



Model Curriculum

QP Name: Supply Chain Executive
(Options: Perform customs clearance field activities)

QP Code: LSC/Q3302

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

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Training Parameters

Sector	Logistics
Sub-Sector	Supply Chain
Occupation	Supply Chain Operations, Project Logistics, In-plant logistics, Transport Management
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3323.0401, 3323.0301
Minimum Educational Qualification and Experience	Completed 12th grade OR Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma OR Completed 10th grade and pursuing continuous schooling OR Completed 10th Grade + 2 year relevant experience in supply chain OR Previous relevant Qualification of NSQF Level 3.0 (Supply chain Associate) + 3 year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18
Last Reviewed On	25-08-2022
Next Review Date	25-08-2025
NSQC Approval Date	25-08-2022
QP Version	1.0
Model Curriculum Creation Date	04-07-2022
Model Curriculum Valid Up to Date	25-08-2025
Model Curriculum Version	1.0
Minimum Duration of the Course	630
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:

- 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/N3301 – Conduct Day to day procurement activities V1.0 NSQF Level 4	20	35	5		60
Module 2: Procurement Activities	20	35	5		60
LSC/N3302 – Perform Inventory Analysis V1.0 NSQF Level 4	20	35	5		60
Module 3: Inventory Analysis	20	35	5		60
LSC/N3303 – Perform in Plant warehouse data entry and analysis using ERP V1.0 NSQF Level 4	20	35	5		60
Module 4: Data Analysis	20	35	5		60
LSC/N3304 – Vendor development V1.0 NSQF Level 4	20	35	5		60
Module 5: Vendor Development	20	35	5		60
LSC/N3305 – Vendor management V1.0 NSQF Level 4	20	35	5		60
Module 6: Vendor Management	20	35	5		60

LSC/N3306 – Perform essential tasks for transportation of ODC V1.0 NSQF Level 4	20	35	5		60
Module 7: ODC Transportation	20	35	5		60
LSC/N2131 – Prepare documentation for export and import processing including EDI filling V1.0 NSQF Level 4	20	40			60
Module 8: EXIM documentation	20	40			60
LSC/N2342 – Perform customs clearance office activities V1.0 NSQF Level 4	20	40			60
Module 9: Customs clearance office activities	20	40			60
LSC/N9908 – Maintain and monitor integrity and ethics in operations V1.0 NSQF Level 4	10	20			30
Module 10: Guidelines on integrity and ethics	10	20			30
LSC/N9909 – Follow and monitor health, safety, and security procedures V1.0 NSQF Level 4	10	20			30
Module 11: Compliance to health, safety and security norms	10	20			30
Employability skills DGT/VSQ/N0102	30	30			60
Total Duration	230	370	30		630

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	30	30			60
Module 12: Customs clearance filed activities	30	30			60
Total Duration	30	30			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 plant activities

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), PPE, MHE, etc	

Module 2: Procurement Activities

Mapped to LSC/N3301, 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: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), ERP, WMS(Learning version), software packages, etc	

Module 3: Inventory Analysis

Mapped to LSC/N3302, 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: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 smoothing etc. 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), ERP, WMS(Learning version), software packages, etc	

Module 4: Data Analysis

Mapped to LSC/N3303, v1.0

Terminal Outcomes:

- List the steps to be performed before picking process

Duration: 20:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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	
WMS(Learning version), TMS(Learning version), ERP, WMS(Learning version), software packages, etc	

Module 5: Vendor Development

Mapped to LSC/N3304, 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: 35:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • 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 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), Personal Protective Equipment (PPEs), barcode scanner, sample documents, etc.	

Module 6: Vendor Management

Mapped to LSC/N3305, 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: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), Personal Protective Equipment (PPE), sample documents, barcode scanner, etc	

Module 7: ODC Transportation

Mapped to LSC/N3306, 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: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), 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 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: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), 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: 40:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • 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 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), 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: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Practice the principles of integrity and ethics • Follow the various regulatory requirements related to logistics industry • Perform data and information security practices • Identify corrupt practices • Comply to regulatory requirements • Practice code of conduct and etiquettes • Document all integrity and ethics violations • Report deviation as per the escalation matrix
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), LLMS(Learning version), 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/N9909, v1.0

Terminal Outcomes:

- Describe health, safety, and security procedures in warehouse
- Demonstrate the inspection procedure to ensure appropriate and safe conditions of activity area and equipment
- Illustrate the standard protocol to be followed during emergency situations, accidents and breach of safety

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Follow health, safety and security procedures in warehouse • Implement 5S at workplace • Inspect the activity area and equipment, for appropriate and safe conditions • Identify unsafe working conditions • Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods • Implement standard protocol in case of emergency situations, accidents, and breach of safety • Prepare report on health, safety and security violations • Report deviation as per the escalation matrix
Classroom Aids	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), LLMS(Learning version), 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: Employability Skills

Mapped to DGT/VSQ/N0102, v1.0

Terminal Outcomes:

- Discuss the Employability Skills required for jobs in various industries
- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Employability Skills required for jobs in various industries • List different learning and employability related GOI and private portals and their usage • Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen • Discuss importance of relevant 21st century skills. • Describe the benefits of continuous learning. • Explain the importance of active listening for effective communication • Discuss the significance of working collaboratively with others in a team • Discuss the significance of escalating sexual harassment issues as per POSH act. • List the common components of salary and compute income, expenditure, taxes, investments etc. • Discuss the legal rights, laws, and aids • Describe the role of digital technology in today's life • Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely • Explain the types of entrepreneurship and enterprises 	<ul style="list-style-type: none"> • Practice different environmentally sustainable practices. • Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. • Demonstrate to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Read and interpret text written in basic English • Write a short note/paragraph / letter/e - mail using basic English • Create a career development plan with well-defined short- and long-term goals • Communicate effectively using verbal and nonverbal communication etiquette. • Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD • Outline the importance of selecting the right financial institution, product, and service • Demonstrate how to carry out offline and online financial transactions, safely and securely • Operate digital devices and use the associated applications and features, safely and securely

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|--|---|
| <ul style="list-style-type: none"> • Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan • Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement • Detail the significance of analyzing different types and needs of customers • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately • Explain the significance of maintaining hygiene and confidence during an interview • List the steps for searching and registering for apprenticeship opportunities | <ul style="list-style-type: none"> • Create sample word documents, excel sheets and presentations using basic features • Utilize virtual collaboration tools to work effectively • Devise a sample business plan, for the selected business opportunity • Create a professional Curriculum Vitae (CV) • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively • Perform a mock interview |
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Classroom Aids

Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs

Tools, Equipment and Other Requirements

WMS(Learning version), TMS(Learning version), LLMS(Learning version), Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below), Scanner cum Printer

Module 13: 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: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
WMS(Learning version), TMS(Learning version), 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/Q3302, v1.0". Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0" with minimum score of 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate (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/Q3302, v1.0". Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0" with minimum score of 80%

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Logistics Sector Skill Council or with the LSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment, and equipment etc.

3. On-Job Training: OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.

4. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions.
- iv. Fill in the blanks
- v. Scenario based Questions
- vi. Identification Questions

QA Regarding Assessors:

Assessors are selected as per the "eligibility criteria" laid down by LSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to LSC Assessment Framework, competency-based assessments, assessors guide etc. LSC conducts "Training of Assessors" program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations
practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

Term	Description
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards