**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

**Logistics Sector Skill Council**

No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai – 600 035

**Name and contact details of individual dealing with the submission**

Name : Ms. Reena Murray

Position in the Organization : Head – Standards & Quality Assurance

Address if different from above : Same as above

Tel number : 044 4851 4607

E-mail address : reena@lsc-india.com

**List of documents submitted in support of the Qualification File**

1. Model Curriculum having indicative list of equipment, lesson plan with training duration and trainer qualification.
2. Letter from the Ministry supporting the need of the qualification.
3. Industry validations

**Model Curriculum to be added which will include the following:**

* Indicative list of tools/equipment to conduct the training
* Trainers’ qualification
* Lesson Plan
* Distribution of training duration into theory/practical/OJT component

**SUMMARY**

|  |  |  |
| --- | --- | --- |
| **1** | **Qualification Title** | Documentation Specialist - Transportation |
| **2** | **Qualification Code, if any** | LSC/Q1123 |
| ***3*** | **NCO code and occupation** | NCO-2004/3431.90 |
| **4** | **Nature and purpose of the qualification (Please specify whether qualification is short term or long term)** | **Nature:** Certificate course of Documentation Specialist – TransportationLong term **Purpose:** Learners who attain this qualification are competent in land transportation operation and can get a job as Documentation Specialist - Transportation to prepare for Processing documents, Perform documentation of inbound and outbound consignment, Complete post documentation activities, Maintain health, safety and security standards during documentation |
| **5** | **Body/bodies which will award the qualification** | Logistics Sector Skill Council |
| **6** | **Body which will accredit providers to offer courses leading to the qualification** | Logistics Sector Skill Council |
| **7** | **Whether** **accreditation/affiliation norms are already in place or not , if** **applicable (if yes, attach a** **copy)** | YesBoth accreditation and affiliation are done by LSC based on due diligence report via SIP |
| **8** | **Occupation(s) to which the qualification gives access** | To carry out the paperwork required for dispatching outbound trucks and checking the documents while receiving inbound trucks so that they comply with business and legal requirements. |
| **9** | **Job description of the occupation** | Documentation specialists are also known as transportation assistants. Individuals in this role are responsible for carrying out the paperwork required for dispatching outbound trucks and checking the documents while receiving inbound trucks so that they comply with business and legal requirements. |
| **10** | **Licensing requirements** | Not applicable |
| **11** | **Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)** | Not applicable |
| **12** | **Level of the qualification in the** **NSQF** | 3 |
| **13** | **Anticipated volume of training/learning required to complete the qualification** | 210 hours |
| **14** | **Indicative list of training tools required to deliver this qualification** | **For a class of 30 candidates**Teaching board – 1Projector – 1White board - 1 Video player or TV – 1Printer – 1Tracker - 1Computer – 30Stationaries – 30Marker - 2Fire extinguisher - 1First Aid kit - 1Safety signs - 1SOP Charts on safety norms and drills – 1Sample reports & documents – 5Reporting forms - 5Charts of Do’s and Don’ts - 1MS Office – 1MHE – 1GPS tracker – 1PPEs – 10 |
| **15** | **Entry requirements and/or recommendations and minimum age** | 12 grade passOR Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diplomaOR 10th grade pass plus 2-year NTCOR 10th grade pass plus 1-year NTC plus 1 year NACOR 8th pass plus 2-year NTC plus 1-Year NAC plus CITSOR 10th grade pass and pursuing continuous schoolingOR 10th Grade Pass with 2 years releavnt experienceOR Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with 3 year relevant experienceOR Previous relevant Qualification of NSQF Level 3.5 with 1.5 year relevant experience with minimum age of 18 years completed. |
| **16** | **Progression from the qualification (Please show Professional and academic progression)** | Data Entry Operator Data Analyst MIS Head  |
| **17** | **Arrangements for the** **Recognition of Prior learning (RPL)** | LSC currently undertakes RPL through the following modes – 1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same
2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification
3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification.
4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.
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| **18** | **International comparability where known (research evidence to be provided)** | Under Study |
| **19** | **Date of Approval** |  15th February 2023 |

|  |  |  |
| --- | --- | --- |
| **20** | **Date of planned review ofthe qualification.** | 15th August 2023 |
| **21** | **Formal structure of the qualification** |  |
|  | **Title of unit or other component** | **Mandatory/Optional** | **Estimated size****(learning hours)** | **Level** |
| **A** | **Mandatory components** |  |  |  |
|  | LSC/N1120: Prepare for Processing documents | Mandatory | 15 | 4 |
|  | LSC/N1121: Perform documentation of inbound and outbound consignments | Mandatory | 60 | 4 |
|  | LSC/N1122: Complete post documentation activities | Mandatory | 15 | 4 |
|  | Employability Skills | Mandatory | 120 | 4 |
|  | **Sub Total (A)** |  | **210 Hrs** |  |
|  | **Optional/ elective component** |  |  |  |
|  | **NA** |  |  |  |
| **B** | **Subtotal B** |  |  |  |
|  | **Total (A+B)** |  |  **210 Hrs** |  |

# SECTION 1

**ASSESSMENT**

|  |  |
| --- | --- |
| **22** | **Body/Bodies which will carry out assessment:**All the empanelled assessment agency will do the assessment |
| **23** | **How will RPL assessment be managed and who will carry it out?** RPL courses would be conducted based on the demand and requirement of industry as and when they approach LSC. There are four ways of conducting RPL assessments -1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same
2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification
3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification
4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.
 |
| **24** | **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**LSC has ensured to have a valid, consistent and fair show of assessments by having an assessment policy and process in place and LSC has also set the minimum qualification and experience criteria. **Assessment policy of LSC**1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs. 2) Qualification and experience have to be set for the assessors. 3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC. 4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments. 5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC. 6) Reporting of MIS by the assessment body to LSC has to be with in the agreed time lines. 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC 9) Assessment tools should be designed to test both practical skills and theoretical knowledge. 10) Parameters for assessing student’s abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training. 11) Expected standards of performance for each competency should be clearly defined and Student’s performance assessed against these standards. 12) Questionnaires/ test papers should be as objective as possible (restrict use of open-ended questions to the minimum) such as multiple-choice questions, yes/no or True / False types based on blue print. 13) Questions framed as per blueprint and without ambiguity by SMEs.14) All assessments should be scored carefully and a log of all scores for every candidate Maintained. 15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party**Assessment strategy:****Assessment process to be adhered by assessment bodies and LSC**1) Logistics Sector Skill Council to inform the assessment body on assessment details at least 2 weeks in advance 2) Assessment body to appoint an assessor for the assessment details shared by Logistics Sector Skill Council and inform the assessor details to Logistics Sector Skill Council at least 1 week in advance from the date of assessment. 3) Assessment bodies to design the question paper for theory, practical & viva as per blueprint and submit to logistics sector skill council while empanelment of AA. 4) Logistics Sector Skill Council to approve the Question banks within 7 days from submission. 5) Assessment bodies to ensure that the assessor reaches the assessment location at least before 1 hour in advance from the time of assessment. 6) Assessor to start the assessment exactly on the time instructed by Logistics Sector Skill Council. 7) Assessor to verify the candidates with any valid Govt. id preferably Aadhar and also collect a copy of ID proof produced by the candidate. 8) Assessor to record all the evidence as per assessment protocol of Logistics Sector Skill Council 9) Assessment bodies to submit the result to logistics sector skill council within 3 days of time from the date of assessment through LSC MIS portal.10) Assessment bodies to submit the result in Skill India Portal within 2 days of time from the date of LSC approval in LSC MIS portal.11) Assessment body to maintain hard and soft copies of assessment sheets and produce to Logistics Skills Council on demand.12) To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles. 13) In case of unsuccessful completion, the trainee may seek Re-assessment on the QP. 2. **ASSESSORS – Eligible assessors will get certification through TOA programme with 2 years validity****The eligibility of assessors for “Job role – Documentation Speciakist” are as follows:*** **Any degree**
* **2 years of industrial experience**

**3. ELIGIBILITY TO APPEAR IN THE EXAM:****Minimum Educational Qualification:** 12th Grade Pass + No Experience requiredor  Pursuing 1st year of UG + No Experience required or  Completed 2nd year of the 3-year diploma after 10 + No Experience requiredor  Pursuing 3rd year of 3-year diploma after 10th + No Experience required or  Pursuing 1st year of 2- year diploma after 12th + No Experience required or  10th Grade pass plus 3 years of vocational education & Training eg. + No Experience requiredor  10th grade pass with 2 year NTC plus 1 year NAC + No Experience required or  10th Grade pass with 1 year NTC plus NAC + No Experience required or  10th grade pass with 1 year NTC plus CITS + No Experience required or  8th Grade pass with 2 year NTC plus 1 year NAC + 1 year CITS + No Experience requiredor  Land Transportation Associate - NSQF Level 3.5 + minimum education as 8th Grade pass + 2 year relevant experience**4. MARKING SCHEME:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Method of Assessments** | **Weightage (Max. marks)** |
| **1** | Theory | 30% |
| **2** | Practical | 70% |
| **Total** | **100** |

**5. PASSING MARKS:** Every trainee should score minimum 70% **6. RESULTS AND CERTIFICATION:** Logistics Sector Skill Council |

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

**ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.**

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

**25. Assessment evidences**

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|  1. LSC have created 16 points check list to collect on the day of assessment.2. Assessment agencies must ensure to collect all the evidence without fail.3. Training Partner must cooperate on collecting assessment evidence.4. Candidates must present with their original Aadhaar’s and alternative id proof which is having clear face picture on the day of assessment.5. Assessment agency must submit all the collected evidence through LSC MIS portal.  |

**Title of Component:**

|  |  |
| --- | --- |
| **Outcomes to be assessed/NOSs to be assesed** | **Assessment criteria for the outcome** |
| 1. LSC/N1120: Prepare for Processing documents | To be competent, the user/ individual on the job must be able to:1. understand the work schedule for the day from the transport manager
2. obtain the list of inbound and outbound consignments, documentation checklists for inbound and outbound transport from the transport manager
3. get details of the destination, route, weight of the load, type of truck, etc.
4. understand priorities (if any) among consignments.
5. switch on the computer and login using using company credentials.
6. check and ensure that the computer and the software are working well without any issues
7. ensure there is sufficient stationery like paper, pens, government forms, etc.
8. switch on printer, check ink levels in cartridge, refill/change if required and ensure that the printer is in working condition.
9. have any issues/problems solved before starting work.
 |
| 2. LSC/N1121: Perform documentation of inbound and outbound consignments | To be competent, the user/ individual on the job must be able to:1. prepare 5 copies of the lorry receipt (LR) or goods consignment (GC) note after receiving the customer order to be distributed as per company policy
2. based on the information contained in the lr, update details regarding the load and the destination into the computer.
3. combine different loads onto a truck for transshipment based on common destination and the truck's maximum load capacity
4. prepare an agreement sheet to be given at the destination along with the consignment
5. fill out transit insurance forms and any octroi/tax permits for each truck.
6. check the permits to ensure that they are current and that the truck could travel through the route to its destination.
7. verify that all the required forms have been filled out and tick off the documents as per the outbound documentation checklist.
8. confirm with the dispatcher that the truck's destination and goods loaded have been verified
9. brief the truck driver on the end customer, destination, proposed route, transport regulations, formalities at check posts. handover the cash and required documents to him in order to begin the journey.
10. get the truck driver's signature on a form (and all other forms as required), confirming that the goods, cash for the journey and all the documents needed for the journey have been received.
11. receive the signed agreement sheet for the inbound consignment from the receiving assistant
12. prepare an arrival report based on the agreement sheet.
13. receive accounts of the journey from the driver and prepare the cost sheets.
14. collect and verify all the documents such as insurance forms, octroi/tax forms from the inbound trucks.
15. verify that all the required forms have been received/filled out and documents checked as per the inbound documentation checklist.
16. check that the truck has been unloaded and goods are in good condition.
17. prepare the goods received document, get it signed by the concerned authorities and hand it over to the driver.
18. get the truck driver's signature on a form (and all other forms as required), confirming that the cash for the return journey and all the documents needed for the journey have been received.
19. receive damage claim forms, forms for replacement of goods, etc. from the receiving assistant, verify and send them to the concerned person/company for processing.
20. using the information entered in the system by the receiving assistant, prepare the invoices and send to accounts payable section.
 |
| 3. LSC/N1122: Complete post documentation activities | To be competent, the user/ individual on the job must be able to:1. attend to calls from the driver if there are any documentation related issues at checkposts or with police
2. understand the problem and explain to the driver how to handle the situation
3. talk to the concerned authorities if required and resolve the issues
4. escalate to transport coordinator or transport manager if necessary.
5. note down details regarding the documentation prepared for each inbound and outbound consignment
6. update all the details in the computer system.
7. inform the transport manager of any missed or delayed deliveries.
8. prepare reports on any documentation issues faced by trucks en route, delayed deliveries, missed deliveries, etc.
9. save all data, safely log off and switch off the computer
10. dispose documentation which are no longer valid or not required
11. make sure that the computer is off, the work area is clean and ready for the next work day
 |
| 4. DGT/VSQ/N0104: Employability Skills (120 Hours) | To be competent, the user/ individual on the job must be able to:1. understand the significance of employability skills in meeting the current job market requirement and future of work.
2. identify and explore learning and employability relevant portals
3. research about the different industries, job market trends, latest skills required and the available opportunities.
4. Constitutional values – Citizenship
5. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. for personal growth and the nation's progress
6. follow personal values and ethics such as honesty, integrity, caring and respecting others, etc.
7. follow and promote environmentally sustainable practices
8. recognize the significance of 21st Century Skills for employment
9. practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal and professional life
10. adopt a continuous learning mindset for personal and professional development
11. use English as a medium of formal and informal communication while dealing with topics of everyday conversation in different contexts
12. speak over the phone in English, in an audible manner, using appropriate greetings, opening, and closing statements both on personal and work front
13. read and understand routine information, instructions, emails, letters etc. written in English
14. write short messages, notes, letters, e-mails etc., using accurate English
15. identify career goals based on the skills, interests, knowledge, and personal attributes
16. prepare a career development plan with short- and long-term goals.
17. follow verbal and non-verbal communication etiquette while communicating in professional and public settings
18. use active listening techniques for effective communication
19. communicate in writing using appropriate style and format based on formal or informal requirements
20. work collaboratively with others in a team
21. ensure personal behavior, conduct, and use appropriate communication by taking gender into consideration
22. empathize with a PwD and aid a PwD, if asked
23. escalate any issues related to sexual harassment at the workplace in accordance with the POSH Act
24. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
25. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
26. identify common components of salary and compute income, expenses, taxes, investments etc.
27. identify relevant rights and laws and use legal aids to fight against legal exploitation
28. operate digital devices and use their features and applications securely and safely
29. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
30. display responsible online behavior while using various social media platforms
31. create a personal email account, send and process received messages as per requirement
32. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
33. utilize virtual collaboration tools to work effectively
34. identify different types of Entrepreneurship and Enterprises
35. use research and networking skills to identify and assess opportunities for potential business
36. develop a business plan and a work model, considering the 4Ps of Marketing- Product, Price, Place and Promotion
37. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity
38. identify different types of customers
39. identify and respond to customer requests and needs in a professional manner
40. use appropriate tools to collect customer feedback
41. follow appropriate hygiene and grooming standards.
42. create a professional Curriculum vitae (Résumé)
43. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
44. apply to identified job openings using offline /online methods as per requirement
45. answer questions politely, with clarity and confidence, during recruitment and selection
46. identify apprenticeship opportunities and register for it as per guidelines and requirements
 |

# SECTION 2

**26. EVIDENCE OF LEVEL**



**Option B:**

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| **Title/Name of qualification/component: Documentation Specialist - Transportation (NSQF – 4)** |
| **NSQF Domain** | **Outcomes of the Qualification/Component** | **How the job role relates to the NSQF level descriptors** | **NSQF****Level** |
| Process | The individual in the job is required to:* Prepare documents for outbound consignments, receive and verify documents for inbound consignments
* Fill out various forms such as insurance forms, Octroi and other forms related to inbound / outbound consignment
* Update details in the computer system and prepare detailed report to management.
 | The process is based on the daily work schedule contains the list of inbound and outbound consignments, documentation checklists for inbound and outbound transport from the transport manager. Based on the work schedule, prepare documents for outbound consignments, receive and verify documents for inbound consignments. Fill out the required insurance forms, Octroi and other forms related to inbound / outbound consignment is predictable and routine. During the transit, attend to calls from the driver if there are any documentation related issues at checkposts or with police and provide solution to the issue and if required talk to the concerned authorities to resolve it which will be the situation of his/her clear choice. Update details in the computer system and prepare detailed report to management. | **4** |
| Professionalknowledge | S/he would have knowledge of * Various forms, details to be filled and processes involved for inbound and outbound transport, legal requirements, rules and regulations
* Preparing and processing mandatory documents
* Electronic documentation and possible challenges in it, process of transport companies
 | The job holder has to have the knowledge about forms, details to be filled and processes involved for inbound and outbound transport, legal requirements, rules and regulations to be followed while preparing forms and documents. S/he has to be aware on usage of the computer for electronic documentation and possible challenges in documentation. S/he has to have the knowledge of transport companies the organization works with and their processes. S/he has to brief the truck driver on the end customer, destination, proposed route, transport regulations, formalities at check posts. S/he has to know to prepare the invoices using the information entered in the system by the receiving assistant, and send to accounts payable section | **4** |
| Professionalskill | Recall and demonstrate the ability to * Prioritize and execute tasks within the scheduled time limits
* Re-assess schedule in case of any delays/ additional orders from the customer

Facilitate in resolving any issues faced by the truck driver at enroute. | The job holder has to have the ability to prioritize and execute tasks within the scheduled time limits as per the daily work schedule provided by the transport manager. S/he has to be flexible to re-assess schedule in case of any delays/ additional orders from the customer. S/he has to facilitate in resolving any issues faced by the truck driver at enroute. Preparing the forms related to inbound / outbound consignments and filling out the insurance related forms are routine and repetitive in narrow range of application. S/he can use the quality concepts in organizing the forms related to inbound / outbound consignments and during coordination with truck drivers. | **4** |
| Core skill | * Communicate and coordinate requirements
* Prepare documents/ forms such as the transit insurance forms and any octroi/tax permits
* Basic arithmetic to keep counts on the LR, GN and truck numbers
 | The job holder communicates and seeks the instruction from the transport manager on regular basis for daily targets. S/he has to read and understand details required in the forms related to inbound / outbound consignments and instructions in the checklist. S/he has to able to prepare the transit insurance forms and any octroi/tax permits for each truck arrival report and goods receive document, reports on any documentation issues faced by trucks enroute, delayed deliveries, missed deliveries, etc. S/he has to be aware of basic arithmetic to keep counts on the LR, GN and truck numbers | **4** |
| Responsibility | The individual is responsible for:* Task assigned to the job holder such as carrying out the paperwork required for dispatching outbound trucks, checking the documents etc.
* Resolve documentation issues related to inbound / outbound consignments by coordinating with transport manager
 | The job holder has the responsibility of his/her own work such as carrying out the paperwork required for dispatching outbound trucks, checking the documents while receiving inbound trucks so that they comply with business and legal requirements, prepare Lorry Receipt, Goods Consignment note and fill out transit insurance forms and any octroi/tax permits for each truck related to outbound consignments. S/he has to resolve documentation issues related to inbound / outbound consignments by coordinating with transport manager and for inbound consignments receive and verify documents such as goods receive note, damage claim forms, etc. | **4** |

**SECTION 3 EVIDENCE OF NEED**

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| --- | --- | --- |
| **27** | **Estimated uptake of Qualification?** **Basis** | **What evidence is there that the qualification is needed?** **What is this qualification and what is the basis of this?****(Applicable for SSCs)** |
|  | Need for the qualification | While collecting data from the companies for the occupational map, we also took feedback from industry players regarding the skill gap that they foresee and select areas where the requirement is immediate and or expected to come in near future for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of LSC gave final approval and endorsement for the same.The same are also indicated in various skill studies conducted for the logistic sector – 1. Skill requirement in logistics sector

 <https://drive.google.com/file/d/0B5rqF9xqytDIUlF4WEtyWXJBblE/view> |
|  | Industry Relevance | As part of the exercise for development of qualification pack and Q-file, LSC interacted with industry bodies, select companies and collected validation from industry players employing people for this job role in the sub-sector. The details of the industry interaction and validation collected have been shared as a separate folder along with the Q file.  |
|  | Usage of the qualification | The information related to past uptake performance of previous QPs related to land transportation sector at level 3 and level 4 job roles is not available in the public domain. Hence, the uptake for this qualification cannot be assessed from their uptake. Also, the QPs have been in the system for only about a year. |
|  | Estimated uptake | Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lead to accurate demand projection. The link to NSDC Human Resource & Skills Requirement in Logistics Sector is<https://drive.google.com/file/d/0B5rqF9xqytDIUlF4WEtyWXJBblE/view?usp=sharing>  |

|  |  |
| --- | --- |
| **28** | **Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence** |
| **29** | **What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification**NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work  |
| **30** | **What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here*** Qualification that has been developed would be valid for 3 years from the date of upload in NQR.
* Periodical interaction with the training partners to gather feedback in implementation.
* Employer feedback will be sought post-placement on performance and training standards
 |

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

# SECTION 4

**EVIDENCE OF PROGRESSION**

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| --- | --- |
| **31** | **What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?*****Show the career map here to reflect the clear progression***Occupational and career maps indicating horizontal and vertical mobility have been created and are being used.Data AnalystData Entry OperatorDocumentation Specialist - TransportationMIS HeadWarehouse Executive |

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.