

## QUALIFICATION FILE – Land Transportation Executive

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: 4**

**Submitted By:**

**Logistics Sector Skill Council**

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

**Submitting Body Contact Details:**

Name: Ms. Reena Murray

Position in the Organization: Head - Standards & Quality Assurance

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	Land Transportation Executive																
2.	<b>Sector/s</b>	Logistics																
3.	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of the existing /previous qualification:</b> QG-04-TW-00350-2023-V1.1-LSC & V2.0	<b>Qualification Name of the existing version:</b> Land Transportation Executive															
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	Land Transportation Executive																
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> <i>(Will be issued after NSQC approval)</i>	QG-04-TW-046132025-V2-LSC & V2.0	<b>6. NCQF/NSQF</b> <b>7. Level: 4</b>															
8.	<b>Award (Certificate/Diploma/ Advanced Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate																
9.	<b>Brief Description of the Qualification</b>	The individual will collect order information, analyse past trends, follow up with trucking companies, coordinate with clients, consolidate orders according to destination, and monitor all consignments in real time.																
10.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <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>1</td> <td>12<sup>th</sup> grade pass or equivalent</td> <td>1 year of relevant experience in transportation</td> </tr> <tr> <td>2</td> <td>10<sup>th</sup> grade pass or equivalent</td> <td>3 Years of relevant experience in transportation</td> </tr> <tr> <td>3</td> <td>Previous relevant Qualification of NSQF Level (3.5)</td> <td>1.5 years of relevant experience in transportation</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level (3)</td> <td>3 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)	1	12 <sup>th</sup> grade pass or equivalent	1 year of relevant experience in transportation	2	10 <sup>th</sup> grade pass or equivalent	3 Years of relevant experience in transportation	3	Previous relevant Qualification of NSQF Level (3.5)	1.5 years of relevant experience in transportation	4	Previous relevant Qualification of NSQF Level (3)	3 Years of relevant experience in transportation
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2	10 <sup>th</sup> grade pass or equivalent	3 Years of relevant experience in transportation																
3	Previous relevant Qualification of NSQF Level (3.5)	1.5 years of relevant experience in transportation																
4	Previous relevant Qualification of NSQF Level (3)	3 Years of relevant experience in transportation																

		<b>b. Age:</b>																						
<b>11.</b>	<b>Credits Assigned to this Qualification</b> (as per National Credit Framework (NCrF))				<b>12. Common Cost Norm Category (I/II/III)</b> (wherever applicable): I																			
<b>13.</b>	<b>Any Licensing Requirements for Undertaking Training on This Qualification</b> (wherever applicable)	NA																						
<b>14.</b>	<b>Training Duration by Modes of Training Delivery</b> (Specify <b>Total Duration</b> 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 Total Hours = 360 + 1 elective (60 Hours) = 420 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Training Delivery Modes</th> <th style="width: 12.5%;">Theory (Hours)</th> <th style="width: 12.5%;">Practical (Hours)</th> <th style="width: 12.5%;">OJT Mandatory (Hours)</th> <th style="width: 12.5%;">OJT Recommended (Hours)</th> <th style="width: 12.5%;">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td><b>Classroom (offline)</b></td> <td>120</td> <td>150</td> <td>30</td> <td></td> <td>360</td> </tr> <tr> <td><b>Online</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	<b>Classroom (offline)</b>	120	150	30		360	<b>Online</b>					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
<b>Classroom (offline)</b>	120	150	30		360																			
<b>Online</b>																								
<b>15.</b>	<b>Aligned to NCO/ISCO Code/s</b> (if code is not available, then mention the same)	NCO-2015/4221/4323																						
<b>16.</b>	<b>Progression Path After Attaining the Qualification</b> (Please show Professional and Academic progression) (wherever applicable)	Land Transportation Supervisor (Level 5)																						
<b>17.</b>	<b>Other Indian Languages in which the Qualification &amp; Model Curriculum are being Submitted</b>	Hindi																						
<b>18.</b>	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
<b>19.</b>	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
<b>20.</b>	<b>How participation of women will be encouraged?</b>	The Job Role is gender neutral and can be performed by women in equality to men.																						
<b>21.</b>	<b>Are Greening/ Environment Sustainability Aspects Covered</b> (Specify the NOS/Module which covers it), wherever applicable	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						

<b>22.</b>	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	<b>Schools</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Colleges</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>23.</b>	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Ms. Reena Murray <b>Email:</b> reena@lsc-india.com <b>Contact No.:</b> 044 4851 4607 <b>Website:</b> www.lsc-india.com
<b>24.</b>	<b>Final Approval Date by NSQC:</b> 07-10-2025	<b>25. Validity Duration:</b> 3 years <b>26. Next Review Date:</b> 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 Executive	Bridge module	Non-core	4	1	20	10	-	-	30	0	0		0	0	0
2	Analyse transport data and generate reports	LSC/N1002 & V3.0	Core	4	2	20	30	10		60	30	60	-	10	100	20
3	Coordinate with internal team and external stakeholders	LSC/N1003 & V3.0	Core	4	2	20	30	10		60	30	60	-	10	100	20
4	Perform inbound and outbound documentation	LSC/N0302 & V3.0	Core	4	2	20	30	10		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	Follow health, safety and security procedures and maintain integrity and ethics at the workplace	LSC/N9911 & V1.0	Core	4	1	10	20			30	30	60	-	10	100	20
6	Employability Skills (60 Hours)	DGT/VSQ/N 0102 & V1.0	Non-Core	4	2	30	30			60	20	30	-	-	50	10
<b>Duration (in Hours) / Total Marks</b>						<b>120</b>	<b>150</b>	<b>30</b>	<b>-</b>	<b>360</b>	<b>140</b>	<b>270</b>		<b>40</b>	<b>450</b>	<b>90</b>

Elective NOS: NA

Elective NOS 1: Feasibility Assessment

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	Conduct feasibility assessment and route optimisation	LSC/N1006 & V3.0	Core	4	2	30	30	-	60	30	30	60		10	100	10

## Elective NOS 2: Telematics

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	Use telematics to support fleet operations	LSC/N1138 & V3.0	Core	4	2	30	30	-	60	30	30	60		10	100	10

## Optional NOS 1: Risk management in transportation

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	Risk Management in transportation	LSC/N6506 & V1.0	Core	4	2	30	30	-	60	30	30	60		10	100	10

## Optional NOS 2: Fleet maintenance

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	Supervise fleet maintenance	LSC/N1110 & V5.0	Core	4	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:** 70 % (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.	<b>Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	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.	<b>Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Any degree + minimum 5 years of experience in the logistics industry, specifically in Land Transportation.  Certified for Job Role: “Land Transportation Executive” mapped to QP: “LSC/Q1002, v3.0”. Minimum accepted score is 80%
3.	<b>Tools and Equipment Required for the Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

## Section 4: Assessment Related

1.	<b>Assessor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	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.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines) wherever applicable	Any degree + 2 years of relevant industrial experience  Certified for Job Role: "Land Transportation Executive" mapped to QP: "LSC/Q1002, v3.0". Minimum accepted score is 80%
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> (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.	<b>Assessment Mode</b> (Specify the assessment mode)	Online and Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<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.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> No
4.	<b>Number of Industry validation provided:</b> 21
5.	<b>Estimated nos. of persons to be trained and employed:</b> As per Annexure: Training and Employment Details
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes

## Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	<b>Annexure:</b> 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> <ol style="list-style-type: none"> <li>Application evaluation</li> <li>Affiliation certificate</li> <li>SME profile validation</li> <li>Question bank validation</li> <li>TOA process</li> <li>Link through SIP</li> </ol> <p>2) Assessment process:</p> <ol style="list-style-type: none"> <li>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.</li> <li>AB submits Assessor's details, their experience and credentials to LSC for approval.</li> </ol>

		<p>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.</p> <ul style="list-style-type: none"> <li>i. Quality of the assessors submitted by the assessment agency.</li> <li>ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC.</li> <li>iii. Adherence to schedule of assessments by the assessment agencies.</li> <li>iv. Integrity of the assessor in conducting quality assessments.</li> <li>v. Quality of the question papers submitted by the assessment agencies to LSC.</li> <li>vi. Submission of quality documents of the assessments conducted as insisted by LSC.</li> <li>vii. Time of submission of the required assessment related documents to LSC for approval</li> <li>viii. Time of submission of results in SDMS system post approval by LSC</li> </ul> <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.	<b>Annexure:</b> Assessment Strategy ( <i>Mandatory</i> )	<ol style="list-style-type: none"> <li>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</li> <li>2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC.</li> <li>3. Individual assessment agencies will create unique question papers for theory part for each</li> </ol>

		<p>candidate at each examination/training centre (as per assessment criteria below)</p> <p>4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria</p> <p>5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 &amp; 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.	<b>Annexure:</b> Blended Learning ( <i>Mandatory, in case selected Mode of delivery is Blended Learning</i> )	No
6.	<b>Annexure:</b> Multiple Entry-Exit Details ( <i>Mandatory, in case qualification has multiple Entry-Exit</i> )	No
7.	<b>Annexure:</b> Acronym and Glossary ( <i>Optional</i> )	Yes
8.	<b>Supporting Document:</b> Model Curriculum ( <i>Mandatory - Public view</i> )	Yes
9.	<b>Supporting Document:</b> Career Progression ( <i>Mandatory - Public view</i> )	Yes
10.	<b>Supporting Document:</b> Occupational Map ( <i>Mandatory</i> )	Yes
11.	<b>Supporting Document:</b> Assessment SOP ( <i>Mandatory</i> )	<a href="https://drive.google.com/file/d/1G3IXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing">https://drive.google.com/file/d/1G3IXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing</a>
12.	<b>Any other document you wish to submit:</b>	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
<b>Professional Theoretical Knowledge/Process</b>	<ul style="list-style-type: none"> <li>ERP data management, Documentation, consolidation and tracking, route planning and coordinating with vendors</li> </ul>	The process involves obtaining information on the shipment, data analysis, ERP data management, preparing inbound and outbound documents,	<b>4</b>

		consolidation plans and tracking and coordinating for transports. S/he would also conduct feasibility assessment and route planning	
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• ERP and transport documents</li> <li>• Geographical location</li> <li>• Consolidation and tracking</li> </ul>	The job holder knows and understands different transport documents like booking invoice, lorry receipts, tax permits, etc. S/he knows the different type of cargoes and related precautions to be taken, ERP and computer operations as well as tracking. S/he also understand layout of warehouse and trucks for consolidation, as well as route maps and geographical locations for route planning	<b>4</b>
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ul style="list-style-type: none"> <li>• Decide on the space required to perform consolidation</li> <li>• Critical thinking to identify alternative route available and streamline process</li> <li>• Plan and adjust volume for proper consolidation</li> </ul>	The job holder has to demonstrate practical skill of cargo arrangement and transport consolidation, tracking and using ERP and data devices, scrutinizing and preparing transport documents as well as conducting feasibility assessments, data analysis and route planning	<b>4</b>
<b>Broad Learning Outcomes/Core Skill</b>	<ul style="list-style-type: none"> <li>• Analyze data and prepare transport consolidation and route plans</li> <li>• Coordinate with stakeholders</li> </ul>	The job holder demonstrates mathematical and analytical ability to analyze data, conduct feasibility assessment and prepare route maps and consolidation plans. Skills to review and organize documents, coordinate with shippers, vendors and clients and use technology.	<b>4</b>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Responsible for task assigned to the job holder</li> </ul>	The job holder is responsible for only the task assigned related to route planning, ERP data management, feasibility assessments, preparing inbound and outbound documents, etc.	<b>4</b>

## 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 MS office	Standard Make	1
3.	Scanners, system tools, printers	Standard Make	1
4.	MHE	Standard Make	2
5.	PPE	Standard Make	2
6.	Barcode scanner	Standard Make	2
7.	Instructional material	Standard Make	1
8.	Maintenance schedule	Standard Make	2
9.	Telematics Control Unit (TCU)	Standard Make	2
10.	GPS	Standard Make	2
11.	Standard forms	Standard Make	5
12.	Route optimisation software	Standard Make	5
13.	SOP	Standard Make	5
14.	ERP	Standard Make	1
15.	TMS (Learning version)	TMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 logins per center
16.	LLMS (Learning version)	LLMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 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			
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## Annexure: Training & Employment Details

### Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	150		50			
2025-26	250		50			
2026-27	500		75			

*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	51	48	40									
2.0	2023-2024	93	89	84									
2.0	2022-2023	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
Analyse transport data and generate reports	PC1. Collect all the necessary information from sources such as ERP, fleet management software, GPS trackers, order management systems, and driver logs.	2	3	-	1
	PC2. Organise the collected data by type e.g. Operational data, financial data, customer data, and traffic-related data. Check for data accuracy and consistency.	1	3	-	1
	PC3. Analyse the transportation performance based on delivery times, routes, the use of vehicles, consignment type, geography of movement, in-house or outsourced vehicle, client-wise performance, etc.	1	3	-	1
	PC4. Identify patterns, such as frequent delays on certain routes, underutilized trucks, or high costs associated with specific trips.	2	3	-	1
	PC5. Prepare vehicle capacity utilisation rates for different types of vehicles and geographies and identify the root cause of under-utilisation, if any	1	4	-	-
	PC6. Compute workforce capacity utilisation and productivity rates and identify reasons for under-utilisation, if any	2	3	-	-
	PC7. Check route variations during trips and report the impact on cost, delivery timeline and reasons	2	3	-	1
	PC8. Review the financial data—fuel consumption, tolls, maintenance costs, and driver wages to calculate cost-per-mile or cost-per-delivery.	2	4	-	-
	PC9. Check the repair and maintenance of vehicles and report vehicles which are incurring maintenance costs beyond acceptable limits	1	3	-	1

	PC10. Identify trends and insights from the data, such as consistent delays during peak hours, recurring maintenance issues with certain vehicles, or negative customer feedback.	2	3	-	-
	PC11. Prepare the report structure and include key findings and recommendations, along with a data overview, analysis, costs, trends, recommendations and suggestions for improvements, such as route optimisation, cost-cutting measures, or technological investments.	2	4	-	-
	PC12. Generate the report using clear tables, charts, or graphs to present the data findings visually and share them with management.	1	3	-	-
	PC13. Define the Objective of Trend Analysis e.g. delivery times over the past six months to identify peak delays.	2	3	-	1
	PC14. Identify which metrics or variables to track for trends such as delivery timelines, dispatch delays, product damages, insurance claims, vehicle utilisation, workforce utilisation, fuel consumption, vehicle maintenance, etc.	2	3	-	1
	PC15. Visualise data trends by using time series graphs, moving averages, and bar/line charts to illustrate changes over time and highlight long-term patterns, such as delivery times or fuel costs across months or routes.	1	4	-	1
	PC16. Review the visualisations to identify trends, patterns, or anomalies and Compare trends across different segments.	2	4	-	-
	PC17. Apply statistical methods to quantify trends and Interpret the Results.	2	3	-	1
	PC18. Summarise the findings in a report, highlighting key insights, areas of concern, non-compliance and submit to management.	2	4	-	-
	<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Coordinate with internal team and external stakeholders	PC1. Provide internal teams (e.g., warehouse, customer service) with timely, accurate shipment details, including delivery schedules, special handling requirements, and tracking information.	2	3	-	1

PC2. Communicate precise instructions to external vendors (e.g., drivers or third-party logistics providers) about delivery locations, timelines, and any specific client needs.	2	4	-	1
PC3. Stay in close contact with internal teams to monitor daily operations, resolve any issues, and ensure everyone is aligned with the transportation plan.	2	3	-	1
PC4. Track vendor performance in real-time to ensure deliveries are on schedule. If there are delays or issues, communicate with the vendors quickly to find solutions.	2	4	-	2
PC5. Share performance reports, delivery statistics, and any updates regarding transportation challenges or improvements with relevant stakeholders.	2	3	-	-
PC6. Build strong, professional relationships with vendors by offering regular feedback, discussing expectations, and negotiating terms to ensure a long-term, mutually beneficial partnership.	2	3	-	2
PC7. Liaise with external vendors to address any delivery problems, such as missed pickups, route issues, or damaged goods, and work together to resolve these challenges efficiently.	2	4	-	-
PC8. Ensure external vendors are compliant with any legal or regulatory requirements (e.g., delivery hours, vehicle maintenance), and follow up to ensure these standards are met.	2	3	-	-
PC9. Provide stakeholders with timely updates on any shifts in delivery schedules, changes in customer requirements, or other logistical changes.	2	3	-	-
PC10. Coordinate with the customer right from the pickup, transit and till delivery of consignment as per plan	2	3	-	-
PC11. Keep clients informed of delivery timelines, any potential delays, or changes to the agreed schedule.	2	4	-	-
PC12. Communicate to the point of contact from the customer side in case of any mismatch/ deficiency in documentation & any other update regarding shipments	2	3	-	-

	PC13. Liaise with customers for damaged goods during handling/ transit for claims processing and replacement	1	3	-	-
	PC14. Escalate to the customer in case the transporter is nominated from the customer side for delayed pickups, lack of coordination, etc.	1	3	-	1
	PC15. Resolve client complaints or issues promptly and implement improvements to ensure higher satisfaction in future deliveries.	1	4	-	-
	PC16. Make a note of any special cargo movement/packaging requirement	1	4	-	1
	PC17. Provide delivery status notification to consignor/ consignee and submit the invoice	1	3	-	-
	PC18. Foster strong relationships with clients by providing exceptional service, handling complaints efficiently, and always following up to ensure satisfaction.	1	3	-	1
	<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Perform inbound and outbound documentation	PC1. Receive the signed agreement sheet for the inbound consignment and Prepare an arrival report based on it.	2	4	-	1
	PC2. Receive accounts of the journey from the driver and prepare the cost sheets	2	4	-	-
	PC3. Review and verify all the documents such as insurance forms, Goods and Services Tax (GST) forms from the inbound trucks	2	4	-	1
	PC4. Verify that all the required forms have been received/filled out and documents checked as per the inbound documentation checklist	2	4	-	-
	PC5. Work with external carriers, freight forwarders, and vendors to prepare accurate freight invoices, as well as other shipping documents.	2	4	-	1
	PC6. Prepare the goods received document and hand it over to the driver	2	4	-	-
	PC7. Receive damage claim forms, forms for replacement of goods, etc., from the receiving assistant, verify and send them to the concerned person/company for processing	2	4	-	-

	PC8. Prepare the invoices and send them to the accounts payable section based on the information entered in the system	2	4	-	1
	PC9. Check and approve the Lorry Receipt (LR) or Goods Consignment Note prepared by the associate	2	3	-	2
	PC10. Update details regarding the load and the destination into the computer based on the information contained in the LR	2	3	-	-
	PC11. Prepare an agreement sheet to be given at the destination along with the consignment	2	4	-	2
	PC12. Check and verify that all the transit insurance forms, road permits and tax permits for each truck are filled correctly and are valid for the identified route of the truck	2	4	-	-1
	PC13. Verify that all the required forms have been filled out and approve the documents as per the outbound documentation checklist	2	4	-	1
	PC14. Confirm with the dispatcher that the truck's destination and goods loaded have been verified	1	2	-	-
	PC15. Brief the truck driver on the end customer, destination, proposed route, transport regulations, and formalities at check posts and hand over the cash and required documents	1	2	-	-
	PC16. Get the truck driver's signature on a form (and all other forms as required), confirming that the goods, cash for the journey and all the documents needed for the journey have been received	1	2	-	1
	PC17. Ensure that Proof of Delivery (POD) is completed and signed for each consignment and that any discrepancies or damages are reported immediately.	1	4	-	1
	<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
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
	<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Employability Skills (30 Hours)	<b>Introduction to Employability Skills</b>	1	1	-	-
	PC1. Identify employability skills required for jobs in various industries	-	-	-	-
	PC2. Identify and explore learning and employability portals	-	-	-	-
	<b>Constitutional values – Citizenship</b>	1	1	-	-
	PC3. Recognise the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. Follow environmentally sustainable practices	-	-	-	-
	<b>Becoming a Professional in the 21st Century</b>	2	4	-	-
	PC5. Recognise the significance of 21st Century Skills for employment	-	-	-	-
	PC6. Practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	<b>Basic English Skills</b>	2	3	-	-
	PC7. Use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. Read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC9. Write short messages, notes, letters, e-mails etc. in English	-	-	-	-
	<b>Career Development &amp; Goal Setting</b>	1	2	-	-
	PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-	
<b>Communication Skills</b>	2	2	-	-	

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<b>Diversity &amp; Inclusion</b>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<b>Financial and Legal Literacy</b>	2	3	-	-
PC16. Select financial institutions, products and services as per requirement	-	-	-	-
PC17. Carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. Identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. Identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<b>Essential Digital Skills</b>	3	4	-	-
PC20. Operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. Use e-mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. Use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<b>Entrepreneurship</b>	2	3	-	-
PC23. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<b>Customer Service</b>	1	2	-	-
PC26. Identify different types of customers	-	-	-	-

	PC27. Identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. Follow appropriate hygiene and grooming standards	-	-	-	-
	<b>Getting ready for apprenticeship &amp; Jobs</b>	2	3	-	-
	PC29. Create a professional Curriculum vitae (Resume)	-	-	-	-
	PC30. Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31. Apply to identified job openings using offline/online methods as per requirement	-	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-
Conduct feasibility assessment and route optimisation	PC1. Define the specific goals and constraints that need to be considered when planning the route, such as Delivery time, Cost optimisation, Cargo type, Vehicle limitations, Safety considerations, etc.	2	3	-	1
	PC2. Collect data about the potential routes that can be used, which may include Road types, Traffic patterns, Road conditions, Weather conditions, Legal or regulatory restrictions, etc.	2	3	-	-
	PC3. Review the data collected on point of origin, point of destination, type of goods, pickup date and time, delivery date and time, volume of goods, vehicle capacity, vehicle traffic constraint and transporter details	2	3	-	1
	PC4. Assess the costs associated with each route by considering factors such as fuel costs, tolls and fees, vehicle wear and tear, etc.	1	3	-	-
	PC5. Evaluate how long each route will take and if the proposed routes can meet the required delivery time.	1	3	-	-

PC6. Ensure the routes comply with local regulations, like Weight limits, Size limits, Permits, Environmental restrictions, etc.	1	3	-	1
PC 7. Use Route Optimization tools or software such as Google Maps, API or Optimo Route to automatically calculate the best routes based on objectives (cost, time, fuel efficiency).	1	3	-	-
PC8. Input all the gathered data (traffic, weather, road conditions) into the software for real-time route adjustments.	1	3	-	-
PC9. Review multiple route options and analyse the pickup and delivery sequence for the optimal time, allocation of loads, Safety, Risk Factors, and vehicle capacity collected from the route planning software	1	3	-	1
PC10. Plan optimised routes for multiple depots, ensuring cost efficiency across the whole operation and Evaluating the Impact of Alternative Routes (if needed).	1	3	-	-
PC11. Perform lane analysis to identify the efficient routing option and to understand the feasibility of the Over Dimensional Cargo (ODC) vehicle to transport the cargo through the identified route	1	3	-	-
PC12. Finalise the transportation plan, considering all assessments and various factors such as tolls, rest stops, driver shift changes, vehicle relays, vehicle refuelling, etc.	1	3	-	-
PC13. Approve the plan for daily truck coverage, driver and trip assignment	1	3	-	-
PC14. Make sequential plans for alternate routes based on the routing analysis for contingency requirements like inclement weather, natural calamities, etc.	1	3	-	1
PC15. Communicate with the internal team to finalise the route plan and get it approved by the manager	2	3	-	1
PC16. Inform all stakeholders (drivers, logistics teams, customers) of the chosen route and any contingencies.	1	2	-	-

	PC17. Brief the transporter on the key areas of concern and the preparedness required during transit	1	3	-	1
	PC18. Implement the route plan and monitor the shipment in real time for any required adjustments.	1	3	-	1
	PC19. Track the actual performance of the route against expectations after the delivery.	2	2	-	-
	PC20. Review actual delivery times versus estimated times and the overall cost of the route and compare it with budgeted costs.	1	1	-	-
	PC21. Gather feedback from drivers about road conditions, delays, and overall route efficiency.	2	1	-	1
	PC22. Regularly identify and analyse bottlenecks or inefficiencies in the route optimisation process.	1	1	-	-
	PC23. Re-evaluate routes periodically based on updated data and conditions	1	1	-	1
	PC24. Conduct a review of the route's performance to determine if there were any deviations from the plan (e.g., delays, unexpected road closures) after each delivery or at regular intervals for continuous improvement.	1	1	-	-
	<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Use telematics to support fleet operations	PC1. Use GPS and telematics systems to track the location, movement and status of each vehicle in real-time.	2	4	-	1
	PC2. Send alerts about potential hazards on the road, weather conditions, and real-time traffic patterns to prevent theft, avoid shipment delays, and minimise revenue loss for drivers.	2	4	-	-
	PC3. Render relevant, comprehensive, accurate, and real-time information to the stakeholders and drivers using the Telematics Control Unit (TCU), including vehicle routes, performance data, speed limits, engine idle time, and any customer requests.	2	3	-	1
	PC4. Monitor driving behaviours such as overspeeding, excessive braking, fuel efficiency, rapid acceleration and excessive idling.	2	3	-	1

PC5. Track and report key metrics for drivers, such as speed, braking patterns, acceleration, and cornering.	2	4	-	-
PC6. Take note of the temperature in the reefer vehicle, trigger the alarm and alert the driver in case the temperature falls below the required level	2	4	-	1
PC7. Check on the weather and traffic of the area next to be crossed and Re-plan the route or reschedule the delivery in case of any anomalies	2	4	-	1
PC8. Monitor where each vehicle is and make route adjustments to avoid delays or traffic congestion.	2	3	-	-
PC9. Assign deliveries to the closest available vehicle, improving response time.	2	4	-	-
PC10. Use telematics data to monitor and mitigate risks associated with fleet operations, including accidents, theft, and unsafe driving.	2	3	-	1
PC11. Collect real-time data from vehicle fleets using a cloud-based server connected to installed telematics systems and generate daily reports on vehicle and cargo information.	2	4	-	-
PC12. Collect and analyse performance data from Telematics systems to identify trends and areas for improvement.	2	4	-	1
PC13. Populate reports with details of the vehicle carrying the cargo, such as vehicle type, vehicle number, driver name and contact details, license and permit details, details of the cleaner, etc.	2	4	-	-
PC14. Track the health of vehicles, identify potential issues, and schedule preventive maintenance through a service reminder forecasting dashboard.	2	4	-	1
PC15. Monitor fuel consumption through telematics systems to identify fuel usage inefficiencies.	1	4	-	1
PC16. Use telematics to monitor compliance with driving hours regulations, speed limits, and other legal requirements.	1	4	-	1
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
PC1. Perform spending analysis with all forward and reverse costs considered.	1	2	-	-

Risk Management in Transportation	PC2. Populate data from different software like TMS, fuel purchasing systems, truckload carrier accounting systems, customs, bill of lading data, and any others.	1	3	-	-
	PC3. Collect trucking spot freight rates, contracted freight trends, current truck equipment orders, and outbound and inbound data.	2	2	-	1
	PC4. Compare findings to industry trends.	1	2	-	-
	PC5. Prepare a scorecard and use the same for easy comparison of carrier performances based on different factors.	1	3	-	-
	PC6. Substantiate findings using facts-based analysis and quantification of exposures.	1	2	-	-
	PC7. Assess the effectiveness of business monitoring procedures and processes.	1	2	-	-
	PC8. Shift from stagnant or point-in-time reviews to focused implementation of ongoing monitoring.	1	2	-	1
	PC9. Analyse company stock and location data for optimal routing.	1	3	-	1
	PC10. Identify ways to optimise "less than truckload" shipments. Inefficient truck utilisation leads to revenue leaks.	1	2	-	1
	PC11. The capacity of freight vessels and trains should be utilised at least at a rate of over 70% per trip in order to maintain profitability.	1	2	-	-
	PC12. Identify high-risk business areas, products, freight carriers, business lines, and geographies to focus efforts.	2	3	-	1
	PC13. Analyse overall freight expenses to identify anomalies.	1	2	-	-
	PC14. Utilise available infrastructure to the maximum.	1	2	-	-
	PC15. Collate data from tracing and analyse the same for patterns on transit time, delays and service failures.	1	2	-	1
	PC16. Allocate full capacities to orders, and plan transportation itineraries and frequency.	1	2	-	1
	PC17. Provide insights to the management by developing a deeper understanding of freight expenses to identify opportunities for improvement with (efficiency and control environment).	1	2	-	1

	PC18. Use a route optimisation solution to optimise delivery routes around changing traffic conditions.	1	3	-	-
	PC19. Use a transportation planning solution that integrates supply chain planning and shipping execution to assess real-time risk across the supply chain.	1	2	-	1
	PC20. Integrate a shipment planning window with TMS that covers projection for several days forward and order management, procurement, and supply chain optimisation solutions.	1	3	-	1
	PC21. Use technologies like weatheroptics to forecast and enhance the solutions for risks related to weather conditions. This allows rerouting of vehicles to minimize the impact of weather hazards.	2	3	-	-
	PC22. Choose carriers with better vehicle maintenance and safety records, which reduces the risk of transit delays due to vehicle breakdowns.	1	2	-	-
	PC23. Integrate digital freight markets and brokerages into TMS, which will help optimise cost and analyse the quotes.	2	2	-	-
	PC24. Choose vendors with APIs for posting loads, booking, tendering, and tracking. Carriers using digital fleet management and TMS solutions with highly automated material handling reduce the risk of lost shipments.	1	3	-	-
	PC25. Identify alternate ports and CFS/ ICDs, which decrease the risk of delay. Build agility into processes so that switch ports are available if needed.	2	4	-	-
	<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Supervise fleet maintenance	PC1. Assist in the acquisition of new vehicles and registration	2	3	-	-
	PC2. Coordinate emission testing inspection for trucks	1	3	-	1
	PC3. Organise ordering/ purchasing of fuel, parts and supplies and maintain accurate inventory of equipment and spares	1	3	-	-
	PC4. Track fleet usage and maintain an accurate inventory of equipment and spares	2	3	-	-

PC5. Create a comprehensive preventive maintenance plan for all vehicles based on manufacturer recommendations, vehicle age, usage, and operating conditions.	2	2	-	-
PC6. Ensure all vehicles undergo regular inspections and maintenance to avoid unexpected breakdowns.	1	3	-	-
PC7. Check past maintenance, repairs, and inspections for each vehicle in the fleet and maintenance records are up-to-date.	1	3	-	1
PC8. Monitor vehicle performance data such as engine diagnostics, fuel efficiency, and brake condition in real-time.	1	3	-	-
PC9. Ensure all vehicles are compliant with service requirements and can be assessed for any recurring issues.	2	3	-	-
PC10. Negotiate service agreements with vendors to ensure cost efficiency and Ensure that maintenance and repairs are done using quality materials	1	3	-	1
PC11. Evaluate vehicle inspection reports by Conducting routine checks on vehicles, including visual inspections and functional tests, to catch potential issues.	1	3	-	1
PC12. Document details of vehicle repair performed in the vehicle maintenance software program	1	3	-	2
PC13. Maintain daily purchase log and oil analysis book	1	3	-	-
PC14. Conduct price comparison research and maintain historical comparisons	2	2	-	-
PC15. Maintain record of fleet repairs, repair costs, parts procurement and vehicle warranties	1	3	-	-
PC16. Monitor maintenance expenses and track costs associated with repairs, parts, and labour.	1	2	-	-
PC17. Maintain trucks' out-of-service reports and inform operations staff and administration department of the status	1	3	-	-
PC18. Verify that all maintenance activities align with safety standards and legal requirements, such as emissions tests and vehicle inspections.	1	3	-	-

PC19. Prepare various reports (trucks out of service, fuel use, parts inventory, etc.) according to organisation guidelines and procedure	1	2	-	2
PC20. Analyse maintenance costs and provide recommendations on fleet utilisation and replacement	2	2	-	-
PC21. Regularly review fleet performance data to identify trends, such as higher-than-average maintenance costs or recurring mechanical problems.	2	2	-	1
PC22. Assist in the development of the fleet services budgets	1	2	-	1
PC23. Communicate maintenance requirements to the manager for budgetary approvals	1	1	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

## 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
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>