



Model Curriculum

QP Name: Documentation Executive

QP Code: LSC/Q1122

QP Version: 3.0

NSQF Level: 4

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 Documentation Executive.....	5
Module 2: Preparation for Processing Documents.....	6
Module 3: Documentation of Inbound and Outbound Consignments.....	7
Module 4: Post Documentation Activities.....	8
Module 5: Compliance to Health, Safety and Security Measures.....	9
Module 6: Employability Skills.....	10
Annexure.....	12
Trainer Requirements.....	13
Assessor Requirements.....	13
Assessment Strategy.....	14
References.....	15
Glossary.....	16
Acronyms and Abbreviations.....	17

Training Parameters

Sector	Logistics
Sub-Sector	Land Transportation
Occupation	Documentation and Reporting
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4132.9900
Minimum Educational Qualification and Experience	<p>11th grade pass + No Experience required or Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma + No Experience required or 10th grade pass plus 1-year NTC/ NAC + No Experience required or 8th grade pass plus 2-year NTC + 1 Year NAC or 8th pass plus 1-year NTC + 1-Year NAC plus CITS + No Experience required or 10th grade pass and pursuing continuous schooling + No Experience required or 10th Grade Pass + 2 year relevant experience or Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass + 2 year relevant experience or Previous relevant Qualification of NSQF Level 3.5 + 1 year relevant experience</p>
Pre-Requisite License or Training	Training in completing and inspecting documents.
Minimum Job Entry Age	18 Years
Last Reviewed On	25/11/2021
Next Review Date	25/11/2024
NSQC Approval Date	25/11/2021
QP Version	3.0
Model Curriculum Creation Date	14/07/2021
Model Curriculum Valid Up to Date	25/11/2024



Model Curriculum Version	3.0
Minimum Duration of the Course	450 hrs
Maximum Duration of the Course	450 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 Land Transportation
- Detail the various tasks to be performed while preparing for processing documents
- Describe each document and its requirements
- Perform documentation of inbound and outbound consignments as per standard operating procedure
- Perform the necessary tasks post documentation
- Demonstrate health, safety and security measures while performing documentation

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	20:00	10:00	00:00	00:00	30:00
Module 1: Introduction to Documentation Executive	20:00	10:00	00:00	00:00	30:00
LSC/N1120: Prepare for Processing Documents NOS Version 1.0 NSQF Level 4	20:00	60:00	10:00	00:00	90:00
Module 2: Preparation for Processing Documents	20:00	60:00	10:00	00:00	90:00
LSC/N1121: Perform documentation of Inbound and Outbound consignments NOS Version 1.0 NSQF Level 4	20:00	60:00	10:00	00:00	90:00

Module 3: Documentation of Inbound and Outbound consignments	20:00	60:00	10:00	00:00	90:00
LSC/N1122: Complete post documentation activities NOS Version 1.0 NSQF Level 4	20:00	60:00	10:00	00:00	90:00
Module 4: Post Documentation Activities	20:00	60:00	10:00	00:00	90:00
LSC/N1129: Maintain Health, Safety and Security Measures during Documentation NOS Version 1.0 NSQF Level 4	20:00	70:00	00:00	00:00	90:00
Module 5: Compliance to Health, Safety and Security Measures	20:00	70:00	00:00	00:00	90:00
Employability Skills	30:00	30:00	00 :00	00:00	60:00
Total Duration	130:00	290:00	30:00	00:00	450:00

Module Details

Module 1: Introduction to Documentation Executive

Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of supply chain
- Detail the various functions of Documentation Executive

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe Supply Chain and Logistics Management • Detail the various sub-sectors and the opportunities in them • Describe the organizational structure in transportation industry • Explain transportation industry and opportunities in it • Detail your job role as Documentation Executive and its interface with other job roles • Discuss the employment opportunities in the industry • Explain warehouse management system • Detail the layout of warehouse & operations involved • State the importance of warehouse service 	<ul style="list-style-type: none"> • Identify various activities in land transportation • Identify various sub-sectors and the opportunities in them • Perform your job role as Documentation Executive • Identify the employment opportunities in the industry • Demonstrate the use of warehouse management system • Identify the layout of warehouse & operations involved
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 ,TMS(Learning version)	

Module 2: Preparation for Processing Documents

Mapped to LSC/N1120, v1.0

Terminal Outcomes:

- Detail the various tasks to be performed while preparing for processing documents

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail the various tasks to be performed before preparing for processing documents • List the various types of documents and their importance • Describe each document and its requirements • Distinguish documents required for exports with other documents • List the documents used for interstate movement of goods • Explain as at what circumstances which documents to be used • Describe the documentation requirement at check posts and during inspection • Discuss the different documents used during exports • State the tax parameters 	<ul style="list-style-type: none"> • Identify the various types of documents and their importance • Prepare the necessary documents as per SOP • Demonstrate each document and its requirements • Compare documents required for exports with other documents • Identify the documents used for interstate movement of goods • Recognize as which document to be used at what needs • Analyze the documentation requirement at check posts and during inspection • Demonstrate different documents used during exports • Collect information about tax parameters
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Barcode scanner, Corrugated cardboard boxes, Storage Bins, Sample list, Hand held device, palmtops, Labels & Signages, Printers & Scanners, Packaging symbols & Standards , TMS(Learning version)	

Module 3: Documentation of Inbound and Outbound consignments

Mapped to LSC/N1121, v1.0

Terminal Outcomes:

- Demonstrate the documentation process of inbound and outbound consignments as per SOP

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the steps involved in preparing documents for inbound and outbound consignments • Explain the documentation process of inbound and outbound consignments • Discuss the Do's and Don'ts while preparing documents • Detail the inbound and outbound consignment process • Explain the process of planning parameters and considerations before scheduling activities • List the information required for planning the day • Instruct in identifying the right type of documents required • List the various steps involved in inbound and outbound transportation movement • Detail the inspection procedure of the documents to be produced as acknowledgment 	<ul style="list-style-type: none"> • Perform all the necessary steps for preparing documents for inbound and outbound consignments • Demonstrate the documentation process of inbound and outbound consignments as per SOP • Identify the Do's and Don'ts while preparing documents • Plan parameters and considerations before scheduling activities • Collect information required for planning the day • Prioritize the activities for the day • Identify the right type of documents required • Perform the steps in inbound and outbound transportation movement • Inspect the documents to be produced as acknowledgment
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, TMS(Learning version)	

Module 4: Post Documentation Activities

Mapped to LSC/N1122, v1.0

Terminal Outcomes:

- Discuss the various tasks to be performed post documentation
- Explain how to handle situations during vehicle inspection

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the various activities to be performed after documentation • Explain how to handle situations during vehicle inspection • State the reporting procedures • Detail the procedure in handling risk situations • Explain the kind of support required during vehicle inspection at the check post • Distinguish between the main documents and auxiliary documents required during the vehicle movement • Discuss the situations when the driver requires assistance • Explain how to perform on-line tracking and off-line tracking of vehicle • Elaborate the various risk factors involved during vehicle movement • Describe the escalation matrix for reporting deviations 	<ul style="list-style-type: none"> • Perform the various activities after documentation • Identify as how to handle situations during vehicle inspection • Construct knowledge on tracking the consignment • Evaluate the procedure in handling risk situations • Identify the kind of support required during vehicle inspection at the check post • Compare the main documents and auxiliary documents required during the vehicle movement • Interpret the situations when the driver requires assistance • Perform on-line tracking and off-line tracking of vehicle • Identify the various risk factors involved during vehicle movement • Report deviations as per escalation matrix
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 Invoice, ARE-1, Octroi, Duty form, Reporting forms, Incident reports etc, Do's and Don'ts charts , TMS(Learning version)	

Module 5: Compliance to Health, Safety and Security measures

Mapped to LSC/N1129, v1.0

Terminal Outcomes:

- Demonstrate health, safety and security measures while performing documentation activities

Duration: 20:00	Duration: 70:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail health, safety and security procedures while performing documentation • Describe the concept of 5S at workplace • Explain the procedures for Evacuation in work environment • Discuss the safety requirements in the work environment • Explain the parking procedure for vehicles • List the skills that are to be developed for safe operations • Discover the importance of road signs and rules • Explain the escalation matrix for reporting deviation 	<ul style="list-style-type: none"> • Demonstrate health and safety procedures while performing documentation • Implement 5S at workplace • Construct knowledge on skills to be developed • Demonstrate the procedures for Evacuation in work environment • Evaluate the safety requirements in the work environment • Demonstrate the parking procedure for vehicles • Develop the skills for safe operations in the workplace • Illustrate the importance of road signs and rules • Comply with safety, security and organizations procedures and guidelines • 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	
Personal Protection Equipment: Gloves, Safety Shoes, goggles, ear plugs, boiler suit, Workshop Safety: Fire extinguishers, First Aid kits, Safety signs, SOP Charts on safety norms and drills, Charts of dos and Don'ts in work area ,LLMS(Learning version), TMS(Learning version)	

Module 6: Employability Skills

Mapped to DGT/VSQ/N0102, v1.0

Terminal Outcomes:

- Discuss the Employability Skills required for jobs in various industries
- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Employability Skills required for jobs in various industries • List different learning and employability related GOI and private portals and their usage • Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen • Discuss importance of relevant 21st century skills. • Describe the benefits of continuous learning. • Explain the importance of active listening for effective communication • Discuss the significance of working collaboratively with others in a team • Discuss the significance of escalating sexual harassment issues as per POSH act. • List the common components of salary and compute income, expenditure, taxes, investments etc. • Discuss the legal rights, laws, and aids • Describe the role of digital technology in today's life • Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely • Explain the types of entrepreneurship and enterprises • Discuss how to identify opportunities for potential business, sources of funding and 	<ul style="list-style-type: none"> • Practice different environmentally sustainable practices. • Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. • Demonstrate to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Read and interpret text written in basic English • Write a short note/paragraph / letter/e - mail using basic English • Create a career development plan with well-defined short- and long-term goals • Communicate effectively using verbal and nonverbal communication etiquette. • Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD • Outline the importance of selecting the right financial institution, product, and service • Demonstrate how to carry out offline and online financial transactions, safely and securely • Operate digital devices and use the associated applications and features, safely and securely • Create sample word documents, excel sheets and presentations using basic features

<p>associated financial and legal risks with its mitigation plan</p> <ul style="list-style-type: none"> • Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement • Detail the significance of analyzing different types and needs of customers • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately • Explain the significance of maintaining hygiene and confidence during an interview • List the steps for searching and registering for apprenticeship opportunities 	<ul style="list-style-type: none"> • Utilize virtual collaboration tools to work effectively • Devise a sample business plan, for the selected business opportunity • Create a professional Curriculum Vitae (CV) • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively • Perform a mock interview
<p>Classroom Aids</p>	
<p>Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>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, LLMS(Learning version),TMS(Learning version)</p>	

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 Land Transportation

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Documentation Executive” mapped to QP: “LSC/Q1122, v3.0”. Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: “Trainer (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, V2.0” with minimum score of 80%

Assessor Requirements

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

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Documentation Executive” mapped to QP: “LSC/Q1122, v3.0”. Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, V2.0” 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).
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