

NSQF QUALIFICATION FILE

Approved in 27th NSQC Meeting-NCVET-Dated 28-02-2023

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
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List of documents submitted in support of the Qualifications 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

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1	Qualification Title	Supply Chain Supervisor- Agri Commodities
2	Qualification Code, if any	
3	NCO code and occupation	NCO-2015/ 4321.0601 to 0604 and ISCO -08/4321, 4322, 8344
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Certificate course of Supply Chain Supervisor - Agri Commodities Purpose: Learners who attain this qualification are competent in post-harvest activities such as procurement, segregation, grading, trading on e-nam etc.
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)	Yes Both accreditation and affiliation are done by LSC based on due diligence report via SIP
8	Occupation(s) to which the qualification gives access	Supply chain operations of Agri commodities
9	Job description of the occupation	The individual is responsible for supervising the day to day operations at the facility by allocating resources, managing activities, and coordinating with clients and upper management/regulatory bodies. S/he is also responsible for measuring and reporting the effectiveness of daily assigned activities and employees' performance
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the qualification in the NSQF	5

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13	Anticipated volume of training/learning required to complete the qualification	690 hrs to 930 hrs
14	Indicative list of training tools required to deliver this qualification	<p>For a class of 30 candidates</p> <p>Teaching board – 1 Projector – 1 White board - 1 Video player or TV – 1 Printer – 1 GPS Tracker - 5 Computer – 15 Stationaries – 30 Marker - 2 MHE equipment's – 1 Barcode scanner – 15 RFID scanner - 10 PPE – 15 Instructional material - 10 SOP - 5 GST guidelines – 10 ERP -1 Analytical tools - 1</p>
15	Entry requirements and/or recommendations and minimum age	<p>Completed 2nd year of UG Or Pursuing 2nd year of UG and continuous education Or Completed 2nd year of diploma (after 12th) Or Completed 3 year diploma after 10th + 1 year relevant experience Or 12th Grade pass + 2 year relevant experience (warehousing)</p>
16	Progression from the qualification (Please show Professional and academic progression)	Supply Chain Manager
17	Arrangements for the Recognition of Prior learning (RPL)	<p>LSC currently undertakes RPL through the following modes –</p> <ol style="list-style-type: none"> 1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the short term RPL programme post which, LSC

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		<p>member conducts assessment and provide accreditation/ certification for the sam</p> <ol style="list-style-type: none">2. The training centre run RPL courses in coordination with industry and companies and post the course conduct assessment and certification3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews and provides certifications regarding RPL4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.
18	International comparability where known (research evidence to be provided)	NA

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19	Date of planned review of the qualification.	28 th February 2026		
20	Formal structure of the qualification			
		Mandatory/ Optional	Estimated size (learning hours)	Level
A	Mandatory components			
	Introduction	Mandatory	30	5
	LSC/N3307 Procurement of Agri-products	Mandatory	90	5
	LSC/N3308 Supervise segregation of Agri-products	Mandatory	90	5
	LSC/N3309 Supervise grading and quality check of various Agri-products	Mandatory	60	5
	LSC/N3310 Supervise packaging of Agri-products	Mandatory	30	5
	LSC/N3311 Supervise storage of various Agri-products	Mandatory	120	5
	LSC/N8704 Supervise Precooling unit operations	Mandatory	30	5
	LSC/N8706 Manage placement of goods in controlled conditions	Mandatory	30	5
	LSC/N9901 – Maintain food and personnel safety, health and hygiene in cold storage plant	Mandatory	30	5
	DGT/VSQ/N0102 Employability NOS	Mandatory	60	5
	Sub Total (A)		570 Hours	
B	Optional/ elective component			
	LSC/N3312 Trading on the e-NAM portal	Elective	60	5
	LSC/N3313 Negotiating with buyers (Quoting to buyers)	Elective	60	5
	LSC/N3314 Supervise outbound transportation planning	Elective	60	5
	LSC/ N9701 Business development and stakeholders relations	Optional	60	5
	LSC/N9603 Profit and Loss Account management and cost accounting	Optional	60	5
	Subtotal B		300 hours	
	<u>Total (A+B)</u>		630 hrs to 930 hrs	

SECTION 1
ASSESSMENT

21	Body/Bodies which will carry out assessment: All the empanelled assessment agency will do the assessment
22	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 - <ol style="list-style-type: none">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 same2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification3. 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 certification4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.
23	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 <ol style="list-style-type: none">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 manner8) 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.

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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 – Supply Chain Supervisor - Agri Commodities” are as follows:

- Any degree
- 2 years of industrial experience

3. ELIGIBILITY TO APPEAR IN THE EXAM:

Minimum Educational Qualification:

Completed 2nd year of UG

Or Pursuing 2nd year of UG and continuous education

Or Completed 2nd year of diploma (after 12th)

Or Completed 3 year diploma after 10th + 1 year relevant experience

Or 12th Grade pass + 2 year relevant experience (warehousing)

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.

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.

24. Assessment evidences

1. LSC has 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.

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Title of Component:

Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
1	Procurement of Agri Products	<p><i>Prepare monthly and weekly work plan in advance and pass-on the information to suppliers</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> 1.1 Estimate various upcoming harvests in and around the district 1.2 Build social network for maximum procurement. 1.3 Identify newer and regular produce grown in and around the district /region. 1.4 Update information about best-expected outcomes or any crop failure during various seasons in advance. 1.5 Prepare the plans a month in advance for procurement and ensure periodic procurement. 1.6 Plan for daily input and daily forwarding quantity, a week in advance and provide estimates to the management. 1.7 Ensure that the suppliers are delivering the produce to the establishment by themselves. 1.8 Dictate the terms of acceptance about optimum quality of produce so that there shall be least chances of receiving inferior quality produce. 1.9 Instruct the suppliers to provide the photographs of produce and quantity estimates, well in advance before dispatching. 1.10 Record for daily incoming crops, crop variety, weight, designated prices, calculated amount, packaging used and packaging suggested in tabular formats 1.11 Issue the receipt of acceptance to suppliers 1.12 Produce/Issue the ticket for segregation 1.13 Develop daily work plan factoring in priority cases, and cases requiring exceptional handling 1.14 Get the work plan approved by the manager and allocate tasks to workers and associates Budget and allocate the requisite MHE for tasks at hand <p><i>Ensure daily procurement and regularize the operations</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <ol style="list-style-type: none"> 1.15 Instruct the supplier to intimate the facility in advance about incoming produce variety, quality and quantity 1.16 Inspect the incoming quality received for grading and segregation 1.17 Suggest standard means of transportation for the produce to reduce physical damage, microbial damage, produce safety, security and cleanliness

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
		<p>1.18 Allocate additional and ad-hoc manpower and equipment during unloading</p> <p>1.19 Check the mandatory documentation on receipt of stock and before unloading and ensure right quantity is received as per the documentation (intimation)</p> <p>1.20 Issue the receipt of accepting the commodity in standard format</p> <p>1.21 Inform dispatcher/security guard regarding in-time, out-time and parking bay allocated for each truck and check if the trucks are docked at their assigned bays</p> <p>1.22 Assign spaces in the staging area for loader/unloader for loading and unloading goods</p> <p>1.23 Ensure safety precautions are complied with and the requisite Personal Protective Equipment (PPE) is used while unloading</p> <p>1.24 Inspect manual unloading of goods and record spillages, breakages etc</p> <p>1.25 Monitor and report productivity and adherence to timelines during loading and unloading</p> <p>1.26 Perform visual inspection of inbound produce</p> <p>1.27 Inspect and record damage to goods while handling them using MHE</p> <p><i>Resolve escalated issues</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>1.28 Review escalated issues and identify the root cause for providing corrective action</p> <p>1.29 Plan for daily input and daily forwarding quantity, a week in advance and shall provide estimates to the management</p> <p>1.30 Ensure that the suppliers are delivering the produce to the establishment by themselves.</p> <p>1.31 Dictate the terms of acceptance about optimum quality of produce so that there shall be least chances of receiving inferior quality produce.</p> <p>1.32 Instruct suppliers to provide the photographs of produce and quantity estimates, well in advance before dispatching.</p> <p>1.33 Ensure daily incoming crops, crop variety, weight, designated prices, calculated amount, packaging used and packaging suggested in tabular formats</p> <p>1.34 Escalate the issues to the manager when external or additional help is required</p> <p>1.35 Coordinate with various villages, Taluks and suppliers to fulfill the increased demands or incase any one supplier fails to deliver on time</p>

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		<p>1.36 Issue reports for rejecting the damaged or inferior quality produce.</p> <p>1.37 Ensure safe unloading and primary storage of the produce received</p> <p><i>Ensure effective communication with upper management and proper documentation</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>1.38 Record the time of communication with every supplier and time of receiving the produce in the prescribed format</p> <p>1.39 Communicate the daily quantity of produce-wise turnover, disposal and workforce attached for operations to the upper management</p> <p>1.40 Support in planning and executing the preventive measures for waste reduction</p> <p>1.41 Support manager in planning for new equipment purchase, installation, and commissioning</p> <p>1.42 Plan and schedule regular equipment maintenance</p>
2	<p>Supervise segregation of Agri Products</p>	<p><i>Supervise facility for cleaning and disinfestation, including working space and equipment every day.</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>2.1 Supervise the air and water cleansing of fruits, vegetables and other produce physically</p> <p>2.2 Ensure that the working premises have been cleaned well and everyone working around has the protective gear (i.e. requisite Personal Protective Equipment (PPE) includes face masks, aprons and gloves) during segregation.</p> <p>2.3 Ensure that facility area complies with safety, security and cleanliness norms</p> <p>2.4 Ensure the upkeep of segregation facility with proper lighting, ventilation and cleanliness of floor area and tables.</p> <p>2.5 Allot the floor area and table area for segregation of different products received</p> <p>2.6 Ensure for cleanness and procurement of sufficient plastic sheets</p> <p>2.7 Make sure that floor, plastic and table areas are clean before segregation, early in the morning</p> <p>2.8 Keep a record/verify the number, variety and quantity of produce</p> <p><i>Supervise cleansing and segregation activities for produce</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>2.9 Assess the shelf-life of produce/lot before/during segregation.</p> <p>2.10 Supervise that the over-ripe produce is discarded away</p>

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		<p>2.11 Ensure that there are no sources of food breakout or microbial decay is occurring anywhere</p> <p>2.12 Discard the produce with any fungus, yeast, or microbial damage initiation in the fruit/produce</p> <p>2.13 Establish a proper disposal facility <i>Segregate the produce according to named variety, quality, shelf-life, appearance, firmness and size</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>2.14 Check the mandatory documentation on receipt of produce and before segregation and ensure right quantity is received as per the documentation</p> <p>2.15 Inspect the quality of produce and get them segregated accordingly</p> <p>2.16 Supervise the segregation activity performed by staff according to named local/standard variety, size, firmness, colour, visible aesthetics, and prioritized longer to shorter shelf-life of the produce into different lots.</p> <p>2.17 Arrange the lots according to the distance of markets from the origin point</p> <p>2.18 Allocate transit (halting) spaces for "segregated" and "yet to be segregated" produce in the segregation section</p> <p>2.19 Make small-small heaps of produce to be crated according to respective shelf life.</p> <p>2.20 Arrange/segregate the produce according to distance of demand markets (or orders received via e-NAM portal) from origin point.</p> <p>2.21 Ensure for appropriate number of clean plastic crates available for fresh produce</p> <p>2.22 Ensure for appropriate number of push trolleys to move the crates from one facility to another even when a few facilities are arranged next to each other.</p> <p>2.23 Ensure effective primary segregation by farmers at rural level and assess their level of segregation. <i>Ensure for proper crating of produce</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>2.24 Check for the total weight received for segregation</p> <p>2.25 Check for net produce quantity after segregation.</p> <p>2.26 Ensure goods are segregated as per the right method in bins, carousels, crates, pallets, boxes etc.</p> <p>2.27 Identify any errors made during segregation and follow Standard Operating Procedures (SOP) to rectify it.</p> <p>2.28 Ensure the availability of wheeled basket trolleys/flat trolleys.</p>

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		<p>2.29 Ensure that the produce which are to be sent towards grading shall be put into bins, carousels, crates, pallets and boxes on wheeled trolleys.</p> <p><i>Prepare and submit reports</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>2.30 Keep the produce-wise and variety-wise specific record of quantity received and quantity forwarded for segregation</p> <p>2.31 Constantly monitor 'shape of the day' based on work load of different tasks and re-deploy resources as per demand</p> <p>2.32 Perform wall to wall inventory count and generate report</p> <p>2.33 Cross verify inventory report submitted against physical vs system entry</p> <p>2.34 Identify reason for variation between physical and system inventory, rectify process discrepancies and report the variation (disposal quantity) to manager</p> <p>2.35 Generate run-sheets for different tasks and distribute to workers and associates</p> <p>2.36 Update information on stock receipts and dispatches</p> <p>2.37 Prepare and submit daily/weekly/monthly produce-wise reports on quantity being segregated, worker productivity etc. as per SOP</p> <p>2.38 Ensure inventory status is updated in the ERP concurrently based on and transactions and inventory counts</p>
3	<p>Supervise grading and quality check of various agriproducts</p>	<p><i>Supervise facility for cleaning and disinfestation, including working space and equipment every day.</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>3.1 Supervise the air and water cleansing of fruits, vegetables, and other produce physically</p> <p>3.2 Ensure that the working premises have been cleaned well and everyone working around has protective gear (i.e. requisite Personal Protective Equipment (PPE) while grading.</p> <p>3.3 Ensure that facility area complies with safety, security and cleanliness norms</p> <p>3.4 Ensure the upkeep of grading facility with proper lighting, ventilation and cleanliness of floor area and tables.</p> <p>3.5 Allot the floor area and table area for grading of different products received</p> <p>3.6 Ensure for cleanness and procurement of sufficient plastic sheets</p> <p>3.7 Make sure that floor, table, and plastic area are clean before grading, early in the morning</p>

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		<p>3.8 Keep a record/verify the number of crates, variety and quantity of produce received for grading</p> <p>3.9 Ensure for cleaned and disinfected floor space and table areas.</p> <p>3.10 Ensure for least moisture concentration inside the segregation centres.</p> <p>3.11 Ensure ventilation, lighting, chairs for sitting (stools), wherever necessary with grading tables.</p> <p><i>Supervise grading and crating process</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>3.12 Receive the lot from grading</p> <p>3.13 Note down the quantity received</p> <p>3.14 Assess the shelf-life of produce/lot before grading.</p> <p>3.15 Designate the grading area for every produce</p> <p>3.16 Check that the overripe produce is discarded in an appropriate way.</p> <p>3.17 Ensure that there are no sources of food breakout or microbial decay occurring anywhere</p> <p>3.18 Discard the produce with any fungus, yeast, or microbial damage initiation in the fruit/produce</p> <p>3.19 Perform grading to divide the produce into different varieties/grades i.e. Grade A (for e.g. under-ripe), Grade B (semi-ripe), Grade C (perfectly ripe), Grade D (irregular in shape and visual imperfections) based on level of aesthetics, size similarity, firmness, visual patches and shelf life.</p> <p>3.20 Grade different produce such as fruits, vegetables, crops, grains, pulses, herbals, cash crops etc. at different terminals into different varieties.</p> <p>3.21 Do not intermix the fruit/crops varieties into each other.</p> <p>3.22 Keep the packaging crates ready in produce-wise specific sizes.</p> <p>3.23 inspect binning, crating and palletisation process to ensure safe handling of goods and adherence to process</p> <p>3.24 Use mechanized grading facilities</p> <p>3.25 Note down the disposal quantity</p> <p>3.26 Establish a proper disposal facility</p> <p>3.27 Inform executive if there is a difference in quantity received and review entries made in the system</p> <p>3.28 Train subordinates on grading and packaging process for a different product, client, and country requirements</p> <p><i>Prepare and submit reports</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>3.29 Maintain the leaf charts containing details for every crate</p> <p>3.30 Motivate workers to work efficiently</p>

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		3.31 constantly monitor 'shape of the day' based on the workload of different tasks and re-deploy resources as per demand
4	Supervise packaging of agri-products	<p><i>Supervise packaging process</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>4.1 Perform fumigation of the packaging area periodically as instructed by management.</p> <p>4.2 Receive the lot from grading</p> <p>4.3 Note down the quantity received</p> <p>4.4 Perform the arrangement and re-arrangement of fruits/vegetables shall depend upon the size, firmness, travelling distance etc. from crates to cardboard boxes/wooden boxes/other packaging material (various produce)</p> <p>4.5 Check for produce damaged during packaging and quarantine them separately</p> <p>4.6 Pack the fruits in plastic crates/cardboard boxes/wooden boxes</p> <p>4.7 Pack the vegetables into plastic/net bags</p> <p>4.8 Pack the crops into jute/plastic bags depending upon presence of moisture content in the specific regions</p> <p>4.9 Pack the commercial/herbal produce into the pre-instructed packaging such as cardboard boxes, plastic crates or sealed containers etc. as suggested by upper management</p> <p>4.10 Hang the Banana bunches safely at separate places in the storage facility instead of putting them flat on the ground.</p> <p>4.11 Pack the produce as per "packaging for storage" method as instructed for produce that requires ventilated packaging, refrigerated packaging or hermetic packaging (air-sealed) etc.</p> <p>4.12 Keep the appropriate packaging materials ready for different types of packaging such as wooden boxes (various sizes), cardboard boxes(different sizes), air-sealed containers, corrugated boxes, jute bags, net bags, plastic crates etc. as instructed by management</p> <p>4.13 Keep the appropriate additional cushioning materials ready such as paddy straws, newspapers, cardboard, foam, bubble wrap, shrink wrap, thermocol beads etc. as instructed by management</p> <p>4.14 Ensure all Non-Production Material (NPM), i.e. packaging, boxing and lashing equipment are available as per the requirement.</p> <p>4.15 Keep the new packaging material/bags separately in the moisture-free environment (which are yet to be used).</p>

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		<p>4.16 Weigh and standardize every bag's weight to be uniform.</p> <p>4.17 Arrange the packaged fruit boxes, crates and fruit/crop bags in a specific manner to count Easily</p> <p>4.18 Note down the net number of bags, crates and wooden boxes after packaging</p> <p>4.19 Package the cargo according to customer's requirements whenever instructed, i.e. bigger or smaller pallets/boxes (with customized pricing).</p> <p>4.20 Check and confirm the client's packaging and labelling requirement</p> <p>4.21 Ensure packing, labelling and tagging of items as per Standard Operating Procedures (SOP)</p> <p>4.22 Ensure compliance to packaging and labelling requirements as per the customs requirement of different countries and regulations set by the e-NAM portal</p> <p>4.23 Verify the product details and labels with products and rectify errors if any</p> <p>4.24 Cross checklist of products to be packaged and the products that are being packed</p> <p>4.25 Inspect binning, crating and palletization process to ensure safe handling of produce and adherence to process</p> <p>4.26 Check for optimal utilisation of NPM and man-hours without any damage to the products</p> <p>4.27 Make sure the area is cleaned after packing operations</p> <p>4.28 Ensure that the packed goods are moved to staging/storage/dispatch area, and their corresponding documentation are updated in ERP</p> <p>4.29 Train subordinates on packaging and labelling process for the different product as per e-NAM regulations for clients and country requirements</p> <p><i>Prepare and submit reports</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>4.30 Keep the produce-wise and variety-wise specific record of the quantity received and quantity forwarded for storage/transportation</p> <p>4.31 Constantly monitor 'shape of the day' based on workload of different tasks and re-deploy resources as per demand</p> <p>4.32 Perform wall to wall inventory count and generate report</p> <p>4.33 Cross verify inventory report submitted against physical vs system entry</p>

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		<p>4.34 Identify the reason for variation between physical and system inventory, rectify process discrepancies and report the variation (disposal quantity) to manager</p> <p>4.35 Generate run-sheets for different tasks and distribute to workers and associates</p> <p>4.36 Update information on stock receipts and dispatches</p> <p>4.37 Prepare and submit daily/weekly/monthly produce-wise reports on the quantity being packaged, worker productivity etc. as per SOP</p> <p>4.38 Ensure inventory status is updated in the ERP concurrently based on and transactions and inventory counts</p> <p>4.39 Record the time of communication with every supplier and time of receiving the produce in tabular format</p> <p>4.40 Communicate the daily quantity of produce-wise turnover, disposal and workforce attached for operations to the upper management</p> <p>4.41 Support in planning and executing the preventive measures for waste reduction</p> <p>4.42 Support manager in planning for new equipment purchase, installation and commissioning</p> <p>4.43 Plan and schedule regular equipment maintenance</p>
5	<p>Supervise pre-cooling operations</p>	<p><i>Maintaining proper storage conditions in the pre-cooling unit</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>5.1 ensure appropriate pre-cooling technology is used for the products</p> <p>5.2 ensure use of insulated panels suitable for pre-cooling temperature</p> <p>5.3 ensure doors are leak proof</p> <p>5.4 ensure electrical control panel for refrigeration rack system is working properly</p> <p><i>Supervising placement of goods in pre-cooling chambers</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>5.5 ensure goods of different grades are properly segregated in pre cooling chamber</p> <p>5.6 ensure goods requiring lesser pre-cooling time should be placed in the front of the chamber</p> <p>5.7 oversee proper placement and stacking of goods so as to ensure uniform pre-cooling of each stored unit</p> <p><i>Managing space efficiently within the pre-cooling unit</i></p> <p>To be competent, the user/individual on the job must be able to:</p>

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		5.8 ensure timely removal of goods from pre-cooling unit to temporary staging space in order to free the space for sequential batch of harvested produce 5.9 ensure staging area is clean 5.10 ensure proper handling of goods in order to avoid undue spoilage
6	Supervise storage of various agri-products	<p><i>Supervise cleaning, fumigation operations</i></p> <p>To be competent, the user/individual on the job must be able to:</p> 6.1 Supervise the storage premises to be cleaned 6.2 Ensure that storage area complies with safety, security and cleanliness norms 6.3 Ensure the upkeep of storage facility with proper lighting, ventilation, air-conditioning, gas exhaust, marked aisles and marked storage zones. 6.4 Ensure for cleaned and disinfected storage space. 6.5 Ensure for dry floors and reduce the chances of water seepage 6.6 Find regular spots water seepage and reduce the chances of water/moisture disposal 6.7 Ensure for proper air intake and flue air exhaust 6.8 Ensure that there are reduced chances of microbial damage 6.9 Ensure for regulated temperature and moisture management 6.10 Ensure for the least moisture concentration 6.11 Ensure for proper cemented, wooden or metal platforms for storage of crops/ produce. 6.12 Pre-plan and distribute the layout for different crops in variety wise manner to utilize storage heights. 6.13 Ensure spaced and marked aisle spaces 6.14 Perform fumigation before shelving/storage and fix the periodic rotations as instructed 6.15 Keep offset from walls and proper aisle spaces between the pallets of crops 6.16 Allot separate storage areas for fresh produce and crops <p><i>Receiving, Short-term storage and Long-term storage</i></p> <p>To be competent, the user/individual on the job must be able to:</p> 6.17 Get the produce weighed before receiving 6.18 Ensure proper documentation of weight, variety, grading date and quality of produce received 6.19 Observe and inquire for a tentative period of storage mentioned with incoming inventory 6.20 Categorize the products for short term storage and long term storage

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		<p>6.21 Construct separate facilities for the long term and short-term storage</p> <p>6.22 Plan separate facilities for fresh produce, crops, spices and commercial produce</p> <p>6.23 Keep the fruits/vegetable stacked in the packaging/plastic crates</p> <p>6.24 Stack the produce according to a pre-defined period of storage</p> <p>6.25 Stack/arrange the produce as per first-come-first-out approach</p> <p>6.26 Arrange the produce as first come forward to last come backside approach and vice versa</p> <p>6.27 Arrange the storage space for produce according to the period of stay as per customer's requirements/due time or date for delivery</p> <p>6.28 Keep the shelving facilities available for produce with a lighter weight such as corn.</p> <p>6.29 Inform the buyers/stakeholders about the due date for picking up the produce from storage</p> <p>6.30 Propose for the establishment of tower storage facility for crops (silos)</p> <p>6.31 Arrange to transport the crops towards tower storage upon government order.</p> <p>6.32 Keep the sacks flipping so that the other side could get breathing.</p> <p>6.33 Keep inspecting the bags in a periodical manner to check for spoilt bags/lot.</p> <p>6.34 Check periodically on the safety of the stored products, and take necessary preventive action</p> <p>6.35 Monitor product loss to a minimum by ensuring adequate pest/rodent control measure, monitoring spillages/breakages and taking necessary preventive and corrective action</p> <p>6.36 Use preservatives such as turmeric powder and neem leaves</p> <p>6.37 Use chemical preservatives such as sodium benzoates, sodium nitrite and Sulphur dioxides</p> <p>6.38 Ensure to update daily storage information for every produce on ERP</p> <p>6.39 Train the subordinates on the process of storage for different products as per e-NAM regulations.</p> <p><i>Associated activities</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>6.40 Use forklifts for loading, unloading and stacking.</p> <p>6.41 Ensure for the appropriate number of push trolleys</p> <p>6.42 Use different information processing devices like barcode scanners, RFID scanners, etc.</p>

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		<p>6.43 Prepare periodic reports for top management on storage performance</p> <p><i>Prepare and submit reports</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>6.44 Keep the produce-wise and variety-wise specific record of quantity received and quantity forwarded for dispatch/transportation</p> <p>6.45 Constantly monitor 'shape of the day' based on the workload of different tasks and re-deploy resources as per demand</p> <p>6.46 Perform wall to wall inventory count and generate report</p> <p>6.47 Cross verify inventory report submitted against physical vs system entry</p> <p>6.48 Identify the reason for variation between physical and system inventory, rectify process discrepancies and report the variation (disposal quantity) to manager</p> <p>6.49 Generate run-sheets for different tasks and distribute to workers and associates</p> <p>6.50 Update information on stock receipts and dispatches</p> <p>6.51 Prepare and submit daily/weekly/monthly produce-wise reports on the quantity being stored, worker productivity etc. as per SOP</p> <p>6.52 Ensure inventory status is updated in the ERP concurrently based on and transactions and inventory counts</p> <p>6.53 Record the time of communication with every supplier and time of receiving the produce in tabular format</p> <p>6.54 Communicate the daily quantity of produce-wise turnover, disposal and workforce attached for operations to the upper management</p> <p>6.55 Support in planning and executing the preventive measures for waste reduction</p> <p>6.56 Support manager in planning for new equipment purchase, installation and commissioning</p> <p>6.57 Plan and schedule regular storage and equipment maintenance</p>
7	<p>Manage placement of goods controlled conditions</p>	<p><i>Ensuring maintenance of safety conditions inside the cold storage</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>7.1 identify appropriate temperature, humidity and refrigerant conditions at which the goods should be stored</p> <p>7.2 ensure that storage conditions are maintained and adjusted based on climatic changes</p> <p>7.3 ensure that access to the cold store is restricted to authorised, trained persons only</p> <p>7.4 supervise handling operations and fitness levels of workers deployed for cold storage operations</p>

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		<p>7.5 ensure that any work on the system where there is a potential for gas leaks or any other danger is allocated to appropriate workers under supervision of a senior and experienced worker</p> <p>7.6 execute monthly checks on vapour detectors and alarms</p> <p>7.7 ensure appropriate PPE such as jacket, gloves, caps, shoes, etc is worn by cold room Operators</p> <p><i>Supervising appropriate placement and stocking of goods</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>7.8 chart a layout plan for palletization to control stock placement</p> <p>7.9 ensure racking selected is according to the operating temperature and is to SEMA (Storage Equipments Manufacturers Association) standard</p> <p>7.10 supervise appropriate placement of fans to ensure sufficient circulation of air</p> <p>7.11 coordinate with storekeeper for stock rotation in case required</p> <p>7.12 ensure stacking follows exactly the layout prescribed, respecting loading limits and allowing space between the stacks and walls, and below the pallets</p> <p><i>Overseeing movement of goods in trolley in the cold store</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>7.13 ensure walkways are clearly marked by yellow lines, railings, etc</p> <p>7.14 ensure proper instructions are available for pedestrians to keep away from moving trolleys</p> <p>7.15 ensure the cold store is well lit and has mirrors at the end of aisles</p> <p>7.16 supervise selection of vehicles to minimise risk for movement of goods within</p> <p>7.17 ensure all trolley operators are trained and follow daily pre-use vehicle checks</p>
8	<p>LSC/N9901: Maintain food and personnel safety, health and hygiene in cold storage plant</p>	<p><i>Taking precautionary measures to avoid work hazards</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>8.1 assess the various health, safety and environmental hazards in the cold storage</p> <p>8.2 take necessary steps to eliminate or minimize the hazards</p> <p>8.3 analyze the causes of accidents at the workplace</p> <p>8.4 take preventive measures to avoid risk of cold burns and other injury due to contact with hot surfaces, gas, fire, hot fluids/liquids, etc.</p> <p>8.5 ensure the employees have access to first aid kit when needed</p> <p>8.6 ensure to use personal protective equipment and safety gear such as gloves, jacket, footwear etc. for loading and unloading</p>

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		<p>material in cold rooms to protect themselves from hypothermia, frostbite etc</p> <p>8.7 ensure to display safety signs at places where necessary for people to be cautious</p> <p>8.8 use rubber mats in the places where floors are constantly wet</p> <p>8.9 ensure electrical precautions such as insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc</p> <p>8.10 display emergency exit plan at prominent places and have emergency assembly area earmarked as a grid for easy counting of on duty associates and workers.</p> <p>8.11 unplug the control panel, compressor, condensor etc before performing maintenance</p> <p>8.12 report to the superior on any problems and hazards identified</p> <p>8.13 install fire alarms (electrical/manual) in cold store/deep freeze and keep other safety devices like hammer/mallet in the storage area</p> <p><i>Following standard health, safety and hygiene procedures</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>8.14 maintain appropriate ventilation in the cold rooms to avoid unacceptable accumulation of heat, condensation or odours</p> <p>8.15 check and review the cold storage areas frequently</p> <p>8.16 stack items in an organized way and use safe lifting techniques to reduce risk of injuries from handling procedures at the storage areas</p> <p>8.17 ensure no sign of pest infestation and install rodent traps, fly glues and insectocutors wherever needed</p> <p>8.18 follow hygiene & sanitation standards of Government bodies like FSSAI, APEDA and /or EIA or importing countries like FAO, EU standards after PC 20</p> <p>8.19 use effective loading and unloading systems</p> <p>8.20 proper stock rotation (First in First out) to be practiced</p> <p>8.21 segregate damaged/non-conforming products from other products to designate area for appropriate disposition</p> <p>8.22 fumigate containers depending upon product and contamination or as per customers requirement</p> <p>8.23 avoid smoking, spitting, eating etc near food storage area</p> <p>8.24 ensure reefers are covered, clean, free from pest infestation & other contaminants</p> <p>8.25 dispose cold storage plant waste in the designated areas safely as per companys policies and rules</p>

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		<p>8.26 ensure to be safe while handling machines(generator, compressor, condensor etc), gas (ammonia) and chemicals(ethylene, refrigerants etc)</p> <p>8.27 keep the floors free from oil, water and grease to avoid slippery surface</p> <p>8.28 cut nails regularly and avoid applying nail paint. Avoid wearing bangles, rings, and chains in cold storage</p> <p>8.29 wash hands with soap solution and dry under a dryer as they enter for duty or after using washroom</p> <p>8.30 periodic examination of protective devices, pressure vessels and pipelines, and parts of pipework by a competent person to prevent defect that may give rise to danger</p> <p>8.31 ensure workers suffering from abscess, boils etc should be relieved from food handling</p> <p>8.32 develop personal hygiene habits like brushing teeth, taking shower everybody, wearing clean and tidy clothes after ironing etc</p>
9	<p>Trading on the e-Nam portal</p>	<p><i>Trading on e-NAM portals</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>9.1 Initiate the trading activity for produce from the time of procurement</p> <p>9.2 Continue pursuing sales till the produce is sold out online</p> <p>9.3 Ensure that the produce is sold out before it goes for storage</p> <p>9.4 Negotiate/quote sales price as approved by management after observing the recent market prices.</p> <p>9.5 Quote quality-wise pricing (according to quality certification)</p> <p>9.6 Quote Shelf-life wise pricing</p> <p>9.7 Always quote the upper limits during the first-hand declaration</p> <p>9.8 Make a decision to touch lower limits of prices only to clear the inventory</p> <p>9.9 Declare the quantity to be traded on the e-NAM portal, well in advance for fresh commodities</p> <p>9.10 Ensure to provide every information about the produce in the description along with produce sales advertisement.</p> <p>9.11 Keep a record of every produce coming, every produce packaged, discarded and dispatched.</p> <p>9.12 Enquire for quotations from transport agencies.</p> <p>9.13 Endorse about prospects, benefits and utility of e-NAM portal to everyone around.</p> <p>9.14 Encourage the buyers to use the e-NAM portal</p> <p><i>Process compliance and invoicing</i></p> <p>To be competent, the user/individual on the job must be able to:</p>

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		9.15 verify and approve daily invoicing 9.16 check for errors in calculating taxable value and tax value after applying the applicable rate of GST 9.17 check if IGST is chargeable on the invoices raised for export of goods/services
10	Negotiating with buyers (Quoting to buyers)	<p><i>Professional practices</i></p> <p>To be competent, the user/individual on the job must be able to:</p> 10.1 Track and make contact with every buyer who shows interest on the e-NAM portal 10.2 Negotiate/quote sales price as approved by management after observing the recent market prices. 10.3 Quote quality-wise pricing (according to quality certification) 10.4 Quote Shelf-life wise pricing 10.5 Always quote the upper limits during the first-hand declaration 10.6 Decide to touch lower limits of prices only to clear the inventory 10.7 Prefer the nearer buyers over distant buyers. 10.8 Select the nearer buyers with appropriate profit margins for fresh produce. 10.9 Prefer the distant buyer with a reasonable/lucrative profit margin when the produce has a better/longer shelf-life and quality. 10.10 Give priority/discounts to buyers from nearby places complying with a management decision. 10.11 Provide the discounts to buyers according to the pre-developed policies for the buyers committing to instant payments 10.12 Quote compensatory charges to the buyers asking for credit payments/ delayed/postponed payments according to the pre-developed policies by management. 10.13 Communicate that the transportation costs will be borne by buyers only. 10.14 Call clients and prospects to seek a live or virtual meeting 10.15 Perform meeting with the client to offer other produce and take feedback for existing produce 10.16 Identify client's business need and offer customized and bundled solutions 10.17 Negotiate on costs, close the deal and collect organizational and payment details of the client 10.18 Take client's feedback 10.19 Update information into ERP, inform the relevant departments on sale closure <p><i>Ethical practices</i></p> <p>To be competent, the user/individual on the job must be able to:</p> 10.20 Dress up and conduct in a professional manner

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		<p>10.21 Listen to queries patiently and answer them aptly</p> <p>10.22 Communicate with clients and stakeholders in a soft and polite manner</p> <p>10.23 Follow etiquettes</p> <p>10.24 Record consumer feedback and communicate to management</p> <p>10.25 Consult senior management when in an ethical dilemma</p> <p>10.26 Report all violations of the code of ethics promptly</p> <p><i>Maintain integrity and ensure data security</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>10.27 Understand the vision, mission and values of the organization</p> <p>10.28 Understand the business and performance of the company</p> <p>10.29 Refrain from indulging in corrupt practices</p> <p>10.30 Protect customer's information and ensure acquired knowledge is not used for personal advantage</p> <p>10.31 Protect data and information related to business or commercial decisions</p> <p><i>Potential aspects</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>10.32 Inform Regional supermarkets, wholesale stores and retail stores shall be about the utility of e-NAM portals.</p> <p>10.33 Encourage Food processing to procure their input from the e-NAM portal</p>
11	Supervise outbound transportation planning	<p><i>Supervise outbound transportation</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>11.1 Prepare the release/dispatch order for confirmed orders</p> <p>11.2 Ensure that the payments for commodities are received</p> <p>11.3 Decide the size of the vehicle according to the quantity to be transferred</p> <p>11.4 Decide the modes of transshipment according to the distance of transportation</p> <p>11.5 Obtain the approval on modes of transshipment from the customer in advance</p> <p>11.6 Plan for road transportation according to customer demands and customers feasibility</p> <p>11.7 Arrange the produce to be sent as per quantity in FTL or LTL</p> <p>11.8 Contact the transportation agency to book either FTL or LTL</p> <p>11.9 Arrange for appropriate transportation (refrigerated trucks) for fresh produce</p> <p>11.10 Choose the 3PL that provides end to end delivery service for consumable goods.</p> <p>11.11 Choose Freight trains for delivery of distant orders which include private service providers, and Kisan Rail</p>

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		<p>11.12 Use proper packaging for safe delivery.</p> <p>11.13 Ensure that spoilt fruits and vegetables are discarded in an appropriate way</p> <p>11.14 Check and confirm the client's packaging and labelling requirement</p> <p>11.15 Examine packaging, labelling and tagging of items as per Standard Operating Procedures (SOP)</p> <p>11.16 Ensure compliance to packaging and labelling requirements as per the customs requirement of different countries and regulations set by the e-NAM portal</p> <p>11.17 Verify the product details and labels with products and rectify errors if any</p> <p>11.18 Train subordinates on packaging and labelling process for the different product as per e-NAM regulations for clients and country requirements</p> <p><i>Coordinate with custom officials</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>11.19 Coordinate with customs officials, custom brokers, transport brokers, International Air Transport Association (IATA) agents, etc., to assist in custom clearance</p> <p>11.20 Coordinate with customs officers for timely shipment clearance based on documents for clearance</p> <p>11.21 Coordinate with clients in cases of delays, product issues, and custom related documentation issues etc.</p> <p><i>Prepare and submit reports</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>11.22 Maintain the produce-wise and variety-wise specific record of the quantity received and quantity forwarded for dispatch/transportation</p> <p>11.23 Continuously monitor 'shape of the day' based on workload of different tasks and re-deploy resources as per demand</p> <p>11.24 Perform wall to wall inventory count and generate report</p> <p>11.25 Cross verify inventory report submitted against system count.</p> <p>11.26 Generate run-sheets for different tasks and distribute to workers and associates</p> <p>11.27 Update information on stock receipts and dispatches</p> <p>11.28 Prepare and submit daily/weekly/monthly produce-wise reports on quantity being dispatched, worker productivity etc. as per SOP</p> <p>11.29 Ensure dispatch information is updated in the ERP concurrently based on and transactions and inventory counts</p>

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		<p>11.30 Record the time of communication with every supplier and time of dispatch, transit information and delivery status of the produce in tabular format</p> <p>11.31 Communicate the daily quantity of produce-wise turnover, disposal and workforce attached for operations to the upper management</p> <p>11.32 Support in planning and executing the preventive measures for waste reduction</p> <p>11.33 Support manager in planning for newer order-execution methods</p>
12	<p>LSC/N9701: Business development and stakeholder relations</p>	<p><i>Generate new business prospects</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>12.1 update information into ERP, inform the relevant departments on sale closure</p> <p>12.2 obtain list of existing clients and new prospects from the company's sales database.</p> <p>12.3 prepare sales targets and relationship strategies</p> <p>12.4 prioritize the clients for contacting, based on the previous relationship building calls made to each of them</p> <p>12.5 call clients and prospects to seek meeting</p> <p>12.6 meet client to offer new services and take feedback for current services</p> <p>12.7 identify clients business need and offer customized and bundled solutions</p> <p>12.8 negotiate on costs, close the deal and collect organizational and payment details of the client</p> <p>12.9 take client's feedback</p> <p><i>Maintain customer relations</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>12.10 regularly interact with the client over phone, emails or personal visits and quickly respond to their queries</p> <p>12.11 address the query raised by the customers effectively and timely</p> <p>12.12 take appropriate actions on escalations raised by customers</p> <p>12.13 handle customer grievances such as damage or tampering of shipment, extra charges levied, failure to deliver as per commitment, delays etc.</p> <p>12.14 provide regular information to clients regarding new offerings, discounts, customised solutions, etc.</p> <p><i>Co-ordinate with government officials, vendors and contractors</i></p> <p>To be competent, the user/individual on the job must be able to:</p>

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		<p>12.15 liaise with customs, Partner Government Agencies (PGAs), other Govt. departments, etc. and build professional relations with them</p> <p>12.16 analyse and manage insurance claim requests</p> <p>12.17 co-ordinate with marketing agencies for publicity of services of the company</p> <p>12.18 negotiate with carriers, warehouse and transport operators, custom brokers, insurance company representatives, vendors, etc. for services, preferential rates, service level agreements (SLA), payment period, etc.</p> <p>12.19 co-ordinate with labour contractor and local vendors for sufficient workforce, carrier vehicle availability as per work demand</p>
13	<p>LSC/N9603: Profit and Loss Account management and cost accounting</p>	<p><i>Profit and Loss account management and review</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>13.1 periodically analyze the physical output and performance with respect to the budget and identify places for improvements</p> <p>13.2 undertake adequate risk management so as to meet Key Performance targets</p> <p>13.3 manage and control budgets of different departments on a periodic basis to optimize financial performance</p> <p>13.4 review department wise budgets and make amendments if required</p> <p>13.5 collate and prepare annual budgets along with sales and profit targets</p> <p>13.6 schedule both capital and operational expenses accordance to the budget</p> <p>13.7 analyze and review the P&L performance for the unit</p> <p>13.8 analyze profitability and business performance trends department wise</p> <p>13.9 periodically analyze variances in the expenditure with respect to the budget and accordingly take corrective actions</p> <p><i>Analysis of activity based costs</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>13.10 periodically review activity and department financial performance</p> <p>13.11 identify the activities having high variance with respect to the budgeted costs or the forecasted revenue</p> <p>13.12 analyze the actual cost w.r.t physical output to draw inferences</p> <p>13.13 identify reasons in discussion with department and take remedial and corrective actions where-ever required</p>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
		3.14 work towards rationalizing the cost of the activity wise operations to achieve higher financial goals
14	DGT/VSQ/N0102 Employability Skills	<p>After completing this programme, participants will be able to:</p> <p>14.1 Discuss the Employability Skills required for jobs in various industries</p> <p>14.2 List different learning and employability related GOI and private portals and their usage</p> <p>14.3 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</p> <p>14.4 Show how to practice different environmentally sustainable practices.</p> <p>14.5 Discuss importance of relevant 21st century skills.</p> <p>14.6 Exhibit 21st century skills like 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 or professional life.</p> <p>14.7 Describe the benefits of continuous learning.</p> <p>14.8 Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone</p> <p>14.9 Read and interpret text written in basic English</p> <p>14.10 Write a short note/paragraph / letter/e -mail using basic English</p> <p>14.11 Create a career development plan with well-defined short- and long-term goals</p> <p>14.12 Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.</p> <p>14.13 Explain the importance of active listening for effective communication</p> <p>14.14 Discuss the significance of working collaboratively with others in a team</p> <p>14.15 Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD</p> <p>14.16 Discuss the significance of escalating sexual harassment issues as per POSH act.</p> <p>14.17 Outline the importance of selecting the right financial institution, product, and service</p> <p>14.18 Demonstrate how to carry out offline and online financial</p>

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Sr. No	Outcomes to be assessed	Assessment criteria for the outcome
		<p>transactions, safely and securely</p> <p>14.19 List the common components of salary and compute income, expenditure, taxes, investments etc.</p> <p>14.20 Discuss the legal rights, laws, and aids</p> <p>14.21 Describe the role of digital technology in today's life</p> <p>14.22 Demonstrate how to operate digital devices and use the associated applications and features, safely and securely</p> <p>14.23 Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely</p> <p>14.24 Create sample word documents, excel sheets and presentations using basic features</p> <p>14.25 utilize virtual collaboration tools to work effectively</p> <p>14.26 Explain the types of entrepreneurship and enterprises</p> <p>14.27 Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan</p> <p>14.28 Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement</p> <p>14.29 Create a sample business plan, for the selected business opportunity</p> <p>14.30 Describe the significance of analyzing different types and needs of customers</p> <p>14.31 Explain the significance of identifying customer needs and responding to them in a professional manner.</p> <p>14.32 Discuss the significance of maintaining hygiene and dressing appropriately</p> <p>14.33 Create a professional Curriculum Vitae (CV)</p> <p>14.34 Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively</p> <p>14.35 Discuss the significance of maintaining hygiene and confidence during an interview</p> <p>14.36 Perform a mock interview</p> <p>14.37 List the steps for searching and registering for apprenticeship opportunities</p>

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S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1.5	2
2.	Constitutional values - Citizenship	1.5	2
3.	Becoming a Professional in the 21st Century	2.5	6
4.	Basic English Skills	10	6
5.	Career Development & Goal Setting	2	3
6.	Communication Skills	5	4
7.	Diversity & Inclusion	2.5	2
8.	Financial and Legal Literacy	5	5
9.	Essential Digital Skills	10	8
10.	Entrepreneurship	7	4
11.	Customer Service	5	3
12.	Getting Ready for Apprenticeship & Jobs	8	5
	Total	60	50

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SECTION 2

25. EVIDENCE OF LEVEL

Option B

Title/Name of qualification/component: Supply Chain Supervisor-Agri Commodities (NSQF – 5)			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<ul style="list-style-type: none">Supervision of segregation, grading, packaging and quality check of Agri productsProcurement of Agri productsManaging cooling operations	The process involves supervision. of segregation, grading, quality check and packaging of Agri products. S/he is also responsible for supervising the precooling unit operations and management of goods in controlled conditions.	5
Professional knowledge	<p>S/he would have knowledge of</p> <ul style="list-style-type: none">Segregation, grading, packaging, procurementERP inventory analysisFixing of competitive prices in view of the e-NAM retail pricesDealing with local villagers	The job holder knows and understands the overall function of segregating, grading quality checking and packaging of agri products. S/he should have knowledge of procurement practices and dealing with local villagers. S/he should also be well aware of the mechanism of fixing competitive prices keeping in mind the e-NAM retail prices. S/he should also be aware of the precautionary and safety measures to be followed inside cold room facility.	5
Professional skill	<ul style="list-style-type: none">Recall and demonstrate the ability to:PlanningTechnical skills	The job holder demonstrates skills to supervise and plan grading, packaging, quality check, procurement. S/he demonstrates technical skills in managing pre cooling operations. The job holder also demonstrates negotiation	5

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	<ul style="list-style-type: none">• Negotiation• Recognize a potential problem	skills while procurement of agri products and trading on e-NAM Portal.	
Core skill	<ul style="list-style-type: none">• Communication skills• Safety considerations• Mathematical aptitude• Analytical and mathematical ability	The job holder must communicate effectively with peers, sales team and seek instruction from manager. S/he must communicate effectively with stakeholders and suppliers. S/he must demonstrate analytical and while supervising grading, segregation, quality check, packaging. S/he also needs to follow the organization markings and principles regarding safety protocols during operations.	5
Responsibility	The individual is responsible for <ul style="list-style-type: none">• Segregation, packaging, grading, quality check• Procurement• Supervising pre cooling operations	The job holder is responsible for smooth functioning of the post harvest supply chain operation which involves segregation, grading, packaging of Agri products. This also includes procurement of Agri products and managing the storage and handling of products in cold storage facility.	5

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SECTION 3

EVIDENCE OF NEED

26	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	<p>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.</p> <p>The same are also indicated in various skill studies conducted for the logistic sector –</p> <ol style="list-style-type: none"> 1. Skill requirement in logistics sector https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/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 Warehousing 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	<p>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</p> <p>https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing</p> <ul style="list-style-type: none"> • Feedback from industry players

27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence</p> <p>Letter has been sent via email to line ministry seeking approval</p>
28	<p>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</p> <p>NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work</p>
29	<p>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</p> <ul style="list-style-type: none"> • 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

30	<p>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?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <p>Horizontal and vertical progression has been highlighted in the Occupational map. The same is attached in the following page for reference</p>
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Please attach most relevant and recent documents giving further information about any of the topics above.

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Figure 1: Occupational Map of Supply Chain and Agri Logistics

Sub-Sectors	Supply and Distribution Chain						
	Supply Chain (in support of manufacturing)						Distribution Chain
Occupations	Project Logistics - Handling ODC	Transport Management - Route Scheduling, multimodal	In plant logistics	Supply chain Operations (Procurement, Vendor management, solution implementation, cargo management, inventory management)	<u>Documentation and Reporting</u>	Customer Experience Management / Customer relationship management	Distribution Chain Management (Commodities/ Products)
Occupation # (01-99)	31	65	32	33	11	15	34
Level 10	Managing Director/ President, Vice president, Global/country head, Chief general managers						
Level 9							
Level 8							
Level 7	Supply chain - lead						
Level 6	Supply chain manager (Project management, vendor development, client management, business development, compliance, logistics informatics, process improvement, cargo management)						
			Inventory/ Materials manager (In-plant logistics)				
Level 5	Supply chain supervisor (project management)		Supply chain supervisor (In-plant logistics)	Supply chain supervisor (Vendor development, offshore supply chain)			
				Supply Chain Agri Commodities - Procurement		Supply Chain Agri Commodities - trading, negotiating with buyers	Supply Chain Agri Commodities - segregation, grading, packing, storage
Level 4	Supply Chain Executive	Supply chain executive (Transport Management)	Supply chain executive (In-plant logistics)	Supply chain executive vendor magement, procurement	Supply chain executive		
Level 3		Supply Chain Associate (transport operations)	Supply Chain Associate (In Plant Logistics)				
Level 2							
Level 1							

Figure 2: Career Progression path for Supply Chain Supervisor - Agri Commodities

