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| **Model Curriculum**  **QP Name: Supply Chain Executive**  **(Options: /** **Perform customs clearance field activities)**  **QP Code: LSC/Q**  **QP Version: 1.0**  **NSQF Level: 4**  **Model Curriculum Version: 1.0** |
| **­**  Logistics Sector Skill Council|| Logistics Sector Skill Council of India (ASCI), 6th Floor, GNG Tower, Plot No. 11, Sector -44 |

Table of Contents

[Training Parameters 3](#_Toc56519692)

[Program Overview 4](#_Toc56519693)

[Training Outcomes 4](#_Toc56519694)

[Compulsory Modules 4](#_Toc56519695)

[Option Modules 6](#_Toc56519696)

[Module 1: Introduction to Supply Chain Executive 7](#_Toc56519697)

[Module 2: Procurement Activities 8](#_Toc56519698)

[Module 3: Inventory Analysis 9](#_Toc56519699)

[Module 4: Data Analysis 10](#_Toc56519700)

[Module 5: Vendor Development 10](#_Toc56519701)

[Module 6: Vendor Management 12](#_Toc56519702)

[Module 7: ODC Transportation 12](#_Toc56519703)

[Module 8: EXIM Documentation 13](#_Toc56519704)

[Module 9: Customs clearance office activities 14](#_Toc56519705)

[Module 10: Guidelines on integrity and ethics 15](#_Toc56519706)

[Module 11: Compliance to health, safety and security norms 15](#_Toc56519707)

[Module 12: Customs clearance field activities 16](#_Toc56519708)

[Annexure 17](#_Toc56519709)

[Trainer Requirements 17](#_Toc56519710)

[Assessor Requirements 19](#_Toc56519711)

[Assessment Strategy 20](#_Toc56519712)

[References 21](#_Toc56519713)

[Glossary 21](#_Toc56519714)

[Acronyms and Abbreviations 22](#_Toc56519715)

# Training Parameters

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| --- | --- |
| **Sector** | Logistics |
| **Sub-Sector** | Supply Chain |
| **Occupation** | In plant Operations, procurement and project logistics |
| **Country** | India |
| **NSQF Level** | 4 |
| **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,  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** | 690 |
| **Maximum Duration of the Course** | 750 |

# 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:

* Describe the basic structure and function of supply chain
* Perform the various activities in procurement
* Perform inventory analysis
* Perform inventory forecasting

## 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 Executive | 20 | 10 |  |  | 30 |
| LSC/N – Conduct day to day procurement activities  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 2: Procurement Activities | 20 | 50 |  |  | 70 |
| LSC/N – Perform Inventory Analysis  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 3: Inventory Analysis | 20 | 50 |  |  | 70 |
| LSC/N – Perform in Plant warehouse data entry and analysis using ERP  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 4: Data Analysis | 20 | 50 |  |  | 70 |
| LSC/N – Vendor development  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 5: Vendor Development | 20 | 50 |  |  | 70 |
| LSC/N – Vendor management  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 6: Vendor Management | 20 | 50 |  |  | 70 |
| LSC/N – Perform essential tasks for transportation of ODC  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 7: ODC Transportation | 20 | 50 |  |  | 70 |
| LSC/N2131 – Prepare documentation for export and import processing including EDI filling  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 8: EXIM documentation | 20 | 50 |  |  | 70 |
| LSC/N2342 – Perform customs clearance office activities  V1.0  NSQF Level 4 | **20** | **50** |  |  | **70** |
| Module 9: Customs clearance office activities | 20 | 50 |  |  | 70 |
| LSC/N9908 – Maintain and monitor integrity and ethics in operations  V1.0  NSQF Level 4 | **10** | **40** |  |  | **50** |
| Module 10: Guidelines on integrity and ethics | 10 | 40 |  |  | 50 |
| LSC/N9909 – Follow and monitor health, safety, and security procedures  V1.0  NSQF Level 4 | **10** | **40** |  |  | **50** |
| Module 11: Compliance to health, safety and security norms | 10 | 40 |  |  | 50 |
| Total Duration | **200** | **490** |  |  | **690** |

## 

## Option Modules

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

**Option 1: 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  V1.0  3 | **20** | **40** |  |  | **60** |
| Module 12: Customs clearance filed activities | 20 | 40 |  |  | 60 |
| Total Duration | **20** | **40** |  |  | **60** |

**Module Details**

## Module 1: Introduction to Supply Chain Executive

***Mapped to Bridge Module***

**Terminal Outcomes:**

* Describe the basic structure and function of supply chain
* Detail the various functions in pant 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 executive 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 executive * 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** | |
| PPE, MHE, etc | |

## Module 2: Procurement Activities

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

**Terminal Outcomes:**

* Perform the various steps for requirement gathering
* List the various steps for order planning
* Prepare purchase order as per SOP
* List the various steps for goods receipt processing
* Explain the process of invoice processing
* Discuss GST, packaging, dangerous goods compliance procedure

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Discuss the process of requirement gathering and order planning * Describe the * List all the essential details to be filled in a purchase order * Explain all the steps involved in purchase order placement * Explain the necessary steps to be followed for goods receipt processing List the various steps involved in invoice processing * Discuss GST, packaging, dangerous goods etc compliance norms | * Estimate demand needs by coordinating with the production/product departments * Identify the quantity of goods to be procured by running MRP using ERP software * Calculate the amount to be purchased based on lead time and priority * Select the right supplier from the existing pool of suppliers * Perform the essential steps after contacting supplier * Plan for emergency material requirement * Prepare purchase order with all necessary details * Check order quantity, packaging and other parameters against PO * Prepare goods receipt note as per SOP * Prepare material return note (MRN) as per SOP * Operate ERP for processing GRN and MRN * Perform invoice processing as per SOP * Comply with GST, packaging, dangerous goods etc compliance norms |
| **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 3: Inventory Analysis

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

**Terminal Outcomes:**

* Demonstrate physical inventory counting procedure as per SOP
* Perform inventory analysis as per SOP
* Perform inventory forecasting as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Demonstrate the process of preparing MIS report * Demonstrate the process of recording inventory details * Discuss inventory analysis methods such as ABC, VED and FSN analysis * Detail the various forecasting methods such as Delphi method, time series model, exponential smoothening etc. | * Prepare MIS reports based on inventory data fed into the ERP system * Record inventory information with details on item code, unit name, purchase price, tracking code etc. * Examine inventory data for discrepancies and rectify issues * Demonstrate ABC, VED and FSN analysis * Decide on the optimum amount of inventory to be held by using ABC analysis, VED analysis, FSN analysis etc * Select the appropriate forecasting method based on business needs and suitability * Perform inventory forecasting as per SOP * Identify forecast variance and it’s cause |
| **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: Data Analysis

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

**Terminal Outcomes:**

* List the steps to be performed before picking process

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Discuss the process of issuing material request for line usage in ERP * Explain the procedure for preparing necessary reports such as various analysis, daily reports etc. | * Demonstrate the process of issuing material request for line usage in ERP Operate ERP for various data entry on loading-unloading, line feeding, delays, escalations, priorities etc * Prepare reports such as variance analysis, line stops, rejection data report, daily report etc. * Prepare daily and periodic reports for review by management * Report deviation as per escalation matrix * Manage relations with suppliers and transport companies |
| **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 5: Vendor Development**

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

**Terminal Outcomes:**

* Describe the necessary steps involved in vendor requirements
* Explain the process of performing basic evaluation of suppliers
* Describe the process of negotiation, costing and contract drafting
* Manage vendor information

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the steps to identify vendor requirements * Discuss the process of performing basic evaluation of suppliers * Explain the process of technical evaluation * Describe the process of negotiation, costing and contract drafting * Detail the criteria’s for basic evaluation of suppliers such as product offerings, capacity etc. * Explain the process of writing an RFP as per SOP, company’s needs, and supplier specifications * List the necessary steps and permissions required before finally releasing RFP * Details the steps involved in technical evaluation of proposals from suppliers * Detail the process of setting financial and technical parameters for supplier selection * Details the steps to be followed drafting of final contract and signing the contract | * List the steps involved in understanding specific product requirement * Identify new suppliers from online marketplace, trade fairs, catalogs etc * Set up the criteria’s for basic evaluation of suppliers such as product offerings, capacity etc. * Write RFP as per SOP and company’s needs and suppliers specifications * Provide clarifications to queries raised by suppliers * Perform technical evaluation of proposals from suppliers * Evaluate the shortlisted proposals on technical and financial parameters as per SOP and company guidelines * Provide required support during price negotiations and final selection of suppliers * Prepare the final contract document * Record all necessary vendor related information in ERP, cross check and update periodically |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Personal Protective Equipment (PPEs), barcode scanner, sample documents, etc. | |

## Module 6: Vendor Management

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

**Terminal Outcomes:**

* Detail the necessary steps in vendor management as per SOP
* Discuss the procedure of performing vendor performance analysis and comparative analysis
* Details the appropriate steps to be taken for vendor evaluation at field

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the process of setting vendor performance KPI’s such as delivery times, quality, service performance etc * Detail the process of setting vendor field evaluation KPI’s such as quality management, manpower deployed process parameters etc. * Explain the process of vendor performance data analysis * Discuss the important steps for performing vendor evaluation at field * Detail the steps to perform vendor comparative analysis * Explain the vendor comparison matrix | * Establish vendor performance KPI’s such as delivery times, quality, service performance etc * Establish vendor field evaluation KPI’s such as quality management, manpower deployed process parameters etc. * Assess KPI’s periodically to ensure it complies with company’s objectives, market trends, competitor performance etc * Perform vendor performance data analysis by using manual methods or ERP data analysis * Demonstrate the process of vendor evaluation at field as per SOP * Demonstrate the process of vendor evaluation at field as per SOP * Establish the vendor comparison matrix in alignment with company’s goal and objectives. * Communicate important information to all stakeholders effectively |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Personal Protective Equipment (PPE), sample documents, barcode scanner, etc | |

## 

## Module 7: ODC Transportation

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

**Terminal Outcomes:**

* Detail the necessary tasks for ODC transport as per SOP
* Detail the necessary steps in route surveying
* Detail the process of transport planning and budgeting as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Explain the steps required in performing transportation requirement analysis * Discuss the process of route surveying * Explain the importance of transport planning and budgeting * List the necessary permits and documents required for ODC transport | * Performing transportation requirement analysis as per SOP * Perform the necessary steps in route surveying * Perform transport planning and budgeting * Arrange all necessary permits and documents for ODC transport * Instruct and supervise ODC drivers and trailer operators |
| **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, sample documents, etc. | |

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**Module 8: EXIM Documentation**

***Mapped to LSC/N2131, v1.0***

**Terminal Outcomes:**

* Prepare documentation for Export and Import processing including EDI filing

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * State the important elements of the EXIM documentation checklist * Explain the review process of the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter including copies of invoice, purchase order, Statutory Declaration Form (SDF), packing list, shipping bill/ Airway bill, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness * Describe the customs bond execution process for duty exempted items * Prepare mandatory documentation in Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc. * Prepare declaration of goods with necessary support documentation * Prepare documentation for pilferage, damage etc. * Detail the customs clearance process using customs brokers * Demonstrate usage of Indian Customs Electronic Commerce/ ICEGATE” web portal for processing documents * Detail the payment processing required for customs clearance * Detail documentation tracking procedure in the portals of customs, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc. | * Analyse the cargo quantity, value, packing, labelling, weight, size etc to prepare the EXIM documentation checklist * Evaluate the Know Your Customer (KYC) and Goods and Service Tax (GST) details of the importer/ exporter including copies of invoice, purchase order, Statutory Declaration Form (SDF), packing list, shipping bill/ Airway bill, Bill of lading, as delivery order, certificate of origin, industrial license, insurance document, etc for correctness * Perform customs bond execution for duty exempted items * Prepare mandatory documentation in Indian Customs EDI System (ICES) for Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, shipping bill, Bill of Entry etc. * Inspect accuracy of number of packages, quantity, unit rate, total Freight on Board (FOB) / Cost, Insurance and Freight (CIF) value, etc. * Prepare declaration of goods with necessary support documentation * Prepare documentation for pilferage, damage etc. * Perform customs clearance involving customs brokers * Process documentation in “Indian Customs Electronic Commerce/ ICEGATE” web portal * Perform payment processing for customs clearance * Track documents in the portals of customs, shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs) etc. |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like pallet truck (manual and battery operated), etc. barcode scanner, packing devices, packing material, sample documents etc. | |

## Module 9: Customs clearance office activities

***Mapped to LSC/N2342, v1.0***

**Terminal Outcomes:**

* Perform customs clearance office activities including documentation preparation and uploading, clarification of queries, stakeholder coordination and invoicing

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *50:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Demonstrate shipment tracking in Indian Customs EDI Gateway (ICEGATE) and website of various Participative Government Agencies (PGAs) to check for clearances * Detail the documentation requirements for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs * Detail the documentation support to be provided to EXIM field executives * Discuss the documentation to be managed in office * Interpret the queries raised by customs to provide the necessary information * Demonstrate the process of preparing invoices for payment processing | * Track shipments in Indian Customs EDI Gateway (ICEGATE) and website of various Participative Government Agencies (PGAs) to check for clearances * Prepare necessary documents for achieving Let Export Order (LEO)/ Out of Customs Charge (OCC) for cargo from customs * Provide necessary documentation support to EXIM executives * Provide appropriate answers to queries raised by customs * Prepare necessary documentation in portals to track cargo movement * Prepare invoices to process payment |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| Personal Protective Equipment (PPEs), etc. barcode scanner, packing devices, packing material, sample documents, etc. | |

## 

## Module 10: Guidelines on integrity and ethics

***Mapped to LSC/N9908, v1.0***

**Terminal Outcomes:**

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

|  |  |
| --- | --- |
| Duration: *10:00* | Duration: *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 11: 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: *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 pf safety * Document health, safety and security violations * Explain the escalation matrix for reporting deviation | * Follow health, safety and security procedures in warehouse * Implement 5S at workplace * Inspect the activity area and equipment, for appropriate and safe conditions * Identify unsafe working conditions * Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods * Implement standard protocol in case of emergency situations, accidents, and breach of safety * Prepare report on health, safety and security violations * Report deviation as per the escalation matrix |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| 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: Customs clearance field activities

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

**Terminal Outcomes:**

* Explain the documentation requirement for customs clearance.
* Illustrate the dispute resolution process in customs clearance.
* Discuss the various inspections to be performed in customs clearance.

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *40:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Discuss the documentation requirement for customs clearance * Describe the dispute resolution process in customs clearance * Detail customs inspection and container/cargo sealing process * Detail the method of examining packaging as per customer/country/product requirements | * Prepare all necessary documents required for customs clearance * Resolve disputes in customs clearance as per SOP * Perform customer inspection and contain/cargo sealing process * Inspect accuracy of packaging as per customer/ country/ product requirements * Plan for cargo handling and movement * Report daily shipment activities, photographs of seals, container number, cargo stuffing and other relevant details relating to customs clearance * Submit records to shipper, customs agent, and EXIM office for filing and processing |
| **Classroom Aids** | |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser | |
| **Tools, Equipment and Other Requirements** | |
| MS office, ERP, computer, sample packaging, sample cargo, sample documentation, SOP, worksheets, projector, stationery etc. | |

# Annexure

## Trainer Requirements

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

|  |  |
| --- | --- |
| Trainer Certification | |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Supply Chain Executive” 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*** |  |
| 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 Executive” 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

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| 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 |