Model Curriculum

QP Name: Inventory, Materials Manager

(Options – Bid Process)

QP Code: LSC/Q0104

QP Version: 2.0

NSQF Level: 6

Model Curriculum Version: 2.0

Logistics Sector Skill Council|| Logistics Sector Skill Council, No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035

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Training Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage and Packaging)
Occupation	Warehousing operations, packaging, documentation and reporting, engineering/maintenance
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 4321.0103 and ISCO-08/1324
Minimum Educational Qualification and Experience	Pursuing first year of 2-year PG program after completing 3 year UG degree OR Pursuing PG diploma after completing 3 year UG degree OR Completed 4 year UG OR Completed 12th Grade + 2 years of Vocational Education & Training. in Logistics OR Completed 12th grade + 4 years relevant experience in warehousing OR Completed Previous relevant Qualification of NSQF Level 5 (Warehouse Supervisor) + 3 years relevant experience in warehousing
Pre-Requisite License or Training	NA
Minimum Job Entry Age	23
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	750
Maximum Duration of the Course	810

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:

- Analyse activities scheduled and corresponding resources allocated
- Assess compliance to regulatory requirements
- Generate business for the organisation and manage relationships with stakeholders including clients, customs, PGAs etc.
- Analyse operational and business performance to undertake improvement initiatives
- Manage business profitably by analysing profit and loss and undertaking operations improvement initiatives.
- Generate MRP to plan for material receipt, procurement, storage, handling, and movement
- Prepare forecasts to plan for material as per production, sales, and dispatch requirement
- Comply to work place integrity, ethical and regulatory practices.
- Manage workplace for safe and healthy work environment by following and ensuring compliance to regulatory and safety norms
- Inspect invoices for correct application of GST
- Manage bid processing activities to improve business turnover

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 Inventory, Materials Manager	20	10			30
LSC/N9601- Conduct daily review and facilitate operations **V1.0** **6**	**20**	**35**	**5**		**60**
Module 2: Daily review and process control	20	35	5		60
LSC/N9701 Business development and stakeholder relations **V1.0** **6**	**20**	**35**	**5**		**60**
Module 3: Business development and stakeholder relations	20	35	5		60
LSC/N9602 - Review performance and develop	**20**	**35**	**5**		**60**

performance improvement plan **V1.0** **6**					
Module 4: Performance management system	20	35	5		60
LSC/N9603 - Profit and loss account management and cost accounting **V1.0** **6**	**20**	**65**	**5**		**90**
Module 5: Profit and loss account management and cost accounting	20	65	5		90
LSC/N0116 - Manage in-plant logistics **V1.0** **6**	**20**	**65**	**5**		**90**
Module 6: In-plant Logistics Management	20	65	5		90
LSC/N0117 Forecasting, planning and stock keeping **V1.0** **6**	**20**	**65**	**5**		**90**
Module 7: Forecasting, Planning and Stock Keeping	20	65	5		90
LSC/N9908 Maintain and monitor integrity and ethics in operations **V1.0** **6**	**10**	**50**			**60**
Module 8: Guidelines on integrity and ethics	10	50			60
LSC/N9909 Maintain and monitor health, safety and security procedures **V1.0** **6**	**10**	**50**			**60**
Module 9: Compliance to health, safety and security norms	10	50			60
LSC/N9907 Verify and review GST application **V1.0** **6**	**20**	**40**			**60**
Module 10: GST and it's application	20	40			60
DGT/VSQ/N0103 Employability Skills	**30**	**60**			**90**
Total Duration	**210**	**510**	**30**		**750**

Option Modules

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

Option 1: Bid Process

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N9702- Bid Process Management **V1.0** **6**	**30**	**30**			**60**
Module 11: Bid Process Management	30	30			60
Total Duration	**30**	**30**			**60**

Module Details

Module 1: Introduction to Inventory, Materials Manager
Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of supply chain
- Detail the various functions of an Inventory, Materials Manager

Duration: *20:00*	Duration: *10:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Classify the components of supply chain and logistics sector - Detail the various sub-sectors and the opportunities in them - Identify various activities in warehousing - Explain job roles in warehousing - Detail your job role as inventory, materials manager and its interface with other job roles - Discuss the documentation requirement in warehousing operations	- Identify the various MHEs and equipment's used in warehouses - Perform various operations functions of an inventory materials manager
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version)	

Module 2: Daily review and process control
Mapped to LSC/N9601, v1.0

Terminal Outcomes:

- Detail the steps involved in daily reviewing and process control as per SOP

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the process for outlining the plan of action - Detail the method for allocating resources post inspection of pending activities for the day - Explain the most effective ways to resolve interdepartmental queries and issues - Demonstrate the analysis of business performance trends and forecasts - Detail the process of preparing various budgets - State the relevant state/ country and international laws and regulations - Discuss the importance of complying to hazardous goods handling standards	- Analyse the previous day's performance to chart the plan of action - Approve resource allocation post inspection of pending activities for the day - Prepare daily/ weekly activity plan - Resolve interdepartmental queries and issues - Assess optimal utilisation of all available resources - Identify training and development needs - Create a cohesive working environment between clients and organisation - Analyse business performance trends and forecasts - Prepare budgets for various operations - Review compliance to relevant state/ country and international laws and regulations - Plan corrective and preventive actions to improve outcome of business activities - Assess compliance to hazardous goods handling standards
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), Computer, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP etc.	

Module 3: Business development and stakeholder relations
Mapped to LSC/N9701, V1.0

Terminal Outcomes:

- Detail the steps to be followed for effective business development activities
- Discuss the ways of establishing health relations with stakeholders

Duration: _20:00_	**Duration**: _35:00_
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- List target population to approach for business development - Assess prospective clients - Discuss client requirements - Plan customised or bundled solutions based on sales pitch - Demonstrate effective oral and written business communication - Detail the procedure for preparing costing sheets for service delivery - Demonstrate usage of ERP for updating client data - Assess when to upsell and cross-sell services to existing clients - Describe the nuances in building rapport with clients, customs, government agencies, insurance for healthy relationship - Discuss the process of writing service level agreements	- Identify target population to approach for business development - Assess prospective clients - Identify client requirements - Offer customised or bundled solutions based on sales pitch - Demonstrate effective oral and written business communication - Prepare costing sheets for service delivery - Use ERP for updating client data - Estimate when to upsell and cross-sell services to existing clients - Establish rapport with clients, customs, government agencies, insurance for healthy relationship - Prepare service level agreements - Schedule resources as per operational requirement
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), Computers, MIS, ERP, business lead software,	

Module 4: Performance management system
Mapped to LSC/N9602, v1.0

Terminal Outcomes:

- Detail the appropriate steps to be followed for effective performance management as per SOP

Duration: *20:00*	Duration: *35:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Define performance measurement metrics for assigned activities - Explain performance review process - Explain root cause analysis for non-performing areas - Discuss the importance of performance improvement plan - Define KPIs as per organisational metrics and expectations - Explain effective ways for resolving employee grievances	- Establish performance measurement metrics for assigned activities - Demonstrate performance review process - Perform root cause analysis for non-performing areas - Develop corrective and preventive actions to avoid recurrence - Design performance improvement plan - Communicate performance improvement plan - Establish the KPIs as per organisational metrics and expectations - Examine employee grievances and undertake corrective actions
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), SOP, MIS, ERP, worksheets, stationery, computer, projector etc.	

Module 5: Profit and loss account management and cost accounting
Mapped to LSC/N9603, v1.0

Terminal Outcomes:

- Detail the profit and loss account management process as per SOP
- Demonstrate the process of cost accounting as per SOP

Duration: _20:00_	**Duration**: _65:00_
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe P&L analysis process - Explain budgeting and monitoring process - Explain methods to analyse variance between budget and actual expenditure - Compare budget with actual physical output - Detail the procedure for making budget amendments - List the risk management procedures - Detail the procedure for performing Activity Based Costing (ABC) - Discuss the audit process to identify reasons for deviation from costing - Explain the process to rationalize cost by undertaking improvement activities	- Perform P&L analysis - Perform budgeting and monitoring process - Analyse variance between budget and actual expenditure - Cross check budget with actual physical output - Prepare budget amendments - Demonstrate risk management procedures - Perform Activity Based Costing (ABC) - Perform audit to identify reasons for deviation from costing - Implement improvement activities to rationalize cost
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), Computers, MIS, ERP, performance review software, worksheets etc.	

Module 6: In-plant logistics management
Mapped to LSC/N0116, v1.0

Terminal Outcomes:

- Illustrate the various steps be performed for managing in plant logistics

Duration: *20:00*	Duration: *65:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the methodology to prepare Material Requirement Plan (MRP), despatch/ Distribution Requirement Plan (DRP), and budget - Discuss the process of preparing indents for material receipt/ procurement - Detail the process of allocating storage locations based on goods volume - Detail the various steps for approving material movement	- Analyse Material Requirement Plan (MRP), despatch/ Distribution Requirement Plan (DRP), and budget for procurement to assess material requirement - Prepare indents for material receipt/ procurement - Plan workforce, equipment and MHE resources for storage, handling and movement of material - Analyse material receipts, documentation and gate passes to approve invoicing - Manage inventory count and review stock inspection records - Allocate storage locations based on goods volume - Manage goods movement between multiple storage locations - Assess production, sales and despatch team requirement for material movement - Verify transfer orders, despatch orders and material issue in MMS for approving movement
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc	

Module 7: Forecasting, Planning and Stock Keeping
Mapped to LSC/N0117, v1.0

Terminal Outcomes:

- Demonstrate the process of forecasting, planning and stock keeping as per SOP

Duration: *20:00*	**Duration**: *65:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the process of analysing past trends of material movement - Explain the methodology of preparing Material Requirement Plan (MRP) - Discuss Kanban and Just In Time inventory schedules - Discuss the importance for measuring adequate availability of stock as per Kanban requirements - Detail the steps to be followed for timely procurement of stock	- Analyse past trends of material movement - Prepare Material Requirement Plan (MRP) based on current requirement for weekly, monthly, and quarterly demand - Communicate MRP to stakeholders - Plan Kanban and Just In Time inventory schedules - Assess adequate availability of stock as per Kanban requirements - Arrange for disposal or quarantine of old or damaged stock - Arrange for timely procurement of stock
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc	

Module 8: Guidelines on integrity and ethics
Mapped to LSC/N9908, v1.0

Terminal Outcomes:

- Explain the concepts of integrity, ethics

- Detail the various regulatory requirements related to logistics industry

Duration: *10:00*	Duration: *20:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- 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	- 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	
WMS learning version), LLMS(Learning version), SOP, worksheets, computer, projector, printer, display board and markers	

Module 9: Compliance to health safety and security norms
Mapped to LSC/N9909, 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: *10:00*	Duration: *20:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- 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 pf safety - Document health, safety and security violations - Explain the escalation matrix for reporting deviation	- 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	
WMS(learning version), LLMS(Learning version), PPE, MHE, instructional material, alarms, safety guidelines, safety signs, computer, projector etc.	

Module 10: GST and it's application
Mapped to LSC/N9907, v1.0

Terminal Outcomes:

- Demonstrate the GST application procedure as per SOP

Duration: *20:00*	Duration:*40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the GST application procedure in invoicing process - Detail the rules and regulation in applying and reversing GST - Inspect to identify faults in a document with GST computation - Describe GST documents approval process - Examine for pending litigation from previous regime - Review monthly returns for compliance to regulations - Examine correctness of tax payment records and acknowledgements received	- Prepare the GST application for invoicing process - Examine faults in a document with GST computation - Perform all activities for GST documents approval process - Examine for pending litigation from previous regime - Review monthly returns for compliance to regulations - Examine correctness of tax payment records and acknowledgements received
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(learning version), Laptop, MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc.	

Module 11: Employability Skills
Mapped to DGT/VSQ/N0103, 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**: _60:00_
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Outline the importance of Employability Skills for the current job market and future of work - 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 relevant 21st century skills required for employment - Highlight the importance of practicing 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 - Explain the importance of communication etiquette including active listening for effective communication - Discuss the significance of escalating sexual harassment issues as per POSH act - Discuss various financial institutions, products, and services - Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions - Discuss the legal rights, laws, and aids - Describe the role of digital technology in day-to-day life and the workplace	- Research and prepare a note on different industries, trends, required skills and the available opportunities - Demonstrate how to practice different environmentally sustainable practices - Create a pathway for adopting a continuous learning mindset for personal and professional development - Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone - Read and understand text written in basic English - Write a short note/paragraph / letter/e -mail using correct basic English - Create a career development plan - Identify well-defined short- and long-term goals - Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette - Write a brief note/paragraph on a familiar topic - Role play a situation on how to work collaboratively with others in a team - Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD - Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement - Calculate income and expenditure for budgeting - Demonstrate how to operate digital devices and use the associated applications and features, safely and securely

• Discuss the significance of displaying responsible online behaviour while using various social media platforms	• Demonstrate how to connect devices securely to internet using different means
• Explain the types of entrepreneurship and enterprises	• Follow the dos and don'ts of cyber security to protect against cyber crimes
• Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan	• Create an e-mail id and follow e- mail etiquette to exchange e -mails
• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement	• Show how to create documents, spreadsheets and presentations using appropriate applications
	• Utilize virtual collaboration tools to work effectively
• Discuss various tools used to collect customer feedback	• Create a sample business plan, for the selected business opportunity
• Discuss the significance of maintaining hygiene and dressing appropriately	• Classify different types of customers
• Discuss the significance of maintaining hygiene and dressing appropriately for an interview	• Demonstrate how to identify customer needs and respond to them in a professional manner
	• Draft a professional Curriculum Vitae (CV)
• List the steps for searching and registering for apprenticeship opportunities	• Use various offline and online job search sources to find and apply for jobs
	• Role play 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

WMS(learning version),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 12: Bid process management
Mapped to LSC/N9702, v1.0

Terminal Outcomes:

- Demonstrate the steps for bid process management as per SOP

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe activities to identify new business proposals - Detail the methodology of analysing technical requirement of the tender specification as mentioned in the Request for Proposal (RFP) - Explain the process of conducting preliminary feasibility study and cost analysis of the tender based on CAPEX and OPEX requirements - Describe work allocation to various internal teams for proposal preparation - Calculate CAPEX, OPEX, project quote - Explain the reviewing process of proposal for compliance to all tender requirements - Discuss the process for client relationship management	- Identify new business proposals as per SOP - Analyse technical requirement of the tender specification as mentioned in the Request for Proposal (RFP) - Prepare preliminary feasibility study and cost analysis of the tender based on CAPEX and OPEX requirements - Review queries on bid scope with client - Allocate work to various internal teams for proposal preparation - Prepare CAPEX, OPEX, project quote in discussion with engineering, procurement, implementation, operations, HR and finance team - Review the proposal for compliance to all tender requirements - Establish good relationship with clients
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(Learning version), Computer, Enterprise Resource Planning (ERP), MS office, stationery, worksheets, SOP etc	

Annexure

Trainer Requirements

Trainer Prerequisites					
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Graduate	Warehousing	2	Warehousing	1	Warehousing	

Trainer Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Inventory, Materials Manager" mapped to QP: "LSC/Q0104, 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*	
Graduate	NA	1	Warehousing	1	warehousing	

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "Inventory Materials Manager" mapped to QP: "LSC/Q0104, 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