



Model Curriculum

QP Name: Data Feeder - Warehouse

QP Code: LSC/Q2306

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 3.0



Table of Contents

Training Parameters	2
Program Overview	3
Training Outcomes	3
Compulsory Modules.....	3
Module Details.....	5
Module 1: Introduction to Data Feeder - Warehouse.....	5
Module 2: Preparation for Operations.....	6
Module 3: Documentation and Quality Control.....	7
Module 4: Data Entry Services	8
Module 5: Managing work	9
Module 6: Compliance to Health and safety.....	10
Module 7: Employability Skills.....	10
Annexure	11
Trainer Requirements.....	11
Assessor Requirements	12
Assessment Strategy.....	13
References	15
Glossary	15
Acronyms and Abbreviations.....	16

Training Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Documentation and Reporting
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/343.00
Minimum Educational Qualification and Experience	Grade 9 + No Experience required or Grade 8 with one year of (NTC/ NAC) after 8th + No Experience required or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject + No Experience required or 8th grade pass + 1 year relevant experience or 5th grade pass + 4 year relevant experience or Ability to read and write + 5 year relevant experience or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience
Pre-Requisite License or Training	Must be trained in operating a computer and use excel
Minimum Job Entry Age	18 Years
Last Reviewed On	27/01/2022
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
QP Version	3.0
Model Curriculum Creation Date	13/08/2021
Model Curriculum Valid Up to Date	27/01/2025
Model Curriculum Version	3.0



Minimum Duration of the Course	390 hrs
Maximum Duration of the Course	390 hrs

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner will be able to:

- Describe the basic structure and function of supply chain
- Identify various activities in a Warehouse
- Detail the various tasks to be performed while preparing for operations
- Describe each document and its requirements
- Detail the data entry services
- Detail the health, safety measures to be followed to maintain a secure environment

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	15:00	15:00	00:00	00:00	30:00
Module 1: Introduction to Data Feeder	15:00	15:00	00:00	00:00	30:00
LSC/N2301: Prepare for Operations NOS Version 1.0 NSQF Level 3	20:00	30:00	10:00	00:00	60:00
Module 2: Preparation for Operations	20:00	30:00	10:00	00:00	60:00
LSC/N2320: To Carry Out Documentation and Quality Control NOS Version 1.0 NSQF Level 3	20:00	60:00	10:00	00:00	90:00

Module 3: Documentation and Quality Control	20:00	60:00	10:00	00:00	90:00
SSC/N3022: Undertake data entry services NOS Version 1.0 NSQF Level 3	20:00	60:00	10:00	00:00	90:00
Module 4: Data entry services	20:00	60:00	10:00	00:00	90:00
SSC/N9001: Manage your work to meet requirements NOS Version 1.0 NSQF Level 3	10:00	50:00	00:00	00:00	60:00
Module 5: Managing work	10:00	50:00	00:00	00:00	60:00
SSC/N9003: Maintain a healthy, safe and secure working environment NOS Version 1.0 NSQF Level 3	10:00	20:00	00:00	00:00	30:00
Module 6: Compliance to Health and safety	10:00	20:00	00:00	00:00	30:00
Employability Skills	15:00	15:00	00:00	00:00	30:00
Total Duration	110:00	250:00	30:00	00:00	390:00

Module Details

Module 1: Introduction to Data Feeder

Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of supply chain
- Detail the various functions of Data Feeder - Warehouse

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Classify the components of Supply Chain and Logistics sector • Detail the various sub-sectors and the opportunities in them • Identify various activities in warehousing, courier, port yard, land, ship and air transportation • Explain job roles in warehousing • Detail your job role as data feeder warehouse and its interface with other job roles • Describe the various MHEs and equipment used in warehouse • Discuss the documentation requirements in warehouse 	<ul style="list-style-type: none"> • Identify various activities in warehouse • Perform your job role as Data Feeder • Identify the job roles in Warehouse • Identify the various MHEs and equipment's in a warehouse • Perform various operations and functions of a Data Feeder
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Video player or TV	

Module 2: Preparation for Operations

Mapped to LSC/N2301, v1.0

Terminal Outcomes:

- Detail the various tasks to be performed while preparing for operations.

Duration: 20:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the process of setting up computer for starting operations as per SOP • Detail the steps involved in data updating activity as per requirement • Discuss the procedure to ensure effective connection of all warehouse facilities • Detail the steps involved in printing of pick list, labels, sign off forms, contact details as per requirement • Discuss the safety, security and organizations procedures and guidelines. 	<ul style="list-style-type: none"> • Demonstrate how to set up computer for starting operations as per SOP • Perform data updating activity as per requirement • Check connection of all warehouse facilities to the server for inventory management • Perform printing of pick list, labels, sign off forms, contact details as per requirement • Comply with safety, security and organizations procedures and guidelines.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Sample reports, forms	

Module 3: Documentation and Quality Control

Mapped to LSC/N2320, v1.0

Terminal Outcomes:

- Detail the various tasks to be performed while carrying out documentation and control

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the process of checking insurance coverage for transports • List the documentation required for Quality Control • Demonstrate transcription of information from customer’s bill of lading into cargo management system • Detail the steps involved in inspection of movement and storage of goods • Discuss the safety regulations 	<ul style="list-style-type: none"> • Check insurance coverage for transports • Prepare necessary documentation including transactional, administrative, annual reports • Perform transcription of information from customer’s bill of lading into cargo management system • Inspect the movement and storage of goods • Resolve data in case of discrepancies • Comply with SOP and safety regulations
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Sample reports, documents	

Module 4: Data Entry Services

Mapped to SSC/N3022, v1.0

Terminal Outcomes:

- List the necessary information to be collected from client
- Perform data entry as per SOP and company policy

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the necessary information to be collected from client • Discuss the data entry process as per SOP and company guidelines • Detail the process of checking the transcribed data with source to eliminate errors • Detail the steps involved in recording source documents and backup files 	<ul style="list-style-type: none"> • Collect necessary information from client • Perform data entry as per SOP and company policy • Check the transcribed data with source to eliminate errors • Record source documents and backup files
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Sample reports & documents like checklist, Reporting forms, Incident reports etc, Caution boards, Do's and Don'ts charts	

Module 5: Managing Work

Mapped to SSC/N9001, v1.0

Terminal Outcomes:

- Discuss the safety and privacy regulations of the company and customer

Duration: 10:00	Duration:50:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail various safety and privacy regulations of the company and customer • Explain effective time management • Discuss how to use resources efficiently • Detail the steps involved in managing confidential information • State the organization’s policies and procedures • Describe the procedure to ensure that the work meets the agreed requirements 	<ul style="list-style-type: none"> • Prepare documentation as per company procedures • Comply with safety and privacy regulations of the company and customer • Establish and agree your work requirements with appropriate people • Utilize your time effectively • Use resources correctly and efficiently • Manage confidential information correctly • Comply with organization’s policies and procedures • Obtain guidance from appropriate people, where necessary
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Sample reports & documents	

Module 6: Compliance to Health and Safety

Mapped to SSC/N9003, v1.0

Terminal Outcomes:

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail health, safety and security procedures to be followed in the workplace • Detail the concept of 5S • Explain how to identify unsafe working conditions • Explain the escalation matrix for reporting deviations/ violations 	<ul style="list-style-type: none"> • Demonstrate health and safety procedures to be followed in the workplace • Implement 5S at workplace • Inspect the activity area and equipment, for appropriate and safe conditions • Identify unsafe working conditions • Implement standard protocol in case of emergency situations, accidents, and breach of safety • Document all health, safety and security violations
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Sample reports, Personal Protection Equipment	

Module 7: Employability Skills

Mapped to DGT/VSQ/N0101, v1.0

Terminal Outcomes:

- Appraise the significance of employability skills in meeting the job requirements
- Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.
- Illustrate English and communication skills, customer service, entrepreneurship, and getting ready for jobs and apprenticeship.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail the importance of Employability Skills in meeting the job requirements • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. • Describe positive attitude, self - motivation, problem solving, time management skills and continuous learning mindset in different situations. • Discuss the significance of reporting sexual harassment issues in time • Appraise the significance of using financial products and services safely and securely. • Explain the importance of managing expenses, income, and savings. • Detail the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely • Categorize the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges • Discuss the significance of maintaining hygiene and dressing appropriately • Discuss how to search and register for apprenticeship opportunities 	<ul style="list-style-type: none"> • Analyze 21st century skills. • Practice appropriate basic English sentences/phrases while speaking • Demonstrate how to communicate in a well -mannered way with others. • Illustrate working with others in a team • Demonstrate how to conduct oneself appropriately with all genders and PwD • Operate digital devices and use the associated applications and features, safely and securely • Differentiate between types of customers • Create a biodata • Experiment with various sources to search and apply for jobs • Identify customer needs and address them • Compose the significance of dressing up neatly and maintaining hygiene for an interview



Classroom Aids
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs
Tools, Equipment and Other Requirements
Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below), Scanner cum Printer

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12 th Pass		2		1		Specialized in warehousing services

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Data Feeder - Warehouse” mapped to QP: “LSC/Q2306, v3.0”. Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601” with minimum score of 80%.

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12 th pass		2		1		Specialized in warehousing services

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Data Feeder - Warehouse" mapped to QP: "LSC/Q2306, v3.0" with minimum score of 80%.	Recommended that the Trainer is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701" with minimum score of 80%.

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Logistics Sector Skill Council or with the LSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment and equipment etc.

3. On-Job Training: OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.

4. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions
- iv. Fill in the blanks
- v. Scenario based Questions
- vi. Identification Questions



QA Regarding Assessors:

Assessors are selected as per the “eligibility criteria” laid down by LSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to LSC Assessment Framework, competency based assessments, assessors guide etc. LSC conducts “Training of Assessors” program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations
practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

Term	Description
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.



Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards