



Processed Food Entrepreneur

QP Code: FIC/Q9001

Version: 4.0

NSQF Level: 4

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FIC/Q9001: Processed Food Entrepreneur

Brief Job Description

A Processed Food Entrepreneur is responsible for establishing and managing a food processing business by identifying market opportunities, innovating products, and enhancing their value. They focus on developing unique food products, optimizing operations, and driving profitability through strategic market exploration and business growth.

Personal Attributes

The individual should possess strong innovation and business acumen, with a keen eye for market trends and opportunities. The person should be resilient, adaptable, and driven, with excellent problem-solving and leadership skills to navigate challenges in the food processing industry.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9005: Evaluate and develop entrepreneurial skills](#)
2. [FIC/N9006: Select the product and develop a business plan](#)
3. [FIC/N9007: Prepare for starting up the food processing unit](#)
4. [FIC/N9008: Set up and start the food processing unit](#)
5. [FIC/N9009: Maintain records concerning the food processing unit](#)
6. [FIC/N9906: Apply food safety guidelines in Food Processing](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (Including oil seeds), Dairy Products, Meat and Poultry, Fish and Seafood, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Generic
Country	India

NSQF Level	4
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1321.0500
Minimum Educational Qualification & Experience	12th grade Pass OR 10th grade pass with 3 Years of experience in food processing Industry OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience in food processing Industry OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience in food processing Industry
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	4.0

FIC/N9005: Evaluate and develop entrepreneurial skills

Description

This unit aims to equip learners with the ability to assess their entrepreneurial potential, identify market opportunities within the food processing industry to develop a sound business plan.

Scope

The scope covers the following :

- Conduct self-evaluation for starting a food processing unit
- Develop entrepreneurial skills

Elements and Performance Criteria

Conduct self-evaluation for starting a food processing unit

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

- PC1.** assess personal capability to initiate and manage a business, including time management, handling stakeholders (customers, vendors, government officials, bankers, consultants), and making independent decisions under pressure
- PC2.** analyze the performance and market share of various food processing sub-sectors to identify viable opportunities
- PC3.** select a product based on strengths, market demand, profitability, and personal interest
- PC4.** conduct a market survey to understand trends, opportunities, competition, and customer needs
- PC5.** review market demand in relation to competitors, customers, and the current market status
- PC6.** seek advice from industry experts and experienced individuals to refine ideas

Develop entrepreneurial skills

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

- PC7.** acquire skills in communication, management, accounting, and marketing through training or self-learning
- PC8.** develop technical expertise in raw materials handling, food processing, preservation, packaging, quality control, storage, relevant food laws, safety, hygiene, and sanitation
- PC9.** learn distribution, sales, and marketing strategies from experienced professionals
- PC10.** approach business planning realistically, being discreet in sharing ideas

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the relevant standards, process standards, and procedures for operating a food processing unit
- KU2.** the techniques for evaluating the performance of various food processing units and their sectors

- KU3.** strategic decision-making for product selection based on market trends, profitability, and organizational strengths
- KU4.** the methods and significance of conducting market surveys to understand industry trends, opportunities, and customer needs
- KU5.** the market demand, customer preferences, and the competition within different processed food sectors
- KU6.** the importance of consulting industry experts, experienced individuals, and stakeholders for informed decision-making
- KU7.** various food processing industries, market trends, and market share distribution across different categories of processed foods
- KU8.** the technical requirements for food processing, including raw materials, packaging materials, preservation methods, and processing techniques
- KU9.** the operations of food processing machinery and equipment used for different food products
- KU10.** the quality requirements and standards for processed foods, including product safety and consistency
- KU11.** the food laws, regulations, and compliance frameworks governing the processed food industry
- KU12.** the food safety, hygiene practices, and sanitation protocols critical to food processing
- KU13.** the Good Manufacturing Practices (GMP) essential for maintaining product quality and safety in food production
- KU14.** the Hazard Analysis and Critical Control Point (HACCP) principles for identifying and controlling potential food safety hazards
- KU15.** financial management, including budgeting, cost analysis, and pricing strategies specific to the food processing sector
- KU16.** sales, marketing, and distribution strategies for processed food products, including market positioning and customer engagement
- KU17.** the business management skills, including time management, human resource management, and operational efficiency
- KU18.** the methods for assessing and mitigating risks in food processing, including supply chain management and external factors like regulatory changes or economic shifts

Generic Skills (GS)

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

- GS1.** maintain appropriate documentation concerning business operations
- GS2.** communicate clearly verbally and in writing
- GS3.** read and interpret flowcharts, operational guidelines and communications from stakeholders
- GS4.** build relationships with customers, vendors, employees, and stakeholders
- GS5.** lead and manage teams effectively
- GS6.** delegate tasks efficiently while maintaining a productive and positive work environment
- GS7.** prioritize tasks, manage deadlines, and balance multiple responsibilities in a fast-paced environment
- GS8.** negotiate with suppliers, vendors, and customers to ensure profitable terms and agreements

- GS9.** adapt to changing market conditions, regulations, and technological advancements in food processing
- GS10.** implement financial principles such as budgeting, cost control, pricing, and profitability analysis to maintain the financial health of the business
- GS11.** make informed and independent decisions under pressure, especially in critical business situations
- GS12.** identify challenges to business operations and develop effective creative solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct self-evaluation for starting a food processing unit</i>	18	29	-	13
PC1. assess personal capability to initiate and manage a business, including time management, handling stakeholders (customers, vendors, government officials, bankers, consultants), and making independent decisions under pressure	3	3	-	1
PC2. analyze the performance and market share of various food processing sub-sectors to identify viable opportunities	4	4	-	2
PC3. select a product based on strengths, market demand, profitability, and personal interest	5	5	-	2
PC4. conduct a market survey to understand trends, opportunities, competition, and customer needs	2	4	-	2
PC5. review market demand in relation to competitors, customers, and the current market status	2	7	-	4
PC6. seek advice from industry experts and experienced individuals to refine ideas	2	6	-	2
<i>Develop entrepreneurial skills</i>	12	21	-	7
PC7. acquire skills in communication, management, accounting, and marketing through training or self-learning	2	5	-	2
PC8. develop technical expertise in raw materials handling, food processing, preservation, packaging, quality control, storage, relevant food laws, safety, hygiene, and sanitation	4	5	-	2
PC9. learn distribution, sales, and marketing strategies from experienced professionals	3	6	-	2
PC10. approach business planning realistically, being discreet in sharing ideas	3	5	-	1
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9005
NOS Name	Evaluate and develop entrepreneurial skills
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Production
NSQF Level	4
Credits	2
Version	3.0
Next Review Date	NA

FIC/N9006: Select the product and develop a business plan

Description

This unit focuses on guiding learners through the process of selecting a suitable product within the food processing industry and creating a comprehensive business plan that outlines the production, marketing, and financial strategies for its success

Scope

The scope covers the following :

- Select the product
- Develop the business plan

Elements and Performance Criteria

Select the product

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

- PC1.** identify appropriate product(s) based on market demand, competition, raw material availability, process capability, and export potential
- PC2.** assess production feasibility, including technology, investment, facility requirements, labour, utilities, and regulatory compliance
- PC3.** conduct a market survey to analyze product demand, competitor strengths and weaknesses, and potential market share
- PC4.** select product(s) based on production capabilities and market feasibility for launching the food processing unit
- PC5.** perform trial production to assess process feasibility in a home kitchen or incubation center
- PC6.** test market the product to evaluate customer response

Develop the business plan

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

- PC7.** select a brand name that is memorable, meaningful, legally protectable, and adaptable for future extensions
- PC8.** coordinate the designing of unique and appealing packaging to attract customers
- PC9.** set the selling price based on production cost, competitor pricing, and product quality
- PC10.** ensure consistent production and sale of high-quality products
- PC11.** establish business goals with timelines for achieving them
- PC12.** set up a small processing unit and scale up gradually in response to market growth

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the methods to evaluate and identify viable food products based on market demand, competition, and raw material availability

- KU2.** the techniques to assess process requirements, production capabilities, and feasibility for selected products, including technology, machinery, and labour needs
- KU3.** the importance of and methods for conducting market surveys to assess market demand, competitor analysis, and growth opportunities
- KU4.** the market demand and customer preferences for various food products
- KU5.** the importance of consulting industry experts and experienced professionals for informed product selection and business planning
- KU6.** various processed food products in the market, including their production methods and market positioning
- KU7.** the process methods for producing selected food products, including steps for trial production and scalability
- KU8.** the types of machinery required to produce different food products and their operational efficiencies
- KU9.** the branding strategies, including selecting a meaningful and legally protectable brand name
- KU10.** the methods for determining product pricing based on production costs, competitor pricing, and market conditions
- KU11.** the market trends, market share analysis, and competitor marketing strategies within the processed food sector
- KU12.** the quality standards and requirements for food products to ensure safety and consistency
- KU13.** the food laws, regulations, and legal compliance for processed food products, including labelling and packaging
- KU14.** the food safety and hygiene standards critical to production, including protocols for ensuring clean and sanitary processes
- KU15.** the Good Manufacturing Practices (GMP) for ensuring consistent product quality and safety in food processing
- KU16.** the Hazard Analysis and Critical Control Points (HACCP) principles to identify and control potential hazards in food production

Generic Skills (GS)

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

- GS1.** maintain appropriate documentation concerning business operations
- GS2.** communicate clearly verbally and in writing
- GS3.** read and interpret flowcharts, operational guidelines and communications from stakeholders
- GS4.** build relationships with customers, vendors, employees, and stakeholders
- GS5.** lead and manage teams effectively
- GS6.** delegate tasks efficiently while maintaining a productive and positive work environment
- GS7.** prioritize tasks, manage deadlines, and balance multiple responsibilities in a fast-paced environment
- GS8.** negotiate with suppliers, vendors, and customers to ensure profitable terms and agreements
- GS9.** adapt to changing market conditions, regulations, and technological advancements in food processing
- GS10.** implement financial principles such as budgeting, cost control, pricing, and profitability analysis to maintain the financial health of the business

- GS11.** make informed and independent decisions under pressure, especially in critical business situations
- GS12.** identify challenges to business operations and develop effective creative solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select the product</i>	17	27	-	10
PC1. identify appropriate product(s) based on market demand, competition, raw material availability, process capability, and export potential	2	3	-	1
PC2. assess production feasibility, including technology, investment, facility requirements, labour, utilities, and regulatory compliance	4	4	-	2
PC3. conduct a market survey to analyze product demand, competitor strengths and weaknesses, and potential market share	5	5	-	2
PC4. select product(s) based on production capabilities and market feasibility for launching the food processing unit	2	4	-	1
PC5. perform trial production to assess process feasibility in a home kitchen or incubation center	2	5	-	2
PC6. test market the product to evaluate customer response	2	6	-	2
<i>Develop the business plan</i>	13	23	-	10
PC7. select a brand name that is memorable, meaningful, legally protectable, and adaptable for future extensions	3	3	-	1
PC8. coordinate the designing of unique and appealing packaging to attract customers	2	5	-	2
PC9. set the selling price based on production cost, competitor pricing, and product quality	2	4	-	2
PC10. ensure consistent production and sale of high-quality products	2	4	-	1
PC11. establish business goals with timelines for achieving them	2	4	-	2
PC12. set up a small processing unit and scale up gradually in response to market growth	2	3	-	2
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9006
NOS Name	Select the product and develop a business plan
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Production
NSQF Level	4.0
Credits	1
Version	3.0
Next Review Date	NA

FIC/N9007: Prepare for starting up the food processing unit

Description

This unit focuses on aspects of establishing a food processing unit. It covers the key considerations such as selecting the optimal unit location, securing necessary financing, and completing the legal formalities of registering their entrepreneurial venture

Scope

The scope covers the following :

- Select the unit location
- Arrange finance
- File the entrepreneur's memorandum

Elements and Performance Criteria

Select the unit location

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

- PC1.** conduct research to identify an optimal location for the food processing unit
- PC2.** select a location based on key factors such as raw material availability, utilities (water, electricity, communication), road accessibility, and environmental conditions

Arrange finance

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

- PC3.** identify appropriate financial institutions appropriate government schemes to secure funding
- PC4.** evaluate and select appropriate financial options such as seed capital, risk capital, bridge loans, or working capital loans
- PC5.** approach banks and financial institutions like SIDBI, NABARD, SFCS, and commercial banks for short-term and long-term loans
- PC6.** apply for long-term loans for purchasing land, constructing facilities, and buying machinery
- PC7.** apply for short-term loans for working capital needs, such as purchasing raw materials, wages, and other operational expenses
- PC8.** submit formal loan applications with required documents, such as loan applications, balance sheets, income tax certificates, and project reports
- PC9.** respond to loan sanction or rejection letters, and proceed with loan acceptance or alternative financing options
- PC10.** explore non-government financial options or venture capital in case of loan rejection from banks
- PC11.** prepare and present a detailed business plan to venture capitalists, clearly explaining the need for funds, spending plans, and expected returns

File the entrepreneur's memorandum

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

- PC12.** select the type of business ownership, such as sole proprietorship, partnership, or family ownership

- PC13.** register the business by filing the Entrepreneur's Memorandum with the District Industries Centre
- PC14.** file Part II of the memorandum upon starting production and inform the District Industries Centre of any changes in investment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the registrations and approvals required to establish a food processing unit, including licenses and permits
- KU2.** the process of sourcing and organizing utilities (water, electricity, communication) and raw materials for the food processing unit
- KU3.** financial management, including working capital, budgeting, and investment planning
- KU4.** the methods for identifying and selecting an optimal location for a food processing unit based on key factors such as raw material availability, utility access, and environmental impact
- KU5.** different types of loans available for starting and running a food processing unit, such as seed capital, working capital loans, and long-term loans
- KU6.** the relevant financial institutions that provide loans for food processing, such as SIDBI, NABARD, SFCS, commercial banks, and non-government financial institutions
- KU7.** different types of loans offered by financial institutions, including short-term and long-term financing options
- KU8.** the process for applying for loans, including preparing and submitting required documents such as project reports, loan applications, and financial statements
- KU9.** the procedure for filing the Entrepreneurs Memorandum and registering the business with the District Industries Centre
- KU10.** how to calculate production costs, financial projections, and profitability
- KU11.** the communication and social skills for interacting with financial institutions, vendors, government bodies, and employees
- KU12.** the relevant food laws and regulations that govern the food processing industry
- KU13.** the food safety and hygiene practices critical for food processing operations
- KU14.** the Good Manufacturing Practices (GMP) for ensuring product quality and compliance with industry standards
- KU15.** the principles of Hazard Analysis and Critical Control Points (HACCP) to identify and mitigate food safety risks during production

Generic Skills (GS)

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

- GS1.** maintain appropriate documentation concerning business operations
- GS2.** communicate clearly verbally and in writing
- GS3.** read and interpret flowcharts, operational guidelines and communications from stakeholders
- GS4.** build relationships with customers, vendors, employees, and stakeholders
- GS5.** lead and manage teams effectively

- GS6.** delegate tasks efficiently while maintaining a productive and positive work environment
- GS7.** prioritize tasks, manage deadlines, and balance multiple responsibilities in a fast-paced environment
- GS8.** negotiate with suppliers, vendors, and customers to ensure profitable terms and agreements
- GS9.** adapt to changing market conditions, regulations, and technological advancements in food processing
- GS10.** implement financial principles such as budgeting, cost control, pricing, and profitability analysis to maintain the financial health of the business
- GS11.** make informed and independent decisions under pressure, especially in critical business situations
- GS12.** identify challenges to business operations and develop effective creative solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select the unit location</i>	5	11	-	6
PC1. conduct research to identify an optimal location for the food processing unit	2	4	-	3
PC2. select a location based on key factors such as raw material availability, utilities (water, electricity, communication), road accessibility, and environmental conditions	3	7	-	3
<i>Arrange finance</i>	17	24	-	11
PC3. identify appropriate financial institutions appropriate government schemes to secure funding	2	3	-	1
PC4. evaluate and select appropriate financial options such as seed capital, risk capital, bridge loans, or working capital loans	2	2	-	1
PC5. approach banks and financial institutions like SIDBI, NABARD, SFCS, and commercial banks for short-term and long-term loans	1	3	-	1
PC6. apply for long-term loans for purchasing land, constructing facilities, and buying machinery	2	3	-	2
PC7. apply for short-term loans for working capital needs, such as purchasing raw materials, wages, and other operational expenses	2	3	-	1
PC8. submit formal loan applications with required documents, such as loan applications, balance sheets, income tax certificates, and project reports	2	2	-	1
PC9. respond to loan sanction or rejection letters, and proceed with loan acceptance or alternative financing options	2	3	-	2
PC10. explore non-government financial options or venture capital in case of loan rejection from banks	2	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. prepare and present a detailed business plan to venture capitalists, clearly explaining the need for funds, spending plans, and expected returns	2	3	-	1
<i>File the entrepreneur's memorandum</i>	8	15	-	3
PC12. select the type of business ownership, such as sole proprietorship, partnership, or family ownership	3	6	-	1
PC13. register the business by filing the Entrepreneur's Memorandum with the District Industries Centre	2	5	-	1
PC14. file Part II of the memorandum upon starting production and inform the District Industries Centre of any changes in investment	3	4	-	1
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9007
NOS Name	Prepare for starting up the food processing unit
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Production
NSQF Level	4
Credits	2
Version	3.0
Next Review Date	NA

FIC/N9008: Set up and start the food processing unit

Description

This unit covers the comprehensive process of establishing a food processing unit. It covers designing and constructing the processing facility, installing machinery, assembling a skilled workforce, securing necessary registrations and licenses, and effectively managing production, quality control, and sales.

Scope

The scope covers the following :

- Set up the food processing unit
- Produce and sell food products

Elements and Performance Criteria

Set up the food processing unit

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

- PC1.** design the processing unit and plan the plant layout through coordination with design engineers
- PC2.** apply for and obtain the necessary licenses and approvals for setting up the food processing unit
- PC3.** coordinate the construction of the processing unit
- PC4.** apply for and obtain utilities (water, power, communication) from relevant government departments
- PC5.** select and procure the required machinery and equipment through consultation with relevant experts and negotiation with equipment suppliers
- PC6.** recruit engineers and operators and workers as per the staffing requirements
- PC7.** coordinate the evaluation of the unit for regulatory compliance and obtain clearances from relevant authorities, ensuring adherence to the applicable industrial regulations

Produce and sell food products

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

- PC8.** establish organizational standards for materials and develop SOPs for all operations, including purchasing, quality control, production, storage, logistics, and waste management
- PC9.** arrange training for employees on SOPs, food hygiene, and sanitation practices
- PC10.** plan material procurement based on expected market demand to optimize working capital
- PC11.** ensure compliance with regulatory, taxation and environmental regulations during material procurement
- PC12.** check the quality of procured materials against the organizational standards
- PC13.** conduct trial production and standardize formulations and process parameters
- PC14.** test product nutritional composition for accurate labeling from accredited laboratories
- PC15.** carry out commercial production, adhering to standardized processes and ensuring product consistency
- PC16.** package and label finished products with correct packaging and labelling information, and store them according to organizational standards

- PC17.** clean the machinery and equipment following Clean-In-Place (CIP) and Clean-Out-of-Place (COP) methods
- PC18.** test product quality in internal or external labs to ensure compliance with the applicable specifications and standards
- PC19.** implement food hygiene and sanitation practices across all processing stages, including raw material handling, storage, and personnel hygiene
- PC20.** appoint distributors for product distribution based on market demand
- PC21.** manage logistics for product distribution to the market
- PC22.** market and sell the product via agencies or in-house sales teams, as appropriate
- PC23.** monitor sales and make decisions on scaling production or modifying business operations based on market performance

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the relevant standards, including food safety protocols, Good Manufacturing Practices (GMP), Hazard Analysis Critical Control Point (HACCP), and Standard Operating Procedures (SOPs) for food processing units
- KU2.** the specific processing requirements for different food products
- KU3.** the management of a food processing unit, including purchasing, inventory control, production scheduling, quality assurance, and distribution
- KU4.** the relevant authorities regulating the food processing sector
- KU5.** the registration, certifications and licensing required for food processing units
- KU6.** the procedures for applying for and obtaining necessary licenses and permits
- KU7.** the relevant food safety and hygiene standards, e.g. Codex Alimentarius, FSMA, etc
- KU8.** the design and construction standards for food processing facilities to ensure compliance with health, safety, and environmental regulations
- KU9.** the appropriate SOPs for purchase, production, quality, packaging, logistics, distribution, marketing, and sales
- KU10.** the internal process management, including procurement, store management, inventory control, production workflows, quality management systems, etc
- KU11.** the procedures for obtaining utilities such as water, electricity, and waste management services
- KU12.** different job roles and responsibilities in a food processing unit for efficient task delegation and workflow
- KU13.** the methods to identify and recruit skilled workforce suited to the specific needs of a food processing unit, including technical operators and workers
- KU14.** the wage structures, working hours, labour laws, and workforce safety measures.
- KU15.** the types of machinery and equipment used in food processing (e.g., grinders, blenders, filling machines), their maintenance requirements, and energy-efficient technologies
- KU16.** the cleaning procedures such as Clean-in-Place (CIP) and Clean-out-Place (COP), ensuring hygiene and minimal downtime
- KU17.** the use of chemicals, disinfectants, and sanitizers used in processing, including handling and storage protocols to ensure food product safety and worker safety

- KU18.** the food quality parameters, basic microbiology, and methods for quality assessment of raw materials, in-process products, and finished goods
- KU19.** the procedures for safe storage of raw materials, packaging materials, and finished goods to prevent contamination or spoilage
- KU20.** inventory management and supply chain coordination to ensure smooth operations and cost efficiency
- KU21.** the importance of setting up a code of business conduct that aligns with industry standards and organisational ethics
- KU22.** the dress code and personal hygiene requirements, critical for food safety and compliance with regulatory standards

Generic Skills (GS)

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

- GS1.** maintain appropriate documentation concerning business operations
- GS2.** communicate clearly verbally and in writing
- GS3.** read and interpret flowcharts, operational guidelines and communications from stakeholders
- GS4.** build relationships with customers, vendors, employees, and stakeholders
- GS5.** lead and manage teams effectively
- GS6.** delegate tasks efficiently while maintaining a productive and positive work environment
- GS7.** prioritize tasks, manage deadlines, and balance multiple responsibilities in a fast-paced environment
- GS8.** negotiate with suppliers, vendors, and customers to ensure profitable terms and agreements
- GS9.** adapt to changing market conditions, regulations, and technological advancements in food processing
- GS10.** implement financial principles such as budgeting, cost control, pricing, and profitability analysis to maintain the financial health of the business
- GS11.** make informed and independent decisions under pressure, especially in critical business situations
- GS12.** identify challenges to business operations and develop effective creative solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Set up the food processing unit</i>	11	18	-	7
PC1. design the processing unit and plan the plant layout through coordination with design engineers	2	3	-	1
PC2. apply for and obtain the necessary licenses and approvals for setting up the food processing unit	2	2	-	1
PC3. coordinate the construction of the processing unit	1	3	-	1
PC4. apply for and obtain utilities (water, power, communication) from relevant government departments	1	3	-	1
PC5. select and procure the required machinery and equipment through consultation with relevant experts and negotiation with equipment suppliers	2	2	-	1
PC6. recruit engineers and operators and workers as per the staffing requirements	2	2	-	1
PC7. coordinate the evaluation of the unit for regulatory compliance and obtain clearances from relevant authorities, ensuring adherence to the applicable industrial regulations	1	3	-	1
<i>Produce and sell food products</i>	19	32	-	13
PC8. establish organizational standards for materials and develop SOPs for all operations, including purchasing, quality control, production, storage, logistics, and waste management	1	2	-	1
PC9. arrange training for employees on SOPs, food hygiene, and sanitation practices	2	2	-	1
PC10. plan material procurement based on expected market demand to optimize working capital	1	2	-	1
PC11. ensure compliance with regulatory, taxation and environmental regulations during material procurement	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. check the quality of procured materials against the organizational standards	2	2	-	1
PC13. conduct trial production and standardize formulations and process parameters	1	2	-	1
PC14. test product nutritional composition for accurate labeling from accredited laboratories	1	2	-	1
PC15. carry out commercial production, adhering to standardized processes and ensuring product consistency	1	2	-	1
PC16. package and label finished products with correct packaging and labelling information, and store them according to organizational standards	1	2	-	1
PC17. clean the machinery and equipment following Clean-In-Place (CIP) and Clean-Out-of-Place (COP) methods	1	2	-	0.5
PC18. test product quality in internal or external labs to ensure compliance with the applicable specifications and standards	1	2	-	0.5
PC19. implement food hygiene and sanitation practices across all processing stages, including raw material handling, storage, and personnel hygiene	1	2	-	0.5
PC20. appoint distributors for product distribution based on market demand	2	2	-	0.5
PC21. manage logistics for product distribution to the market	1	2	-	1
PC22. market and sell the product via agencies or in-house sales teams, as appropriate	1	2	-	0.5
PC23. monitor sales and make decisions on scaling production or modifying business operations based on market performance	1	2	-	0.5
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9008
NOS Name	Set up and start the food processing unit
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Production
NSQF Level	4
Credits	7
Version	3.0
Next Review Date	NA

FIC/N9009: Maintain records concerning the food processing unit

Description

This unit focuses on the essential aspects of record-keeping in a food processing unit, encompassing organizational records, raw material and equipment management, production and quality control, storage and distribution logistics, and marketing and sales activities

Scope

The scope covers the following :

- Maintain the organizational records
- Maintain the raw material and equipment records
- Maintain the production, quality, storage, and distribution records
- Maintain the marketing and sales records

Elements and Performance Criteria

Maintain the organizational records

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

- PC1.** maintain records of the organisation's layout, including blueprints, interior, and exterior design
- PC2.** records information concerning all assets, including processing machinery, movable, and immovable assets
- PC3.** document and manage personal and health records of all employees
- PC4.** maintain comprehensive financial records, including loans, income, expenses, and profit/loss statements

Maintain the raw material and equipment records

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

- PC5.** track and document the receipt of all raw materials, ingredients, and packaging materials
- PC6.** maintain the record of supplies, batch details, quantities, and quality assessments of materials
- PC7.** maintain records of processing unit tools and equipment, including purchase invoices, supplier details, and maintenance manuals
- PC8.** document maintenance logs for each equipment, including performance, breakdowns, corrective actions, and spare parts replaced

Maintain the production, quality, storage, and distribution records

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

- PC9.** maintain detailed production records, including product types, batch numbers, quantities, raw materials used, and packaging details
- PC10.** document internal and external quality reports, including supplier quality assessments, customer complaints, and corrective actions
- PC11.** record the production processes, including materials used, process parameters, downtimes, yields, and machinery utilization

- PC12.** maintain inventory records for raw materials, machinery, packaging, finished products, and consumables
- PC13.** track the condition and storage of finished goods, recording quality and rework/repack requirements
- PC14.** record storage facility details, including temperature, humidity, stacking procedures, and space utilization
- PC15.** maintain distribution records, including transport details, vehicle hygiene, quantities loaded, routes, and customer returns

Maintain the marketing and sales records

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

- PC16.** document marketing efforts, including discount schemes, samples, customer details, and the impact of promotions
- PC17.** track sales data, including customer information, purchase quantities, frequency, product variants, and regional sales performance

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the standards for documentation and record-keeping to ensure consistency and compliance with industry regulations
- KU2.** the procedures for accurate documentation, including timelines, data accuracy, and regulatory requirements for various records
- KU3.** the importance of maintaining proper documentation of certifications and accreditations, e.g., FSSAI, ISO 22000
- KU4.** the importance of setting employee roles and job responsibilities regarding documentation and records management
- KU5.** the use of appropriate Enterprise Resource Planning (ERP) software for tracking and managing organisational records concerning production, inventory, quality control, etc
- KU6.** the appropriate internal documentation systems, such as production charts, process charts, and finished product charts, and how to integrate them into daily operations
- KU7.** the details to be recorded at various stages of production, including supplier details, batch numbers, quality checks, finished product batch details, packaging, storage, etc
- KU8.** the maintenance of data related to marketing, logistics, distribution, and sales, ensuring proper tracking of product flow
- KU9.** the methods for tracking and tracing records, ensuring traceability from finished products back to raw materials to aid quality control and product recalls
- KU10.** the use of digital documentation tools, spreadsheets, databases, and software necessary for maintaining accurate and up-to-date records

Generic Skills (GS)

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

- GS1.** maintain appropriate documentation concerning business operations
- GS2.** communicate clearly verbally and in writing

- GS3.** read and interpret flowcharts, operational guidelines and communications from stakeholders
- GS4.** build relationships with customers, vendors, employees, and stakeholders
- GS5.** lead and manage teams effectively
- GS6.** delegate tasks efficiently while maintaining a productive and positive work environment
- GS7.** prioritize tasks, manage deadlines, and balance multiple responsibilities in a fast-paced environment
- GS8.** negotiate with suppliers, vendors, and customers to ensure profitable terms and agreements
- GS9.** adapt to changing market conditions, regulations, and technological advancements in food processing
- GS10.** implement financial principles such as budgeting, cost control, pricing, and profitability analysis to maintain the financial health of the business
- GS11.** make informed and independent decisions under pressure, especially in critical business situations
- GS12.** identify challenges to business operations and develop effective creative solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the organizational records</i>	8	13	-	4
PC1. maintain records of the organisation's layout, including blueprints, interior, and exterior design	2	3	-	1
PC2. records information concerning all assets, including processing machinery, movable, and immovable assets	2	4	-	1
PC3. document and manage personal and health records of all employees	2	3	-	1
PC4. maintain comprehensive financial records, including loans, income, expenses, and profit/loss statements	2	3	-	1
<i>Maintain the raw material and equipment records</i>	7	10	-	4
PC5. track and document the receipt of all raw materials, ingredients, and packaging materials	2	2	-	1
PC6. maintain the record of supplies, batch details, quantities, and quality assessments of materials	2	2	-	1
PC7. maintain records of processing unit tools and equipment, including purchase invoices, supplier details, and maintenance manuals	2	3	-	1
PC8. document maintenance logs for each equipment, including performance, breakdowns, corrective actions, and spare parts replaced	1	3	-	1
<i>Maintain the production, quality, storage, and distribution records</i>	11	21	-	9
PC9. maintain detailed production records, including product types, batch numbers, quantities, raw materials used, and packaging details	2	2	-	1
PC10. document internal and external quality reports, including supplier quality assessments, customer complaints, and corrective actions	2	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. record the production processes, including materials used, process parameters, downtimes, yields, and machinery utilization	1	3	-	2
PC12. maintain inventory records for raw materials, machinery, packaging, finished products, and consumables	2	4	-	2
PC13. track the condition and storage of finished goods, recording quality and rework/repack requirements	2	3	-	1
PC14. record storage facility details, including temperature, humidity, stacking procedures, and space utilization	1	4	-	1
PC15. maintain distribution records, including transport details, vehicle hygiene, quantities loaded, routes, and customer returns	1	3	-	1
<i>Maintain the marketing and sales records</i>	4	6	-	3
PC16. document marketing efforts, including discount schemes, samples, customer details, and the impact of promotions	2	3	-	2
PC17. track sales data, including customer information, purchase quantities, frequency, product variants, and regional sales performance	2	3	-	1
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9009
NOS Name	Maintain records concerning the food processing unit
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Production
NSQF Level	4
Credits	1
Version	3.0
Next Review Date	NA

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.

- 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.

- 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

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

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
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

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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

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

DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.
- PC28.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC29.** create a professional Curriculum vitae (Résumé)
- PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC31.** apply to identified job openings using offline /online methods as per requirement
- PC32.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- 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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services
- KU11.** how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.
- KU16.** how to identify business opportunities
- KU17.** types and needs of customers
- KU18.** how to apply for a job and prepare for an interview
- KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode

- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	06/05/2028
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.

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/N9005.Evaluate and develop entrepreneurial skills	30	50	-	20	100	15
FIC/N9006.Select the product and develop a business plan	30	50	-	20	100	15
FIC/N9007.Prepare for starting up the food processing unit	30	50	-	20	100	15
FIC/N9008.Set up and start the food processing unit	30	50	-	20	100	20
FIC/N9009.Maintain records concerning the food processing unit	30	50	-	20	100	15
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	200	340	-	110	650	100

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 Skills Qualifications Framework
QP	Qualification Pack
NCVET	National Council for Vocational Education and Training
SOP	Standard Operating Procedures
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
GHP	Good Hygiene Practices
PPE	Personal Protective Equipment
RCA	Root Cause Analysis
CAPA	Corrective Action Preventive Action
SIDBI	Small Industries Development Bank of India
NABARD	National Bank for Agriculture and Rural Development
SFCS	State Financial Corporations
CIP	Clean-In-Place
COP	Clean-Out-of-Place
FSMA	Food Safety Modernization Act
ERP	Enterprise Resource Planning

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.

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.
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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.
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