



QUALIFICATION FILE

Demi Chef De Partie

- 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: 4.5

Submitted By:

Tourism & 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.	Qualification Name	Demi Chef De Partie																
2.	Sector/s	Tourism & Hospitality																
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> 2021/TH/THSC/04915 and v2.0	Qualification Name of existing/previous version: Demi Chef De Partie															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>																	
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-4.5-TH-02002-2024-V1-THSC	6. NCrf/NSQF Level: 4.5															
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 individual at work prepares food ingredients in the allotted section of the kitchen, guides the Commis chef on kitchen operations, and assists the Chef de partie or Sous chef in preparing and presenting the food, monitoring stock of the inventory, and maintaining quality standards of the kitchen activities.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="margin-left: 40px;"> <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>UG Certificate in relevant field</td> <td>3 years of relevant experience including apprenticeship</td> </tr> <tr> <td>2.</td> <td>12th grade pass</td> <td>4 years of relevant experience including apprenticeship</td> </tr> <tr> <td>3.</td> <td>Previous relevant qualification of NSQF Level 4</td> <td>1.5 years of relevant experience including apprenticeship</td> </tr> <tr> <td>4.</td> <td>Previous relevant qualification of NSQF Level 3.5</td> <td>3 years of relevant experience including apprenticeship</td> </tr> </tbody> </table> b. 20 years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	UG Certificate in relevant field	3 years of relevant experience including apprenticeship	2.	12 th grade pass	4 years of relevant experience including apprenticeship	3.	Previous relevant qualification of NSQF Level 4	1.5 years of relevant experience including apprenticeship	4.	Previous relevant qualification of NSQF Level 3.5	3 years of relevant experience including apprenticeship
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1.	UG Certificate in relevant field	3 years of relevant experience including apprenticeship																
2.	12 th grade pass	4 years of relevant experience including apprenticeship																
3.	Previous relevant qualification of NSQF Level 4	1.5 years of relevant experience including apprenticeship																
4.	Previous relevant qualification of NSQF Level 3.5	3 years of relevant experience including apprenticeship																

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	17	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																	
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td></td> <td>276:00</td> <td>60:00</td> <td>336:00</td> </tr> <tr> <td>Online</td> <td>174:00</td> <td></td> <td></td> <td>174:00</td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)			Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Total (Hours)	Classroom (offline)		276:00	60:00	336:00	Online	174:00			174:00
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	Total (Hours)															
Classroom (offline)		276:00	60:00	336:00															
Online	174:00			174:00															
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/5120.0200																	
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Demi Chef De Partie-->Chef De Partie-->Sous Chef-->Executive Chef-->Corporate Chef																	
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																	
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																	
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																	
19.	How Participation of Women will be Encouraged	The inclusion of women in the workplace is important as there is an increase in the number of educated women. Despite progress in some areas, women still face significant challenges and barriers to their full participation in the workforce. This can be addressed by formulating policy measures on skilling, job creation and support services. To increase the proportion of women in the workforce, various support measures like childcare facilities, close proximity to the workplace, safe transportation, gender acceleration plans and return to work (allowing women to re-join the workforce after motherhood) should be provided. Organisations should provide flexible work arrangements like part-time or remote work options. This not only helps the organisation to retain talented women employees, but it also helps women to balance work and family responsibilities.																	
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No THC/N9907.Monitor and maintain health, hygiene and safety at workplace																	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																	

22.	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: Dr. Sunita Badhwar Email: sunita.badhwar@thsc.in Contact No.: 011-41608056/8057 Ext.1102 Website: www.thsc.in	
23.	Final Approval Date by NSQC: 31/01/2024	24. Validity Duration: 3 years	25. Next Review Date 31/01/2027

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQ F 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.	Undertake food preparation activities	THC/N0412 & v3.0	Core	4.5	12	105	195	60:00	0:00	360:00	80	80	0	40	200	40	
2.	Ensure effective communication and service standards at workplace	THC/N9902 & v2.0	Non-Core	4.5	1	15:00	15:00	0:00	0:00	30:00	40	40	0	20	100	20	
3.	Ensure to maintain organisational confidentiality and guest's privacy	THC/N9910 & v4.0	Non-Core	4.5	1	15:00	15:00	0:00	0:00	30:00	10	5	0	5	20	10	
4.	Monitor and maintain health, hygiene and safety at workplace	THC/N9907 & v2.0	Non-Core	4.5	1	15:00	15:00	0:00	0:00	30:00	30	35	0	15	80	25	
5.	Employability Skills (60 Hours)	DGT/VSQ/N0102 & v1.0	Non-Core	4	2	24:00	36:00	00:00	00:00	60:00	20	30	0	0	50	5	
Duration (in Hours) / Total Marks						17	174:00	276:00	60:00	0:00	510:00	180	190	0	80	450	100

Assessment - Minimum Qualifying Percentage2Please 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)	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry and 1 year as a trainer
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	NA
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma / Degree / Postgraduate in Hotel/ Hospitality / QSR with 5 years' experience in the industry
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	NA
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	<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.	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): No
3.	Government /Industry initiatives/ requirement (Yes/No):
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 1500
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: No 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>Attached</i>
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	<i>Attached</i>
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	<i>Attached</i>
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	<i>Attached</i>
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i>)	<i>Attached</i>
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	<i>Attached</i>
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	<i>Attached</i>
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	<i>Attached</i>
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	<i>Attached</i>
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	<i>Attached</i>
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	<i>Attached</i>
12.	Any other document you wish to submit:	-

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	Range of knowledge <ul style="list-style-type: none"> • Legislation, standards, policies, and procedures followed in the organisation • Food hygiene, quality, and safety standards as per organizational policy and FSSAI • Occupational health and safety requirements as per HACCP • Storage procedure of food items/ingredients as per food safety guidelines and organizational policy • Quantity of ingredient to be used in each recipe for all the items in the menu • Methods for stock rotation • Different types of food ingredients and recipes • Food preparation techniques like marinating, chopping, slicing, etc. • Cooking methods like boiling, frying, grilling, steaming, sifting, kneading, resting, aerating, etc. • Handling procedure of sharp objects in the kitchen such as knife and safe storage • Types of tools and equipment required for preparing and cooking dishes • Correct temperatures for cooking different dishes • Finishing methods like garnishing, etc. • Operating procedure for kitchen equipment and appliances such as stoves, ovens, steamers, mixing machines, etc. • Correct temperatures and procedures for storing raw and cooked items not for immediate use • Adequate inventory and stock requirements for business continuity • Organizational policies on behavioural etiquette and professionalism • Organizational policies on gender sensitive service practices at workplace • Organizational reporting and hierarchy structure • Documentation policy and procedures of the organization • Service quality standards as per organizational policies • Complaint handling policy and procedures 	<ul style="list-style-type: none"> • A Demi Chef De Partie should be well acquainted with the facts, principles, processes and general concepts, legislation, standards, policies, regulations, cooking methods, operating procedure for kitchen equipment and appliances, etc., then only individual can apply them to achieve productivity with quality. • Hence Level 4.5 	4.5

	<ul style="list-style-type: none"> • SOP on personal hygiene • Procedure of giving and receiving feedback positively • Specific requirements of different age-groups of guests • Age and gender specific etiquette • Organizational policy with regards to Persons with disability • Significance of professional etiquette and behaviour • Basics of IPR Laws, Trademark Laws, Patent Laws, etc. in the country, and penalties associated with them • Organisation's policies on intellectual property rights and confidential information • Organisation's product, service or design patents • How Intellectual property protection is important for competitiveness of an organisation • Guidelines for crafting effective SOPs regarding IPR • Procedure for disposal of confidential documents • Confidential data protection methods • Organizational policies on safety procedures at workplace • Procedure to maintain cleanliness standards at workplace • Compliance norms for established health and hygiene procedures at workplace • Importance of preventive health check-up and healthy living • Purpose and usage of PPE such as gloves, protective goggles, masks, etc. • Basic first aid procedures • Methods to minimize accidental risks • The significance of safe handling of chemicals, acids, etc. for cleaning • Instructions for operating and handling equipment as per standard • Emergency procedures to be followed in case of a mishappening such as fire accidents, etc. 		
Professional and Technical Skills/ Expertise/ Professional Knowledge	Range of technical skills <ul style="list-style-type: none"> • Write labels for identification of products to be stored • Improve and modify own work practices in the kitchen • Assess effort required for any dish preparation • Maintain cordial relationship with co-workers for smooth workflow • Decide and select supplies and materials as per the requirements 	<ul style="list-style-type: none"> • A Demi Chef De Partie should apply core skills such as understanding of social, political, communication, health, and hygiene and safety at workplace. The person should also have good communication and organization skills to assist the 	4.5

	<ul style="list-style-type: none"> • Plan, organize and manage time to adhere to work timings and deliverables • Solve day-to-day operational problems related to the work area • Keep abreast with the new products, recipes and preparation techniques • Fill up documentation pertaining to job requirement • Spot and report potential areas of disruption to work process proactively • Improve work processes by incorporating guest feedback • Motivate self and colleagues to work effectively • Read and follow IPR and related information documents • Manage communication regarding IPR infringement, prevention, and management • Identify measures that can prevent potential infringements within the team • Evaluate organisation policies and procedures and assess its robustness to prevent IPR infringements • Analyse the impact of IPR infringement on the guests and the organization • Analyze importance of personal hygiene • Analyze the impact of not adhering to the health and safety procedures • Fill in relevant forms, formats and checklist accurately • Read and interpret instructions, procedures, information, SOP, etc. • Communicate with the chef, proprietor, outlet manager, service staff and guest • Read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest • Interact with team members to work efficiently 	<p>Chef de Partie and guide the commis chefs.</p> <ul style="list-style-type: none"> • Hence Level 4.5 	
<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>Team readiness & Enterpreurial Readiness</p> <ul style="list-style-type: none"> • communicate effectively using appropriate language • behave politely and appropriately with all • perform basic calculations • solve problems effectively • be careful and attentive at work 	<ul style="list-style-type: none"> • A Demi Chef De Partie should have good oral and writtem communication skills, Intermediate literacy and numeracy skills, basic self-employment/ entrepreneurial Mind-set, etc. 	<p>4.5</p>

	<ul style="list-style-type: none"> • use time effectively • maintain hygiene and sanitisation to avoid infection 		
Broad Learning Outcomes/Core Skill	<p>Carry out Range of tasks and may provide range of solutions</p> <ul style="list-style-type: none"> • Undertake food preparation activities • Ensure effective communication and service standards at workplace • Ensure to maintain organisational confidentiality and guest's privacy • Monitor and maintain health, hygiene and safety at workplace 	<ul style="list-style-type: none"> • A Demi Chef De Partie is responsible for undertaking food preparation activities as per organizational standards. This requires well developed skills with clear choice of procedures to ensure effective quality of the products to be prepared. • Hence Level 4.5 	4.5
Responsibility	<p>Accountable/ responsible - Jr. Technician & Technician</p> <ul style="list-style-type: none"> • Prepare for kitchen activities • Assist Chef de partie and Sous chef in preparation of food items • Provide Guidance to the Commis chefs • Assist in monitoring stock of the inventory • Promote effective communication • Maintain professional etiquette • Ensure rendering of specific services as per the guests' requirements • Ensure organisational confidentiality • Ensure guests' privacy • Ensure personal and workplace hygiene • Maintain safe and secure working environment • Follow effective waste management and recycling practices at workplace 	<ul style="list-style-type: none"> • A Demi Chef De Partie is responsible for preparing kitchen for cooking food, assisting Chef de partie and Sous chef, guiding Commis chef, etc. This requires help of the other subordinates too. So, this person not only takes responsibility for his own work but also takes some responsibility of the commis work to achieve quality delivery of the orders. • Hence Level 4.5 	4.5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Various Kitchen Equipment and Appliances (Griddle, Deep fryer, Oven, refrigerator, freezers, Chef's knives, Cutting board, measuring spoons and cups, Skillet, Strainer, Sheet tray, Peeler, etc.),	Standard	01
2.	Different Ingredients Required for Food Preparation	Standard	01
3.	Different Ingredients Required for Sample Menu	Standard	01
4.	Kitchen appliances like juicer, mixer, grinder, toaster, griller, food processor, microwave, etc.	Standard	01
5.	Different types of basic knives like a peeler, chef's knife, filleting knife, bread knife etc.	Standard	01
6.	Basic kitchen equipment like grater, weighing scale, measuring spoons/cups, bowls, scales, whisker, rolling-pin, spoons (metal/wooded/plastic), commis apron, gloves, cap, measuring spoons and jugs, sieves, and other relevant tools and equipment	Standard	01
7.	Sample performance report	Standard	01
8.	Stock register	Standard	01
9.	Ingredients	Standard	01
10.	Freezer	Standard	01
11.	Refrigerator	Standard	01
12.	Packing material for the storage	Standard	01
13.	Sample Discrepancy report	Standard	01
14.	Sample of escalation matrix	Standard	01
15.	Organisation structure	Standard	01
16.	Handouts of IPR guidelines and regulations	Standard	01
17.	Personal Protection Equipment: Safety glasses, Head protection, Rubber gloves, Safety footwear, Warning signs and tapes, Fire extinguisher, First aid kit,	Standard	01

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure: Industry Validations Summary

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Barbeque Nation	Jayanta Soha	Sr. Manger HR	Barbeque Nation Hospitality Limited,601 Doddakannalli Village, Varthur Hobli,. Sarjapur Road, Bengaluru – 560035	9330430689	Jayanta.s@barbequenation.com	-
2.	Best Western	Amit Sharma	Corp. Training Manager	Bestwestern India,Jasola , New Delhi	8377833382	Amit.shama@bhindia.in	-
3.	Bikaji Foods International	Vineet Manocha	President-Culinary	Bikaji Foods International Ltd , Karni Industrial Area,Bikaner 334001	7738930777	Vineetmanocha@hotmailcom	
4.	Bottle lab technologies pvt ltd	Jyoti Dhaundiyal	City Head (Operations)	HTC aspire, 4th Floor (401) No. 19, Ali Askar Road, Bangalore, Karnataka - 560052	9634678540	jyoti.dhaundiyal@thesmartq.com	
5.	Devyani International Limited	Kirti Bhushan	Associate General Manager	F-2/7, Okhla Industrial Area Phase - 1, New Delhi, 110020	7738074059	kirti.bhushan@dil-rjcorp.c	
6.	The Fern Residency	Avani Kulshreshtha	Human Resources	The Fern Residency, Noida Link Road Sec 100, Hazipur Secto104 Noida, Uttar Pradesh 20130	8929079713	hr.fr.noida@fernhotels.com	
7.	Holiday Inn	Mukesh Kumar	Director-Human Resource	Asset Area 12 Hospitality District, Aerocity, New Delhi, Delhi 110037	8826996447	Mukesh.kumar1@ihg.com	
8.	Hotel CK Internatinal	Hoshiar Singh	General Manager		9805091617	gm@hoteckinternational	
9.	Hotel KC Cross Roads Panchula	Ravi Chauhan	FOM	Hotel KC Cross Roads Panchula Site No.1 Sector 10. Opp Bus Stand Panchkula-134113	7573415785	reservation.kchotelsandresort.com	

10	HPDC-Hotel Peterof , Chaura Maidan	NandLal Sharma	Dy. Genral Manager	HPDC-Hotel Peterof , Chaura Maidan- Near All India Radio , Shimla -171004	9818455 077	chefnandlal@gmail.com	
11	IHHR Hospitlity	N Satish Mohan	AGM Operations and Audit	Plot 9 D Block, Samalka, New Delhi, Delhi 110037	9891834 909	Satish.mohan@ihhrhospitality.in	
12	LiteBite Foods Pvt.Ltd.	Supreet Kaur	HR Manager	LiteBite Foods Pvt.Ltd. 317 Udyog Vihar Phase IV	8130595 480	Supreet.kaur@LBF.co.in	
13	Mc Donalds	Achyut Vats	Shift Manager	Mc Donalds Crown Interior Mall, Faridabad 121003	8252931 845	Achyut.vats@gmai.com	
14	Orange Tiger Hospitality	Bharat Algah	VP Operations and Culinary	Orange Tiger Hospitality Pvt Ltd.	9811118 705	Bharat.alagh@othpl.com	
15	PSIL	Dharmendra Patil		Property Solutions (India) Pvt. Ltd. Unit no 11, Ground floor, Kalpataru Square, Off. Andheri Kurla Road, Kondivita Lane, Andheri (E), Mumbai 400059.	9898049 090	dharmendra.patil@psipl.co.in	
16	Ritz Hotel	Piyush Kapoor	General Manager	Raja Motels Pvt Ltd , 45 , the Mall, Amritsar	9872855 208	info@ritzhotel.in	
17	Royal; Caribbean Cruise Lines	Jai Kumar	Executive Chef	Royal; Caribbean Cruise Lines 1050 Miami Florida	9873461 253	jaikumarbhasin@yahoo.com	
18	Serene Suites	Aman Mahajan	Managing Partner	-	9816466 999	Serensuites@gmail.com	
19	Shilton Hotels	Santosh Kr. G	Assistant General Manager	Shilton Hospitality LLP, Office 2, Ulsoor Road, Bangalore	9972471 542	santhoshkumar@shiltonhospitality.com	
20	The Grand Hotel, ND	Sudershan Singh Bhandari	Executive Chef	The Grand New Delhi, Nelson Mandela Road, Vasant Kunj. New Delhi.	98109111 14	ld:ssb.ssb@outlook.com	
21	Hotel Twin Tower	Ramesh Dogra	General Manager - Sales	Hotel Twin Tower New Kufri, Shimla	98163258 65	sales@hoteltwintowers.com	

Annexure: Training & 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	1000	1350	100	140	NA	NA
2024-2025	1100	1450	110	160	NA	NA
2025-2026	1200	1550	120	180	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
V1.0		866	819	737	610	NA	NA	NA	NA	NA	NA	NA	NA

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

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

1. Govt. funded STT
2. Industry funded STT

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: 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"> • Books/ e-books • Presentations • Reference Material • Audio / Video Modules 	
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Self-Learning Videos • Broadcasts • Mobile Learning • Curated Digital content 	
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Video Content • E-Resource library • AR/ VR/ XR 	
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Training tools (tools list attached) • Video Play • Presentations 	
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Online Question Bank • Mobile Quick test app • MCQ based tests 	
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> • Assessment engine for Essays • Up-loadable file examinations • Mock test sessions 	
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> • Online tests • Offline assessments 	

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/N0412: Undertake food preparation activities	<i>Prepare for kitchen activities</i>	20	20	0	10
	PC1. obtain instructions for the day from Chef de partie or Sous chef as per SOP	-	-	-	-
	PC2. organize the assigned work area or station efficiently	-	-	-	-
	PC3. ensure cleaning schedules are followed for the kitchen, allotted section and other areas as directed	-	-	-	-
	PC4. make sure the kitchenware and other equipment are clean and sterilized before use	-	-	-	-
	PC5. ensure mise - en - place for food preparation is completed in the section	-	-	-	-
	PC6. check the appliances and equipment for the proper functioning	-	-	-	-
	PC7. check the quality of the ingredients to be used for the food preparation	-	-	-	-
	PC8. report any faulty equipment or appliance to the head chef	-	-	-	-
	PC9. inform F&B service staff of available items and chef special menu	-	-	-	-
	PC10. assist the chef de partie/sous chef to plan menus, rotations, and orders	-	-	-	-
	<i>Assist Chef de partie and Sous chef in preparation of food items</i>	25	25	0	10
	PC11. ensure hygiene while assisting in preparing food by wearing commis apron, gloves, and cap, etc.as per standards	-	-	-	-
	PC12. arrange all materials for dishes to be prepared by Chef de partie or Sous chef	-	-	-	-
	PC13. measure dish ingredients and portion sizes accurately	-	-	-	-
	PC14. mix ingredients according to the recipes	-	-	-	-
	PC15. prepare fresh ingredients for cooking, including portioning, chopping, etc.	-	-	-	-
	PC16. follow correct recipe and techniques for the basic preparation of the food items	-	-	-	-
	PC17. perform basic cooking tasks like steaming, frying etc.	-	-	-	-
	PC18. prepare basic salads and sauces as directed by the Chef	-	-	-	-
	PC19. store and use food commodities correctly when preparing dishes	-	-	-	-
	PC20. test foods to ensure proper preparation and temperature	-	-	-	-
	PC21. customize the food as per guest preference (spicy, sweet, etc.)	-	-	-	-
	PC22. present the completed dish product attractively	-	-	-	-
	PC23. serve food in proper portions on to correct serving vessels and plates	-	-	-	-
	PC24. ensure the highest standards and consistent quality is maintained in the food preparation	-	-	-	-
PC25. place food commodities correctly after preparing dishes	-	-	-	-	
PC26. ensure effective usage of materials and zero wastage	-	-	-	-	
<i>Provide Guidance to the Commis chef</i>	20	20	0	10	

	PC27. communicate and coordinate with other Commis chef while food preparation	-	-	-	-
	PC28. train the Commis chef on food preparation and presentation as per the organizational requirements	-	-	-	-
	PC29. supervise other Commis chef so that kitchen operates professionally and efficiently at all times	-	-	-	-
	PC30. ensure Commis chef comply with the food hygiene policies	-	-	-	-
	PC31. report Commis chefs' performance to Chef de partie or Sous chef	-	-	-	-
	PC32. ensure that staff grooming and presentation is of the highest standard at all times	-	-	-	-
	<i>Assist in monitoring stock of the inventory</i>	15	15	0	10
	PC33. check all delivered goods against the invoice for quantity and quality with the help of Commis chef	-	-	-	-
	PC34. monitor food stocks and stock movements in the section or kitchen	-	-	-	-
	PC35. label all food items in storage as per standards	-	-	-	-
	PC36. inform chef of excess food items for use in daily specials	-	-	-	-
	PC37. notify the chef of low or depleted supplies	-	-	-	-
	PC38. discard all expired and spoiled food items stored in the stock rooms, refrigerators, and freezers	-	-	-	-
	PC39. rotate the stock as per standards (first in first out, as per usage date, etc.) to minimize wastage	-	-	-	-
	PC40. monitor and order required supplies	-	-	-	-
	PC41. ensure adequate food par stocks, for the efficient operation of the kitchen	-	-	-	-
	PC42. report any discrepancies or poor quality in food deliveries to the Head Chef	-	-	-	-
	Total Marks	80	80	0	40
HC/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	-	-	-	-
	Total Marks	40	40	0	20
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	-	-	-	-
	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.	-	-	-	-
	Total Marks	10	5	0	5
THC/N9907: Monitor and maintain health, hygiene and safety at workplace	<i>Ensure personal and workplace hygiene</i>	15	15	0	5
	PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
	PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
	PC3. make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended	-	-	-	-

	PC4. 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>	10	10	0	5
	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>	5	10	0	5
	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	-	-	-	-
	Total Marks	30	35	0	15
DGT/VSQ/N0102 - Employability Skills (60 hours)	<i>Introduction to Employability Skills</i>	1	1	0	0
	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	0	0
	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	0	0
	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	0	0

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	0	0
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	0	0
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	0	0
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	0	0
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	0	0
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>	2	3	0	0
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	0	0
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-

	PC28. follow appropriate hygiene and grooming standards	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	2	3	0	0
	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	180	190	80	550

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 Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% 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	Qualification Pack
TVET	Technical and Vocational Education and Training
OH&S	Intellectual Property Rights
PPE	Occupational Health and Safety
NOS	Personal Protective Equipment
NSQF	Food Safety and Standards Authority of India
QP	Hazard analysis and critical control points
TVET	The International Organization for Standardization
IPR	Qualification Pack
OH&S	Technical and Vocational Education and Training
PPE	Intellectual Property Rights
FSSAI	Occupational Health and Safety
HACCP	Personal Protective Equipment
ISO	Food Safety and Standards Authority of India

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.