



## Qualification Pack

# Honey Processor

QP Code: FIC/Q9011

Version: 1.0

NSQF Level: 2

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## Qualification Pack

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### FIC/Q9011: Honey Processor

#### Brief Job Description

A Honey Processor is responsible to prepare comb and safely operate equipment that is used to extract honey fit for human consumption, subject to food safety legislation and regulations. Individuals work under broad direction and take responsibility for their own work.

#### Personal Attributes

The job requires the individual to have strong organization and planning skills together with patience and calm nature. The person requires attention to detail and should have an interest in bees and nature. An individual must work long hours during the warmer months, spending most of their time outdoors in variable weather conditions. They use discretion and judgment in the selection, allocation, and use of available resources and to solve problems.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [FIC/N9030: Prepare for Honey Processing](#)
2. [FIC/N9031: Carry Out Honey Processing](#)
3. [FIC/N9906: Apply food safety guidelines in Food Processing](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Packaged Foods
<b>Occupation</b>	Production
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Credits</b>	8
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/751

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<b>Minimum Educational Qualification &amp; Experience</b>	5th Class OR No formal education prescribed OR Previous relevant Qualification of NSQF Level ((1)) OR Ability to read and write (in vernacular language)
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	23/06/2026
<b>NSQC Approval Date</b>	23/06/2023
<b>Version</b>	1.0
<b>Reference code on NQR</b>	NA
<b>NQR Version</b>	1.0

## Qualification Pack

### FIC/N9030: Prepare for Honey Processing

#### Description

This NOS is about the tasks to be performed prior to processing the honey.

#### Scope

The scope covers the following :

- Clean and maintain the work area, types of machinery, and tools for production, Prepare for production to extract honey, Prepare unprocessed honeycomb

#### Elements and Performance Criteria

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

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

- PC1.** PC1. clean and maintain the work area using approved sanitizers and keep it free from dust, waste, and pests
- PC2.** PC2. ensure that work area is safe and hygienic for honey processing
- PC3.** PC3. dispose waste materials as per defined SOP's and industry requirements
- PC4.** PC4. check the working and performance of all machineries and tools
- PC5.** PC5. clean the machineries and tools used with approved sanitizers and detergents following the company specifications and SOPs
- PC6.** PC6. place the necessary tools required for honey processing
- PC7.** PC7. attend minor repairs/faults of equipment, if required

##### *Prepare for production to extract honey*

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

- PC8.**
  - PC8. identify and select appropriate extraction method and equipment for type of honey production
  - Extraction Method - Honey extractors, straining extraction method, Bulk extraction method, Pressing extraction method, Water bath extraction method
  - Equipment - Bee venom collector, Draining trays, Food grade plastic made the queen cage, Gravity clarifiers, Heating tank, Hive gate, Honey extractor, Honey filtering tanks, etc.
- PC9.** PC9. select, ensure serviceability, fit, and use personal protective equipment
- PC10.** PC10. ensure extraction equipment and storage containers are clean, dry, sanitized, and serviceable according to workplace procedures, sanitizer product labels and safety data sheets

##### *Prepare unprocessed honeycomb*

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

- PC11.** PC11. identify, select, and reserve frames or sections for unprocessed honeycomb according to workplace product and customer requirements
- PC12.** PC12. separate and clean sections or divide comb according to workplace product requirements

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**PC13.** PC13. package, label, and store raw honeycomb according to workplace quality assurance, food safety, handling, and packaging requirements

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** KU1. legislation, regulations, and standards to be followed for Honey processing pertaining to facility and production requirements
- KU2.** KU2. organizational policy for reporting and documentation
- KU3.** KU3. procedure to set up a Honey processing facility -either a portable honey extraction unit or a permanent extraction facility
- KU4.** KU4. applicable FSSAI guidelines to be followed for the establishment of a Honey processing facility
- KU5.** KU5. importance of obtaining legislative approvals, site inspections, reporting variances, etc. in the job
- KU6.** KU6. specialist equipment for removing wax and impurities, along with PPE kit
- KU7.** KU7. procedure to inspect procured material and equipment for quality
- KU8.** KU8. identified and selected the appropriate extraction method for the honey production process
- KU9.** KU9. how to identify mature honeycomb for extraction
- KU10.** KU10. process of separating comb into manageable chunks (cut comb honey)
- KU11.** KU11. applicability and capacity of various equipment used for honey processing
- KU12.** KU12. different types of bee comb and maturity, including brood workers and drones, queen cells, mature and immature honeycombs, pollen cells
- KU13.** KU13. biosecurity protocols for honey extraction and transport of supers and hive components to the extraction site
- KU14.** KU14. processing of raw honeycomb, including sections, cutting/slicing comb from frames
- KU15.** KU15. types of Hives, species of bees, storage of nectar, and its conversion to honey
- KU16.** KU16. process of receiving raw honey
- KU17.** KU17. condition and kind of honey buckets, capacity of the bucket
- KU18.** KU18. hydroxy methyl furfural (HMF) content of honey, the relation of HMF with heat treatment of honey according to FSSAI
- KU19.** KU19. policies, procedures, and regulatory requirements for honey
- KU20.** KU20. hygienic conditions of vehicle and plant
- KU21.** KU21. sampling techniques of honey
- KU22.** KU22. sample storage for traceability
- KU23.** KU23. types of detergents and sanitizers used for cleaning equipment and plant
- KU24.** KU24. preparation and concentration of different detergents and sanitizers
- KU25.** KU25. safety data sheets for chemical sanitizers
- KU26.** KU26. cleaning techniques of specialized equipment and plants
- KU27.** KU27. how to analyse the performance of self and identify gaps for improvement
- KU28.** KU28. importance of time management



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**KU29.** KU29. how to prepare a plan for carrying out various activities as per task requirement

### Generic Skills (GS)

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

- GS1.** GS1. read and interpret information such as product labels, safety data sheets, instructions, procedures, and specifications to determine activities in honey extraction processes
- GS2.** GS2. write and document using appropriate terminology and in the specified format
- GS3.** GS3. communicate with others effectively
- GS4.** GS4. takes responsibility for planning, sequencing, and prioritising tasks
- GS5.** GS5. analyse and report variances promptly

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Clean and maintain work area, machineries, and tools for production</i>	<b>16</b>	<b>16</b>	-	<b>14</b>
<b>PC1.</b> PC1. clean and maintain the work area using approved sanitizers and keep it free from dust, waste, and pests	2	2	-	2
<b>PC2.</b> PC2. ensure that work area is safe and hygienic for honey processing	2	2	-	2
<b>PC3.</b> PC3. dispose waste materials as per defined SOP's and industry requirements	2	2	-	2
<b>PC4.</b> PC4. check the working and performance of all machineries and tools	3	3	-	2
<b>PC5.</b> PC5. clean the machineries and tools used with approved sanitizers and detergents following the company specifications and SOPs	3	3	-	2
<b>PC6.</b> PC6. place the necessary tools required for honey processing	2	2	-	2
<b>PC7.</b> PC7. attend minor repairs/faults of equipment, if required	2	2	-	2
<i>Prepare for production to extract honey</i>	<b>9</b>	<b>12</b>	-	<b>9</b>
<b>PC8.</b> <ul style="list-style-type: none"> <li>• PC8. identify and select appropriate extraction method and equipment for type of honey production</li> <li>• Extraction Method - Honey extractors, straining extraction method, Bulk extraction method, Pressing extraction method, Water bath extraction method</li> <li>• Equipment - Bee venom collector, Draining trays, Food grade plastic made the queen cage, Gravity clarifiers, Heating tank, Hive gate, Honey extractor, Honey filtering tanks, etc.</li> </ul>	3	4	-	3
<b>PC9.</b> PC9. select, ensure serviceability, fit, and use personal protective equipment	3	4	-	3



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> PC10. ensure extraction equipment and storage containers are clean, dry, sanitized, and serviceable according to workplace procedures, sanitizer product labels and safety data sheets	3	4	-	3
<i>Prepare unprocessed honeycomb</i>	<b>6</b>	<b>9</b>	-	<b>9</b>
<b>PC11.</b> PC11. identify, select, and reserve frames or sections for unprocessed honeycomb according to workplace product and customer requirements	2	3	-	3
<b>PC12.</b> PC12. separate and clean sections or divide comb according to workplace product requirements	2	3	-	3
<b>PC13.</b> PC13. package, label, and store raw honeycomb according to workplace quality assurance, food safety, handling, and packaging requirements	2	3	-	3
<b>NOS Total</b>	<b>31</b>	<b>37</b>	-	<b>32</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N9030
<b>NOS Name</b>	Prepare for Honey Processing
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Packaged Foods
<b>Occupation</b>	Production
<b>NSQF Level</b>	2
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	23/06/2026
<b>NSQC Clearance Date</b>	23/06/2023

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### FIC/N9031: Carry Out Honey Processing

#### Description

This OS unit is about performing various tasks for carrying out the honey processing using the required equipment and following the approved process.

#### Scope

The scope covers the following :

- Extract honey, Handle extracted frames and supers, Process of honey, Storage of honey, Collect and store cappings and raw comb for future wax processing, Quality analysis of honey, Infuse flavors in honey, Packaging and Labelling of honey

#### Elements and Performance Criteria

##### *Extract honey*

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

- PC1.** identify and comply with quality assurance and food safety and handling requirements throughout the process of extracting honey
- PC2.** inspect the comb visually for areas of brood and prepare the comb to avoid damage to the brood
- PC3.**
  - administer to clear super from bees by wearing bee suits and veils and by following a prescribed method
  - Method - Bee escape board method, Shake and Brush method, Blow out method
- PC4.** extract the frame of capped honey and mount it above the tub for wax and honey
- PC5.** unseal cells by leaning heated knife on the edge of the frame under 30-degree angle quickly
- PC6.** ensure the heated knife takes off most of the caps by replicating the process on another side of the frame
- PC7.** shave off caps and unopened cells for leftovers using uncapping fork and cap scratcher
- PC8.** prepare comb to assist the extraction process according to workplace procedures
- PC9.** expose the honey by decapping or breaking comb avoiding unnecessary damage to cells, frames, and hive components according to extraction method selected
- PC10.** preheat the honey extractor to remove honey from the comb according to equipment operation instructions and safety procedures
- PC11.** place uncapped frames in the metal mesh basket of the extractor and start the extractor once frames are secured after closing the lid
- PC12.** operate extractor ranging from slow to fast to extract all the honey from the comb
- PC13.** place a food-grade bucket under the extractor spigot and use a double sieve to catch wax and impurities as honey starts pouring out of the extractor
- PC14.** package, label, and store raw honeycomb according to workplace quality assurance, food safety, handling, and packaging requirements
- PC15.** remove the remainder of the honey by pressing the remaining wax in a screw press

##### *Handle extracted frames and supers*

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

- PC16.** remove frames from the extractor and return to supers according to the extraction method, workplace, and biosecurity procedures
- PC17.** store extracted supers in suitable bee and pest proof facility
- PC18.** reserve frames due for rotation or damaged and store them for wax extraction or repair according to the workplace, quarantine, and biosecurity procedures
- PC19.** update records for honey production according to workplace procedures and legislative requirements ensure records shall be available and be supplied on demand as evidence to establish food safety

### *Process of Honey*

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

- PC20.** immerse the honey container in water-bath, separating honey from the heat source both at the sides and bottom
- PC21.**
  - check temperature setting as prescribed to avoid defacement of raw honey
  - Temperature - possibly restricted within the limits of 60°C-62.5°C
  - Defacement - serious discoloration, loss of aroma and decomposition of some ingredients
- PC22.** ensure the honey is heated in a closed container and in thin films to retain the natural flavor and color
- PC23.** maintain heating of every particle by continuous stirring thereby destroying all yeast cells
- PC24.** oversee the preservation of natural quality by allowing immediate cooling of honey after processing
- PC25.** administer honey is drawn into a settling tank fitted with 80 to 100 mesh strainer and allowed to settle
- PC26.** ensure the honey is drawn off from the bottom of the settling tank to avoid scum or air bubbles which rise at the top
- PC27.** oversee honey should not fall from a height in order to avoid the incorporation of air bubbles while filling the containers

### *Storage of honey*

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

- PC28.** store cleaned honey in sealed containers to meet quality assurance standards, regulations, and customer requirements
- PC29.** obtain a reference sample of honey, label, and store it according to workplace procedures
- PC30.** clean, dry, and sanitise all equipment and work areas according to workplace procedures
- PC31.**
  - store finished products under ambient conditions to prevent significant deterioration
  - Conditions - time, temperature, humidity, atmosphere
  - Deterioration - pathogenic or toxicogenic microorganisms, rodent, mites, and insect infestation
- PC32.** employ protection methods of finished products routinely

### *Collect and store cappings and raw comb for future wax processing*

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

- PC33.** identify a comb suitable for future wax processing
- PC34.** extract residual honey from cappings and raw comb according to workplace procedures
- PC35.** consolidate wax cappings and raw comb and store them according to the workplace, quarantine, and biosecurity procedures

### *Quality analysis of honey*

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

- PC36.** check sensory evaluation of honey for flora identification is completed
- PC37.** validate the physio-chemical analysis of honey is done before proceeding with packaging
- PC38.** validate granulation is complete to prevent the crystalline layer from being overlaid by a layer of liquid with a water content higher than that of the original honey
- PC39.** ascertain the growth of yeast that may lead to fermentation abstains

### *Infuse flavours in Honey*

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

- PC40.** • PC39. substantiate light, mild-flavored honey is used for infusing natural flavors
  - Natural Flavors: Dried herbs (rosemary, ginger, mint, sage, thyme, lemon balm, lavender, chamomile, rose petals, pine needles), Spices (cinnamon, star anise, cloves), Dried Fruits and Vegetables (lemons, hot peppers, etc.) and Nuts( dried nuts, coffee beans)
- PC41.** • assess the amount of flavor required to be infused for the amount of honey
  - Amount: Use about 1-2 tablespoons of dried flavors per 1 cup (8 ounces) of honey
- PC42.** put flavor in bottom of the clean, dry jar and fill the jar almost till the top with honey
- PC43.** stir to coat flavoring with honey with the use of a chopstick or another implement and top off with more honey to fill
- PC44.** wipe jar rim with a clean cloth and cover tightly for a minimum of five days
- PC45.** strain the honey into a clean jar in stages
- PC46.** determine the right amount of flavor by timely tasting infused honey every day or two and periodically stirring it

### *Packaging and Labelling of Honey*

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

- PC47.** clean food-grade material containers thoroughly to ensure the quality of honey is not compromised due to any traces of residue
- PC48.** check metal drums, including new, reused, and reconditioned drums for food-grade lacquered coating
- PC49.** verify a specification or letter confirming the suitability of lining is obtained by the drum supplier
- PC50.** examine plastic containers and glass jars must be adequately protected during transport to the premises and during storage, against dust, pest, and other contaminants, and physical damage
- PC51.** ensure the packaging of honey as per packaging and labeling regulations of FSSAI

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies and procedures pertaining to obtaining raw and packaging materials, handling hazards, processing equipment, and their maintenance
- KU2.** factors for the estimation of material and manpower requirements
- KU3.** process of clearing bees from super using bees escape board method, shake, and brush method, and blow out method
- KU4.** principles and practices of extracting Honey

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- KU5.** honey extraction methods, such as straining extraction method, Bulk extraction method, Pressing extraction method, and Water bath extraction method
- KU6.** definition of honey and types of Honey - Blossom Honey, Honeydew honey, Cream honey
- KU7.** crystallization of honey, properties of honey products, Basic concepts of Honey farming
- KU8.** other bee products, propolis, pollen, and royal jelly
- KU9.** medicinal properties of honey and other bee products and its application in various food and pharmaceutical
- KU10.** identification of Honey by, organoleptic analysis of appearance, taste, and smell
- KU11.** simple conventional jacket, with no internal components, is generally very inefficient for heat transfer
- KU12.** heating in water baths is used in recipients of up to 25 kg size, due to practical reasons
- KU13.** air circulation should be used to prevent overheating while heating greater amounts of honey
- KU14.** immersion heaters can be placed on the granulated honey, which progressively sinks upon honey melting
- KU15.** high-quality food-grade stainless steel immersion heater works great in combination with different capacity stainless steel honey storage tanks
- KU16.** straining operation is carried out to remove suspended solids (including large wax particles) and is executed either manually or by mechanical means
- KU17.** coarse filtration, centrifugal clarification, fine filtration, and blending, prior to filling
- KU18.** filtration should be done carefully so that the required pollen count in the honey must be retained
- KU19.** various types of filtration units which are available are filter press, sparkle filters, etc.
- KU20.** the method and the equipment used for straining depend on the size of the operation
- KU21.** most of the extracted honey are having higher moisture than prescribed standards because of the extraction of unripened honey
- KU22.** amount of water determines honey stability against fermentation and granulation
- KU23.** process honey by subjecting it to thermal treatment to prevent fermentation by sugar-tolerant yeasts
- KU24.** it is necessary to treat honey in a closed system which minimizes losses of volatile aroma during heating
- KU25.** pasteurization of honey reduces the chance of fermentation and also delays granulation
- KU26.** different temperature and time combinations are suggested for pasteurization
- KU27.** pasteurization could not overcome the problem of Clostridium botulinum in honey
- KU28.** different heat processing systems such as infrared heat processing, microwave heat processing, ultrasound processing, and membrane processing of honey
- KU29.** visual inspection of fermentation by smell and bubble formation, to ascertain the composition of honey as per FSSAI standards
- KU30.** equipment used in honey processing, filters, vacuum evaporators, pasteurizers, settling tanks
- KU31.** different types of packaging material for honey and packaging machines
- KU32.** effect of moisture content on the quality of honey, Abbeys refractometer
- KU33.** colour of honey, the relation of color and flora of honey, category of honey based on color

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- KU34.** pfund units and their relationship with colour of honey
- KU35.** basic introduction to carbohydrates, reducing sugar, non-reducing sugars, maximum limit of sucrose, and minimum amount of apparent sugar allowed in honey according to FSSAI
- KU36.** concept of crystallization and the effect of acidity on the fermentation of honey
- KU37.** effect of heat processing on honey enzymatic activity and freshness of honey
- KU38.** relationship of optical rotation of honey and its composition and origin
- KU39.** effect of pH levels on honey quality
- KU40.** utilization and economic importance of other bee products like Royal Jelly, Pollens, Propolis, Bee Wax
- KU41.** process of bottling, packaging, and labelling of honey
- KU42.** how to identify adulteration in honey by glucose syrup, fructose syrup, rice syrup, and cone syrup as per standards of FSSAI
- KU43.** equipment commonly used to extract honey and safe operation and maintenance requirements
- KU44.** hygiene and sanitation procedures and materials used for tools, equipment, and storage of extracted honey
- KU45.** storage requirements of honey, honeycomb, extracted frames, and supers including bulk storage and pest management
- KU46.** food safety systems and requirements relevant to honey extraction
- KU47.** quality assurance tests and standards for extracted honey
- KU48.** temperature and the effect of heat on the extraction processes and quality of honey
- KU49.** health and safety in the workplace issues associated with extraction and extraction technologies
- KU50.** record-keeping systems and labeling for extracted honey
- KU51.** records shall be legible, permanent, accurate, and be signed and dated by the individual(s) responsible
- KU52.** records should include procedures, controls, limits, and subsequent follow-up documents
- KU53.** records are retained for at least a year after the expiration of the durable life date (best before date) or, at least two years after the food has been released to the consumer
- KU54.** preparation and storage procedures for the comb at the time of the extraction for later wax processing
- KU55.** features of coating that is a barrier between the metal surface of the drum and honey
- KU56.** parameters of labelling type of honey, the address does not need to be complete, but the source must be traceable if required
- KU57.** metals lids must be coated or lined with a food-grade material suitable for an acidic food such as honey
- KU58.** procedure for replacing and discarding materials unfit for packaging
- KU59.** process of infusing flavors into honey
- KU60.** herbs used for infusing honey should be dry and may be in the form of whole sprigs or separated leaves, buds, and petals. Chopped herbs may infuse more quickly, but they may also be harder to strain out

## Generic Skills (GS)

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

- GS1.** interpret numerical information related to testing of moisture levels in honey samples
- GS2.** record workplace documentation using appropriate terminology and in the required format
- GS3.** communicate with others effectively
- GS4.** plan and prioritize various tasks
- GS5.** organize all process/equipment manuals to access information easily
- GS6.** discuss task lists, schedules, and activities with others effectively
- GS7.** takes responsibility for planning, sequencing, and prioritizing tasks for the operation of extraction equipment and collection and storage of extracted honey plan and prioritizes tasks as per work requirements



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Extract honey</i>	<b>7.5</b>	<b>19.5</b>	-	<b>7.5</b>
<b>PC1.</b> identify and comply with quality assurance and food safety and handling requirements throughout the process of extracting honey	0.5	0.5	-	0.5
<b>PC2.</b> inspect the comb visually for areas of brood and prepare the comb to avoid damage to the brood	0.5	1.5	-	0.5
<b>PC3.</b> <ul style="list-style-type: none"> <li>administer to clear super from bees by wearing bee suits and veils and by following a prescribed method</li> <li>Method - Bee escape board method, Shake and Brush method, Blow out method</li> </ul>	0.5	1.5	-	0.5
<b>PC4.</b> extract the frame of capped honey and mount it above the tub for wax and honey	0.5	1.5	-	0.5
<b>PC5.</b> unseal cells by leaning heated knife on the edge of the frame under 30-degree angle quickly	0.5	1.5	-	0.5
<b>PC6.</b> ensure the heated knife takes off most of the caps by replicating the process on another side of the frame	0.5	1.5	-	0.5
<b>PC7.</b> shave off caps and unopened cells for leftovers using uncapping fork and cap scratcher	0.5	1.5	-	0.5
<b>PC8.</b> prepare comb to assist the extraction process according to workplace procedures	0.5	1.5	-	0.5
<b>PC9.</b> expose the honey by decapping or breaking comb avoiding unnecessary damage to cells, frames, and hive components according to extraction method selected	0.5	1.5	-	0.5
<b>PC10.</b> preheat the honey extractor to remove honey from the comb according to equipment operation instructions and safety procedures	0.5	1.5	-	0.5
<b>PC11.</b> place uncapped frames in the metal mesh basket of the extractor and start the extractor once frames are secured after closing the lid	0.5	1.5	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> operate extractor ranging from slow to fast to extract all the honey from the comb	0.5	1.5	-	0.5
<b>PC13.</b> place a food-grade bucket under the extractor spigot and use a double sieve to catch wax and impurities as honey starts pouring out of the extractor	0.5	1.5	-	0.5
<b>PC14.</b> package, label, and store raw honeycomb according to workplace quality assurance, food safety, handling, and packaging requirements	0.5	0.5	-	0.5
<b>PC15.</b> remove the remainder of the honey by pressing the remaining wax in a screw press	0.5	0.5	-	0.5
<i>Handle extracted frames and supers</i>	<b>2</b>	<b>2</b>	-	<b>2</b>
<b>PC16.</b> remove frames from the extractor and return to supers according to the extraction method, workplace, and biosecurity procedures	0.5	0.5	-	0.5
<b>PC17.</b> store extracted supers in suitable bee and pest proof facility	0.5	0.5	-	0.5
<b>PC18.</b> reserve frames due for rotation or damaged and store them for wax extraction or repair according to the workplace, quarantine, and biosecurity procedures	0.5	0.5	-	0.5
<b>PC19.</b> update records for honey production according to workplace procedures and legislative requirements ensure records shall be available and be supplied on demand as evidence to establish food safety	0.5	0.5	-	0.5
<i>Process of Honey</i>	<b>5.5</b>	<b>6</b>	-	<b>5.5</b>
<b>PC20.</b> immerse the honey container in water-bath, separating honey from the heat source both at the sides and bottom	1	1	-	1
<b>PC21.</b> <ul style="list-style-type: none"> <li>• check temperature setting as prescribed to avoid defacement of raw honey</li> <li>• Temperature - possibly restricted within the limits of 60°C-62.5°C</li> <li>• Defacement - serious discoloration, loss of aroma and decomposition of some ingredients</li> </ul>	0.5	1	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC22.</b> ensure the honey is heated in a closed container and in thin films to retain the natural flavor and color	0.5	0.5	-	0.5
<b>PC23.</b> maintain heating of every particle by continuous stirring thereby destroying all yeast cells	0.5	0.5	-	0.5
<b>PC24.</b> oversee the preservation of natural quality by allowing immediate cooling of honey after processing	0.5	0.5	-	0.5
<b>PC25.</b> administer honey is drawn into a settling tank fitted with 80 to 100 mesh strainer and allowed to settle	1	1	-	1
<b>PC26.</b> ensure the honey is drawn off from the bottom of the settling tank to avoid scum or air bubbles which rise at the top	0.5	0.5	-	0.5
<b>PC27.</b> oversee honey should not fall from a height in order to avoid the incorporation of air bubbles while filling the containers	1	1	-	1
<i>Storage of honey</i>	<b>2.5</b>	<b>2.5</b>	-	<b>2.5</b>
<b>PC28.</b> store cleaned honey in sealed containers to meet quality assurance standards, regulations, and customer requirements	0.5	0.5	-	0.5
<b>PC29.</b> obtain a reference sample of honey, label, and store it according to workplace procedures	0.5	0.5	-	0.5
<b>PC30.</b> clean, dry, and sanitise all equipment and work areas according to workplace procedures	0.5	0.5	-	0.5
<b>PC31.</b> <ul style="list-style-type: none"> <li>• store finished products under ambient conditions to prevent significant deterioration</li> <li>• Conditions - time, temperature, humidity, atmosphere</li> <li>• Deterioration - pathogenic or toxicogenic microorganisms, rodent, mites, and insect infestation</li> </ul>	0.5	0.5	-	0.5
<b>PC32.</b> employ protection methods of finished products routinely	0.5	0.5	-	0.5

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collect and store cappings and raw comb for future wax processing</i>	<b>1.5</b>	<b>1.5</b>	-	<b>1.5</b>
<b>PC33.</b> identify a comb suitable for future wax processing	0.5	0.5	-	0.5
<b>PC34.</b> extract residual honey from cappings and raw comb according to workplace procedures	0.5	0.5	-	0.5
<b>PC35.</b> consolidate wax cappings and raw comb and store them according to the workplace, quarantine, and biosecurity procedures	0.5	0.5	-	0.5
<i>Quality analysis of honey</i>	<b>2</b>	<b>2</b>	-	<b>4.5</b>
<b>PC36.</b> check sensory evaluation of honey for flora identification is completed	0.5	0.5	-	1
<b>PC37.</b> validate the physio-chemical analysis of honey is done before proceeding with packaging	0.5	0.5	-	1
<b>PC38.</b> validate granulation is complete to prevent the crystalline layer from being overlaid by a layer of liquid with a water content higher than that of the original honey	0.5	0.5	-	1
<b>PC39.</b> ascertain the growth of yeast that may lead to fermentation abstains	0.5	0.5	-	1.5
<i>Infuse flavours in Honey</i>	<b>3.5</b>	<b>3.5</b>	-	<b>5.5</b>
<b>PC40.</b> <ul style="list-style-type: none"> <li>PC39. substantiate light, mild-flavored honey is used for infusing natural flavors</li> <li>Natural Flavors: Dried herbs (rosemary, ginger, mint, sage, thyme, lemon balm, lavender, chamomile, rose petals, pine needles), Spices (cinnamon, star anise, cloves), Dried Fruits and Vegetables (lemons, hot peppers, etc.) and Nuts (dried nuts, coffee beans)</li> </ul>	0.5	0.5	-	1
<b>PC41.</b> <ul style="list-style-type: none"> <li>assess the amount of flavor required to be infused for the amount of honey</li> <li>Amount: Use about 1-2 tablespoons of dried flavors per 1 cup (8 ounces) of honey</li> </ul>	0.5	0.5	-	1
<b>PC42.</b> put flavor in bottom of the clean, dry jar and fill the jar almost till the top with honey	0.5	0.5	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC43.</b> stir to coat flavoring with honey with the use of a chopstick or another implement and top off with more honey to fill	0.5	0.5	-	0.5
<b>PC44.</b> wipe jar rim with a clean cloth and cover tightly for a minimum of five days	0.5	0.5	-	0.5
<b>PC45.</b> strain the honey into a clean jar in stages	0.5	0.5	-	0.5
<b>PC46.</b> determine the right amount of flavor by timely tasting infused honey every day or two and periodically stirring it	0.5	0.5	-	1
<i>Packaging and Labelling of Honey</i>	<b>2.5</b>	<b>3</b>	-	<b>4</b>
<b>PC47.</b> clean food-grade material containers thoroughly to ensure the quality of honey is not compromised due to any traces of residue	0.5	1	-	1
<b>PC48.</b> check metal drums, including new, reused, and reconditioned drums for food-grade lacquered coating	0.5	0.5	-	0.5
<b>PC49.</b> verify a specification or letter confirming the suitability of lining is obtained by the drum supplier	0.5	0.5	-	0.5
<b>PC50.</b> examine plastic containers and glass jars must be adequately protected during transport to the premises and during storage, against dust, pest, and other contaminants, and physical damage	0.5	0.5	-	1
<b>PC51.</b> ensure the packaging of honey as per packaging and labeling regulations of FSSAI	0.5	0.5	-	1
<b>NOS Total</b>	<b>27</b>	<b>40</b>	-	<b>33</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N9031
<b>NOS Name</b>	Carry Out Honey Processing
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Packaged Foods
<b>Occupation</b>	Production
<b>NSQF Level</b>	2
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	23/06/2026
<b>NSQC Clearance Date</b>	23/06/2023

## Qualification Pack

### FIC/N9906: Apply food safety guidelines in Food Processing

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

*Apply personal hygiene and follow Good Manufacturing practices at workplace*

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

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

## Qualification Pack

- 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.



## Qualification Pack

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

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply personal hygiene and follow Good Manufacturing practices at workplace</i>	<b>22</b>	<b>44</b>	-	<b>6</b>
<b>PC1.</b> PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
<b>PC2.</b> 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
<b>PC3.</b> PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
<b>PC4.</b> 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	-	-
<b>PC5.</b> PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
<b>PC6.</b> <ul style="list-style-type: none"> <li>PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site.</li> <li>procedure: Hand washing requirements, Gowning &amp; 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.</li> </ul>	2	4	-	2
<b>PC7.</b> PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
<b>PC8.</b> 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	-	-
<b>PC9.</b> 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

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> 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	-	-
<b>PC11.</b> 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	-	-
<b>PC12.</b> PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
<b>PC13.</b> PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
<b>PC14.</b> 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>	<b>8</b>	<b>16</b>	-	<b>4</b>
<b>PC15.</b> 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	-	-
<b>PC16.</b> 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

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC17.</b> 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
<b>PC18.</b> PC18. ensure timely check of the critical control points and product parameters.	1	2	-	-
<b>PC19.</b> PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
<b>PC20.</b> PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N9906
<b>NOS Name</b>	Apply food safety guidelines in Food Processing
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	23/06/2026
<b>NSQC Clearance Date</b>	23/06/2023

## Qualification Pack

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

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

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

##### *Constitutional values - Citizenship*

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

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

##### *Becoming a Professional in the 21st Century*

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

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

##### *Basic English Skills*

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

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

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

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

### *Essential Digital Skills*

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

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

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

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

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

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

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

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

**KU9.** different types of financial products and services

## Qualification Pack

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

## Generic Skills (GS)

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

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



## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/06/2023
<b>Next Review Date</b>	23/06/2026
<b>NSQC Clearance Date</b>	23/06/2023

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## 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/N9030.Prepare for Honey Processing	31	37	0	32	100	30
FIC/N9031.Carry Out Honey Processing	27	40	0	33	100	30
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	20
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	20
<b>Total</b>	<b>108</b>	<b>167</b>	<b>-</b>	<b>75</b>	<b>350</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualification Framework
<b>QP</b>	Qualification Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>MLF</b>	Malolactic Fermentation
<b>TA</b>	Titrateable Acid
<b>pH</b>	Power of Hydrogen
<b>FSSAI</b>	Food Safety and Standards Authority of India
<b>GMP</b>	Good Manufacturing Practices
<b>HACCP</b>	Hazard Analysis Critical Control Point
<b>VACCP</b>	Vulnerability Assessment Critical Control Points
<b>TACCP</b>	Threat Assessment Critical Control Points
<b>RCA</b>	Root Cause Analysis
<b>CAPA</b>	Corrective Action Preventive Action
<b>PPE</b>	Personal Protective Equipment
<b>CPR</b>	Cardio-Pulmonary Resuscitation
<b>GHP</b>	Good Hygiene Practices
<b>SOPs</b>	Standard Operating Procedures
<b>PwD</b>	People with Disabilities
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework

## Qualification Pack

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<b>SOPs</b>	Standard Operating Procedures
<b>PwD</b>	People with Disabilities
<b>AA</b>	Assessment Agency
<b>AB</b>	Awarding Body
<b>ISCO</b>	International Standard Classification of Occupations
<b>NCO</b>	National Classification of Occupations
<b>NCrF</b>	National Credit Framework
<b>NOS</b>	National Occupational Standard(s)
<b>NQR</b>	National Qualification Register
<b>NSQF</b>	National Skills Qualification Framework
<b>OJT</b>	On-the-Job Training

## Qualification Pack

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## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.



## Qualification Pack

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.
<b>Sector</b>	A Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a subset of the economy whose components share similar characteristics and interests.
<b>Sub-Sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform a similar/ related sets of functions in industry.
<b>Job Role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standard</b>	NOS are occupational standards that apply uniquely in the Indian context.
<b>Qualification Pack (QP)</b>	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 qualification pack code.

## Qualification Pack

<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by 'N'
<b>Unit Title</b>	The unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	The description gives a short summary of the unit content. This would be helpful to anyone searching a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	The 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 has a critical impact on the quality of performance required.
<b>Knowledge and Understanding (K)</b>	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.
<b>Organizational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specifically designated responsibilities.
<b>Core skills or Generic Skills</b>	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 of the job roles.
<b>Electives</b>	Electives are NOS/Sets of NOS that are identified by the sector as contributing 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.
<b>Options</b>	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.
<b>Sector</b>	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.
<b>Sub-Sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.

## Qualification Pack

<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
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<b>Scope</b>	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.
<b>Knowledge &amp; Understanding (KU)</b>	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.
<b>Organizational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/Generic skills</b>	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.

## Qualification Pack

<b>Electives</b>	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.
<b>Options</b>	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.
<b>National Occupation Standards</b>	NOS defines the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service, or technology.
<b>Long term training</b>	Long-term skilling means any vocational training program undertaken for a year and above.
<b>Sector</b>	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.
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