Model Curriculum

QP Name: Supply Chain Executive
   (Options: Plan and Coordinate for transportation of project cargo and ODC/Perform customs clearance activities)

QP Code: LSC/Q3302

QP Version: 2.0

NSQF Level: 4

Model Curriculum Version: 2.0

Table of Contents

Training Parameters

Sector	Logistics
Sub-Sector	Supply Chain
Occupation	Supply Chain Operations, Project Logistics, In-plant logistics, Transport Management
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3323.0401, 3323.0301
Minimum Educational Qualification and Experience	12th Grade Pass or equivalent with 1 year relevant experience in supply chain OR 10th Grade pass or equivalent with 3 year relevant experience in supply chain OR Previous relevant Qualification of NSQF Level 3.5 with 1.5 year relevant experience in supply chain OR Previous relevant Qualification of NSQF Level 3 with 3 year relevant experience in supply chain
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	2.0
Model Curriculum Creation Date	28/02/2025
Model Curriculum Valid Up to Date	07/10/2028
Model Curriculum Version	2.0
Minimum Duration of the Course	510
Maximum Duration of the Course	630

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:

- Describe the basic structure and function of the supply chain
- Perform the various activities in procurement
- Perform inventory analysis
- Perform inventory forecasting
- Perform basic data analysis and report generation using ERP
- Undertake basic Negotiation and Vendor Selection
- Monitor Vendor Performance
- Coordinate for transportation of ODC and project cargo
- Prepare clearance documents and Perform EDI filing

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 Supply Chain Executive	20	10			30
LSC/N3301 – Conduct Day to day procurement activities **V2.0** **NSQF Level 4**	**20**	**35**	**5**		**60**
Module 2: Day-to-day Procurement Activities	20	35	5		60
LSC/N3302: Perform basic inventory analysis and forecasting **V2.0** **NSQF Level 4**	**20**	**35**	**5**		**60**
Module 3: Basic inventory analysis and forecasting	20	35	5		60
LSC/N3303 – Perform basic data analysis and report generation using ERP **V2.0** **NSQF Level 4**	**20**	**35**	**5**		**60**
Module 4: Basic data analysis and report generation using ERP	20	35	5		60
LSC/N3304 – Undertake basic Negotiation and Vendor Selection **V2.0** **NSQF Level 4**	**20**	**35**	**5**		**60**
Module 5: Basic Negotiation and Vendor Selection	20	35	5		60
LSC/N3305 – Monitor Vendor Performance	**20**	**35**	**5**		**60**

NOS and Module Details	Theory	Practical	On-the-Job Training	Recommended	Total
V2.0 **NSQF Level 4**					
Module 6: Vendor Management	20	35	5		60
LSC/N6503: Transportation and Route Optimization through all modes of transport **V2.0** **NSQF Level 4**	**20**	**35**	**5**		**60**
Module 7: Transportation and Route Optimization through all modes of transport	20	35	5		60
LSC/N2131 – Prepare clearance documents and Perform EDI filing **V1.0** **NSQF Level 4**	**10**	**20**			**30**
Module 8: EXIM documentation	10	20			30
LSC/N9911: Follow health, safety, and security procedures and maintain integrity and ethics at the workplace **V1.0** **NSQF Level 4**	**10**	**20**			**30**
Module 9: Compliance with health, safety and security norms	10	20			30
Employability skills **DGT/VSQ/N0102**	**30**	**30**			**60**
Total Duration	**190**	**290**	**30**		**510**

Option Modules

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

Option 1: ODC and Project Cargo Transportation

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N3306: Coordinate for transportation of ODC and project cargo **V2.0** **NSQF Level 4**	**30**	**30**			**60**
Module 11: ODC and Project Cargo Transportation	30	30			60
Total Duration	**30**	**30**			**60**

Option 2: Customs Clearance

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N2341 – Perform customs clearance activities V1.0 **NSQF Level 4**	**30**	**30**			**60**
Module 12: Customs clearance activities	30	30			60
Total Duration	**30**	**30**			**60**

Module Details

Module 1: Introduction to Supply Chain Executive
Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of the supply chain

- Detail the various functions in in-plant logistics

Duration: *20:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Classify the components of supply chain and logistics sector - Detail the various sub-sectors and the opportunities in them - Explain job roles in in-plant operations - Detail your job role as supply chain executive and its interface with other job roles - Explain various activities in an in-plant inventory/ warehouse. - Describe the various MHEs and equipment used in the warehouse - Discuss the documentation requirements for goods transport	- Identify various activities in in-plant operations - Perform your job role as a supply chain executive - Prepare important documents related to in-plant operations - Classify in-plant logistics and general warehouse/ transport operations.
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: Day-to-day Procurement Activities
Mapped to LSC/N3301, V2.0

Terminal Outcomes:

- Perform the various steps for requirement gathering
- List the various steps for order planning
- Prepare purchase order as per SOP
- List the various steps for goods receipt processing
- Explain the process of invoice processing

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Elaborate the process of basic order planning. - Describe MRP (Material Requirements Planning) and how to run the same in ERP. - List all the essential details to be filled in a purchase order - Explain the procedure for purchase order placement - Detail the necessary steps to be followed for goods receipt processing - Elaborate on Goods Receipt Note (GRN) and Material Return Note (MRN). - Explain the various steps involved in invoice processing - Discuss the compliance norms involved in carrying DG cargo.	- Estimate demand needs by coordinating with the production/product departments - Identify the quantity of goods to be procured by running MRP using ERP software - Calculate the amount to be purchased based on lead time and priority - Select the right supplier from the existing pool of suppliers - Perform the essential steps after contacting the supplier - Plan for emergency material requirement - Prepare purchase order with all necessary details - Check order quantity, packaging and other parameters against PO - Prepare goods receipt note as per SOP - Prepare material return note (MRN) as per SOP - Operate ERP for processing GRN and MRN - Perform invoice processing as per SOP - Comply with GST, packaging, dangerous goods and compliance norms
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, WMS (Learning outcomes), software packages, etc	

Module 3: Basic inventory analysis and forecasting
Mapped to LSC/N3302, V2.0

Terminal Outcomes:

- Demonstrate physical inventory counting procedure as per SOP
- Perform inventory analysis as per SOP
- Perform inventory forecasting as per SOP

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the process of preparing the MIS report - Elaborate the process of maintaining inventory data using ERP. - Discuss the process of issuing material requests for line usage in ERP - Explain the steps involved in inventory analysis. - Discuss inventory analysis methods such as ABC, VED and FSN analysis - Describe about inventory forecasting. - Detail the various forecasting methods such as the Delphi method, time series model, exponential smoothening, etc.	- Demonstrate the process of issuing material requests for line usage in ERP - Prepare MIS reports based on inventory data fed into the ERP system - Record inventory information with details on item code, unit name, purchase price, tracking code, etc. - Examine inventory data for discrepancies and rectify issues - Demonstrate ABC, VED and FSN analysis - Decide on the optimum amount of inventory to be held by using ABC analysis, VED analysis, FSN analysis, etc - Select the appropriate forecasting method based on business needs and suitability - Perform inventory forecasting as per SOP - Identify forecast variance and its cause
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
ERP, WMS (Learning outcomes), software packages, etc	

Module 4: Basic data analysis and report generation using ERP
Mapped to LSC/N3303, V2.0

Terminal Outcomes:

- Describe the steps involved in Data Collection and ERP data entry.
- Prepare performance rating data sheet for the vendors, incorporate manager's comments, finalize and update/confirm the same in ERP.

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the steps involved in Data Collection and ERP data entry. - Explain the process for performing various analyses and preparing reports using ERP. - Detail the procedure for Vendor Information Management in ERP. - Elaborate on how to perform Vendor performance data analysis using ERP.	- Operate ERP for various data entry on loading-unloading, line feeding, delays, escalations, priorities, etc - Prepare reports such as variance analysis, line stops, rejection data reports, daily reports, etc. - Prepare daily and periodic reports for review by management - Report deviation as per escalation matrix - Manage relations with suppliers and transport companies - Prepare performance rating data sheet for the vendors, incorporate manager's comments, finalize and update/confirm the same in ERP.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS (Learning outcomes), TMS (Learning outcomes), ERP, WMS (Learning outcomes), software packages, etc	

Module 5: Basic Negotiation and Vendor Selection
Mapped to LSC/N3304, V2.0

Terminal Outcomes:

- Describe the necessary steps involved in vendor requirements
- Explain the process of performing a basic evaluation of suppliers
- Describe the process of negotiation, costing and contract drafting
- Manage vendor information

Duration: *20:00*	**Duration**: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail the steps to identify vendor requirements - Discuss the process of performing a basic evaluation of suppliers - Explain the process of technical evaluation - Describe the process of negotiation, costing and contract drafting - Detail the criteria for basic evaluation of suppliers, such as product offerings, capacity, etc. - Explain the process of writing an RFP as per SOP, company's needs, and supplier specifications - List the necessary steps and permissions required before finally releasing the RFP - Details the steps involved in the technical evaluation of proposals from suppliers - Detail the process of setting financial and technical parameters for supplier selection - Details the steps to be followed in drafting the final contract and signing the contract	- List the steps involved in understanding specific product requirement - Identify new suppliers from online marketplace, trade fairs, catalogues, etc - Set up the criteria for basic evaluation of suppliers such as product offerings, capacity, etc. - Write RFP as per SOP and company's needs and suppliers' specifications - Provide clarifications to queries raised by suppliers - Perform technical evaluation of proposals from suppliers - Evaluate the shortlisted proposals on technical and financial parameters as per SOP and company guidelines - Provide required support during price negotiations and final selection of suppliers - Prepare the final contract document - Record all necessary vendor-related information in ERP, cross-check and update periodically
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS (Learning outcomes), Personal Protective Equipment (PPEs), barcode scanner, sample documents, etc.	

Module 6: Vendor Management
Mapped to LSC/N3305, V2.0

Terminal Outcomes:

- Detail the necessary steps in vendor management as per SOP
- Discuss the procedure of performing vendor performance analysis and comparative analysis
- Details the appropriate steps to be taken for vendor evaluation at field

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Detail the process of setting vendor performance KPIs such as delivery times, quality, service performance, etc - Detail the process of setting vendor field evaluation KPIs, such as quality management, manpower deployed process parameters, etc. - Explain the process of vendor performance data analysis - Discuss the important steps for performing vendor evaluation at the field - Detail the steps to perform vendor comparative analysis - Explain the vendor comparison matrix - Elaborate about reporting and communicating with vendors.	- Establish vendor performance KPIs such as delivery times, quality, service performance, etc - Establish vendor field evaluation KPIs such as quality management, manpower deployed process parameters, etc. - Assess KPIs periodically to ensure they comply with the company's objectives, market trends, competitor performance, etc - Perform vendor performance data analysis by using manual methods or ERP data analysis - Demonstrate the process of vendor evaluation in the field as per SOP - Demonstrate the process of vendor evaluation in the field as per SOP - Establish the vendor comparison matrix in alignment with the company's goals and objectives. - Communicate important information to all stakeholders effectively
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS (Learning outcomes), TMS (Learning outcomes), Personal Protective Equipment (PPE), sample documents, barcode scanner, etc	

Module 7: 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
- Evaluate the various risks associated with the handling of cargo.
- Discuss how to select agents in the planned Corridors.

Duration: 20:00	Duration: 35:00
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 transhipment. - 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 transport provided by the software concerned. - Prepare transport documents according to the different carriers. - Comply with the rules and regulations of transhipment 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 the customs process and if 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 MS office, Transportation applications, TMS (Learning version)	

Module 8: EXIM Documentation and EDI filing

Mapped to LSC/N3321, V1.0

Terminal Outcomes:

- Prepare documentation for Export and Import processing, including EDI filing
- Prepare required documentation in the Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry, etc.

- Detail documentation tracking procedure in customs portals, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs), etc.

Duration: *10:00*	Duration: *20:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- State the important elements of the EXIM documentation checklist - Explain the review process for checking the accuracy of the KYC and GST details, along with documents like invoices, purchase orders, shipping bills, and certificates of origin. - Describe the customs bond execution process for duty-exempted items - Prepare required documentation in the Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry, etc. - Prepare declaration of goods with necessary support documentation - Prepare documentation for pilferage, damage, etc. - Detail the customs clearance process using customs brokers - Demonstrate usage of the Indian Customs Electronic Commerce/ ICEGATE" web portal for processing documents - Detail the payment processing required for customs clearance - Detail documentation tracking procedure in customs portals, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs), etc.	- Analyse the cargo quantity, value, packing, labelling, weight, size, etc, to prepare the EXIM documentation checklist - Evaluate the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter, including copies of invoices, purchase orders, Statutory Declaration Form (SDF), packing lists, shipping bill/ Airway bills, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness - Perform customs bond execution for duty-exempted items - Prepare mandatory documentation in Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc. - Inspect the accuracy of the number of packages, quantity, unit rate, total Freight on Board (FOB) / Cost, Insurance and Freight (CIF) value, etc. - Prepare declaration of goods with necessary support documentation - Prepare documentation for pilferage, damage, etc. - Perform customs clearance involving customs brokers - Process documentation in the "Indian Customs Electronic Commerce/ ICEGATE" web portal - Perform payment processing for customs clearance - Track documents in the portals of customs, shipping lines, the Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs), etc.

Classroom Aids
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser
Tools, Equipment and Other Requirements
Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like pallet trucks (manual and battery operated), barcode scanners, packing devices, packing material, sample documents, etc.

Module 9: 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: *10:00*	**Duration**: *20:00*
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 10: 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**
- 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 browsing, using various social media platforms, e-mails, etc., safely and securely - Explain the types of entrepreneurship and enterprises - Discuss how to identify opportunities for potential business, sources of funding and	- 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 - Operate digital devices and use the associated applications and features, safely and securely - Create sample word documents, excel sheets and presentations using basic features

- 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

- 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

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 11: ODC and project cargo Transportation
Mapped to LSC/N3306, V2.0

Terminal Outcomes:

- Detail the necessary tasks for ODC transport as per SOP
- Detail the necessary steps in route surveying
- Detail the process of transport planning and budgeting as per SOP

Duration: *30:00*	Duration: *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the steps required in performing transportation requirement analysis - Discuss the process of route surveying - Explain the importance of transport planning and budgeting - List the necessary permits and documents required for ODC transport - Elaborate the steps involved in supervising ODC transport	- Performing transportation requirement analysis as per SOP - Perform the necessary steps in route surveying - Perform transport planning and budgeting - Arrange all necessary permits and documents for ODC transport - Instruct and supervise ODC drivers and trailer operators
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS (Learning version), TMS (Learning version), Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like pallet trucks (manual and battery operated), etc. barcode scanners, packing devices, packing material, sample documents, etc.	

Module 12: Customs clearance activities
Mapped to LSC/N2146, V1.0

Terminal Outcomes:

- Explain the documentation requirement for customs clearance.
- Illustrate the dispute resolution process in customs clearance.
- Discuss the various inspections to be performed in customs clearance.

Duration: *30:00*	**Duration**: *30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the documentation requirement for customs clearance - Describe the dispute resolution process in customs clearance - Detail customs inspection and container/cargo sealing process - Detail the method of examining packaging as per customer/country/product requirements - Elaborate the customs clearance activities that can be performed from office.	- Prepare all necessary documents required for customs clearance - Resolve disputes in customs clearance as per SOP - Perform customer inspection and contain/cargo sealing process - Inspect the accuracy of packaging as per customer/ country/ product requirements - Plan for cargo handling and movement - Report daily shipment activities, photographs of seals, container number, cargo stuffing and other relevant details relating to customs clearance - Submit records to shipper, customs agent, and EXIM office for filing and processing - Demonstrate the customs clearance activities that can be performed from office.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS (Learning version), TMS (Learning version), computers with MS office, ERP, sample packaging, sample cargo, sample documentation, SOP, worksheets, projector, stationery etc.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Any Degree		2	Supply Chain			

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Supply Chain Executive" mapped to QP: "LSC/Q3302, V2.0". 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	Supply Chain			

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Supply Chain Executive" mapped to QP: "LSC/Q3302, V2.0". 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 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 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

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).
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