

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan

Course Title: Food Packaging and Quality Control

Duration: 6 Months

Revised Edition

Trainer Name	
Course Title	Food Packaging and Quality Control
Objectives and Expectations	<p>Employable skills and hands-on practice for Food Packaging and Quality Control</p> <p>This course offers a broad, cross-disciplinary learning experience for students and the goal of this course is to provide students with a fundamental understanding of food packaging and quality control and to ensure students are technically ready for the food industry through a practical, problem-solving approach. Quality control is essential to building a successful business that delivers products that meet or exceed customers' expectations. It also forms the basis of an efficient business that minimizes waste and operates at high levels of productivity. This course engages with issues at the very forefront of modern food production</p> <p><u>Main Expectations:</u></p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market-centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each trainee to prepare them for such market roles during/after the training.</p> <ol style="list-style-type: none"> i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session, etc. so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document. ii. To materialize the main expectations, a special module on <u>Job Search & Entrepreneurial Skills</u> has been included in the latter part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also form a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.

iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior in the workplace in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say, that if the training provider puts his heart and soul into these otherwise non-technical components, the image of the Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

To maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- Motivational Lectures
- Success Stories
- Case Studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and a proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem-solving abilities of the trainees.

(i) **Motivational Lectures**

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture. To inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey the message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees Fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity, and spark the desire needed for trainees to want to learn more.

The impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for a longer time without boredom and loss of interest because they can see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy

interspersed throughout the training period as suggested in the weekly lesson plans in this document.

Course-related motivational lectures online link is available in **Annexure-II**.

(ii) Success Stories

Another effective way of motivating the trainees is using Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation, or using a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication, and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. The optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high-quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high-quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen in **Annexure III**.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real-life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real-life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes the classroom atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies be presented to the trainees. The trainer may adopt a PowerPoint presentation or video format for such case studies whichever is deemed suitable but only those cases must be selected that are relevant and of a learning value.

The Trainees should be required and supervised to carefully analyze the cases.

For this purpose, they must be encouraged to inquire and collect specific information/data, actively participate in the discussions, and intended solutions to the problem/situation.

Case studies can be implemented in the following ways: -

	<ul style="list-style-type: none"> i. A good quality trade-specific documentary (At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies (2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits(At least one visit to a trade-specific major industry/ site must be arranged by the training institute)
Entry-level of trainees	Intermediate
Learning Outcomes of the course	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • Comply with Work Health and Safety Policies • Obey the Workplace Policies and Procedures • Follow Basic Communication Skills (General) • Operate Computer Functions(General) • Adopt Basic Good Manufacturing Practices (GMP) for Food Processing & Packaging • Comply Personal Health and Safety Guidelines • Communicate the Workplace Policy and Procedure • Perform Basic Communication (Specific) • Maintain Tools and Equipment • Receive Raw Materials as per Manufacturing order • Perform food Cleaning and Sanitation • Apply Work Health and Safety Practices (WHS) • Identify and Implement Workplace Policy and Procedures • Communicate at Workplace • Perform Computer Application Skills • Manage Personal Finances • Perform Packaging as per Manufacturing Order • Ensure Hazard Analysis Critical Control Points (HACCP) & Food Safety Management Systems • Reflect on the importance of safe food packaging and kitchenware in

	<p>your daily life and choices</p> <ul style="list-style-type: none"> • Evaluate how chemicals can migrate from packaging and slowly affect our endocrine health • Assess how chemical and biological tests are done and evaluate their importance for safety • Describe the professional roles of all stakeholders in the business of food safety in general • Discuss the topics of the course with increased knowledge and contribute to global awareness • Interpret information and news with increased critical sense, especially when dealing with consumers' health and protection • Monitor and Control Plant Operations • Complete Production Documentation • Perform Quality Assurance Measure for Food Products (microbiological, physical and chemical Measurements and Sensory Evaluation)
Course Execution Plan	<p>The total duration of the course:6 months (26 Weeks) Class hours:4 hours per day Theory:20% Practical: 80% Weekly hours: 20 hours per week Total contact hours: 520hours</p>
Companies offering jobs in the respective trade	<ol style="list-style-type: none"> 1. Adams dairy 2. Haleeb milk dairy 3. American dairy products 4. Pak cola dairy farm 5. Nestle dairy farm
Job Opportunities	<ul style="list-style-type: none"> • Food technologist • Food safety auditor • Quality Assurance Specialist • Academia (Higher Education) • Assistant Technician in Food Quality • Product Packager • Food Instructor
No of Students	25
Learning Place	Classroom / Lab
Instructional Resources	https://www.youtube.com/watch?v=ogcr2PVD8DI scope of food technology

<https://www.youtube.com/watch?v=9w3b1wb5DT8>
careers in food technology
<https://www.youtube.com/watch?v=1JbnRA-Hpwg>
modern food processing technology
<https://www.youtube.com/watch?v=ALNWNlgKGss>
food technology diploma importance
<https://www.youtube.com/watch?v=3PiETilegmQ>
careers in food technology
<https://www.youtube.com/watch?v=4S322LZd8bw>
nestle company jobs
<https://www.youtube.com/watch?v=jtgmm4InhQg>
food quality and quality control
<https://www.youtube.com/watch?v=1NdGBSI1abg>
food safety and quality control
https://www.youtube.com/watch?v=_xWhEdcKsYU
HACCP principles
https://www.youtube.com/watch?v=hSTNqvO1Z_k
Training Employees on Food Safety and Quality
<https://www.youtube.com/watch?v=9xNIFp0wPzA>
HACCP & ISO 22000: Food Safety Management System

MODULES

Scheduled Weeks	Module Title	Learning Units	Remarks
Week 1	Introduction to Food Packaging	<ul style="list-style-type: none"> • Motivational Lecture(<i>For further detail please see Page No: 3& 4</i>) • Course Introduction • Job market • Course Applications • Introduction to Food Packaging and Quality Control • Career opportunities • industry requirements • History of food packaging • Various specialties of food packaging 	Home Assignment <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 <p style="text-align: center;"><i><u>Details may be seen at Annexur e-l</u></i></p>
Week 2	Maintain personal health and safety	<ul style="list-style-type: none"> • Success stories(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Fundamentals of safety policies • workplace hazards • personal safety • minimize danger risks 	<ul style="list-style-type: none"> • Task 4 <p style="text-align: center;"><i><u>Details may be seen at Annexur e-l</u></i></p>
Week 3	Packaging as a Preservation Technique	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Packaging and Preservation • Purpose of Packaging <ol style="list-style-type: none"> 1. Product Contamination 2. Preservation by Maintaining Quality 3. Preservation and conservation 4. Protection during Distribution and Processing 5. Provide Storage History • Characteristics of food packaging 	<ul style="list-style-type: none"> • Task 5 <p style="text-align: center;"><i><u>Details may be seen at Annexur e-l</u></i></p>
Week 4	Types of Packaging Materials Used for Foods	<ul style="list-style-type: none"> • Success stories(<i>For further detail please see Page No: 3& 4</i>) • Types of Packaging Materials Used for Foods • Metals • Plastics • Glasses 	<ul style="list-style-type: none"> • Task 6 <p style="text-align: center;"><i><u>Details may be seen at Annexur e-l</u></i></p> <p style="text-align: center;">Monthly</p>

		<ul style="list-style-type: none"> • Timber, Paper • Ceramics • Metalized Films 	Test 1
Week 5	Rigid and Flexible Metals	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Rigid and Flexible Metals • Rigid Metal Containers-Tin Can • Flexible Metal Containers 	<ul style="list-style-type: none"> • Task 7 <p><u>Details may be seen at Annexure-I</u></p>
Week 6	Glass	<ul style="list-style-type: none"> • Success stories(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Glass <ol style="list-style-type: none"> 1. Manufacture of Glass Container 2. Glass Container Seal 3. Glass Fracture 4. Returnable and Non-returnable Bottles 	<ul style="list-style-type: none"> • Task 8 <p><u>Details may be seen at Annexure-I</u></p>
Week 7	Rigid and Flexible Products	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Rigid and Flexible Paper Products • Rigid and Flexible Plastics and Cellulosic 	<ul style="list-style-type: none"> • Task 9 <p><u>Details may be seen at Annexure-I</u></p>
Week 8	Laminate and Multilayer Materials	<ul style="list-style-type: none"> • Success stories(<i>For further detail please see Page No: 3& 4</i>) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Laminate and Multilayer Materials • Retort Pouch 	<p>Task 10 Monthly Test 2</p> <p><u>Details may be seen at Annexure-I</u></p>
	Protective Packaging in Tropical Environments	<p>Students are introduced to:</p> <ul style="list-style-type: none"> • Protective Packaging in Tropical Environments • Food Labeling 	
	Food Labeling		
Week 9	Environmental Issues	<ul style="list-style-type: none"> • Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) • Environmental Issues <ol style="list-style-type: none"> 1. Environmental Damage 	<ul style="list-style-type: none"> • Task 11 <p><u>Details may be seen at Annexure-I</u></p>

		<ul style="list-style-type: none"> 2. Reuse 3. Recycle 4. Reduce <ul style="list-style-type: none"> • Future Direction 	<ul style="list-style-type: none"> • <u>e-l</u>
Week 10	Migration of Package Components	<ul style="list-style-type: none"> • Success stories(For further detail please see Page No: 3& 4) • Migrating Substances <ol style="list-style-type: none"> 1. Plasticizers 2. Thermal Stabilizers 3. Slip Additives and Surface Property Modifiers 4. Antiaging Additives 5. Optical Property Modifiers 6. Monomers and Oligomers 7. Contaminants 	<ul style="list-style-type: none"> • Task 12 • <u>Details may be seen at Annexur e-l</u>
Week 11	Introduction of food quality	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3& 4) • Food supplementation • Food substitution • Food fortification and enrichment • Sensory evaluation of food 	<ul style="list-style-type: none"> • Task 13 • <u>Details may be seen at Annexur e-l</u>
Week 12	Food analysis	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) • Waste control and sanitation • Food standards • Primary sources of micro-organisms in food • Secondary sources of micro-organisms in food • Government regulations for quality standards 	<ul style="list-style-type: none"> • Task 14 • <u>Details may be seen at Annexur e-l</u>
	Build your CV	<p>Download professional CV template from any good site (https://www.coolfreecv.com or relevant)</p> <ul style="list-style-type: none"> • Add Personal Information • Add Educational details • Add Experience/Portfolio • Add contact details/profile links • 	
Week 13	Mid Term		
Week 14	Food and microbiology	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3& 4) 	<ul style="list-style-type: none"> • Task 15 • <u>Details may be</u>

		<ul style="list-style-type: none"> • Fundamental of control of micro-organisms in food • Food borne infections • Transmission of food borne infections • Microbes used in food biotechnology 	<u>seen at Annexure-I</u>
Week 15	Food and microbiology	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) • Importance of sanitation and hygiene in food • Bacteriological analysis of food • Bacteriological analysis of water and milk • Morphological identification of molds and yeast in food 	<ul style="list-style-type: none"> • Take 16 <u>Details may be seen at Annexure-I</u>
	Create an account profile on Fiverr (at least two gigs) and Upwork	Create an account by following these steps: Step 1: Personal Info Step 2: Professional Info Step 3: Linked Accounts Step 4: Account Security	
Week 16	Food laws and governance	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Laws governing food service establishment • Laws concerning hygiene and safety • Laws concerning hygiene and safety of quantity food production 	<ul style="list-style-type: none"> • Task 17 <u>Details may be seen at Annexure-I</u> <p>Monthly Test 3</p>
Week 17	Agriculture market and food	<ul style="list-style-type: none"> • Success stories (For further detail please see Page No: 3& 4) • Determinant of health • Role of agriculture production in food availability and consumption • Post harvest handling • Marketing and distribution of foods • Food adulteration 	<ul style="list-style-type: none"> • Task 18 <u>Details may be seen at Annexure-I</u>
Week 18	Effect of water pollution on food quality	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3& 4) 	<ul style="list-style-type: none"> • Task 19 <u>Details</u>

		<p>Students are introduced to:</p> <ul style="list-style-type: none"> Industrial effluents and their impact on food quality 	<p><u>may be seen at Annexure-I</u></p>
Week 19	Food adulteration	<ul style="list-style-type: none"> Success stories (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> Types of food adulteration Detection of food adulteration preventions 	<ul style="list-style-type: none"> Task 20 <p><u>Details may be seen at Annexure-I</u></p>
Week 20	Effect of pesticides residue in food	<ul style="list-style-type: none"> Motivational Lecture (For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> Incidence of excessive pesticides residues Long term effects of pesticide residues Genetic disorders Infant mortality 	<ul style="list-style-type: none"> Task 21 <p><u>Details may be seen at Annexure-I</u></p> <p>Monthly Test 4</p>
	Maintain inventory	<p>Students are introduced to:</p> <ul style="list-style-type: none"> Maintain the records of food shelf life Pest infestation count <ul style="list-style-type: none"> Bacteria count Pesticide usage Fertilizers usage Income generate 	
Week 21	Spoilage of products	<ul style="list-style-type: none"> Success stories(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> Spoilage of can food Spoilage of meat, fish and sea food Spoilage of egg products Spoilage of dairy products 	<ul style="list-style-type: none"> Task 22 <p><u>Details may be seen at Annexure-I</u></p>
Week 22	Principles of food quality	<ul style="list-style-type: none"> Motivational Lecture (For further detail please see Page No: 3& 4) <p>Students are advised to introduce</p> <ul style="list-style-type: none"> Sanitation in food service Food safety laws Food quality management system Food hygienic conditions 	<ul style="list-style-type: none"> Task 23 <p><u>Details may be seen at Annexure-I</u></p>
	How to search and apply for jobs in at least two	<ul style="list-style-type: none"> Browse the following website and create an account on each website <ul style="list-style-type: none"> Bayt.com – The Middle East 	

	<p>labor marketplace countries (KSA, UAE, etc.)</p>	<p>Leading Job Site</p> <ul style="list-style-type: none"> ▪ Monster Gulf – The International Job Portal ▪ Gulf Talent – Jobs in Dubai and the Middle East <ul style="list-style-type: none"> • Find the handy 'search' option at the top of your homepage to search for the jobs that best suit your skills. • Select the job type from the first 'Job Type' drop-down menu, next, select the location from the second drop-down menu. • Enter any keywords you want to use to find suitable job vacancies. • On the results page you can search for part-time jobs only, full-time jobs only, employers only, or agencies only. Tick the boxes as appropriate to your search. • Search for jobs by: <ul style="list-style-type: none"> ▪ Company ▪ Category ▪ Location ▪ All jobs ▪ Agency • Industry 	
<p>Week 23</p>	<p>ISO 22000</p>	<ul style="list-style-type: none"> • Success stories(For further detail please see Page No: 3& 4) <p>Students are introduced to:</p> <ul style="list-style-type: none"> • Introduction of ISO • Implementation Techniques • Overview of Requirements ISO 2200 • ISO benefits 	
	<p>Perform cost analysis of customer demand</p> <p>Conduct market survey for project estimation</p>	<p>Students are introduced to:</p> <p>Perform cost analysis as per customer demands.</p> <ul style="list-style-type: none"> • Categorizing Costs • Collect Data for Cost Analysis • Calculate the Costs <p>Conduct market survey for project estimation</p> <ul style="list-style-type: none"> • Set a clear goal. • Know what target market to survey. • Know what you want to investigate. • Get help from the people who know surveys. 	<ul style="list-style-type: none"> • Task 24 <p><u>Details may be seen at Annexure-I</u></p>

		<ul style="list-style-type: none"> Consider the best way to get your answers. Administer the survey effectively. Conduct a thorough survey analysis. 	
Week 24	HACCP	<ul style="list-style-type: none"> Motivational Lecture (<i>For further detail please see Page No: 3& 4</i>) Students are introduced to: <ul style="list-style-type: none"> Introduction of HACCP Principles of HACCP <ol style="list-style-type: none"> Conduct Hazards Analysis Critical Control Points (CCPs) Control Limits (CLs) Monitoring Systems Corrective Actions Verification Procedures Documentation 	<ul style="list-style-type: none"> Task 25 <i>Details may be seen at Annexur e-l</i>
Week 25	Complete the Work done on site Develop professionalism	<ul style="list-style-type: none"> Success stories(<i>For further detail please see Page No: 3& 4</i>) <p>Complete the Work done on site</p> <ul style="list-style-type: none"> Collect all related work items Develop a process Get organized. Set a time to review Just do it! <p>Develop professionalism</p> <ul style="list-style-type: none"> Be productive Develop a professional image Take the initiative Maintain effective work habits 	<ul style="list-style-type: none"> Task 26 <i>Details may be seen at Annexur e-l</i> •
Week 26	Final Term		<ul style="list-style-type: none"> Task 27 <i>Details may be seen at Annexur e-l</i>

Tasks For Certificate in Food Packaging and Quality Control

Task No.	Task	Description	Week
1.	Search top food industry	Search any three top food industries in Pakistan.	Week 1
2.	Find the career path	Prepare a career path related to your course and also highlight the emerging trends in the local as well as international market	
3.	Work Ethics	Generate a report on Institute work ethics and professionalism related to your course	
4.	Maintain personal health.	<ul style="list-style-type: none"> • Wear mask, glasses and gloves • Minimize exposure 	Week-2
5.	Inspect packaging techniques	<ul style="list-style-type: none"> • Visit food industry • Check the techniques of packaging 	Week 3
6.	Investigate packaging materials	<ul style="list-style-type: none"> • Visit food industry • Enlist the types of packaging materials 	Week 4
7.	Analysis of packaging	<ul style="list-style-type: none"> • Check the packaging of Tin can and containers 	Week 5

8.	Analysis of sealing	<ul style="list-style-type: none"> • Check the sealing of glass container • Separate the fractured glass 	Week 6
9.	Make a chart	<ul style="list-style-type: none"> • Enlist the types of papers used in food packaging on chart 	Week 7
10.	Verify labeled contents as per manufacturing order	<ul style="list-style-type: none"> • Visit a food industry • Check Batch. No. manufacturing date, expired date and pack size 	Week 8
11.	Explore future directions	<ul style="list-style-type: none"> • Search future directions of food packaging 	Week 9
12.	Enlist storage parameters	<ul style="list-style-type: none"> • Name the storage parameters for packaged products 	Week 10
13.	Investigate food Fortification	<ul style="list-style-type: none"> • Find Types of food fortification • Examples of fortified food 	Week 11
14.	Aware public	<ul style="list-style-type: none"> • Visit to a public place • Distribute masks 	Week 12
	Mid Term		Week 13
15.	Study the food borne diseases	<ul style="list-style-type: none"> • List the 5 food borne illnesses/infections 	Week 14
16.	Search bacteriological analysis	<ul style="list-style-type: none"> • Explore three method of bacteriological analysis 	Week 15
17.	Explore safety rules	<ul style="list-style-type: none"> • Visit any baking industry. • Seek safety rules of baking industry. 	Week 16

18.	Make a plan to identify novel food products	<ul style="list-style-type: none"> • Strategic planning for identifying consumer preference for novel food products 	Week 17
19.	Analysis the quality of water	<ul style="list-style-type: none"> • Take a sample of tap water • Check the quality of water 	Week 18
20.	Evaluate the food adulteration	<ul style="list-style-type: none"> • Take some food items • Detect the food adulteration 	Week 19
21.	Analysis the quality of milk	<ul style="list-style-type: none"> • Collect a sample of milk • Check the quality of milk • 	Week 20
22.	Separate out spoiled food	<ul style="list-style-type: none"> • Visit a food shop • Separate the spoiling food items 	Week 21
23.	Perform packing	<ul style="list-style-type: none"> • Select proper container • Patch label and do tagging • Avoid spillage • Check temperature 	Week 22
24.	Evaluate the cost analysis	<ul style="list-style-type: none"> • Perform cost analysis as per customer demand • Conduct market survey for project estimation 	Week 23

25.	Perform HACCP	<ul style="list-style-type: none">• Visit any food shop• Apply HACCP	Week 24
26.	perform work task	<ul style="list-style-type: none">• Complete the Work done on site	Week 25
27.	Work ethics	<ul style="list-style-type: none">• Develop work ethics	Week 26

Food Packaging and Quality Control

What is E commerce and how you can make money online - BBCURDU

<https://www.youtube.com/watch?v=9jCJN3Ff0kA>

What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu

<https://www.youtube.com/watch?v=Qi6Xn7yKIIQ>

Hisham Sarwar Motivational Story | Pakistani Freelancer

https://www.youtube.com/watch?v=CHm_BH7xAXk

21 Yr. Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

Success Story of Mian Abdul Majeed chairman National Foods with Khalid Irshad Soofi

<https://www.youtube.com/watch?v=uLZ6mcF6A64>

Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story

<https://www.youtube.com/watch?v=d1hocXWSpus>

How to Start/Open a Successful Food Startup Business

<https://www.youtube.com/watch?v=tIXvjOcDX1A>

Nestle Success Story in Urdu | Nestle History

<https://youtu.be/CN5fUjBtag0>

Annexure-II

SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.

Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, game play sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
Aims and Objectives:
<ul style="list-style-type: none"> To introduce the communication skills and how it will work Get to know mentor and team - build rapport and develop a strong sense of a team Provide an introduction to communication skills Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving Gain an understanding of participants' own communication skills rating at the start of the program

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
Key learning outcomes:	Resources:		Enterprise skills developed:
• Understand the	• Podium		• Communication

<p>communication skills and how it works.</p> <ul style="list-style-type: none"> • Understand what communication skills mean • Understand what skills are important for communication skills 	<ul style="list-style-type: none"> • Projector • Computer • Flip Chart • Marker 	<ul style="list-style-type: none"> • Self Confidence • Teamwork
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Schedule	Mentor Should do
<p>Welcome: 5 min</p>	<p>Short welcome and ask the Mentor to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.</p>
<p>Icebreaker: 10 min</p>	<p>Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.</p>
<p>Introduction & Onboarding: 20mins</p>	<p>Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following:</p> <ol style="list-style-type: none"> 1. Explanation of the program and structure. (Kamyab Jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
<p>Team Activity Planning: 30 minutes</p>	<p>MENTOR: Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until</p>

	<p>the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.</p> <ul style="list-style-type: none"> • “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY • “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY” <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g., when they want to complete the activities, how to communicate, the role of the project manager, etc.</p> <p>Make sure you allocate each young person a specific week that they are the project manager for the weekly activities and make a note of this.</p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p>Session Close: 5 minutes</p>	<p>MENTOR: Close the session with the opportunity for anyone to ask any remaining questions.</p> <p>Instructor: Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

MOTIVATIONAL LECTURES LINKS.

TOPIC	SPEAKER	LINK
How to Face Problems in Life	Qasim Ali Shah	https://www.youtube.com/watch?v=OrQte08MI90
Just Control Your Emotions	Qasim Ali Shah	https://www.youtube.com/watch?v=JzFs_yJt-w
How to Communicate Effectively	Qasim Ali Shah	https://www.youtube.com/watch?v=PhHAQEGehKc
Your ATTITUDE is Everything	Tony Robbins Les Brown David Goggin's Jocko Willink Wayne Dyer Eckart Tolle	https://www.youtube.com/watch?v=5fS3rj6eIFg
Control Your EMOTIONS	Jim Rohn Les Brown TD Jakes Tony Robbins	https://www.youtube.com/watch?v=chn86sH0O5U
Defeat Fear, Build Confidence	Shaykh Atif Ahmed	https://www.youtube.com/watch?v=s10dzfbozd4
Wisdom of the Eagle	Learn Kurooji	https://www.youtube.com/watch?v=bEU7V5rJTtw
The Power of ATTITUDE	Titan Man	https://www.youtube.com/watch?v=r8LJ5X2ejqU
STOP WASTING TIME	Arnold Schwarzenegger	https://www.youtube.com/watch?v=kzSBrJmXqdg
Risk of Success	Denzel Washington	https://www.youtube.com/watch?v=tbnzAVRZ9Xc

SUCCESS STORY

S. No	Key Information	Detail/Description
1.	Self & Family background	<p>Asma, who lives in Lodhran (Punjab), is an example of how hard work and perseverance can reap rich rewards when bidding for projects online.</p> <p>The cooking video recipes work exclusively on an online freelancing platform Fiverr and she has earned, on average, US\$25,000 per month for the past several months. But this isn't a story of overnight success – Asma had to work hard to differentiate himself and stay true to his goal.</p> <p>It was a full year later, in March 2018, when Asma finally decided to jump in. she signed up for one of the numerous companies of food products that connect with people or companies that have small projects, like food processing, professional recipes.</p> <p>She had already started a small business to help pay for his college education, so she was nervous and apprehensive about the decision. “I gave myself two or three months at most. If I didn't succeed, then I would go back to running the business as it was showing potential,” he says.</p> <p>If at first, you don't succeed, try try again</p>
2.	How he came on board NAVTTC Training/ or got trained through any other source	Certification in Food Technology from STEPS(NAVTTC partner institute)
3.	Post-training activities	<p>Asma's area of expertise is in chief and food Quality Control. In her first month using food blogging, she pitched mostly for projects centered around food recipes. But it wasn't so simple. In the first few weeks, she didn't hear back from even a single client, despite pitching for dozens of projects.</p> <p>“I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful food processors. It was an uphill struggle, but I didn't want to give up,” she explains.</p> <p>Asma says she understands why clients would be apprehensive giving projects to untested food</p>

		<p>technology. They have hundreds of options to choose from, she explains, and to give a project to someone with no experience requires a strong leap of faith.</p> <p>A slow stream of projects started to come Asma's way. Within a few months, he was landing an average of a hundred projects every month, with a large number of repeat clients. She also expanded the range of his professional services by professional recipes, prevention from food spoilage; enhance food nutritional values and food packaging.</p> <p>But she's had to face his fair share of challenges too. "Sometimes I haven't had connectivity for two days straight," she explains. "That's unthinkable for someone who makes his livelihood on the internet."</p>
4.	Message to others (under training)	<p>Take the training opportunity seriously Impose self-discipline and ensure regularity Make Hard work pays in the end so be always ready for the same.</p>

Note: Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points. *
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc.) and narrates his/her story in the teacher's own motivational words.

The online success stories of renowned professional can also be obtained from **Annex-II*

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

4. Appearance:

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best your know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos. Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.