PLANT BISCUIT PRODUCTION SPECIALIST

CURRICULUM/SYLLABUS

This program is aimed at training candidates for the job of a “Plant Biscuit Production Specialist”, in the “Food Processing” Sector/Industry and aims at building the following key competencies amongst the learner:

1. Produce different varieties of biscuits conforming to all quality standards as per standard operating procedures;
2. Follow and maintain food safety and hygiene in the work environment;
3. Operate the different types of ovens in the bakery unit;
4. Communicate effectively with peers and seniors.
5. Operate and maintain the plant machineries, tools and equipment.

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Plant Biscuit Production Specialist – FIC/Q3003” Qualification Pack issued by “Food Industry Capacity and Skill Initiative (FICSI)”.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Topic/Module</th>
<th>Duration (in Hours)</th>
<th>Key Learning Outcomes</th>
<th>Corresponding NOS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to the Training Programme</td>
<td>1</td>
<td>• Introduce each other and build rapport with fellow participants and the trainer</td>
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<tr>
<td>2</td>
<td>Overview of the Food Processing Industry</td>
<td>2</td>
<td>• List the various sub-sectors of food processing industry • Define food processing</td>
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<td>3</td>
<td>Bakery and Bakery Products</td>
<td>5</td>
<td>• List the various products of the bread and bakery sub-sector; • List the various types of industries within the bakery sub-sector. • List the types of biscuits; • Classify biscuits as per the dough.</td>
<td>FIC/N3009</td>
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<tr>
<td>4</td>
<td>Organizational Standards and Norms</td>
<td>6</td>
<td>• State the roles and responsibilities of a plant biscuit production specialist. • State the standard operating procedures in the food processing industry</td>
<td>FIC/N3009 FIC/N9001</td>
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<tr>
<td>5</td>
<td>Preparation and Maintenance of work area</td>
<td>23</td>
<td>• Identify the different equipment used in the baking process. • State the materials and equipment used in cleaning and maintenance of the work area and machineries. • State the cleaning processes used to clean the work area and machineries used in baking process • Demonstrate the use of different tools and machineries used in baking.</td>
<td>FIC/N3009</td>
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</table>
| 6  | Food Microbiology | 7  | - Identify the appropriate method for cleaning and maintaining work area  
    - Ensure the work area is safe and hygienic for food processing  

| 7  | Prepare for Production | 14 | - State the types of food microbes.  
    - State the causes for food spoilage;  
    - State the process for food spoilage;  
    - State the criteria to check food spoilage.  
    - State the need for food preservation;  
    - State the different types of food preservation processes.  

| 8  | Produce Baked Products | 27 | - Plan the production sequence to maximise capacity utilization of resources, manpower, and machinery;  
    - Calculate batch size and prioritize urgent orders based on the production schedule and machine capacity;  
    - Check the conformance of raw material quality to company standards.  
    - State the units of measurement used in the food processing industry.  
    - Identify the raw materials required for production as per production schedule and formation;  
    - Organize quality raw material as per production process and company standards.  
    - Identify the various fuels used in the baking industry.  
    - State the various production processes followed in the baking industry  

| 8  | Produce Baked Products | 27 | - State the process of proofing  
    - State the different mixing methods used in the baking industry  
    - Describe the methods of dough forming  
    - Identify if the final product meets the quality parameters  
    - State the process of proofing in the baking industry  
    - State the process for baking plain biscuits in the oven  
    - State the process of baking centre filled sandwich biscuits  
    - State the process of cooling baked products  
    - State the process of packaging baked products  
    - State the method of storing raw materials  
    - State the method of storing finished  

|  |  |  | FIC/N3010  
|  |  |  | FIC/N3011  

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<td>9</td>
<td>Post-Production Cleaning and Maintenance</td>
<td>6</td>
<td>• State the process of cleaning after production</td>
<td>FIC/N3011</td>
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<td>10</td>
<td>Documentation and Record Keeping</td>
<td>4</td>
<td>• State the need for documenting and maintaining records of raw materials, process, and finished products. • State the method of documenting and recording the details of raw material to final finished product</td>
<td>FIC/N3012</td>
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<td>11</td>
<td>Food Safety, Hygiene and Sanitation</td>
<td>7</td>
<td>• State the importance of safety, hygiene, and sanitation in food processing industry • Follow the industry standards to maintain a safe and hygiene workplace • Follow HACCP principles to eliminate food safety hazards in the process and products</td>
<td>FIC/N9001</td>
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<td>12</td>
<td>Professional Skills and Core Skills</td>
<td>10 ½</td>
<td>• Undertake a self-assessment • Identify personal strengths and weaknesses • Plan and schedule the work order • Prevent potential problems from occurring • Resolve issues and problems using acquired knowledge • Identify control measures to solve issues • Complete assigned tasks with minimum supervision • Assess your strengths and weakness • Work on your strengths and weaknesses • Improve your reading skills • To state the importance of listening • Assess your strengths and weakness • Work on your strengths and weaknesses</td>
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<td>13</td>
<td>IT Skills</td>
<td>19 ½</td>
<td>• Identify parts of the computer • Use the computer keyboard effectively to type • Use computer applications effectively to record day-to-day activities • Use the word processor effectively • Use the spreadsheet application effectively • Use the computer to document day-to-day activities</td>
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<td>14</td>
<td>Field Visits</td>
<td>24</td>
<td>• Observe the factory location, layout, and safety aspects of bakery unit • Observe the storage facilities for raw materials and finished products • Observe the various machineries used in the bakery unit • Observe the various machineries used in</td>
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- Observe the cleaning methods and process followed to maintain machineries and tools
- Observe the raw materials used and their storage procedures
- Observe the packaging and storage processes of raw material and finished product
- Observe the post production cleaning and maintenance process followed in the industry

| 15 | Revision | 4 | Revise the knowledge gained so far |
| 15 | Evaluation | 24 | Assess the knowledge and skills acquired by the participants |
| 16 | On the Job Training (OJT) | 56 | Apply the skills and knowledge acquired in the training program in the field |

Total Programme Duration: **240 Hours**