Industrial Baker

QP Code: FIC/Q5006

Version: 2.0

NSQF Level: 4

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Qualification Pack

FIC/Q5006: Industrial Baker

Brief Job Description

An Industrial Baker is responsible for producing a variety of baked products on a large scale, including bread, pizza dough, biscuits, and dry cakes. The role involves selecting and preparing ingredients, mixing dough, and operating machinery while adhering to recipes, production schedules, and quality standards. The individual monitors the baking process to ensure products meet quality and safety standards and carries out post-production tasks such as packaging and labelling.

Personal Attributes

The individual should be physically fit to work for long durations. The person should be able to plan, organize, prioritize tasks and solve problems. The Individual should have good verbal and written communication skills. The person should also have good sensory skills to be able to differentiate between tastes.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. FIC/N9026: Prepare for production

2. FIC/N5003: Produce baked products in industrial units

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	Bread and Bakery
Occupation	Processing-Bread and Bakery
Country	India
NSQF Level	4
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7512.0100

Minimum Educational Qualification & Experience	12th grade Pass (or Equivalent) OR 10th grade pass (or Equivalent) with 3 Years of experience in food processing OR 8th grade pass with 6 Years of experience in food processing OR Previous relevant Qualification of NSQF Level (3.0) with 3 Years of experience in food processing OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience relevant experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	22/10/2027
NSQC Approval Date	22/10/2024
Version	2.0
Reference code on NQR	QG-04-FI-03332-2024-V2-FICSI
NQR Version	2.0

Remarks:

NA

FIC/N9026: Prepare for production

Description

This NOS unit is about performing various tasks prior to production in the food processing industry.

Scope

The scope covers the following :

- Plan for production
- Clean and maintain work area, machineries, and tools for production
- Organize for production

Elements and Performance Criteria

Plan for production

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

PC1. identify work requirements by obtaining instructions from the supervisor. Instructions: process chart, product flow chart, formulation, chart, etc.

PC2. plan and prioritize tasks as per work schedule.Tasks: inspect, clean, maintain, verify, etc.

PC3. estimate manpower and material requirements as per work requirement. Material: raw materials and packaging materials

PC4. ensure required quantity of raw materials, packaging materials, equipment, and manpower for production

PC5. 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

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

PC6. clean and maintain the work area as per organizational procedures

PC7. clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards

PC8. dispose of the waste material at designated place safely. Waste material: hazardous waste, food waste, packaging waste, etc.

PC9. inspect the tools, equipment, and machinery to ascertain suitability for use

PC10. report information such as faulty tools and equipment to the concerned authority

Organize for production

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

PC11. organize tools and equipment

PC12. receive and organize production materials appropriately. Production materials: raw materials, packaging materials, etc.

PC13. allot responsibilities/work to the assistants and helpers

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. production planning process
KU2. analysis and interpretation of various process charts, product flow charts, etc.
KU3. resource management process
KU4. procedure to estimate manpower and raw material
KU5. capacity utilization calculation
KU6. organizational policies and SOP on cleanliness
KU7. operating procedure and general maintenance of food production machineries
KU8. waste management procedures
KU9. methods to inspect tools, equipment and machinery
KU10. procedure to allot work or responsibility to the team

Generic Skills (GS)

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

GS1. read and interpret organizational policies, SOP, production charts, etc.
GS2. communicate effectively with subordinates as well as supervisors
GS3. plan and prioritize various tasks
GS4. be always punctual and courteous
GS5. organize all process/equipment manuals to access information easily
GS6. discuss task lists, schedules, and activities with the senior/supervisor

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Plan for production	**11**	**25**	**-**	**-**
PC1. identify work requirements by obtaining instructions from the supervisor. Instructions: process chart, product flow chart, formulation, chart, etc.	3	6	-	-
PC2. plan and prioritize tasks as per work schedule.Tasks: inspect, clean, maintain, verify, etc.	2	5	-	-
PC3. estimate manpower and material requirements as per work requirement. Material: raw materials and packaging materials	2	4	-	-
PC4. ensure required quantity of raw materials, packaging materials, equipment, and manpower for production	2	5	-	-
PC5. plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product	2	5	-	-
Clean and maintain work area, machineries, and tools for production	**14**	**32**	**-**	**-**
PC6. clean and maintain the work area as per organizational procedures	3	7	-	-
PC7. clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards	3	7	-	-
PC8. dispose of the waste material at designated place safely. Waste material: hazardous waste, food waste, packaging waste, etc.	3	7	-	-
PC9. inspect the tools, equipment, and machinery to ascertain suitability for use	3	6	-	-
PC10. report information such as faulty tools and equipment to the concerned authority	2	5	-	-
Organize for production	**5**	**13**	**-**	**-**
PC11. organize tools and equipment	2	7	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. receive and organize production materials appropriately. Production materials: raw materials, packaging materials, etc.	2	4	-	-
PC13. allot responsibilities/work to the assistants and helpers	1	2	-	-
NOS Total	**30**	**70**	**-**	**-**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9026
NOS Name	Prepare for production
Sector	Food Processing
Sub-Sector	Generic
Occupation	Production
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

FIC/N5003: Produce baked products in industrial units

Description

This unit is about producing various baked products following the applicable processes

Scope

The scope covers the following :

- Select and prepare ingredients for production
- Prepare the dough
- Produce and pack bread
- Produce and pack pizza dough or crust
- Produce and pack biscuits
- Produce and pack dry cakes
- Carry out the post-production activities

Elements and Performance Criteria

Select and prepare ingredients for production

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

PC1. check the production order and formulation for the product

PC2. select raw materials based on the applicable criteria for the product/batch

PC3. check the quality of each ingredient based on parameters, such as appearance, colour, odour, and texture, to ensure conformance to the applicable standards and specifications

PC4. weigh each ingredient and take the specified amount as per the formulation of the product being produced

PC5. sift the flour using the flour sifter machine to remove lumps

Prepare the dough

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

PC6. mix the ingredients appropriately with the flour at the recommended temperature and speed. Ingredients: refined flour or wheat flour, butter etc

PC7. knead the dough manually or in a mixing machine, ensuring the appropriate dough temperature

PC8. check the viscosity and quality of the dough to ensure it conforms to the applicable specifications

PC9. extrude the dough taking appropriate precautions

PC10. carry out fermentation of the dough at the appropriate temperature and humidity levels as per the Standard Operating Procedure (SOP)

PC11. check the fermented dough at regular intervals for the required consistency

Produce and pack bread

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

PC12. carry out the second stage mixing of dough for the appropriate duration, following the appropriate mixing methods

PC13. divide the fermented dough into pieces of the desired weight

PC14. mould the dough in different shapes and sizes e.g. loaves and rolls

PC15. laminate the dough, as required

PC16. carry out proofing of dough at the recommended temperature for the appropriate duration

PC17. monitor the proofing process to ensure the dough achieves the desired volume, texture and size

PC18. bake the proofed dough at the recommended temperature

PC19. cool the baked bread at the appropriate temperature

PC20. check the quality of the baked bread to ensure it meets the applicable standards

PC21. slice the bread to the required thickness

PC22. pack the bread using the appropriate packaging material and equipment

PC23. label the packaging with the necessary information, including ingredients, nutritional facts, manufacturing and expiration dates

PC24. sample the bread and coordinate its quality analysis with the quality-testing laboratory

Produce and pack pizza dough or crust

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

PC25. punch the dough, as required, to release gases and redistribute the yeast

PC26. divide the dough into individual portions using dough dividers

PC27. carry out rounding of dough to ensure uniformity and help develop the dough's structure

PC28. carry out proofing of dough balls for an appropriate duration to relax the gluten and make the dough easier to shape

PC29. laminate the dough, as required

PC30. carry out sheeting of dough balls, flattening and stretching them, depending on the required thickness and size of the pizza crust

PC31. mould the dough into its final shape and carry out proofing to enhance the dough's texture and volume

PC32. carry out partial baking of pizza dough to create a par-baked crust, as required, to maintain consistency

PC33. cool the par-baked pizza crust to prevent condensation and sogginess, as applicable

PC34. pack the pizza dough or par-baked crusts in the appropriate packaging materials, such as plastic wrap, vacuum-sealed bags, etc

PC35. label the packaging with the necessary information, including ingredients, nutritional facts, manufacturing and expiration dates

PC36. store the finished dough or crusts at the recommended temperature to maintain quality and extend shelf life

Produce and pack biscuits

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

PC37. prepare the dough by mixing the ingredients by following the appropriate mixing process based on the type of biscuit

PC38. check the consistency of the dough to ensure uniformity

PC39. extrude the dough taking appropriate precautions

PC40. laminate the dough, as required

PC41. carry out sheeting and rolling of the dough to the required thickness

PC42. cut the rolled dough into appropriate shapes depending on the type and design of biscuits being produced

PC43. carry out moulding to create specific shapes or designs, as required, e.g. for sandwich biscuits

PC44. load the cut or moulded dough pieces into industrial ovens, taking appropriate measures to prevent any damage to them

PC45. bake biscuits at the appropriate temperature for an appropriate duration, depending on the type of biscuits

PC46. cool the baked biscuits at the recommended temperature to prevent moisture buildup and maintain texture

PC47. carry out coating of biscuits with chocolate, sugar, or other toppings, depending on the type of biscuits

PC48. sandwich biscuits with appropriate fillings, such as jam, cream or chocolate, depending on the type of biscuits

PC49. check the biscuits for uniformity in size, shape, colour, and texture

PC50. identify and remove the defective biscuits, e.g. malformed biscuits

PC51. sort and align biscuits for packaging

PC52. packed biscuits into appropriate types of packaging, such as wrappers, boxes, and tins

PC53. follow appropriate measures during packaging to protect biscuits from moisture

PC54. label the packaging with the necessary information, e.g. ingredients, nutritional facts, and manufacturing and expiration dates

PC55. store the packed biscuits in a controlled environment to maintain their freshness

Produce and pack dry cakes

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

PC56. cream fats and sugars together until they are light and fluffy

PC57. add the recommended number of eggs appropriately to maintain the emulsion

PC58. mix the cake batter ingredients, such as flour, sugar, eggs, butter, leavening agents, and flavourings, ensuring even distribution of ingredients

PC59. alternate the addition of dry ingredients, e.g. flour and leavening agents, and wet ingredients, e.g. milk and water, to the mixture to ensure a smooth batter

PC60. prepare the batter, ensuring it is free of lumps and well-mixed with the required consistency

PC61. incorporate additional ingredients, such as chocolate chips, nuts, or fruits, as required

PC62. check for appropriate consistency, temperature, and viscosity to ensure the batter meets the applicable standards

PC63. prepare the baking pans by placing the paper liners in the moulds of the baking pans

PC64. deposit the batter into baking pans, ensuring uniformity

PC65. ensure the batter is evenly spread in the baking pans

PC66. load the filled baking pans into industrial ovens

PC67. bake cakes at the recommended temperature for an appropriate duration, depending on the cake type

PC68. monitor the cake-baking process continuously to ensure even baking

PC69. cool the cakes appropriately for further processing to prevent condensation and sogginess

PC70. de-pan the cakes taking appropriate measures to prevent any damage to them

PC71. check for and trim the uneven or overbaked edges

PC72. carry out coating of dry cakes with light coating or glaze for added flavour and moisture retention

PC73. carry out random sampling of cakes for quality checks

PC74. check the taste and texture of cakes to ensure they meet the applicable quality standards

PC75. carry out primary packaging of cakes using appropriate packaging materials, such as boxes and wrappers

PC76. label the cake packaging with the necessary information, such as ingredients, nutritional facts, manufacturing and expiration dates, etc

PC77. store the cakes at the recommended temperature to maintain their freshness

Carry out the post-production activities

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

PC78. clean and disinfect the work area, tools, equipment and machinery using the recommended cleaning agents

PC79. follow the appropriate Clean-in-Place (CIP) and Clean-out-of-Place (COP) procedures

PC80. carry out basic repair and maintenance of the tools, equipment and machinery

PC81. report any discrepancies/concerns to the supervisor for immediate resolution

PC82. ensure periodic maintenance of the tools, equipment and machinery as per the manufacturer's instructions

PC83. carry out appropriate documentation concerning the baking operations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the applicable FSSAI food safety and hygiene standards

KU2. different types of raw materials ingredients and finishing materials required for making various baked products

KU3. the chemical and physical properties of ingredients like flour, sugar, fats, leavening agents, and flavourings

KU4. different bread-making methods, such as sponge and dough system and straight dough system

KU5. different baking processes such as mixing, proofing, baking, cooling, and packaging

KU6. different mixing methods used for different bakery products, such as creaming, shortening, stirring method, rubbing-in method, whisking method, beating method

KU7. the production process, process parameters and formulation of different baked products

KU8. the reactions that occur during mixing, fermentation, and baking

KU9. how to create and modify recipes to achieve desired characteristics such as taste, texture, and shelf life

KU10. the use and basic maintenance of the tools and equipment used for baking various products

KU11. the benefits of automation in the food industry

KU12. the tools and equipment used for mixing and preparing the ingredients for baking, such as industrial mixers (spiral mixers, planetary mixers, continuous mixers), dough sheeters, dough dividers, dough rounders, proofing cabinets (proofers), scales and weighing equipment, and ingredient feeders

KU13. the use of baking equipment, such as deck ovens, rack ovens, tunnel ovens, convection ovens, rotary ovens, etc

KU14. the use of cooling and storage equipment and accessories, such as cooling racks, cooling tunnels, storage bins and containers

KU15. the use of slicing and packaging equipment, such as bread slicers, baggers, wrappers, and labelers

KU16. the use of fermentation rooms, retarder/proofers, piping and depositing systems, conveyor systems and sanitation equipment

KU17. the use of relevant equipment for quality control, such as moisture meters, temperature probes and sensors, pH meters, and texture analyzers

KU18. Automation and the relevant control systems, such as Programmable Logic Controllers (PLCs), Human-Machine Interfaces (HMIs), and Data Logging Systems

KU19. the appropriate precautions to be taken while preparing bakery products, including the use of relevant PPE

KU20. Enterprise Resource Planning (ERP) Systems, Supervisory Control and Data Acquisition (SCADA) Systems, online camera and other methods to monitor the food product quality during production

KU21. the quality parameters and standards to be maintained for bakery products

KU22. the quality assessment of bakery products based on physical parameters

KU23. different types of packaging materials used to pack various types of baked products

KU24. the safe use and storage of relevant sanitizers, disinfectants and cleaning tools and equipment

KU25. the appropriate CIP and COP procedures

KU26. the relevant Good Manufacturing Practices (GMP)

KU27. the application of the principles of Hazard Analysis and Critical Control Points (HACCP) to baking operations

KU28. the basics of supply chain management including ingredient sourcing, inventory management and logistics

KU29. the basics of business management, including production planning, cost control, workforce management, etc

KU30. the relevant environmental protection and sustainability practices

KU31. the applicable documentation requirements

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Select and prepare ingredients for production	**2**	**3**	**-**	**1**
PC1. check the production order and formulation for the product	-	0.5	-	-
PC2. select raw materials based on the applicable criteria for the product/batch	0.5	0.5	-	0.5
PC3. check the quality of each ingredient based on parameters, such as appearance, colour, odour, and texture, to ensure conformance to the applicable standards and specifications	0.5	0.5	-	0.5
PC4. weigh each ingredient and take the specified amount as per the formulation of the product being produced	0.5	1	-	-
PC5. sift the flour using the flour sifter machine to remove lumps	0.5	0.5	-	-
Prepare the dough	**2**	**3.5**	**-**	**1.5**
PC6. mix the ingredients appropriately with the flour at the recommended temperature and speed. Ingredients: refined flour or wheat flour, butter etc	0.5	0.5	-	0.5
PC7. knead the dough manually or in a mixing machine, ensuring the appropriate dough temperature	0.5	1	-	0.5
PC8. check the viscosity and quality of the dough to ensure it conforms to the applicable specifications	0.5	0.5	-	0.5
PC9. extrude the dough taking appropriate precautions	-	0.5	-	-
PC10. carry out fermentation of the dough at the appropriate temperature and humidity levels as per the Standard Operating Procedure (SOP)	0.5	0.5	-	-
PC11. check the fermented dough at regular intervals for the required consistency	-	0.5	-	-
Produce and pack bread	**5**	**8.5**	**-**	**3.5**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. carry out the second stage mixing of dough for the appropriate duration, following the appropriate mixing methods	0.5	0.5	-	-
PC13. divide the fermented dough into pieces of the desired weight	0.5	0.5	-	-
PC14. mould the dough in different shapes and sizes e.g. loaves and rolls	0.5	1	-	0.5
PC15. laminate the dough, as required	-	0.5	-	-
PC16. carry out proofing of dough at the recommended temperature for the appropriate duration	0.5	1	-	0.5
PC17. monitor the proofing process to ensure the dough achieves the desired volume, texture and size	-	0.5	-	-
PC18. bake the proofed dough at the recommended temperature	0.5	1	-	0.5
PC19. cool the baked bread at the appropriate temperature	0.5	0.5	-	0.5
PC20. check the quality of the baked bread to ensure it meets the applicable standards	0.5	0.5	-	0.5
PC21. slice the bread to the required thickness	0.5	0.5	-	0.5
PC22. pack the bread using the appropriate packaging material and equipment	0.5	1	-	0.5
PC23. label the packaging with the necessary information, including ingredients, nutritional facts, manufacturing and expiration dates	0.5	0.5	-	-
PC24. sample the bread and coordinate its quality analysis with the quality-testing laboratory	-	0.5	-	-
Produce and pack pizza dough or crust	**4**	**7.5**	**-**	**3.5**
PC25. punch the dough, as required, to release gases and redistribute the yeast	-	0.5	-	-
PC26. divide the dough into individual portions using dough dividers	-	0.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. carry out rounding of dough to ensure uniformity and help develop the dough's structure	0.5	1	-	0.5
PC28. carry out proofing of dough balls for an appropriate duration to relax the gluten and make the dough easier to shape	0.5	0.5	-	-
PC29. laminate the dough, as required	-	0.5	-	0.5
PC30. carry out sheeting of dough balls, flattening and stretching them, depending on the required thickness and size of the pizza crust	0.5	0.5	-	-
PC31. mould the dough into its final shape and carry out proofing to enhance the dough's texture and volume	0.5	1	-	0.5
PC32. carry out partial baking of pizza dough to create a par-baked crust, as required, to maintain consistency	0.5	0.5	-	0.5
PC33. cool the par-baked pizza crust to prevent condensation and sogginess, as applicable	0.5	0.5	-	0.5
PC34. pack the pizza dough or par-baked crusts in the appropriate packaging materials, such as plastic wrap, vacuum-sealed bags, etc	0.5	0.5	-	0.5
PC35. label the packaging with the necessary information, including ingredients, nutritional facts, manufacturing and expiration dates	0.5	1	-	0.5
PC36. store the finished dough or crusts at the recommended temperature to maintain quality and extend shelf life	-	0.5	-	-
Produce and pack biscuits	**7**	**11.5**	**-**	**4.5**
PC37. prepare the dough by mixing the ingredients by following the appropriate mixing process based on the type of biscuit	0.5	1	-	0.5
PC38. check the consistency of the dough to ensure uniformity	-	0.5	-	-
PC39. extrude the dough taking appropriate precautions	0.5	0.5	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC40. laminate the dough, as required	-	0.5	-	-
PC41. carry out sheeting and rolling of the dough to the required thickness	0.5	1	-	0.5
PC42. cut the rolled dough into appropriate shapes depending on the type and design of biscuits being produced	0.5	0.5	-	0.5
PC43. carry out moulding to create specific shapes or designs, as required, e.g. for sandwich biscuits	0.5	0.5	-	-
PC44. load the cut or moulded dough pieces into industrial ovens, taking appropriate measures to prevent any damage to them	0.5	0.5	-	-
PC45. bake biscuits at the appropriate temperature for an appropriate duration, depending on the type of biscuits	0.5	1	-	0.5
PC46. cool the baked biscuits at the recommended temperature to prevent moisture buildup and maintain texture	-	0.5	-	-
PC47. carry out coating of biscuits with chocolate, sugar, or other toppings, depending on the type of biscuits	0.5	0.5	-	0.5
PC48. sandwich biscuits with appropriate fillings, such as jam, cream or chocolate, depending on the type of biscuits	0.5	0.5	-	-
PC49. check the biscuits for uniformity in size, shape, colour, and texture	0.5	1	-	-
PC50. identify and remove the defective biscuits, e.g. malformed biscuits	0.5	0.5	-	-
PC51. sort and align biscuits for packaging	-	0.5	-	-
PC52. packed biscuits into appropriate types of packaging, such as wrappers, boxes, and tins	0.5	0.5	-	0.5
PC53. follow appropriate measures during packaging to protect biscuits from moisture	-	0.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC54. label the packaging with the necessary information, e.g. ingredients, nutritional facts, and manufacturing and expiration dates	0.5	0.5	-	0.5
PC55. store the packed biscuits in a controlled environment to maintain their freshness	0.5	0.5	-	0.5
Produce and pack dry cakes	**8**	**13**	**-**	**5**
PC56. cream fats and sugars together until they are light and fluffy	0.5	1	-	0.5
PC57. add the recommended number of eggs appropriately to maintain the emulsion	-	0.5	-	-
PC58. mix the cake batter ingredients, such as flour, sugar, eggs, butter, leavening agents, and flavourings, ensuring even distribution of ingredients	0.5	1	-	0.5
PC59. alternate the addition of dry ingredients, e.g. flour and leavening agents, and wet ingredients, e.g. milk and water, to the mixture to ensure a smooth batter	-	0.5	-	-
PC60. prepare the batter, ensuring it is free of lumps and well-mixed with the required consistency	0.5	1	-	0.5
PC61. incorporate additional ingredients, such as chocolate chips, nuts, or fruits, as required	0.5	0.5	-	0.5
PC62. check for appropriate consistency, temperature, and viscosity to ensure the batter meets the applicable standards	0.5	0.5	-	-
PC63. prepare the baking pans by placing the paper liners in the moulds of the baking pans	0.5	0.5	-	-
PC64. deposit the batter into baking pans, ensuring uniformity	0.5	0.5	-	-
PC65. ensure the batter is evenly spread in the baking pans	-	0.5	-	-
PC66. load the filled baking pans into industrial ovens	0.5	0.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC67. bake cakes at the recommended temperature for an appropriate duration, depending on the cake type	0.5	1	-	0.5
PC68. monitor the cake-baking process continuously to ensure even baking	0.5	0.5	-	-
PC69. cool the cakes appropriately for further processing to prevent condensation and sogginess	0.5	0.5	-	-
PC70. de-pan the cakes taking appropriate measures to prevent any damage to them	-	0.5	-	-
PC71. check for and trim the uneven or overbaked edges	0.5	0.5	-	0.5
PC72. carry out coating of dry cakes with light coating or glaze for added flavour and moisture retention	-	0.5	-	-
PC73. carry out random sampling of cakes for quality checks	0.5	0.5	-	0.5
PC74. check the taste and texture of cakes to ensure they meet the applicable quality standards	0.5	0.5	-	0.5
PC75. carry out primary packaging of cakes using appropriate packaging materials, such as boxes and wrappers	0.5	0.5	-	0.5
PC76. label the cake packaging with the necessary information, such as ingredients, nutritional facts, manufacturing and expiration dates, etc	0.5	0.5	-	0.5
PC77. store the cakes at the recommended temperature to maintain their freshness	-	0.5	-	-
Carry out the post-production activities	**2**	**3**	**-**	**1**
PC78. clean and disinfect the work area, tools, equipment and machinery using the recommended cleaning agents	0.5	0.5	-	0.5
PC79. follow the appropriate Clean-in-Place (CIP) and Clean-out-of-Place (COP) procedures	0.5	1	-	0.5
PC80. carry out basic repair and maintenance of the tools, equipment and machinery	0.5	0.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC81. report any discrepancies/concerns to the supervisor for immediate resolution	-	0.5	-	-
PC82. ensure periodic maintenance of the tools, equipment and machinery as per the manufacturer's instructions	0.5	0.5	-	-
PC83. carry out appropriate documentation concerning the baking operations	-	-	-	-
NOS Total	**30**	**50**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N5003
NOS Name	Produce baked products in industrial units
Sector	Food Processing
Sub-Sector	Bread and Bakery
Occupation	Processing-Bread and Bakery
NSQF Level	4
Credits	9
Version	2.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

FIC/N9906: Apply food safety guidelines in Food Processing

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Apply personal hygiene and follow Good Manufacturing practices at workplace

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

PC1. PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.

PC2. PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.

PC3. PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.

PC4. PC4.ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.

PC5. PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.

PC6. • PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site.
• procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.

PC7. PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.

PC8. PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.

PC9. PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.

PC10. PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.

PC11. PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.

PC12. PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.

PC13. PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.

PC14. PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.

Implement food safety practices at the workplace

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

PC15. PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.

PC16. PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.

PC17. PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.

PC18. PC18. ensure timely check of the critical control points and product parameters.

PC19. PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.

PC20. PC20. report any food safety and GMP issue to the supervisor, if any.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. importance of personal hygiene, GMP, visitors & contractor's rules. Associated risk in case of deviation from the standard policies and how the requirement is linked with the site's FSSAI License.

KU2. KU2. importance of training and work instruction delivered by the supervisors.

KU3. KU3. importance of filling the records and checklists, formats and how to ensure that the timely and effective completion is achieved.

KU4. KU4. knowledge of trainings and skills required to perform in food processing premises.

KU5. KU5. understand FSSAI Schedule IV requirements of food handlers and PRPs within the processing area

KU6. KU6. importance of timely medical examinations and awareness of communicable diseases

KU7. Understanding of Do's & Don'ts, intellect mindset to understand the visual illustrations

KU8. KU8. understanding about Site Zoning plans.

KU9. KU9. awareness of layout which would help to demarcate the defined movements of RM, PM, FG, and wastes generated during the processing of goods. This one lays a framework to launch Good Manufacturing Practices (GMP) successfully and effectively on site.

KU10. KU10. understand the manufacturing process, product parameters and process control parameters such as CCPs

KU11. KU11. understanding about Hazard Analysis and Critical Control Points (HACCP)

KU12. KU12. understanding about Allergens and their types and controls to monitor effective handling of allergen raw materials on site.

KU13. KU13. basic understanding of traceability and mock recall

KU14. KU14. awareness about Internal & external Audits

KU15. KU15. understanding for RCA CAPA, cleaning and sanitation

KU16. KU16. awareness about record keeping and data monitoring in various sheets as per organizational requirement

Generic Skills (GS)

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

GS1. GS1. read and comprehend basic content to read labels, charts, signages, symbols and product manuals

GS2. GS2. communicate with coworkers appropriately to clarify instructions and other issues

GS3. GS3. plan and organize the work schedule, work area, tools, equipment, and materials for improved productivity

GS4. GS4. plan and prioritize tasks as per work requirements

GS5. GS5. always be punctual and courteous

GS6. GS6. good observations and intellect mindset

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Apply personal hygiene and follow Good Manufacturing practices at workplace	**22**	**44**	**-**	**6**
PC1. PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
PC2. PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.	2	4	-	2
PC3. PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
PC4. PC4.ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	2	4	-	-
PC5. PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
PC6. • PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. • procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.	2	4	-	2
PC7. PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
PC8. PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.	2	4	-	-
PC9. PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.	2	4	-	-
PC11. PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.	1	2	-	-
PC12. PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
PC13. PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
PC14. PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.	1	2	-	-
Implement food safety practices at the workplace	**8**	**16**	**-**	**4**
PC15. PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.	2	4	-	-
PC16. PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC17. PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.	2	4	-	2
PC18. PC18. ensure timely check of the critical control points and product parameters.	1	2	-	-
PC19. PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
PC20. PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
NOS Total	**30**	**60**	**-**	**10**

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	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

KU10. how to compute income and expenses

KU11. importance of maintaining safety and security in financial transactions

KU12. different legal rights and laws

KU13. how to operate digital devices and applications safely and securely

KU14. ways to identify business opportunities

KU15. types of customers and their needs

KU16. how to apply for a job and prepare for an interview

KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. communicate effectively using appropriate language

GS2. behave politely and appropriately with all

GS3. perform basic calculations

GS4. solve problems effectively

GS5. be careful and attentive at work

GS6. use time effectively

GS7. maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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**	**-**	**-**

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	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualifications Pack will be approved 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 approved by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/ option NOS/ Set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.

6. To pass the Qualifications Pack, every trainee should score a minimum of 70 %of aggregate marks.

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/N9026.Prepare for production	30	70	-	-	100	20
FIC/N5003.Produce baked products in industrial units	30	50	-	20	100	50
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	20
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	**110**	**210**	**-**	**30**	**350**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NCVET	National Council for Vocational Education and Training
NVEQF	National Vocational Educational Qualification Framework
FICSI	Food Industry Capacity & Skill Initiative
QP	Qualification Pack
MC	Model Curriculum
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
NCO	National Classification of Occupations
ES	Employability Skills
HACCP	Hazard Analysis and Critical Control Points
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
GHP	Good Hygiene Practices
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure
QMS	Quality Management System
FEFO	First Expiry First Out
FIFO	First In First Out
COP	Clean Out of Place
CIP	Clean In Place

Glossary

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

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
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Performance Criteria	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standard	NOS are occupational standards which apply uniquely in the Indian context.

Qualification Pack

Qualification Pack	QP comprises the set of OS, together with the educational, training, and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
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Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
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Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge & Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify, the technical, generic, professional, and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers has of their relevant areas of responsibility.
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Options	Options are NOS/set of NOS that are identifed by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.