

QUALIFICATION FILE – Land Transportation Associate

Short Term Training (STT) Long Term Training (LTT) Apprenticeship

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills

NCrF/NSQF Level: 3

Submitted By:

Logistics Sector Skill Council

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

Submitting Body Contact Details:

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Section 1: Basic Details

1.	Qualification Name	Land Transportation Associate													
2.	Sector/s	Logistics													
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of the existing /previous qualification: QG-03-TW-00349-2023-V1.1-LSC	Qualification Name of the existing version: Land Transportation Associate												
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	Land Transportation Associate													
5.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	QG-03-TW-046122025-V2-LSC & V2.0	6. NCQF/NSQF Level: 3												
7.	Award (Certificate/Diploma/ Advanced Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate													
8.	Brief Description of the Qualification	The role holder is responsible for overall vehicle movement and ground operations. The individual receives order details, processes mandatory documents, conducts route surveys, coordinates with the supervisor for loader requirements and the garage supervisor for fleet maintenance, arranges for consignment pick-up, issues In-Gate and Gate Exit passes, and monitors and updates the status of each consignment.													
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>10th grade pass or equivalent</td> <td>2 years of relevant experience in transportation</td> </tr> <tr> <td>3</td> <td>8th grade pass</td> <td>4 Years of relevant experience in transportation</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level (2.5)</td> <td>1.5 years of relevant experience in transportation</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	2	10 th grade pass or equivalent	2 years of relevant experience in transportation	3	8 th grade pass	4 Years of relevant experience in transportation	4	Previous relevant Qualification of NSQF Level (2.5)	1.5 years of relevant experience in transportation
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3	8 th grade pass	4 Years of relevant experience in transportation													
4	Previous relevant Qualification of NSQF Level (2.5)	1.5 years of relevant experience in transportation													

		b. Age:																						
10.	Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																					
12.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA																						
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended																						
		<table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>145</td> <td>215</td> <td>30</td> <td></td> <td>390</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	145	215	30		390	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	145	215	30		390																			
Online																								
		(Refer Blended Learning Annexure for details)																						
14.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/4221/4323																						
15.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Land Transportation Executive (Level 4)																						
16.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
19.	How participation of women will be encouraged?	The Job Role is gender neutral and can be performed by women in equality to men.																						
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						

21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Reena Murray Email: reena@lsc-india.com Contact No.: 044 4851 4607 Website: www.lsc-india.com
23.	Final Approval Date by NSQC: 07-10-2025	24. Validity Duration: 3 years 25. Next Review Date: 07-10-2028

Section 2: Module Summary

NOS of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Introduction to Land Transportation Associate	Bridge module	Non-core	3	1	20	10	-	-	30	0	0		0	0	0
2	Book consignments and prepare documents	LSC/N1201 & V3.0	Core	3	2	20	30	10		60	30	60	-	10	100	20
3	Perform basic Route Planning and Scheduling	LSC/N1004 & V3.0	Core	3	2	20	30	10		60	30	60	-	10	100	20
4	Undertake gate operations	LSC/N1001 & V3.0	Core	3	2	20	40			60	30	60	-	10	100	20

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
5	Dispatch and track the consignments	LSC/N1132 & V3.0	Core	3	2	20	30	10		60	30	60	-	10	100	10
6	Perform Transport consolidation and consignment tracking	LSC/N1135 & V3.0	Core	3	2	20	40			60	30	60	-	10	100	10
7	Follow health, safety and security procedures and maintain integrity and ethics at the workplace	LSC/N9911 & V1.0	Core	3	1	10	20			30	30	60	-	10	100	15
8	Employability Skills (30 Hours)	DGT/VSQ/N 0101 & V1.0	Non-Core	3	1	15	15			30	20	30	-	-	50	5
Duration (in Hours) / Total Marks						145	215	30	-	390	200	390		60	650	100

Elective NOS: NA

Optional NOS 1: Customs Clearance

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Perform customs clearance activities	LSC/N2341 & V2.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience specifically in Land transportation Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted score is 80%
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Any degree + minimum 5 years of experience in the logistics industry, specifically in Land transportation Certified for Job Role: "Land Transportation Associate" mapped to QP: "LSC/Q1001, V3.0". Minimum accepted score is 80%
3.	Tools and Equipment Required for the Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
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2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Any degree + 2 years of relevant industrial experience Certified for Job Role: "Land Transportation Associate" mapped to QP: "LSC/Q1001, V3.0". Minimum accepted score is 80%
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Any degree + 5 years of relevant industrial experience + 1 year assessment experience Recommended that the Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
4.	Assessment Mode (Specify the assessment mode)	Online and Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: As per Annexure: Training and Employment Details
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<p>Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs.</p> <p>1) Guidelines on affiliation of assessment agencies:</p> <p>As per NSDC guidelines on affiliation of assessment agency, we are adhering the following:</p> <ul style="list-style-type: none"> a) Application evaluation b) Affiliation certificate c) SME profile validation d) Question bank validation e) TOA process f) Link through SIP <p>2) Assessment process:</p> <ul style="list-style-type: none"> 1) The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval. 2) AB submits Assessor's details, their experience and credentials to LSC for approval. 3) Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters.

		<ul style="list-style-type: none"> i. Quality of the assessors submitted by the assessment agency. ii. Certification of the assessor by LSC basis the training of assessor’s program conducted by LSC. iii. Adherence to schedule of assessments by the assessment agencies. iv. Integrity of the assessor in conducting quality assessments. v. Quality of the question papers submitted by the assessment agencies to LSC. vi. Submission of quality documents of the assessments conducted as insisted by LSC. vii. Time of submission of the required assessment related documents to LSC for approval viii. Time of submission of results in SDMS system post approval by LSC <p>Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot. This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.</p>
4.	Annexure: Assessment Strategy (Mandatory)	<ol style="list-style-type: none"> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC 2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria

		<p>5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles.</p> <p>6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.</p>
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is Blended Learning</i>)	No
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	No
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Yes
8.	Supporting Document: Model Curriculum (<i>Mandatory - Public view</i>)	Yes
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	https://drive.google.com/file/d/1G3lXYAboNyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing
12.	Any other document you wish to submit:	NA

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The individual in the job requires to: <ul style="list-style-type: none"> Undertake consignment booking, tracking and undertaking gate operations 	The process involves obtaining documents related to shipment, printing booking invoice, filing lorry receipts and transit insurance forms, preparing	3

	<ul style="list-style-type: none"> • Monitor loading and unloading • Conduct feasibility assessment and route planning 	delivery and transport schedules and monitoring loading and unloading. He/ She will also assist in feasibility assessment and route planning	
Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>S/he would have knowledge of</p> <ul style="list-style-type: none"> • Preparing and processing mandatory documents • Nature of products shipped • Knowledge of transit rules and regulation • Knowledge of routes 	The job holder knows and understands different documents like booking invoice, lorry receipts, fill octroi and tax permits nature of products transported and the variances in their characteristics and the packaging required, different transporters/ 3PLs available in different route and the use of tracking system. He/she also understands the geographical locations and routes and also knows the transit rules and regulations	3
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>Recall and demonstrate the ability to</p> <ul style="list-style-type: none"> • Documentation check • Route planning and vehicle tracking 	The job holder demonstrates skills to check and verify documents, prepare route plans, track vehicles, assist in transport booking and coordination.	3
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • Communicate and coordinate requirements • Prepare documents 	The job holder has to communicate clearly to the workers. He/ She should also demonstrate reading and writing skills to understand the client requirement, schedule of cargo movement and the information on the tracking system, fill form and inspection checklist, use routing software and maintain documents for record	3
Responsibility	<p>The individual is responsible for</p> <ul style="list-style-type: none"> • Prepare consignment booking • Undertake route planning • Track movement of cargo • Monitor loading / unloading of reefer vehicle and dump truck 	The job holder is responsible for only the task assigned related to obtaining and preparing booking invoice and lorry receipt, determine type of truck, etc.	3

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	PPE	Standard Make	1
2.	Computers with web camera, MS office	Standard Make	1
3.	Scanners, system tools, printers	Standard Make	1
4.	MHE	Standard Make	15
5.	GPS tracker	Standard Make	15
6.	Route optimisation software	Standard Make	1
7.	Standard forms	Standard Make	5
8.	Sample documentation	Standard Make	5
9.	SOP	Standard Make	5
10.	ERP	Standard Make	1
11.	TMS	Standard Make	15
12.	LLMS Learning version	LLMS software logins to be subscribed from LSC Regarding equipment guidance please reach out to Logistics Sector Skill Council	Fifteen logins per center

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Training Kit (Trainer Guide, Presentations)
2. Charts, Models, Video presentation, Flip Chart
3. Whiteboard/Smart Board, Marker, Board eraser

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	EPT Global Logistics Pvt Ltd	Darshan Mashroo	Director	Ahmedabad			
2.	St John Freight Systems Ltd	Suresh Kumar	Senior District Manager	Chennai			
3.	FFAF Logistics India Pvt Ltd	Ragini Gupta	Head HR and Business	Bangalore			
4.	Flyjac Logistics Pvt Ltd	Madhava Priyan	VP	Chennai			
5.	AFFREIGHTER LOGISTICS PVT LTD	Akalya Mohan	Vice President	Bangalore			
6.	Denken Global Supply Chain Pvt Ltd	Shyamsundar CK	Director	Chennai			
7.	EXPRESS ROADWAYS PVT LTD	Saloni Gupta	HR Head	New Delhi			
8.	Om Logistics Ltd	Chirag Sehgal	HRD Manager	New Delhi			
9.	Tripath Logistics Private Limited	Balasubramanian	Director	Bengaluru			
10.	Navata Road Transport	Thaviti Naidu	Asst Manager	Chennai			

11.	Federal Transport Pvt Ltd	Meena	Accounting Manager	Chennai			
12.	Apeksha Logistics	Geetha Bhaskar	Director HR	Bangalore			
13.	Galaxy Freight Private Limited	Afiya Khan	Manager HR	Mumbai			
14.	Gaerish Logistics Pvt Ltd	Wesley Prasad A	Manager HR	Chennai			
15.	Star Freight Private Limited	Samir J Shah	Director	Ahmedabad			
16.	Janex Logistics Pvt Ltd	Jane Crispen	Business Development Executive	Chennai			
17.	Jasvant B Shah	Samir J Shah	Director	Ahmedabad			
18.	Tulsidas Khimji Pvt Ltd	Pinakin Pandya	VP	Ahmedabad			
19.	Ravindra Logistics	Ravindra Singh Bhatia	CEO	Pune			
20.	INDELOX SERVICES PVT LTD	Swetha N	HR Manager	Bengaluru			
21.	Snowman Logistics Limited	Rajni Aarya	DGM HR	New Delhi			

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates	Women	People with Disability
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	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	1600		250			
2025-26	2200		400			
2026-27	3000		500			

Data to be provided year-wise for next 3 years.

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2.0	2024-2025	818	458	280		2	21	21					
2.0	2023-2024	27	25	22		0	0	0					
2.0	2022-2023	53	51	37		0	0	0					

Applicable for revised qualifications only, data to be provided for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

- 1.
- 2.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: English, Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks

Book consignments and prepare documents	PC1. Obtain order requirements from customers through email, phone calls, or online booking systems.	2	3	-	-
	PC2. Collect complete information on the consignment, including the contact information of the sender (consignor) and receiver (consignee), Cargo description (size, weight, and nature of goods), Pickup and delivery locations with addresses and contact numbers, and Preferred pickup and delivery dates and time.	2	4	-	2
	PC3. Enter all consignment details into the transport management system or manually in the consignment log.	2	4	-	1
	PC4. Determine the type of vehicle required and check for loading arrangements in the vehicle based on the nature of the goods, space required, etc. and update details in the system	2	4	-	-
	PC5. Finalise the loading of goods to be a part of Full Truck Load (FTL) or Less than Truck Load (LTL) based on goods type and client requirement	2	4	-	1
	PC6. Find out the market rates depending on the destination and the load for competitive pricing	2	3	-	-
	PC7. Suggest transporting the goods using the company's fleet or tying up with other transporters	2	3	-	-
	PC8. Post confirmation of orders by the customer, generate the consignment reference number/ proforma invoice for tracking after updating the relevant transportation details, such as the type of vehicle needed, cargo handling requirements, and any special instructions (e.g., hazardous materials, fragile goods).	2	4	-	-
	PC9. Check if the vehicle meets the regulatory requirement in terms of width, height and length of the vehicle with respect to the number of axles	2	4	-	-
	PC10. Fill out the Lorry Receipt (LR), hand over one copy to the customer and one copy to the truck driver and retain the copy for records	1	3	-	-
	PC11. Prepare transit insurance forms and Goods and Services Tax (GST) permits for dispatching vehicles and agreement sheets to be given at the destination along with consignment	2	3	-	-

	PC12. Check papers like road permits are available with the transporter and coordinate with the customer	2	3	-	-
	PC13. Facilitate advance payment to the transporter as per the agreement	1	4	-	2
	PC14. Update periodically in the system till dispatch of goods if there are any changes in the quantity, packaging, destination, etc.	2	3	-	-
	PC15. Update information on vehicle movement for ease of tracking	1	4	-	2
	PC16. On delivery of goods and receipt of an acknowledgement, close the order in the system and raise an invoice	1	3	-	-
	PC17. Receive the signed agreement sheet and inbound documentation from the incoming transport and fill in all the required forms for inbound transport.	2	4	-	2
	NOS Total	30	60	-	10
Perform basic Route Planning and Scheduling	PC1. Gather information about the type of goods being transported, the priority of the delivery, the delivery windows or service times required by the customer, pick-up and drop-off locations, road conditions or access restrictions, any special requirements (e.g., fragile items, temperature-sensitive items), volume of goods, vehicle capacity, vehicle traffic constraint, and transporter details.	2	1	-	1
	PC 2. Determine what vehicles are available (e.g., truck size, capacity, fuel efficiency) and ensure they match the load and route.	2	5	-	-
	PC 3. Check for regulatory compliance with the vehicle in terms of hygiene, the functionality of the refrigerated vehicle, etc., in the case of perishable goods.	2	5	-	2
	PC 4. Calculate the pickup and delivery sequence for the optimal time, allocation of loads, and vehicle capacity by entering the details in the route planning software	2	5	-	2
	PC 5. Ensure any additional equipment (e.g., forklifts, loading ramps, pallet jacks, straps, or cranes) is available if needed for loading/unloading at both pickup and delivery locations.	1	4	-	-

	PC6. Use mapping tools (Google Maps, specialised transportation software) to identify the most efficient route considering Distance and travel time, Traffic conditions (rush hour, construction, etc.), Road types (highways vs. smaller roads), and Weather conditions (e.g., cyclone, rain).	2	2	-	2
	PC7. Identify the various tolls, rest stops, driver shift changes, vehicle relays, re-fuelling of vehicles, etc.	2	3	-	-
	PC8. Plan daily truck coverage, driver and trip assignment and communicate route information with staff.	2	4	-	-
	PC 9. Choose the most cost-effective route (e.g., minimising fuel consumption or avoiding toll roads) in case of multiple deliveries.	2	3	-	-
	PC 10. Plan for possible delays or emergencies (e.g., breakdowns, road closures) and have alternate routes available.	2	1	-	-
	PC 11. Identify alternate routes to maintain service standards in case of contingency requirements, such as inclement weather or natural calamities.	2	3	-	-
	PC 12. Communicate to the customer on the finalised route plan and confirm with the Supervisor.	2	4	-	-
	PC 13. Estimate Time for Each Leg of the Journey, factoring in expected driving time, loading/unloading times, and possible stops.	2	5	-	-
	PC14. Create a clear schedule showing all routes, time windows, and key information, such as contact details for the recipients and any special instructions.	2	4	-	2
	PC 15. Get the route plan and schedules approved by the supervisor	1	2	-	-
	PC 16. Share the route details with drivers and any other involved parties, such as the warehouse team or customer service.	1	5	-	1
	PC 17. Coordinate with the fleet supervisor for required drivers and cleaners allocation for the planned schedule	1	4	-	-
	NOS Total	30	60	-	10
Undertake gate operations	PC1. based on daily plan for loading or unloading assign the timing for loading/unloading for the vehicle	3	5	-	1

	PC2. plan for the bay based on priority and type of goods to be loaded/ unloaded to get the internal approval on the availability of bay	3	5	-	1
	PC3. create entry in the Enterprise Resource Planning (ERP)/ Transport Management System (TMS) based on the planned bay and timing of the vehicle	2	5	-	1
	PC4. communicate the same to the transporter or internal department for their vehicle planning	2	5	-	1
	PC5. collect details about vehicle, driver, vehicle registration number, vehicle insurance number, container number, release container PIN, equipment delivery order (EDO), goods to be loaded/ unloaded, Delivery Challan (DC) to prepare the entry pass	2	5	-	1
	PC6. obtain vehicle permit from the transporter to carry non-normative goods in case of oversized cargo, Dangerous Goods Declaration/ Certificate in case of hazardous material	3	5	-	1
	PC7. communicate the collected details to the gate supervisor	3	4	-	-
	PC8. coordinate with the security to instruct the driver on the bay number	2	5	-	1
	PC9. verify vehicle registration number, container number, container seal number, contents of the vehicle, goods insurance etc. against the DC	2	5	-	1
	PC10. ensure that customs verification procedures are completed, and the goods/containers are sealed, if required	2	3	-	-
	PC11. enter the vehicle details, loaded goods information and other information in ERP to generate gate exit pass	2	5	-	1
	PC12. communicate the gate exit pass details to security through ERP/TMS	2	3	-	-
	PC13. check that all containers are gated out after completion of necessary customs and legal procedures against gate entry	2	5	-	1
	NOS Total	30	60	-	10
Dispatch and track the movement of consignments	PC 1. Contact the transport companies, check for availability and book vehicles as per requirement	1	4	-	1
	PC 2. Follow up on existing truck bookings that have already been scheduled	1	3	-	1

PC 3. In case of non-availability of trucks planned as per clients' requirement, escalate to the executive to alter the plan in terms of pricing or vehicle type without any deviation in terms of safety and delivery timelines	1	3	-	1
PC 4. Keep the customer posted on the developments on a periodical basis	1	4	-	1
PC 5. Contact the driver to confirm the pickup time and ensure the pickup location is ready for loading.	2	3	-	-
PC 6. Liaise between the customer and the transporter for the consignment pick-up schedule	1	4	-	1
PC 7. Countercheck if the consignments are loaded/unloaded against the Lorry Receipt (LR) details in the ERP, and in case of discrepancy, interact with the customer and transporter to receive clarification	2	2	-	-
PC 8. Ensure that the cargo is evenly distributed and securely fastened to prevent shifting during transit.	2	4	-	1
PC 9. Update the transporter on any changes in route or consignment paperwork	2	4	-	-
PC 10. Track the movement of vehicles in real-time through GPS or telematics.	2	4	-	1
PC11. Identify and note down if any truck has been reported with any issues/ delays in the system and communicate to the supervisor for alternative arrangements	2	3	-	-
PC12. Coordinate with the driver on a periodic basis to ensure adherence to the transportation schedule and provide any support if required	1	2	-	-
PC13. Escalate to the executive or the transport coordinator in case of documentation problems, accidents, GPS failure, or any other exigency	2	2	-	-
PC14. Remind drivers of route changes/special weather conditions, if any	1	6	-	-
PC15. Input the location of each consignment and reasons for delays, if any, and update the information in the system at regular intervals	2	5	-	1
PC16. Keep all the stakeholders updated during shipment transit.	2	2	-	-
PC17. Make sure that the cargo is unloaded safely and that the recipient signs for receipt of goods.	2	1	-	1

	PC18. Ensure that any damage or discrepancies are noted and reported immediately.	1	1	-	1
	PC19. Obtain signed proof of delivery (POD) from the consignee, confirming the consignment has been received in good condition.	1	2	-	-
	PC20. Generate reports for each consignment on delivery, reasons for delays, if any, etc.	1	1	-	-
	NOS Total	30	60	-	10
Perform transport consolidation and consignment tracking	PC1. Obtain the truck schedule and goods dispatch schedule planned for the day	1	5	-	1
	PC2. Collect all the details of the shipments that need to be consolidated, such as Order quantities, Delivery locations, Delivery dates, Special requirements (e.g., temperature-sensitive goods, fragile items), Dimensions and weight of each shipment, etc.	1	5	-	1
	PC3. Analyse which shipments can be consolidated based on factors such as Destination proximity, Size and weight compatibility and Type of goods.	1	4	-	-
	PC4. Plan the route and decide how to load the truck to maximise space and minimise transportation costs.	1	5	-	-
	PC5. Consider the factors like Optimal route planning, Stacking and arrangement, and Scheduling while consolidating the loads.	2	4	-	-
	PC6. Prepare consolidation plan for goods based on a) nature of goods, b) volume of goods by its dimensions (width, breadth and height), c) Full Truck Load (FTL)/ Less than Truck Load (LTL) requirements, d) destination locations, e) delivery priority, f) route of the truck, g) type of truck, number of axles, load bearing capacity, physical dimensions of carriage	2	4	-	1
	PC7. Formulate a loading plan to make sure that the goods are arranged in the demarcated space based on the weight-bearing capacity of bin/crate/pallet and order of delivery priority	2	4	-	1
	PC8. Coordinate with the transport coordinator and warehouse in charge to ensure the truck consolidation plan is as per the original shipment plan	2	4	-	1
	PC9. Connect with the Trucking Company to schedule the pickup and delivery	2	3	-	-

PC10. Coordinate with the dispatch supervisor to arrange for appropriate Material Handling Equipment (MHE) to load the goods in the vehicle as per loading plan	2	3	-	-
PC11. Post the arrangement of goods at the loading bay and inspect that the goods are arranged as per the loading plan for safe transport.	1	2	-	-
PC12. Arrange for replacement or quarantine of any damaged goods during loading or arrangement of goods in the demarcated area and inform the supervisor accordingly	1	3	-	-
PC13. Make sure that the goods are lashed appropriately and cushioning is provided to avoid damage during transit	1	4	-	1
PC14. Update ERP with respect to goods that have been successfully dispatched	1	2	-	1
PC15. Record reasons for delay or pending dispatch	1	1	-	-
PC16. Review the position of consignments in transit and coordinate with the driver or transporter in case of delays or faults	1	1	-	1
PC17. Update the tracking information for each order in the ERP/ Transport Management System (TMS) to provide real-time information to the client	1	1	-	-
PC18. Based on the incident log of the respective vehicle, proactively plan for preventive measures and necessary arrangements if the issue occurs during transit	1	1	-	1
PC19. Coordinate with regional office/ branches and local authorities to resolve exigencies during transit	2	1	-	-
PC20. Record the incident and coordinate with the driver till the vehicle resumes delivery	1	1	-	-
PC21. Update the estimated delivery time of the consignment in the ERP and communicate with the client	1	1	-	1
PC22. Ensure that the driver delivers the consolidated shipment according to the plan and obtains Proof of Delivery (POD).	2	1	-	-
NOS Total	30	60	-	10

Follow health, safety, and security procedures and maintain integrity, ethics at workplace	PC1. Comply with safety regulations and procedures to avoid fire hazards, biohazards, etc.	1	2	-	-
	PC2. Wear all safety equipment including protective gear, helmets etc., in relevant bay areas.	2	3	-	1
	PC3. Follow organisation procedures concerning documentation.	1	2	-	-
	PC4. Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.	2	3	-	1
	PC5. Ensure that the work area and supplies are organised and cleaned regularly.	1	3	-	1
	PC6. Comply with data safety regulations of the organisation and follow clear worktable area policy.	1	3	-	-
	PC7. Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.	1	2	-	1
	PC8. Undertake periodical preventive health checkups.	1	3	-	1
	PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	-
	PC10. Act immediately during emergencies and move to safety.	2	2	-	1
	PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
	PC12. In case of fire, follow fire safety practices taught during fire drills.	2	3	-	-
	PC13. Follow procedures to rescue victims of fire without endangering self.	1	2	-	1
	PC14. Refrain from indulging in corrupt practices.	2	3	-	-
	PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	2	-	-
	PC16. Protect data and information related to business or commercial decisions.	1	3	-	-
	PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-
	PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
	PC19. Consult senior management when in an ethical dilemma.	1	2	-	-

	PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
	PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
	PC22. Report any issues with regulatory compliance.	2	4	-	1
	NOS Total	30	60	-	10
Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. Understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. Explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. Speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. Follow good manners while communicating with others	-	-	-	-
	PC6. Work with others in a team	-	-	-	-
	Diversity & Inclusion	1	1	-	-
	PC7. Communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. Report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	3	4	-	-	
PC9. Use various financial products and services safely and securely	-	-	-	-	
PC10. Calculate income, expenses, savings etc.	-	-	-	-	
PC11. Approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-	

	Essential Digital Skills	4	6	-	-
	PC12. Operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. Use internet and social media platforms securely and safely	-	-	-	-
	Entrepreneurship	3	5	-	-
	PC14. Identify and assess opportunities for potential business	-	-	-	-
	PC15. Identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	Customer Service	2	2	-	-
	PC16. Identify different types of customers	-	-	-	-
	PC17. Identify customer needs and address them appropriately	-	-	-	-
	PC18. Follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. Create a basic biodata	-	-	-	-
	PC20. Search for suitable jobs and apply	-	-	-	-
	PC21. Identify and register apprenticeship opportunities as per requirement	-	-	-	-
	NOS Total	20	30	-	-
Perform customs clearance activities	PC1. Submit documents required for customs clearance to customs officials as per requirements	3	5	-	-
	PC2. Respond to any queries and make note of any objections raised by customs officials on the cargo	3	5	-	-
	PC3. Escalate objections and remarks of customs officials to the (EXIM) supervisor and the customer as required	2	5	-	-
	PC4. Check packaging and material used is as per clients requirement and regulatory compliance	2	5	-	-
	PC5. Assist customs officer in conducting inspection, and post inspection witness sealing of the container	2	5	-	-
	PC6. Coordinate with the custodian officials on receipt of goods for loading in the vessel	2	5	-	-

	PC7. Arrange for manpower and material handling equipment for movement of goods	2	5	-	-
	PC8. Keep record of shipment in form of daily status report & update the same to customer & EXIM supervisor	2	5	-	-
	PC9. Collect, transmit and maintain records like photograph of seals and container number, cargo stuffing, etc. as record using data management devices	2	5	-	-
	PC10. Submit all signed hard copies and soft data for record filling	2	5	-	-
	PC11. Share a copy of the customs clearance documents with the shipper/ customs agents for further actions	2	5	-	-
	PC12. Collect feedback from customs officer and report it to supervisor	2	5	-	-
	PC13. Share a copy of the custom clearance documents with the shipper/customs agents for further actions	2	5	-	-
	PC14. Collect feedback from customs officer and report it to supervisor	2	5	-	-
	NOS Total	30	70	-	-

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

- SSC will receive batches through SIP or email to schedule assessment.
- Batches will be assigned to the NCVET affiliated assessment agencies for conducting the assessment.
- Assessment agencies send the assessment confirmation and procedure to TP/TC looping SSC.
- Assessment agency deploys the ToA certified Assessor for executing the assessment.

- SSC will monitor the assessment process & records.

2. Testing Environment:

- Check the Assessment location, date and time is same as SIP data.
- Specified equipment must be available to facilitate assessment.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME of LSC.
- Questions are mapped to the specified assessment criteria.
- Assessor must be ToA certified.
- Mock test/Self assessment will be conducted during training through LSC softwares.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- 21 points check list must be adhered by both AA and assessor.

5. Method of verification or validation:

- LSC will validate the evidence and results through LSC portal.
- Validation will be candidate wise scrutiny.

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored by AA for certain years.
- Softcopies of evidences will be stored in LSC portal.

On the Job (OJT assessment applicable):

1. The candidate must score 60% to successfully complete the OJT.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers

- Understand the working of various tools and equipment.

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.

Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf
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