

|  |
| --- |
| **Model Curriculum**  **QP Name: Land Transportation Associate (Options – Transport Consolidation/ Customs Clearance)**  **QP Code: LSC/Q1001**  **QP Version: 2.0**  **NSQF Level: 3**  **Model Curriculum Version: 2.0** |
| **­**  Logistics Sector Skill Council|| Logistics Sector Skill Council, Ground Floor, Temple Tower, No.476, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035 |

Table of Contents

[Training Parameters 2](#_Toc107828206)

[Program Overview 3](#_Toc107828207)

[Training Outcomes 3](#_Toc107828208)

[Compulsory Modules 3](#_Toc107828209)

[Option Modules 5](#_Toc107828210)

[Module 1: Introduction to Land Transportation Associate 6](#_Toc107828211)

[Module 2: Consignment booking and processing 7](#_Toc107828212)

[Module 3: Route planning and vendor coordination 8](#_Toc107828213)

[Module 4: Undertake gate operations 9](#_Toc107828213)

[Module 5: Arrange and track the movement of consignments 10](#_Toc107828213)

[Module 6: Compliance to health, safety and security norms 11](#_Toc107828214)

[Module 7: Guidelines on integrity and ethics 12](#_Toc107828215)

[Module 8: Verify GST application 13](#_Toc107828216)

[Module 9 : Employability Skills 1](#_Toc107825045)4

[Module 10: Consignment consolidation for transportation 16](#_Toc107828217)

[Module 11: Field activities in customs clearance 17](#_Toc107828218)

[Annexure 18](#_Toc107828219)

[Trainer Requirements 1](#_Toc107828220)8

[Assessor Requirements 1](#_Toc107828221)9

[Assessment Strategy 20](#_Toc107828222)

[References 22](#_Toc107828223)

[Glossary 22](#_Toc107828224)

[Acronyms and Abbreviations 23](#_Toc107828225)

# Training Parameters

|  |  |
| --- | --- |
| **Sector** | Logistics |
| **Sub-Sector** | Land Transportation |
| **Occupation** | Ground operations, vehicle operations, Customer support/relations |
| **Country** | India |
| **NSQF Level** | 3 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO-2015-4221/4323 and ISCO-08/4323 |
| **Minimum Educational Qualiﬁcation and Experience** | Grade 9  or Grade 8 with one year of (NTC/ NAC) after 8th  or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject  or 8th grade pass + 1 year relevant experience or 5th grade pass + 4 year relevant experience or Ability to read and write + 5 year relevant experience or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience |
| **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** | 390 |
| **Maximum Duration of the Course** | 510 |

# 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:

* Execute consignment booking activities
* Schedule vehicle for consignment movement based on type of consignment and delivery priority
* Perform route planning and resource scheduling activities
* Process gate entry and gate exit of vehicles
* Schedule consignment pickup by deploying the right vehicle
* Track consignment movement to report status
* 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
* Execute cargo consolidation to optimise travel, time, and cost
* Assist in customs clearance of goods by performing field customs clearance activities

## 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 Land Transportation Associate | 20 | 10 |  |  | 30 |
| LSC/N1201 – Book and process consignments  NOS Version 1.0  NSQF Level 3 | **20** | **30** | **10** |  | **60** |
| Module 2: Consignment booking and processing | 20 | 30 | 10 |  | 60 |
| LSC/N1004– Route planning and vendor coordination  NOS Version 1.0  NSQF Level 3 | **20** | **30** | **10** |  | **60** |
| Module 3: Route planning and vendor coordination | 20 | 30 | 10 |  | 60 |
| LSC/N1001 – Undertake gate operations  NOS Version 1.0  NSQF Level 3 | **20** | **30** | **10** |  | **60** |
| Module 4: Date operations | 20 | 30 | 10 |  | 60 |
| LSC/N1132– Arrange and track the movement of consignments  NOS Version 1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 5: Consignment pickup and tracking | 20 | 40 |  |  | 60 |
| LSC/N9904 – Maintain integrity and ethics in operations  NOS Version 1.0  NSQF Level 3 | **10** | **20** |  |  | **30** |
| Module 6: Guidelines on integrity and ethics | 10 | 20 |  |  | 30 |
| LSC/N9905 - Follow health safety and security procedures  NOS Version 1.0  NSQF Level 3 | **10** | **20** |  |  | **30** |
| Module 7: Compliance to health, safety and security norms | 10 | 20 |  |  | 30 |
| LSC/N9906 - Verify GST invoices  NOS Version 1.0  NSQF Level 3 | **10** | **20** |  |  | **30** |
| Module 8: Verify GST application | 10 | 20 |  |  | 30 |
| Employability Skills  DGT/VSQ/N0101 | **15** | **15** |  |  | **30** |
| Total Duration | **145** | **215** | **30** |  | **390** |

## 

## Option Modules

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

**Option 1: Transport Consolidation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N1135 – Perform transport consolidation  NOS Version 1.0  NSQF Level 3 | **30** | **30** |  |  | **60** |
| Module 9: Consignment consolidation for transportation | 30 | 30 |  |  | 60 |
| Total Duration | **30** | **30** |  |  | **60** |

**Option 2: Customs Clearance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N2341 – Perform customs clearance field activities  NOS Version 1.0  NSQF Level 3 | **30** | **30** |  |  | **60** |
| Module 10: Field activities in customs clearance | 30 | 30 |  |  | 60 |
| Total Duration | **30** | **30** |  |  | **60** |

**Module Details**

## Module 1: Introduction to Land Transportation Associate

***Mapped to Bridge Module***

**Terminal Outcomes:**

* Describe the basic structure and function of supply chain
* Detail the various functions of a Land transportation Associate

|  |  |
| --- | --- |
| 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 * Detail activities in courier. * Explain job roles in Land Transportation * Detail your job role as Land Transportation Associate and its interface with other job roles * Describe the various MHEs and equipment used in Land transportation * Discuss the documentation requirements land transportation | * Identify the various MHEs and equipment’s used in warehouses * Perform various operations functions of a land transportation associate |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
|  | |

## Module 2: Consignment booking and processing

***Mapped to LSC/N1201, v1.0***

**Terminal Outcomes:**

* Detail the steps involved in consignment booking and processing as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Explain the procedure involved in order booking * Describe the method of calculating loading requirements to identify the type of truck required * Demonstrate the method to calculate transportation cost that occur during transit * List the important documents for land transportation such as GST permit, Lorry receipt etc. * Explain the course of problem that may occur during transit * Explain the tracking procedure of vehicle and goods * Illustrate inbound documentation and agreement sheet | * Perform order booking as per SOP * Compute the loading requirements to identify the type of truck required * Calculate the transportation cost that occur during transit * Formulate documents such as GST permit, Lorry receipt etc. * Perform tracking of vehicle and goods as per SOP * Process inbound documentation and agreement sheet |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| SOP, Stationery, markers, PPEs, ERP/TMS, computer, printers, GPS tracker etc. | |

## Module 3: Route planning and vendor coordination

***Mapped to LSC/N1004, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for route planning activities
* Discuss the steps to be followed for effective vendor coordination

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the steps to be followed for the route planning procedure * Explain the method to set up daily truck route and trip assignment Set up daily truck route and trip assignment * Explain the route plan, schedule and necessary requirements to all stakeholders concerned | * Identify point of origin, destination, type of good, pick-up time and date for a transit * Perform the route planning procedure * Identify alternate routes for times of emergency * Set up daily truck route and trip assignment * Organize necessary driver and helper for trip * Arrange for consignment pickup and delivery |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| SOP, computer, ERP/ TMS, worksheets, Route optimization software, MS Excel and Access, Atlas Map, etc. | |

## Module 4: Gate operations

***Mapped to LSC/N1001, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for effective gate operation activities

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the steps to prepare vehicle wise/ bay wise daily schedule for loading and unloading based on daily dispatch/ receipt plan * Discuss the compliance and regulatory requirements * Detail the precautions to be followed for hazardous goods transportation * Describe the customs verification process * Discuss the compliance to customs and legal clearance for all containers before approving exit pass | * Prepare vehicle wise/ bay wise daily schedule for loading and unloading based on daily dispatch/ receipt plan * Record plan details in ERP/TMS to communicate details to all stakeholders * Inspect vehicle details and driver details for compliance to regulatory and consignment requirements * Apply necessary precautions for hazardous goods transportation * Demonstrate the customs verification process * Verify compliance to customs and legal clearance for all containers before approving exit pass * Communicate entry pass and exit pass through ERP/TMS |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| SOP, ERM/ TMS, computer, stationery, projector, etc. | |

## Module 5: Consignment pickup and tracking

***Mapped to LSC/N1132, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for consignment pickup and tracking as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the procedure to schedule consignment pickup by coordinating with transport companies and customers * Explain the steps to be followed in case of exigencies * List the mandatory documentation for perishable goods handling * Detail the steps to be followed for tracking * Discuss the process of recording information in ERP | * Schedule consignment pickup by coordinating with transport companies and customers * Plan alternate vehicle in coordination with Executive in-case of exigencies * Inspect the vehicle for availability of all mandatory documentation for perishable goods handling * Communicate to customer in case of any change in vehicle, pickup plan and schedule of operations * Inspect compliance to schedule by coordinating with vehicle driver * Record location of consignment in ERP periodically to track movement and compliance to schedule * Appraise Executive, and Customer in case of documentation problems, accidents, GPS failure and any other case of exigencies |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Microsoft office, Global Positioning System (GPS) tracking and Enterprise Resource Planning (ERP)/ Transport Management System (TMS) software, computer, projector, stationery, work sheets 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: *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 | * 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** | |
| 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: *10:00* | Duration: *20:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail health, safety and security procedures in port terminals, CFS and ICD * 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 | * 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** | |
| PPEs, MHEs like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packaging devices, packing material, markers and stationery, etc. | |

## Module 8: Verify GST application

***Mapped to LSC/N9906, v1.0***

**Terminal Outcomes:**

* Demonstrate the process of verifying GST invoices as per SOP

|  |  |
| --- | --- |
| Duration: *10:00* | Duration: *20:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * 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 | * 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** | |
| MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc. | |

## Module 9: Employability Skills

***Mapped to DGT/VSQ/N0101, 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: *15:00* | Duration: *15:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * 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 associated financial and legal risks with its mitigation plan * 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 | * 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 * 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** | |
| 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: Consignment consolidation for transportation

***Mapped to LSC/N1135, v1.0***

**Terminal Outcomes:**

* Demonstrate the steps for consignment consolidation as per SOP

|  |  |
| --- | --- |
| Duration: *30:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Explain components of truck schedule and dispatch schedule * Describe the method of preparing consolidation plan based on nature of goods, volume of goods, FTL/LTL and other related parameters * Explain the way to design effective loading plan * Describe the process of lashing and cushioning of goods in the truck * Demonstrate the way to record dispatch and delay details in ERP | * Prepare consolidation plan based on nature of goods, volume of goods, FTL/LTL requirements, destination, delivery priority, route taken, truck dimensions and other related parameters * Design loading plan to arrange goods in the demarcated space based on weight bearing capacity of bin/pallet/crate and delivery order * Inspect compliance of loaded goods to the loading plan * Arrange for replacement of damaged goods during handling * Arrange for quarantine of damaged goods * Record dispatch and delay details in ERP |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Microsoft office and Enterprise Resource Planning (ERP), Computer, worksheet, stationery, SOP etc. | |

## Module 11: Field activities in customs clearance

***Mapped to LSC/N2341, v1.0***

**Terminal Outcomes:**

* Detail the appropriate steps to be followed for effective field activities in customs clearance

|  |  |
| --- | --- |
| Duration: *30:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * 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 | * 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** | |
| SOP, MIS, ERP, worksheets, stationery, computer, projector etc. | |

# 

# Annexure

## Trainer Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Trainer Prerequisites | | | | | | |
| Minimum Educational Qualification | **Specialization** | **Relevant Industry Experience** | | **Training Experience** | | **Remarks** |
| ***Years*** | ***Specialization*** | ***Years*** | ***Specialization*** |  |
| 12th Pass |  | 2 | Land Transportation | 1 | Land Transportation |  |

|  |  |
| --- | --- |
| Trainer Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Land Transportation Associate” mapped to QP: “LSC/Q1001, v2.0”. Minimum accepted score is 80% | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score is 80% |

## Assessor Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Assessor Prerequisites | | | | | | |
| Minimum Educational Qualification | **Specialization** | **Relevant Industry Experience** | | **Training/Assessment Experience** | | **Remarks** |
| ***Years*** | ***Specialization*** | ***Years*** | ***Specialization*** |  |
| 12th Pass | NA | 1 | Land Transportation | 1 | Land Transportation |  |

|  |  |
| --- | --- |
| Assessor Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Land Transportation Associate” mapped to QP: “LSC/Q1001, v2.0”. Minimum accepted score is 80% | Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score is 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.

1. **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.
2. **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.
3. **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:
   1. True / False Statements
   2. Multiple Choice Questions
   3. Matching Type Questions
   4. Fill in the blanks
   5. Scenario based Questions
   6. 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 |