Model Curriculum

QP Name: EXIM Executive

(Options – Transportation and route optimization/Customs Clearance Supervision)

QP Code: LSC/Q2101

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 3.0

Table of Contents

Training Parameters

Sector	Logistics
Sub-Sector	EXIM Logistics – Freight forwarding and customs clearance
Occupation	Freight forwarding operations, customs clearance operation
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 3351 & 3122.4 and ISCO-08/3331
Minimum Educational Qualification and Experience	12th Grade Pass or equivalent with 1 year relevant experience in freight forwarding OR 10th Grade pass or equivalent with 3 year relevant experience in freight forwarding OR Previous relevant Qualification of NSQF Level 3.5 with 1.5 year relevant experience in freight forwarding OR Previous relevant Qualification of NSQF Level 3 with 3 year relevant experience in freight forwarding
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18
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	28/02/2025
Model Curriculum Valid Up to Date	07/10/2028
Model Curriculum Version	3.0
Minimum Duration of the Course	420
Maximum Duration of the Course	540

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:

- Prepare documentation for Export and Import processing including EDI filing
- Plan and arrange cargo movement with appropriate documentation
- Perform customs clearance field activities including documentation, cargo inspection, cargo movement and stakeholder coordination
- Perform customs clearance office activities including documentation preparation and uploading, clarification of queries, stakeholder coordination and invoicing
- Comply to workplace integrity, ethical and regulatory practices.
- Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms.
  Inspect invoices for correct application of GST.
- Manage customs clearance field and office activities to ensure timely processing of activities
  Analyse data in a courier hub to provide the necessary support to stakeholders

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 EXIM Executive	20	10			30
LSC/N2147 – Manage EXIM documentation V1.0 NSQF Level 4	**20**	**35**	**5**		**60**
Module 2: EXIM Documentation	20	35	5		60
LSC/N3321 – Perform EDI filing V1.0 NSQF Level 4	**20**	**35**	**5**		**60**
Module 3: EDI filing	20	35	5		60
LSC/N2132– Plan and arrange for cargo movement V3.0 NSQF Level 4	**20**	**35**	**5**		**60**
Module 4: EXIM Cargo Movement	20	35	5		60
LSC/ N2146: Perform customs clearance activities V1.0 NSQF Level 4	**20**	**35**	**5**		**60**
Module 5: **Customs clearance activities**	20	35	5		60
LSC/ N1504: Provide Customer Support and resolve complaints V1.0	**20**	**35**	**5**		**60**

NSQF Level 4					
Module 6: Customer Support and complaint resolution	20	35	5		60
LSC/N9911: Follow health, safety, and security procedures and maintain integrity and 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
Employability Skills **DGT/VSQ/N0101**	**15**	**15**			**30**
Total Duration	**155**	**235**	**30**		**420**

Option Modules

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

Option 1: Transportation and Route Optimization through Multimodal Network

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N6503: Transportation and Route Optimization through Multimodal Network **V2.0** **NSQF Level 4**	**30**	**30**			**60**
Module 9: Transportation and Route Optimization through Multimodal Network	30	30			60
Total Duration	**30**	**30**			**60**

Option 2: Customs Clearance Supervision

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N2343 –Supervise customs clearance activities **V4.0** **NSQF Level 4**	**30**	**30**			**60**
Module 10: Supervision of customs clearance activities	30	30			60
Total Duration	**30**	**30**			**60**

Module Details

Module 1: Introduction to EXIM Executive
Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of the supply chain
- Detail the various roles of an EXIM Executive

Duration: *20:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail the various sub-sectors of logistics and the opportunities in them - Detail various activities in EXIM - Detail the various roles and responsibilities of a EXIM executive. - Discuss the documentation requirements in EXIM operations	- Classify the components of supply chain and logistics sector - Identify the various MHEs and equipment used in EXIM operations - Prepare the necessary documentation in EXIM operations - Demonstrate your job role as EXIM executive 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: EXIM Documentation
Mapped to LSC/N2147, V1.0

Terminal Outcomes:

- Detail the steps involved in preparing documents for exports and import processing
- Elaborate about verifying GST invoices

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List down the different documents required for customs clearance, including invoices, packing lists, shipping bills, bills of lading, and delivery orders. • classify transactions as Intra-State or Inter-State and apply the correct GST type (CGST, IGST, SGST) based on the nature of the service. • Describe the reverse charge mechanism in cases where the service provider is unregistered, and GST is applicable. • Explain the mandatory details and legal requirements for a valid GST invoice, including GSTIN, PAN, description of services, and the HSN/SAC code. • Elaborate the processes and requirements for executing bonds with customs for duty-exempted goods and the relevant documentation.	• Collect detailed information about cargo, including quantity, value, packing, labelling, weight, and size, for proper documentation. • Prepare a checklist for required customs clearance documents, ensuring all documents are collected for import, export, or transshipment cargo. • Gather KYC and GST details from the importer/exporter, such as invoices, shipping bills, packing lists, and purchase orders, to ensure compliance. • Ensure that GST invoices include all required details such as GSTIN, service description, HSN/SAC code, and applicable GST rates for accurate tax filing. • Obtain the required bonds for duty-exempted items and ensure proper processing in coordination with customs officials.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, SOP, sample documentation formats, computers with MS office, projector, TV, stationery, worksheets, etc.	

Module 3: EDI filing
Mapped to LSC/N3321, V1.0

Terminal Outcomes:

- Describe the specific regulatory requirements for special cargo types, such as dangerous goods, livestock, and perishables, and the necessary documentation for each.

- Input accurate cargo, transport, and tax details into the EDI system, ensuring compliance with regulatory requirements.

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Elaborate about mandatory export and import documents like Bill of Lading, Airway Bill, Shipping Bill, Bill of Entry, and other required declarations for special cargo. - Describe the specific regulatory requirements for special cargo types, such as dangerous goods, livestock, and perishables, and the necessary documentation for each. - Detail the required customs duties, taxes, and associated charges such as IGST and their calculation for different types of goods. - Explain the procedures and requirements for Electronic Data Interchange (EDI) filing, including the forms to be filled out and the data needed for compliance. - Describe the process of filing amendments in case of changes to documentation or declarations, ensuring compliance with ICEGATE and customs authorities.	- Prepare and verify the required export and import documents, such as Bill of Lading, Airway Bill, and Shipping Bill, using ICES systems. - Check invoices for correctness, ensuring they match cargo specifications (quantity, unit rate, FOB/CIF value, etc.) and include all necessary documentation. - Input accurate cargo, transport, and tax details into the EDI system, ensuring compliance with regulatory requirements. - Upload the necessary documents to the ICEGATE web portal and track the status of customs clearances, amendments, and payment processing through relevant portals. - Prepare additional documentation for cases like pilferage or damage, and coordinate with Customs Brokers to ensure timely customs clearance.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, SOP, sample documentation formats, computers with MS office, projector, TV, stationery, worksheets, etc.	

Module 4: EXIM cargo movement
Mapped to LSC/N2132, V3.0

Terminal Outcomes:

- Detail the steps to be followed for effective EXIM cargo movement

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List the various documents required for customs clearance such as Bill of Lading, Commercial Invoice, and Certificate of Origin, and the regulatory requirements involved in the clearance process. • Describe the regulations regarding the movement of different types of cargo, including dangerous goods, special cargo, and hazardous materials, ensuring compliance with safety standards. • Detail about different transportation modes (e.g., road, rail, sea, air) and how to plan optimal routes considering factors like distance, road conditions, delivery timelines, and restrictions. • Discuss special handling procedures for different cargo types, including hazardous goods and temperature-sensitive items, and the appropriate precautions needed during transportation. • Explain the importance of tracking systems for cargo and learn the necessary documentation involved in confirming delivery, such as delivery receipts, inspection reports, and Proof of Delivery (POD).	• Verify that goods have passed customs clearance and ensure all required documents, such as Bill of Lading, Commercial Invoice, and Customs Declaration, are accurate and available. • Plan and arrange for the transportation of import cargo, selecting the appropriate transportation mode, determining the best route, and coordinating with transport providers and material handling equipment. • Prepare and verify packaging, schedule cargo movement, arrange for material handling equipment, and ensure the proper documentation for export and transhipment of cargo. • Maintain clear communication with clients and stakeholders regarding shipment status, potential delays, and delivery schedules, and confirm delivery according to the agreed timelines. • Obtain Proof of Delivery (POD), verify that the goods match the delivery documents, and complete all necessary documentation to close the shipment, ensuring compliance with legal and business requirements.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, MHE, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, etc.	

Module 5: Customs clearance activities
Mapped to LSC/N2146, V1.0

Terminal Outcomes:

- Detail the appropriate steps to be followed for customs clearance field activities
- Detail the appropriate steps to be followed for customs clearance office activities

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the required documents for customs clearance (e.g., Bill of Entry, Shipping Bill, Let Export Order, etc.), and how they must be submitted to customs authorities. - Elaborate on the procedures involved in customs inspections, handling objections raised by customs officers and ensuring compliance with regulations and client requirements. - Describe the coordination required between customs officers, custodians, and transport providers to facilitate smooth cargo movement from customs to its destination. - Detail the necessary standards for cargo packaging and materials, and how to ensure that goods meet regulatory compliance and client-specific requirements. - Explain the importance of maintaining records of customs clearance activities, cargo inspections, and clearance statuses, including using data management devices to capture and store relevant information.	- Ensure the correct submission of required documents (e.g., Bill of Lading, Shipping Bill, etc.) to customs officials for clearance. - Support customs officers during inspections, ensuring that goods are inspected according to regulations and that proper sealing is done post-inspection. - Facilitate the movement of goods to the vessel or destination by coordinating with custodians, customs, and transport teams, ensuring all necessary materials and equipment are available. - Regularly follow up on the customs clearance status through ICEGATE and relevant websites to ensure timely approvals, tracking cargo approvals, and reporting any issues. - Maintain accurate records of all customs clearance activities, including photographs of seals, container numbers, and cargo status, and communicate any feedback or clearance updates to the customer and EXIM supervisor.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
MS office, ERP, computer, sample packaging, sample cargo, sample documentation, SOP, worksheets, projector, stationery etc	

Module 6: Customer Support and Complaint Resolution
Mapped to LSC/N1504, V1.0

Terminal Outcomes:

- Elaborate on how to use online tracking tools and resources to monitor consignment status, understand milestones, and maintain communication with clients regarding shipments

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Elaborate on how to use online tracking tools and resources to monitor consignment status, understand milestones, and maintain communication with clients regarding shipments. - Describe how to assess potential risks that could affect the client's shipment experience and how to establish contingency plans for disruptions. - Detail various methods for managing customer complaints, including root cause analysis, effective solution proposals, and how to improve processes based on feedback. - Explain escalation processes for resolving disputes and understand how to maintain clear communication with clients throughout issue resolution. - Describe how to measure customer satisfaction after complaint resolution and implement process improvements based on recurring issues or client feedback.	- Monitor Consignment Status by regularly checking the status of consignments using tracking tools, ensuring timely and accurate updates. - Investigate any delays and communicate with relevant stakeholders to resolve issues. - Act as the primary point of contact for clients, providing them with real-time updates, resolving any concerns they may have, and offering proactive alerts or notifications. - Investigate delays, check transit points, and contact transportation or handling departments to obtain accurate information. - Follow up on the issue and ensure the client is updated regularly. - Resolve Complaints Efficiently, acknowledging the issue, performing necessary checks, and providing a resolution within a specific timeline. - Implement an effective solution, such as reshipment, compensation, or discounts, and communicate it to the client. - Assess if any systemic issues need to be addressed and make necessary changes to internal processes, communication, or product handling to reduce future complaints.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, 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: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail the safety regulations and procedures w.r.t fire hazards, biohazards, etc. - Explain various PPE utilized in logistics and their uses. - Describe data safety regulations and clear worktable policy. - Explain the importance of taking care of personal health and hygiene. - Detail the standard procedures to be followed during emergency situations. - Explain 5s at workplace and code of ethics.	- Follow health, safety and security measures during all activities. - Wear all safety equipment including protective gear, helmets etc., in relevant bay areas. - Recognize unsafe conditions and safety practices at the workplace and report it to concerned authorities. - Comply with data safety regulations of the organization and follow clear worktable policy. - Maintain personal health and hygiene. - Practice basic first aid methods. - Follow procedures to handle emergency situations. - Protect data and information related to business or commercial decisions - Prevent company and customer information leakage. - Refrain from indulging in corrupt practices and consult senior management when in an ethical dilemma. - Follow organization procedures with respect to documentation.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Computers with MS office, PPE, MHE, instructional material, safety guidelines, safety signs etc., LLMS (Learning version), WMS (Learning version)	

Module 8: Employability Skills

Mapped to DGT/VSQ/N0101, V1.0

Terminal Outcomes:

- Appraise the significance of employability skills in meeting the job requirements
- Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.
- Illustrate English and communication skills, customer service, entrepreneurship, and getting ready for jobs and apprenticeship.

Duration: *15:00*	**Duration**: *15:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail the importance of Employability Skills in meeting the job requirements - Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. - Describe positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations. - Discuss the significance of reporting sexual harassment issues in time - Appraise the significance of using financial products and services safely and securely. - Explain the importance of managing expenses, income, and savings. - Detail the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws - Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely - Categorize the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges - Discuss the significance of maintaining hygiene and dressing appropriately - Discuss how to search and register for apprenticeship opportunities	- Analyze 21st century skills. - Practice appropriate basic English sentences/phrases while speaking - Demonstrate how to communicate in a well - mannered way with others. - Illustrate working with others in a team - Demonstrate how to conduct oneself appropriately with all genders and PwD - Operate digital devices and use the associated applications and features, safely and securely - Differentiate between types of customers - Create a biodata - Experiment with various sources to search and apply for jobs - Identify customer needs and address them - Compose the significance of dressing up neatly and maintaining hygiene for an 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	
WMS, TMS, LLMS, 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 9: Transportation and Route Optimization through Multimodal Network
Mapped to LSC/N6503, V2.0

Terminal Outcomes:

- Describe the process of routing a shipment through Multimodal transportation

Duration: 30:00	**Duration**: 30:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- List down the details to be collected for shipment transportation. - Detail the various contingencies or hurdles that might occur and affect transit. - Describe the usage of tracking devices. - Explain the rules and regulations of transshipment. - List the various transit documents for each mode of transport. - Discuss how to select agents in the planned Corridors.	- Perform the steps in booking and transportation of shipment through Multimodal transportation. - Analyse the cost for different modes of transport and check space availability. - Demonstrate space booking for each mode of transport, using the concerned transport provider's software. - Prepare transport documents according to the different carriers. - Comply with the rules and regulations of transshipment while transporting and handling the cargo. - Demonstrate the planning of Alternative and additional Transport Corridors according to Customer Needs. - Evaluate the various risks associated with the handling of cargo. - Verify if the goods are handled according to customs process and they are packed as per transit requirements.

Classroom Aids
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser
Tools, Equipment and Other Requirements
Computers with web camera, Transportation applications, TMS

Module 10: Supervision of customs clearance activities
Mapped to LSC/N2343, V4.0

Terminal Outcomes:

- Detail the steps to be followed for effective supervision of customs clearance activities

- Ensure that all EXIM documentation and clearance procedures are conducted on time and without delay.

Duration: *30:00*	**Duration**: *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the rules and regulations of customs, including new regulatory changes and their impact on operations. - Discuss the importance of product classification using HSN codes and its relevance to the benefits derived from various customs schemes. - Elaborate how to evaluate the authenticity and relevance of Rules of Origin (ROO) certificates. - Describe the principles of customs duties and tariffs, including export schemes, drawbacks, and how these affect international trade costs. - Explain the role of customs authorities, the different types of declarations, and the procedures for cargo clearance and import/export documentation.	- Demonstrate the ability to apply new customs regulations in team operations by effectively communicating and implementing updates. - Resolve queries raised by team members related to customs clearance processes, providing clear, accurate explanations. - Classify products using the Harmonized System of Nomenclature (HSN) codes and evaluate associated benefits for export/import schemes. - Process and calculate duties and tariffs, considering foreign destination taxes, export schemes, and drawbacks, to ensure accurate customs duties. - Ensure that all EXIM documentation and clearance procedures are conducted on time and without delay.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, MHE, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, etc.	

Annexure

Trainer Requirements

<table>
<tr><th colspan="6">Trainer Prerequisites</th></tr>
<tr><th rowspan="2">Minimum Educational Qualification</th><th rowspan="2">Specialization</th><th colspan="2">Relevant Industry Experience</th><th colspan="2">Training Experience</th><th rowspan="2">Remarks</th></tr>
<tr><th>Years</th><th>Specialization</th><th>Years</th><th>Specialization</th></tr>
<tr><td>Any degree</td><td></td><td>2</td><td>EXIM</td><td></td><td></td><td></td></tr>
</table>

Trainer Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "EXIM Executive" mapped to QP: "LSC/Q2101, 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		2	EXIM			

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "EXIM Executive" mapped to QP: "LSC/Q2101, 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%

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