



Model Curriculum

QP Name: EXIM Executive

(Options – Customs Clearance Supervision/ ERP Data Management)

QP Code: LSC/Q2101

QP Version: 2.0

NSQF Level: 4

Model Curriculum Version: 2.0

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Training Parameters

Sector	Logistics
Sub-Sector	EXIM Logistics – Freight forwarding and customs clearance
Occupation	Freight forwarding operations, customs clearance operation
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 3351 & 3122.4 and ISCO-08/3331
Minimum Educational Qualification and Experience	Completed 12th grade OR Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma OR Completed 10th grade and pursuing continuous schooling OR Completed 10th Grade + 2 year relevant experience in Freight Forwarding
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18
Last Reviewed On	25-08-2022
Next Review Date	25-08-2025
NSQC Approval Date	25-08-2022
QP Version	2.0
Model Curriculum Creation Date	04-07-2022
Model Curriculum Valid Up to Date	25-08-2025
Model Curriculum Version	2.0
Minimum Duration of the Course	510
Maximum Duration of the Course	630

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner will be able to:

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

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	20	10			30
Module 1: Introduction to EXIM Executive	20	10			30
LSC/N2131 – Prepare documents for Export and Import processing including EDI filing NOS Version 1.0 NSQF Level 4	20	35	5		60
Module 2: EXIM Documentation	20	35	5		60
LSC/N2132– Plan and arrange for cargo movement NOS Version 1.0 NSQF Level 4	20	35	5		60
Module 3: EXIM Cargo Movement	20	35	5		60

LSC/N2341 – Perform customs clearance field activities NOS Version 1.0 NSQF Level 4	20	35	5		60
Module 4: Customs Clearance Field Activities	20	35	5		60
LSC/N2342–Perform customs clearance office activities NOS Version 1.0 NSQF Level 4	20	35	5		60
Module 5: Customs Clearance Office Activities	20	35	5		60
LSC/N9904 - Maintain integrity and ethics in operations NOS Version 1.0 NSQF Level 4	20	40			60
Module 6: Guidelines on integrity and ethics	20	40			60
LSC/N9905 - Follow health, safety and security procedures NOS Version 1.0 NSQF Level 4	20	35	5		60
Module 7: Compliance to health, safety and security norms	20	35	5		60
LSC/N9906 – Verify GST invoices NOS Version 1.0 NSQF Level 4	20	35	5		60
Module 8: Verify GST application	20	35	5		60
Employability Skills DGT/VSQ/N0102	30	30			60
Total Duration	190	290	30		510

Option Modules

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

Option 1: Customs Clearance Supervision

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N2343 –Supervise customs clearance activities NOS Version 1.0 NSQF Level 4	30	30			60
Module 9: Supervision of customs clearance activities	30	30			60
Total Duration	30	30			60

Option 2: ERP Data Management

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N1907 – Feed data into ERP and analyze in courier hub NOS Version 1.0 NSQF Level 4	30	30			60
Module 10: ERP Data Analysis in Courier Hub	30	30			60
Total Duration	30	30			60

Module Details

Module 1: Introduction to EXIM Executive

Mapped to Bridge Module

Terminal Outcomes:

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

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Classify the components of supply chain and logistics sector • Detail the various sub-sectors and the opportunities in them • Detail activities in courier • Explain job roles in courier/ express • Detail your job role as EXIM executive and its interface with other job roles • Discuss the documentation requirements in EXIM operations 	<ul style="list-style-type: none"> • Identify various activities in EXIM • Identify job roles in EXIM • Identify the various MHEs and equipment used in couriers/express operations • Prepare the necessary documentation in EXIM operations
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	

Module 2: EXIM Documentation

Mapped to LSC/N2131, v1.0

Terminal Outcomes:

- Detail the steps involved in preparing documents for exports and import processing

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Assess the cargo quantity, value, packing, labelling, weight, size etc to prepare the EXIM documentation checklist Explain the review process of the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter including copies of invoice, purchase order, Statutory Declaration Form (SDF), packing list, shipping bill/ Airway bill, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness Describe the customs bond execution process for duty exempted items Prepare mandatory documentation in Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc. Prepare declaration of goods with necessary support documentation Prepare documentation for pilferage, damage etc. Detail the customs clearance process using customs brokers Demonstrate usage of Indian Customs Electronic Commerce/ ICEGATE” web portal for processing documents Detail the payment processing required for customs clearance Detail documentation tracking procedure in the portals of customs, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc. 	<ul style="list-style-type: none"> Analyse the cargo quantity, value, packing, labelling, weight, size etc to prepare the EXIM documentation checklist Evaluate the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter including copies of invoice, purchase order, Statutory Declaration Form (SDF), packing list, shipping bill/ Airway bill, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness Perform customs bond execution for duty exempted items Prepare mandatory documentation in Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc. Inspect accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / Cost, Insurance and Freight (CIF) value, etc. Prepare declaration of goods with necessary support documentation Prepare documentation for pilferage, damage etc. Perform customs clearance involving customs brokers Process documentation in “Indian Customs Electronic Commerce/ ICEGATE” web portal Perform payment processing for customs clearance Track documents in the portals of customs, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc.
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	

Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, etc.

Module 3: EXIM cargo movement

Mapped to LSC/N2132, V1.0

Terminal Outcomes:

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

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • List the documentation requirement for Export and Import of goods via air and ocean cargo • Describe the precautions to be taken to transport dangerous/ hazardous cargo • Detail the MHE selection process for various types of cargo • Devise routes Plan for shipping/trans-shipment of cargo to compute the transit time • Discuss regulatory and product requirements for transport documentation • Explain the process of cargo consolidation to minimize costs 	<ul style="list-style-type: none"> • Inspect documentation for accuracy of information as per regulatory and product requirements • Practice appropriate precautions while transporting dangerous/ hazardous cargo • Select the appropriate MHE depending upon of type of cargo • Inspect compliance to packaging requirements • Plan route for shipping/trans-shipment of cargo to compute the transit time • Inspect compliance of transport documentation to regulatory and product requirements • Plan cargo consolidation to minimise cost • Prepare report to detail transit duration, transfers or regulations affecting shipments, etc for clients
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, MHE, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, etc.	

Module 4: Customs clearance field activities

Mapped to LSC/N2341, v1.0

Terminal Outcomes:

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

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the documentation requirement for customs clearance • Describe the dispute resolution process in customs clearance • Describe different packaging requirements as per customer/ country/ product requirements • Detail customs inspection and container/cargo sealing process • List the various documents to be submitted to shipper, customs agent, and EXIM office for filing and processing 	<ul style="list-style-type: none"> • Prepare documents required for customs clearance • Resolve disputes in customs clearance as per company policy • Inspect accuracy of packaging as per customer/ country/ product requirements • Perform customs inspection and container/cargo sealing • Plan for cargo handling and movement • Report daily shipment activities, photographs of seals, container number, cargo stuffing and other relevant details relating to customs clearance • Submit records to shipper, customs agent, and EXIM office for filing and processing
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
MS office, ERP, computer, sample packaging, sample cargo, sample documentation, SOP, worksheets, projector, stationery etc	

Module 5: Customs clearance office activities

Mapped to LSC/N2342, v1.0

Terminal Outcomes:

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

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Demonstrate shipment tracking in Indian Customs EDI Gateway (ICEGATE) and website of various Participative Government Agencies (PGAs) to check for clearances • Detail the documentation requirements for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs • Detail the documentation support to be provided to EXIM field executives • Discuss the documentation to be managed in office • Interpret the queries raised by customs to provide the necessary information • Prepare invoices for payment processing 	<ul style="list-style-type: none"> • Track shipments in Indian Customs EDI Gateway (ICEGATE) and website of various Participative Government Agencies (PGAs) to check for clearances • Prepare necessary documents for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs • Provide necessary documentation support to EXIM executives • Provide appropriate answers to queries raised by customs • Prepare necessary documentation in portals to track cargo movement • Prepare invoices to process payment
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, etc.	

Module 6: Guidelines on integrity and ethics

Mapped to LSC/N9904, v1.0

Terminal Outcomes:

- Explain the concepts of integrity, ethics
- Detail the various regulatory requirements related to logistics industry

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the concepts of integrity, ethics • Detail the various regulatory requirements related to logistics industry • Explain data and information security practices • Discuss corrupt practices • Discuss regulatory requirements, code of conduct and etiquettes • Detail the procedure for documenting all integrity and ethics violations • Explain escalation matrix for reporting deviation 	<ul style="list-style-type: none"> • Practice the principles of integrity and ethics • Follow the various regulatory requirements related to logistics industry • Perform data and information security practices • Identify corrupt practices • Comply to regulatory requirements • Practice code of conduct and etiquettes • Document all integrity and ethics violations • Report deviation as per the escalation matrix
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
LLMS(learning version), SOP, Teaching board, computer, projector, video player, stationery, worksheets and TV	

Module 7: Compliance to health safety and security norms

Mapped to LSC/N9905, v1.0

Terminal Outcomes:

- Describe health, safety, and security procedures in warehouse
- Demonstrate the inspection procedure to ensure appropriate and safe conditions of activity area and equipment
- Illustrate the standard protocol to be followed during emergency situations, accidents and breach of safety

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail health, safety and security procedures in warehouse • Describe the 5S to be followed • Explain the inspection procedure to ensure appropriate and safe conditions of activity area and equipment • Discuss unsafe working conditions • Describe the inspection procedure to check safe handling of hazardous goods • Discuss the standard protocol to be followed during emergency situations, accidents and breach of safety • Document health, safety and security violations • Explain the escalation matrix for reporting deviation 	<ul style="list-style-type: none"> • Follow health, safety and security procedures in warehouse • Implement 5S at workplace • Inspect the activity area and equipment, for appropriate and safe conditions • Identify unsafe working conditions • Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods • Implement standard protocol in case of emergency situations, accidents, and breach of safety • Prepare report on health, safety and security violations • Report deviation as per the escalation matrix
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
LLMS(learning version), PPEs, MHEs like Forklift, Reach stacker, pallet truck, barcode scanner, packaging devices, packing material, markers and stationery, etc	

Module 8: Verify GST invoices

Mapped to LSC/N9906, v1.0

Terminal Outcomes:

- Demonstrate the process of verifying GST invoices as per SOP

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Differentiate location of service recipient and place of supply of services in GST application • Determine classification of the transaction to apply the right CGST, IGST, and SGST • Detail the rules and regulation in applying and reversing GST • Discuss the details required for applying GST, such as GSTIN, PAN, email id, HSC code, SAC code, UIN number etc. • Compute the applicable GST based on documentation • Discuss the procedure for inspecting invoice for availability of mandatory information relating to GST application 	<ul style="list-style-type: none"> • Apply the right CGST, IGST and SGST as per transaction type • Apply and reverse GST by following the appropriate rules and regulations • Calculate the correct GST based on documentation • Inspect invoice for availability of mandatory information relating to GST application
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Laptop, MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc.	

Module 9: Employability Skills

Mapped to DGT/VSQ/N0102, v1.0

Terminal Outcomes:

- Discuss the Employability Skills required for jobs in various industries
- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Employability Skills required for jobs in various industries • List different learning and employability related GOI and private portals and their usage • Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen • Discuss importance of relevant 21st century skills. • Describe the benefits of continuous learning. • Explain the importance of active listening for effective communication • Discuss the significance of working collaboratively with others in a team • Discuss the significance of escalating sexual harassment issues as per POSH act. • List the common components of salary and compute income, expenditure, taxes, investments etc. • Discuss the legal rights, laws, and aids • Describe the role of digital technology in today's life • Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely • Explain the types of entrepreneurship and enterprises • Discuss how to identify opportunities for potential business, sources of funding and 	<ul style="list-style-type: none"> • Practice different environmentally sustainable practices. • Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. • Demonstrate to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Read and interpret text written in basic English • Write a short note/paragraph / letter/e - mail using basic English • Create a career development plan with well-defined short- and long-term goals • Communicate effectively using verbal and nonverbal communication etiquette. • Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD • Outline the importance of selecting the right financial institution, product, and service • Demonstrate how to carry out offline and online financial transactions, safely and securely • Operate digital devices and use the associated applications and features, safely and securely • Create sample word documents, excel sheets and presentations using basic features

<p>associated financial and legal risks with its mitigation plan</p> <ul style="list-style-type: none"> • Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement • Detail the significance of analyzing different types and needs of customers • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately • Explain the significance of maintaining hygiene and confidence during an interview • List the steps for searching and registering for apprenticeship opportunities 	<ul style="list-style-type: none"> • Utilize virtual collaboration tools to work effectively • Devise a sample business plan, for the selected business opportunity • Create a professional Curriculum Vitae (CV) • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively • Perform a mock interview
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs	
Tools, Equipment and Other Requirements	
LLMS((learning version) , Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below), Scanner cum Printer	

Module 10: Supervision of customs clearance activities

Mapped to LSC/N2343, v1.0

Terminal Outcomes:

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

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various customs rules and regulatory requirements • Compute duties and tariffs levied to and from foreign destinations and export schemes and drawbacks • Discuss regulatory and product requirements for EXIM documentation • Explain customs clearance query escalation procedure • Detail packaging requirements for various countries/ products/ cargo • Explain customs clearance documentation filing process • Prepare export and import declarations • Explain cargo release procedure from customs • Detail customs inspection process • Explain documentation requirements for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs • Detail the coordination requirements between client, customs and various PGAs to resolve queries and delays 	<ul style="list-style-type: none"> • Follow customs rules and regulatory requirements • Track emerging changes in customs regulations to apply the same in practice • Calculate duties and tariffs levied to and from foreign destinations and export schemes and drawbacks • Inspect all EXIM documentation for adherence to regulatory and product requirements • Track timely shipment clearance • Inspect cargo to ensure safe loading and unloading • Perform customs clearance documentation filing • Prepare export and import declarations • Perform appropriate tasks to ensure cargo release from customs • Perform customs inspection process • Manage documentation requirements for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs • Prepare import and export declarations for customs documentation processing • Coordinate between client, customs and various PGAs to resolve queries and delays
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Indian Customs EDI System (ICES), Indian Customs Electronic commerce Gateway (ICEGATE), Remote EDI System (RES), ERP, MHE, SOP, sample documentation formats, computer, projector, TV, stationery, worksheets, etc.	

Module 11: ERP data analysis in courier hub

Mapped to LSC/N1907, v1.0

Terminal Outcomes:

- Demonstrate the process of ERP data analysis in courier hub as per SOP

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the list of data to be collected for analysing shipments, loading, un-loading, packing and binning activities, etc. • Detail the data to be collected regarding priorities, complaints/delay, escalations, customer feedback etc. • Discuss the operation of ERP and upload necessary data regarding floor operations, priorities, complaints, delays, inventory count etc. • Compare physical data with ERP data for correctness and compliance to documentation requirements • Provide information to customers/ shippers/ transporters on dispatch, order tracking, shipment status etc. • Detail coordination requirements with other departments to resolve customer queries 	<ul style="list-style-type: none"> • Identify the list of data to be collected for analyzing shipments, loading, un-loading, packing, binning activities etc. • Identify the data to be collected regarding priorities, complaints/ delays/escalations, customer feedback etc. • Operate ERP to collect and upload necessary data regarding floor operations, priorities, complaints, delays, inventory count etc. • Correlate physical data with ERP data to check correctness and compliance to documentation requirements • Prepare trend analysis, customer fulfilment status, operational complaint related internal and external stakeholders, transporters performance etc. • Resolve customer queries by coordinating with other departments
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Barcode scanner, markers and stationery, computer, printer, ERP software, MS Office etc.	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th		2	EXIM	1	EXIM	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “EXIM Executive” mapped to QP: “LSC/Q2101, v2.0”. Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: “Trainer (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, V2.0” with minimum score of 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12 th Pass	NA	1	EXIM	1	EXIM	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “EXIM Executive” mapped to QP: “LSC/Q2101, v2.0”. Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: “Assessor (VET and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, V2.0” with minimum score of 80%

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Logistics Sector Skill Council or with the LSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment, and equipment etc.

3. On-Job Training: OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.

4. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions
- iv. Fill in the blanks
- v. Scenario based Questions
- vi. Identification Questions

QA Regarding Assessors:

Assessors are selected as per the "eligibility criteria" laid down by LSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to LSC Assessment Framework, competency-based assessments, assessors guide etc. LSC conducts "Training of Assessors" program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations
practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

Term	Description
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards