

## **NSQF QUALIFICATION FILE**

**Approved in 13th NSQC Meeting – NCVET – 25th November 2021**

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

#### **Name and address of submitting body:**

##### **Logistics Sector Skill Council**

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

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

Name : Ms. Reena Murray  
Position in the Organization : Head – Standards & Quality Assurance  
Address if different from above : Same as above  
Tel number : 044 4851 4607  
E-mail address : [reena@lsc-india.com](mailto:reena@lsc-india.com)

#### **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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**SUMMARY**

1	<b>Qualification Title</b>	Inventory Clerk
2	<b>Qualification Code, if any</b>	LSC/Q2108
3	<b>NCO code and occupation</b>	NCO-2004/412.00
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	<p><b>Nature:</b> Certificate course of Inventory Clerk</p> <p>Long term</p> <p><b>Purpose:</b> Learners who attain this qualification are competent in warehousing operation and can get a job as Inventory Clerk to Prepare for inventory counting, Verify physically counted numbers and system numbers, Post counting activities</p>
5	<b>Body/bodies which will award the qualification</b>	Logistics Sector Skill Council
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Logistics Sector Skill Council
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	<p>Yes</p> <p>Both accreditation and affiliation are done by LSC based on due diligence report via SIP</p>
8	<b>Occupation(s) to which the qualification gives access</b>	need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers.
9	<b>Job description of the occupation</b>	Inventory Clerk in the Logistics industry is also known as Inventory Executive. Individuals in this role need to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation and preparing detailed reports for the management.
10	<b>Licensing requirements</b>	Not applicable
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	Not applicable
12	<b>Level of the qualification in the NSQF</b>	3

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13	<b>Anticipated volume of training/learning required to complete the qualification</b>	360 hours
14	<b>Indicative list of training tools required to deliver this qualification</b>	<p><b>For a class of 30 candidates</b></p> <p>Teaching board – 1            White board – 1            Printer – 1            Projector – 1            Video player or TV - 1            Computer – 15            Stationaries – 30            Marker - 2            MHE equipments – 1            Pallets – 2            Storage bins – 2            Packaging devices – 10            Inventory sheets - 5            Packaging symbols &amp; standards – 5            Scanner - 15            PPE – 15            SOP – 10            Alarm – 1</p>
15	<b>Entry requirements and/or recommendations and minimum age</b>	<p>Grade 9            or Grade 8 with one year of (NTC/ NAC) after 8th            or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject            or 8th grade pass + 1 year relevant experience            or 5th grade pass + 4 year relevant experience            or Ability to read and write + 5 year relevant experience            or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience            or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience,            with minimum age of 18 years completed.</p>
16	<b>Progression from the qualification (Please show Professional and academic progression)</b>	<p>Warehouse Executive            Warehouse Supervisor            Warehouse Manager            Storage Head</p>

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17	<b>Arrangements for the Recognition of Prior learning (RPL)</b>	<p>LSC currently undertakes RPL through the following modes –</p> <ol style="list-style-type: none"> <li>1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same</li> <li>2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification</li> <li>3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification.</li> <li>4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.</li> </ol>		
18	<b>International comparability where known (research evidence to be provided)</b>	Under Study		
19	<b>Date of planned review of the qualification.</b>	25 <sup>th</sup> November 2024		
20	<b>Formal structure of the qualification</b>			
	<b>Title of unit or other component</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
<b>A</b>	<b>Mandatory components</b>			
	Introduction	Mandatory	60	3
	LSC/N2105: Prepare for inventory counting	Mandatory	90	3
	LSC/N2106: Verify physically counted numbers and system numbers	Mandatory	90	3

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	LSC/N2107: Post counting activities	Mandatory	90	3
	Employability Skills	Mandatory	30	3
	<b>Sub Total (A)</b>		<b>360 Hrs</b>	
<b>B</b>	<b>Optional/ elective component</b>			
	<b>NA</b>			
	<b>Subtotal B</b>			
	<b><u>Total (A+B)</u></b>		<b>360 Hrs</b>	

### SECTION 1 ASSESSMENT

21	<b>Body/Bodies which will carry out assessment:</b>  All the empanelled assessment agency will do the assessment
22	<b>How will RPL assessment be managed and who will carry it out?</b>  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"><li>1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same</li><li>2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification</li><li>3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification</li><li>4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.</li></ol>
23	<b>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.</b> 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.  <b>Assessment policy of LSC</b> <ol style="list-style-type: none"><li>1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs.</li></ol>

- 2) Qualification and experience have to be set for the assessors.
- 3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC.
- 4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments.
- 5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC.
- 6) Reporting of MIS by the assessment body to LSC has to be with in the agreed time lines.
- 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner
- 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC
- 9) Assessment tools should be designed to test both practical skills and theoretical knowledge.
- 10) Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.
- 11) Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards.
- 12) Questionnaires/ test papers should be as objective as possible (restrict use of open-ended questions to the minimum) such as multiple-choice questions, yes/no or True / False types based on blue print.
- 13) Questions framed as per blueprint and without ambiguity by SMEs.
- 14) All assessments should be scored carefully and a log of all scores for every candidate Maintained.
- 15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party

**Assessment strategy:**

**Assessment process to be adhered by assessment bodies and LSC**

- 1) Logistics Sector Skill Council to inform the assessment body on assessment details at least 2 weeks in advance
- 2) Assessment body to appoint an assessor for the assessment details shared by Logistics Sector Skill Council and inform the assessor details to Logistics Sector Skill Council at least 1 week in advance from the date of assessment.
- 3) Assessment bodies to design the question paper for theory, practical & viva as per blueprint and submit to logistics sector skill council while empanelment of AA.
- 4) Logistics Sector Skill Council to approve the Question banks within 7 days from submission.
- 5) Assessment bodies to ensure that the assessor reaches the assessment location at least before 1 hour in advance from the time of assessment.

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- 6) Assessor to start the assessment exactly on the time instructed by Logistics Sector Skill Council.
- 7) Assessor to verify the candidates with any valid Govt. id preferably Aadhar and also collect a copy of ID proof produced by the candidate.
- 8) Assessor to record all the evidence as per assessment protocol of Logistics Sector Skill Council
- 9) Assessment bodies to submit the result to logistics sector skill council within 3 days of time from the date of assessment through LSC MIS portal.
- 10) Assessment bodies to submit the result in Skill India Portal within 2 days of time from the date of LSC approval in LSC MIS portal.
- 11) Assessment body to maintain hard and soft copies of assessment sheets and produce to Logistics Skills Council on demand.
- 12) To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles.
- 13) In case of unsuccessful completion, the trainee may seek Re-assessment on the QP.

### **2. ASSESSORS – Eligible assessors will get certification through TOA programme with 2 years validity**

The eligibility of assessors for “Job role – Inventory Clerk” are as follows:

- Any degree
- 2 years of industrial experience

### **3. ELIGIBILITY TO APPEAR IN THE EXAM:**

#### **Minimum Educational Qualification:**

Grade 9

or Grade 8 with one year of (NTC/ NAC) after 8th

or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject

or 8th grade pass + 1 year relevant experience

or 5th grade pass + 4 year relevant experience

or Ability to read and write + 5 year relevant experience

or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience

or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience, with minimum age of 18 years completed.

### **4. MARKING SCHEME:**

Sr. No.	Method of Assessments	Weightage (Max. marks)
1	Theory	30%
2	Practical	70%
<b>Total</b>		<b>100</b>

**5. PASSING MARKS:** Every trainee should score minimum 50%

**6. RESULTS AND CERTIFICATION:** Logistics Sector Skill Council

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

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

## **ASSESSMENT EVIDENCE**

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

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

### **24. Assessment evidences**

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



**Title of Component:**

<b>Outcomes to be assessed/NOSs to be assessed</b>	<b>Assessment criteria for the outcome</b>
<p>1. LSC/N2105 : Prepare for Inventory Counting</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <ol style="list-style-type: none"> <li>1. 1 understand the work schedule for the day from the supervisor.</li> <li>1. 2 obtain the list of stored items from the supervisor</li> <li>1. 3 get the list with location details along with the level of items in each pallet from the supervisor.</li> <li>1. 4 based on the total number of stock keeping units (sku) and the total working days in a month, determine the number of items to be counted daily.</li> <li>1. 5 depending on the inventory classification schemes, understand how many items of each category are to be counted in a day.</li> <li>1. 6 collect and wear all the necessary personal protective equipment (PPE) as required by the product or the environment</li> <li>1. 7 get the required material handling equipment (MHE) such as reach trucks and cages and keep them ready</li> <li>1. 8 inspect the MHE to ensure that they are in good working condition</li> <li>1. 9 inspect the store area for any spillage, breakage or any other safety issues.</li> <li>1. 10 clean up spills or breakages in the store area</li> <li>1. 11 check stability and overloading of storage racks</li> <li>1. 12 comply with safety regulations and procedures in case of fire hazards, biohazards, etc</li> <li>1. 13 wear all safety equipment including protective gear, helmets etc.</li> <li>1. 14 follow organization procedures with respect to security, materials handling and accident</li> <li>1. 15 maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel</li> <li>1. 16 adhere to security regulations of the company</li> <li>1. 17 comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc</li> </ol>

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<p>2. LSC/N2106: Verify physically counted numbers and system numbers</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <ol style="list-style-type: none"><li>2. 1 from the stored items list, identify where the full pallets are located.</li><li>2. 2 with the help of an MHE operator, use the cage and reach truck to go up and count items in full pallets.</li><li>2. 3 for all other pallets which are not full, have the mhe operator use the reach truck to bring the pallet down and perform counting.</li><li>2. 4 compare actually counted numbers with the numbers in the stored items list to identify discrepancies if any</li><li>2. 5 prepare a missing items list.</li><li>2. 6 continue counting of different category items until the daily quota for each category is achieved.</li><li>2. 7 search through the warehouse to locate missing items</li><li>2. 8 identify floating inventory and bin them as per company policy</li><li>2. 9 update missing items list, noting down items which items were reconciled</li><li>2. 10 comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.</li><li>2. 11 wear all safety equipment including protective gear, helmets etc</li><li>2. 12 follow organization procedures with respect to security, materials handling and accidents</li><li>2. 13 maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel</li><li>2. 14 adhere to security regulations of the company</li><li>2. 15 comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc</li></ol>
<p>3. LSC/N2107: Post counting activities</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <ol style="list-style-type: none"><li>3.1 return any PPE used to the respective storage rack.</li><li>3.2 return any MHE used to the respective storage area</li><li>3.3 perform a safety inspection of the storage area.</li><li>3.4 clean up any spillage or breakages</li><li>3.5 discuss findings of inventory cycle count with deo and update information on the system</li><li>3.6 report discrepancies in counting and SKU mix up along with any other issues faced to the supervisor</li><li>3.7 prepare detailed reports for management as per the company policies to be used as audit evidence.</li></ol>

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	<p>3.8 comply with safety regulations and procedures in case of fire hazards, biohazards, etc</p> <p>3.9 wear all safety equipment including protective gear, helmets etc</p> <p>3.10 follow organization procedures with respect to security, materials handling and accidents</p> <p>3.11 maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel</p> <p>3.12 adhere to security regulations of the company</p>
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### Employability Skills (30 hours)

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1	2
2.	Constitutional values - Citizenship	1	2
3.	Becoming a Professional in the 21st Century	1	4
4.	Basic English Skills	2	5
5.	Communication Skills	4	2
6.	Diversity & Inclusion	1	2
7.	Financial and Legal Literacy	4	7
8.	Essential Digital Skills	3	10
9.	Entrepreneurship	7	8
10.	Customer Service	4	4
11.	Getting ready for apprenticeship & Jobs	2	4
	<b>Total</b>	<b>30</b>	<b>50</b>

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**SECTION 2**

**25. EVIDENCE OF LEVEL**

**OPTION A**

Title/Name of qualification/component: Enter the title here number			Level: Add level
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

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### Option B:

Title/Name of qualification/component: Inventory Clerk (NSQF – 3)			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>The individual in the job requires to:</p> <ul style="list-style-type: none"> <li>Determine the number of items to be counted daily based on the total number of Stock Keeping Units (SKU) and the total working days in a month</li> <li>Perform cycle count or wall to wall count based on the customer's requirement for inventory maintenance</li> </ul>	<p>The process is based on the list of components / goods stored, receiving and dispatch list for the day's work schedule received from supervisor. S/he has to determine the number of items to be counted daily based on the total number of Stock Keeping Units (SKU) and the total working days in a month. S/he has to collect the list with location details along with the level of items in each pallet from the supervisor. S/he has to perform cycle count or wall to wall count based on the customer's requirement for inventory maintenance and monitor which is routine and predictable within the limited range.</p>	<b>3</b>
Professional knowledge	<p>S/he would have knowledge of</p> <ul style="list-style-type: none"> <li>Various stock keeping units and technical specifications</li> <li>Basic knowledge of safety, security procedures</li> <li>Material handling equipment, PPEs</li> </ul>	<p>The job holder has to possess the knowledge on various Stock Keeping Units and technical specifications of goods handled within the warehouse. S/he to be aware of possible difficulties such as duplicate numbers represented in labels, transit goods accounted in the inventory, missing items, etc. in the inventory counting activity and basics on Standard Operating Procedures followed for all process in the warehouse. S/he has to have knowledge on all inventories apart from the goods / components such as Pallets, Material Handling equipment, Personal Protective Equipment and other hydraulic / non- hydraulic equipment utilized in the warehouse. S/he has to be aware of safety, security procedures and housekeeping activities followed in the organization.</p>	<b>3</b>

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Professional skill	<p>Recall and demonstrate the ability to</p> <ul style="list-style-type: none"> <li>• Prioritize work to meet targets</li> <li>• Identify common errors</li> <li>• Meet daily target on counting activity</li> </ul>	<p>The job holder has to plan on prioritizing and executing the counting activity in a planned manner to meet targets on daily basis. S/he rapidly identify and address errors during inventory counting process and suggest methods to improve storage activities for optimum space utilization. S/he has to possess the ability to meet the daily targets on counting activity without fail to keep the inventory up to date and submit detailed reports to the supervisor in a timely manner. The stock counting activity in the warehouse is routine and repetitive in narrow range of application for inventory maintenance. The job holder has to change work plan with supervisor's approval to accommodate immediate requirements based on the business urgency.</p>	<b>3</b>
Core skill	<ul style="list-style-type: none"> <li>• Communicate effectively with supervisors and peers</li> <li>• Read, understand work schedules</li> <li>• Prepare reports on inventory counted and discrepancies found</li> <li>• Basic skills of arithmetic and algebraic principles</li> </ul>	<p>The job holder has to communicate clearly in local language or English with Supervisor and peers for accounting the inventory and delays or updates on counting schedules. S/he has to read and understand work schedule, list of inventory stored and match labels to products on the list while taking inventory count. S/he has to prepare detailed reports about inventory counted and discrepancies found during the count. The job holder requires skill of basic arithmetic and algebraic principles to account the inventory stocks on a day to day basis in a systematic manner.</p>	<b>3</b>
Responsibility	<p>The individual is responsible for</p> <ul style="list-style-type: none"> <li>• Performing physical counting of goods</li> <li>• Keeping account of all inventories</li> <li>• Stock keeping units</li> </ul>	<p>The job holder has to collect the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers, locating missing items for reconciliation and preparing detailed reports for the management. S/he has to keep an account of all inventories such as goods received, stored and dispatched in a day with customer</p>	<b>3</b>

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		specifications, Personal Protective Equipment, Material Handling trucks, etc. present inside the warehouse. The job holder will be responsible for the stock keeping units within the purview of the warehouse under close supervision of the warehouse manager.	
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### SECTION 3

#### EVIDENCE OF NEED

26	<b>Estimated uptake of Qualification? Basis</b>	<b>What evidence is there that the qualification is needed? What is this qualification and what is the basis of this? (Applicable for SSCs)</b>
	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"><li>1. Skill requirement in logistics sector</li></ol> <p><a href="https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing">https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing</a></p>
	Industry Relevance	<p>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.</p>
	Usage of the qualification	<p>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.</p>
	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 &amp; Skills Requirement in Logistics Sector is</p> <p><a href="https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing">https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing</a></p>



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27	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence</b></p> <p>Approval has been given by Line ministry on 3<sup>rd</sup> August 2021.</p>
28	<p><b>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</b></p> <p>NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work</p>
29	<p><b>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</b></p> <ul style="list-style-type: none"><li>• Qualification that has been developed would be valid for 3 years from the date of upload in NQR.</li><li>• Periodical interaction with the training partners to gather feedback in implementation.</li><li>• Employer feedback will be sought post-placement on performance and training standards</li></ul>

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

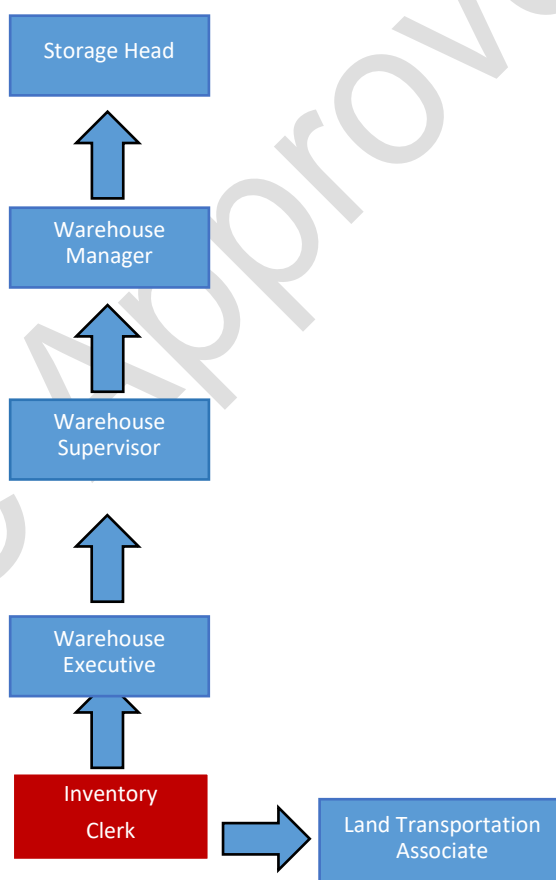
**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

***Show the career map here to reflect the clear progression***

Occupational and career maps indicating horizontal and vertical mobility have been created and are being used.

Occupational Map: Refer annexure - LSC\_Occupational Mapping and Career Progression chart (given as supporting document)

Career Progression:



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.