etc.), freeze to specified temperature and glaze fillets	0.5	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC33. ensure proper harvesting techniques to minimize stress and damage to shrimp	0.5	1	-	0.5
PC34. perform peeling and deveining of shrimp according to customer specifications	0.5	1	-	-
PC35. handle live crabs and lobsters with caution to preserve their condition	0.5	1	-	-
PC36. • clean, arrange, and inspect the size and quality of seafood • Seafood: shrimp, crabs, lobsters, cuttlefish, squid	0.5	1	-	-
PC37. • chill or ice seafood to preserve freshness and efficiently sort and grade based on size and quality criteria • Seafood: Shrimp, crabs, lobsters, cuttlefish, squid, fish fillets	0.5	1	-	-
PC38. • cut or portion seafood into desired sizes as per export requirements • Seafood: cuttlefish and squid, fish fillets	0.5	1	-	-
PC39. select appropriate packaging materials (e.g., vacuum-sealed bags, trays, boxes) based on product requirements while making sure adherence to safety and hygiene regulations	0.5	1	-	-
PC40. • configure, run, and monitor packaging equipment • Equipment: shrink wrappers, vacuum sealers, and tray sealers	0.5	1	-	-
PC41. pack weighed quantity of the glazed fish and seafood products in primary packaging material and label as well as pack the primary packaged product in cartons	0.5	1	-	-
PC42. sample the product for quality analysis to ensure conformance to standards	0.5	2	-	-
PC43. transfer packed products to the cold storage room, and ensure storage temperature at -18 degrees C is maintained by verifying the temperature gauge at regular intervals	0.5	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC44. troubleshoot problems with packaging machinery during operation and carry out regular maintenance	0.5	1	-	-
PC45. <ul style="list-style-type: none"> conduct quality checks on packaged fish and seafood product specifications Specifications: freshness, appearance, and weight 	1	1	-	1
<i>Post production cleaning and regular maintenance of equipments</i>	2.5	5.5	-	-
PC46. clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers	0.5	1.5	-	-
PC47. attend minor repairs/faults of all machines (if any)	0.5	1.5	-	-
PC48. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals	0.5	0.5	-	-
PC49. clean the machineries used with approved sanitizers following CIP procedure	1	2	-	-
NOS Total	27	60	-	13

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N4003
NOS Name	Execution of fish and sea food
Sector	Food Processing
Sub-Sector	Fish and Sea Food
Occupation	Processing-Bread and Bakery
NSQF Level	3
Credits	3
Version	2.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Qualification Pack

FIC/N9906: Apply food safety guidelines in Food Processing

Description

This unit covers the essential components of food safety, Good Manufacturing Practices (GMP), and personal hygiene in the food industry. It emphasizes the importance of individuals working in the food industry in protecting the health and well-being of consumers by following food safety protocols and procedures and ensuring the production of safe and high-quality food products.

Scope

The scope covers the following :

- Apply personal hygiene and follow Good Manufacturing practices at the workplace.
- Implement Food Safety and pre-requisite programs (PRP) at the workplace.

Elements and Performance Criteria

Apply personal hygiene and follow Good Manufacturing practices at workplace

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

- PC1.** PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.
- PC2.** PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.
- PC3.** PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.
- PC4.** PC4. ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.
- PC5.** PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.
- PC6.**
 - PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site.
 - procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.
- PC7.** PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.
- PC8.** PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.
- PC9.** PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.
- PC10.** PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.

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- PC11.** PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.
- PC12.** PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.
- PC13.** PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.
- PC14.** PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.

Implement food safety practices at the workplace

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

- PC15.** PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.
- PC16.** PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.
- PC17.** PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.
- PC18.** PC18. ensure timely check of the critical control points and product parameters.
- PC19.** PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.
- PC20.** PC20. report any food safety and GMP issue to the supervisor, if any.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of personal hygiene, GMP, visitors & contractor's rules. Associated risk in case of deviation from the standard policies and how the requirement is linked with the site's FSSAI License.
- KU2.** KU2. importance of training and work instruction delivered by the supervisors.
- KU3.** KU3. importance of filling the records and checklists, formats and how to ensure that the timely and effective completion is achieved.
- KU4.** KU4. knowledge of trainings and skills required to perform in food processing premises.
- KU5.** KU5. understand FSSAI Schedule IV requirements of food handlers and PRPs within the processing area
- KU6.** KU6. importance of timely medical examinations and awareness of communicable diseases
- KU7.** Understanding of Do's & Don'ts, intellect mindset to understand the visual illustrations
- KU8.** KU8. understanding about Site Zoning plans.
- KU9.** KU9. awareness of layout which would help to demarcate the defined movements of RM, PM, FG, and wastes generated during the processing of goods. This one lays a framework to launch Good Manufacturing Practices (GMP) successfully and effectively on site.

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- KU10.** KU10. understand the manufacturing process, product parameters and process control parameters such as CCPs
- KU11.** KU11. understanding about Hazard Analysis and Critical Control Points (HACCP)
- KU12.** KU12. understanding about Allergens and their types and controls to monitor effective handling of allergen raw materials on site.
- KU13.** KU13. basic understanding of traceability and mock recall
- KU14.** KU14. awareness about Internal & external Audits
- KU15.** KU15. understanding for RCA CAPA, cleaning and sanitation
- KU16.** KU16. awareness about record keeping and data monitoring in various sheets as per organizational requirement

Generic Skills (GS)

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

- GS1.** GS1. read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS2.** GS2. communicate with coworkers appropriately to clarify instructions and other issues
- GS3.** GS3. plan and organize the work schedule, work area, tools, equipment, and materials for improved productivity
- GS4.** GS4. plan and prioritize tasks as per work requirements
- GS5.** GS5. always be punctual and courteous
- GS6.** GS6. good observations and intellect mindset

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply personal hygiene and follow Good Manufacturing practices at workplace</i>	22	44	-	6
PC1. PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
PC2. PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.	2	4	-	2
PC3. PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
PC4. PC4. ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	2	4	-	-
PC5. PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
PC6. <ul style="list-style-type: none"> PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc. 	2	4	-	2
PC7. PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
PC8. PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.	2	4	-	-
PC9. PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.	2	4	-	-
PC11. PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.	1	2	-	-
PC12. PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
PC13. PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
PC14. PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.	1	2	-	-
<i>Implement food safety practices at the workplace</i>	8	16	-	4
PC15. PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.	2	4	-	-
PC16. PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC17. PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.	2	4	-	2
PC18. PC18. ensure timely check of the critical control points and product parameters.	1	2	-	-
PC19. PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
PC20. PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9906
NOS Name	Apply food safety guidelines in Food Processing
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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

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- 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	-	-	-	-

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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	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
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 : 50

(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	15
FIC/N4002.Prepare for execution of fish and sea food	24	51	0	25	100	30
FIC/N4003.Execution of fish and sea food	27	60	0	13	100	40
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	131	271	-	48	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
NOS	National Occupational Standard(s)
NSQF	National Skill Qualification Framework
QP	Qualification Pack
TVET	Technical and Vocational Education and Training
MLF	Malolactic Fermentation
TA	Titrateable Acid
pH	Power of Hydrogen
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
HACCP	Hazard Analysis Critical Control Point
VACCP	Vulnerability Assessment Critical Control Points
TACCP	Threat Assessment Critical Control Points
RCA	Root Cause Analysis
CAPA	Corrective Action Preventive Action
PPE	Personal Protective Equipment
CPR	Cardio-Pulmonary Resuscitation
GHP	Good Hygiene Practices
SOPs	Standard Operating Procedures
PwD	People with Disabilities

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.
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.

Qualification Pack

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.
Sector	Sector is a conglomeration of different business operations having similar businesses 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 organization
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	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standard	NOS are occupational standards which apply uniquely in the Indian context.

Qualification Pack

Qualification Pack	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.
Knowledge & Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify, the technical, generic, professional, and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers has of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic skills	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 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.