Qualification Pack

Production Manager (Processed Food Industry)

QP Code: FIC/Q9003

Version: 3.0

NSQF Level: 6

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FIC/Q9003: Production Manager (Processed Food Industry)

Brief Job Description

A Production Manager (Food) in the food processing industry oversees the entire production process, ensuring the efficient and timely production of various food products. This includes production planning, coordinating with various departments, and implementing quality and safety standards to meet both organizational goals and regulatory requirements. The role also involves managing documentation, ensuring compliance with food safety systems (e.g., FSSAI, HACCP), and leading continuous improvement initiatives to optimize production efficiency and sustainability.

Personal Attributes

The individual should have attention to detail, good leadership and swift problem-solving skills. The person should be organized, proactive about safety and compliance, and skilled at managing cross-functional teams. Other key requirements include strong communication, mathematical, analytical, and advanced computer and organizational skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. FIC/N9014: Manage production processes in the food processing unit

2. FIC/N9015: Manage production optimization and cost efficiency in the food processing unit

3. FIC/N9016: Manage documentation and implement safety and environmental policies in the food processing unit

4. FIC/N9906: Apply food safety guidelines in Food Processing

5. 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	Production

Country	India
NSQF Level	6
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1321.0500
Minimum Educational Qualification & Experience	Completed 4 year UG program (or 3-year UG (in Food Science or Applied Science)) with 4.5 years of experience in Food Processing or Quality Assurance or Quality Control or Food Safety at Supervisor Level/ Assistant Manager OR Previous relevant Qualification of NSQF Level (5.5) with 3 Years of experience in Food Processing or Quality Assurance or Quality Control or Food Safety at Supervisor Level/Assistant Manager OR Previous relevant Qualification of NSQF Level (5) with 4.5 years of experience in Food Processing or Quality Assurance or Quality Control or Food Safety at Supervisor Level/ Assistant Manager OR PG in any field (1st-yr PG after 4-yr UG) with 3 Years of experience * in Food Processing Industry in different departments of Quality Assurance, Quality Control, or Food Safety Officer/Assistant Manager OR PG in any field (2-yr PG after 3-yr UG) with 3 Years of experience in Food Processing Industry in different departments of Quality Assurance, Quality Control, or Food Safety Officer/Assistant Manager
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	3.0
Reference code on NQR	QG-06-FI-03605-2025-V2-FICSI
NQR Version	2.0

Remarks:

Nil

FIC/N9014: Manage production processes in the food processing unit

Description

This unit is about managing the production processes in the food processing unit by leading the production team, planning and executing production schedules, coordinating with the maintenance team, monitoring performance and ensuring that all stages of production are carried out efficiently, safely, and in compliance with regulatory standards.

Scope

The scope covers the following :

- Lead the production team
- Plan production and execution
- Coordinate with the maintenance team
- Monitor and improve production
- Conduct new product trials

Elements and Performance Criteria

Lead the production team

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

PC1. communicate organizational policies and goals, ensuring the production team understands and aligns with objectives

PC2. achieve department targets through effective leadership tailored to both organizational needs and employee capabilities

PC3. engage regularly with employees, offering feedback and addressing concerns to build trust and support

PC4. motivate and recognize employees in achieving work and development goals

PC5. encourage employees to take responsibility, make decisions, and lead within their expertise

PC6. oversee personnel actions like promotions, transfers, and disciplinary measures

PC7. lead the production team through challenges and obstacles.

PC8. coordinate efficiently with team members and allocate tasks based on skills and production requirements

Plan production and execution

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

PC9. review sales forecasts, production plans, and market demands to set production priorities

PC10. confirm resource availability (materials, equipment, manpower) to meet production targets

PC11. plan production in terms of output, quality, cost, time, and manpower

PC12. analyze risks of missing delivery timelines and notify relevant stakeholders if issues arise

PC13. develop production schedules within budget and available resources, coordinating with other departments

PC14. communicate production schedules through the organization's systems (e.g., email, ERP)

Coordinate with the maintenance team

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

PC15. share production schedules with maintenance teams to ensure alignment for equipment availability

PC16. coordinate with maintenance for required materials, consumables, and manpower to avoid disruptions

PC17. oversee equipment maintenance during breakdowns, emergencies, or routine servicing

PC18. analyze equipment performance data to assess production capacity

PC19. ensure equipment reliability and minimal downtime through collaboration with maintenance teams

PC20. foster strong communication between production and maintenance to optimize performance and identify improvement opportunities

PC21. ensure maintenance procedures comply with food safety and environmental standards

PC22. collaborate with the maintenance team to schedule and oversee preventive maintenance activities, ensuring minimal disruption to production processes

Monitor and improve production

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

PC23. monitor raw materials, packaging, manpower, and wastage during production, addressing variances

PC24. resolve issues affecting production targets within allocated budgets

PC25. adjust production schedules to account for variables impacting output

PC26. track production costs and outputs, optimizing processes to reduce expenses and improve quality

PC27. reschedule production when needed, minimizing wastage and ensuring efficient resource use

PC28. review production processes regularly, identifying and implementing improvement opportunities

PC29. set and implement policies and procedures to enhance production yield, quality, and cost control

PC30. ensure documentation meets audit requirements (e.g., ISO, HACCP) and organizational standards

PC31. implement training and development initiatives to continuously upskill the workforce, optimize production processes, and drive operational improvements

Conduct new product trials

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

PC32. manage trial production by aligning objectives, processes, and roles with cross-functional teams

PC33. develop technical procedures for trials and train the team on new processes

PC34. identify and mitigate hazards during trials, providing necessary training

PC35. schedule trials without disrupting regular production and ensure resource availability

PC36. monitor trial production, adjusting processes to meet specifications

PC37. document trial outcomes and recommend improvements, sharing findings with relevant stakeholders

PC38. coordinate with the Research and Development (R&D) and quality teams to plan and execute new product trials, ensuring adherence to production and quality standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. how to effectively communicate company goals, values, and policies to the production team

KU2. various leadership approaches and their application depending on team dynamics, individual capabilities, and organizational goals

KU3. the techniques to engage, motivate, and provide feedback to team members, fostering a culture of accountability and continuous improvement

KU4. the best practices for managing personnel actions such as promotions, transfers, disciplinary measures, and resolving workplace conflicts

KU5. effective team building practices to foster collaboration, encourage initiative, and lead the team through challenges

KU6. sales forecasting and market trend analysis to set accurate production priorities

KU7. how to assess and confirm the availability of critical resources such as raw materials, packaging, equipment, and manpower to meet production demands

KU8. how to develop and manage production schedules that align with output, quality, time, and budget requirements, while coordinating across departments

KU9. the risk identification techniques to address potential production delays

KU10. using of appropriate ERP systems and communication tools to manage and share production schedules

KU11. the equipment maintenance requirements, including preventive, corrective, and emergency maintenance, to minimize downtime and ensure consistent production

KU12. the importance of effective communication and collaboration with maintenance teams

KU13. how to interpret equipment performance data to assess production capabilities and identify areas for improvement

KU14. the regulatory requirements for equipment maintenance related to food safety (e.g., HACCP) and environmental standards

KU15. how to monitor the usage of raw materials, packaging, manpower, and wastage against production plans, and address variances

KU16. the importance of tracking production costs, and implementing improvements to optimize yield, product quality and minimize expenses

KU17. the importance of adjusting production schedules in response to unforeseen variables or urgent requirements

KU18. the continuous improvement methodologies (e.g., Lean, Six Sigma) to review and enhance production processes

KU19. the documentation and audit requirements for food processing, including compliance with ISO, HACCP, and other relevant standards

KU20. the objectives and processes involved in managing trial production runs, including alignment with cross-functional teams, e.g. QA, maintenance, planning

KU21. the potential hazards during trial production and strategies for hazard prevention and control

KU22. the process of scheduling and conducting trial production without disrupting regular production

KU23. the trial production monitoring and documentation requirements

Generic Skills (GS)

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

GS1. convey organizational policies, production schedules, and feedback clearly across teams

GS2. lead and motivate the production team, fostering accountability and performance

GS3. develop and manage production schedules, ensuring resources are aligned with priorities

GS4. address production challenges and risks, optimizing processes and minimizing disruptions

GS5. coordinate effectively with cross-functional teams, including maintenance and R&D, to meet production goals

GS6. make informed decisions about personnel actions, resource allocation, and production adjustments

GS7. analyze production data, equipment performance, and trial outcomes to drive improvements

GS8. ensure timely execution of production plans and trials without disrupting ongoing operations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Lead the production team	**7**	**9**	**-**	**4**
PC1. communicate organizational policies and goals, ensuring the production team understands and aligns with objectives	1	1	-	0.5
PC2. achieve department targets through effective leadership tailored to both organizational needs and employee capabilities	1	1	-	0.5
PC3. engage regularly with employees, offering feedback and addressing concerns to build trust and support	1	1	-	0.5
PC4. motivate and recognize employees in achieving work and development goals	1	1	-	0.5
PC5. encourage employees to take responsibility, make decisions, and lead within their expertise	1	1	-	0.5
PC6. oversee personnel actions like promotions, transfers, and disciplinary measures	1	2	-	0.5
PC7. lead the production team through challenges and obstacles.	0.5	1	-	0.5
PC8. coordinate efficiently with team members and allocate tasks based on skills and production requirements	0.5	1	-	0.5
Plan production and execution	**6**	**10**	**-**	**4**
PC9. review sales forecasts, production plans, and market demands to set production priorities	1	1	-	1
PC10. confirm resource availability (materials, equipment, manpower) to meet production targets	1	1	-	0.5
PC11. plan production in terms of output, quality, cost, time, and manpower	1	2	-	0.5
PC12. analyze risks of missing delivery timelines and notify relevant stakeholders if issues arise	1	1	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. develop production schedules within budget and available resources, coordinating with other departments	1	2	-	0.5
PC14. communicate production schedules through the organization's systems (e.g., email, ERP)	1	3	-	1
Coordinate with the maintenance team	**6**	**8**	**-**	**4**
PC15. share production schedules with maintenance teams to ensure alignment for equipment availability	1	1	-	0.5
PC16. coordinate with maintenance for required materials, consumables, and manpower to avoid disruptions	1	1	-	0.5
PC17. oversee equipment maintenance during breakdowns, emergencies, or routine servicing	1	1	-	0.5
PC18. analyze equipment performance data to assess production capacity	1	1	-	0.5
PC19. ensure equipment reliability and minimal downtime through collaboration with maintenance teams	0.5	1	-	0.5
PC20. foster strong communication between production and maintenance to optimize performance and identify improvement opportunities	0.5	1	-	0.5
PC21. ensure maintenance procedures comply with food safety and environmental standards	0.5	1	-	0.5
PC22. collaborate with the maintenance team to schedule and oversee preventive maintenance activities, ensuring minimal disruption to production processes	0.5	1	-	0.5
Monitor and improve production	**6**	**11**	**-**	**5**
PC23. monitor raw materials, packaging, manpower, and wastage during production, addressing variances	1	1	-	0.5
PC24. resolve issues affecting production targets within allocated budgets	0.5	1	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. adjust production schedules to account for variables impacting output	0.5	2	-	0.5
PC26. track production costs and outputs, optimizing processes to reduce expenses and improve quality	1	1	-	0.5
PC27. reschedule production when needed, minimizing wastage and ensuring efficient resource use	0.5	1	-	0.5
PC28. review production processes regularly, identifying and implementing improvement opportunities	0.5	1	-	0.5
PC29. set and implement policies and procedures to enhance production yield, quality, and cost control	1	2	-	1
PC30. ensure documentation meets audit requirements (e.g., ISO, HACCP) and organizational standards	0.5	1	-	0.5
PC31. implement training and development initiatives to continuously upskill the workforce, optimize production processes, and drive operational improvements	0.5	1	-	0.5
Conduct new product trials	**5**	**12**	**-**	**3**
PC32. manage trial production by aligning objectives, processes, and roles with cross-functional teams	1	2	-	0.5
PC33. develop technical procedures for trials and train the team on new processes	1	2	-	0.5
PC34. identify and mitigate hazards during trials, providing necessary training	1	2	-	0.5
PC35. schedule trials without disrupting regular production and ensure resource availability	0.5	2	-	0.5
PC36. monitor trial production, adjusting processes to meet specifications	0.5	2	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC37. document trial outcomes and recommend improvements, sharing findings with relevant stakeholders	0.5	1	-	0.5
PC38. coordinate with the Research and Development (R&D) and quality teams to plan and execute new product trials, ensuring adherence to production and quality standards	0.5	1	-	-
NOS Total	**30**	**50**	**-**	**20**

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9014
NOS Name	Manage production processes in 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, Packing and Refrigeration
Occupation	Processing-Bread and Bakery
NSQF Level	6
Credits	6
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

FIC/N9015: Manage production optimization and cost efficiency in the food processing unit

Description

This unit is about driving production optimization and cost efficiency in the food processing unit by streamlining processes, reducing waste, and implementing cost-effective practices to enhance productivity while maintaining quality and safety standards

Scope

The scope covers the following :

- Optimize production
- Manage utilities and energy
- Implement production process changes
- Manage the production budget

Elements and Performance Criteria

Optimize production

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

PC1. analyze production data, including equipment performance, process efficiency, downtime, and maintenance to identify performance issues and recommend improvements

PC2. collect and analyze performance data to pinpoint inefficiencies, propose cost-saving measures, and implement approved process changes

PC3. collaborate with supervisors and operators to resolve production issues, identify appropriate solutions, monitor implementation, and review outcomes

PC4. ensure adherence to food safety, quality, and regulatory standards during optimization efforts

PC5. utilize technology and innovative practices to optimize production processes, enhance efficiency, and drive continuous improvement

Manage utilities and energy

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

PC6. assess energy and utility consumption, and develop strategies to minimize without compromising production

PC7. detect sources of waste, propose and implement solutions to optimize utility usage, and monitor results

PC8. implement methods to recycle resources (e.g. water) and maintain efficient production scheduling while controlling utility costs

PC9. incorporate sustainable practices and innovative technologies to reduce environmental impact

Implement production process changes

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

PC10. identify areas for process improvement, assess the impact on quality and operations, and communicate the need for change

PC11. develop new processes, assign responsibilities, and provide training to ensure smooth transition and compliance with regulations

PC12. monitor the implementation of changes, ensure effectiveness, and recognize employee contributions to efficiency improvements

PC13. manage resistance to change by utilizing effective communication, leadership, and problem-solving skills to facilitate successful implementation of new production processes

Manage the production budget

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

PC14. manage production within the allocated budget by optimizing workforce and avoiding unnecessary overtime

PC15. investigate discrepancies between actual and budgeted costs and take appropriate corrective actions to maintain financial control

PC16. motivate the team to propose cost-reduction ideas and implement feasible suggestions to encourage cost-saving

PC17. utilize data analytics and appropriate software to make informed decisions on production efficiency and cost management

PC18. implement and integrate Industry 4.0 tools, e.g. Internet of Things (IoT) sensors, predictive analytics, and AI-driven optimization to enhance production efficiency, predictive maintenance, and real-time decision-making

PC19. develop and implement contingency plans to manage sudden disruptions like equipment failures or supply chain issues, ensuring minimal impact on production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the principles and processes involved in business operations, including financial, marketing, and production

KU2. the strategies, policies, procedures, and standards relevant to production and cost management

KU3. the accounting models and financial planning to manage production budgets effectively

KU4. the budgetary systems and methodologies to monitor, control, and evaluate performance against budgets, including variance analysis

KU5. the code of business conduct and ethical standards in managing production

KU6. workforce modelling, planning, and efficient utilization

KU7. production management, including product-specific processes in food manufacturing

KU8. the process equipment design, capability, operational protocols, and maintenance requirements to ensure optimal performance

KU9. the process improvement tools and techniques such as Lean, Six Sigma, and Kaizen to enhance efficiency

KU10. the appropriate methods to identify and assess current performance metrics and improvement opportunities, using data analysis

KU11. the techniques to analyze process data for performance evaluation and troubleshooting

KU12. the statistical tools for analyzing process capability and identifying trends, such as Statistical Process Control (SPC)

KU13. the methods to calculate and analyze energy and utility consumption and strategies to minimize waste and inefficiencies

KU14. the techniques for analyzing current processes, procedures, and structures that need modification for performance improvement

KU15. the rationale, risks, and benefits of implementing changes in production processes

KU16. the methods to assess the benefits and risks associated with proposed changes

KU17. the strategies to influence and drive the change process within management, including stakeholder communication and engagement

KU18. the best practices for optimizing energy and utilities in production, including energy recycling and loss prevention techniques

KU19. the methods to identify, assess, and implement energy-saving strategies without impacting production efficiency

KU20. the Food Safety and Standards Authority of India (FSSAI) and other relevant food regulatory systems

KU21. Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), and their role in ensuring food safety

KU22. Hazard Analysis and Critical Control Points (HACCP) for identifying and mitigating food safety risks

KU23. Quality Management Systems (QMS) including ISO standards for maintaining product quality and consistency

KU24. ISO standards (ISO 22000, ISO 9001) for food safety and quality management

KU25. Occupational Health and Safety Management Systems (OHSAS) to ensure a safe working environment in the production unit

KU26. the Industry 4.0 tools, such as IoT sensors, predictive analytics, and AI-driven optimizations

KU27. the contingency planning methods to effectively manage sudden disruptions

KU28. the importance of contingency planning in production processes

Generic Skills (GS)

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

GS1. analyze production data, identify inefficiencies, and propose improvements using data-driven insights

GS2. resolve production issues and implement cost-saving measures through collaboration and innovative solutions

GS3. communication clearly to facilitate process changes, ensure team alignment, and address resistance to change

GS4. lead teams through transitions and optimization efforts while maintaining adherence to quality and regulatory standards

GS5. incorporate sustainable practices and energy-efficient methods to reduce waste and control costs

GS6. optimize production costs within budget, identify discrepancies, and implement cost-control strategies

GS7. utilize Industry 4.0 tools, such as IoT sensors and predictive analytics, to enhance production efficiency and decision-making

GS8. manage disruptions effectively and changes in production processes through contingency planning and process improvements

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Optimize production	**9**	**10**	**-**	**6**
PC1. analyze production data, including equipment performance, process efficiency, downtime, and maintenance to identify performance issues and recommend improvements	1	2	-	2
PC2. collect and analyze performance data to pinpoint inefficiencies, propose cost-saving measures, and implement approved process changes	2	2	-	1
PC3. collaborate with supervisors and operators to resolve production issues, identify appropriate solutions, monitor implementation, and review outcomes	2	2	-	1
PC4. ensure adherence to food safety, quality, and regulatory standards during optimization efforts	2	2	-	1
PC5. utilize technology and innovative practices to optimize production processes, enhance efficiency, and drive continuous improvement	2	2	-	1
Manage utilities and energy	**11**	**13**	**-**	**5**
PC6. assess energy and utility consumption, and develop strategies to minimize without compromising production	2	3	-	1
PC7. detect sources of waste, propose and implement solutions to optimize utility usage, and monitor results	3	4	-	1
PC8. implement methods to recycle resources (e.g. water) and maintain efficient production scheduling while controlling utility costs	3	3	-	2
PC9. incorporate sustainable practices and innovative technologies to reduce environmental impact	3	3	-	1
Implement production process changes	**4**	**11**	**-**	**4**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. identify areas for process improvement, assess the impact on quality and operations, and communicate the need for change	1	3	-	1
PC11. develop new processes, assign responsibilities, and provide training to ensure smooth transition and compliance with regulations	1	3	-	1
PC12. monitor the implementation of changes, ensure effectiveness, and recognize employee contributions to efficiency improvements	1	3	-	1
PC13. manage resistance to change by utilizing effective communication, leadership, and problem-solving skills to facilitate successful implementation of new production processes	1	2	-	1
Manage the production budget	**6**	**16**	**-**	**5**
PC14. manage production within the allocated budget by optimizing workforce and avoiding unnecessary overtime	1	3	-	1
PC15. investigate discrepancies between actual and budgeted costs and take appropriate corrective actions to maintain financial control	1	3	-	1
PC16. motivate the team to propose cost-reduction ideas and implement feasible suggestions to encourage cost-saving	1	3	-	1
PC17. utilize data analytics and appropriate software to make informed decisions on production efficiency and cost management	1	3	-	1
PC18. implement and integrate Industry 4.0 tools, e.g. Internet of Things (IoT) sensors, predictive analytics, and AI-driven optimization to enhance production efficiency, predictive maintenance, and real-time decision-making	1	2	-	0.5
PC19. develop and implement contingency plans to manage sudden disruptions like equipment failures or supply chain issues, ensuring minimal impact on production	1	2	-	0.5
NOS Total	**30**	**50**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9015
NOS Name	Manage production optimization and cost efficiency in 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, Packing and Refrigeration
Occupation	Processing-Bread and Bakery
NSQF Level	6
Credits	6
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

FIC/N9016: Manage documentation and implement safety and environmental policies in the food processing unit

Description

This unit is about ensuring accurate documentation and implementing safety and environmental policies in the food processing unit by maintaining compliance with regulatory standards, overseeing audits, and enforcing protocols for a safe and sustainable production environment.

Scope

The scope covers the following :

- Implement and monitor documentation system in production
- Implement and monitor safety and environmental management policies

Elements and Performance Criteria

Implement and monitor documentation system in production

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

PC1. train the production team on the importance and use of documentation

PC2. ensure all documents are accurate, up-to-date, systematically maintained and accessible for audits.

PC3. facilitate access to auditors for relevant records and information

PC4. ensure corrective actions are documented to maintain compliance with organizational and regulatory standards

PC5. develop systems to track production data from maintained records

PC6. leverage digitalization and modern technology to implement automated documentation systems, for accurate real-time data tracking and reporting

Implement and monitor safety and environmental management policies

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

PC7. communicate the importance of safety and environmental regulations to the team and ensure awareness of policies

PC8. collaborate with the quality team to develop and implement safety and environmental SOPs in the production processes

PC9. ensure compliance with safety protocols in the production area

PC10. ensure safety and environmental SOPs are easily accessible to all team members and ensure adherence to regulations

PC11. identify and mitigate safety and environmental hazards in production

PC12. organize safety and environmental training for staff to control and prevent hazards

PC13. conduct regular inspections to ensure the use of protective gear and adherence to safety systems

PC14. review safety records and conduct audits to monitor compliance, addressing any non-compliance

PC15. implement and oversee waste management processes, ensuring compliance with environmental regulations

PC16. respond promptly to environmental hazards and incidents

PC17. conduct risk assessments, address safety gaps, and ensure continuous improvement of safety procedures

PC18. analyze environmental records and implement improvements to meet industry and regulatory standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the documentation and records management system, including methods to organize and maintain up-to-date records for audits

KU2. the QMS, including its key components like process control, continuous improvement, and quality assurance standards

KU3. the Environmental Management System (EMS), including policies on waste management, pollution prevention, and sustainability

KU4. the quality mark accreditations, such as ISO certifications, and their relevance to production

KU5. the audit procedures and audit requirements to ensure compliance with industry and regulatory standards

KU6. the health and safety policy in food processing to ensure employee safety and minimize workplace hazards

KU7. the food safety systems like FSSAI and other international regulatory frameworks such as Food Safety Modernization Act (FSMA)

KU8. the importance and methods to ensure complete, accurate, and up-to-date documentation to meet compliance and regulatory standards

KU9. the methods for conducting internal and external audits to identify discrepancies, non-compliance, and opportunities for improvement

KU10. the techniques to identify potential risks to the organization and employees, as well as procedures for resolving system discrepancies

KU11. how to identify and analyze inherent problems with production processes, and suggest corrective measures to improve efficiency and compliance

KU12. the applicable regulations, guidelines, and codes of practice related to health, food safety, hygiene, and sanitation

KU13. the environmental standards, including compliance with regulatory requirements on waste disposal, recycling, and resource conservation

KU14. the physical, chemical, and biological hazards in food production and methods to measure, control, and prevent them

KU15. how to establish systems for monitoring, measuring, and reporting on health, safety, and environmental performance

KU16. the audit procedures for ensuring food safety, hygiene, and sanitation compliance

KU17. how to implement safety protocols in a food processing unit to ensure employee protection and adherence to GMP, GHP, and HACCP

KU18. the food regulatory systems and procedures for obtaining certifications and maintaining compliance

Generic Skills (GS)

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

GS1. ensure accurate, up-to-date documentation and compliance with safety and environmental standards

GS2. communicate the documentation, safety, and environmental policies to the production team

GS3. conduct training on documentation systems and safety/environmental protocols to build team competency

GS4. identify and mitigate safety and environmental hazards while maintaining compliance through corrective actions

GS5. maintain and track production data, safety records, and compliance documentation systematically

GS6. leverage digital tools and automated systems for real-time documentation and monitoring

GS7. facilitate audits by ensuring easy access to up-to-date records and compliance documentation

GS8. conduct risk assessments, audits, and inspections to identify safety and environmental gaps and drive continuous improvement

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Implement and monitor documentation system in production	**11**	**18**	**-**	**8**
PC1. train the production team on the importance and use of documentation	2	3	-	2
PC2. ensure all documents are accurate, up-to-date, systematically maintained and accessible for audits.	2	3	-	1
PC3. facilitate access to auditors for relevant records and information	2	3	-	2
PC4. ensure corrective actions are documented to maintain compliance with organizational and regulatory standards	2	3	-	1
PC5. develop systems to track production data from maintained records	2	3	-	1
PC6. leverage digitalization and modern technology to implement automated documentation systems, for accurate real-time data tracking and reporting	1	3	-	1
Implement and monitor safety and environmental management policies	**19**	**32**	**-**	**12**
PC7. communicate the importance of safety and environmental regulations to the team and ensure awareness of policies	2	3	-	1
PC8. collaborate with the quality team to develop and implement safety and environmental SOPs in the production processes	2	2	-	1
PC9. ensure compliance with safety protocols in the production area	2	3	-	1
PC10. ensure safety and environmental SOPs are easily accessible to all team members and ensure adherence to regulations	1	2	-	1
PC11. identify and mitigate safety and environmental hazards in production	1	3	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. organize safety and environmental training for staff to control and prevent hazards	1	4	-	1
PC13. conduct regular inspections to ensure the use of protective gear and adherence to safety systems	2	3	-	1
PC14. review safety records and conduct audits to monitor compliance, addressing any non-compliance	2	2	-	1
PC15. implement and oversee waste management processes, ensuring compliance with environmental regulations	1	3	-	1
PC16. respond promptly to environmental hazards and incidents	1	3	-	1
PC17. conduct risk assessments, address safety gaps, and ensure continuous improvement of safety procedures	2	2	-	1
PC18. analyze environmental records and implement improvements to meet industry and regulatory standards	2	2	-	1
NOS Total	**30**	**50**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9016
NOS Name	Manage documentation and implement safety and environmental policies in 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, Packing and Refrigeration
Occupation	Production
NSQF Level	6
Credits	5
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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
Apply personal hygiene and follow Good Manufacturing practices at workplace	**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. • 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	-	-
Implement food safety practices at the workplace	**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

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**

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
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	**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	-	-	-	-
Becoming a Professional in the 21st Century	**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	-	-	-	-
Basic English Skills	**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	-	-	-	-
Career Development & Goal Setting	**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	-	-	-	-
Communication Skills	**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	-	-	-	-
Diversity & Inclusion	**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	-	-	-	-
Financial and Legal Literacy	**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	-	-	-	-
Essential Digital Skills	**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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
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	**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	-	-	-	-
Getting ready for apprenticeship & Jobs	**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/N9014.Manage production processes in the food processing unit	30	50	-	20	100	25
FIC/N9015.Manage production optimization and cost efficiency in the food processing unit	30	50	-	20	100	25
FIC/N9016.Manage documentation and implement safety and environmental policies in the food processing unit	30	50	-	20	100	20
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	15
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	15
Total	**140**	**240**	**-**	**70**	**450**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NCVET	National Council for Vocational Education and Training
FICSI	Food Industry Capacity & Skill Initiative
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
NCO	National Classification of Occupations
ES	Employability Skills
SOP	Standard Operating Procedures
FSSAI	Food Safety and Standards Authority of India
GMP	Good Manufacturing Practices
HACCP	Hazard Analysis Critical Control Points
PPE	Personal Protective Equipment
GHP	Good Hygiene Practices
CPR	Cardiopulmonary Resuscitation
ERP	Enterprise Resource Planning
QA	Quality Assurance
ISO	International Organization for Standardization
OHSAS	Occupational Health and Safety Management Systems
SPC	Statistical Process Control
FSMA	Food Safety Modernization Act

QMS	Quality Management System

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.
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	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 identifed 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.