



QUALIFICATION FILE

Cook (Multi-Cuisine)

- ☒ 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: **NSQF Level 4**

Submitted By:

Home Management and Care Givers Sector Skill Council
A-15, FIEE Complex, Okhla Industrial Area, Phase-II, New Delhi-110020

Table of Contents

Section 1: Basic Details	4
Section 2: Module Summary	7
NOS/s of Qualifications	7
Mandatory NOS/s:	7
Elective NOS/s:	8
Optional NOS/s:	8
Assessment - Minimum Qualifying Percentage	8
Section 3: Training Related	9
Section 4: Assessment Related	9
Section 5: Evidence of the need for the Qualification	11
Section 6: Annexure & Supporting Documents Check List	12
<i>Annexure 1</i>	12
<i>Annexure 2</i>	12
<i>Annexure 6</i>	12
<i>Annexure 7</i>	12
<i>Annexure 5</i>	12
<i>Annexure 8</i>	12
<i>Model Curriculum</i>	12
Annexure 1: Evidence of Level	13
Annexure 2: Tools and Equipment (Lab Set-Up)	15
List of Tools and Equipment	15
Classroom Aids	18
Annexure 3: Industry Validations Summary	18

Annexure 4: Training & Employment Details

21

Annexure 5: Blended Learning

22

Annexure 6: Detailed Assessment Criteria

22

Annexure 7: Assessment Strategy

35

Annexure 8: Acronym and Glossary

36

Acronym

36

Glossary

36

NSQC Approved

Section 1: Basic Details

1.	Qualification Name	Cook (Multi-Cuisine)																			
2.	Sector/s	Home Management and Care Giving																			
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> QG-04-TH-00557-2023-V1.1- DWSSC	Qualification Name of existing/previous version: Professional Cook (Household & Small Establishment)																		
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA																			
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-04-HM-04530-2025-V2-HMCGSSC	6. NCrf/NSQF Level: 4																		
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																			
8.	Brief Description of the Qualification	The Cook (Multi-Cuisine) is responsible for preparing and serving a variety of dishes—including Chinese, Italian, and Indian cuisines—in residential homes, small institutional kitchens, or domestic settings. The role involves planning nutritious and special-diet menus, executing basic cooking and serving tasks, and maintaining high standards of food safety, kitchen hygiene, and client service. In addition, the cook must be proficient in handling ingredients efficiently, operating and maintaining modern kitchen appliances, and ensuring timely, hygienic, and consistent meal preparation tailored to the specific dietary preferences and needs of the household or employer.																			
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <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 or Equivalent</td> <td>NA of experience</td> </tr> <tr> <td>2.</td> <td>11th Grade pass</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>3.</td> <td>10th Grade pass</td> <td>3-years relevant experience</td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>1.5 Years</td> </tr> <tr> <td>5.</td> <td>Previous relevant Qualification of NSQF Level 3.0</td> <td>3 Years relevant experience</td> </tr> </tbody> </table> Age: NA		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th grade pass or Equivalent	NA of experience	2.	11th Grade pass	1.5-year relevant experience	3.	10th Grade pass	3-years relevant experience	4.	Previous relevant Qualification of NSQF Level 3.5	1.5 Years	5.	Previous relevant Qualification of NSQF Level 3.0	3 Years relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1.	12th grade pass or Equivalent	NA of experience																			
2.	11th Grade pass	1.5-year relevant experience																			
3.	10th Grade pass	3-years relevant experience																			
4.	Previous relevant Qualification of NSQF Level 3.5	1.5 Years																			
5.	Previous relevant Qualification of NSQF Level 3.0	3 Years relevant experience																			

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	16	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																						
11.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																							
12.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline ☐ Online ☐ Blended																							
		<table><tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr><tr><td>Classroom (offline)</td><td>180:00</td><td>210:00</td><td>90</td><td>-</td><td>480:00 (Min & Maximum)</td></tr><tr><td>Online</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr></table>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	180:00	210:00	90	-	480:00 (Min & Maximum)	Online	-	-	-	-	-
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																				
Classroom (offline)	180:00	210:00	90	-	480:00 (Min & Maximum)																				
Online	-	-	-	-	-																				
		(Refer Blended Learning Annexure for details)																							
13.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2022/5120.0300																							
14.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Kitchen Supervisor (Level 5)																							
15.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Will be translated in Hindi																							

16.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:
17.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:
18.	How Participation of Women will be Encouraged	Implementing inclusive tactics is crucial for advancing gender equality and guaranteeing women have equal opportunities in the Home Management and Care Givers sector. Along with providing skill-based training and development programs, access to mentoring, peer networks, and knowledge-sharing platforms can empower women to enter and grow in this field. Flexible work arrangements, visibility of successful women leaders, and supportive workplace policies

		can further motivate participation. Organisations should foster a culture of inclusion by ensuring equal pay, growth opportunities, work-life balance, and a safe, respectful environment where women feel valued and supported.	
19.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	☒ Yes ☐ No Maintain Health, Hygiene and Safety Standards	
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No	
21.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Ms. Mona Gupta Position in the organisation: CEO Address: Home Management And Care Givers Sector Skill Council A-15, FIEE Complex, Okhla Industrial Area, Phase-II, New Delhi-110020 Tel number(s): 011-42831823 E-mail address: info@dwsscindia.com	
22.	Final Approval Date by NSQC: 7/10/2025	24. Validity Duration: 3 years	25. Next Review Date: 7/10/2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT - Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Perform Basic Cooking and Serving Activities	DWC/N1701	Core	4	3.5	35	40	30	-	105	40	40	0	20	100	15
2.	Prepare Chinese, Italian and Indian Cuisine	DWC/N1702	Core	4	4	50	70		-	120	30	60	0	10	100	25
3.	Plan and Prepare Menus for Nutritional and Special-Diet Requirements	DWC/N1712	Core	4	2	12	18	30	-	60	40	40	0	20	100	20
4.	Operate and Maintain Modern Kitchen Appliances and Equipment	DWC/N1713	Core	4	2.5	21	24	30	-	75	40	40	0	20	100	10
5.	Maintain Service Standards and Communicate Effectively	DWC/N9902	Non-Core	4	1	12	18		-	30	40	40	0	20	100	10
6.	Maintain health, hygiene and safety standards at workplace	DWC/N9903	Non-Core	4	1	10	20		-	30	40	40	0	20	100	10
7.	Employability Skills (60 Hours)	DGT/VSQ/N0102	Non-Core	2	2	40	20		-	60	20	30	0	0	50	10
Duration (in Hours) / Total Marks					16	180	210	90		480	250	290	0	110	650	100

Elective NOS/s:

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.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

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.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

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

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

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

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	<i>Diploma in Home Science/ Hotel Management or Equivalent or Relevant Education with 4 years of relevant experience with minimum 3 years of work experience as head cook/teaching/ training in home science or hotel management</i> OR <i>Graduate in Home Science/ Hotel Management or Equivalent or Relevant Education with 3 years of relevant experience with minimum 2 years of work experience as head cook/teaching/ training in home science or hotel management</i> OR <i>Post Graduate in Home Science/ Hotel Management or Equivalent or Relevant Education with 2 years of relevant experience with minimum 1 years of work experience as head/home cook/teaching/ training in home science or hotel management</i>
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	<i>Diploma in Home Science/ Hotel Management or Equivalent/Relevant Education with a minimum of 6 years of relevant industry experience and at least 4 years of work experience as Head Cook/ teaching/ training in Home Science or Hotel Management</i> OR <i>Graduate in Home Science/ Hotel Management or Equivalent/Relevant Education with a minimum of 5 years of relevant industry experience and at least 3 years of work experience as Head Cook/ teaching/ training in Home Science or Hotel Management</i> OR <i>Post Graduate in Home Science/ Hotel Management or Equivalent/Relevant Education with a minimum of 4 years of relevant industry experience and at least 2 years of work experience as Head Cook/ teaching/ training in Home Science or Hotel Management</i>
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<i>Diploma in Home Science/ Hotel Management or Equivalent or Relevant Education with 4 years of relevant experience with minimum 4 years of work experience as head cook/teaching/ training in home science or hotel management</i> OR <i>Graduate in Home Science/ Hotel Management or Equivalent or Relevant Education with 3 years of relevant experience with minimum 3 years of work experience as head cook/teaching/ training in home science or hotel management</i> OR
----	--	---

		<i>Post Graduate in Home Science/ Hotel Management or Equivalent or Relevant Education with 2 years of relevant experience with minimum 2 years of work experience as head/home cook/teaching/ training in home science or hotel management</i>
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with proctoring experience of 1 year
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<i>Diploma in Home Science/Hotel Management or Equivalent or Relevant Education with 6 years of relevant experience and a minimum of 5 years of work experience as head cook/teaching/training in Home Science or Hotel Management</i> OR <i>Graduate in Home Science/Hotel Management or Equivalent or Relevant Education with 5 years of relevant experience and a minimum of 4 years of work experience as head cook/teaching/training in Home Science or Hotel Management</i> OR <i>Post Graduate in Home Science/Hotel Management or Equivalent or Relevant Education with 4 years of relevant experience and a minimum of 3 years of work experience as head cook/teaching/training in Home Science or Hotel Management</i>
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Recent industry reports show rising demand for Cook (Multi-Cuisine) in residential and institutional kitchens. India's urban households ordering home-cooked meals rose to 62% in 2024, expected to reach 70% by 2027. This Qualification Pack will guide training providers, credential assessors, and employers for RPL and yearly appraisals. The SSC will report generated and realised cook-role employment wherever applicable. This Qualification Pack will be used across industry which is organised. It would be used by the training institute for new trainings/For employers to conduct RPL and for annual Appraisal The SSC would submit details of the employment generated (wherever applicable) and realised.
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 6000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Line Ministry Concurrence is awaited</i> If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

Annexure 1: 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

Professional Theoretical Knowledge/Process	• Understands principles of basic and multi-cuisine cooking (Indian, Chinese, Italian) • Applies hygiene, sanitation, and kitchen safety standards • Follows food preparation and dietary guidelines • Understands use and care of modern kitchen appliances • Applies portion control, recipe balancing, and nutritional principles	Cook (Multi-Cuisine) apply theoretical understanding of food preparation, hygiene, and dietary principles to prepare and serve meals. They follow structured processes like recipe balancing, special diet planning, and sanitation, aligning with NSQF Level 4 descriptors for applying facts and basic theory in routine work settings.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	• Proficient in cooking, garnishing, and plating meals • Operates kitchen appliances (e.g., OTG, induction cooktop, mixer) • Maintains HACCP logs and follows food safety practices • Prepares standard and special-diet dishes (e.g., low-sodium, diabetic) • Uses measurement tools and digital kitchen aids effectively	Cook (Multi-Cuisine) demonstrate proficiency in food preparation, appliance operation, kitchen safety, and recipe execution. They troubleshoot basic issues, handle multi-cuisine tasks, and maintain hygiene logs, matching NSQF Level 4 standards where practical and procedural knowledge is used independently for reliable output.	4

Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Communicates professionally with customers and employers • Demonstrates time management and teamwork during kitchen operations • Maintains grooming and hospitality etiquette • Understands cost-effective use of ingredients and appliances • Practices environmentally sustainable and inclusive workplace behavior	Cook (Multi-Cuisine) maintain grooming, communicate politely, manage tasks independently, and respond to customer preferences. They use digital tools and follow sustainability practices, reflecting NSQF Level 4 traits such as responsibility for task completion, problem-solving, and readiness for job or entrepreneurship pathways.	4
---	---	---	---

Broad Learning Outcomes/Core Skill	• Reads and follows recipes, menus, and preparation guides • Writes daily logs, feedback forms, and labels • Calculates ingredient portions and conversions using basic arithmetic • Uses digital tools to create menus and maintain records • Communicates clearly in person or digitally in basic English	Cook (Multi-Cuisine) read and interpret recipes, write menus, use basic math for measurements, and apply digital tools for kitchen tasks. These core skills support structured work performance, as per NSQF Level 4 descriptors requiring basic communication, computation, and digital proficiency.	4
Responsibility	• Works under limited supervision during food preparation • Ensures cleanliness, safety, and order in kitchen areas • Prepares and serves meals as per employer's requirements • Takes accountability for personal hygiene and kitchen practices • Reports and documents workplace challenges or incidents	Cooks work independently with accountability for cleanliness, food quality, and customer service. They follow safety norms, document feedback, and ensure compliance, aligning with NSQF Level 4 responsibility for task quality and adherence to operational standards with limited supervision.	4

Annexure 2: 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	Chef Uniform Set	Apron, Cap, Gloves, Hairnet, Shoes	30 sets
2	PPE Kit (Kitchen)	Disposable gloves, face mask, plastic apron	30 sets
3	Cutting Boards (Colour-coded)	Separate for meat, veggies, bread, fish	30
4	Chef's Knife Set	Includes chef, paring, boning, filleting, serrated knives	30 sets
5	Vegetable Peelers	Ergonomic grip	30
6	Graters & Zesters	For cheese, lemon, etc.	30
7	Mixing Bowls (various sizes)	Stainless steel, non-reactive	60
8	Measuring Cups and Spoons	Standardised kitchen set	30 sets
9	Weighing Scales	Digital, gram-accurate	10
10	Cooking Pans and Pots	Non-stick and stainless steel in various sizes	60 (shared)
11	Wok (Chinese cooking)	Carbon steel	30
12	Frying Pans	For Indian, Italian breakfast	30
13	Tawa / Griddle	Cast iron or non-stick	30
14	Pressure Cooker	3–5 litre size	10
15	Tandoor Oven (Tabletop)	Electric or charcoal	2
16	OTG (Oven-Toaster-Griller)	Medium capacity	5
17	Microwave Oven (Convection)	For reheating, baking	5
18	Sandwich Maker / Toaster	For continental breakfast	5
19	Induction Cooktops	Energy-efficient, temperature control	15

20	Rice Cooker / Multi-cooker	Auto shut-off	5
21	Blender / Mixer-Grinder	Multipurpose	10
22	Juicer	For fresh juices, shakes	5
23	Espresso Machine / Coffee Maker	Basic unit	2
24	Food Processor	For grating, chopping, kneading	5
25	Cooking Thermometer	Food-grade digital thermometer	10
26	Thermometers for Fridge/Oven	For appliance monitoring	10
27	Refrigerator (Double-Door)	Storage of perishables	2–3
28	Freezer	For frozen meats, desserts	1–2
29	Airtight Storage Containers	For leftovers, dough, cut vegetables	60
30	Beverage Dispensers	Juices and smoothies	5
31	Crockery Set	Plates, katoris, bowls, dessert bowls	30 sets
32	Cutlery Set	Spoon, fork, knife	30 sets
33	Thali Serving Set	Indian service set	30 sets
34	Table Mats and Decorative Items	Coasters, vases, candles	30 sets
35	Serving Trays	Stainless steel or melamine	30
36	Napkins and Table Linen	Cloth or disposable	60
37	Cleaning Towels, Dish Cloths	For kitchen surface, crockery	60
38	Waste Disposal Bins (Wet/Dry/Hazard)	Colour-coded	10
39	Food Waste Composting Bin (Optional)	Small-scale kitchen compost	1–2
40	First Aid Kit	With burn ointment, bandage, etc.	2
41	Fire Extinguisher	CO2 type	2
42	Appliance Maintenance Logbook	Paper or digital	1
43	Menu Planning Templates	Digital or printed sheets	30
44	Nutritional Charts/Guides	Printed materials or software	5

45	Job Card / Feedback Form Set	For daily meal feedback and allergy tracking	30 sets
----	------------------------------	--	---------

NSQC Approved

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptops
2. Whiteboards and markers
3. Projector
4. Screen
5. Chart paper
6. AV equipment
7. Stationery
8. Telephone connection

Annexure 3: Industry Validations Summary

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

S.No.	Name of Organization	Name of SPOC	Designation	Address	Contact No.	E-mail ID	LinkedIn Profile (if available)
1	AIL SEASONS	Harish joshi	Assistant Manager	Sco 58 first floor Sector 47 C Chandigarh	9417770622	harishjoshi.chd@gmail.com	
2	COOX Online Private Limited	Ananta	Manager – Operation	C-001/A2, Sector 16B, Gautam Buddha Nagar, Noida-201301	9004044234	hr@coox.in	
3	Manav Seva Group	Rahul Kumar	HR Manager	1653, Kotla Mubarakpur, New Delhi-110003	8882329537	rahulkumar617790@gmail.com	
4	Global Chef Solutions	Ragini Gupta	Director	Ansal Plaza, Chiranjeev Vihar, Near Ansal Plaza, Chiranjeev Vihar, Ghaziabad-201002	7795839691	globalchefsolutions@gmail.com	

5	Hungry Buddies	Sudesh Chaudhary	Manager – Operation	RKB18, Raj Nagar Centre, RDC, Raj Nagar, Ghaziabad-201002	7947130551	hungrybuddies.rdc@gmail.com	
6	Shreesai Caters	Vishal Sharma	Manager	Gaali No-7, Ajit Enclave, Bypass, Guntala, Airport Road, Ranjit Avenue-143001	8882475662	shreesai1891@gmail.com	
7	urmigroup	Neha Verma	HR Manager	1st Floor, Vikram Pradhan Market, Opposite of Ram Vihar Apartment, Nithari Village, Sector 31, Noida-201301	9035028107	info@urmigroup.in	
8	Divya Placement Consultants	Firdos	Operation Manager	Near SDM Court Road, Jaspur Khurd, Kashipur, Udham Singh Nagar, Uttarakhand	0129-4038425	info@divyaplacement.com	
9	Koelhireright	Koel Sharma	Senior Assistant Manager	Sector 3, Noida	99710-59258	hr@koelhireright.com	
10	Shine Dynamic Manpower Solution	Pankaj Kumar	Manager	2nd Floor, Near DS Door Deshraj Market, Old Shershah Suri Road, Anangpur Dairy, Sector 37, Faridabad-121003	8123682972	shine.faridabad11@gmail.com	
11	Shri-G Events Co.	Deepak kumar	Director	ground floor, Kh no 124/173, Gali No. 8	9780058979	shrievents.group@gmail.com	
12	TNG Restaurant	Suneel Kumar	Manager	B-16, GST Tower, Near Gold Gym, RDC Raj Nagar, Ghaziabad-201002	0120-4272453	tng.tnggzbd@gmail.com	

13	Aaji Care	Balasaheb Salunke	Senior Founder Member	Opposite Nana nani park, Versova, Andheri West, Mumbai	9920018184	contact@aajicare.in	
14	Anvayaa	David Sharma	Co Partner	Plot no.705, Road no.36, jubilee hills Hyderabad	7288818181	info@anvayaa.com	
15	Bharathi	Ascot Lippoldt	Director	Bharathi Nursing Home No. 42/77, South End Road Basavanagudi, Bengaluru	8026769116	info@bharathinursinghome.com	
16	Dhaliwal Multispeciality Hospital	Riddhi K Joshi	Partner	3-Batala Road, Amritsar-143001. Punjab , India	9417065522	dhaliwalhospitalamritsar@gmail.com	
17	Durgapur City Hospital & Clinic Pvt. Ltd.	Pradeep Kar	Managing Director	Central Park Doctors' Colony City Center, Durgapur	245-5262 / 254-6600	info@durgapurcityhospital.com	
18	Kailash Nursing Home	Khurshid Alam	Manager	44, 49-51, South Patel Nagar, Block 8, Patel Nagar, New Delhi	011-25847411	kailashnursinghome@gmail.com	
19	MedicAid hospital & Critical Care Center	Nikhil Lala	CEO	102, Circular Rd, near Rattan Singh Chowk, Nirankari Colony, Amritsar	9779790077	medicaidhospitalamritsar@gmail.com	
20	We Care Home Nusring Bureau	Pradeep Joshi	Manager	Sai Sneha residency opp bhujabal bungalow sahas road Karve Nagar Pune, Kamana Vasahat, Pune	7875772523	wecaresolapur23@gmail.com	

21	Vesta Elder Care	R K Singh	Founder	Vesta Elder Care, M-72, Connaught Circus, New Delhi	8882545454	info@vestaeldercare.com	
----	------------------	-----------	---------	---	------------	--	--

Training and Employment Projections:

Annexure 4: Training & Employment Details

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025	500	350	150	105	5	3
2026	2000	1400	600	420	20	14
2027	3500	2450	1050	1050	35	25

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	2025-2026	5025											

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. Maharashtra state
- 2.

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Annexure 5: 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	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐ Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	☐ Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

Annexure 6: 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
DWC/N1701: Perform Basic Cooking and Serving Activities	Carry out pre-cooking activities	12	12	–	5
	PC1. Interact daily with residents/employers for diet and menu requirements	–	–	–	–
	PC2. Shop or order groceries and supplies, as applicable	–	–	–	–

	PC3. Ensure availability of raw material and ingredients for the food to be prepared	–	–	–	–
--	--	---	---	---	---

NSQC Approved

	PC 4. Check the ingredients for freshness and quality	-	-	-	-
--	---	---	---	---	---

	PC5. Measure, clean and organize ingredients for the food to be prepared	–	–	–	–
	PC6. Wash, cut and prepare foods designated for cooking like chopping and peeling vegetables, etc.	–	–	–	–
	PC7. Prepare the dough as per the recipe for various dishes/breads	–	–	–	–
	PC8. Carry out basic preparatory work like mixing or grinding of spices/ingredients, etc.	–	–	–	–
	PC9. Set up the necessary tools and equipment to prepare the food	–	–	–	–
	PC10. Clean the food preparation areas, cooking surfaces and utensils	–	–	–	–
	PC11. Maintain a clean and organised atmosphere in the kitchen	–	–	–	–
	Prepare food and beverages	8	8	–	5
	PC12. Prepare basic items like sauce, salads, and cold starters, etc.	–	–	–	–
	PC13. Cook food as per the employer's instruction and taste	–	–	–	–
	PC14. Cook the breads, chapatis, etc. as instructed	–	–	–	–
	PC15. Garnish or decorate the food item as per the requirement	–	–	–	–
	PC16. Check the dish to ensure flavour, colour, taste, and quality consistency	–	–	–	–
	PC17. Monitor and ensure appropriate temperature of the appliances to be used	–	–	–	–
	PC18. Prepare different kinds of beverages like tea, coffee, juice, shakes, smoothies, etc. using appropriate instruments and equipment	–	–	–	–
	Serve the food and beverages	10	10	–	5
	PC19. Clean and sanitize the dining table thoroughly	–	–	–	–
	PC20. Set up table mats, coasters, napkins, and other decorative items as needed, including candles and flower vases	–	–	–	–
	PC21. Place the items on the table like plate ware and silverware or cutlery and crockery, water glass as per the food course	–	–	–	–

	PC22. Arrange the cutlery on the table as per the courses of the food course	–	–	–	–
	PC23. Serve the food in appropriate crockery	–	–	–	–
	PC24. Refill the serving plate ware and silverware or cutlery and crockery, water glass with drinks, as required	–	–	–	–
	PC25. Remove all dishes used in a particular course appropriately without causing any disturbance	–	–	–	–
	Perform post-cooking activities	10	10	–	5
	PC26. Store any cooked or remaining uncooked ingredients, vegetables or dough not for immediate use adequately	–	–	–	–
	PC27. Seal the ingredients properly in the containers after use to avoid contamination or spillage	–	–	–	–
	PC28. Store the leftovers in appropriate containers for future use	–	–	–	–
	PC29. Discard the leftovers that can't be stored	–	–	–	–
	PC30. Dispose of the waste in appropriate receptacles	–	–	–	–
	PC31. Use the proper cleaning product and enough amount of water to wash, rinse, and dry dishes, glasses, cooking ware, etc.	–	–	–	–
	PC32. Drain dirty water properly after dishwashing and cleaning appliance	–	–	–	–
	PC33. Clean the food storage and kitchen area frequently	–	–	–	–
	PC34. Clean equipment such as refrigerator, oven, freezer, etc.	–	–	–	–
	Total Marks	40	40	–	20
DWC/N1702: Prepare Chinese, Italian and Indian Cuisine	Prepare Chinese food	9	18	–	3
	PC1. Check the quality and quantity of ingredients for Chinese dishes	–	–	–	–
	PC2. Wash and prepare vegetables in advance for cooking	–	–	–	–

	PC3. Marinate and cut meats evenly for stir-frying or steaming	-	-	-	-
	PC4. Preheat the wok and check oil temperature before cooking	-	-	-	-
	PC5. Stir-fry vegetables and meats using correct sequence and timing	-	-	-	-
	PC6. Prepare sauces and seasonings using standard Chinese recipes	-	-	-	-
	PC7. Cook Chinese breakfast items such as congee, steamed buns, and dumplings	-	-	-	-
	PC8. Prepare lunch and dinner dishes like stir-fried noodles, rice, and soups	-	-	-	-
	PC9. Make appetizers like spring rolls, dim sum, or wontons	-	-	-	-
	PC10. Prepare Chinese desserts such as sesame balls or almond jelly	-	-	-	-
	PC11. Serve Chinese meals using appropriate cutlery and plating technique	-	-	-	-
	Prepare Italian food	9	17	-	3
	PC12. Arrange ingredients like olive oil, herbs, cheese, pasta, and vegetables	-	-	-	-
	PC13. Prepare sauces, vegetables, and meats for cooking	-	-	-	-

	PC 14. Cook breakfast items like frittata, bruschetta, or Italian-style toast	–	–	–	–
	PC15. Prepare lunch and dinner dishes such as pasta, risotto, pizza, and lasagna	–	–	–	–
	PC16. Make Italian appetizers like Arancini, Caprese salad, and focaccia	–	–	–	–
	PC17. Prepare Italian desserts such as tiramisu, panna cotta, and cannoli	–	–	–	–
	PC18. Prepare beverages like espresso, Bellini, and Aperitivo	–	–	–	–
	PC19. Serve Italian food using appropriate tableware and presentation	–	–	–	–
	Prepare Indian food (South, North, West, East)	12	25	–	4
	PC20. Arrange essential Indian ingredients such as spices, herbs, pulses, and oils	–	–	–	–
	PC21. Prepare regional breakfast items like idli, poha, thepla, and aloo paratha	–	–	–	–
	PC22. Cook lunch and dinner dishes such as dal, curry, biryani, and sabzi	–	–	–	–
	PC23. Use regional cooking methods such as tadka, bhunao, tandoor, and dhungar	–	–	–	–
	PC24. Make Indian appetizers like samosas, pakoras, and kebabs	–	–	–	–
	PC25. Prepare Indian desserts like payasam, rasgulla, shrikhand, and gulab jamun	–	–	–	–
	PC26. Serve Indian meals using appropriate cutlery or traditional thali setups	–	–	–	–
	Total Marks	30	60	–	10
DWC/N1712 – Plan and Prepare Menus for Nutritional and Special-Diet Requirements	Identify Dietary Requirements	10	8	–	5
	PC1. Consult with residents/employers (in person or via digital messaging) to record medical/health conditions and special-diet needs (e.g., diabetic, gluten-free, low-sodium)	–	–	–	–
	PC2. Clarify portion-size preferences and meal frequency (number of meals/snacks per day)	–	–	–	–
	PC3. Note any food allergies or intolerances (e.g., lactose, nuts) and cultural/religious dietary restrictions	–	–	–	–

	Develop Menu Plan	18	12	–	5
	PC4. Follow basic nutritional guidelines relevant to identified conditions (e.g., glycemic index for diabetes, sodium limits for hypertension)	–	–	–	–
	PC5. Select local ingredients that align with special-diet requirements (e.g., millets, brown rice, lean proteins, low-fat dairy, gluten-free flours)	–	–	–	–
	PC6. Draft a balanced menu for a defined period (daily or weekly), ensuring adequate macronutrients (carbohydrates, proteins, fats) and micronutrients (vitamins, minerals)	–	–	–	–
	PC7. Create recipe modifications or substitutions (e.g., replace refined flour with whole grains, use minimal-oil cooking techniques)	–	–	–	–
	PC8. Calculate approximate portion sizes and caloric content per meal using kitchen scales and reference guides	–	–	–	–
	Prepare and Test Dishes	6	14	–	3
	PC9. Prepare one trial dish from the drafted menu, adhering strictly to special-diet protocols (e.g., segregated utensils for gluten-free)	–	–	–	–
	PC10. Conduct a taste-test of the trial dish, evaluating flavour, texture, and appearance against dietary guidelines	–	–	–	–
	PC11. Record feedback from residents/employers on taste, portion, and satisfaction, noting any adverse reactions	–	–	–	–
	PC12. Adjust seasoning, cooking method, or portion size based on feedback and nutritional targets	–	–	–	–
	Finalize Menu and Prepare Items	6	6	–	7
	PC13. Document the final menu with clear portion sizes, key ingredients, and simple nutritional information (calories, macronutrients)	–	–	–	–
	PC14. Prepare selected dishes from the approved menu, ensuring compliance with all special-diet procedures (no cross-contamination, correct cooking temperatures)	–	–	–	–
	PC15. Present each dish in an appealing manner and verbally inform the resident/employer about its key features (e.g., “low-gluten,” “sugar-free”)	–	–	–	–
	PC16. Share a simple verbal or digital summary of the menu, mentioning key ingredients and portion suggestions when requested or required	–	–	–	–
	PC17. Monitor resident/employer feedback during regular meals, noting any new dietary issues for future menu revisions	–	–	–	–
	Total Marks	40	40	–	20
DWC/N1713 – Operate and Maintain Modern	Identify and Prepare Appliances	12	8	–	5
	PC1. Verify that appliances like induction cooktops, air fryers, microwave ovens, mixer-grinders, rice cookers, electric kettles, toasters, and sandwich makers are in	–	–	–	–

Kitchen Appliances and Equipment	good working condition				
	PC2. Read and follow manufacturer instructions and safety guidelines for each appliance	–	–	–	–
	PC3. Check electrical connections, use stabilizers or surge protectors where required	–	–	–	–
	PC4. Place appliances on stable, heat-resistant surfaces with proper ventilation	–	–	–	–
	Operate Appliances Safely	10	15	–	5
	PC5. Preheat appliances if required before use (e.g., air fryer, toaster, sandwich maker)	–	–	–	–
	PC6. Select correct settings (temperature, timer, pressure) as per the recipe and appliance type	–	–	–	–
	PC7. Load ingredients properly (e.g., avoid overfilling jars or trays)	–	–	–	–
	PC8. Monitor appliance operation and check for unusual sounds or error messages	–	–	–	–
	PC9. Use compatible cookware and utensils with appliances (e.g., induction pots, oven-safe trays)	–	–	–	–
	Maintain and Clean Appliances	10	12	–	5
	PC10. Switch off and unplug appliances after use; allow to cool before cleaning	–	–	–	–
	PC11. Clean removable parts like jars, baskets, trays, and filters with mild detergent and dry them fully	–	–	–	–
	PC12. Wipe external surfaces gently with a damp cloth and avoid water near electronic controls	–	–	–	–
	PC13. Descale or clean appliances like electric kettles, multi-cookers, or microwave ovens regularly	–	–	–	–
	PC14. Inspect and replace worn-out gaskets, rubber rings, or parts as per instructions	–	–	–	–
	PC15. Check power cords and plugs for damage and avoid using faulty appliances	–	–	–	–
	PC16. Store appliances and accessories in clean, dry, and safe locations	–	–	–	–
	Troubleshoot Basic Issues	8	5	–	5
	PC17. Identify common problems (e.g., appliance not starting, uneven heating, burning smell)	–	–	–	–
	PC18. Perform basic troubleshooting (e.g., reset appliance, clean vents, check plug/fuse)	–	–	–	–
	PC19. Replace minor components like trays, lids, or filters if allowed by the manufacturer	–	–	–	–
	PC20. Maintain a simple record of service dates, issues, and actions taken	–	–	–	–
	Total Marks	40	40	–	20

NSQC Approved

DWC/N9902: Maintain service standards and communicate effectively	Maintain behavioural etiquette	18	15	–	7
	PC1. Greet the residents promptly and appropriately in accordance with the procedure	–	–	–	–
	PC2. Interact with all residents in a polite and professional manner	–	–	–	–
	PC3. Make requirements clear by asking appropriate questions	–	–	–	–
	PC4. Respond effectively to residents' dissatisfactions and complaints	–	–	–	–
	PC5. Create and maintain an effective but impersonal relationship with residents	–	–	–	–
	PC6. Notify residents in advance of any issues or problems, as well as any developments that may affect them	–	–	–	–
	PC7. Seek feedback from the residents and incorporate them to improve their experience	–	–	–	–
	PC8. Avoid arguing with the residents	–	–	–	–
	PC9. Report any workplace issues to the residents/employers immediately	–	–	–	–
	PC10. Ensure appropriate personal behaviour and conduct taking gender into consideration	–	–	–	–
	PC11. Follow good manners in household/workplace with a view to maintaining hygiene and sanitation, such as while coughing, not spitting, belching, etc.	–	–	–	–
	PC12. Recognise, acknowledge and overcome inherent biases regarding disabilities	–	–	–	–
	PC13. Carry out tasks in a timely and disciplined manner	–	–	–	–
	PC14. Demonstrate honesty, empathy, integrity and fairness while dealing with residents and colleagues	–	–	–	–
	PC15. Resolve ethical dilemmas such as lost property or confidentiality requests in line with company policy and record the action taken	–	–	–	–
	Maintain professional manner at work	8	10	–	3
	PC16. Report to work on time	–	–	–	–

	PC17. Behave appropriately when communicating with coworkers and others	–	–	–	–
	PC18. Keep proper attire and a presentable demeanour	–	–	–	–
	PC19. Maintain personal hygiene	–	–	–	–

	PC20. Respect privacy of others at the workplace	8	10	–	3
	Give specific services as per the residents' requirements	14	15	–	10
	PC21. Provide services and maintain the quality of facilities to cater to specific needs of every individual, across all gender and age groups as per standards	–	–	–	–
	PC22. Assist people with disabilities when necessary	–	–	–	–
	PC23. Follow gender and age-sensitive service practices at all times	–	–	–	–
	PC24. Identify and report workplace harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation, and culture	–	–	–	–
	PC25. Maintain social distance in social situations/at work	–	–	–	–
	PC26. Inform the employer of any personal health issues related to injury or infectious diseases	–	–	–	–
	Total Marks	40	40	-	20

DWC/N9903: Maintain health, hygiene and safety standards at workplace	Follow personal and workplace hygiene	15	15	–	5
	PC1. Wash and sanitize hands at regular intervals with hand soap and alcohol-based sanitizers	–	–	–	–
	PC2. Keep the home or workplace free of germs, insects and bugs by utilising the proper environmentally friendly solutions or cleaning chemicals	–	–	–	–
	PC3. Wash the dishes and other items in accordance with the set requirements	–	–	–	–
	PC4. Sanitize all tools, equipment and appliances with touch points on a regular basis	–	–	–	–
	PC5. Make sure that the garbage cans are frequently cleared in accordance with the timetable for cleanliness and maintenance	–	–	–	–
	PC6. Place trash in designated bins or the proper trash container	–	–	–	–
	PC7. Wear appropriate PPE like hair net, protective aprons, footwear, respirators, masks, etc. at work	–	–	–	–
	PC8. Maintain personal hygiene by brushing teeth frequently, bathing daily, dressing well, eating healthfully, etc.	–	–	–	–
	PC9. Avoid consumption of tobacco, paan, alcohol, smoking cigarettes, etc. at the workplace	–	–	–	–

	Follow workplace practices to promote wellbeing	15	15	–	5
	PC10. Adhere to safety protocols when using materials, tools and equipment	–	–	–	–
	PC11. Follow guidelines and safety protocol while using electrical household gadgets	–	–	–	–
	PC12. Follow first-aid instructions appropriately	–	–	–	–
	PC13. Recognise workplace risks and promptly inform anybody who should know about them	–	–	–	–
	PC14. Report to various emergency circumstances with prompt response and reporting	–	–	–	–
	PC15. Attend regular health check-ups	–	–	–	–

PC16. Place medicines and hazardous chemicals away	–	–	–	–
PC17. Keep sharp objects out of reach of child	–	–	–	–
PC18. Administer basic first aid for minor injuries such as cuts, burns or fainting until professional help arrives	–	–	–	–
PC19. Ensure the workplace first-aid kit is stocked, checked regularly and placed at an easily accessible location	–	–	–	–
Manage waste at workplace	10	10	–	10
PC20. Identify and separate hazardous, recyclable and non-recyclable waste at the workplace	–	–	–	–
PC21. Manage wastages like food, water, etc. as directed	–	–	–	–
PC22. Dispose of sanitary and other hazardous wastes appropriately	–	–	–	–
PC23. Recycle waste wherever applicable	–	–	–	–
PC24. Discard PPEs in plastic bags that are sealed and labelled infectious waste	–	–	–	–
PC25. Conserve materials, natural resources and energy at work	–	–	–	–
PC26. Use eco-friendly methods at work to reduce pollution of the air, water and earth	–	–	–	–
Total Marks	40	40	–	20

Introduction to Employability Skills	1	1	–	–
PC1. identify employability skills required for jobs in various industries	–	–	–	–
PC2. identify and explore learning and employability portals	–	–	–	–
Constitutional values – Citizenship	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	–	–	–	–

Employability skills	Becoming a Professional in the 21st Century	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	-	-	-	-
	Basic English Skills	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	-	-	-	-

	Career Development & Goal Setting	1	2	-	-
	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	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	-	-	-	-
	Diversity & Inclusion	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	-	-	-	-
	Financial and Legal Literacy	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	-	-	-	-
	Essential Digital Skills	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	-	-	-	-
	Entrepreneurship	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	1	2	-	-
	Customer Service	-	-	-	-
	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	2	3	-	-
	Getting ready for apprenticeship & Jobs	-	-	-	-
	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	-	-	-	-

	Total Marks	20	30		
	Grand Total	250	290	-	110

NSQC Approved

Annexure 7: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

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 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:
 - Videos of Trainees during OJT
4. 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 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf