



Model Curriculum

QP Name: Warehouse Executive (Options – Verify GST invoices)

QP Code: LSC/Q0301

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 3.0

Table of Contents

Training Parameters.....	2
Program Overview	3
Training Outcomes.....	3
Compulsory Modules	3
Option Modules	5
Module 1: Introduction to Warehouse Executive	6
Module 2: Inbound and outbound operations	7
Module 3: Digital Records Validation and Report Generation	8
Module 4: Goods Quality and Inventory Management.....	9
Module 5: Vehicle Planning, Stakeholder Coordination & Claims Resolution.....	9
Module 6 : Trend Analysis and Forecasting	10
Module 7: Compliance with Health, safety, integrity and ethics at workplace.....	11
Module 8 : Employability Skills	13
Module 9: GST Application.....	16
Annexure.....	18
Trainer Requirements	18
Assessor Requirements.....	19
Assessment Strategy.....	20
References	22
Glossary.....	22
Acronyms and Abbreviations.....	23

Training Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging)
Occupation	Warehousing Operations, Documentation and Reporting
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.01 to 4321 .05 and ISCO -88/4132, 4321, 4322
Minimum Educational Qualification and Experience	12th grade Pass or equivalent with 1 Year of relevant experience in data entry or warehousing Or 10th grade pass or equivalent with 3 Years of relevant experience data entry or warehousing Or Previous relevant Qualification of NSQF Level 3.5 with 1.5 years of relevant experience in data entry or warehousing Or Previous relevant Qualification of NSQF Level 3 with 3 Years of relevant experience in data entry or warehousing
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18
Last Reviewed On	06/02/2026
Next Review Date	06/02/2029
NSQC Approval Date	06/02/2026
QP Version	3.0
Model Curriculum Creation Date	26/09/2025
Model Curriculum Valid Up to Date	06/02/2029
Model Curriculum Version	3.0
Minimum Duration of the Course	450
Maximum Duration of the Course	510

Program Overview

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

Training Outcomes

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

- Analyse warehouse data to assess optimal utilisation of assets and identifying reasons for non-performance
- Prepare documentation for inbound and outbound movement of goods
- Perform inventory quality check, counting and documentation
- Arrange for transportation based on goods movement in warehouse
- Comply to workplace integrity, ethical and regulatory practices.
- Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms.
- Perform trend analysis and forecast warehouse business
- Inspect invoices for correct application of GST.

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 Warehouse Executive	20	10			30
LSC/N0130– Undertake inbound and outbound ERP operations V2.0 NSQF Level 4	20	35	5		60
Module 2: Inbound and outbound ERP operations	20	35	5		60
LSC/N0144– Validate Warehouse Digital Records and Generate Operational Reports V1.0 NSQF Level 4	20	35	5		60
Module 3: Digital Records Validation and Report Generation	20	35	5		60
LSC/N0131– Perform operations quality check	20	35	5		60

and inventory reconciliation V2.0 NSQF Level 4					
Module 4: Goods Quality and Inventory Management	20	35	5		60
LSC/N1003- Coordinate with internal and external stakeholders V4.0 NSQF Level 4	20	35	5		60
Module 5: Vehicle Planning, Stakeholder Coordination & Claims Resolution	20	35	5		60
LSC/N0145 - Perform basic trend analysis and forecasting V1.0 NSQF Level 4	20	35	5		60
Module 6: Trend analysis and Forecasting	20	35	5		60
LSC/N9911 – Follow health, safety, security procedures and maintain integrity, ethics at the workplace V1.0 NSQF Level 4	20	35	5		60
Module 7: Compliance with Health, safety, integrity and ethics at workplace	20	35	5		60
DGT/VSQ/N0102 Employability Skills	30	30			60
Total Duration	170	250	30		450

Optional Modules

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

Option 1: Verify GST invoices

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N9906 Verify GST invoices V4.0 NSQF Level 4	30	30			60
Module 9: GST Application	30	30			60
Total Duration	30	30			60

Module Details

Module 1: Introduction to Warehouse Executive

Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of supply chain
- Detail the various functions of a warehouse executive

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Classify the components of supply chain and logistics sector • Detail the various sub-sectors and the opportunities in them • Illustrate the job role of warehouse executive – and its connection with various other job roles • Describe the various activities in a warehouse • Discuss the documentation requirements in warehousing operations 	<ul style="list-style-type: none"> • Identify the various MHEs used in warehouse • Perform various functions of a warehouse executive
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Computers with MS office, LLMS (Learning Version) & WMS (Learning Version)	

Module 2: Inbound and outbound operations

Mapped to LSC/N0130, V2.0

Terminal Outcomes:

- Detail the steps to be followed for inbound and outbound documentation

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the documentation used for inbound and outbound movement of goods • Describe the quality check process for different types of goods and packaging • Prepare inbound and outbound documentation • Compare physical goods with delivery manifest • Inspect accurate update of data in ERP for tracking of goods movement • Check correctness of documentation including air way bill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc. • Detail the claims documentation process • Inspect quarantined goods for conformance to reasons provided in the documentation • Inspect documentation for correctness to dates, reasons, valuation, supporting documentation etc • Prepare claims documentation • Explain role of internal stakeholders, customer and insurance agencies in claims processing • Explain the printing requirements for barcodes, product tags, labels, and how they support traceability and order fulfillment. • Explain the significance of post goods issue (PGI) and its effect on inventory and ERP updates 	<ul style="list-style-type: none"> • Prepare inbound and outbound movement documentation • Perform quality check for different types of goods and packaging • Compare physical goods with delivery manifest • Inspect accurate update of data in ERP for tracking of goods movement • Examine correctness of documentation including air waybill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc. • Perform claims documentation process • Inspect quarantined goods for conformance to reasons provided in the documentation • Inspect documentation for correctness to dates, reasons, valuation, supporting documentation etc. • Prepare claims documentation • Understand the role of internal stakeholders, customer and insurance agencies in claims processing • Generate and update inbound reports, GRNs, and assign accurate storage locations in the ERP • Update packing details and ensure ERP reflects accurate shipping and delivery data
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, MS Office, SOP, Data analysis software, computers with web camera, WMS(Learning Version), etc.	

Module 3: Digital Records Validation and Report Generation

Mapped to LSC/N0144, V1.0

Terminal Outcomes:

- Detail the steps to be performed for Digital Records Validation and Report Generation

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Explain the importance of validating digital warehouse records for accuracy and completeness in ERP/WMS systems ● Describe the process of verifying key data fields such as item codes, quantities, batch numbers, expiry dates, and bin locations ● Explain how to identify incorrect, duplicate, or mismatched system entries and coordinate corrective actions ● Describe the procedure for escalating unresolved discrepancies or system issues according to organisational protocols ● Explain the purpose of confirming KPIs and extracting data for operational analysis ● Describe different types of warehouse reports such as inbound, outbound, ageing, delay, rejection, and inventory reports ● Explain reporting timelines and SLA requirements for management and stakeholders ● Explain how warehouse data analysis helps identify performance gaps and improvement opportunities 	<ul style="list-style-type: none"> ● Validate ERP/WMS transaction records for inbound, outbound, and inventory accuracy ● Verify key data fields for correctness and completeness during digital record review ● Identify and rectify incorrect or incomplete entries through coordination with teams ● Generate operational reports such as inventory, delay, complaint, and performance reports ● Extract KPI-based data from ERP/WMS systems ● Analyse warehouse performance data and identify trends ● Interpret reports and prepare insights for operational improvement ● Prepare and share structured operational reports within defined timelines
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, MS Office, Data analysis software, WMS (Learning Version), computer with web camera, etc.	

Module 4: Goods Quality check and Inventory Management

Mapped to LSC/N0131, V2.0

Terminal Outcomes:

- Detail the steps to be performed for transport coordination

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the purpose of using checklists aligned with SOPs and audit guidelines in warehouse operations • Describe sampling techniques like AQL (Acceptable Quality Level) used in quality control of bulk shipments • Explain the process of logging product quality deviations and assigning corrective actions in ERP or QC logs • Describe the importance of generating and communicating quality check reports for stakeholder awareness • Explain how inventory reconciliation is performed by comparing physical and system quantities • Explain how discrepancy percentage and value impact are calculated for reconciliation summaries 	<ul style="list-style-type: none"> • Verify inventory accuracy by checking batch/lot numbers, SKUs, and expiry dates during cycle counts • Identify and validate inventory discrepancies by cross-checking ERP reports and physical stock. • Prepare and submit quality inspection reports to supervisors or quality managers • Select appropriate samples from inbound/outbound goods and perform quality inspection based on AQL
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, MS Office, Data analysis software, WMS (Learning Version), computer with web camera, etc.	

Module 5: Vehicle Planning, Stakeholder Coordination & Claims Resolution

Mapped to LSC/N1003, V4.0

Terminal Outcomes:

- Explain the coordination process between transporters, warehouse teams, and customers for smooth pickups and deliveries

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe how to select vehicle types based on transport master data, load specifications, and customer requirements. • Explain how to create shipment documents with necessary fields (vehicle info, route, delivery numbers) in ERP. • Explain the coordination process between transporters, warehouse teams, and customers for smooth pickups and deliveries. • Describe the process of Post Goods Issue (PGI) and its impact on inventory and billing. • Discuss key transport documentation like E-way bills, gate passes, and Proof of Delivery (PoD). • Explain the importance of SLAs and tracking mechanisms in customer and transporter coordination. 	<ul style="list-style-type: none"> • Prepare and complete shipment documentation in ERP with all required fields. • Inspect quarantined goods, review claims, validate documents, and identify false/outdated claims. • Perform pre-inventory check and documentation processes • Verify Proof of Delivery and other critical information in ERP once delivery is completed • Use ERP tools (e.g., SAP VT01N) to create consolidated shipment orders based on route/customer • Coordinate with transporters for vehicle arrival, documentation, and driver details.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, MS Office, Data analysis software, WMS (Learning Version), computer with web camera, etc.	

Module 6: Trend analysis and Forecasting

Mapped to LSC/N0145, V1.0

Terminal Outcomes:

- Describe the process of resource planning and budgeting based on forecasted data
- Perform trend analysis using real data to identify seasonal or cyclical patterns in operations

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Discuss the principles and techniques of business forecasting using historical data. ● Explain methods for cleaning and filtering data prior to analysis. ● Explain different types of trends (time trends, seasonal patterns, cyclical trends) and their relevance in forecasting. ● Identify key parameters influencing forecasting accuracy, including regulatory and market factors. ● Describe the process of resource planning and budgeting based on forecasted data 	<ul style="list-style-type: none"> ● Perform trend analysis using real data to identify seasonal or cyclical patterns in operations. ● Analyze new business data to recognize emerging trends or irregularities. ● Calculate forecasts for stock needs using techniques such as moving averages and factor in lead times. ● Retrieve and compile historical data from ERP systems or standalone records for analysis. ● Prepare datasets for forecasting based on historical trends and market conditions.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, MS Office, Data analysis software, WMS (Learning Version), computer with web camera, etc.	

Module 7: Compliance with Health, safety, integrity and ethics at workplace.

Mapped to LSC/N9911, V1.0

Terminal Outcomes:

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

Duration: 20:00	Duration: 35:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> ● Detail the importance of following safety regulations and procedures to mitigate workplace hazards such as fire, biohazards, and chemical risks. ● Explain the ethical responsibility to protect sensitive business and customer information, ensuring data is not used for personal or unauthorised purposes. ● Detail the emergency response procedures for various situations such as fires, medical emergencies, and accidents, including how to act quickly and safely. ● Discuss the significance of maintaining personal hygiene, keeping the work environment clean, and adhering to organisational hygiene policies for health and safety. ● Explain the importance of maintaining professionalism and ethics in the workplace, including sensitising colleagues about ethical behaviour and handling unethical practices appropriately. ● Describe the legal and regulatory requirements for business operations, including ensuring proper documentation, compliance with industry standards, and coordinating with regulatory authorities during inspections. ● Elaborate on fire safety measures, including the importance of participating in fire drills, the steps to take during a fire emergency, and the methods for rescuing others safely. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> ● Follow established safety protocols to avoid hazards such as fire, biohazards, and other workplace risks, ensuring all required safety procedures are observed. ● Wear and correctly utilise the necessary protective gear, such as helmets, gloves, and safety clothing, in designated work areas to reduce the risk of injury. ● Identify unsafe practices or conditions in the workplace (e.g., fire hazards, unsafe equipment) and report them to the appropriate authorities for corrective action. ● Regularly clean and organise the work area, ensuring that supplies are well-maintained and that all areas are kept hygienic for optimal working conditions. ● React promptly during emergencies by providing first aid for injuries (e.g., bleeding, burns, choking) and following appropriate procedures for handling different emergency scenarios. ● Follow fire safety procedures during fire drills and in actual emergencies, ensuring personal and team safety while rescuing victims when necessary. ● Safeguard sensitive information, ensure customer data and business-related documents are secure, and refrain from using this information for personal gain.
<p>Classroom Aids:</p> <p>Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser</p>	
<p>Tools, Equipment and Other Requirements</p> <p>Computers with MS Office, PPE, system tools, LLMS (learning version).</p>	

Module 8: Employability Skills

Mapped to DGT/VSQ/N0102, V1.0

Terminal Outcomes:

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

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

<p>browsing, using various social media platforms, e-mails, etc., safely and securely</p> <ul style="list-style-type: none"> ● 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 ● Detail the significance of analyzing different types and needs of customers ● Explain the significance of identifying customer needs and responding to them in a professional manner. ● Discuss the significance of maintaining hygiene and dressing appropriately ● Explain the significance of maintaining hygiene and confidence during an interview ● List the steps for searching and registering for apprenticeship opportunities 	<ul style="list-style-type: none"> ● Operate digital devices and use the associated applications and features, safely and securely ● Create sample word documents, excel sheets and presentations using basic features ● Utilize virtual collaboration tools to work effectively ● Devise a sample business plan, for the selected business opportunity ● Create a professional Curriculum Vitae (CV) ● Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively ● Perform a mock interview
<p>Classroom Aids</p>	
<p>Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below), Scanner cum Printer</p>	

Module 9: GST Application

Mapped to LSC/N9906, V4.0

Terminal Outcomes:

- Demonstrate the steps to be followed for verifying GST invoices

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the GST application procedure in invoicing process • Detail the rules and regulation in applying and reversing GST • Inspect to identify faults in a document with GST computation • Describe GST documents approval process • Check for pending litigation from previous regime • Review monthly returns for compliance to regulations • Check correctness of tax payment records and acknowledgements received • Explain how to ensure compliance through e-Way Bill generation 	<ul style="list-style-type: none"> • Prepare the GST application for invoicing process • Examine faults in a document with GST computation • Perform all activities for GST documents approval process • Examine for pending litigation from previous regime • Review monthly returns for compliance to regulations • Examine correctness of tax payment records and acknowledgements received • Explain IRN
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
MS office, ERP, WMS (Learning Version), GST guidelines etc.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Any degree	Warehousing	2	Warehousing			

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Warehouse Executive" mapped to QP: "LSC/Q0301, V3.0". Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601, V3.0" with minimum accepted score is 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Any degree	Warehousing	2	Warehousing			

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Warehouse Executive" mapped to QP: "LSC/Q0301,V3.0". Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2601, V3.0" with minimum accepted score is 80%

Assessment Strategy

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

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

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

The following tools would be used for final assessment:

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

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

2. **Viva/Structured Interview:** This tool is used to assess the conceptual understanding and the behavioural aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment and equipment etc.
3. **On-Job Training:** OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.
4. **Written Test:** Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:
 - i. True / False Statements
 - ii. Multiple Choice Questions
 - iii. Matching Type Questions
 - iv. Fill in the blanks
 - v. Scenario based Questions
 - vi. Identification Questions

QA Regarding Assessors:

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

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

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