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| **Model Curriculum**  **QP Name: Land Transportation Supervisor**  **(Options: Profit Management/ Business Development)**  **QP Code: LSC/Q1003**  **QP Version: 2.0**  **NSQF Level: 5**  **Model Curriculum Version: 2.0** |
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Table of Contents

[Training Parameters 2](#_Toc107316975)

[Program Overview 3](#_Toc107316976)

[Training Outcomes 3](#_Toc107316977)

[Compulsory Modules 4](#_Toc107316978)

[Optional Modules 5](#_Toc107316979)

[Module 1: Introduction to Land Transportation Supervisor 6](#_Toc107316980)

Module 2: Resource allocation and transport operations management 7

Module 3: Vehicle traffic control management 8

[Module 4: Documents related to land transportation 9](#_Toc107316982)

[Module 5: Fleet operations and its maintenance 10](#_Toc107316982)

[Module 6: Route planning and vehicle tracking 11](#_Toc107316983)

[Module 7: Over Dimensional Cargo (ODC) Movement 12](#_Toc107316983)

[Module 8: Guidelines on integrity and ethics 13](#_Toc107316983)

[Module 9: Compliance to health, safety, and security norms 14](#_Toc107316984)

[Module 10: Verify and review GST application 15](#_Toc107316985)

[Optional Module 11: Profit Management 16](#_Toc107316986)

[Optional Module 12: Business development and stakeholder relations 17](#_Toc107316987)

[Annexure 18](#_Toc107316988)

[Trainer Requirements 19](#_Toc107316989)

[**Assessment Strategy** 20](#_Toc107316990)

[References 20](#_Toc107316991)

[Glossary 20](#_Toc107316992)

[Acronyms and Abbreviations 21](#_Toc107316993)

# Training Parameters

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| --- | --- |
| **Sector** | Logistics |
| **Sub-Sector** | Land Transportation |
| **Occupation** | TRANSPORT OPERATIONS, VEHICLE OPERATIONS, DOCUMENTATION AND REPORTING |
| **Country** | India |
| **NSQF Level** | 5 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO-2015/4321.01 to 4321 .05 and  ISCO -08/4132, 4321, 4322 |
| **Minimum Educational Qualiﬁcation and Experience** | Graduate or Class XII + 3 years of relevant experience or Class X + 5 years of relevant experience or   Class X with 2 years of  ITI +  3 years of relevant experience or Class X with 1 year of  ITI +  4 years of relevant experience or Certificate-NSQF (Land Transportation Executive - level 4) with 2 Years of relevant experience, 21 Years |
| **Pre-Requisite License or Training** | NA |
| **Minimum Job Entry Age** | 21 |
| **Last Reviewed On** | NA |
| **Next Review Date** | NA |
| **NSQC Approval Date** | NA |
| **QP Version** | 2.0 |
| **Model Curriculum Creation Date** | 04-07-2022 |
| **Model Curriculum Valid Up to Date** | 04-07-2025 |
| **Model Curriculum Version** | 2.0 |
| **Minimum Duration of the Course** | 620 |
| **Maximum Duration of the Course** | 740 |

# 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 resource allocation plan based on activities scheduled.
* Supervise safe and secure vehicle marshalling.
* Analyse vehicle and cargo documentation for adherence to requirements and prepare daily reports.
* Analyse fleet maintenance status
* Manage effective maintenance and repair of fleet.
* Track vehicle movement and ensure timely delivery and compliance to regulatory documentation.
* Plan, budget and execute Over Dimensional Cargo (ODC) movement.
* 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 business profitably by analysing profit and loss and undertaking operations improvement initiatives.
* Generate business for the organisation and manage relationships with stakeholders including clients, customs, PGAs etc.

## 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** |
| LSC/N1009 – Resource allocation and transport operations management V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 1: Allocate resources and streamline operations in land transportation | **20** | **50** |  |  | **70** |
| LSC/N1109 – Vehicle traffic control management  V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 2: Perform vehicle marshal duties | **20** | **50** |  |  | **70** |
| LSC/N0303 – Documents related to land transportation  V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 3: Review transport documentation | **20** | **50** |  |  | **70** |
| LSC/ N1110 - Fleet operations and its maintenance  V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 4: Supervise fleet maintenance | **20** | **50** |  |  | **70** |
| LSC/N1111 - Route planning and vehicle tracking  V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 5: Supervise tracking and movement of vehicle | **20** | **50** |  |  | **70** |
| LSC/N1112 – Over Dimensional Cargo (ODC) Movement  V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 6: Manage and track movement of Over-dimensional cargo | **20** | **50** |  |  | **70** |
| LSC/ N9908 - Guidelines on integrity and ethics  V1.0  NSQF Level 5 | 10 | 40 |  |  | 70 |
| Module 7: Maintain and monitor integrity and ethics in operations | **10** | **40** |  |  | **70** |
| LSC/N9909 - Compliance to health, safety and security norms  V1.0  NSQF Level 5 | 10 | 40 |  |  | 70 |
| Module 8: Follow and monitor health, safety and security procedures | **10** | **40** |  |  | **70** |
| LSC/N9907 - Verify and review GST application  V1.0  NSQF Level 5 | 20 | 50 |  |  | 70 |
| Module 9: Verify and review GST application | **20** | **50** |  |  | **50** |
| Total Duration | **180** | **440** |  |  | **620** |

## Optional Modules

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

**Option 1: Profit Management**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| Module 10: Profit Management | **10** | **40** |  |  | **50** |
| LSC/N9603 – Profit and loss account management and cost accounting  V1.0  NSQF Level 5 | 10 | 40 |  |  | 50 |
| Total Duration | **10** | **40** |  |  | **50** |

**Option 2: Business Development**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| Module 11: Business development and stakeholder relations | **10** | **40** |  |  | **50** |
| LSC/N9701 - Business development and stakeholder relations  V1.0  NSQF Level 5 | 10 | 40 |  |  | 50 |
| Total Duration | **10** | **40** |  |  | **50** |

**Module Details**

## Module 1: Introduction to Land Transportation Supervisor

***Mapped to Bridge Module***

**Terminal Outcomes:**

* Describe the basic structure and function of land transportation, Logistics sector.
* Detail the various functions and activities.

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *10:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Classify the components of Land Transportation and Logistics sector * Detail the various sub-sectors and the opportunities in them * Explain job roles in land transportation * Explain various activities in a port yard * Describe the various MHEs and equipment used in land transportation * Discuss the documentation requirements for goods transport | * Identify various activities in land transportation, warehouse, port yard, land, ship and air transportation * Perform job roles in land transportation * Interface with other job roles |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
|  | |

**Module 2: Resource allocation and transport operations management**

***Mapped to LSC/N1009***

**Terminal Outcomes:**

* Perform the steps for Resource allocation
* List the various steps for transportation operations and order planning
* Demonstrate alternative actions.

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Develop activity plan based on transportation orders * Explain cargo loading and unloading procedure * Detail the documents required for vehicles and cargo * Formulate transport alternatives if plan fails * Develop robust corrective and preventive actions | * Place transportation orders * Perform cargo loading and unloading. * Allocate manpower, material, MHE and other resources as per activities * Prepare the documentation for vehicles and cargo * Record data in ERP * Prepare various transport alternatives if plan fails * Measure productivity of operations * Plan immediate corrective and preventive actions |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| ERP, WMS, software packages, etc | |

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## Module 3: Vehicle traffic control management

***Mapped to LSC/N1109***

**Terminal Outcomes:**

* Perform site demarcation and Vehicle marshalling
* Demonstrate traffic management plan

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Describe vehicle marshalling * Discuss site demarcation * Describe traffic management plan * List the PPE used for marshalling * List down safety and security measures to be undertaken for marshalling * Discuss hand signals and communication equipment | * Plan how to do vehicle marshalling. * Perform site demarcation and demark the site. * Prepare a traffic management plan. * Wear PPE and demonstrate marshalling * Perform the safety and security measures for marshalling * Demonstrate hand signals * Operate the communication equipment used for marshalling. * Illustrate marshalling process |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| ERP, WMS, software packages, etc | |

## 

## Module 4: Documents related to land transportation

***Mapped to LSC/N0303***

**Terminal Outcomes:**

* Practice land transportation documents.
* Devising alternate delivery plan for a failed shipment.
* Preparing and reviewing daily reports

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the documents for vehicle and cargo * Describe the line items to be checked in documents such as license, Lorry Receipt (LR), Goods Consignment (GC), transit insurance, tax permits etc. * Describe what is alternative delivery plan. * Detail the daily reports required. | * List down different documents required for vehicle and cargo * Prepare a list of line items to be checked. * Explain how to check documents like license, Lorry Receipt (LR), Goods Consignment (GC), transit insurance, tax permits etc. * Devise an alternative delivery plan for a failed shipment. * Prepare daily reports such as loading/unloading, shipment delivery, resource utilisation, accidents, repairs etc. * Demonstrate how to review various documentations, like listed above. |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| SOP, standard forms, stationery, markers, ERP, computer, printers, etc. | |

**Module 5: Fleet operations and its maintenance**

***Mapped to LSC/ N1110***

**Terminal Outcomes:**

* Practice on new acquisition, title, registration.
* Inspection of vehicle spares, maintenance records.
* Demonstrate maintenance vendor selection and management process

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Describe the process for new vehicle acquisition, title and registration. * Detail the usage of spare parts, consumables and fuel. * Write down inspection procedure for maintenance records, purchase log, oil log, parts consumption log etc. * Describe maintenance vendor selection and management process * Analyse maintenance works to suggest improvement actions | * Demonstrate about the process of acquiring new vehicle and registering title. * Inspect the basic spare parts, consumables and fuel * Inspect maintenance records, purchase log, oil log, parts consumption log etc. * Demonstrate maintenance vendor selection and management process * Inspect maintenance and out of service vehicles. * Inspect maintenance activity completion. * Analyse maintenance works, to suggest improvement actions * Prepare reports on vehicle maintenance and usage of spares, consumables, and fuel * Prepare budget for vehicle and spares maintenance |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| ERP, computer, printers, GPS tracker, maintenance schedule, maintenance equipment etc. | |

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## Module 6: Route planning and vehicle tracking

***Mapped to LSC/N1111***

**Terminal Outcomes:**

* Practice on planning routes and tracking.
* Managing delays.
* Build relationship with customer.

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the vehicle selection procedure based on load, route and cost * Detail the documentation requirement for vehicle and cargo * Describe resolution process if vehicle gets delayed or breaks down * Mention client update and grievance resolution process | * Calculate cost and demonstrate vehicle selection based on route. * Illustrate the documents required for vehicle and cargo * Assess route plan, cargo plan for adequacy to requirements * Perform vehicle tracking using GPS/telephone to monitor movement * Demonstrate actions to be taken if there’s a break down or vehicle delay. * Manage relations with client by updating and providing resolution to grievance. |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| ERP, MS Office, GPS and receiver, communication equipment, route plan, etc. | |

**Module 7:** **Over Dimensional Cargo (ODC) Movement**

***Mapped to LSC/N1112***

**Terminal Outcomes:**

* Managing ODC as per SOP.
* Documentation process.
* Tools required for handling ODC.
* Learning track and safety measures.

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail carrier selection process based on type of ODC * Describe ODC loading/unloading, securing procedure * Detail the special documentation requirement for ODC viz. road permits, license etc * Explain the fitness requirements and inspection procedure for vehicles carrying RTO * Describe safety and security requirements for ODC vehicle operators | * Analyse the type of ODC and detail how carrier is selected. * Perform the way ODC is loaded and unloaded. * Analyse securing procedure * Practice the special documents required for carrying ODC viz. road permits, license etc * Identify optimal route for transportation * Discuss the process of acquiring permits from RTO * Validate the inspection procedure for vehicles carrying RTO. * Illustrate the vehicle fitness requirements. * Demonstrate about tracking vehicle using GPS/telephone. * Perform safety and security requirements for ODC vehicle operators |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| ERP, MS Office, GPS tracker and receiver, sample documentation for vehicle and cargo, sample permits, stationery, worksheets, etc | |

**Module 8: Guidelines on integrity and ethics**

***Mapped to LSC/ N9908***

**Terminal Outcomes:**

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

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **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 the various 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 | * Illustrate the importance of integrity and how ethics needs to be followed. * 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 * Demonstrate what are the integrity and ethic violations. * 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** | |

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## Module 9: Compliance to Health, safety, and security norms

***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: *40:00* |
| **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 the various 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** | |
| Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like pallet truck (manual and battery operated), etc. barcode scanner, packing devices, packing material etc. | |

## Module 10: Verify and review GST application

***Mapped to LSC/N9907***

**Terminal Outcomes:**

* Describe the GST application procedure in invoicing process
* Practice GST documents approval process
* Detail the rules and regulation in applying and reversing GST

|  |  |
| --- | --- |
| Duration: *10:00* | 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 * Describe GST documents approval process | * Prepare invoice and practice GST application. * Demonstrate applying and reversing GST and the rules, regulation involved. * Inspect to identify faults in a document with GST computation * Practice 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** | |
| Laptop, MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc. | |

## 

## Optional Module 11: Profit Management

***Mapped to LSC/N9603***

**Terminal Outcomes:**

* Describe P&L analysis process
* Prepare budget amendments
* Explain the process to rationalise cost by undertaking improvement activities

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **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 * Explain the process to rationalise cost by undertaking improvement activities | * Prepare a P&L analysis. * Demonstrate budgeting and monitoring process * Practise on the methods to analyse variance between budget and actual expenditure * Compare budget with actual physical output * Prepare budget amendments * List the risk management procedures * Perform Activity Based Costing (ABC) * Perform audit to identify reasons for deviation from costing * Illustrate the process to rationalise cost by undertaking improvement activities |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Computers, MIS, ERP, performance review software | |

## 

## Optional Module 12: Business development and stakeholder relations

***Mapped to LSC/N9701***

**Terminal Outcomes:**

* Key areas of business development
* Demonstrate effective oral and written business communication
* Prepare service level agreements
* Schedule resources as per operational requirement

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Describe the process for business development * Explain general client needs according to product * Detail upselling and cross selling * Describe the nuances in building rapport with clients, customs, government agencies, insurance for healthy relationship | * 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 * 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** | |
| Computers, MIS, ERP, performance review software | |

# Annexure

## Trainer Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Trainer Prerequisites | | | | | | |
| Minimum Educational Qualification | **Specialization** | **Relevant Industry Experience** | | **Training Experience** | | **Remarks** |
| ***Years*** | ***Specialization*** | ***Years*** | ***Specialization*** |  |
| Graduate (Any Degree) | NA | 3 | Land Transportation | 3 | Land Transportation | Graduation is preferred |

|  |  |
| --- | --- |
| Trainer Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Land Transportation Supervisor” mapped to LSC/Q1003, V2.0  Minimum accepted score is 80% | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: . Minimum accepted score is 80% |

**Assessor Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Assessor Prerequisites | | | | | | |
| Minimum Educational Qualification | **Specialization** | **Relevant Industry Experience** | | **Training/Assessment Experience** | | **Remarks** |
| ***Years*** | ***Specialization*** | ***Years*** | ***Specialization*** |  |
| Graduate (Any Degree) | NA | 2 | “Land Transportation” | 1 | “Land Transportation” | Graduation is preferred |

|  |  |
| --- | --- |
| Assessor Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Land Transportation Supervisor” mapped to QP: “LSC/Q1003, 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 |