



Model Curriculum

QP Name: Goods Packaging Machine Operator

QP Code: LSC/Q2216

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 3.0

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Training Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Packaging
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2004/8290.20
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	Trained in operating machines
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	480 hrs
Maximum Duration of the Course	480 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
- Detail pre-packaging activities to be undertaken for hassle free packaging
- Perform packaging as per SOP and take corrective measures to eliminate malfunctions
- Demonstrate the process of labelling as per best practices
- Perform post packaging tasks and fill out necessary documents
- Perform pre cleaning, cleaning, and post cleaning activities as per SOP and safety guidelines
- Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms.

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 Goods Packaging Machine Operator	20:00	10:00	00:00	00:00	30:00
LSC/N2201: Prepare for Packaging NOS Version 1.0 NSQF Level 4	20:00	30:00	10:00	00:00	60:00
Module 2: Preparation for Packaging	20:00	30:00	10:00	00:00	60:00

LSC/N2202: Perform Packaging NOS Version 1.0 NSQF Level 4	20:00	60:00	10:00	00:00	90:00
Module 3: Packaging	20:00	60:00	10:00	00:00	90:00
LSC/N2203: Carry out Labelling NOS Version 1.0 NSQF Level 4	20:00	60:00	10:00	00:00	90:00
Module 4: Labelling	20:00	60:00	10:00	00:00	90:00
LSC/N2204: Perform Post Packaging Activities NOS Version 1.0 NSQF Level 4	20:00	40:00	00:00	00:00	60:00
Module 5: Post Packaging Activities	20:00	40:00	00:00	00:00	60:00
LSC/N2104: To Carry Out Housekeeping NOS Version 1.0 NSQF Level 4	10:00	20:00	00:00	00:00	30:00
Module 6: Housekeeping	10:00	20:00	00:00	00:00	30:00
LSC/N2205: Maintain Health, Safety and Security measures for operating packaging equipment NOS Version 1.0 NSQF Level 4	20:00	40:00	00:00	00:00	60:00
Module 7: Compliance to Health, Safety and Security Norms	20:00	40:00	00:00	00:00	60:00
Employability Skill	30:00	30:00	00:00	00:00	60:00
Total Duration	160:00	290:00	30:00	00:00	480:00

Module Details

Module 1: Introduction to Goods Packaging Machine Operator

Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of supply chain
- Discuss the roles and responsibilities of goods packaging machine operator

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 • Classify the components of supply chain and logistics sector • Detail the various sub-sectors and the opportunities in them • Explain various activities in Warehouse • Discuss the roles and responsibilities of goods packaging machine operator • Describe the organizational structure in warehousing industry • Discuss Warehousing industry and job opportunities in it 	<ul style="list-style-type: none"> • Identify the components of supply chain and logistics sector • Perform various activities in Warehouse • Identify various sub-sectors and the opportunities in them • Perform your job role as goods packaging machine operator • Identify the employment opportunities in the warehousing industry
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 Packaging

Mapped to LSC/N2201, v1.0

Terminal Outcomes:

- Demonstrate the process of preparing for packaging
- Identify the different types of packaging material and packaging techniques

Duration: 20:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the different types of packaging material and packaging techniques • Explain how to calculate the amount of packaging accessories and stationary requirements for the day • Discuss the evaluation process of the necessary space and area required to perform operations based on the product type • Define the safety rules and regulations to be followed at the workplace • Explain how to choose the appropriate PPE based on the environment • List the various inspections to be performed to ensure proper functioning of the packaging machine 	<ul style="list-style-type: none"> • Identify the different types of packaging material and packaging techniques • Calculate the amount of packaging accessories and stationary requirements for the day • Evaluate the necessary space and area required to perform operations based on the product type • Comply with the safety rules and regulations at the workplace • Choose the appropriate PPE based on the environment • Perform various inspections to ensure proper functioning of the packaging machine
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Packing List / Packing detail/ Sample list, Corrugated cardboard Boxes, PPE's, Tape Gun, Tray packer, Blister packer, Over wrappers, Sealants, Tape, Cling Film, Packaging symbols & standards	

Module 3: Packaging

Mapped to LSC/N2202, v1.0

Terminal Outcomes:

- Demonstrate the packaging process 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 various steps involved in packaging of goods • Explain how to assess the proper sequence of packaging on the conveyor • Discuss how to check if packaging is within weight limits • Explain the escalation matrix for reporting deviation • Discuss the guidelines and SOP while moving sealed packages to labelling areas • Define the process to be followed in case of a breakdown • Discuss the corrective measures to resolve packaging machine malfunctions 	<ul style="list-style-type: none"> • Perform the various steps involved in packaging of goods • Assess the proper sequence of packaging on the conveyor • Check to ensure that the packaging is within weight limits • Report deviation as per escalation matrix • Follow the guidelines and SOP while moving sealed packages to labelling areas • Follow the standard protocol in case of a breakdown • Demonstrate the corrective measures to resolve packaging machine malfunctions
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 tracking sheet, Reporting forms, Incident reports etc. Caution boards, Do's and Don'ts charts, Carton Boxes, Different types of labels, Sealed package	

Module 4: Labelling

Mapped to LSC/N2203, v1.0

Terminal Outcomes:

- Discuss the various steps to be performed in Labelling
- Demonstrate the steps to be followed during and after labelling

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the different types of labelling used as per product requirement • Detail the steps to be followed during and after labelling • Discuss the procedure for handling goods after labelling is completed 	<ul style="list-style-type: none"> • Identify the different types of labelling used as per product requirement • Demonstrate the steps to be followed during and after labelling • Demonstrate the procedure for handling goods after labelling is completed
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, Reporting forms, Incident reports etc Different types of Labels (Descriptive label, Information label) Packaging labels Warning / Caution labels Do's and Don'ts charts	

Module 5: Post Packaging Activities

Mapped to LSC/N2204, v1.0

Terminal Outcomes:

- Discuss the various steps to be performed post packaging

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various inspections to be done post packaging • Explain the safety inspection parameters to be followed in the work area • Describe the process of handling waste labels and waste packaging materials • Discuss the process of storing the unused packaging materials and accessories • Define the steps to be followed to prepare the facility for the next shift • Explain the process of returning or storing the PPE's • Explain the escalation matrix for reporting deviation • Explain how to fill the necessary documents such as packaging machine status, shift status etc. 	<ul style="list-style-type: none"> • Demonstrate the various inspections to be done post packaging • Follow the safety inspection parameters in the work area • Demonstrate the process of handling waste labels and waste packaging materials • Demonstrate the process of storing the unused packaging materials and accessories • Perform the appropriate steps to prepare the facility for the next shift • Demonstrate the process of returning or storing the PPE's • Report deviations as per escalation matrix • Demonstrate the process of filling necessary documents such as packaging machine status, shift status etc.
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, Reporting forms, Incident reports etc. Do's and Don'ts charts, PPE's Used, Packaging materials	

Module 6: Housekeeping

Mapped to LSC/N2104, v1.0

Terminal Outcomes:

- Discuss the various steps to be performed post packaging

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the various housekeeping activities to be performed based on the type of surface, strain etc. • Describe the alternative cleaning methods • List the appropriate cleaning materials and machines • Discuss the steps to be followed in cleaning of an area • Detail the process of cleaning • Explain the process of planning the sequence of cleaning to avoid re soiling • Discuss the steps to be followed in pre cleaning process • Explain the process of pre cleaning • Discuss the steps to be followed in post cleaning process • Explain the process of post cleaning 	<ul style="list-style-type: none"> • Perform the various housekeeping activities based on the type of surface, strain etc. • Demonstrate the alternative cleaning methods • Identify the appropriate cleaning materials and machines • Demonstrate the steps to be followed in cleaning of an area • Demonstrate the process of cleaning • Plan the sequence of cleaning to avoid re soiling • Demonstrate the steps to be followed in pre cleaning process • Demonstrate the process of pre cleaning • Choose right PPE as per the cleaning requirement • Perform the steps in post cleaning process • Demonstrate the process of post cleaning
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Cleaning Accessories, Different types of cleaning liquids and its labels, PPE's, Reporting forms, Incident reports etc. Do's and Don'ts charts	

Module 7: Compliance to Health, Safety and Security Measures

Mapped to LSC/N2205, v1.0

Terminal Outcomes:

- Discuss the health, safety and security procedures in warehousing
- Inspect the activity area and equipment, for appropriate and safe conditions

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe health, safety and security procedures in warehousing • Describe 5S at workplace • Explain the process of inspecting the activity area and equipment, for appropriate and safe conditions • Discuss how to identify unsafe working conditions • Explain adherence to SOP while handling dangerous and hazardous goods • State the standard protocol in case of emergency situations, accidents, and breach of safety • Detail the reporting procedure in case of health, safety and security violations • Explain escalation matrix for reporting deviation 	<ul style="list-style-type: none"> • Demonstrate health, safety and security procedures in warehousing • Implement 5S at workplace • Inspect the activity area and equipment, for appropriate and safe conditions • Identify unsafe working conditions • Inspect adherence to SOP while handling dangerous and hazardous goods • Follow the standard protocol in case of emergency situations, accidents, and breach of safety • Prepare a report on all health, safety and security violations • 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	
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 Do's and Don'ts in work area	

Module 8: 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 • Utilize virtual collaboration tools to work effectively

<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"> • 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</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 Warehousing operations

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Goods Packaging Machine Operator” mapped to QP: “LSC/Q2216, 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 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 Warehousing operations

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Goods Packaging Machine Operator” mapped to QP: “LSC/Q2216, v3.0”. Minimum accepted score is 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).
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