

QUALIFICATION FILE – Micro Credentials

Fundamentals of Internal Audit- Food Industry

☒ Public ☐ Private

☒ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 4.0

Submitted By:

Food Industry Capacity and Skill Initiative (FICSI)

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Section 1: Basic Details

1.	Micro Credential-Qualification Name	Fundamentals of Internal Audit- Food Industry																
2.	Sector/s	Food Processing																
3.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NM-04-FI-04214-2025-V1-FICSI, V1.0	4. NCrF/NSQF Level: 4.0															
5.	Brief Description of the Micro Credential	This course explores the critical role of internal food safety audits and provides a detailed, step-by-step guide to conducting effective audits within the food processing industry.																
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <table><tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Required Experience (with Specialization - if applicable)</th></tr><tr><td>1</td><td>12th Grade pass or Equivalent in the Science Stream</td><td></td></tr><tr><td>2</td><td>10th Grade pass</td><td>3 years of experience in the relevant field</td></tr><tr><td>3</td><td>Previous relevant Qualification of NSQF Level 3</td><td>3 years of experience in the relevant field</td></tr><tr><td>4</td><td>Previous relevant Qualification of NSQF Level 3.5</td><td>1.5 years of experience in the relevant field</td></tr></table> b. Age: NA		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th Grade pass or Equivalent in the Science Stream		2	10th Grade pass	3 years of experience in the relevant field	3	Previous relevant Qualification of NSQF Level 3	3 years of experience in the relevant field	4	Previous relevant Qualification of NSQF Level 3.5	1.5 years of experience in the relevant field
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1	12th Grade pass or Equivalent in the Science Stream																	
2	10th Grade pass	3 years of experience in the relevant field																
3	Previous relevant Qualification of NSQF Level 3	3 years of experience in the relevant field																
4	Previous relevant Qualification of NSQF Level 3.5	1.5 years of experience in the relevant field																
7.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	0.5	8. Common Cost Norm Category (I/II/III) (wherever applicable): III															
9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training (wherever applicable)	NA																
10.	Expected Outcomes of the Micro Credential	Terminal learning outcomes are: - Understand the basics of the audit process - Gain insight to auditing techniques and effective tactics - Create well-written audit reports and effectually follow through with corrective actions - Develop the ability to plan and organise an internal audit.																

		- Collect and analyse evidence, exercising objectivity - Evaluate and report the results of an internal audit												
11.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☐ Offline Only ☒ Online Only ☐ Blended <table border="1"> <thead> <tr> <th>Training Delivery Mode</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Online</td><td>08:00</td><td>07:00</td><td>15:00</td></tr> <tr> <td>Classroom (offline)</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table> <i>(Refer Blended Learning Annexure for Details)</i>	Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Online	08:00	07:00	15:00	Classroom (offline)	0	0	0
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12.	Assessment Criteria	<table border="1"> <thead> <tr> <th>Theory (Marks)</th><th>Practical (Marks)</th><th>Project (Marks)</th><th>Viva (Marks)</th><th>Total (Marks)</th><th>Passing %age</th></tr> </thead> <tbody> <tr> <td>15</td><td>25</td><td>0</td><td>10</td><td>50</td><td>70</td></tr> </tbody> </table>	Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age	15	25	0	10	50	70
Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age									
15	25	0	10	50	70									
13.	Is the Qualification Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability: NA												
14.	How participation of women be encouraged?	Equal employment opportunity is being given in the industry.												
15.	Other Indian Languages in which the Micro Credential will be implemented.	Hindi												
16.	Is similar Micro Credential Qualifications (s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:												
17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Mr. Sunil K Marwah Email: ceo@ficsi.in Contact No.: 9711260230 Website: https://www.ficsi.in/												
18.	Final Approval Date by NSQC: 08/05/2025	19. Validity Duration: 3 Years 20. Next Review Date: 07/05/2028												

Section 2: Training Related

1.	Trainer's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	B.Sc / B.Tech/ BE in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 3 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of training experience in Quality assurance Or Food processing Or HACCP or Internal Audit or Food Regulatory OR M.Sc/ M.Tech/ ME in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 2 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of training experience in Quality assurance Or Food processing Or HACCP or Internal Audit or Food Regulatory OR MBA in Food Safety and Quality Management with 2 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of training experience in Quality assurance Or Food processing Or HACCP or Internal Audit or Food Regulatory
2.	Master Trainer's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	B.Sc / B.Tech/ BE in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 5 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of training experience in Quality assurance Or Food processing Or HACCP or Internal Audit or Food Regulatory OR M.Sc/ M.Tech/ ME in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 4 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of training experience in Quality assurance Or Food processing Or HACCP or Internal Audit or Food Regulatory OR MBA in Food Safety and Quality Management with 4 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of training experience in Quality assurance Or Food processing Or HACCP or Internal Audit or Food Regulatory
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)

Section 3: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	B.Sc / B.Tech/ BE in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 4 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Auditor and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit OR M.Sc/ M.Tech/ ME in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 3 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit OR MBA in Food Safety and Quality Management with 3 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit
2.	Proctor's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	B.Sc / B.Tech/ BE in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 4 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit OR M.Sc/ M.Tech/ ME in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 3 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit OR MBA in Food Safety and Quality Management with 3 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit

3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per requirement and NCVET guidelines)	B.Sc / B.Tech/ BE in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 6 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit OR M.Sc/ M.Tech/ ME in Food Safety and Quality Management/ Food technology/ Food engineering /Food Science with 5 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit OR MBA in Food Safety and Quality Management with 5 years of industry experience in Quality Assurance or Food Processing or Food Safety or Food Regulatory or Food Science or Food Audit and 1 year of assessment experience in Quality assurance Or Food processing Or HACCP or Food Regulatory or Internal Audit
4.	Assessment Mode (Specify the assessment mode)	Mode: ☒ Online Only ☐ Offline Only ☐ Blended
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 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No): Yes
2.	Number of industry validations provided: 5
3.	Estimated number of people to be trained: 200

Section 5: Annexure Check List

Specify Annexure Number and Name.

1.	Annexure: NCrf/NSQF level justification based on NCrf Level/NSQF descriptors <i>(Mandatory)</i>	Attached
2.	Annexure: Learning Outcomes and Assessment Criteria <i>(Mandatory)</i>	Attached
3.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Attached
4.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory – Except in case of online course)</i>	Attached
5.	Annexure: Blended Learning <i>(Mandatory in case selected mode of delivery is “Blended Learning”)</i>	Attached
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	Attached

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	This course is about conducting food safety audits at food processing industry.	The individual on the job is responsible for own work and learning.	4.0
Professional and Technical Skills/ Expertise/ Professional Knowledge	The individual on the job needs to have factual knowledge of: • Various tasks to identify and evaluate food safety hazards. • Ways to control food safety hazards. • Various tasks to conduct food safety audits. • Ways to audit reports. • Various tasks to compile audit results • Ways to prepare reports.	Factual knowledge food quality audit activities which can be performed at workplace	4.0
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Recall and demonstrate practical skill to routine and repetitive applications: • Identify, evaluate, and control food safety hazards • Conduct food safety audits • Prepare audit reports	Recall and demonstrate practical skill, routine and repetitive in wide range of application, using appropriate rule and tool, using quality concepts.	4.0

Broad Learning Outcomes/Core Skill	The user individual on the job needs to have written and oral communication skills like: - To read basic reports. - Read and interpret symbols given on equipment and work area.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	4.0
Responsibility	The individual on the job needs to know their own responsibility of conducting internal audit of food products	The individual on the job is responsible for own work and fully responsible for other's work and learning.	4.0

Annexure: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
1	Understand about importance of internal audit	1	0	0	1
2	Understand about basics of internal auditing of food processing facility	1	0	0	1
3	Understand various terms and standards related to internal auditing of food processing facility	1	0	0	2
4	Conduct food safety audit process	6	12	0	2
5	Write audit reports and prepare corrective and preventive plans	3	7	0	2
6	Evaluate the effect of audit findings and corrective and preventive actions	3	6	0	2
Total Marks		15	25	0	10

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

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

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP.
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- 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.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME).

- Question papers created by the SME verified by the other subject Matter Experts.
- Questions are mapped with NOS and PC.
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management.
- An assessor must be ToA certified & the trainer must be ToT Certified.
- The assessment agency must follow the assessment guidelines to conduct the assessment.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location.
- Center photographs with signboards and scheme-specific branding.
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period.
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos.

5. Method of verification or validation:

- A surprise visit to the assessment location.
- A random audit of the batch.
- Random audit of any candidate.

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

- Hard copies of the documents are stored.
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage.
- Soft copies of the documents & photographs of the assessment are stored in the HardDrives.

Annexure: Tools and Equipment

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	FSMS audit documents	As per requirement	15 Sets
2	FSMS audit related videos	As per requirement	15 Sets
3	RCA tools	As per requirement	1 No.

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. Whiteboard and marker
2. Projector
3. Laptop
4. Internet

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Audhanik Utpadak avam vipnan sahkari samiti Ltd.	Deepak Kumar	Proprietor	Varanasi, UP	9956963409	Anupammaurya55@gmail.com	
2	S R Spice Trading & Packaging	Sagarmal Ramesh Kumar	Partner	Shillong, Meghalaya	8851560948	sagarmalrameshkumar@gmail.com	
3	S.D Beverages	Pritish Bansal	Partner	Rohtak	8221800051	sdbeverages@gmail.com	
4	Narwat and Sons	prince	Founder	Greater Faridabad	9899225536	princenarwat42@gmail.com	
5	Vandana Foods	Sanjay Kumar	Proprietor	Varanasi, UP	9956123166	Sanjyamaurya1988@gmail.com	

Annexure: Training Details

Training Projections:

Year	Estimated Training of Total Candidates	Estimated training of Women	Estimated number of People with Disability
2025-26	50	20	-
2026-27	50	50	-
2027-28	100	50	-

Data to be provided year-wise for the next 3 years.

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:

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	• Books/ e-books • Presentations • Reference Material • Audio / Video Modules	
2	☒ Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	• Self-Learning Videos • Broadcasts • Mobile Learning • Curated Digital content	
3	☒ Showing Practical Demonstrations to the learners	• Video Content • E-Resource library • AR/VR/XR	

4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	• Training tools (tools list attached) • Video Play • Presentations	
5	☒ Tutorials/ Assignments/ Drill/ Practice	• Online Question Bank • Mobile Quick test app • MCQ based tests	
6	☒ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	• Assessment engine for Essays • Up-loadable file examinations • Mock test sessions	
7	☒ On the Job Training (OJT)/ Project Work Internship	• Online tests • Offline assessments	

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training
CAD/CAM	Computer-aided design and computer-aided manufacturing
CAE	Computer-aided engineering

Glossary

Term	Description
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 based on their main economic function, product, service or technology.
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