

Qualification Pack



Food & Beverage Service - Associate

QP Code: THC/Q0301

Version: 2.0

NSQF Level: 4

Tourism and Hospitality Skill Council || 404/407 4th Floor Mercantile House, KG Marg, Connaught Place
New Delhi 110001. || email:assessment@thsc.in

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THC/Q0301: Food & Beverage Service - Associate

Brief Job Description

The individual at work is responsible for receiving the guests, taking orders, and serving food and beverages to guests. The person also carries out after dining activities like presenting the bill and sending off the guests.

Personal Attributes

The job requires the individual to be polite, well-groomed, and service-oriented with interpersonal skills and attention to detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [THC/N0301: Provide efficient food and beverages service to guests](#)
2. [THC/N0303: Perform post-dining activities](#)
3. [THC/N9901: Communicate effectively and maintain service standards](#)
4. [THC/N9903: Maintain organisational confidentiality and respect guests' privacy](#)
5. [THC/N9906: Follow Health, Hygiene and Safety practices](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant
Occupation	Food and Beverage Service
Country	India
NSQF Level	4
Credits	14
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5123.20

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Minimum Educational Qualification & Experience	<p>11th grade pass OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma OR 10th grade pass plus 1-year NTC/ NAC OR 8th grade pass plus 2-year NTC plus 1 Year NAC OR 8th pass plus 1-year NTC plus 1-Year NAC plus CITS OR 10th grade pass and pursuing continuous schooling OR 10th grade pass with 2 Years of experience relevant experience OR Certificate-NSQF (level 3 Food & Beverage Assistant with 2 years of relevant experience (one who has the ability to read and write))</p>
Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	16/12/2020
Next Review Date	27/05/2024
NSQC Approval Date	27/05/2021
Version	2.0
Reference code on NQR	2022/TH/THSC/07094
NQR Version	1.0

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THC/N0301: Provide efficient food and beverages service to guests

Description

This OS unit is about providing efficient food and beverage service to guests by inspecting and organizing the service and guest dining area, receiving guests, taking food and beverage orders, and checking, if ordered food and beverage has been served to the guests as per standards.

Scope

The scope covers the following :

- Inspect and organize service and dining area
- Greet and receive the guest
- Take orders from guest
- Serve food and beverage to guest

Elements and Performance Criteria

Inspect and organize service and dining area

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

- PC1.** ensure the cleanliness of the food service area such as dining tables, sideboards, trolleys, counters, etc. as per the organizational standards
- PC2.** check for pre-bookings or guest reservations
- PC3.** check arrangement of the tables as per standard layout
- PC4.** ensure tables have been set with linens, tableware and glasses
- PC5.** make sure that essentials such as paper napkins, ketchup, salt and pepper, etc. are replenished in timely manner
- PC6.** check and ensure that side-station has sufficient equipment to ensure smooth service
- PC7.** coordinate with duty chef for the list of available and non-available items, and special dishes of the day
- PC8.** confirm proper working of lighting and ventilation facilities
- PC9.** make sure the dining room temperature is comfortable
- PC10.** verify that all glassware and cutlery are cleaned and polished and free from chips, cracks or damage
- PC11.** ensure the music is organized at the right noise level

Greet and receive the guest

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

- PC12.** greet the guests promptly as they arrive and appropriately as per organizational service policy
- PC13.** assist the guests in finding seats
- PC14.** ensure that guests are seated comfortably
- PC15.** ensure that all guests' requests and queries are addressed promptly and effectively such as high chairs for children etc.

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PC16. ensure welcome drinks and snacks are served to the guests, if applicable

PC17. inform the guests about the options available in the outlet such as buffet, a la carte, etc.

Take orders from guest

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

PC18. present the menu card to the guests

PC19. ask the guest about their food or beverage preference

PC20. assist guests in choosing items according to their tastes

PC21. inform guests about the special dishes available for the day

PC22. provide suggestions to guests on beverages that complement the food items they have ordered

PC23. decline orders for unavailable items in a pleasant manner

PC24. advise suitable alternatives for the demanded unavailable items

PC25. respond to guest's queries or doubts regarding menu items, ingredients used, food preparation process, etc.

PC26. upsell food items and new beverages or high selling products to ensure profitable transactions for the organization

PC27. note the guest's orders manually or using handheld device

PC28. repeat and confirm the order with guest

PC29. provide estimated delivery time of the order to the guest

Serve food and beverage to guest

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

PC30. ensure that orders are communicated to the kitchen and bar promptly and accurately

PC31. coordinate with the kitchen staff to expedite orders, ensuring that they are served in a timely fashion

PC32. check the served food and beverages meet appropriate serving temperature

PC33. make sure the guests meet regulatory requirement for serving alcoholic beverages

PC34. ensure the correct dish is served along with the appropriate cutlery to a guest where multiple orders have been placed

PC35. ensure the dishes are served in the correct sequence as per standard procedures (e.g. starters, beverage/alcoholic beverage, main dishes, dessert etc.)

PC36. ensure plates are removed without disturbing guests when they finish an item

PC37. refill glasses with water/beverage, if needed

PC38. make sure guests' inquiries are appropriately responded

PC39. ensure proper assistance is provided to the guests throughout their dining experience

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. FSSAI (Food Safety and Standards Authority of India) guidelines for food safety

KU2. occupational health and safety requirements applicable at the workplace

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- KU3.** organizational policy and work instructions on receiving and greeting guests, sale promotion offers, food safety and quality standards
- KU4.** government's food and beverage regulations
- KU5.** SOP on order taking, serving, and delivery standards
- KU6.** table settings procedure as per organizational standards
- KU7.** different napkin folding techniques
- KU8.** types and use of equipment required in the dining area
- KU9.** details of items available on the menu, especially the specials for the day
- KU10.** preparation time and ingredients of the items on the menu card
- KU11.** ideal food and beverage combinations
- KU12.** types of alcoholic/non-alcoholic beverages
- KU13.** reservation and seating policy of the organization
- KU14.** storage and maintenance procedure for cutlery, condiments, and other dining accessories

Generic Skills (GS)

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

- GS1.** read and interpret instructions, procedures, information and signs relevant to F&B activities
- GS2.** maintain appropriate documentation to fulfill duties
- GS3.** communicate effectively with guests and co-workers
- GS4.** identify immediate or temporary solutions to resolve delays
- GS5.** coordinate with different departments for smooth workflow

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspect and organize service and dining area</i>	20	20	-	10
PC1. ensure the cleanliness of the food service area such as dining tables, sideboards, trolleys, counters, etc. as per the organizational standards	-	-	-	-
PC2. check for pre-bookings or guest reservations	-	-	-	-
PC3. check arrangement of the tables as per standard layout	-	-	-	-
PC4. ensure tables have been set with linens, tableware and glasses	-	-	-	-
PC5. make sure that essentials such as paper napkins, ketchup, salt and pepper, etc. are replenished in timely manner	-	-	-	-
PC6. check and ensure that side-station has sufficient equipment to ensure smooth service	-	-	-	-
PC7. coordinate with duty chef for the list of available and non-available items, and special dishes of the day	-	-	-	-
PC8. confirm proper working of lighting and ventilation facilities	-	-	-	-
PC9. make sure the dining room temperature is comfortable	-	-	-	-
PC10. verify that all glassware and cutlery are cleaned and polished and free from chips, cracks or damage	-	-	-	-
PC11. ensure the music is organized at the right noise level	-	-	-	-
<i>Greet and receive the guest</i>	20	20	-	10
PC12. greet the guests promptly as they arrive and appropriately as per organizational service policy	-	-	-	-
PC13. assist the guests in finding seats	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure that guests are seated comfortably	-	-	-	-
PC15. ensure that all guests' requests and queries are addressed promptly and effectively such as high chairs for children etc.	-	-	-	-
PC16. ensure welcome drinks and snacks are served to the guests, if applicable	-	-	-	-
PC17. inform the guests about the options available in the outlet such as buffet, a la carte, etc.	-	-	-	-
<i>Take orders from guest</i>	15	15	-	5
PC18. present the menu card to the guests	-	-	-	-
PC19. ask the guest about their food or beverage preference	-	-	-	-
PC20. assist guests in choosing items according to their tastes	-	-	-	-
PC21. inform guests about the special dishes available for the day	-	-	-	-
PC22. provide suggestions to guests on beverages that complement the food items they have ordered	-	-	-	-
PC23. decline orders for unavailable items in a pleasant manner	-	-	-	-
PC24. advise suitable alternatives for the demanded unavailable items	-	-	-	-
PC25. respond to guest's queries or doubts regarding menu items, ingredients used, food preparation process, etc.	-	-	-	-
PC26. upsell food items and new beverages or high selling products to ensure profitable transactions for the organization	-	-	-	-
PC27. note the guest's orders manually or using handheld device	-	-	-	-
PC28. repeat and confirm the order with guest	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. provide estimated delivery time of the order to the guest	-	-	-	-
<i>Serve food and beverage to guest</i>	20	30	-	15
PC30. ensure that orders are communicated to the kitchen and bar promptly and accurately	-	-	-	-
PC31. coordinate with the kitchen staff to expedite orders, ensuring that they are served in a timely fashion	-	-	-	-
PC32. check the served food and beverages meet appropriate serving temperature	-	-	-	-
PC33. make sure the guests meet regulatory requirement for serving alcoholic beverages	-	-	-	-
PC34. ensure the correct dish is served along with the appropriate cutlery to a guest where multiple orders have been placed	-	-	-	-
PC35. ensure the dishes are served in the correct sequence as per standard procedures (e.g. starters, beverage/alcoholic beverage, main dishes, dessert etc.)	-	-	-	-
PC36. ensure plates are removed without disturbing guests when they finish an item	-	-	-	-
PC37. refill glasses with water/beverage, if needed	-	-	-	-
PC38. make sure guests' inquiries are appropriately responded	-	-	-	-
PC39. ensure proper assistance is provided to the guests throughout their dining experience	-	-	-	-
NOS Total	75	85	-	40

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N0301
NOS Name	Provide efficient food and beverages service to guests
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant
Occupation	Food and Beverage Service
NSQF Level	4
Credits	6
Version	2.0
Last Reviewed Date	16/12/2020
Next Review Date	20/07/2023
NSQC Clearance Date	21/01/2023

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THC/N0303: Perform post-dining activities

Description

This OS unit is about undertaking after dining activities such as presenting the bill, sending off the guests, and preparing the table for next guest.

Scope

The scope covers the following :

- Present the bill to the guest
- Prepare table for next guest

Elements and Performance Criteria

Present the bill to the guest

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

- PC1.** provide after-meals services such as providing mouth fresheners and finger-bowls as per organization standards
- PC2.** handle guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times
- PC3.** ensure guest complaints and comments are reported to management
- PC4.** ensure that the guest is billed only for the items they had ordered
- PC5.** present the bill to the guest as per standard procedure
- PC6.** process the payment through various methods as chosen by the guest like cash, debit/credit card, e-wallet, etc. and present it to the bill desk/cash terminal
- PC7.** take the feedback from the guest using feedback form or handheld device
- PC8.** pull the chair backwards politely as guests decide to leave
- PC9.** thank the guest and invite to visit again

Prepare table for next guest

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

- PC10.** ensure removal of used dishware, tableware and leftover food items from the dining table
- PC11.** sanitize the tables, chairs, high chairs, and any other open surfaces and menu
- PC12.** ensure the area is cleaned and mopped for any food droppings
- PC13.** ensure the tables/chairs are rearranged promptly as per standard table arrangement policy for next guests to be seated in a timely manner
- PC14.** ensure timely replenishment of tableware, napkins, and other essential items on the tables for next guests taking minimum time
- PC15.** restock the service stations and cabinets with clean glassware, cutlery, and other items
- PC16.** ensure recycling procedures for all used items as per organization policy

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** procedure to present a bill to guest and process payments
- KU2.** digital payment methods
- KU3.** daily cash management process
- KU4.** procedure for receiving feedback from the guest
- KU5.** SOP and service quality standards to send off the guests
- KU6.** procedure for storing the glassware, tableware and other equipment
- KU7.** post-dining clean-up process
- KU8.** waste management procedures

Generic Skills (GS)

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

- GS1.** read instructions, menu card, SOP, organizational policies etc.
- GS2.** communicate effectively with guests and co-workers
- GS3.** manage time efficiently to handle guest orders
- GS4.** spot and report potential guest problems to manager

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Present the bill to the guest</i>	20	20	-	10
PC1. provide after-meals services such as providing mouth fresheners and finger-bowls as per organization standards	-	-	-	-
PC2. handle guest complaints in a friendly and efficient manner, ensuring guest satisfaction at all times	-	-	-	-
PC3. ensure guest complaints and comments are reported to management	-	-	-	-
PC4. ensure that the guest is billed only for the items they had ordered	-	-	-	-
PC5. present the bill to the guest as per standard procedure	-	-	-	-
PC6. process the payment through various methods as chosen by the guest like cash, debit/credit card, e-wallet, etc. and present it to the bill desk/cash terminal	-	-	-	-
PC7. take the feedback from the guest using feedback form or handheld device	-	-	-	-
PC8. pull the chair backwards politely as guests decide to leave	-	-	-	-
PC9. thank the guest and invite to visit again	-	-	-	-
<i>Prepare table for next guest</i>	20	20	-	10
PC10. ensure removal of used dishware, tableware and leftover food items from the dining table	-	-	-	-
PC11. sanitize the tables, chairs, high chairs, and any other open surfaces and menu	-	-	-	-
PC12. ensure the area is cleaned and mopped for any food droppings	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure the tables/chairs are rearranged promptly as per standard table arrangement policy for next guests to be seated in a timely manner	-	-	-	-
PC14. ensure timely replenishment of tableware, napkins, and other essential items on the tables for next guests taking minimum time	-	-	-	-
PC15. restock the service stations and cabinets with clean glassware, cutlery, and other items	-	-	-	-
PC16. ensure recycling procedures for all used items as per organization policy	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N0303
NOS Name	Perform post-dining activities
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant
Occupation	Food and Beverage Service
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	16/12/2020
Next Review Date	20/07/2023
NSQC Clearance Date	21/01/2023

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THC/N9901: Communicate effectively and maintain service standards

Description

This OS unit is about communicating effectively, maintaining standard of etiquette at workplace and attending to specific guest requirements.

Scope

The scope covers the following :

- Communicate effectively with guests, colleagues and superiors
- Maintain professional etiquette
- Provide specific services as per the guests' requirements

Elements and Performance Criteria

Communicate effectively with guests, colleagues and superiors

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

- PC1.** greet the guests promptly and appropriately as per organization's procedure
- PC2.** communicate with the guests in a polite and professional manner
- PC3.** clarify guest's requirements by asking appropriate questions
- PC4.** address guest's dissatisfactions and complaints effectively
- PC5.** build effective yet impersonal relationship with guests
- PC6.** inform guests on any issue/problem beforehand including any developments involving them
- PC7.** seek feedback from the guests and incorporate them to improve the guest experience
- PC8.** escalate any negative feedback received from the guests to immediate reporting authority on high priority
- PC9.** pass on essential information to the colleagues timely
- PC10.** report any workplace issues to the superior immediately

Maintain professional etiquette

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

- PC11.** report to work on time
- PC12.** follow proper etiquette while interacting with colleagues and superiors
- PC13.** follow the dress code as per organizational policy
- PC14.** maintain personal hygiene
- PC15.** respect privacy of others at the workplace

Provide specific services as per the guests' requirements

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

- PC16.** offer services and maintain the quality of facilities to cater to specific needs of every individual, across all gender and age group as per company standards
- PC17.** provide assistance to Persons with Disability, if required
- PC18.** follow the organisational policies specified for Persons with Disability

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PC19. follow gender and age sensitive service practices at all times

PC20. adhere to the company policies related to prevention of sexual harassment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organizational policies on behavioural etiquette and professionalism

KU2. organizational policies on gender sensitive service practices at workplace

KU3. organizational hierarchy and reporting structure

KU4. documentation policy and procedures of the organization

KU5. service quality standards as per organizational policies

KU6. complaint handling policy and procedures

KU7. SOP on personal hygiene

KU8. procedure of giving and receiving feedback positively

KU9. gender specific requirements of different types of guest

KU10. specific requirements of different age-groups of guests

KU11. age and gender specific etiquette

KU12. key helpline numbers

KU13. organizational policy with regards to Persons with disability

Generic Skills (GS)

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

GS1. read job sheets, company policy, notes and comments received from the supervisor or guest, documents and information displayed at the workplace

GS2. interact with coworkers to work efficiently

GS3. communicate effectively with the guests

GS4. solve problem when required

GS5. improve work processes by incorporating guests' feedback

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with guests, colleagues and superiors</i>	20	20	-	10
PC1. greet the guests promptly and appropriately as per organization's procedure	-	-	-	-
PC2. communicate with the guests in a polite and professional manner	-	-	-	-
PC3. clarify guest's requirements by asking appropriate questions	-	-	-	-
PC4. address guest's dissatisfactions and complaints effectively	-	-	-	-
PC5. build effective yet impersonal relationship with guests	-	-	-	-
PC6. inform guests on any issue/problem beforehand including any developments involving them	-	-	-	-
PC7. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
PC8. escalate any negative feedback received from the guests to immediate reporting authority on high priority	-	-	-	-
PC9. pass on essential information to the colleagues timely	-	-	-	-
PC10. report any workplace issues to the superior immediately	-	-	-	-
<i>Maintain professional etiquette</i>	10	10	-	5
PC11. report to work on time	-	-	-	-
PC12. follow proper etiquette while interacting with colleagues and superiors	-	-	-	-
PC13. follow the dress code as per organizational policy	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. maintain personal hygiene	-	-	-	-
PC15. respect privacy of others at the workplace	-	-	-	-
<i>Provide specific services as per the guests' requirements</i>	10	10	-	5
PC16. offer services and maintain the quality of facilities to cater to specific needs of every individual, across all gender and age group as per company standards	-	-	-	-
PC17. provide assistance to Persons with Disability, if required	-	-	-	-
PC18. follow the organisational policies specified for Persons with Disability	-	-	-	-
PC19. follow gender and age sensitive service practices at all times	-	-	-	-
PC20. adhere to the company policies related to prevention of sexual harassment	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N9901
NOS Name	Communicate effectively and maintain service standards
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	31/12/2024
NSQF Clearance Date	31/12/2021

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THC/N9903: Maintain organisational confidentiality and respect guests' privacy

Description

This OS unit is about maintaining the confidentiality of the organisation and respecting the privacy of the guest.

Scope

The scope covers the following :

- Maintain organisational confidentiality
- Respect guest's privacy

Elements and Performance Criteria

Maintain organisational confidentiality

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

- PC1.** ensure not leaving any confidential information visible and unattended on the workstation
- PC2.** comply to organizational IPR policy at all times
- PC3.** report any infringement of IPR observed by anyone in the company to the concerned person
- PC4.** maintain the confidentiality of the organisational information through appropriate use, storage and disposal

Respect guest's privacy

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

- PC5.** protect personal and financial information of the guest
- PC6.** refrain self from infringing upon guest's professional deals and plans

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation's policies on intellectual property rights and confidential information
- KU2.** IPR infringement reporting procedure
- KU3.** storage and disposal procedures for confidential information
- KU4.** importance of maintaining confidentiality for competitiveness of an organisation
- KU5.** significance of damages resulting from confidentiality infringement

Generic Skills (GS)

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



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- GS1.** read organisational policy documents, information displayed at the workplace, and comments received from guest and supervisor
- GS2.** communicate effectively with the guests regarding confidentiality
- GS3.** resolve conflicts related to confidentiality and privacy by reporting the issue in time

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain organisational confidentiality</i>	6	6	-	3
PC1. ensure not leaving any confidential information visible and unattended on the workstation	-	-	-	-
PC2. comply to organizational IPR policy at all times	-	-	-	-
PC3. report any infringement of IPR observed by anyone in the company to the concerned person	-	-	-	-
PC4. maintain the confidentiality of the organisational information through appropriate use, storage and disposal	-	-	-	-
<i>Respect guest's privacy</i>	4	4	-	2
PC5. protect personal and financial information of the guest	-	-	-	-
PC6. refrain self from infringing upon guest's professional deals and plans	-	-	-	-
NOS Total	10	10	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N9903
NOS Name	Maintain organisational confidentiality and respect guests' privacy
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	31/12/2024
NSQC Clearance Date	31/12/2021

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THC/N9906: Follow Health, Hygiene and Safety practices

Description

This OS unit is about ensuring a hazard free working environment along with maintaining health and hygiene.

Scope

The scope covers the following :

- Maintain personal and workplace hygiene
- Take precautionary health measures
- Follow standard safety procedure
- Follow effective waste management

Elements and Performance Criteria

Maintain personal and workplace hygiene

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

- PC1.** wash and sanitize hands at regular intervals using hand wash & alcohol-based sanitizers
- PC2.** clean the workplace with appropriate cleaning solution and disinfectants as recommended
- PC3.** clean the crockery and other articles as per established standards
- PC4.** sanitize all tools and equipment requiring touch points at regular intervals
- PC5.** ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule
- PC6.** use appropriate PPE (headwear, glasses, goggles, footwear etc.) considering the task to be performed and the working environment
- PC7.** dispose of the waste as per the prescribed standards
- PC8.** maintain personal hygiene by brushing teeth regularly, wearing clean clothes, following a healthy diet etc.

Take precautionary health measures

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

- PC9.** attend regular health check-ups organized by the management
- PC10.** report personal health issues related to injury, food, air and infectious disease
- PC11.** report to the concerned authority in case any coworker is unwell

Follow standard safety procedure

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

- PC12.** follow safety procedures while handling materials, tools, equipment etc.
- PC13.** follow first aid procedures appropriately
- PC14.** identify hazards at the workplace and report to the concerned person in time

Follow effective waste management

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

- PC15.** identify and segregate recyclable, non-recyclable and hazardous waste at workplace

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- PC16.** segregate waste into different coloured dustbins
- PC17.** handle the waste as per SOP
- PC18.** recycle waste wherever applicable
- PC19.** dispose of PPEs in a plastic bag, sealed and labelled as infectious waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation's policy on reporting and managing safety issues
- KU2.** procedure to maintain cleanliness standards at workplace
- KU3.** SOP on personal hygiene
- KU4.** importance of preventive health checkup and healthy living
- KU5.** procedure to report health issues
- KU6.** instructions for operating and handling equipment as per standard
- KU7.** purpose and usage of PPE
- KU8.** basic first-aid procedures
- KU9.** standard waste management policy

Generic Skills (GS)

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

- GS1.** read organisation policy, procedure manuals and instructions, documents and information displayed at the workplace
- GS2.** fill in relevant forms, formats and checklist accurately
- GS3.** communicate effectively with guests and co-workers
- GS4.** analyze the impact of not adhering to the health and safety procedures

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal and workplace hygiene</i>	10	10	-	5
PC1. wash and sanitize hands at regular intervals using hand wash & alcohol-based sanitizers	-	-	-	-
PC2. clean the workplace with appropriate cleaning solution and disinfectants as recommended	-	-	-	-
PC3. clean the crockery and other articles as per established standards	-	-	-	-
PC4. sanitize all tools and equipment requiring touch points at regular intervals	-	-	-	-
PC5. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-
PC6. use appropriate PPE (headwear, glasses, goggles, footwear etc.) considering the task to be performed and the working environment	-	-	-	-
PC7. dispose of the waste as per the prescribed standards	-	-	-	-
PC8. maintain personal hygiene by brushing teeth regularly, wearing clean clothes, following a healthy diet etc.	-	-	-	-
<i>Take precautionary health measures</i>	5	5	-	-
PC9. attend regular health check-ups organized by the management	-	-	-	-
PC10. report personal health issues related to injury, food, air and infectious disease	-	-	-	-
PC11. report to the concerned authority in case any coworker is unwell	-	-	-	-
<i>Follow standard safety procedure</i>	5	10	-	5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow safety procedures while handling materials, tools, equipment etc.	-	-	-	-
PC13. follow first aid procedures appropriately	-	-	-	-
PC14. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
<i>Follow effective waste management</i>	5	10	-	5
PC15. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
PC16. segregate waste into different coloured dustbins	-	-	-	-
PC17. handle the waste as per SOP	-	-	-	-
PC18. recycle waste wherever applicable	-	-	-	-
PC19. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
NOS Total	25	35	-	15

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	THC/N9906
NOS Name	Follow Health, Hygiene and Safety practices
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	31/12/2024
NSQF Clearance Date	31/12/2021

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** 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.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** 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

Basic English Skills

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

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings



Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. 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.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. 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	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 60

(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
THC/N0301. Provide efficient food and beverages service to guests	75	85	0	40	200	20
THC/N0303. Perform post-dining activities	40	40	0	20	100	20
THC/N9901. Communicate effectively and maintain service standards	40	40	0	20	100	20
THC/N9903. Maintain organisational confidentiality and respect guests' privacy	10	10	0	5	25	10
THC/N9906. Follow Health, Hygiene and Safety practices	25	35	0	15	75	20
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	10
Total	210	240	-	100	550	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

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

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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.