CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Logistics Sector Skill Council

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

Name and contact details of individual dealing with the submission

Name	: Ms. Reena Murray
Position in the Organization	: Head – Standards & Quality Assurance
Address if different from above	: Same as above
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List of documents submitted in support of the Qualifications File

- 1. Model Curriculum having indicative list of equipment, lesson plan with training duration and trainer qualification.
- 2. Letter from the Ministry supporting the need of the qualification.
- 3. Industry validations

Model Curriculum to be added which will include the following:

- Indicative list of tools/equipment to conduct the training
- Trainers' qualification
- Lesson Plan
- Distribution of training duration into theory/practical/OJT component

SUMMARY

1	Qualification Title	Loading Supervisor
2	Qualification Code, if any	LSC/Q2314
3	NCO code and occupation	NCO-2004/1226.50
4	Nature and purpose of the qualification (Please specify	Nature: Certificate course of Loading Supervisor
	whether qualification is short term or long term)	Long term
		Purpose: Learners who attain this qualification are competent in warehousing operation and can get a job as Loading Supervisor to Prepare for Supervising Operations, Oversee Loading and Unloading Activities, Update Status, Perform Inspection and Reporting, Maintain Health, Safety and Security measures in loading/unloading goods
5	Body/bodies which will award the qualification	Logistics Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification	Logistics Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes Both accreditation and affiliation are done by LSC based on due diligence report via SIP
8	Occupation(s) to which the qualification gives access	for checking inbound or outbound goods, recording information regarding the shipment of goods, allocating work and supervising the loading and unloading function.
9	Job description of the occupation	Loading Supervisors are also known as Dispatch Supervisors or Supervisors. Individuals in this role are responsible for checking inbound or outbound goods, recording information regarding the shipment of goods, allocating work and supervising the loading and unloading function. They are typically found in warehouses with large scale operations and may also perform certain activities of the warehouse supervisor role as required.
10	Licensing requirements	NA

4.4		Net englischie
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the qualification in the NSQF	3
13	Anticipated volume of training/learning required to complete the qualification	360 hours
14	Indicative list of training tools required to deliver this qualification	For a class of 30 candidates Teaching board -1 White board -1 Printer -1 Projector -1 Video player or TV -1 Computer -15 Stationaries -30 Marker -2 MHE equipments -1 Pallets -2 Storage bins -2 Packaging devices -10 Scanner -15 PPE -15 SOP -10 Alarm -1
15	Entry requirements and/or recommendations and minimum age	9th Class OR 8th Class (with one year of (NTC/ NAC) after 8th) OR 8th Class (and pursuing continuous schooling in regular school with vocational subject) OR 8th Class with 1 Year of experience relevant experience OR 5th Class with 4 Years of experience relevant experience OR Ability to read and write with 5 Years of experience relevant experience
16	Progression from the qualification (Please show Professional and academic progression)	Warehouse Executive.

17	Arrangements for the Recognition of Prior learning	LSC currently undertakes RPL through the following modes –			
	(RPL)	requiremer or a trainin programme	anies outreach to LSC at for RPL. LSC arran g agency to conduct t e post which, LSC will at and provide certifica	ges for a trainer he RPL I conduct	
		 The training centres run RPL courses in coordination with industry and compani post the course, LSC will conduct asses and certification 			
		RPL requir training as training LS the trained certification	anies reach out to LSC ements. They conduc per the RPL requirem C reviews the program candidates and provi n. eveloped an online R	et their own nents and post m, assessing ides	
		application	which will be MCQ b submission.		
18	International comparability where known (research evidence to be provided)	Under Study			
19	Date of planned review of the qualification.	27 th January 202	5		
20	Formal structure of the				
	qualification				
	Title of unit or other	Mandatory/	Estimated size	Level	
	component	Optional	(learning hours)	-	
Α	Mandatory components	Mondatarri	20	2	
	Introduction LSC/N2324: Prepare for	Mandatory	30	3	
	Supervising Operations	Mandatory	60	3	
	LSC/N2325: Oversee Loading and Unloading Activities	Mandatory	90	3	
	LSC/N2326: Update Status,	Mandatory	90	3	

	Perform Inspection and			
	Reporting			
	LSC/N2331: Maintain Health,			
	Safety and Security measures	Mandatory	60	3
	in loading/unloading goods			
	Employability Skills	Mandatory	30	3
	Sub Total (A)		360 Hrs	
В	Optional/ elective			
	component			
	NA			
	Subtotal B			
	Total (A+B)		360 Hrs	
SECTION 1 ASSESSMENT				

SECTION 1 ASSESSMENT

21	Body/Bodies which will carry out assessment:
	All the empanelled assessment agency will do the assessment
22	How will RPL assessment be managed and who will carry it out?
	 RPL courses would be conducted based on the demand and requirement of industry as and when they approach LSC. There are four ways of conducting RPL assessments - 1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same 2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification 3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification
	 4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.
23	Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.LSC has ensured to have a valid, consistent and fair show of assessments by having an assessment policy and process in place and LSC has also set the minimum

qualification and experience criteria.

Assessment policy of LSC

1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs.

2) Qualification and experience have to be set for the assessors.

3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC.

4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments.

5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC.

6) Reporting of MIS by the assessment body to LSC has to be with in the agreed time lines.

7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner

8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC

9) Assessment tools should be designed to test both practical skills and theoretical knowledge.

10) Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.

11) Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards.

12) Questionnaires/ test papers should be as objective as possible (restrict use of open-ended questions to the minimum) such as multiple-choice questions, yes/no or True / False types based on blue print.

13) Questions framed as per blueprint and without ambiguity by SMEs.

14) All assessments should be scored carefully and a log of all scores for every candidate Maintained.

15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party

Assessment strategy:

Assessment process to be adhered by assessment bodies and LSC

1) Logistics Sector Skill Council to inform the assessment body on assessment details at least 2 weeks in advance

2) Assessment body to appoint an assessor for the assessment details shared by Logistics Sector Skill Council and inform the assessor details to Logistics Sector Skill Council at least 1 week in advance from the date of assessment.

3) Assessment bodies to design the question paper for theory, practical & viva as per

blueprint and submit to logistics sector skill council while empanelment of AA.

4) Logistics Sector Skill Council to approve the Question banks within 7 days from submission.

5) Assessment bodies to ensure that the assessor reaches the assessment location at least before 1 hour in advance from the time of assessment.

6) Assessor to start the assessment exactly on the time instructed by Logistics Sector Skill Council.

7) Assessor to verify the candidates with any valid Govt. id preferably Aadhar and also collect a copy of ID proof produced by the candidate.

8) Assessor to record all the evidence as per assessment protocol of Logistics Sector Skill Council

9) Assessment bodies to submit the result to logistics sector skill council within 3 days of time from the date of assessment through LSC MIS portal.

10) Assessment bodies to submit the result in Skill India Portal within 2 days of time from the date of LSC approval in LSC MIS portal.

11) Assessment body to maintain hard and soft copies of assessment sheets and produce to Logistics Skills Council on demand.

12) 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.

13) In case of unsuccessful completion, the trainee may seek Re-assessment on the QP.

2. ASSESSORS – Eligible assessors will get certification through TOA programme with 2 years validity

The eligibility of assessors for "Job role – Loading Supervisor" are as follows:

• Any degree

• 2 years of industrial experience

3. ELIGIBILITY TO APPEAR IN THE EXAM:

Minimum Educational Qualification:

9th Class

OR 8th Class (with one year of (NTC/ NAC) after 8th)

OR 8th Class (and pursuing continuous schooling in regular school with vocational subject)

OR 8th Class with 1 Year of experience relevant experience

OR 5th Class with 4 Years of experience relevant experience

OR Ability to read and write with 5 Years of experience relevant experience

Sr.	Method	of	Weightage	(Max.
No.	Assessments		marks)	
1	Theory		30%	
2	Practical		70%	
Total	•		100	

5. PASSING MARKS: Every trainee should score minimum 50%6. RESULTS AND CERTIFICATION: Logistics Sector Skill Council

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the qualification" in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

1. LSC have created 16 points check list to collect on the day of assessment.

2. Assessment agencies must ensure to collect all the evidence without fail.

3. Training Partner must cooperate on collecting assessment evidence.

4. Candidates must present with their original Aadhaar's and alternative id proof which is having clear face picture on the day of assessment.

5. Assessment agency must submit all the collected evidence through LSC MIS portal.

Title of Component:

Outcomes to be	Assessment criteria for the outcome
assessed/NOSs to be	
assesed	
1. LSC/N2324: Prepare for Supervising Operations	To be competent, the user/ individual on the job must be able to:
	 1.1 obtain the day's work schedule, incoming truck schedules, work orders, checklist and bill of lading from the warehouse supervisor 2 obtain tracking sheets for outbound goods from the warehouse supervisor. 3 understand manpower, machine availability, priorities and deadlines (if any) from the warehouse supervisor 4 coordinate with transport coordinator/consolidator for loading schedules 5 based on the work schedule, assign loaders and unloaders to different loading docks. 6 briefly explain the nature of the goods to be loaded or unloaded and the work plan along with the targets. 7 conduct handover meeting when shift change happens to update the new workers on the status of activities. 8 ensure periodic reviews to maintain productivity
2. LSC/N2325: Oversee	To be competent, the user/ individual on the job must be able
Loading and Unloading	to:
Activities	
S	 2. 1 perform continuous inspections of loading/unloading, staging, inbound and outbound areas 2. 2 have any spills or breakage cleaned up by the loader
	before starting any work.
	 visual inspection of truck to be loaded (particularly during monsoon like leakage from roof, open spaces in the truck platform, through there could be water entry etc.)
	2.4 identify unsafe conditions or work practices and correct them.
	2.5 check the condition, quantity and quality of all the unloaded goods in the staging area against the bill of lading.
	2.6 keep aside any extra goods or goods that do not meet

	the requirements to be quarantined. send the rest for
	storage in the warehouse.
	2.7 check the condition, quantity and quality of all the picked
	goods against work/customer orders.
	2.8 keep aside any extra goods or goods that do not meet
	requirements to be quarantined.
	2.9 request for replacement items from the warehouse
	supervisor and ensure that the order is ready before loading
	2. 10 ensure all the required Personal Protective Equipment (PPE) are being used by the workers.
	2. 11 inform dispatcher/security guard regarding when a
	particular truck is expected to come in or go out and
	which bay each truck is to be parked at.
	2. 12 verify that trucks are docked correctly to avoid confusion.
	2. 13 assign spaces (staging area) to dispatcher and loader for loading or unloading goods from each consignment
	2. 14 note down in which truck each consignment was loaded
	into (or unloaded from) for tracking purposes.
	2. 15 ensure loading and unloading happens safely and
	timelines are met and verify goods against checklist.
	2. 16 constantly monitor the loading function and re-assign
	resources as required.
	2. 17 identify problems and guide workers to solve them.
	2. 18 instruct loaders on how to arrange goods in the truck to
	maximize truck space.
	2.19 check the condition of material handling equipment
	(MHE), storage racks and PPE during rounds.
	2. 20 ensure timely maintenance is carried out by the
	maintenance technician as per company policies
3. LSC/N2326: Update	To be competent, the user/ individual on the job must be able
Status, Perform Inspection	to:
and Reporting	
and the participation of the p	3.1 take note of the pending tasks/shipments that did not
	arrive during the workday
	3.2 conduct sun down meeting with workers and explain
	work to be done for the next day
	3.3 make sure the quarantined items are moved by the
	housekeeping staff to the quarantine area for rework or
	for disposal.
	3.4 perform a safety inspection of loading/unloading, staging
	and inbound/outbound areas in the warehouse
	3.5 monitor loading equipment shortage (HOPTs, BOPTs,

		loading conveyor etc.)
	3.6	check on the condition of equipment and PPE
	3.7	ensure that all the work areas are clean and equipment
		is in working order
	3.8	report any suspicious looking carton / object to the
		warehouse supervisor. any repeated excess carton to a
		particular transporter / customer need to be reported
		(pilferage angle).
	3.9	escalate to warehouse supervisor on receipt shortages
		and dealer/end customer claims for timely closure along
		with the necessary inventory adjustments.
	3.10	notify warehouse supervisor regarding any concerns
	0.10	faced during the day and obtain rescheduled loading
		plans if required
	3.11	
	0.11	shipments that did not arrive, condition of equipment,
		damage if any, delays, inability to meet an order, etc
	3 12	place orders for replacement items with the warehouse
	0.12	supervisor
	3.13	
	0.10	complete any forms as required by management
4. LSC/N2331: Maintain	To be	e competent, the user/ individual on the job must be able
Health, Safety and Security	to:	
measures in	4.1.	comply with safety regulations and procedures in case of
loading/unloading goods		fire hazards, biohazards, etc.
	4.2.	wear all safety equipment including protective gear,
		helmets etc.
	4.3.	follow organization procedures with respect to security
	1.0.	follow organization procedures with respect to security,
	1.0.	materials handling and accidents
	4.4.	
		materials handling and accidents
	4.4.	materials handling and accidents recognize and report unsafe conditions or activities.
5	4.4. 4.5.	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company
	4.4. 4.5.	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident
	4.4. 4.5.	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational
	4.4. 4.5. 4.6.	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action
	4.4. 4.5. 4.6. 4.7.	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action identify reasons for occurrence of incident
	4.4. 4.5. 4.6. 4.7.	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action identify reasons for occurrence of incident capture reasons and response/action taken into incident
	 4.4. 4.5. 4.6. 4.7. 4.8. 	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action identify reasons for occurrence of incident capture reasons and response/action taken into incident report/note to manager
	 4.4. 4.5. 4.6. 4.7. 4.8. 4.9. 	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action identify reasons for occurrence of incident capture reasons and response/action taken into incident report/note to manager report any deviations from standard protocol along with
	 4.4. 4.5. 4.6. 4.7. 4.8. 4.9. 	materials handling and accidents recognize and report unsafe conditions or activities. adhere to security regulations of the company in case of signs of any emergency situation or accident or breach of safety immediately follow organizational protocol to deploy action identify reasons for occurrence of incident capture reasons and response/action taken into incident report/note to manager report any deviations from standard protocol along with reasons (if any)

Employability Skills (30 hours)

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1	2
2.	Constitutional values - Citizenship	1	2
3.	Becoming a Professional in the 21st Century	1	4
4.	Basic English Skills	2	5
5.	Communication Skills	4	2
6.	Diversity & Inclusion	1	2
7.	Financial and Legal Literacy	4	7
8.	Essential Digital Skills	3	10
9.	Entrepreneurship	7	8
10.	Customer Service	4	4
11.	Getting ready for apprenticeship & Jobs	2	4
	Total	30	50

SECTION 2 25. EVIDENCE OF LEVEL OPTION A

Title/Name of qualification/component: Enter the title here Level: Add le number				
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level	
Process				
Professional knowledge				
Professional skill				
Core skill				
Responsibility				

Option B:

 The individual in the job requires to: coordinate to unload the goods / 	The process is based on day's work schedule,	3
materials and during receiving similar sequence will be followed with receiving supervisor.	incoming truck schedules, work orders, tracking sheets for outbound goods, checklist and bill of lading from the warehouse supervisor and coordinate with Transport Coordinator/Consolidator for loading schedules. Based on the work schedule the loading and unloading activity will be assigned to the shop floor workers to execute the job. During the dispatch, the job holder will coordinate to unload the goods / materials and during receiving similar sequence will be followed with receiving supervisor. The job holder has to coordinate with loaders / unloaders for loading / unloading activities which is routine and predictable within the limited range	
	with receiving supervisor.	on the work schedule the loading and unloading activity will be assigned to the shop floor workers to execute the job. During the dispatch, the job holder will coordinate to unload the goods / materials and during receiving similar sequence will be followed with receiving supervisor. The job holder has to coordinate with loaders / unloaders for loading / unloading activities which is routine and predictable within the

Professional	S/he would have knowledge of	The job holder knows and understand the nature and	3
knowledge	 the nature and characteristics of goods dealt in the warehouse, coding system being used by the organization for labelling safety, security procedures and housekeeping activities followed in the organization. 	characteristics of goods dealt in the warehouse, coding system being used by the organization for labelling, Standard Operating Procedures (SOPs) for loading/unloading methods for different types of goods and product labels to be pasted onto each packing case. S/he has to be aware of specifications of inbound/outbound goods, various inspection methods of loading/unloading, possible challenges faced in the loading/unloading function and basic solutions. S/he has to have the knowledge to provide daily report to warehouse supervisor regarding shipments that did not arrive, condition of equipment, damage if any, delays, inability to meet an order, etc. S/he has to be aware of safety, security procedures and housekeeping activities followed in the organization.	
Professional skill	 Recall and demonstrate the ability to prioritize and execute daily target within the scheduled timeline maintain and coordinate all activities related only to loading / unloading within the warehouse 	The job holder has to be able to prioritize and execute daily target within the scheduled timeline. S/he has to ensure loading and unloading happens safely and timelines are met and verify goods against checklist. S/he has to assign spaces (staging area) to dispatcher and loader for loading or unloading goods from each consignment. S/he has to maintain and coordinate all activities related only to loading / unloading within the warehouse which is routine and repetitive in narrow range of application.	3

Core skill	 communicate effectively with supervisor, peers and other employees read, understand and fill out inspection checklists basic arithmetic skills 	The job holder communicates clearly with the supervisor to take instructions and with peers for the execution of work. S/he has to regularly communicate with the shop floor workers for a smooth running of loading activities. S/he has to note down in which truck each consignment is loaded into (or unloaded from), fill	3
		out inspection checklists, damaged goods form, quarantined goods form and any other documentation as required. S/he has to read labels and understand products contained in the packages, instructions on loading and unloading different products. S/he has to	
		have the basic understanding on arithmetic while coordinating with the loading activity on the counts.	
Responsibility	 The individual is responsible for checking inbound or outbound goods, recording information regarding the shipment of goods executing the work schedule with the team under close supervision of the warehouse supervisor 	The job holder has the responsibility for checking inbound or outbound goods, recording information regarding the shipment of goods, allocating work and supervising the loading and unloading function. S/he has to coordinate with loaders and unloaders at different loading docks based on the work schedule. S/he has to handover when shift change happens to update the new worker on the status of activities. S/he will execute the work schedule with the team under close supervision of the warehouse supervisor. Even though the terminology used was Loading Supervisor for this job role it's more of an individual contributor role with handling 1 or 2 loader/unloader and other responsibilities under close supervision reporting to warehouse supervisor and thus it's pegged at Level 3	3

SECTION 3 EVIDENCE OF NEED

26	Estimated uptake of Qualification? Basis	What evidence is there that the qualification is needed? What is this qualification and what is the basis of this? (Applicable for SSCs)
	Need for the qualification	While collecting data from the companies for the occupational map, we also took feedback from industry players regarding the skill gap that they foresee and select areas where the requirement is immediate and or expected to come in near future for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of LSC gave final approval and endorsement for the same.
		The same are also indicated in various skill studies conducted for the logistic sector –
		1. Skill requirement in logistics sector
		https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/vi ew?usp=sharing
	Industry Relevance	As part of the exercise for development of qualification pack and Q- file, LSC interacted with industry bodies, select companies and collected validation from industry players employing people for this job role in the sub-sector. The details of the industry interaction and validation collected have been shared as a separate folder along with the Q file.
	Usage of the qualification	The information related to past uptake performance of previous QPs related to warehousing sector at level 3 and level 4 job roles is not available in the public domain. Hence, the uptake for this qualification cannot be assessed from their uptake. Also, the QPs have been in the system for only about a year.
	Estimated uptake	Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lead to accurate demand projection. The link to NSDC Human Resource & Skills Requirement in Logistics Sector is
		https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view ?usp=sharing

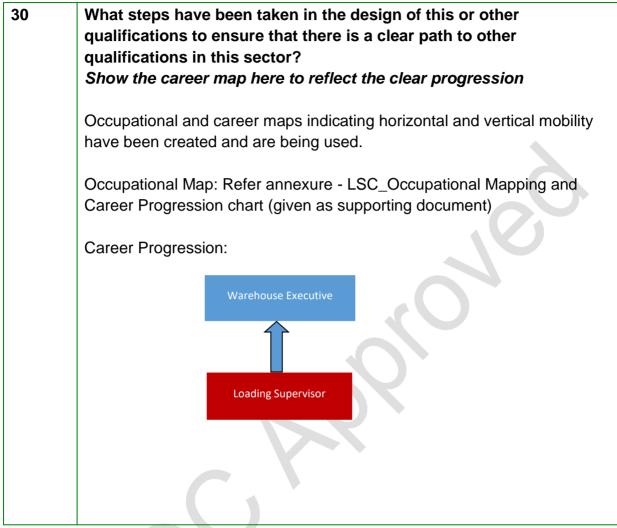
27	Recommendation from the concerned Line Ministry of the
~ '	Government/Regulatory body. To be supported by documentary evidence
	Government/regulatory body. To be supported by documentary evidence
	Letter had been sent to line ministry via email seeking approval on 21 st August 2021.
28	What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification
	NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work
29	What arrangements are in place to monitor and review the qualification(s)?
	What data will be used and at what point will the qualification(s) be revised or
	updated? Specify the review process here
	 Qualification that has been developed would be valid for 3 years from the date of upload in NQR.
	 Periodical interaction with the training partners to gather feedback in implementation.
	 Employer feedback will be sought post-placement on performance and training standards

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION



Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.