Model Curriculum

QP Name: Inventory, Materials Manager

QP Code: LSC/Q0104

QP Version: 3.0

NSQF Level: 6

Model Curriculum Version: 3.0

Logistics Sector Skill Council|| Logistics Sector Skill Council, No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035

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Training Parameters

Sector	Logistics
Sub-Sector	Supply Chain, Warehousing (Storage and Packaging)
Occupation	In-plant logistics, Inventory management, Warehousing Operations, Documentation and Reporting
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 4321.0103 and ISCO-08/1324
Minimum Educational Qualification and Experience	Completed 4 year UG in Logistics or equivalent with 2 years of relevant experience in warehousing OR Completed 3 year UG in Logistics with 3 years of relevant experience in warehousing OR UG diploma or equivalent with 4 years of relevant experience in/warehousing/Supply chain OR Completed 3 year diploma after 10th with 5 years of relevant experience in warehousing OR Previous relevant Qualification of NSQF Level 5 with 3 Years of relevant experience in warehousing
Pre-Requisite License or Training	NA
Minimum Job Entry Age	25
Last Reviewed On	07/10/2025
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
QP Version	3.0
Model Curriculum Creation Date	07/10/2025
Model Curriculum Valid Up to Date	07/10/2028
Model Curriculum Version	3.0
Minimum Duration of the Course	630
Maximum Duration of the Course	690

Program Overview

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

Training Outcomes

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

- Analyse activities scheduled and corresponding resources allocated
- Assess compliance with regulatory requirements
- Generate business for the organisation and manage relationships with stakeholders, including clients, customs, PGAs, etc.
- Analyse operational and business performance to undertake improvement initiatives
- Manage business profitably by analysing profit and loss and undertaking operations improvement initiatives.
- Generate MRP to plan for material receipt, procurement, storage, handling, and movement
- Prepare forecasts to plan for material as per production, sales, and dispatch requirement
- Comply with workplace integrity, ethical and regulatory practices.
- Manage the workplace for a safe and healthy work environment by following and ensuring compliance with regulatory and safety norms

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	**20**	**10**			**30**
Module 1: Introduction to Inventory, Materials Manager	20	10			30
LSC/N9601- Review and facilitate daily operations V4.0 NSQF Level 6	**20**	**35**	**5**		**60**
Module 2: Daily review and process control	20	35	5		60
LSC/N9701 Manage Business and stakeholder relations V4.0 NSQF Level 6	**20**	**35**	**5**		**60**
Module 3: Business development and stakeholder relations	20	35	5		60
LSC/N9914 - Manage operations and Employee Performance V1.0 NSQF Level 6	**20**	**35**	**5**		**60**
Module 4: Operations and Employee Performance Management	20	35	5		60
LSC/N0116 - Manage in-plant logistics V3.0 NSQF Level 6	**20**	**35**	**5**		**60**
Module 6: In-plant Logistics Management	20	35	5		60
LSC/N0117 Forecasting, planning and stockkeeping V3.0	**20**	**35**	**5**		**60**

NSQF Level 6					
Module 7: Forecasting, Planning and Stock Keeping	20	35	5		60
LSC/N3210 Manage Return Processes and reverse logistics in Inventory Management **V1.0** **NSQF Level 6**	**20**	**35**	**5**		**60**
Module 8: Return Process Management	20	35	5		60
LSC/N0139: Optimise and continuously improve warehouse operations **V1.0** **NSQF Level 6**	**20**	**40**			**60**
Module 9: Warehouse optimisation and Continuous improvement	20	40			60
LSC/N3211: Liaison with suppliers and manage procurement of raw materials **V1.0** **NSQF Level 6**	**20**	**40**			**60**
Module 10: Procurement and vendor management	20	40			60
LSC/N9911: Follow health, safety, and security procedures and maintain integrity and ethics at the workplace **V1.0** **NSQF Level 6**	**10**	**20**			**30**
Module 11: Health, safety, security, integrity and ethics at the workplace.	10	20			30
Employability Skills **DGT/VSQ/N0103**	**30**	**60**			**90**
Total Duration	**220**	**380**	**30**		**630**

Optional Modules

The table lists the option modules, their duration and mode of delivery.

Option 1: Profit Management

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N9603 – Profit and loss account management and cost accounting **V3.0** **NSQF Level 6**	**30**	**30**			**60**
Module 11: Profit Management	30	30			60
Total Duration	**30**	**30**			**60**

Module Details

Module 1: Introduction to Inventory, Materials Manager
Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of the supply chain
- Detail the various functions of an Inventory, Materials Manager

Duration: *20:00*	**Duration**: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail the various sub-sectors and the opportunities in them - Identify various activities in in plant warehousing - Detail the various roles and responsibilities of an inventory and materials manager. - Discuss the documentation requirement in warehousing operations	- Identify the various MHEs and equipment used in warehouses - Perform various operations functions of an inventory - Classify the components of supply chain and logistics sector - Illustrate your job role as inventory and materials manager and interface with other job roles.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Computers with MS office, WMS(Learning version), LLMS (Learning version)	

Module 2: Daily review and process control
Mapped to LSC/N9601, V4.0

Terminal Outcomes:

- Detail the steps to perform in daily review and process control as per SOP
- Monitor and ensure that operations comply with legal, regulatory, and organisational policies.

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the importance of reviewing daily work agendas, prioritising tasks, and updating the team on objectives and key metrics. - Explain the procedures for identifying pending tasks, resolving issues, and escalating unresolved matters to senior management or external consultants. - Detail the processes for assessing the utilisation of resources, adjusting budgets, and ensuring resource availability. - Explain how to assess the previous day's performance, identify bottlenecks, and resolve operational challenges. - Elaborate on forecasting trend patterns, setting up work plans, and preparing resource budgets in alignment with operations.	- Illustrate the day's priorities, communicate updates, and address any challenges or special tasks. - Review the previous day's inspection and output reports to identify pending tasks and take necessary actions to approve or resolve them. - Approve and allocate resources according to the daily, weekly, and monthly work plans. - Troubleshoot operational issues from the previous day, such as delays or bottlenecks, and resolve them promptly. - Monitor and ensure that operations comply with legal, regulatory, and organisational policies.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS, Computer, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP etc	

Terminal Outcomes:

- Detail the steps to be followed for business development
- Explain the process of preparing and implementing a sales plan, including identifying new client acquisition strategies and setting clear sales targets.

Duration: *20:00*	**Duration**: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe how to gather market intelligence by staying updated with service offerings and industry developments to identify potential business opportunities. • Explain the process of preparing and implementing a sales plan, including identifying new client acquisition strategies and setting clear sales targets. • Discuss how to identify and analyse client business needs and offer customised and bundled solutions that align with those needs. • Detail the essential principles of negotiating terms with clients, closing deals, and collecting the necessary client details, such as organisational and payment information. • Elaborate on the importance of maintaining strong, long-term client relationships through regular communication, feedback collection, and the provision of value-added services.	• Prepare and implement a sales plan for acquiring new clients, including tracking targets and ensuring follow-up actions are performed effectively. • Practice meeting clients to present new services, take feedback on existing ones, and offer tailored solutions to meet their needs. • Use a company's sales database to obtain and manage lists of existing clients and new prospects, prioritising them for outreach based on previous relationship-building efforts. • Negotiate with clients on cost, finalize contracts, and ensure proper collection of organizational and payment details to ensure a smooth deal closure. • Interact regularly with clients through phone calls, emails, or visits to address queries, resolve grievances, and provide updates about new offerings and discounts.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS, Computer, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP etc	

Terminal Outcomes:

- Detail the appropriate steps for performance management as per SOP
- Elaborate the methods and processes for providing leadership and direction

Duration: *20:00*	**Duration**: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe how to analyse key performance metrics, such as asset utilisation rates, revenue per workforce, and operational efficiency indicators. • Explain how to examine reasons behind non-performance and identify underlying factors, such as delays or defaults, impacting the operational performance of different departments. • Discuss identifying areas for process improvement and determining training needs based on operational performance trends. • Detail the importance of developing and implementing action plans to improve overall worker and operational efficiency, with a focus on resource utilisation. • Elaborate on how to set key performance indicators (KPIs) for employees and track performance for ongoing improvement through structured performance appraisals and action plans.	• Analyse activity-related performance metrics and identify trends, such as average time per case or number of delays, to measure and assess operational performance. • Assess asset utilisation rates and evaluate revenue per workforce, identifying any inefficiencies or areas of improvement. • Identify non-performance issues within operations and take corrective actions by reviewing output reports and addressing bottlenecks. • Design and implement training plans based on identified operational weaknesses and team performance needs. • Take necessary actions to address underperforming departments or individuals, including driving performance improvement plans (PIPs) and addressing performance issues per organisational policies.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS, Computer, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP etc	

Terminal Outcomes:

- Illustrate the various steps to be performed for managing material handling and inventory operations
- Describe the process of reviewing despatch orders and managing delivery.

Duration: *20:00*	**Duration**: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the proper selection of equipment and tools (e.g., forklifts, conveyors) for efficient material transport. • Discuss techniques like JIT and EOQ to balance inventory levels and reduce excess stock. • Detail the principles of optimising warehouse storage systems and material placement for better accessibility. • Elaborate how to implement automated systems (e.g., ASRS, robotic arms) to improve speed and accuracy in operations. • Describe how to review and coordinate despatch plans, ensuring timely material movement between departments.	• Select and use appropriate material handling equipment for efficient transportation within the plant. • Ensure proper storage and grouping of materials based on demand, size, and weight for faster retrieval. • Implement automated systems and set reorder points to optimise material availability and reduce holding costs. • Review and approve despatch orders and material issue approvals in the Material Management System (MMS). • Conduct periodic inventory checks and update the ERP system for accurate material tracking.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS, Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc	

Terminal Outcomes:

- Demonstrate the process of forecasting, planning and stockkeeping as per SOP
- Detail classification systems (e.g., ABC system) for categorising inventory based on factors like usage frequency, value, and perishability.

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain how to analyse historical data such as sales trends, production schedules, and market data to predict future demand. - Describe the methods to calculate lead times for procuring, producing, or transporting materials.) - Elaborate on how to identify and adjust for seasonal demand fluctuations, market shifts, or disruptions in the supply chain. - Discuss the statistical methods or machine learning models used to generate accurate demand forecasts. - Detail classification systems (e.g., ABC system) for categorising inventory based on factors like usage frequency, value, and perishability.	- Generate and update a Material Requirement Plan based on weekly, monthly, and quarterly demand forecasts. - Plan and schedule reorder points based on stock levels, lead times, and safety stock to manage demand variability. - Perform regular cycle counts and ensure that accurate records of the stock levels in the warehouse are kept. - Implement Just-In-Time (JIT) and First-In-First-Out (FIFO) practices to ensure materials are stocked efficiently and perishable items are used in time. - Utilize Inventory Management Systems (IMS) or Enterprise Resource Planning (ERP) software to streamline forecasting, planning, and stock-keeping processes.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS, Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc	

Terminal Outcomes:

- Explain the process of managing Return Processes
- Detail the procedure to Monitor Repair, Recycling and Refurbishment of returned goods
- Elaborate documentation and compliance of reverse logistics.

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the procedures and documentation required for processing returns, including return merchandise authorisations and inspection reports. • Detail how to classify returned materials based on condition (e.g., damaged, defective, excess stock) and the corresponding actions for each category. • Explain relevant laws, regulations, and environmental practices regarding product returns, repairs, and waste disposal. • Discuss how to analyse return data to identify root causes (e.g., defects, dissatisfaction) and take corrective actions to reduce return rates. • Explain how to implement technology (e.g., barcode scanning, RFID) to improve tracking and management of returned goods and reverse logistics processes.	• Oversee and ensure efficient processing of returns from customers, suppliers, or field operations, ensuring accurate documentation and timely action. • Supervise the inspection of returned goods to determine whether they can be reused, refurbished, or need to be scrapped and take the appropriate action. • Ensure prompt and cost-effective repairs or refurbishments of materials by coordinating with internal teams or third-party vendors. • Track and maintain accurate documentation using inventory management software to ensure proper return, repair, and disposal records. • Analyse data regularly on return rates and reasons for returns, and implement strategies (e.g., improved quality control or product descriptions) to reduce return frequency.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS, LLMS, SOP, worksheets, computer, projector, printer, display board and markers	

Module 8: Warehouse optimisation and Continuous improvement
Mapped to LSC/N0139, V1.0

Terminal Outcomes:

- Detail the steps involved in the implementation of health & safety measures

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe Warehouse optimisation - Detail the steps involved in optimising warehouse operations. - Explain the process of creating and implementing key performance indicators (KPIs) for warehouse operations. - Describe the process of Optimising Warehouse Layout and material flow. - Explain the importance of continuous improvement and how to implement it in the warehouse. - Detail Sustainability and the practices that can be implemented in the warehouse.	- Demonstrate the steps involved in Warehouse optimisation. - Classify products into A, B, and C categories based on their sales volume and store high-demand (A) items near the picking area to reduce picking time. - Illustrate the role of automation in Warehouse optimisation. - Organise products in the warehouse based on demand (ABC analysis), ensuring fast-moving items are easily accessible and slow-moving items are stored further away. - Demonstrate Optimising Warehouse Layout and Material Flow - Ensure continuous improvement efforts remain aligned with changing business needs and warehouse operations. - Illustrate the sustainable practices that can be implemented in a warehouse.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Computers with web camera, PPE, system tools, WMS (LEARNING VERSION), LLMS.	

Terminal Outcomes:

- Describe the process of identifying procurement needs using MRP reports and coordination with internal teams.
- Coordinate effectively with suppliers and internal teams to ensure timely procurement.
- Maintain accurate procurement documentation and ensure compliance with legal and organizational norms.

Duration: *20:00*	Duration: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the role of procurement in supply chain continuity and production planning. - Describe the process of identifying procurement needs using MRP reports and coordination with internal teams. - List steps to generate purchase requisitions and communicate requirements to relevant departments. - Discuss the criteria for vendor selection and the importance of an updated Approved Vendor List (AVL). - Explain negotiation techniques used to optimize cost, delivery, and payment terms. - Describe the importance of maintaining transparent supplier relationships and documenting communications. - Explain ethical sourcing practices and compliance requirements including audits, GST, and contract clauses. - Identify common procurement challenges and strategies for resolution (e.g., delays, shortages, poor quality).	- Identify common procurement challenges and strategies for resolution (e.g., delays, shortages, poor quality). - Analyze a sample MRP to determine procurement needs. - Generate a sample purchase requisition and create a corresponding vendor enquiry. - Use case studies to simulate vendor evaluation and rating based on quality, delivery, and pricing. - Draft a professional vendor communication (e.g., RFQ or dispute resolution email). - Simulate negotiation scenarios using role-play with emphasis on ethical practices. - Enter and track purchase orders in an Excel template or ERP simulation. - Prepare a procurement status report showing PO status, delivery timelines, and invoice tracking. - Maintain procurement records (POs, GRNs, invoices) for audit readiness. - Participate in a mock internal audit by presenting procurement documentation and vendor evaluation records. - Identify and resolve a simulated procurement bottleneck through group discussion or activity.

Classroom Aids

Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser

Tools, Equipment and Other Requirements

WMS (LEARNING VERSION), Computer, Management information system (MIS), Enterprise Resource Planning (ERP), Sample PO, GRN, Invoices, RFQs.

Module 10: Health, safety, security, integrity and ethics at the workplace.

Mapped to LSC/N9911, v1.0

Terminal Outcomes:

- Detail the steps involved in the implementation of health & safety measures
- Follow organisation procedures with respect to documentation.

Duration: *20:00*	Duration: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail safety procedures for preventing hazards (fire, biohazards) in the workplace. - Describe hygiene standards, data safety, and the importance of regular health check-ups. - Explain the emergency protocols like first aid, fire safety, and evacuation procedures. - Discuss ethical workplace behaviour, safeguarding customer data, and avoiding corruption. - Describe the inspection procedure to check the safe handling of hazardous goods - Discuss how to maintain documentation and assist in regulatory inspections.	- Demonstrate safety measures, including wearing protective gear and preventing hazards. - Keep the workspace organised and follow hygiene protocols. - Act quickly in emergencies, provide first aid, and follow fire drills. - Report unethical behaviour and handle ethical dilemmas. - Maintain accurate documentation and assist with regulatory checks.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Computers with web camera, PPE, system tools, LLMS.	

Terminal Outcomes:

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

Duration: *30:00*	Duration: *60:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Outline the importance of Employability Skills for the current job market and future of work - List different learning and employability related GOI and private portals and their usage - Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen - Discuss relevant 21st century skills required for employment - Highlight the importance of practicing 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life - Explain the importance of communication etiquette including active listening for effective communication - Discuss the significance of escalating sexual harassment issues as per POSH act - Discuss various financial institutions, products, and services - Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions - Discuss the legal rights, laws, and aids - Describe the role of digital technology in day-to-day life and the workplace - Discuss the significance of displaying responsible online behaviour while using various social media platforms - Explain the types of entrepreneurship and enterprises - Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan - Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement	- Research and prepare a note on different industries, trends, required skills and the available opportunities - Demonstrate how to practice different environmentally sustainable practices - Create a pathway for adopting a continuous learning mindset for personal and professional development - Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone - Read and understand text written in basic English - Write a short note/paragraph / letter/e -mail using correct basic English - Create a career development plan - Identify well-defined short- and long-term goals - Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette - Write a brief note/paragraph on a familiar topic - Role play a situation on how to work collaboratively with others in a team - Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD - Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement - Calculate income and expenditure for budgeting - Demonstrate how to operate digital devices and use the associated applications and features, safely and securely - Demonstrate how to connect devices securely to internet using different means - Follow the dos and don'ts of cyber security to protect against cyber crimes - Create an e-mail id and follow e- mail etiquette to exchange e -mails - Show how to create documents, spreadsheets and presentations using appropriate applications - Utilize virtual collaboration tools to work effectively

- Discuss various tools used to collect customer feedback
- Discuss the significance of maintaining hygiene and dressing appropriately
- Discuss the significance of maintaining hygiene and dressing appropriately for an interview
- List the steps for searching and registering for apprenticeship opportunities

- Create a sample business plan, for the selected business opportunity
- Classify different types of customers
- Demonstrate how to identify customer needs and respond to them in a professional manner
- Draft a professional Curriculum Vitae (CV)
- Use various offline and online job search sources to find and apply for jobs
- Role play a mock interview

Classroom Aids
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs

Tools, Equipment and Other Requirements
Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below), Scanner cum Printer

Module 12: Profit Management
Mapped to LSC/N9603, V3.0

Terminal Outcomes:

- Describe P&L analysis process
- Prepare budget amendments
- Explain the process to rationalise cost by undertaking improvement activities

Duration: *30:00*	Duration: *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe P&L analysis process - Explain the budgeting and monitoring process - Explain methods to analyse variance between budget and actual expenditure - Explain the process to rationalise cost by undertaking improvement activities	- Review department budgets, track performance against targets, and make necessary adjustments to forecast future financial trends. - Manage expenses, identify areas for cost reduction, and ensure profitability without compromising quality or customer satisfaction. - Assess different revenue streams, identify growth opportunities, and use financial ratios to evaluate and improve performance. - Analyse overall P&L performance, identify variances, and implement corrective actions while managing financial risks to meet KPIs. - Review financial performance, allocate overhead costs accurately, and track variances to identify inefficiencies and take corrective actions. - Perform break-even and Cost-Volume-Profit (CVP) analysis to evaluate the impact of costs, volume, and sales on profitability. - Use cost data to set competitive pricing strategies and manage inventory to minimise carrying costs and prevent overproduction. - Identify cost inefficiencies through department discussions and implement remedial actions to achieve financial goals.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS (LEARNING VERSION), Computers, MIS, ERP, performance review software	

Annexure

Trainer Requirements

<table>
<tr><td colspan="6" align="center">Trainer Prerequisites</td></tr>
<tr><td rowspan="2">Minimum Educational Qualification</td><td rowspan="2">Specialization</td><td colspan="2">Relevant Industry Experience</td><td colspan="2">Training Experience</td><td rowspan="2">Remarks</td></tr>
<tr><td><i>Years</i></td><td><i>Specialization</i></td><td><i>Years</i></td><td><i>Specialization</i></td></tr>
<tr><td>Any degree</td><td>NA</td><td>2</td><td>Warehousing, Supply chain</td><td></td><td></td><td></td></tr>
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Trainer Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Inventory, Materials Manager" mapped to QP: "LSC/Q0104, V3.0". Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0" with minimum score of 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
Any degree	NA	2	Warehousing, Supply chain			

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Inventory Materials Manager" mapped to QP: "LSC/Q0104, V3.0". Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0" with minimum score of 80%

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

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

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

The following tools would be used for final assessment:

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

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

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

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

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

    a. True / False Statements
    b. Multiple Choice Questions
    c. Matching Type Questions
    d. Fill in the blanks
    e. Scenario based Questions
    f. Identification Questions

QA Regarding Assessors:

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

     i. Guidance regarding NSQF
    ii. Qualification Pack Structure
   iii. Guidance for the assessor to conduct theory, practical and viva assessments
   iv. Guidance for trainees to be given by assessor before the start of the assessments.
    v. Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
   vi. Viva guidance for uniformity and consistency across the batch.
  vii. Mock assessments
 viii. Sample question paper and practical demonstration

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

Acronyms and Abbreviations

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