



## QUALIFICATION FILE

### Sous Chef

☒ 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: 5.5

Submitted By:

Tourism and Hospitality Skill Council

#1216-1220, 12th Floor, Naurang House, Kasturba Gandhi Marg, Connaught Place

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	Sous Chef																			
2.	<b>Sector/s</b>	Tourism and Hospitality																			
3.	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> <b>Has Electives/Options</b> <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> 2022/TH/THSC/05473	<b>Qualification Name of existing/previous version:</b> Sous Chef																		
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> (Wherever applicable)																				
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> (Will be issued after NSQC approval)	QG-5.5-TH-02004-2024-V1-THSC	<b>6. NCrf/NSQF Level:</b> 5.5																		
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																			
8.	<b>Brief Description of the Qualification</b>	The individual at work is responsible for monitoring the kitchen operations, supervising the kitchen brigade and assisting the Executive Chef in preparation of menu and departmental budget.																			
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>12th Grade pass</td> <td>9 years of relevant experience including apprenticeship</td> </tr> <tr> <td>2.</td> <td>Completed 2-year diploma (after 12th) in relevant field</td> <td>7 years of relevant experience including apprenticeship</td> </tr> <tr> <td>3.</td> <td>Completed UG degree in relevant field</td> <td>6 years of experience including apprenticeship</td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 5</td> <td>1.5 years of relevant experience including apprenticeship.</td> </tr> <tr> <td>5.</td> <td>Previous relevant Qualification of NSQF Level 4.5</td> <td>3 years of relevant experience including apprenticeship</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th Grade pass	9 years of relevant experience including apprenticeship	2.	Completed 2-year diploma (after 12th) in relevant field	7 years of relevant experience including apprenticeship	3.	Completed UG degree in relevant field	6 years of experience including apprenticeship	4.	Previous relevant Qualification of NSQF Level 5	1.5 years of relevant experience including apprenticeship.	5.	Previous relevant Qualification of NSQF Level 4.5	3 years of relevant experience including apprenticeship
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		<b>b. Age -26 years</b>																			

10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> (as per National Credit Framework (NCrF))	23	<b>11. Common Cost Norm Category (I/II/III)</b> (wherever applicable): I																				
12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> (wherever applicable)	NA																					
13.	<b>Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td></td><td>230:00</td><td>120:00</td><td>350:00</td></tr> <tr> <td>Online</td><td>340:00</td><td></td><td></td><td>340:00</td></tr> </tbody> </table> (Refer Blended Learning Annexure for details)							Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Total (Hours)	Classroom (offline)		230:00	120:00	350:00	Online	340:00			340:00
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Online	340:00			340:00																			
14.	<b>Aligned to NCO/ISCO Code/s</b> (if no code is available mention the same)	NCO-2015/3434.0100																					
15.	<b>Progression path after attaining the qualification</b> (Please show Professional and Academic progression)	Sous Chef-->Executive Chef-->Corporate Chef																					
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																					
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																					
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																					
19.	<b>How Participation of Women will be Encouraged</b>	The inclusion of women in the workplace is important as there is an increase in the number of educated women. Despite progress in some areas, women still face significant challenges and barriers to their full participation in the workforce. This can be addressed by formulating policy measures on skilling, job creation and support services. To increase the proportion of women in the workforce, various support measures like childcare facilities, close proximity to the workplace, safe transportation, gender acceleration plans and return to work (allowing women to re-join the workforce after motherhood) should be provided. Organisations should provide flexible work arrangements like part-time or remote work options. This not only helps the organisation to retain talented women employees, but it also helps women to balance work and family responsibilities.																					
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No THC/N9907.Monitor and maintain health, hygiene and safety at workplace																					
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																					

22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Dr. Sunita Badhwar <b>Email:</b> sunita.badhwar@thsc.in <b>Contact No.:</b> 011-41608056/8057 Ext.1102 <b>Website:</b> <a href="http://www.thsc.in">www.thsc.in</a>	
23.	<b>Final Approval Date by NSQC:</b> 31/01/2024	<b>24. Validity Duration:</b> 3 years	<b>25. Next Review Date -</b> 31/01/2027

## 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/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Monitor Kitchen Operations	THC/N0405 &v4.0	Core	5.5	7	120	60	30	0	210	40	45	0	15	100	25
2.	Assist in Preparation of Menu, Budget and Staff Planning	THC/N0406 &v4.0	Core	5.5	10	135	75	90	0	300	40	40	0	20	100	25
3.	Ensure Effective Communication and Service Standard at Work Place	THC/N9902 &v2.0	Non-Core	5.5	1	15	15	0	0	30	40	40	0	20	100	20
4.	Ensure to Maintain Organizational Confidentiality and Guest's Privacy	THC/N9910 &v4.0	Non-Core	5.5	1	15	15	0	0	30	10	5	0	5	20	10
5.	Monitor and Maintain Health, Hygiene and Safety at Workplace	THC/N9907 &v2.0	Non-Core	5.5	1	15	15	0	0	30	30	35	0	15	80	15
6.	Employability Skills (90 Hours)	DGT/VSQ/ N0103 &v1.0	Non-Core	5	3	40	50	0	0	90	20	30	0	0	50	5
<b>Duration (in Hours) / Total Marks</b>					<b>23</b>	<b>340</b>	<b>230</b>	<b>120</b>	<b>0</b>	<b>690</b>	<b>180</b>	<b>195</b>	<b>0</b>	<b>75</b>	<b>450</b>	<b>100</b>

**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:- \_\_\_\_\_** (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.	<b>Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry and 1 year as a trainer
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	NA
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

**Section 4: Assessment Related**

1.	<b>Assessor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	NA
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines)	NA
4.	<b>Assessment Mode</b> (Specify the assessment mode)	Blended
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> No
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 21
5.	<b>Estimated nos. of persons to be trained and employed:</b> 240
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> NO If “No”, why:

## Section 6: Annexure &amp; Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Attached</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Attached</i>
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Attached</i>
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	<i>Attached</i>
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	<i>Attached</i>
6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	<i>Attached</i>
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	<i>Attached</i>
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	<i>Attached</i>
9.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	<i>Attached</i>
10.	<b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>	<i>Attached</i>
11.	<b>Supporting Document:</b> Assessment SOP <i>(Mandatory)</i>	<i>Attached</i>
12.	<b>Any other document you wish to submit:</b>	-



## Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	<b>Advanced multidisciplinary and specialized knowledge</b> <ul style="list-style-type: none"> <li>• Inventory management process</li> <li>• Stock rotation methods</li> <li>• Quality parameters of ingredients and kitchen supplies</li> <li>• Appropriate storage methods for kitchen supplies</li> <li>• procedure to conduct inventory audit</li> <li>• Standard formats for inventory management</li> <li>• Food production processes and their characteristics</li> <li>• Procedure to prepare workflow schedule</li> <li>• Critical control points in food production</li> <li>• Indicators of quality food products</li> <li>• Organizational standard on portion control</li> <li>• Importance of good presentation</li> <li>• Organization's presentational standards</li> <li>• Costs of waste and inefficiency</li> <li>• Relationship of portion control to cost and profit margin ratios</li> <li>• Cuisine types and their characteristics</li> <li>• Past, current and emerging trends in the food industry</li> <li>• Formal and informal research methods to extend and update knowledge</li> <li>• Procedure to design menu</li> <li>• Budget preparation and control process</li> </ul>	<ul style="list-style-type: none"> <li>• A Sous Chef should be well acquainted with the facts, principles, processes and general concepts of the food production and kitchen like standards, policies, regulations and procedures policy, SOP on personal hygiene, usage of PPE and methods and team management, delegation of tasks, etc. as per the organizational service standards.</li> <li>• Hence Level 5.5</li> </ul>	5.5

	<ul style="list-style-type: none"> <li>• Cost control methods</li> <li>• Financial management procedures</li> <li>• Format of various financial reports related to budget and cost control</li> <li>• Significance of adhering to the budget and cost control procedures</li> <li>• Evaluation methods for staffing levels</li> <li>• Procedure to write job descriptions and performance parameters like KRA, KPI, etc.</li> <li>• Method to prepare work schedule and rosters</li> <li>• Effective ways of delegating work and responsibilities</li> <li>• Human resource management</li> <li>• Organizational grooming and hygiene standards</li> <li>• Role and importance of monitoring staff performance and providing feedback and coaching</li> <li>• Key elements of performance standards and performance management systems</li> <li>• Potential solutions to staff performance issues</li> <li>• Performance appraisal practices</li> <li>• Ways to provide constructive feedback</li> <li>• Organizational policies on behavioural etiquette and professionalism</li> <li>• Organizational policies on gender sensitive service practices at workplace</li> <li>• Organizational reporting and hierarchy structure</li> <li>• Documentation policy and procedures of the organization</li> <li>• Service quality standards as per organizational policies</li> <li>• Complaint handling policy and procedures</li> <li>• SOP on personal hygiene</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Procedure of giving and receiving feedback positively</li> <li>• Specific requirements of different age-groups of guests</li> <li>• Age and gender specific etiquette</li> <li>• Organizational policy with regards to Persons with disability</li> <li>• Significance of professional etiquette and behaviour</li> <li>• Basics of IPR Laws, Trademark Laws, Patent Laws, etc. in the country, and penalties associated with them</li> <li>• Organisation's policies on intellectual property rights and confidential information</li> <li>• Organisation's product, service or design patents</li> <li>• How Intellectual property protection is important for competitiveness of an organisation</li> <li>• Guidelines for crafting effective SOPs regarding IPR</li> <li>• Procedure for disposal of confidential documents</li> <li>• Confidential data protection methods</li> <li>• Organizational policies on safety procedures at workplace</li> <li>• Procedure to maintain cleanliness standards at workplace</li> <li>• Compliance norms for established health and hygiene procedures at workplace</li> <li>• Importance of preventive health check-up and healthy living</li> <li>• Purpose and usage of PPE such as gloves, protective goggles, masks, etc.</li> <li>• Basic first aid procedures</li> <li>• Methods to minimize accidental risks</li> <li>• The significance of safe handling of chemicals, acids, etc. for cleaning</li> <li>• Instructions for operating and handling equipment as per standard</li> </ul>		
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	<ul style="list-style-type: none"> <li>Emergency procedures to be followed in case of a mishappening such as fire accidents, etc.</li> </ul>		
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<b>Advanced Technical and Managerial Skills</b> <ul style="list-style-type: none"> <li>Manage time to adhere to work timings and deliverables</li> <li>Solve day-to-day operational problems related to the work area</li> <li>Fill up documentation pertaining to job requirement</li> <li>Spot and report potential areas of disruption to work process proactively</li> <li>improve work processes by incorporating guest feedback</li> <li>Read and follow IPR and related information documents</li> <li>Manage communication regarding IPR infringement, prevention, and management</li> <li>Identify measures that can prevent potential infringements within the team</li> <li>Evaluate organisation policies and procedures and assess its robustness to prevent IPR infringements</li> <li>Analyse the impact of IPR infringement on the guests and the organization</li> <li>Read and interpret instructions, procedures, information, SOP, etc.</li> <li>Communicate with the Executive Chef and other team members</li> <li>Read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest</li> <li>Interact with team members to work efficiently</li> </ul>	<ul style="list-style-type: none"> <li>A Sous Chef should apply core skills such as understanding of social, political, communication, health, and hygiene and safety at workplace followed, etc. The person should also have good communication and organization skills to deal with the guests.</li> <li>Hence Level 5.5</li> </ul>	5.5

	<ul style="list-style-type: none"> <li>Communicate effectively with the guests</li> <li>Motivate self and colleagues to work effectively</li> <li>Analyze importance of personal hygiene</li> <li>Analyze the impact of not adhering to the health and safety procedures</li> </ul>		
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<b>Leadership, effective resource management</b> <ul style="list-style-type: none"> <li>Read and write different types of documents/instructions/correspondence in english and other languages</li> <li>Communicate effectively using appropriate language in formal and informal settings</li> <li>Behave politely and appropriately with all to maintain effective work relationship</li> <li>How to work in a virtual mode, using various technological platforms</li> <li>Perform calculations efficiently</li> <li>Solve problems effectively</li> <li>Pay attention to details</li> <li>Manage time efficiently</li> <li>Maintain hygiene and sanitization to avoid infection</li> </ul>	<ul style="list-style-type: none"> <li>A Sous Chef should have good oral and written communication skills, advanced literacy and numeracy skills, organisation and time management skills, good understanding of social, political and work environment, etc.</li> </ul>	5.5
<b>Broad Learning Outcomes/Core Skill</b>	<b>Judgement in complex problems</b> <ul style="list-style-type: none"> <li>Monitor kitchen operations</li> <li>Assist in preparation of menu, budget and staff planning</li> <li>Ensure effective communication and service standards at workplace</li> <li>Ensure to maintain organisational confidentiality and guest's privacy</li> <li>Monitor and maintain health, hygiene and safety at workplace</li> </ul>	<ul style="list-style-type: none"> <li>A Sous Chef is responsible for monitoring kitchen operations, assisting in preparation of menu, budget and staff planning. This person requires wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and non-standard practices.</li> </ul>	5.5

		<ul style="list-style-type: none"> <li>Hence Level 5.5</li> </ul>	
<b>Responsibility</b>	<b>Vertical/ Business unit management –Manager or Senior Manager</b> <ul style="list-style-type: none"> <li>Maintain inventory control</li> <li>Supervise kitchen activities</li> <li>Ensure appropriate portion size and presentation</li> <li>Assist in menu development</li> <li>Assist in budget preparation and controlling costs</li> <li>Supervise kitchen staff</li> <li>Promote effective communication</li> <li>Maintain professional etiquette</li> <li>Ensure rendering of specific services as per the guests' requirements</li> <li>Ensure organisational confidentiality</li> <li>Ensure guests' privacy</li> <li>Ensure personal and workplace hygiene</li> <li>Maintain safe and secure working environment</li> <li>Follow effective waste management and recycling practices at workplace</li> </ul>	<ul style="list-style-type: none"> <li>A Sous Chef is responsible for maintaining inventory control, supervising kitchen activities, ensuring appropriate portion size and presentation, assisting in menu development, etc. This person takes full responsibility to achieve quality standards.</li> <li>Hence Level 5.5</li> </ul>	5.5

## 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.	Sample requisition and order supplies to stock the inventory	Standard	As per required
2.	Required standard formats for inventory management	Standard	As per required
3.	Sample workflow schedule and mise en place plan for food production	Standard	As per required
4.	Sample design of menu	Standard	As per required
5.	Budget	Standard	1
6.	Required customer feedback	Standard	As per required
7.	Sample job descriptions	Standard	As per required
8.	Performance parameters and roster for kitchen staff	Standard	As per required
9.	Sample contingency plans to deal with unforeseen problems	Standard	1
10.	Sample of escalation matrix	Standard	As per required
11.	Organisation structure	Standard	As per required
12.	Handouts of IPR guidelines and regulations	Standard	As per required
13.	Safety glasses	Standard	As per required
14.	Head protection	Standard	1
15.	Rubber gloves	Standard	1
16.	Safety footwear	Standard	1
17.	Warning signs and tapes	Standard	1
18.	Fire extinguisher	Standard	1
19.	First aid kit	Standard	As per required
20.	Relevant Standard Operating Procedures	Standard	As per required

**Classroom Aids**

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Flip Chart
3. Duster
4. Projector
5. Projector screen
6. Computer/ Laptop with charger
7. Power Point Presentation
8. Laptop External Speakers
9. Training kit (Trainer guide, Presentations)
10. Participant Handbook and Related Standard Operating Procedures
11. Markers
12. Chalk

**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.	Barbeque Nation	Jayanta Soha	Sr. Manger HR	Barbeque Nation Hospitality Limited,601 Doddakannalli Village, Varthur Hobli,. Sarjapur Road, Bengaluru – 560035	9330430689	Jayanta.s@barbequenation.com	-
2.	Best Western	Amit Sharma	Corp. Training Manager	Bestwestern India,Jasola , New Delhi	8377833382	Amit.shama@bhindia.in	-
3.	Bikaji Foods International	Vineet Manocha	President-Culinary	Bikaji Foods International Ltd , Karni Industrial Area,Bikaner 334001	7738930777	Vineetmanocha@hotmail.com	
4.	Bottle lab technologies pvt ltd	Jyoti Dhaundiyal	City Head (Operations)	HTC aspire, 4th Floor (401) No. 19, Ali Askar Road, Bangalore, Karnataka - 560052	9634678540	jyoti.dhaundiyal@thesmartq.com	
5.	Devyani International Limited	Kirti Bhushan	Associate General Manager	F-2/7, Okhla Industrial Area Phase - 1, New Delhi, 110020	7738074059	kirti.bhushan@dil-rjcorp.c	



6.	The Fern Residency	Avani Kulshreshtha	Human Resources	The Fern Residency, Noida Link Road Sec 100, Hazipur Secto104 Noida, Uttar Pradesh 20130	8929079713	hr.fr.noida@fernhotels.com	
7.	Holiday Inn	Mukesh Kumar	Director-Human Resource	Asset Area 12 Hospitality District, Aerocity, New Delhi, Delhi 110037	8826996447	Mukesh.kumar1@ihg.com	
8.	Hotel CK Internatinal	Hoshiar Singh	General Manager		9805091617	gm@hoteckinternational	
9.	Hotel KC Cross Roads Panchula	Ravi Chauhan	FOM	Hotel KC Cross Roads Panchula Site No.1 Sector 10. Opp Bus Stand Panchkula-134113	7573415785	reservation.kchotelsandresort.com	
10.	HPDC-Hotel Peterof , Chaura Maidan	NandLal Sharma	Dy. Genral Manager	HPDC-Hotel Peterof , Chaura Maidan- Near All India Radio , Shimla - 171004	9818455077	chefnandlal@gmail.com	
11.	IHHR Hospitlity	N Satish Mohan	AGM Operations and Audit	Plot 9 D Block, Samalka, New Delhi, Delhi 110037	9891834909	Satish.mohan@ihhrhospitality.in	
12.	LiteBite Foods Pvt.Ltd.	Supreet Kaur	HR Manager	LiteBite Foods Pvt.Ltd. 317 Udyog Vihar Phase IV	8130595480	Supreet.kaur@LBF.co.in	
13.	Mc Donalds	Achyut Vats	Shift Manager	Mc Donalds Crown Interior Mall,Faridabad 121003	8252931845	Achyut.vats@gmai.com	
14.	Orange Tiger Hospitality	Bharat Alagh	VP Operations and Culinary	Orange Tiger Hospitality Pvt Ltd.	9811118705	Bharat.alagh@othpl.com	
15.	PSIL	Dharmendra Patil		Property Solutions (India) Pvt. Ltd. Unit no 11,Ground floor, Kalpataru Square, Off. Andheri Kurla Road, KondivitaLane, Andheri (E), Mumbai 400059.	9898049090	dharmendra.patil@psipl.co.in	
16.	Ritz Hotel	Piyush Kapoor	General Manager	Raja Motels Pvt Ltd , 45 , the Mall, Amritsar	9872855208	info@ritzhotel.in	
17.	Royal; Caribbean Cruise Lines	Jai Kumar	Executive Chef	Royal; Caribbean Cruise Lines 1050 Miami Florida	9873461253	jaikumarbhasin@yahoo.com	

18.	Serene Suites	Aman Mahajan	Managing Partner	-	9816466999	Serensuites@gmail.com	
19.	Shilton Hotels	Santosh Kr. G	Assistant General Manager	Shilton Hospitality LLP, Office 2, Ulsoor Road, Bangalore	9972471542	santhoshkumar@shiltonhospitality.com	
20.	The Grand Hotel, ND	Sudershan Singh Bhandari	Executive Chef	The Grand New Delhi, Nelson Mandela Road, Vasant Kunj. New Delhi.	9810911114	Id:ssb.ssb@outlook.com	
21.	Hotel Twin Tower	Ramesh Dogra	General Manager - Sales	Hotel Twin Tower New Kufri, Shimla	9816325865	sales@hoteltwintowers.com	

## Annexure: Training &amp; 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
2023-2024	220	220	22	22	NA	NA
2024-2025	242	242	24	24	NA	NA
2025-2026	266	266	26	26	NA	NA

*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
v2.0		153	147	132	98	NA	NA	NA	NA	NA	NA	NA	NA

*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:

1. Govt. funded STT

## Content availability for previous versions of qualifications:

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

## Languages in which Content is available:

## Annexure: Blended Learning

**Blended Learning Estimated Ratio & Recommended Tools:**

**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:**

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> <li>• Books/ e-books</li> <li>• Presentations</li> <li>• Reference Material</li> <li>• Audio / Video Modules</li> </ul>	
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> <li>• Self-Learning Videos</li> <li>• Broadcasts</li> <li>• Mobile Learning</li> <li>• Curated Digital content</li> </ul>	
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> <li>• Video Content</li> <li>• E-Resource library</li> <li>• AR/ VR/ XR</li> </ul>	
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> <li>• Training tools (tools list attached)</li> <li>• Video Play</li> <li>• Presentations</li> </ul>	
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> <li>• Online Question Bank</li> <li>• Mobile Quick test app</li> <li>• MCQ based tests</li> </ul>	
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> <li>• Assessment engine for Essays</li> <li>• Up-loadable file examinations</li> <li>• Mock test sessions</li> </ul>	
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> <li>• Online tests</li> <li>• Offline assessments</li> </ul>	

## 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
THC/N0405: Monitor kitchen operations	<i>Maintain inventory control</i>	15	15	0	5
	PC1. make sure that food stock levels within the kitchen inventory are maintained as per requirement	-	-	-	-
	PC2. ensure proper quality, storage, and stock rotation of the food ingredients and other kitchen supplies	-	-	-	-
	PC3. ascertain appropriate signages and labels in the kitchen and storage area	-	-	-	-
	PC4. prevent wastage of surplus stock without undue sacrifice on food quality	-	-	-	-
	PC5. estimate the required quantity of the ingredients and supplies for smooth operations	-	-	-	-
	PC6. prepare requisition or order supplies to stock the inventory appropriately, as applicable	-	-	-	-
	PC7. coordinate and follow-up with the purchasing department for the acquisition of needed ingredients and supplies	-	-	-	-
	PC8. conduct physical inventory audits periodically	-	-	-	-
	PC9. ensure that necessary records of all the items are kept up to date as per the organizational standards	-	-	-	-
	<i>Supervise kitchen activities</i>	15	20	0	5
	PC10. determine food production requirements	-	-	-	-
	PC11. choose food production processes to ensure nutritional value, quality and structure of foods	-	-	-	-
	PC12. select and collate standard recipes for use of food production personnel	-	-	-	-
	PC13. prepare a workflow schedule and mise en place plan for food production according to menu and food volume requirements	-	-	-	-
	PC14. oversee and adjust kitchen workflow to maximize teamwork and efficiency	-	-	-	-
	PC15. ensure that all food preparation equipment is cleaned and maintained and used safely and correctly	-	-	-	-
	PC16. monitor kitchen work processes at all stages of preparation and cooking to ensure quality of food items	-	-	-	-
	PC17. ensure that food items are of consistent quality and meet organizational standards	-	-	-	-
	PC18. ensure all culinary operations manuals are prepared and updated	-	-	-	-
	PC19. apprise the Executive Chef of any problems within the kitchen	-	-	-	-
	<i>Ensure appropriate portion size and presentation</i>	10	10	0	5
	PC20. calculate portion size based on appropriate presentation protocols to ensure customers obtain value for money	-	-	-	-
	PC21. ensure that portion size is calculated with regards to the reduction of waste, and cost to profit margin ratios	-	-	-	-

	PC22. ensure that the correct portion size for each dish and presentation requirements are communicated to kitchen staff	-	-	-	-
	<b>Total Marks</b>	<b>40</b>	<b>45</b>	<b>0</b>	<b>15</b>
<b>THC/N0406: Assist in preparation of menu, budget and staff planning</b>	<i>Assist in menu development</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC1. identify sources of information on recent development of food items	-	-	-	-
	PC2. conduct research to access current and relevant information about food items	-	-	-	-
	PC3. evaluate the characteristics of current organizational menu items	-	-	-	-
	PC4. provide informed input about food trends and menu items to support organizational activities	-	-	-	-
	PC5. provide information on customer feedback and preferences	-	-	-	-
	PC6. identify bestselling menu items to contribute to organizational profitability	-	-	-	-
	PC7. suggest a variety of menu items at different cost points to reflect the type of food outlet	-	-	-	-
	PC8. ensure that all recipes and product yields are accurately costed and reviewed regularly	-	-	-	-
	PC9. develop the finest selection of dishes that compromise the menu	-	-	-	-
	<i>Assist in budget preparation and controlling costs</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC10. assist executive chef in setting the financial goals and objectives and creating annual budget for kitchen operations	-	-	-	-
	PC11. ensure that the department's overall operational budgets are strictly adhered to	-	-	-	-
	PC12. assist in reviewing and setting up an internal control framework for financial management for kitchen operations	-	-	-	-
	PC13. monitor kitchen performance regularly against financial objectives	-	-	-	-
	PC14. control departmental costs through prevention of wastage and maximum use of raw materials	-	-	-	-
	PC15. ensure that the organizational cost control policies and procedures are followed	-	-	-	-
	PC16. identify any significant variations against budget and take relevant corrective action	-	-	-	-
	PC17. provide relevant recommendations upon issues of financial regularity and propriety to executive chef	-	-	-	-
	PC18. ensure the maintenance of all financial reports like expenditure, variance, etc. as per organizational standards	-	-	-	-
	<i>Supervise kitchen staff</i>	<b>20</b>	<b>20</b>	<b>0</b>	<b>10</b>
	PC19. make sure sufficient staffing levels are scheduled to accommodate business demands	-	-	-	-
	PC20. inform the Executive Chef regarding staffing needs	-	-	-	-
	PC21. draft job descriptions and performance parameters for the kitchen staff	-	-	-	-
	PC22. prepare a roster for the kitchen staff in conjunction with Executive Chef	-	-	-	-
	PC23. delegate work and responsibilities to subordinates as required	-	-	-	-

	PC24. check and maintain a record of the staff attendance	-	-	-	-
	PC25. submit the attendance/timesheets to payroll on time to ensure staff are paid in a timely and efficient manner	-	-	-	-
	PC26. ensure proper grooming and hygiene standards for all kitchen staff	-	-	-	-
	PC27. supervise all chefs and stewards in the kitchen department and provide feedback for improvement	-	-	-	-
	PC28. implement formal performance management systems	-	-	-	-
	PC29. monitor ongoing performance through regular performance appraisals and by maintaining	-	-	-	-
	PC30. assist the Executive Chef in completing annual appraisals to ensure continued staff development and appraisal	-	-	-	-
	PC31. make recommendations to the Executive Chef about the selection, transfer, promotion and dismissal of staff	-	-	-	-
	PC32. complete and file performance management records	-	-	-	-
	PC33. identify developmental needs of kitchen staff and provide coaching, mentoring, and help them improve their knowledge or skills	-	-	-	-
	PC34. train kitchen staff on the fundamentals of good cooking and plate presentations	-	-	-	-
	PC35. identify strengths and weaknesses and provide timely feedback to the individual	-	-	-	-
	PC36. prepare contingency plans to deal with unforeseen problems as like unexplained absenteeism of the staff	-	-	-	-
	<b>Total Marks</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>20</b>
<b>THC/N9902: Ensure effective communication and service standards at workplace</b>	<i>Promote effective communication</i>	<b>20</b>	<b>20</b>	<b>-</b>	<b>10</b>
	PC1. greet the guests promptly and appropriately as per organization's procedure	-	-	-	-
	PC2. communicate with the guests in a polite and professional manner	-	-	-	-
	PC3. build effective yet impersonal relationship with guests	-	-	-	-
	PC4. identify guests' dissatisfactions and address complaints effectively	-	-	-	-
	PC5. inform guests of any issue/problem well in advance	-	-	-	-
	PC6. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
	PC7. ensure essential information is passed on in a timely manner	-	-	-	-
	PC8. ensure team members to maintain etiquette while interacting with each other	-	-	-	-
	PC9. ensure the team members provide feedback to their peers	-	-	-	-
	<i>Maintain professional etiquette</i>	<b>10</b>	<b>10</b>	<b>-</b>	<b>5</b>
	PC10. ensure self and team members report to work on time	-	-	-	-
	PC11. use the guests' names as many times as possible during the conversation with proper salutation	-	-	-	-
	PC12. maintain personal integrity & ethical behaviour	-	-	-	-
	PC13. make sure personal hygiene is maintained by self and others at all times	-	-	-	-

	PC14. ensure self and team members adhere to the dress code as per organizational policy	-	-	-	-
	PC15. respect privacy of others at the workplace	-	-	-	-
	<i>Ensure rendering of specific services as per the guests' requirements</i>	10	10	-	5
	PC16. provide assistance to Persons with Disability, if asked	-	-	-	-
	PC17. ensure self and team members comply to the organizational policies towards Persons with Disability	-	-	-	-
	PC18. make sure gender and age sensitive service practices are followed at all times	-	-	-	-
	PC19. ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members	-	-	-	-
	PC20. support PwD team members in overcoming any challenges faced at work	-	-	-	-
	PC21. make sure the workplace is accessible for the Persons with Disability	-	-	-	-
	<b>Total Marks</b>	<b>40</b>	<b>40</b>	<b>-</b>	<b>20</b>
<b>THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy</b>	<i>Maintain organisational confidentiality</i>	6	3	-	3
	PC1. prevent leak of new plans and designs to competitors	-	-	-	-
	PC2. ensure protection of employee information	-	-	-	-
	PC3. prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.	-	-	-	-
	PC4. take immediate and appropriate action in case of any IPR violation	-	-	-	-
	PC5. make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor	-	-	-	-
	PC6. protect sensitive data with strong passwords and change passwords on a regular basis	-	-	-	-
	PC7. ensure policies around confidential information are followed by all staff members	-	-	-	-
	<i>Maintain guests' privacy</i>	4	2	-	2
	PC8. ensure the team refrains from infringing upon guest's professional deals and plans	-	-	-	-
	PC9. make sure guest's personal information and financial data is protected all times	-	-	-	-
	PC10. ensure proper disposal of guest's information like booking details, credit card slip etc.	-	-	-	-
	<b>Total Marks</b>	<b>10</b>	<b>5</b>	<b>-</b>	<b>5</b>
<b>THC/N9907: Monitor and maintain health, hygiene and safety at workplace</b>	<i>Ensure personal and workplace hygiene</i>	15	15	-	5
	PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
	PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
	PC3. make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended	-	-	-	-
	PC4. monitor sanitization of all tools, equipment and machine touch-points at regular intervals	-	-	-	-



	PC5. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-
	PC6. maintain personal hygiene and ensure the team members do the same	-	-	-	-
	PC7. report to the concerned authority in case any co-worker is unwell	-	-	-	-
	PC8. report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell	-	-	-	-
	<i>Maintain safe and secure working environment</i>	10	10	-	5
	PC9. ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies	-	-	-	-
	PC10. ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times	-	-	-	-
	PC11. make sure first aid procedures are followed appropriately	-	-	-	-
	PC12. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
	<i>Follow effective waste management and recycling practices at workplace</i>	5	10	-	5
	PC13. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
	PC14. segregate waste into different coloured dustbins	-	-	-	-
	PC15. handle waste as per SOP	-	-	-	-
	PC16. recycle waste wherever applicable	-	-	-	-
	PC17. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
	<b>Total Marks</b>	<b>30</b>	<b>35</b>	<b>-</b>	<b>15</b>
<b>DGT/VSQ/N0103: Employability Skills (90 Hours)</b>	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
	PC2. identify and explore learning and employability relevant portals	-	-	-	-
	PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC5. follow environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
	PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	PC8. adopt a continuous learning mindset for personal and professional	-	-	-	-

	development				
	<i>Basic English Skills</i>	3	4	-	-
	PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
	<i>Career Development &amp; Goal Setting</i>	1	2	-	-
	PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
	PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
	<i>Communication Skills</i>	2	2	-	-
	PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
	PC15. use active listening techniques for effective communication	-	-	-	-
	PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
	PC17. work collaboratively with others in a team	-	-	-	-
	<i>Diversity &amp; Inclusion</i>	1	1	-	-
	PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	<i>Financial and Legal Literacy</i>	2	3	-	-
	PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
	PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
	PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
	PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
	<i>Essential Digital Skills</i>	3	5	-	-
	PC24. operate digital devices and use their features and applications securely	-	-	-	-

	and safely				
	PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
	PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
	PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
	PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
	PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
	<i>Entrepreneurship</i>	2	3	-	-
	PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	<i>Customer Service</i>	1	2	-	-
	PC33. identify different types of customers and ways to communicate with them	-	-	-	-
	PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
	PC35. use appropriate tools to collect customer feedback	-	-	-	-
	PC36. follow appropriate hygiene and grooming standards	-	-	-	-
	<i>Getting ready for apprenticeship &amp; Jobs</i>	2	3	-	-
	PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
	PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-

	PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
	Grand Total	180	195	0	75

### 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.

#### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

#### 2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

#### 3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

#### 4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

#### 5. Method of verification or validation:

- Surprise visit to the assessment location

#### 6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

#### On the Job:

1. Each module (which covers the job profile of Sous Chef) will be assessed separately.
2. The candidate must score 70% 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:
4. Videos of Trainees during OJT
5. Assessment of each Module will ensure that the candidate is able to:
  - Effective engagement with the customers
  - Understand the working of various tools and equipment

## 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
PPE	Personal Protective Equipment
IPR	Intellectual Property Rights
ISO	The International Organization for Standardization
SOP	Standard Operating Procedure
KRA	Key Responsibility Area
KPI	Key Performance Indicator
PwD	Persons with Disability

## Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above.