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| --- |
| **Model Curriculum**  **QP Name: Supply Chain Associate**  **(Electives: / Pharmaceutical plant/ Leather/ FMCG/ Automotive/ Electronics)**  **QP Code:**  **QP Version: 1.0**  **NSQF Level: 3**  **Model Curriculum Version: 1.0** |
| **­**  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 3](#_Toc56519052)

[Program Overview 4](#_Toc56519053)

[Training Outcomes 4](#_Toc56519054)

[Compulsory Modules 4](#_Toc56519055)

[Elective Modules 5](#_Toc56519056)

[Optional Modules 7](#_Toc56519057)

[Module 1: Introduction to Supply Chain Associate 8](#_Toc56519058)

[Module 2: Loading and Unloading 9](#_Toc56519059)

[Module 2: Handling raw materials in Plant warehouse 9](#_Toc56519060)

[Module 3: Line Feeding Operations 10](#_Toc56519061)

[Module 4: Guidelines on integrity and ethics 11](#_Toc56519062)

[Module 5: Compliance to health, safety and security norms 12](#_Toc56519063)

[Module 6: Pharmaceutical raw material handling 13](#_Toc56519064)

[Module 7: Leather Handling 14](#_Toc56519065)

[Module 8: FMCG raw material handling 15](#_Toc56519066)

[Module 9: Automotive component handling 15](#_Toc56519067)

[Module 10: Electronics component handling 16](#_Toc56519068)

[Module 11: Route planning and vendor coordination 17](#_Toc56519069)

[Annexure 18](#_Toc56519070)

[Trainer Requirements 18](#_Toc56519071)

[Assessor Requirements 19](#_Toc56519072)

[Assessment Strategy 20](#_Toc56519073)

[References 21](#_Toc56519074)

[Glossary 21](#_Toc56519075)

[Acronyms and Abbreviations 22](#_Toc56519076)

# Training Parameters

|  |  |
| --- | --- |
| **Sector** | Logistics |
| **Sub-Sector** | Supply Chain |
| **Occupation** | Supply Chain Operations |
| **Country** | India |
| **NSQF Level** | 3 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO-2015/ 4321.0601 to 0604 and  ISCO -08/4321, 4322, 8344 |
| **Minimum Educational Qualiﬁcation and Experience** | Class X  or  Class VIII + 2 years of ITI  or  Class VIII + 1 year of ITI + 1 Year of relevant experience  or  Certificate-NSQF (Kitting and Labelling Executive – level 2) with 2 Years of experience,  with minimum age of 18 years completed. |
| **Pre-Requisite License or Training** | NA |
| **Minimum Job Entry Age** | 18 |
| **Last Reviewed On** | NA |
| **Next Review Date** | NA |
| **NSQC Approval Date** | NA |
| **QP Version** | 1.0 |
| **Model Curriculum Creation Date** | 11/05/2022 |
| **Model Curriculum Valid Up to Date** | 11/05/2025 |
| **Model Curriculum Version** | 1.0 |
| **Minimum Duration of the Course** | 330 |
| **Maximum Duration of the Course** | 690 |

# 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:

* Perform loading and unloading as per SOP.
* Demonstrate sorting and segregation of raw materials at plant warehouse
* Perform inventory counting and maintenance activities as per SOP
* Perform picking and kitting in the plant warehouse as per SOP
* Demonstrate line feeding operations as per SOP
* Comply to work place integrity, ethical and regulatory practices.
* Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms.
* Demonstrate handling of pharmaceutical raw materials as per SOP
* Demonstrate the process of handling leather in plant warehouse
* Demonstrate handling of raw materials in the FMCG plant
* Detail the process of handling automotive components as per guidelines and SOP
* Demonstrate the process of handling electronic components per SOP
* Perform route planning and resource scheduling 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 Supply Chain Associate | 20 | 10 |  |  | 30 |
| LSC/N0102 – Loading and Unloading  V1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 2: Loading and Unloading | 20 | 40 |  |  | 60 |
| LSC/N – Handling stock at In-plant warehouse  V1.0  NSQF Level 3 | **20** | **50** |  |  | **70** |
| Module 3: Handling raw materials at in-plant warehouse | 20 | 50 |  |  | 70 |
| LSC/N – Perform Line feeding operations  V1.0  NSQF Level 3 | **20** | **50** |  |  | **70** |
| Module 4: Line feeding operations | 20 | 50 |  |  | 70 |
| LSC/N9908 – Maintain and monitor integrity and ethics in operations  V1.0  NSQF Level 3 | **10** | **40** |  |  | **50** |
| Module 5: Guidelines on integrity and ethics | 10 | 40 |  |  | 50 |
| LSC/N9909 – Follow and monitor health, safety, and security procedures  V1.0  NSQF Level 3 | **10** | **40** |  |  | **50** |
| Module 6: Compliance to health, safety and security norms | 10 | 40 |  |  | 50 |
| Total Duration | **100** | **230** |  |  | **330** |

## Elective Modules

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

**Elective 1: Pharmaceuticals – In Plant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N – Handling raw materials in pharmaceutical manufacturing plant  V1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 7: Pharmaceutical raw materials handling | 20 | 40 |  |  | 60 |
| Total Duration | **20** | **40** |  |  | **60** |

**Elective 2: Footwear/Leather – In Plant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N – Handling Leather in Footwear Manufacturing Plant  V1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 8: Leather handling | 20 | 40 |  |  | **60** |
| Total Duration | **20** | **40** |  |  | **60** |

**Elective 3: FMCG – In Plant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N – Handling raw material in FMCG Manufacturing Plant  V1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 9: FMCG raw material handling | 20 | 40 |  |  | 60 |
|  |  |  |  |  |  |
| Total Duration | **20** | **40** |  |  | **60** |

**Elective 4: Automotive – In Plant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/ N – Handling automotive components in the automotive manufacturing plant  V1.0  NSQF Level 3 | 20 | 40 |  |  | **60** |
| Module 10: Automotive component handling | 20 | 40 |  |  | **60** |
| Total Duration | **20** | **40** |  |  | **60** |

**Elective 5: Electronics – In Plant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N – Handling components and parts in the electronics assembly plant  V1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 11: Electronic component handling | 20 | 40 |  |  | 60 |
| Total Duration | **20** | **40** |  |  | **60** |

## Optional Modules

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

**Option 1: Route planning and vendor coordination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | Theory  Duration | Practical  Duration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| LSC/N1004 – Route planning and vendor coordination  V1.0  NSQF Level 3 | **20** | **40** |  |  | **60** |
| Module 12: Route planning and vendor coordination | 20 | 40 |  |  | 60 |
| Total Duration | **20** | **40** |  |  | **60** |

**Module Details**

## Module 1: Introduction to Supply Chain Associate

***Mapped to Bridge Module***

**Terminal Outcomes:**

* Describe the basic structure and function of supply chain
* Detail the various functions in plant activities

|  |  |
| --- | --- |
| 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 * Explain job roles in plant operations * Detail your job role as supply chain associate and its interface with other job roles * Explain various activities in a transport yard * Describe the various MHEs and equipment used in warehouse * Discuss the documentation requirements for goods transport | * Identify various activities in plant operations * Perform your job role as a supply chain associate * Prepare important documents related to in plant operations |
| **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 2: Loading and Unloading

***Mapped to LSC/N0102, v1.0***

**Terminal Outcomes:**

* Perform loading and unloading as per SOP.
* Detail appropriate usage of PPE, MHE and various tools for loading/unloading.

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Describe the MHE equipment used for loading/unloading. * Detail the PPE to be used for loading/ unloading of various types of goods. * Detail usage of tools, ropes/chains to secure product/crate. * Discuss handling procedure for breakage/ spillage of package/ consignment. | * Identify the MHE equipment used for loading/unloading. * Identify the PPE to be used for loading/ unloading of various types of goods. * Demonstrate the usage of tools, ropes/chains to secure product/crate. * Perform handling of breakage/ spillage of package/ consignment as per SOP. * Perform loading/unloading as per SOP. * Demonstrate the procedure of parking MHE equipment correctly. * Report daily operations. |
| **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 3: Handling raw materials at In-Plant warehouse

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

**Terminal Outcomes:**

* Demonstrate sorting and segregation of raw materials at In-plant warehouse
* Perform inventory counting and maintenance activities as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * List the steps to be performed for sorting of goods as per SOP * Detail the steps to be performed after goods received are moved to the appropriate sub stores as per guidelines * Describe the inspection process for damages and spillages * Discuss the escalation matrix for reporting deviation * Explain the inventory check procedure using barcodes, scanner etc. * Explain the procedure for cleaning and maintaining warehouse * Explain the appropriate procedure for conducting pest control activities | * Demonstrate segregation and movement of goods into appropriate sub stores depending upon the type of storage * Prepare various reports such as daily reports, damage/spillage reports as per SOP * Inspect inventory count by carrying out spot checks * Perform daily maintenance checks as per SOP * Perform pest control activities as per SOP * Demonstrate cleaning of warehouse as per SOP |
| **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 4: Line Feeding Operations

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

**Terminal Outcomes:**

* Perform picking and kitting in the plant warehouse as per SOP
* Demonstrate line feeding operations as per SOP
* Detail the steps to be performed for return of material from line store

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * List the steps to be performed before picking process * List the different components of a picklist * Discuss the different types of MHE’s used for picking * List the steps required to prepare for kitting * Discuss the escalation matrix for reporting deviations * List the checks to performed before transporting the goods to the line feeding section as per SOP * Discuss the cautions to be observed while transporting goods to the line feeding location | * Demonstrate the picking process and delivery in the kitting/line feeding section * Perform segregation of items to be kitted * Demonstrate kitting of items in the assigned bin/crate/fixture as per BOM * Demonstrate the correct procedure of checking part number in label with feeding location label as per SOP. * Perform feeding of components/parts to the line as per SOP * Detail the procedure of returning empty bins/crates/fixtures to the store/warehouse * Detail the procedure of returning unused/damaged goods to the store/warehouse * Prepare daily reports on kitting operation, picking operation, line feeding, line rejections etc. |
| **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 5: 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: *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 6: 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: *40:00* |
| **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 of 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** | |
| Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like pallet truck (manual and battery operated), etc. barcode scanner, packing devices, packing material etc. | |

## 

**Module 7: Pharmaceutical raw material handling**

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

**Terminal Outcomes:**

* Detail the required steps in de dusting procedure for materials
* Detail the quantity verification procedure
* Explain the escalation matrix for reporting deviation

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * List the steps to be performed in de dusting procedure * Detail the steps to be performed in quantity verification procedure * State the storage requirements of different types of materials such as loose raw materials, liquids, hazardous etc. * Explain the process of handling rejected material * Discuss the correct labelling procedure for materials in the storage room | * Demonstrate the de dusting procedure for materials as per SOP * Demonstrate the steps to be performed in quantity verification procedure as per SOP * Perform segregation of raw materials as per the storage requirements for different types of materials * Demonstrate the process of handling rejected raw materials as per SOP * Perform appropriate labelling of material in the storage area |
| **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 8: Leather Handling**

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

**Terminal Outcomes:**

* Demonstrate the process of handling leather in plant warehouse

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the various precautions to be followed while handling leather * State the correct temperature for storing leather * Demonstrate ability to segregate leather as grade A, Grade B and Grade C * Detail the storage requirements for different types of leathers such as colored leather, oily leather etc. * Examine leather for damages and defects | * Identify the different grades of leather * Demonstrate the correct procedure of stacking leather to avoid damages * Demonstrate the various precautions to be undertaken while handling of leather to avoid damages * Perform storage of different types of leather as per SOP * Identify damages and defects in leather |
| **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 9: FMCG raw material handling**

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

**Terminal Outcomes:**

* Demonstrate handling of raw materials in the FMCG plant

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * List the various types of coding in a FMCG warehouse * Detail the components of documentation for FMCG warehouse goods movement process * Explain FIFO, LIFO inventory management processes * Detail the steps in inventory counting process * Explain the escalation procedure for reporting deviation | * Identify goods and its storage location based on picklist * Perform various types of order picking such as, single order picking, batch picking, zone picking, pick and pass, multi batch picking, order consolidation, wave picking etc. * Demonstrate sorting and placing of goods as per size, type, style, colour, or product code * Perform cleaning of pallets to ensure they are clean, mould free, off infestation etc. * Report defective or broken products |
| **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: Automotive component handling

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

**Terminal Outcomes:**

* Detail the process of handling automotive components as per guidelines and SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the process of handling automotive components as per guidelines and SOP * Explain the process of sequencing as per SOP * Detail the quantity verification procedure * Explain the escalation matrix for reporting deviation | * Demonstrate the process of handling automotive components as per guidelines and SOP * Demonstrate the process of sequencing as per SOP * Perform the quantity verification procedure as per SOP |
| **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 11: Electronics component handling**

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

**Terminal Outcomes:**

* Demonstrate the process of handling electronic components per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * State the temperature requirement of the warehouse for storing electronic components * Describe the process of segregating and storing components as per SOP * List the steps involved in transporting components to line feeding areas as per SOP | * Inspect for adherence to necessary certifications for electronic components such as ISO 9001:2008, AS9100 * Demonstrate the process of disponing packaging material as per SOP * Demonstrate the process of handling PCB as per guidelines prescribed in PCB-1601, ANSI/ESD S20.2 or equivalent. * Prepare daily report on defects/broken pieces etc. |
| **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 12: Route Planning and Vendor Coordination**

***Mapped to LSC/N1004, v1.0***

**Terminal Outcomes:**

* Perform route planning and resource scheduling activities as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Identify point of origin, destination, type of good, pick-up time and date for a transit * Explain the route planning procedure * Set up daily truck route and trip assignment * Identify alternate routes for times of emergency * Organize necessary driver and helper for trip * Arrange for consignment pickup and delivery | * Collect details on point of origin, point of destination, type of goods, pickup date and time, delivery date and time, volume of goods, vehicle capacity, vehicle traffic constraint and transporter details * Use route planning software to calculate the pick and delivery for optimal time, space and distance coverage * Plan daily truck route and trip assignment * Plan alternate route in case of emergency * Demonstrate the route plan, schedule and necessary requirements to all stakeholders concerned * Arrange for necessary vehicle, drivers and cleaners for the trip * Plan for consignment pickup and delivery |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Personal Protective Equipment (PPEs), ERP/TMS, SOP | |

# Annexure

## Trainer Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Trainer Prerequisites | | | | | | |
| Minimum Educational Qualification | **Specialization** | **Relevant Industry Experience** | | **Training Experience** | | **Remarks** |
| ***Years*** | ***Specialization*** | ***Years*** | ***Specialization*** |  |
| 12th Pass/ Graduate (Any Degree) | NA | 2 | Warehouse operations, In plant warehousing operations | 1 | Warehousing operations, in plant warehousing operations | Graduation is preferred |

|  |  |
| --- | --- |
| Trainer Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Supply Chain Associate” mapped to QP: “LSC/Q, v1.0”. 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/ Graduate (Any Degree) | NA | 2 | Warehousing operations, in plant operations | 1 | Warehousing operation, in plant operations | Graduation is preferred |

|  |  |
| --- | --- |
| Assessor Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Supply Chain Associate” mapped to QP: “LSC/Q, v1.0”. 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 |