QUALIFICATION FILE

Assistant Baking Technician

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☒ **Upskilling** ☐ **Dual/Flexi Qualification** ☐ **For ToT** ☐ **For ToA**

☒**General** ☐ **Multi-skill (MS)** ☐ **Cross Sectoral (CS)** ☐ **Future Skills** ☐ **OEM**

NCrF/NSQF Level: 3

Submitted By:

Food Industry Capacity and Skill Initiative (FICSI)
Shriram Bhartiya Kala Kendra (3rd Floor)
1, Copernicus Marg, New Delhi 110001
Phone: 9711260230

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Section 1: Basic Details

1.	**Qualification Name**	**Assistant Baking Technician**	
2.	**Sector/s**	**Food Processing**	
3.	**Type of Qualification:** ☐ **New** ☒ **Revised** ☐ **Has Electives/Options** ☐ **OEM**	**NQR Code & version of existing/previous qualification:** 2021/FI/FICSI/04377, V2.0	**Qualification Name of existing/previous version:** Baking Technician/Operative, V2.0
4.	a. **OEM Name** b. **Qualification Name** (*Wherever applicable*)	**N/A**	
5.	**National Qualification Register (NQR) Code & Version** (*Will be issued after NSQC approval*)	QG-03-FI-02932-2024-V2-FICSI, V4.0	**6. NCrF/NSQF Level: 3**
7.	**Award (Certificate/Diploma/Advance Diploma/ Any Other** (*Wherever applicable specify multiple entry/exits also & provide details in annexure*)	Certificate	
8.	**Brief Description of the Qualification**	An Assistant Baking Technician is responsible for baking products, maintaining their consistency and quality, while meeting defined SOPs and leveraging his/ her skill to operate ovens in synchronization with the proof box/ rest of the plant/ unit.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	a. **Entry Qualification & Relevant Experience:** b. **Age:** 16 years	
10.	**Credits Assigned to this Qualification, Subject to Assessment** (*as per National Credit Framework (NCrF)*)	10	**11. Common Cost Norm Category (I/II/III)** (*wherever applicable*): **I**
12.	**Any Licensing requirements for Undertaking Training on This Qualification** (*wherever applicable*)	NA	

Entry Qualification & Relevant Experience table (item 9a):

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	Grade 10 pass & Equivalent	No Experience required
2	Grade 8 pass	3 years of relevant experience in the Food Industry
3	Previous Relevant Qualification of NSQF Level 2.5	1.5 years experience in the Food industry
4	Previous Relevant Qualification of NSQF Level 2	3 years experience - in the Food industry

| 13. | **Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)* | ☒Offline ☐Online ☐Blended | | | | | |

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline)	72	168	60		300
Online					

(Refer Blended Learning Annexure for details)

14.	**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*	NCO-2015/7512.0100
15.	**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*	Baking Technician → Plant Biscuit Production Specialist
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	Yes, Hindi
17.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ Yes ☒ No URLs of similar Qualifications:
18.	**Is the Job Role Amenable to Persons with Disability**	☐ Yes ☒ No **If "Yes", specify applicable type of Disability:**
19.	**How Participation of Women will be Encouraged**	No gender sensitization
20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	☒ Yes ☐ No
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No**
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name:** Mr. Sunil K Marwah **Email:** ceo@ficsi.in **Contact No.:** 9711260230 **Website:** https://www.ficsi.in/
23.	**Final Approval Date by NSQC: 27/08/2024**	**24. Validity Duration:** 3 Years **25. Next Review Date: 26/08/2027**

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

***Th**.-Theory   **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory   Training **Rec.**-Recommended **Proj.**-Project*

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					Weightage (%) *(if applicable)*
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	
1.	Prepare for production	FIC/N9026 (NOS Version 1.0)	Non-core	3	2	20	40			60	25	60		15	**100**	**30**
2.	Bake products in the oven	FIC/5019 (NOS Version 2.0)	Core	3	4	30	90			120	28	52		20	**100**	**40**
3.	Apply food safety guidelines in Food Processing	FIC/N9906 (NOS Version 1.0)	Non-core	3	1	10	20			30	30	60		10	**100**	**20**
4.	Employability Skills (30 hours)	DGT/VSQ/N0101 (NOS Version 1.0)	Non-core	3	1	12	18			30	20	30			50	10
5.	On-the-Job Training							60		60						
Duration (in Hours) / Total Marks					**9**	**72**	**168**	**60**		**300**	**103**	**202**		**45**	**350**	**100**

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: 70% *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage – NOS/Module-wise: 70% *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Diploma in Food Tech or Food Engineering with 4 years Bakery industry experience and 1 year Training of baking technicians
		B.Sc./B. Tech/BE in Food Technology or Food Engineering with 2 years Bakery industry experience and 1 year Training of baking technicians
		M.Sc./M. Tech/ME in Food Technology or Food Engineering with 1 year Bakery industry experience and 1 year Training of baking technicians
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Diploma in Food Tech or Food Engineering with 5 years Bakery industry experience and 1 year Training of baking technicians
		B.Sc./B. Tech/BE in Food Technology or Food Engineering with 3 years Bakery industry experience and 1 year Training of baking technicians
		M.Sc./M. Tech/ME in Food Technology or Food Engineering with 2 years Bakery industry experience and 1 year Training of baking technicians
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure*)
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	Prfreable to do On line corse on Baking Techniciaqn

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Diploma in Food Tech or Food Engineering with 4 years of Bakery industry experience and 1 year Assessment of baking technicians
		B.Sc./B. Tech/BE in Food Technology or Food Engineering with 2 years Bakery industry experience and 1 year Assessment of baking technicians

		M.Sc./M. Tech/ME in Food Technology or Food Engineering with 1 year Bakery industry experience and 1 year Assessment of baking technicians
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	NA
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	NA
4.	**Assessment Mode** *(Specify the assessment mode)*	Blended (only theory)
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):**
4.	**Number of Industry validation provided:** Provided
5.	**Estimated nos. of persons to be trained and employed:** Training data provided
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *Under Process*

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	*Attached*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Attached*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Attached*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Attached*

5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*Filled*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*NA*
7.	**Annexure:** Acronym and Glossary *(Optional)*	
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Attached*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	*Attached*
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*Attached*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*Attached*
12.	**Any other document you wish to submit:**	

Annexure: Evidence of Level

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Packing, Wraps Rolls		1
2	Refrigerator		1
3	Lab Scale Ovens		2
4	Baking Sheet & Racks		2
5	Commercial Mixers		2
6	Wire Whiskers		1
7	Fryer		1
8	Baking Pan		2
9	Cooling Racks		2
10	Bread Slicer Manual/ Mechnical		1
11	Bread Slicer Manual/Mechanical		1
12	Knives		2
13	Spatula		2
14	Utensils		5
15	Mixing Bowl		2
16	Work Table		2

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17	Sinks		2
18	Measuring Cup & Spoon		2
19	Thermometer		3
20	Timer		2
21	Digital Hygrometer		2
22	Lab Equipment For Testing		1
23	Lab Chemicals For Testing And Glassware		1
24	Aprons		30
25	Cleaning Tools		1
26	Weighing Scale		1
27	Gas Burner (Lpg)		1
28	Lpg Cylinders		2
29	Heat Resistant Gloves, Protective Gloves		1
30	Fire Extinguishers		2
31	High Speed Exhausts		2
32	Masks – Head Cover, Mouth Cover		35

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Projector
3. Computer/Laptop
4. Chairs
5. Tables
6. Whiteboard marker

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1.	College of Dairy and Food Technology	Shafat Khan	Assistant Professor	Bassi, Jaipur	9596228774	Shafat.khan43@gmail.com	
2.	3S Fitness Technologies Pvt Ltd	Akshat Tiwari	Sales Department	Manesar,Gurugram, Haryana	9470075582 |	atiwari@3-f-t.com	
3.	Ipankh Technology Pvt. Ltd.	Sumit Singh	Director	Ghaziabad, U.P	9718293537	Sumit.singh@ipankh.com	
4.	Adani Wilmar Ltd.	Jitendra Kumar Verma	Ass. manager	Mundra, Gujarat	7302315408	Jitendra.verma1@adaniwilmar.in	
5.	Gujarat Milk Marketing Federation Limited	Abdullah Shamsi	Territory Sales Incharge- I	Delhi	8700943022	abdullah.shamsi@amul.coop	
6.	Marko Foods	Krishan Kumar	Manager	Kanpur	9320434040	Kkagarwal_786@rediffmail.com	
7.	Shiv Charan Dass Spices	Sagar	Market Research Analyst	Kundli	9560296747	sagarsainatrash@gmail.com	
8.	ChemRobotics Private Limited,	Ritesh Agrawal		Delhi	9407360810	support@chemrobotics.com	
9.	Green AgRevolution Pvt. Ltd.	Amarendra Kumar Jha		Gurugram		amarendrakj@agrevolution.in	
10.	Aarya Associates,	Atul Mahajan	Director	Dewas Naka, Indore	89891 91010	aaryaassociates2012@gmail.com	
11.	FICCI	Shantanu Khandelwal	CEO	Delhi	7042552126	shantanu@fraclabs.com	
12.	Goodrich Carbohydrates Ltd	ANMOL GUPTA	Quality Assurance	Karnal, Haryana	+91-967-111-5066	anmolbansal11@gmail.com	
13.	Gustora Foods Pvt. Ltd.	Rohit Ojha	DGM Plant Factory Operations	Bagru, Rajasthan	9351335331	planthead@gustora.co	
14.	Wow momos	Nazim Ahmad	Manager Production	Delhi	9891155437	Nazim.ahmed@wowmomos.com	
15.	Lapalap Natural Herbs and Spices	Sagar Sachan	Designated Partner	Noida	8826010682	laplapspices@gmail.com	
16.	LT Foods Ltd	Hardik Mittal	GET	Sonipat	7056788986	hardik.mittal@ltgroup.in	
17.	Mondelez International	Mridul Saini	R&D	Thane	8571040265	Mridul.Saini@mdlz.com	

18.	MOTHER DAIRY FRUIT AND VEGETABLE PVT.LTD.	NARDEV KULESH	SR.COORDINATOR 'A'		9999532961	Nardev.kulesh@motherdairy.com	
19.	Quirky Food LLP	Aishwarya Ranjan	Director	Greater Noida	9971066492	contact@quickyburger.com	
20.	Reliance Retail Limited	Anshul Agarwal	Senior Project Manager	Navi Mumbai	8826481823	Anshul.Agarwal@ril.com	
21.	Tetrapak	Samyak Gothi	Process Engineer	Pune	7798003325	samyak.gothi@tetrapak.com	
22.	**Vadilal House**	Navodit Kanchan	Marketing	Ahemdabad	8279706424	navodit.kanchan@gmail.com	
23.	In the Know	Ruchi Jain	Founder	Delhi	9811312157	ruchi@intheknow.co.in	
24.	Epifamily Pvt. Ltd.	Nitish Ranjan	Director	Greater Noida	7073205106	nitish@heathywheyprotein.com	
25.	**Fortify Health**	V Sujatha	Quality Officer		9873149455	Sujatha.v@fortifyhealth.global	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	2124	1275				

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2.0	2022-23	2052	2052	1989						NA	NA	NA	NA
3.0	2023 (April-june)	212	172	157									

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

Assistant Baking Technician

1.   PMKVY
2.   CSR

 Content availability for previous versions of qualifications:

☒ Participant Handbook   ☒ Facilitator Guide ☐ Digital Content   ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English and Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒Theory/ Lectures - Imparting theoretical and conceptual knowledge	- Books/ e-books - Presentations - Reference Material - Audio / Video Modules	40 : 60
2	☒Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	- Self-Learning Videos - Broadcasts - Mobile Learning - Curated Digital content	40 : 60
3	☒Showing Practical Demonstrations to the learners	- Video Content - E-Resource library - AR/ VR/ XR	40 : 60
4	☒Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	- Training tools (tools list attached) - Video Play - Presentations	40 : 60
5	☒Tutorials/ Assignments/ Drill/ Practice	- Online Question Bank - Mobile Quick test app - MCQ based tests	40 : 60
6	☒Proctored Monitoring/ Assessment/ Evaluation/ Examinations	- Assessment engine for Essays - Up-loadable file examinations - Mock test sessions	40 : 60
7	☒On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	- Online tests - Offline assessments	40 : 60

Approved in 39th NSQC Dated 27th Aug. 2024   QUALIFICATION FILE- ASSISTANT BAKING TECHNICIAN   QUALIFICATION CODE-QG-03-FI-02932-2024-V2-FICSI

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
FIC/N9026: Prepare for production	*Plan for production*	**10**	**20**	**-**	**5**
	PC.1 Obtain process flow chart, product flow chart and formulation flow chart.	-	-	-	-
	PC.2 Identify work requirements by obtaining production planning and instructions from the supervisor	-	-	-	-
	PC.3 Inspect work area, clean production and storage, maintain machines, and verify hygiene, maintenance, and documents before production.	-	-	-	-
	PC.4 Estimate manpower requirements and material requirements as per planned production. (Raw material & packaging material).	-	-	-	-
	PC.5 plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product	-	-	-	-
	Clean and maintain work area, machineries, and tools for production	**10**	**30**	**-**	**5**
	PC.6 clean and maintain the work area as per organizational procedures	-	-	-	-
	PC.7 clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards	-	-	-	-
	PC.8 Ensure disposal of waste material is at designated places only. Waste material: Hazardous waste, food waste, packaging waste, etc.	-	-	-	-
	PC.9 inspect the tools, equipment, and machinery to ascertain suitability for use	-	-	-	-
	PC.10 report information such as faulty tools and equipment to the concerned authority	-	-	-	-
	Organize for production	**5**	**10**	**-**	**5**
	PC.11 organize tools and equipment		-	-	-
	PC.12 Organise received raw and packaging materials based on FIFO and organisational standards.				
	PC.13 allot responsibilities/work to the assistants and helpers as per the production planning	-	-	-	-
	NOS Total	**25**	**60**	**-**	**15**
FIC/NAAAA: Bake products in the oven	*Handle proofing (in case of bread preparation)*	**10**	**20**	**-**	**5**
	To *be* competent, the user/individual on the job must be able to:	-	-	-	-

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PC.1 set the proof box to the required temperature and humidity following the proofing chart, as per specifications and organisation standards	-	-	-	-
PC.2 refer to the production chart/proofing chart to understand the loading sequence	-	-	-	-
PC.3 load the proof box following the production sequence	-	-	-	-
PC.4 monitor proof box parameters such as temperature/humidity	-	-	-	-
PC.5 monitor product in the proof box	-	-	-	-
PC.6 pull bread at specified heights from proof box	-	-	-	-
PC.7 monitor the proof box and product coming out of the proof box	-	-	-	-
Baking in oven	**10**	**20**	**-**	**5**
To be competent, the user/individual on the job must be able to:	-	-	-	-
PC.8 Prepare the proof box by setting parameters such as temperature, humidity, etc., according to product specifications and standard operating procedures.	-	-	-	-
PC.9 Prepare and calibrate the oven (in case of batch operation) by pre-heating it to the specified temperature per the oven chart, ensuring it reaches the desired temperature before loading.	-	-	-	-
PC.10 Prepare the conveyor (in case of continuous operation) by setting the speed of the conveyor, baking time, and temperature controls, verifying that the desired temperature is reached before loading.	-	-	-	-
PC.11 refer to the production chart/proofing chart to understand the loading sequence and process parameters for each product baked	-	-	-	-
PC.12 set the oven parameters such as baking temperature and time for the product to be baked	-	-	-	-
PC.13 observe filled baking pans (to be loaded in the oven) to determine whether pans are filled to standard	-	-	-	-
PC.14 load the ovens with filled baking pans and check that the dough pieces are placed from corner to corner	-	-	-	-
PC.15 observe spacing between pans as per defined SOPs	-	-	-	-
PC.16 monitor and control the speed of the conveyor to control pans entering the oven and control the baking time of various baking products (in continuous operation)	-	-	-	-
PC.17 monitor oven parameters such as temperature and time during baking process	-	-	-	-
PC.18 observe the colour of the baking product to detect under/ over baking and to achieve a finished product of uniform quality	-	-	-	-
PC.19 unload the oven when the baking process is complete	-	-	-	-

PC.20 check the quality of the product through sensory parameters such as colour, size, appearance, texture, and aroma. etc.	-	-	-	-
PC.21 unload the pans/trays using proper technique (this must be done immediately after being taken out of the oven to improve the overall shape of the bread)	-	-	-	-
PC.22 place the baked product on the cooling racks and transfer it to the cooling room/cooling area	-	-	-	-
PC.23 Storage of baked products should be done in such a manner that FIFO is followed.	-	-	-	-
PC.24 remove excess waste from the baking pans	-	-	-	-
PC.25 stack the emptied baking pans in the designated area	-	-	-	-
PC.26 ensure that empty pans are stored appropriately to avoid damage and contamination	-	-	-	-
PC.27 adjust or reset the controls of the oven to load the next batch of product	-	-	-	-
PC.28 report discrepancies/concerns in each stage of production to the department supervisor for immediate action	-	-	-	-
Packaging of Baked Products	**4**	**6**	**-**	**5**
PC.29 select appropriate packaging materials based on product type, storage requirements, and presentation needs.	-	-	-	-
PC.30 follow packaging procedures to ensure proper sealing, labelling, and coding of baked goods.	-	-	-	-
PC.31 inspect packaged products for defects, ensuring quality standards are met.	-	-	-	-
PC.32 pack baked goods according to customer orders or standard packaging configurations.	-	-	-	-
PC.33 store packaged products in designated areas, maintaining proper temperature and humidity levels.	-	-	-	-
PC.34 follow FIFO (First In, First Out) principles for inventory management of packaged goods.	-	-	-	-
PC.35 operate automated packaging equipment (if applicable), ensuring smooth product flow and proper sealing.	-	-	-	-
PC.36 visually inspect and clean packaging materials to ensure they are free of debris or damage before use.	-	-	-	-
Post-production cleaning and regular maintenance of equipment	**4**	**6**	**-**	**5**
To be competent, the user/individual on the job must be able to:	-	-	-	-
PC.37 clean and sanitise the work area, machinery, equipment, and tools according to established cleaning schedules and standard operating procedures (SOPs), using appropriate food-grade cleaning agents and sanitisers.	-	-	-	-

	PC.38 properly disassemble and reassemble equipment for thorough cleaning and sanitation, following manufacturer instructions and safety protocols.	-	-	-	-
	PC.39 perform routine troubleshooting and minor repairs on baking equipment, following manufacturer guidelines and safety procedures. Report any major malfunctions or repairs requiring specialised expertise to the appropriate personnel.	-	-	-	-
	PC.40 implement and maintain a preventative maintenance program for all baking equipment, including regular inspections, cleaning, lubrication, and calibration. Document maintenance activities and follow SOPs for reporting and addressing maintenance needs.	-	-	-	-
	PC.41 maintain accurate records of equipment maintenance and repairs, including dates, actions taken, and parts used.	-	-	-	-
	NOS Total	**28**	**52**	**-**	**20**
FIC/N9906: Apply food safety guidelines in Food Processing	*Apply personal hygiene and follow Good Manufacturing practices at workplace*	**22**	**44**	**-**	**6**
	PC.1 follow a site-relevant documented procedure for Personal Hygiene and Visitor/Contractor rules.	-	-	-	-
	PC.2 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	-	-	-	-
	PC.3 ensures that the annual training calendar is followed vehemently for every individual to make them aware of SOPs, personal hygiene, PRPs, GMP, GHP, HACCP, and plant hygiene.	-	-	-	-
	PC.4 follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation and feedback system.	-	-	-	-
	PC.5 Organise orientation on recent developments in the baking process	-	-	-	-
	PC.6 ensure timely medical examination from a prescribed and authorised doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	-	-	-	-
	PC.7 fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	-	-	-	-
	PC.8 follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. (hand washing requirements, gowning and 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.).	-	-	-	-

PC.9	follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products.	-	-	-	-
PC.10	follow all validated Do's and don'ts inside a food manufacturing unit.	-	-	-	-
PC.11	refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.	-	-	-	-
PC.12	identify the material requirements such as manufacturing equipment, Utensils, other processing aids, food-grade 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.	-	-	-	-
PC.13	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.	-	-	-	-
PC.14	participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	-	-	-	-
PC.15	ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.				
PC.16	A pest control program shall be in place. There should be a nominated person for pest control to monitor schedule of pest control and to ensure all procedures are followed				
PC.17	Ensure adequate lightning and ventilation available in production and storage area as per factory act				
PC.18	Ensure production and storage areas have adequate lighting and ventilation as per Factory Act regulations.				
Implement food safety practices at the workplace		8	16	-	4
PC.19	maintain updated facilities, equipment, and tool and design requirements to minimise the risks associated with the products being handled at the site.	-	-	-	-
PC.20	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.	-	-	-	-

	PC.21	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.	-	-	-	-
	PC.22	ensure timely check of the critical control points and product parameters	-	-	-	-
	PC.23	record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	-	-	-	-
	PC.24	report any food safety and GMP issue to the supervisor, if any.	-	-	-	-
		NOS Total	**30**	**60**	**-**	**10**
DGT/VSQ/N0101 - Employability Skills (30 hours)		*Introduction to Employability Skills*	1	1	-	-
	PC1.	understand the significance of employability skills in meeting the job requirements	-	-	-	-
		Constitutional values – Citizenship	1	1	-	-
	PC2.	identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
		Becoming a Professional in the 21st Century	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.	-	-	-	-
		Basic English Skills	2	3	-	-
	PC4.	speak with others using some basic English phrases or sentences	-	-	-	-
		Communication Skills	1	1	-	-
	PC5.	follow good manners while communicating with others	-	-	-	-
	PC6.	work with others in a team	-	-	-	-
		Diversity & Inclusion	1	1	-	-
	PC7.	communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8.	report any issues related to sexual harassment	-	-	-	-
		Financial and Legal Literacy	3	4	-	-
	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	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	-	-	-	-
Entrepreneurship		3	5	-	-
PC14.	identify and assess opportunities for potential business	-	-	-	-
PC15.	identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service		2	2	-	-
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		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	-	-
TOTAL MARKS		133	252		65

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

Assessment will be based on the concept of Independent Assessors empanelled with Assessment Agencies, identified, selected, trained and certified on Assessment techniques. These assessors would be aligned to assess as per the laid down criteria.

Assessment Agency would conduct assessment only at the training centres of Training Partner or designated testing centers authorized by FICSI.

Ideally, the assessment will be a continuous process comprising of three distinct steps:

A. Mid- term assessment

B. Term / Final Assessment

Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function.

This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets / question bank so created by the Assessment Agency will be validated by the industry subject matter experts through FICSI, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

The following tools are proposed to be used for final assessment:

Assistant Baking Technician

i. **Written Test:** This will comprise of
   (i) True / False Statements
   (ii) Multiple Choice Questions
   (iii) Matching Type Questions.
   Online system for this will be preferred.
ii. **Practical Test:** This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc. The end product will be measured against the pre-decided MCQ filled by the Assessor to gauge the level of his skill achievements.
iii. **Structured Interview:** This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand. Assessment will be based on the concept of Independent Assessors empanelled with Assessment

On the Job:
1. Each module (which covers the job profile of Agar Tree Artificial Inoculation Technician will be assessed separately.
2. The candidate must score 50% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
   - Videos of Trainees during OJT
   - Answer Sheets of Question Banks
   - Assessing the Log Book entries of Trainees at Employer location
   - Employer Performance Feedback.
4. Assessment of each Module will ensure that the candidate is able to:
   - Carry out production of fortified food
   - Work effectively and efficiently as per schedules and timelines.
   - Escalate the problem to appropriate authority.
   - Implement safety practices.
   - Optimize the use of resources to ensure less wastage and maximum conservation.

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register

NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define 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.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	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.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf