

Model Curriculum

Purchase Assistant- Food and Agricultural Commodities

SECTOR: FOOD PROCESSING

**SUB-SECTOR: FRUIT & VEGETABLE, FOOD GRAIN
MILLING (INCLUDING OILSEEDS), DAIRY
PRODUCTS, MEAT & POULTRY, FISH &
SEAFOOD, BREAD & BAKERY,
ALCOHOLIC BEVERAGES, AERATED
WATER/SOFT DRINKS**

OCCUPATION: PROCURING

REF ID: FIC/Q7005, V1.0

NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE (FICSI)

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Purchase Assistant-Food and Agricultural Commodities' QP No. 'FIC/Q7005, NSQF Level 4'

Date of Issuance: 04 September, 2018

Valid up to: 30 June, 2019

* Valid up to the next review date of the Qualification Pack



Authorized Signatory
(Food Industry Capacity and Skill Initiative)

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Purchase Assistant- Food and Agricultural Commodities

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Purchase Assistant-Food and Agricultural Commodities”, in the “Food Processing” Sector/Industry and aims at building the following key competencies amongst the learner

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| Program Name | Purchase Assistant-Food and Agricultural Commodities | | |
| Qualification Pack Name & Reference ID. ID | FIC/Q7005, v1.0 | | |
| Version No. | 1.0 | Version Update Date | 04/09/2018 |
| Pre-requisites to Training | Preferably class 12 with 2-3 years' experience in assisting purchase of food and agricultural commodities | | |
| Training Outcomes | After completing this programme, participants will be able to: <ul style="list-style-type: none"> • handle purchase requisitions • raise and process purchase order and inventory management • document and maintain records of purchases and inventory • apply food safety and hygiene standard in the work environment | | |

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Purchase Assistant-Food and Agricultural Commodities” Qualification Pack issued by “Food Industry Capacity and Skill Initiative”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|-------------------------------------|
| 1 | Introduction to the training program and overview of the industry Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module | <ul style="list-style-type: none"> Introduce each other and build rapport with fellow participants and the trainer. Understand the roles and responsibilities of purchase assistant-food and agricultural commodities Spread awareness of the nature and availability of job opportunities Explain food processing List the various sub-sectors of food processing industry | |
| 2 | Organizational standards and norms Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 07:00 Corresponding NOS Code FIC/N7014 | <ul style="list-style-type: none"> State the roles and responsibilities of purchase assistant Follow the standard operating procedures in the food processing industry. Follow the hygiene and sanitation guidelines to in a work environment. | |
| 3 | Handle Purchase Requisitions Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 46:00 Corresponding NOS Code FIC/N7013 | <ul style="list-style-type: none"> Describe the organisation work structure Describe the functions of various departments of the organization. Illustrate the process of purchase requisition. Arrange and organize the required documents and approvals to raise purchase requisition. Check the requirements and determine the budget allotment for the requested items. Illustrate reporting any discrepancies to take corrective action. Arrange for the necessary documents to raise purchase requisition. | Computer/Laptop, logbooks, receipts |
| 4 | Raise and Process Purchase Order and | <ul style="list-style-type: none"> Identify and source new vendors for the requirement. | Computer/Laptop, logbooks, receipts |

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| | <p>Inventory Management</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 77:00</p> <p>Corresponding NOS Code FIC/N7014</p> | <ul style="list-style-type: none"> • Illustrate maintenance and updation of approved vendor list/database. • Follow monitoring vendor performance and recommend contract modifications, if necessary. • Assess the quality of the samples/supplies received from vendors. • Follow the procedure to receive, handle, store and dispose control substances. State the procedure for accept and reject orders. • Illustrate comparison of quotations based on price, specifications, quality and supply terms. • Explain the process of selecting new vendors and include in the approved vendor • Follow the basic principles for calculating requirements. • Illustrate verification of requisition documents to raise purchase order. • Illustrate raising of purchase order • Verify the quality of the supplies received from. • Demonstrate resolving supply issues like shortage, missed or any other problems. • Process vendor invoices for payments as per organizational policies. • Prepare, maintain, and review purchase files, reports and price lists. • Explain predetermined inventory levels. • Determine and maintain inventory levels for regular requirements/ orders. • Complete inventory transfer forms for book-keeping purposes. | |
| 5 | <p>Complete documentation and record keeping</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code FIC/N7015</p> | <ul style="list-style-type: none"> • Describe the documentation system followed in the organization. • Explain the need for documenting and maintaining records of purchase of: raw materials and packaging materials and machineries. • Follow the method of documenting and recording the details of materials to final purchase to inventory management. | Laptop/Computer |
| 6 | <p>Food Safety, Hygiene and Sanitation for processing food products</p> | <ul style="list-style-type: none"> • State the importance of safety, hygiene, and sanitation in food processing industry • Observe the industry standards to maintain a safe and hygienic workplace and product recall process. | protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, |

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| | <p>Theory Duration (hh:mm) 17:00</p> <p>Practical Duration (hh:mm) 18:00</p> <p>Corresponding NOS Code FIC/N9001</p> | <ul style="list-style-type: none"> Follow HACCP principles to eliminate food safety hazards in the process and products. Follow safety practices in the work area. Describe following hygienic production of food. Explain the importance of cleaning, maintaining and monitoring food processing equipment periodically and using them only for specified purposes. Follow housekeeping practices by having designated area for all materials/tools and storing them in designated areas. Practice maintaining machines. Describe the storage norms for raw materials, packaging material and finished products. Exercise storing raw materials, finished products allergens separately to prevent cross contamination. | <p>safety manual ,logbooks etc.</p> |
| 7 | <p>Entrepreneurship</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code Bridge Module</p> | <ul style="list-style-type: none"> Get equipped to setup and run a small business Explore the various avenues for business loans and financial assistance Evaluate various alternatives and select the best alternative for setting up the business Apply the concepts of accounting and make sound business decisions | |
| | <p>Total Duration 240:00</p> <p>Theory Duration 74:00</p> <p>Practical Duration 166:00</p> | <p>Unique Equipment Required: Computer/Laptop, protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, safety manual ,logbooks etc.</p> | |

Grand Total Course Duration: **240 Hours, 0 Minutes**
 Recommended OJT Hours: **30 Hours**

(This syllabus/ curriculum has been approved by [SSC: Food Industry Capacity and Skill Initiative](#))

Trainer Prerequisites for Job role: “Purchase Assistant - Food and Agricultural Commodities” mapped to Qualification Pack: “FIC/Q7005, v1.0”

| Sr. No. | Area | Details |
|---------|---|---|
| 1 | Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FIC/Q7005”, Version 1.0 |
| 2 | Personal Attributes | An aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned fields. |
| 3 | Minimum Educational Qualifications | <ul style="list-style-type: none"> BBA/B.Com with 2 year of hand on experience in a Food Processing/Agricultural Industry MBA(preferably in Material Management or Procurement)/M.Com with 1 year of hand on experience in a Food Processing/Agricultural Industry |
| 4a | Domain Certification | Certified for Job Role: “Purchase Assistant - Food and Agricultural Commodities” mapped to QP: “FIC/Q7005, v1.0”. Minimum accepted score is 80% |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score is 80 % as per FICSI guidelines. |
| 5 | Experience | <ul style="list-style-type: none"> BBA/B.Com with 2 year of hand on experience in a Food Processing/Agricultural Industry MBA(preferably in Material Management or Procurement)/M.Com with 1 year of hand on experience in a Food Processing/Agricultural Industry |

Annexure: Assessment Criteria

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| Assessment Criteria | |
| Job Role | Purchase Assistant - Food and Agricultural Commodities |
| Qualification Pack | FIC/Q7005, v1.0 |
| Sector Skill Council | Food Processing |

Guidelines for Assessment:

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, as well as the selected elective NOS/set of NOS.
OR
4. Assessment will be conducted for all compulsory NOS, as well as the selected optional NOS/set of NOS.
5. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
6. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
7. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the Assessment.
8. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

| | | Marks Allocation | | | |
|---|---|------------------|------------|-----------|------------------|
| | | Total Marks | Out Of | Theory | Skills Practical |
| 1. FIC/N7013 (Handle purchase requisitions) | PC1. Read and understand the work instructions from the manager | 100 | 10 | 3 | 7 |
| | PC2. Arrange the purchase requisition in order of date /priority | | 10 | 3 | 7 |
| | PC3. Read and understand the items indented and purchase conditions | | 10 | 4 | 6 |
| | PC4. Verify the organisation database on approved items (raw materials, packaging materials, equipment, machineries, tools and spares, lab chemicals, glassware, consumable, etc.)To conform if the requisition/indented item is approved by the organisation | | 20 | 8 | 12 |
| | PC5. Verify the budget allotment for the requested items (like within or exceeding the allotted quantity/amount) | | 20 | 8 | 12 |
| | PC6. Report any discrepancies to the manager and take immediate corrective action | | 10 | 3 | 7 |
| | PC7. Take proper approvals for processing the purchase requisitions | | 10 | 3 | 7 |
| | PC8. Keep approvals ready for raising purchase order | | 10 | 3 | 7 |
| | | | 100 | 35 | 65 |
| 2. FIC/N7014 (Raise and process purchase order and inventory management) | PC1. Receive purchase requisition from various departments | 100 | 1 | 0.5 | 0.5 |
| | PC2. Review requisition to verify for requirements and specifications | | 2 | 0.5 | 1.5 |
| | PC3. Check for the approved vendors in the database | | 1 | 0.5 | 0.5 |
| | PC4. Identify new vendors using sources | | 3 | 1 | 2 |
| | PC5. Collect required documents from vendor, take necessary internal | | 3 | 1 | 2 |

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| | approvals and include in the approved vendor category | | | |
| PC6. | Take quotation from vendors and negotiate price and supply terms and conditions | 3 | 1 | 2 |
| PC7. | Compare the quotations for prices, specifications, and delivery dates | 2 | 0.5 | 1.5 |
| PC8. | Select vendor based on price, quality, availability, reliability, service, support, production and distribution capabilities, supplier's reputation and supply history | 3 | 1 | 2 |
| PC9. | Take proper approvals and raise purchase order | 3 | 1 | 2 |
| PC10. | Maintain list/database of vendors with details | 2 | 0.5 | 1.5 |
| PC11. | Maintain knowledge of all organizational rules affecting purchases, and provide information about these rules to organization staff and to vendors | 2 | 0.5 | 1.5 |
| PC12. | Send purchase order to the vendor and to departments from where requests have come | 2 | 0.5 | 1.5 |
| PC13. | Based on conditions (if applicable), arrange for samples from vendor | 3 | 1 | 2 |
| PC14. | Check the quality of the sample through internal/external lab | 3 | 1 | 2 |
| PC15. | Verify quality report for conformance to organisation standards | 2 | 0.5 | 1.5 |
| PC16. | Based on the quality report, decide to accept or cancel order and instruct vendor accordingly | 3 | 1.5 | 1.5 |
| PC17. | Follow up with the vendor on the status of order (in case of direct delivery), to schedule or expedite deliveries, and confirm despatch | 2 | 1.5 | 0.5 |
| PC18. | Update vendor on change in the status of the purchase order like | 2 | 0.5 | 1.5 |

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| | change in order quantity, conditions, cancellations etc. | | | |
| | PC19. Update ordering department on the status of the purchase order | 3 | 1 | 2 |
| | PC20. Check deliveries from vendor to ensure that purchase orders conditions have been met | 2 | 1 | 1 |
| | PC21. Co-ordinate with quality assurance department on quality report on the supplies | 2 | 0.5 | 1.5 |
| | PC22. Verify quality report for conformance to organisation standards | 3 | 1 | 2 |
| | PC23. Based on the quality report accept, reject or hold the supplies | 5 | 2 | 3 |
| | PC24. Co-ordinate with vendor and internal department and resolve the issue to close the purchase order | 5 | 2 | 3 |
| | PC25. Contact suppliers to resolve supply issues like shortage, missed or any other problems | 5 | 2 | 3 |
| | PC26. Compare vendor invoice against purchase order to verify accuracy | 5 | 2 | 3 |
| | PC27. Take proper approval of vendor invoice for payment process | 3 | 1 | 2 |
| | PC28. Forward invoices to accounts department for payment | 3 | 1 | 2 |
| | PC29. Prepare, maintain, and review purchasing files, reports and price lists | 3 | 1 | 2 |
| | PC30. Monitor vendor performance and recommend contract modifications, if necessary | 3 | 1 | 2 |
| | PC31. Maintain a record of all inventories and identify regular requirements and orders | 3 | 1 | 2 |

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|--|---|------------|------------|-----------|-----------|
| | PC32. Set and maintain minimum order level (pre-determined inventory levels) for regular orders | | 3 | 1 | 2 |
| | PC33. Take necessary pre-approvals for raising auto (system generated/manual) purchase order on inventory reaching minimum order level | | 3 | 1 | 2 |
| | PC34. Monitor in-house inventory movement (in erp) and raise purchase order | | 2 | 0.5 | 1.5 |
| | PC35. Ensure minimum order level (pre-determined inventory levels) is maintained | | 2 | 0.5 | 1.5 |
| | PC36. Complete inventory transfer forms for bookkeeping purposes | | 3 | 1 | 2 |
| | | | 100 | 35 | 65 |
| 3. FIC/N7015 (Complete documentation and record keeping of purchases and inventory) | PC1. Document and maintain records of the purchase requisitions, purchase order, vendor database, vendor documents for vendor approval process, documents on supplies like supplier invoice, transport documents, supplier quality documents for each purchase, internal quality report, purchase cancellation document, material on-hold or rejection document, etc. As per organisation standards | | 15 | 10 | 5 |
| | PC2. Maintain/ record observations and deviations (if any) | 100 | 5 | 3 | 2 |
| | PC3. Load the details in ERP for future reference | | 5 | 3 | 2 |
| | PC4. Track documents in case of quality concerns / disputes | | 9 | 6 | 3 |
| | PC5. Document and maintain purchase document on machinery purchase like purchase requisitions, purchase order, vendor database, vendor documents for vendor approval process, documents on supplies like supplier invoice, warranty documents, manuals on machineries, incoming inspection report, approval | | 15 | 7.5 | 7.5 |

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| | or rejection documents, etc. As per organisation standards | | | | |
| | PC6. Maintain record of observations and deviations (if any) | | 5 | 3 | 2 |
| | PC7. Load the details in ERP for future reference | | 5 | 3 | 2 |
| | PC8. Track documents in case of quality concerns / disputes | | 9 | 6 | 3 |
| | PC9. Document and maintain inventory document of raw materials, ingredients, packaging materials, machinery spares, tools etc. like purchase quantity, consumption for a particular/defined period, minimum ordering level for all materials, as per organisation standards | | 15 | 7.5 | 7.5 |
| | PC10. Maintain record of observations or deviations (if any) | | 5 | 3 | 2 |
| | PC11. Load the details in ERP for future reference | | 5 | 3 | 2 |
| | PC12. Track documents in case of quality concerns / disputes | | 7 | 5 | 2 |
| | | | 100 | 60 | 40 |
| 4.FIC/N9001 (Food safety, hygiene and sanitation for processing food products) | PC1. Comply with food safety and hygiene procedures followed in the organisation | | 5 | 2 | 3 |
| | PC2. Ensure personal hygiene by using of gloves, hairnets, masks, ear plugs, goggles, shoes, etc. | | 6 | 1 | 5 |
| | PC3. Ensure hygienic production of food by inspecting raw materials, ingredients, finished products, etc. for compliance to physical, chemical and microbiological parameters | | 5 | 2 | 3 |
| | PC4. Pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations | | 10 | 4 | 6 |
| | PC5. Clean maintain and monitor food processing equipment periodically, using it only for specified purpose | | 5 | 2 | 3 |

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| | PC6. Use safety equipment such as fire extinguisher, first aid kit and eye-wash station when required | 100 | 10 | 4 | 6 |
| | PC7. Follow housekeeping practices by having designated area for materials/tools | | 5 | 2 | 3 |
| | PC8. Follow industry standards like GMP and HACCP and product recall process | | 10 | 4 | 6 |
| | PC9. Attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control and prevent them | | 5 | 1 | 4 |
| | PC10. Identify, document and report problems such as rodents and pests to management | | 5 | 1 | 4 |
| | PC11. Conduct workplace checklist audits before and after work to ensure safety and hygiene | | 5 | 1 | 4 |
| | PC12. Document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food safety control system | | 4 | 1 | 3 |
| | PC13. Determine the quality of food using criteria such as aroma, appearance, taste and best before date, and take immediate measures to prevent spoilage | | 5 | 2 | 3 |
| | PC14. Store raw materials, finished products, allergens separately to prevent cross-contamination | | 5 | 2 | 3 |
| | PC15. Label raw materials and finished products and store them in designated storage areas according to safe food practices | | 5 | 2 | 3 |
| | PC16. Follow stock rotation based on FEFO / FIFO | | 10 | 4 | 6 |
| | | | 100 | 35 | 65 |