



## QUALIFICATION FILE

### Commis

- 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: 4

Submitted By:

Tourism and Hospitality Skill Council

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

New Delhi – 110001, Landline # 011-41608056/8057 Ext.1102

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	Commis																			
2.	<b>Sector/s</b>	Tourism & Hospitality																			
3.	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> <b>Has Electives/Options</b> <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> <i>(change to previous, once approved)</i> 2021/TH/THSC/04100 and v2.0	<b>Qualification Name of existing/previous version:</b> Commis Chef																		
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>																				
5.	<b>National Qualification Register (NQR) Code &amp;Version</b> <i>(Will be issued after NSQC approval)</i>	QG-04-TH-02001-2024-V1-THSC	<b>6. NCrF/NSQF Level:</b> 4																		
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate																			
8.	<b>Brief Description of the Qualification</b>	The individual at work sets up kitchen for operations and assists in food preparation and cooking. The person prepares sauces, salads, cold starters and other base items, monitors the stock in the kitchen, and closes the kitchen at the end of day's operations or shift end.																			
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1" style="margin-left: 20px;"> <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></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 year relevant experience</td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>5.</td> <td>Previous relevant Qualification of NSQF Level 3.0</td> <td>3-year relevant experience</td> </tr> </tbody> </table> <b>b. Age-</b> 17 years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th grade pass or equivalent		2.	11th Grade Pass	1.5 year relevant experience	3.	10th Grade Pass	3 year relevant experience	4.	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience	5.	Previous relevant Qualification of NSQF Level 3.0	3-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1.	12th grade pass or equivalent																				
2.	11th Grade Pass	1.5 year relevant experience																			
3.	10th Grade Pass	3 year relevant experience																			
4.	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience																			
5.	Previous relevant Qualification of NSQF Level 3.0	3-year relevant experience																			
10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> <i>(as per National Credit Framework (NCrF))</i>	Minimum: 16 Maximum: 27	<b>11. Common Cost Norm Category (I/II/III)</b> <i>(wherever applicable):</i> I																		
12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	NA																			

13.	<b>Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> as per selected training delivery modes and as per requirement of the qualification)	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended				
		<b>Training Delivery Modes</b>	<b>Theory (Hours)</b>	<b>Practical (Hours)</b>	<b>OJT Mandatory (Hours)</b>	<b>Total (Hours)</b>
		<b>Classroom (offline)</b>		281:00	30:00	311:00
		<b>Online</b>	169:00			169:00
		(Refer Blended Learning Annexure for details)				
14.	<b>Aligned to NCO/ISCO Code/s</b> (if no code is available mention the same)	NCO-2015/5120.0200				
15.	<b>Progression path after attaining the qualification</b> (Please show Professional and Academic progression)	Demi Chef De Partie				
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi				
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:				
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: SHI and LD				
19.	<b>How Participation of Women will be Encouraged</b>	The inclusion of women in the workplace is important as there is an increase in the number of educated women. Despite progress in some areas, women still face significant challenges and barriers to their full participation in the workforce. This can be addressed by formulating policy measures on skilling, job creation and support services. To increase the proportion of women in the workforce, various support measures like childcare facilities, proximity to the workplace, safe transportation, gender acceleration plans and return to work (allowing women to re-join the workforce after motherhood) should be provided. Organisations should provide flexible work arrangements like part-time or remote work options. This not only helps the organisation to retain talented women employees, but it also helps women to balance work and family responsibilities.				
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No THC/N9906. Follow Health, Hygiene and Safety practices				
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	<b>Schools</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Colleges</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	<b>Name:</b> Dr. Sunita Badhwar <b>Email:</b> sunita.badhwar@thsc.in <b>Contact No.:</b> 011-41608056/8057 Ext.1102 <b>Website:</b> <a href="http://www.thsc.in">www.thsc.in</a>				

<b>23.</b>	<b>Final Approval Date by NSQC:</b> 31/01/2024	<b>24. Validity Duration:</b> 3 years	<b>25. Next Review Date</b> 31/01/2027
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## Section 2: Module Summary

## NOS/s of Qualifications

*(In exceptional cases these could be described as components)*

## Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Ensure Effective Communication and Service Standard at Workplace	THC/N9902 &v2.0	Non-Core	4	1	15	15	0	0	30	40	40	0	20	100	10
2.	Ensure to Maintain Organizational Confidentiality and Guest's Privacy	THC/N9910 &v4.0	Non-Core	4	1	15	15	0	0	30	10	5	0	5	20	10
3.	Monitor and Maintain Health, Hygiene and Safety at Workplace	THC/N9907 &v2.0	Non-Core	4	1	15	15	0	0	30	30	35	0	15	80	10
4.	Employability Skills (60 Hours)	DGT/VSQ/N0102 &v1.0	Non-Core	4	2	24	36	0	0	60	20	30	0	0	50	10
<b>Duration (in Hours) / Total Marks</b>					<b>5</b>	<b>69</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>100</b>	<b>110</b>	<b>0</b>	<b>40</b>	<b>250</b>	<b>40</b>

## Elective NOS/s: Commis - Hot Kitchen Commis

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.	Assist in Kitchen Operations and Food Preparation	THC/N0415 &v2.0	Core	4	8	80	140	20	0	240	50	55	0	25	130	30
2.	Use Tandoor for Preparing Food	THC/N0428 &v1.0	Core	4	3	20	60	10	0	90	50	50	0	20	120	30
<b>Duration (in Hours) / Total Marks</b>					<b>11</b>	<b>100</b>	<b>200</b>	<b>30</b>	<b>0</b>	<b>330</b>	<b>100</b>	<b>105</b>	<b>0</b>	<b>45</b>	<b>250</b>	<b>60</b>

## Elective NOS/s: Pastry/Bakery Commis

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.	Assist to Prepare, bake, Finish, and Present Pastry/Bakery Products	THC/N2712 &v3.0	Core	4	11	95	205	30	0	330	50	80	0	20	150	60
<b>Duration (in Hours) / Total Marks</b>					<b>11</b>	<b>95</b>	<b>205</b>	<b>30</b>	<b>0</b>	<b>330</b>	<b>50</b>	<b>80</b>	<b>0</b>	<b>20</b>	<b>150</b>	<b>60</b>

## Assessment - Minimum Qualifying Percentage

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

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

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

## Section 3: Training Related

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

## Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	NA
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	NA
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Blended
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

## Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> No
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 21
5.	<b>Estimated nos. of persons to be trained and employed:</b> 31555
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> No If "No", why:

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

Specify Annexure Name / Supporting document file name

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

## Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	<p><b>Specialized knowledge</b></p> <ul style="list-style-type: none"> <li>• Food hygiene, quality, and safety standards as per organizational policy and FSSAI guidelines</li> <li>• Occupational health and safety requirements as per HACCP</li> <li>• FSSAI (Food Safety and Standards Authority of India) and HACCP (Hazard Analysis and Critical Control Points) standard protocols related to food production, safety and quality standard</li> <li>• SOP on personal hygiene</li> <li>• Purpose and usage of PPE</li> <li>• Storage procedure of food items/ingredients as per food safety guidelines and organizational policy</li> <li>• Usage of sterilized/sanitized dishware, kitchenware for food preparation</li> <li>• Recipes for different types of pastry/bakery products</li> <li>• Food preparation techniques like marinating, chopping, slicing, creaming etc.</li> <li>• Techniques to check pastry/bakery product for correct colour, flavour, texture quantity and finish</li> <li>• Methods for stock rotation</li> <li>• Organizational policies on behavioural etiquette and professionalism</li> <li>• Organizational policies on gender sensitive service practices at workplace</li> <li>• Organizational hierarchy and reporting structure</li> <li>• Documentation policy and procedures of the organization</li> <li>• Service quality standards as per organizational policies</li> </ul>	<ul style="list-style-type: none"> <li>• A Commis should have proper knowledge of SOP for soft facility, usage of PPE, cleaning methods and procedures for different areas and surfaces etc. These are all trade related fact, and the person needs to have this factual knowledge.</li> <li>• Hence Level 4</li> </ul>	4

	<ul style="list-style-type: none"> <li>• Quality standards for the food ingredients</li> <li>• Food preparation techniques like marinating, chopping, slicing, etc.</li> <li>• Different types of food ingredients and recipes</li> <li>• Cooking methods like boiling, frying, grilling, steaming, sifting, kneading, resting, aerating etc.</li> <li>• Types of tools/equipment required for preparation and cooking dishes</li> <li>• Correct temperatures for cooking different dishes</li> <li>• Operating procedure for appliances such as stoves, ovens, steamers, mixing machines, etc.</li> <li>• Handling procedure of sharp objects in the kitchen such as knife and their safe storage</li> <li>• Correct temperatures and procedures for storing raw/cooked items not for immediate use</li> <li>• adequate inventory and stock requirements for business continuity</li> <li>• Techniques to avoid accidental risks</li> <li>• Safe waste-disposal techniquesorganisation's policy and work instructions on tandoor handling and cooking food safely using tandoor</li> <li>• Food hygiene, quality, and safety standards as per organizational policy and FSSAI</li> <li>• Types and features of tandoors</li> <li>• Types of fuel used in tandoor</li> <li>• Equipment required in tandoor cookery</li> <li>• Various types of marinades used in tandoori cookery</li> <li>• Techniques of controlling temperature of tandoor</li> <li>• Techniques to prepare food in tandoor</li> <li>• Dough mixing and making methods</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Bread making process in tandoor</li> <li>• Techniques to use skewers in tandoor</li> <li>• Temperature requirements for different dishes in tandoor</li> <li>• Hazards associated with the smoke resulting from the burning of charcoal inside the tandoor</li> <li>• Precautions to be taken while lighting up the fire inside the tandoor</li> <li>• Cleaning and maintenance procedure of tandoors</li> <li>• Organizational policies on gender sensitive service practices at workplace</li> <li>• Organizational hierarchy and reporting structure</li> <li>• Documentation policy and procedures of the organization</li> <li>• Service quality standards as per organizational policies</li> <li>• Complaint handling policy and procedures</li> <li>• SOP on personal hygiene</li> <li>• Procedure of giving and receiving feedback positively</li> <li>• Gender specific requirements of different types of guest</li> <li>• Specific requirements of different age-groups of guests</li> <li>• Age and gender specific etiquette</li> <li>• Key helpline numbers</li> <li>• Organizational policy with regards to Persons with disability</li> <li>• Organization’s policies on intellectual property rights and confidential information</li> <li>• IPR infringement reporting procedure</li> <li>• Storage and disposal procedures for confidential information</li> <li>• Importance of maintaining confidentiality for competitiveness of an organization</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Significance of damages resulting from confidentiality infringement</li> <li>• Organization’s policy on reporting and managing safety issues</li> <li>• Procedure to maintain cleanliness standards at workplace</li> <li>• SOP on personal hygiene</li> <li>• Importance of preventive health check-up and healthy living</li> <li>• Procedure to report health issues</li> <li>• Instructions for operating and handling equipment as per standard</li> <li>• Purpose and usage of PPE</li> <li>• Basic first-aid procedures</li> <li>• Standard waste management policy</li> </ul>		
<p><b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b></p>	<p><b>Specialized skills</b></p> <ul style="list-style-type: none"> <li>• Write labels for identification of products to be stored</li> <li>• Improve and modify own work practices in the kitchen</li> <li>• Assess effort required for any dish preparation</li> <li>• Maintain cordial relationship with co-workers for smooth workflow</li> <li>• Decide when the tandoor is ready for preparing food</li> <li>• Decide when to take out bread or meat/vegetables from the tandoor without burning them</li> <li>• Plan, prioritize and sequence work operations to increase efficiency</li> <li>• Improve and modify own work practices in the bakery</li> <li>• Analyse effort required for any dish preparation</li> <li>• Maintain cordial relationship with co-workers for smooth workflow</li> <li>• Communicate effectively with the guests regarding confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Commis require proper should have practical skills which are routine and repetitive in nature like carrying out kitchen operations, food operations, tandoor operating technique, etc.</li> <li>• A Commis is responsible for preparing kitchen operations, assist Chef de Partie in food preparation and making tandoor for preparing food, etc. The person does all this at his own responsibility and ensures that the work is done as per the standards.</li> <li>• Hence Level 4</li> </ul>	<p>4</p>

	<ul style="list-style-type: none"> <li>Resolve conflicts related to confidentiality and privacy by reporting the issue in time</li> <li>Analyze the impact of not adhering to the health and safety procedures</li> <li>Resolve conflicts related to confidentiality and privacy by reporting the issue in time</li> <li>Analyze the impact of not adhering to the health and safety procedures</li> <li>Read and interpret instructions, procedures, information, SOP, etc.</li> <li>Communicate with chef/manager for any clarification</li> <li>Improve work processes by incorporating guests' feedback</li> <li>Read organizational policy documents, information displayed at the workplace, and comments</li> <li>Received from guest and supervisor</li> <li>Communicate effectively with the superiors to understand the instructions</li> <li>Read organizational policy documents, information displayed at the workplace, and comments received from guest and supervisor</li> </ul>		
<p><b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b></p>	<p><b>Team readiness, self-entrepreneurship Readiness</b></p> <ul style="list-style-type: none"> <li>Read and write different types of documents/instructions/correspondence</li> <li>Communicate effectively using appropriate language in formal and informal settings</li> <li>Behave politely and appropriately with</li> <li>How to work in a virtual mode</li> <li>Perform calculations efficiently</li> <li>Solve problems effectively</li> <li>Pay attention to details</li> <li>Manage time efficiently</li> <li>Maintain hygiene and sanitization to avoid infection</li> </ul>	<ul style="list-style-type: none"> <li>A Commis should have good oral and written communication skills, Intermediate literacy and numeracy skills, basic self-employment/entrepreneurial mindset, etc.</li> </ul>	<p>4</p>

<b>Broad Learning Outcomes/Core Skill</b>	<b>Specialized/ complex jobs/tasks</b> <ul style="list-style-type: none"> <li>• Assist in kitchen operations and food preparation</li> <li>• Use tandoor to prepare food</li> <li>• Assist to prepare, bake, finish and present pastry/bakery products</li> <li>• Communicate effectively and maintain service standards</li> <li>• Maintain organisational confidentiality and respect guests' privacy</li> <li>• Follow Health, Hygiene and Safety practices</li> </ul>	<ul style="list-style-type: none"> <li>• A Commis is responsible for assisting in the kitchen operations such as preparing food and preparing tandoor to prepare food, assist to prepare, bake, finish and present pastry/bakery products as per the organizational standards which all happens in a predictable and familiar situation.</li> <li>• Hence level 4</li> </ul>	4
<b>Responsibility</b>	<b>Self and team responsibility – Sr. Technician or Master Technician</b> <ul style="list-style-type: none"> <li>• Prepare kitchen for food operations</li> <li>• Prepare and cook base items, veg and non-veg dishes</li> <li>• Assist in preparation and presentation of pastry/bakery products</li> <li>• Assist in serving the guests</li> <li>• Undertake administrative tasks</li> <li>• Assist in inventory management</li> <li>• Close kitchen at the end of day's business/shift</li> <li>• Prepare tandoor for cooking</li> <li>• Prepare Indian bread on tandoor</li> <li>• Prepare roasted meat/vegetables</li> <li>• Clean and maintain tandoor</li> <li>• Communicate effectively with guests, colleagues and superiors</li> <li>• Maintain professional etiquette</li> <li>• Provide specific services as per the guests' requirements</li> <li>• Maintain organisational confidentiality</li> <li>• Respect guest's privacy</li> <li>• Maintain personal and workplace hygiene</li> <li>• Take precautionary health measures</li> <li>• Follow standard safety procedure</li> <li>• Follow effective waste management</li> </ul>	<ul style="list-style-type: none"> <li>• A Commis is responsible for preparing kitchen operations, assist Chef de Partie in food preparation and making tandoor for preparing food, etc. The person does all this at his own responsibility and ensures that the work is done as per the standards.</li> <li>• Hence Level 4</li> </ul>	4

## Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Juicer	15 l	1
2	Mixer	8 l	1
3	Grinder	10l	1
4	Toaster	Standard	1
5	Griller	Standard	1
6	Food processor	Standard	1
7	Microwave	30 l	1
8	Peeler	Standard	1
9	Chef's knife	Standard	1
10	Filleting knife	Standard	1
11	Bread knife	Standard	1
12	Grater	Standard	1
13	Weighing scale	Standard	As per required
14	Measuring spoons/cups	Various capacity	As per required
15	Bowls	All sizes SS	As per required
16	Scales	Standard	1
17	Whisker	Standard	As per required
18	Rolling-pin	Standard	1
19	Spoons (metal/wooded/plastic)	Standard	1
20	Oven gloves	Standard	1
21	Measuring spoons and jugs	Standard	1
22	Sieves	Standard	1
23	Other relevant tools and equipment	Standard	1
24	Computer	Standard	As per required
25	Stock register	Standard	As per required
26	Ingredients	Miscellaneous as per the recipes	1
27	Freezer	Standard	1
28	Refrigerator	Standard	1
29	Packing material for the storage	Standard	1
30	Sample reports	Standard	30
31	Different relevant tools and equipment	Standard	1
32	Tandoor	Standard	1
33	Skewers	Standard	1
34	Measuring-cups	Standard	30
35	Various ingredients and marinades	Standard	1
36	Cleaning solutions and equipment	Standard	1
37	Fuel to be used in Tandoor	Preferably coal	1

38	Sample of escalation matrix	Standard	0
39	Organisation structure	Standard	0
40	Handouts of IPR guidelines and regulations	Standard	1
41	Safety glasses	Standard	30
42	Head protection	Standard	30
43	Rubber gloves	Standard	30
44	Safety footwear	Standard	30
45	Warning signs and tapes	Standard	1
46	Fire extinguisher	Standard	As per required
47	First aid kit	Standard	30
48	Relevant Standard Operating Procedures	Standard	1
49	Sample reports	Standard	30

#### Classroom Aids

The aids required to conduct sessions in the classroom are:

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

**Annexure: Industry Validations Summary**

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	AGR Talent Consulting LLP	Er. BS. Tiwari	Admin & HR	D-27, Sector 51, Noida, Uttar Pradesh 201301	0120-357916, 9811259809	<a href="mailto:hr.agrtalent@gmail.com">hr.agrtalent@gmail.com</a>	-
2.	Barista Coffee Company Limited	Rajat Agrawal	CEO	Unit no 301-304, third floor, Vipul Agora Mall, MG Road, Sector-28, Gurugram, Haryana-122001	8586984639	<a href="mailto:rajat.agrawal@barista.co.in">rajat.agrawal@barista.co.in</a>	-
3.	Barbeque-nation Hospitality Limited	Amit Sharma	HR Manager	Saket Callipolis, Unit No. 601 & 602, 6 <sup>th</sup> Floor, Doddakannalli Village, Varthur Hobli, Sarjapur Road, Bengaluru-560035, Karnataka, India	7011735311	<a href="mailto:da@barbequenation.com">da@barbequenation.com</a>	-
4.	CATS Edutech	Ashwani Kumar Rattan	Director	Balaji Complex 2 <sup>nd</sup> Floor, Kirana Oli, Kamptee-441001 ,Dist.- Nagpur (MH) 441001, India	9823059980	<a href="mailto:ashwani@catsedutech.com">ashwani@catsedutech.com</a>	-
5.	ChefKart Hospitality Private Limited	Ameya Kannamwar	Chief Operations Officer	C-1/1, 2 <sup>nd</sup> floor Ardee City, sector 52, Gurgaon, Haryana-122011	8967667496	<a href="mailto:ameya@thechefkart.com">ameya@thechefkart.com</a>	-
6.	HIM AANCHAL CHEF'S ASSOCIATION	Rajindar kumar	Secretary	KSHITIJ VILLA, PARECHI, PO AG OFFICE, Shimla, India, Himachal Pardesh	9816850006	<a href="mailto:surinderkumar@gmail.com">surinderkumar@gmail.com</a>	-
7.	Holiday Inn New Delhi International Airport	Mukesh Kumar	Director-Human Resource	Asset Area 12, Hospitality District, Aero city, Delhi International Airport, New Delhi-110037, India	8826996447	<a href="mailto:mukesh.kumar1@ihg.com">mukesh.kumar1@ihg.com</a>	-
8.	J&K youth Development Forum	-	-	Khaliqa Town Square, hospital road, Duderhoma, Ganderbal,Jammu 7 Kashmir-191201	7006306075	<a href="mailto:jkydfngo@gmail.com">jkydfngo@gmail.com</a>	-
9.	Kaahlian technology Pvt Ltd	Rajani Kant	Director	Boomerang building, A 005, Lower ground, Chandivali, Andheri east, Mumbai, Maharashtra 400072	9209052021	<a href="mailto:ingfo@rozagarkhoj.com">ingfo@rozagarkhoj.com</a>	-
10.	Multi Channel educational institute Pvt. Ltd	Zubair Ahmad Gadda	Director	Post Office Road, Lal bazar, Srinagar, Jammu & Kashmir, India, 190023	+91-194-2420129/ 8713000062/82	<a href="mailto:director@meinstitute.org/directoradm@meinstitute.org">director@meinstitute.org/directoradm@meinstitute.org</a>	-

11.	Orange Tiger Hospitality Pvt Ltd	Bharat Alagh	Vice president Operations and Culinary	302, Mewad, Patanwala Industrial Estate, Lal Bahadur Shastri Marg, Ghatkopar West, Mumbai, Maharashtra 400086	9811118705	<a href="mailto:Bharat.alagh@othpl.com">Bharat.alagh@othpl.com</a>	-
12.	PSIPL	Deepak shanbhag	CEO	7 <sup>th</sup> Floor, 73, Unit no 73 kalpataru Square, Off. Andheri Kurla road, Mumbai, Maharashtra 400059	0223377100	<a href="mailto:Deepak.shan@psipl.co.in">Deepak.shan@psipl.co.in</a>	-
13.	Sarovar Hotels Pvt.Ltd	Nihar Mehta	General manager- Human Resources	Global foyer,504, 5 <sup>th</sup> floor, Golf course road, sector 43, Gurugram - 122009	9650653332	<a href="mailto:Nihar@sarovarhotels.com">Nihar@sarovarhotels.com</a>	-
14.	Shilton hospitality LLP	Santhosh Kumar G Designation	Assistant general Manager	Shilton hospitality LLP, office 2, Ulsoor road, Bangalore	9972471542	<a href="mailto:santoshkumar@shiltonhospitality.com">santoshkumar@shiltonhospitality.com</a>	-
15.	Tarja ventures Private Limited	Shehreyar Majeed	Director	Block-Z-23, Dayal Sir Colony, Uttam Nagar, New Delhi-110059, Delhi	7006306075/9419001418	<a href="mailto:info@tajirventures.com">info@tajirventures.com</a> / <a href="mailto:tajrventures@gmail.com">tajrventures@gmail.com</a>	-
16.	Wipzo Enterprises	Mr. Mohammad Safeer	Managing Director	-	7007676323	<a href="mailto:Wipzocoko@gmail.com">Wipzocoko@gmail.com</a>	-

## Annexure: Training &amp; Employment Details

**Training and Employment Projections:**

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023-2024	22000	28600	2200	2860	NA	NA
2024-2025	24200	31460	2420	3146	NA	NA
2025-2026	26620	34606	2662	3460	NA	NA

*Data to be provided year-wise for next 3 years*

**Training, Assessment, Certification, and Placement Data for previous versions of qualifications:**

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
v2.0		17351	15396	13856	11243	NA	NA	NA	NA	NA	NA	NA	NA

*Applicable for revised qualifications only, data to be provided year-wise for past 3 years.*

**List Schemes in which the previous version of Qualification was implemented:**

1. STT, Govt. funded STT
2. Industry funded RPL
3. Industry funded STT
4. NAPS

**Content availability for previous versions of qualifications:**

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

**Languages in which Content is available:** English and Hindi

## Annexure: Blended Learning

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

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

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

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

## Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
THC/N9902: Ensure effective communication and service standards at workplace	<i>Promote effective communication</i>	20	20	0	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. build effective yet impersonal relationship with guests	-	-	-	-
	PC4. identify guests' dissatisfactions and address complaints effectively	-	-	-	-
	PC5. inform guests of any issue/problem well in advance	-	-	-	-
	PC6. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
	PC7. ensure essential information is passed on in a timely manner	-	-	-	-
	PC8. ensure team members to maintain etiquette while interacting with each other	-	-	-	-
	PC9. ensure the team members provide feedback to their peers	-	-	-	-
	<i>Maintain professional etiquette</i>	10	10	0	5
	PC10. ensure self and team members report to work on time	-	-	-	-
	PC11. use the guests' names as many times as possible during the conversation with proper salutation	-	-	-	-
	PC12. maintain personal integrity & ethical behaviour	-	-	-	-
	PC13. make sure personal hygiene is maintained by self and others at all times	-	-	-	-
	PC14. ensure self and team members adhere to the dress code as per organizational policy	-	-	-	-
	PC15. respect privacy of others at the workplace	-	-	-	-
	<i>Ensure rendering of specific services as per the guests' requirements</i>	10	10	0	5
	PC16. provide assistance to Persons with Disability, if asked	-	-	-	-
	PC17. ensure self and team members comply to the organizational policies towards Persons with Disability	-	-	-	-
	PC18. make sure gender and age sensitive service practices are followed at all times	-	-	-	-
PC19. ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members	-	-	-	-	
PC20. support PwD team members in overcoming any challenges faced at work	-	-	-	-	
PC21. make sure the workplace is accessible for the Persons with Disability	-	-	-	-	
<b>Total Marks</b>		<b>40</b>	<b>40</b>	<b>0</b>	<b>20</b>
THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy	<i>Maintain organisational confidentiality</i>	6	3	0	3
	PC1. prevent leak of new plans and designs to competitors	-	-	-	-
	PC2. ensure protection of employee information	-	-	-	-
	PC3. prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.	-	-	-	-
	PC4. take immediate and appropriate action in case of any IPR violation	-	-	-	-

	PC5. make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor	4	4	0	2
	PC6. protect sensitive data with strong passwords and change passwords on a regular basis	-	-	-	-
	PC7. ensure policies around confidential information are followed by all staff members	-	-	-	-
	<i>Maintain guests' privacy</i>	4	2	0	2
	PC8. ensure the team refrains from infringing upon guest's professional deals and plans	-	-	-	-
	PC9. make sure guest's personal information and financial data is protected all times	-	-	-	-
	PC10. ensure proper disposal of guest's information like booking details, credit card slips etc.	-	-	-	-
	<b>Total Marks</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>THC/N9907: Monitor and maintain health, hygiene and safety at workplace</b>	<i>Ensure personal and workplace hygiene</i>	<b>15</b>	<b>15</b>	<b>0</b>	<b>5</b>
	PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
	PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
	PC3. make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended	-	-	-	-
	PC4. ascertain cleaning of the crockery and other articles as per established standards	-	-	-	-
	PC5. monitor sanitization of all tools, equipment and machine touch-points at regular intervals	-	-	-	-
	PC6. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-
	PC7. maintain personal hygiene and ensure the team members do the same	-	-	-	-
	PC8. report to the concerned authority in case any co-worker is unwell	-	-	-	-
	PC9. report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell	-	-	-	-
	<i>Maintain safe and secure working environment</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC10. ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies	-	-	-	-
	PC11. ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times	-	-	-	-
	PC12. make sure first aid procedures are followed appropriately	-	-	-	-
	PC13. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
	<i>Follow effective waste management and recycling practices at workplace</i>	<b>5</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC14. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
PC15. segregate waste into different coloured dustbins	-	-	-	-	
PC16. handle waste as per SOP	-	-	-	-	
PC17. recycle waste wherever applicable	-	-	-	-	

	PC18. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
	<b>Total Marks</b>	<b>30</b>	<b>35</b>	<b>0</b>	<b>15</b>
<b>DGT/VSQ/N0102: Employability Skills (60 Hours)</b>	<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 &amp; Goal Setting</i>	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	-	-	-	-
	<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 &amp; 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>	<b>3</b>	<b>4</b>	-	-
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	-	-	-	-
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
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>	<b>1</b>	<b>2</b>	-	-
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 &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
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	-	-	-	-
	<b>Total Marks</b>	<b>20</b>	<b>30</b>	<b>-</b>	<b>-</b>
<b>NOS/Module Name</b>	<b>Assessment Criteria for Performance Criteria/Learning Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>THC/N0415: Assist in kitchen operations and food preparation</b>	<i>Prepare kitchen for food operations</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC1. organize the assigned work area/station efficiently	-	-	-	-
	PC2. arrange the correct tools and equipment required to cook the dishes	-	-	-	-
	PC3. confirm the cleanliness and proper functioning of the tools and equipment	-	-	-	-
	PC4. monitor and ensure appropriate temperature of the appliances to be used	-	-	-	-
	PC5. notify the senior chef if there are any faulty or damaged kitchen equipment/tools	-	-	-	-
	PC6. distribute the supplies to different workstations in the kitchen	-	-	-	-
	PC7. replenish service lines as needed and restock and prepare the workstation for the next shift	-	-	-	-
	<i>Prepare and cook base items, veg and non-veg dishes</i>	<b>20</b>	<b>25</b>	<b>0</b>	<b>10</b>
	PC8. select the type of ingredients required for preparation of the dishes	-	-	-	-
	PC9. collect raw food items/ingredients for cooking from the storage area, fridge, or freezer	-	-	-	-
	PC10. measure out ingredients for different recipes	-	-	-	-
	PC11. confirm the ingredients meet quality standards and other requirements	-	-	-	-
	PC12. mix ingredients in correct proportions	-	-	-	-
	PC13. prepare meal ingredients including seasoning of different meats as well as washing, peeling, and chopping vegetables and fruits	-	-	-	-
	PC14. carry out basic preparatory work like mixing or grinding of spices/ingredients, preparing dough, and wrapping food items etc. as per the CDP's instructions	-	-	-	-
	PC15. prepare basic items like sauce, salads, and cold starters, etc. as directed by the Chef de Partie	-	-	-	-
	PC16. plate and present meal items as per the Chef de Parties' instructions	-	-	-	-
	<i>Assist in inventory management</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
PC17. receive and check regular deliveries of fresh ingredients and other delivered goods against invoice for quantity and quality	-	-	-	-	
PC18. label all ingredients and prepared items correctly	-	-	-	-	
PC19. inform chef/manager about the inventory status and help in re-ordering of supplies	-	-	-	-	

	PC20. assist in stock rotation to check and use the ingredients before their expiry date	-	-	-	-
	PC21. refill kitchen condiment bottles/shakers/oil cans/etc.	-	-	-	-
	PC22. store non-distributed provisions, supplies and daily consumables under appropriate conditions as per organisation's work instructions	-	-	-	-
	PC23. assist the chef/manager to plan rotations, if required	-	-	-	-
	PC24. keep track of quantity of daily and weekly consumption and stock of supplies/fuel/cooking oil	-	-	-	-
	<i>Close kitchen at the end of day's business/shift</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC25. store all unused ingredients and prepared food items at the correct location and in controlled environment in compliance with food safety regulations	-	-	-	-
	PC26. discard all expired and spoiled food items stored in the stock rooms, refrigerators, and freezers	-	-	-	-
	PC27. wash and disinfect kitchen tools, knives and other equipment	-	-	-	-
	PC28. check that all appliances are turned off, unplugged, and cleaned as per health and hygiene standards	-	-	-	-
	PC29. perform basic cleaning duties and ensure that work stations are properly sanitized	-	-	-	-
	PC30. ensure disposal of waste and expired items as per waste management policy and recycling of waste material wherever applicable	-	-	-	-
	<b>Total Marks</b>	<b>50</b>	<b>55</b>	<b>0</b>	<b>25</b>
<b>THC/N0428: Use tandoor for preparing food</b>	<i>Prepare tandoor for cooking</i>	<b>20</b>	<b>20</b>	<b>0</b>	<b>5</b>
	PC1. arrange wood kindling, paper, and charcoal, as required	-	-	-	-
	PC2. apply a light layer of vegetable oil inside the tandoor for dough to stick to it	-	-	-	-
	PC3. light a fire at the bottom of the tandoor using wood kindling, paper, and charcoal	-	-	-	-
	PC4. place the lid on the oven and keep for at least two hours to make the tandoor ready for use	-	-	-	-
	<i>Prepare Indian bread on tandoor</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC5. make dough as per requirements	-	-	-	-
	PC6. make Indian bread from the dough as per the size requirements	-	-	-	-
	PC7. apply vegetable oil on the bread and place it on a cloth	-	-	-	-
	PC8. put the bread inside the tandoor with the help of the cloth and ensure bread sticks to the tandoor wall	-	-	-	-
	PC9. take it out with the help of tongs/skewers when the bread is ready	-	-	-	-
	<i>Prepare roasted meat/vegetables</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC10. create marinades and rubs	-	-	-	-
	PC11. set long skewers threaded with marinated meat/vegetables/cheese or paneer	-	-	-	-
PC12. place the skewer inside the tandoor such that the tip of the skewers rest on the charcoals and the food is suspended in the centre of the oven	-	-	-	-	
PC13. take the skewers out when meat/vegetable/cheese or paneer are cooked and ready to eat	-	-	-	-	

	<i>Clean and maintain tandoor</i>	<b>10</b>	<b>10</b>	<b>0</b>	<b>5</b>
	PC14. ensure cleanliness and sanitation of the tandoor oven before start of day's business	-	-	-	-
	PC15. check for any defects in the tandoor oven and inform supervisor/proprietor	-	-	-	-
	PC16. clean the tandoor and dispose of fuel residue at the end of day's business	-	-	-	-
	PC17. ensure clay is regularly applied on the tandoor walls for better service	-	-	-	-
	PC18. cover the tandoor when not in use to avoid any contamination	-	-	-	-
	<b>Total Marks</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>20</b>
<b>THC/N2712: Assist to prepare, bake, finish and present pastry/bakery products</b>	<i>Assist in preparation and presentation of pastry/bakery products</i>	<b>20</b>	<b>30</b>	<b>0</b>	<b>10</b>
	PC1. organise the assigned work area efficient	-	-	-	-
	PC2. select the type of ingredients required for preparatio	-	-	-	-
	PC3. measure out ingredients for different recipes	-	-	-	-
	PC4. confirm the ingredients meet quality standards and other requirements	-	-	-	-
	PC5. mix ingredients in correct proportions	-	-	-	-
	PC6. arrange the correct tools and equipment required to prepare the pastry/bakery product	-	-	-	-
	PC7. perform basic baking tasks like combining, mixing ingredients under the supervision of chef/manager	-	-	-	-
	PC8. follow correct recipe and techniques for the basic preparation of the pastry/bakery product	-	-	-	-
	PC9. assist with plate decoration for dessert	-	-	-	-
	PC10. check if the pastry/bakery product has the correct flavour, colour, texture, quantity and finish	-	-	-	-
	PC11. finish and present the pastry/bakery product to meet requirements	-	-	-	-
	PC12. store baked products which are not for immediate use in line with food safety regulations	-	-	-	-
	<i>Assist in serving the guests</i>	<b>5</b>	<b>10</b>	<b>0</b>	<b>0</b>
	PC13. ensure the pastry/bakery product is at the correct temperature for holding and serving	-	-	-	-
	PC14. assist in the service of meals as required	-	-	-	-
	PC15. interact with guests as per the organisational code of conduct	-	-	-	-
	PC16. report any customer complaints or compliments	-	-	-	-
	<i>Undertake administrative tasks</i>	<b>25</b>	<b>40</b>	<b>0</b>	<b>10</b>
	PC17. receive and check goods against invoice for quality and	-	-	-	-
PC18. assist with stock rotation to check and use the ingredients before their use-by date	-	-	-	-	
PC19. label all ingredients and prepared items correctly	-	-	-	-	
PC20. ensure all unused ingredients and prepared items are stored at the correct location and in controlled environment in compliance with health & safety regulations	-	-	-	-	

	PC21. organize the workplace to maintain standards of hygiene and cleanliness as per the health and safety guidelines in the food preparation and service areas at all times	-	-	-	-
	PC22. inform Chef of excess food items for use in daily specials	-	-	-	-
	PC23. inform chef/manager about the inventory status and help in re-ordering of supplies for pastry/bakery products	-	-	-	-
	PC24. assist the chef/manager to plan menus, rotations, and orders, if required	-	-	-	-
	PC25. contribute to organizational cost savings through accurate measurements, proper storage, stock rotation (following the rule 'first in, first out'), and timely service	-	-	-	-
	<b>Total Marks</b>	<b>50</b>	<b>80</b>	<b>0</b>	<b>20</b>
	<b>Grand Total</b>	<b>250</b>	<b>295</b>	<b>0</b>	<b>105</b>

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

#### 2. Testing Environment:

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

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

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

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

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

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

- Surprise visit to the assessment location

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

- Hard copies of the documents are stored

#### **On the Job:**

1. Each module (which covers the job profile of Commis ) 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: 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
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
OH&S	Occupational Health and Safety
PPE	Personal Protective Equipment
FSSAI	Food Safety and Standards Authority of India
HACCP	Hazard Analysis and Critical Control Points
SOP	Standard Operating Procedure
ISO	International Standards Organization

## Glossary

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