

Qualification Pack



Purchase Assistant-Food and Agricultural Commodities

QP Code: FIC/Q7005

Version: 3.0

NSQF Level: 3

Food Industry Capacity & Skill Initiative || Shriram Bharatiya Kala kendra, 3rd floor, 1, Copernicus Marg, Mandi House, New Delhi
Delhi 110001 |

Qualification Pack

Contents

FIC/Q7005: Purchase Assistant Food and Agricultural Commodities	3
<i>Brief Job Description</i>	3
<i>Personal Attributes</i>	3
<i>Applicable National Occupational Standards (NOS)</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
FIC/N7013: Handle purchase requisitions	5
FIC/N7014: Raise and process purchase orders and manage inventory.....	10
FIC/N9906: Apply food safety guidelines in Food Processing.....	16
DGT/VSQ/N0101: Employability Skills (30 Hours)	23
<i>Assessment Guidelines</i>	29
<i>Assessment Weightage</i>	29
<i>Acronyms</i>	31
<i>Glossary</i>	32

Qualification Pack

FIC/Q7005: Purchase Assistant Food and Agricultural Commodities

Brief Job Description

A Purchase Assistant Food and Agricultural Commodities is responsible for coordinating the purchase of agricultural commodities as per requisitions. The individual reviews requisition orders, obtains approvals for purchase requisitions, raises purchase orders, and coordinates supplies and vendor payments. The individual also maintains inventories of regular supplies.

Personal Attributes

The individual should be able to plan, organize, prioritize, handle pressure and solve problems. The individual should possess good reading, writing and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N7013: Handle purchase requisitions](#)
2. [FIC/N7014: Raise and process purchase orders and manage inventory](#)
3. [FIC/N9906: Apply food safety guidelines in Food Processing](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Multi-Sectorial
Occupation	Purchasing Agent
Country	India
NSQF Level	3
Credits	
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3323.9900

Qualification Pack

Minimum Educational Qualification & Experience	Grade 10 or Equivalent OR 8th-grade pass with 3-year experience in inventory management OR Previous relevant Qualification of NSQF Level 2 with 3-year experience in inventory management OR Previous relevant qualification of NSQF Level 2.5 with 1.5-year experience in inventory management
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	N/A
Minimum Job Entry Age	16 years
Last Reviewed On	22-10-2024
Next Review Date	21-10-2027
NSQC Approval Date	22-10-2024
Version	3.0
Reference code on NQR	
NQR Version	

Qualification Pack

FIC/N7013: Handle purchase requisitions

Description

This unit is about handling purchase requisitions obtained from various departments of the food processing unit.

Scope

The scope covers the following:

- Check the requisition orders
- Identify and negotiate with vendors
- Obtain approval for requisitions

Elements and Performance Criteria

Check the requisition orders

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

- PC1.** check the requisition details for completeness, ensuring all the required fields (e.g., item description, quantity, preferred supplier information, etc.) are filled out
- PC2.** check the requisition complies with internal policies and any regulatory requirements specific to food and agricultural commodities
- PC3.** check the requested items are approved by the organization and within the approved budget
- PC4.** check if the requested items can be sourced from preferred or contracted suppliers
- PC5.** report any discrepancies or issues to the purchase manager for corrective action

Identify and negotiate with vendors

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

- PC6.** identify potential vendors, conduct preliminary evaluations, and gather necessary documentation (e.g. quality certifications, FSSAI licenses, licenses for relevant agricultural commodities, etc.) when new suppliers are needed
- PC7.** send Request for Quotation (RFQ) to multiple suppliers, following the organizational procedure to obtain competitive pricing and terms
- PC8.** compare the quotes based on price, quality, delivery time, and other relevant factors
- PC9.** negotiate with suppliers to secure favourable contract terms, prices, delivery schedules, payment terms, and penalties for non-compliance
- PC10.** conduct supplier audits, including due diligence to verify the supplier's claims, including financial health, previous performance, etc.

Obtain approval for requisitions

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

- PC11.** obtain approval for requisitions and supplier quotes from the relevant authorities within the organization
- PC12.** maintain the relevant documentation concerning the approvals to raise the Purchase Order (PO)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the internal processes concerning procurements

Qualification Pack

- KU2.** the end-to-end procurement process, including requisition, approval, purchase order creation, supplier engagement, receipt of goods/services, and payment
- KU3.** the procurement policies, approval workflows, and standard operating procedures
- KU4.** the laws, regulations, and industry standards applicable to the procurement of food and agricultural commodities
- KU5.** the legal requirements concerning requisitions
- KU6.** the use of Enterprise Resource Planning (ERP) systems and procurement software for processing requisitions, tracking requisition status, generating reports, and maintaining records
- KU7.** the importance of recording the correct information in the requisition forms
- KU8.** the importance of maintaining organized and up-to-date records of all requisitions
- KU9.** the process of assessing and verifying the necessity and appropriateness of the requisition
- KU10.** the importance of ensuring the requested goods or services are justified and aligned with organizational needs and goals
- KU11.** the importance of checking the availability of budget funds for the requisition
- KU12.** the importance of coordinating with various departments, suppliers, and stakeholders to ensure smooth processing of requisitions
- KU13.** the benefits of using standardized requisition forms and templates to ensure consistency
- KU14.** the importance and process of conducting regular audits of requisitions
- KU15.** the benefits of maintaining a database of vendors

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant guides and literature to get the latest information about the field of work
- GS3.** communicate clearly and politely
- GS4.** perform basic calculations
- GS5.** listen attentively to understand the instructions being given
- GS6.** identify solutions to work-related issues
- GS7.** plan and prioritise tasks to ensure timely completion
- GS8.** make quick decisions in case of an emergency/ accident

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check the requisition orders</i>	12	20	-	8
PC1. check the requisition details for completeness, ensuring all the required fields (e.g., item description, quantity, preferred supplier information, etc.) are filled out	2	4	-	2
PC2. check the requisition complies with internal policies and any regulatory requirements specific to food and agricultural commodities	3	4	-	1
PC3. check the requested items are approved by the organization and within the approved budget	3	4	-	2
PC4. check if the requested items can be sourced from preferred or contracted suppliers	2	4	-	2
PC5. report any discrepancies or issues to the supervisor for corrective action	2	4	-	1
<i>Identify and negotiate with vendors</i>	12	20	-	8
PC6. identify potential vendors, conduct preliminary evaluations, and gather necessary documentation (e.g. quality certifications, FSSAI licenses, licenses for relevant agricultural commodities, etc.) when new suppliers are needed	3	4	-	2
PC7. send Request for Quotation (RFQ) to multiple suppliers, following the organizational procedure to obtain competitive pricing and terms	3	4	-	2
PC8. compare the quotes based on price, quality, delivery time, and other relevant factors	2	4	-	1
PC9. negotiate with suppliers to secure favourable contract terms, prices, delivery schedules, payment terms, and penalties for non-compliance	2	4	-	2
PC10. conduct supplier audits, including due diligence to verify the supplier's claims, including financial health, previous performance, etc	2	4	-	1
<i>Obtain approval for requisitions</i>	6	10	-	4
PC11. obtain approval for requisitions and supplier quotes from the relevant authorities within the organization	3	5	-	2

Qualification Pack

PC12. maintain the relevant documentation concerning the approvals to raise the Purchase Order (PO)	3	5		2
NOS Total	30	50	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7013
NOS Name	Handle purchase requisitions
Sector	Food Processing
Sub-Sector	Multi-Sectorial
Occupation	Procuring
NSQF Level	3
Credits	3
Version	2.0
Last Reviewed Date	22-10-2024
Next Review Date	21-10-2027
NSQC Clearance Date	22-10-2024

Qualification Pack

FIC/N7014: Raise and process purchase orders and manage inventory

Description

This unit is about raising purchase orders, managing supplies from vendors and managing the inventory of supplies.

Scope

The scope covers the following:

- Raise the purchase order
- Coordinate supplies from vendors
- Coordinate vendor payments
- Improve the procurement process
- Maintain the inventory of regular supplies

Elements and Performance Criteria

Raise the purchase order

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

- PC1.** create a PO based on the approved requisition and selected supplier
- PC2.** check the PO details are accurate and match the agreed terms
- PC3.** send the approved PO to the selected supplier following the organizational procedure

Coordinate supplies from vendors

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

- PC4.** coordinate with the supplier to receive and verify order confirmation
- PC5.** coordinate the delivery schedule to ensure timely receipt of goods
- PC6.** address any issues or delays through effective coordination with the supplier
- PC7.** coordinate the receipt of goods at the specified location
- PC8.** coordinate quality checks of the received goods with the quality team/manager, to ensure they meet the specified standards and requirements
- PC9.** report and resolve any discrepancies or issues with the supplier
- PC10.** update the inventory records to reflect the received goods
- PC11.** ensure proper storage conditions for the food and agricultural commodities to maintain their quality and safety

Coordinate vendor payments

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

- PC12.** process the supplier invoices using the ERP system
- PC13.** review and coordinate the resolution of any discrepancies in invoices flagged by the ERP system
- PC14.** ensure timely payments to suppliers as per the agreed terms, by tracking the payment approval of verified invoices
- PC15.** ensure accurate records of all transactions, communications, and approvals related to purchases and payments are maintained in the ERP system

Improve the procurement process

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

Qualification Pack

- PC16.** coordinate the assessment of supplier performance by taking feedback from the production and quality teams and providing it to suppliers
- PC17.** identify areas for improvement in the procurement process to enhance efficiency and cost-effectiveness
- PC18.** implement appropriate measures to improve the procurement process through coordination with the purchase manager

Maintain the inventory of regular supplies

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

- PC19.** identify regular requirements and orders by checking the inventory records
- PC20.** set and maintain the minimum order level for regular orders
- PC21.** obtain necessary pre-approvals for raising auto purchase orders on inventory reaching minimum order level
- PC22.** monitor in-house inventory movement in ERP and raise purchase orders
- PC23.** monitor and maintain the minimum order level
- PC24.** complete the inventory transfer forms for bookkeeping purposes

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the overall procurement cycle, including requisition, PO creation, supplier selection, order fulfillment, and payment
- KU2.** the appropriate calculations, cost estimation, inventory management, etc.
- KU3.** the process of evaluating and selecting suppliers based on quality, cost, reliability, service, etc.
- KU4.** the supplier management, including supplier contracts, terms, and conditions
- KU5.** the basics of budgeting, cost control, and financial analysis
- KU6.** the payment terms, invoicing, and financial documentation
- KU7.** the relevant laws and regulations, including tax laws, import/export regulations, etc.
- KU8.** how to effectively negotiate prices, terms, and conditions with suppliers
- KU9.** the use of relevant ERP systems and procurement software
- KU10.** the use of spreadsheets and other software for tracking and reporting
- KU11.** the importance of ensuring accuracy in the documentation of item descriptions, quantities, prices, and terms in the PO
- KU12.** different inventory management methods, such as First In, First Out (FIFO), Last In, First Out (LIFO), Just In Time (JIT), and ABC analysis
- KU13.** the appropriate quality checks to be conducted on the incoming supplies
- KU14.** the safe receipt, handling, storage and disposal of hazardous materials
- KU15.** the procedure for acceptance and rejection of orders
- KU16.** the process of processing payments and maintaining records using the ERP
- KU17.** stock replenishment, including reorder points, safety stock levels, and lead times to ensure optimal stock levels
- KU18.** the appropriate measures for effectively maintaining the inventory of regular supplies
- KU19.** warehouse management, including warehouse operations, layout optimization, and storage techniques
- KU20.** the use of appropriate inventory management systems
- KU21.** how to analyse inventory data to identify trends, inefficiencies, and opportunities for improvement
- KU22.** the appropriate measures to prevent inventory shrinkage, theft, and damage
- KU23.** the regulations related to inventory management, such as safety standards, handling hazardous materials, and environmental considerations
- KU24.** the FSSAI regulations and standards concerning food safety and hygiene
- KU25.** the applicable Good Manufacturing Practices (GMP)

Qualification Pack

KU26. the application of Hazard Analysis and Critical Control Points (HACCP) principles to the purchase and handling of agricultural commodities

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant guides and literature to get the latest information about the field of work
- GS3.** communicate clearly and politely
- GS4.** perform basic calculations
- GS5.** listen attentively to understand the instructions being given
- GS6.** identify solutions to work-related issues
- GS7.** plan and prioritise tasks to ensure timely completion
- GS8.** make quick decisions in case of an emergency/ accident

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Raise the purchase order</i>	3	6	-	2
PC1.create a PO based on the approved requisition and selected supplier	1	2	-	1
PC2.check the PO details are accurate and match the agreed terms	1	2	-	0.5
PC3.send the approved PO to the selected supplier following the organizational procedure	1	2	-	0.5
<i>Coordinate supplies from vendors</i>	14	20	-	8
PC4.coordinate with the supplier to receive and verify order confirmation	2	2	-	1
PC5.coordinate the delivery schedule to ensure timely receipt of goods	2	2	-	1
PC6.address any issues or delays through effective coordination with the supplier	2	3	-	1
PC7.coordinate the receipt of goods at the specified location	2	3	-	1
PC8.coordinate quality checks of the received goods with the quality team/manager, to ensure they meet the specified standards and requirements	2	3	-	1
PC9.report and resolve any discrepancies or issues with the supplier	2	2	-	1
PC10. update the inventory records to reflect the received goods	1	2	-	1
PC11. ensure proper storage conditions for the food and agricultural commodities to maintain their quality and safety	1	3	-	1
<i>Coordinate vendor payments</i>	4	8	-	3
PC12. process the supplier invoices using the ERP system	1	2	-	1
PC13. review and coordinate the resolution of any discrepancies in invoices flagged by the ERP system	1	2	-	1

Qualification Pack

PC14. ensure timely payments to suppliers as per the agreed terms, by tracking the payment approval of verified invoices	1	2	-	0.5
PC15. ensure accurate records of all transactions, communications, and approvals related to purchases and payments are maintained in the ERP system	1	2	-	0.5
<i>Improve the procurement process</i>	<i>3</i>	<i>6</i>	<i>-</i>	<i>2</i>
PC16. coordinate the assessment of supplier performance by taking feedback from the production and quality teams and providing it to suppliers	1	2		0.5
PC17. identify areas for improvement in the procurement process to enhance efficiency and cost-effectiveness	1	2		0.5
PC18. implement appropriate measures to improve the procurement process through coordination with the supervisor	1	2		1
<i>Maintain the inventory of regular supplies</i>	<i>6</i>	<i>10</i>	<i>-</i>	<i>5</i>
PC19. identify regular requirements and orders by checking the inventory records	1	2		1
PC20. set and maintain the minimum order level for regular orders	1	2		1
PC21. obtain necessary pre-approvals for raising auto purchase orders on inventory reaching minimum order level	1	2		1
PC22. monitor in-house inventory movement in ERP and raise purchase orders	1	2		1
PC23. monitor and maintain the minimum order level	1	1		0.5
PC24. complete the inventory transfer forms for bookkeeping purposes	1	1		0.5
NOS Total	30	50	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7014
NOS Name	Raise and process purchase orders and manage inventory
Sector	Food Processing
Sub-Sector	Multi-Sectorial
Occupation	Procuring
NSQF Level	3
Credits	5
Version	2.0
Last Reviewed Date	22-10-2024
Next Review Date	21-10-2027
NSQC Clearance Date	22-10-2024

Qualification Pack

FIC/N9906: Apply food safety guidelines in Food Processing

Description

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

Scope

The scope covers the following:

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

Elements and Performance Criteria

Apply personal hygiene and follow Good Manufacturing practices at workplace

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

- PC1.** follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules
- 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.** ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics
- 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.** fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP
- 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.** follow all validated Do's & Don'ts inside a food manufacturing firm
- 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.** refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line
- PC10.** identify the material requirements such as manufacturing equipment's, 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.** 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.** follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation
- PC13.** participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety
- 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 **Qualification Pack**

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

- PC15.** maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site
- 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.** 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.** ensure timely check of the critical control points and product parameters
- PC19.** record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.
- 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.** importance of training and work instruction delivered by the supervisors.
- KU3.** importance of filling the records and checklists, formats and how to ensure that the timely and effective completion is achieved.
- KU4.** knowledge of trainings and skills required to perform in food processing premises.
- KU5.** understand FSSAI Schedule IV requirements of food handlers and PRPs within the processing area
- 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.** understanding about Site Zoning plans.
- 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.** understand the manufacturing process, product parameters and process control parameters such as CCPs
- KU11.** understanding about Hazard Analysis and Critical Control Points (HACCP)
- KU12.** understanding about Allergens and their types and controls to monitor effective handling of allergen raw materials on site.
- KU13.** basic understanding of traceability and mock recall
- KU14.** awareness about Internal & external Audits
- KU15.** understanding for RCA CAPA, cleaning and sanitation
- 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.** read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS2.** communicate with coworkers appropriately to clarify instructions and other issues
- GS3.** plan and organize the work schedule, work area, tools, equipment, and materials for

- improved productivity
- Qualification Pack**
- GS4.** plan and prioritize tasks as per work requirements
 - GS5.** always be punctual and courteous
 - GS6.** good observations and intellect mindset

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply personal hygiene and follow Good Manufacturing practices at workplace</i>	22	44	-	6
PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/Contractor rules.	2	4	-	-
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. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
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. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
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. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
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	-	-

Qualification Pack

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
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. 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. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.	1	2	-	-
<i>Implement food safety practices at the workplace</i>	8	16	-	4
PC15. 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. 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-	1	2	-	1

Qualification Pack

contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.				
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. ensure timely check of the criticalcontrol points and product parameters.	1	2	-	-
PC19. record keeping and documentation suchas daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Diversity & Inclusion

Qualification Pack

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:

PC18. create a basic biodata

PC19. search for suitable jobs and apply

PC20. 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 don'ts 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

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)

Qualification Pack

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

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	17/11/2022
Next Review Date	29/09/2024
NSQF Clearance Date	30/09/2021

Qualification Pack

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/N7013: Handle purchase requisitions	30	50	-	20	100	35
FIC/N7014: Raise and process purchase orders and manage inventory	30	50	-	20	100	35
FIC/N9906: Apply food safety guidelines in Food Processing	30	60	-	10	100	20

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)	20	30	-	-	50	10
Total	110	190		50	350	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
CIP	Clean In Place
COP	Clean Out Of Place
ERP	Enterprise Resource Planning
FIFO	First In First Out
FEFO	First Expiry First Out
FSSAI	Food Safety and Standards Authority of India
GMP	Good Manufacturing Practices
GHP	Good Hygiene Practices
HACCP	Hazard Analysis and Critical Control Point

Qualification Pack

Glossary

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

Qualification Pack

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.