Model Curriculum

QP Name: Warehousing, Inventory, Transportation (WIT) Trainee

QP Code: LSC/Q0106

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

Logistics Sector Skill Council|| Logistics Sector Skill Council, No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035

Table of Contents

Training Parameters

Sector	Logistics
Sub-Sector	Warehousing (Storage & Packaging), Land Transportation
Occupation	Warehousing operations, Transport Operations
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.01 to 4321 .05 and ISCO -08/4132, 4321, 4322, NCO-2015/ 4221/4323 and ISCO -08/4323
Minimum Educational Qualification and Experience	12th Class pursuing Students or 11th Class pursuing Students or 10th Class Pass and pursuing continuous regular schooling or Certificate-NSQF (Warehouse Associate or Land Transportation Associate – level 3) with 2 years of relevant experience with minimum age of 18 years completed.
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
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	540
Maximum Duration of the Course	540

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 should have acquired the listed knowledge and skills.

- Detail your job role as WIT Trainee and it's interface with other job roles
- Perform picking, packaging, labelling, kitting and binning activities at the warehouse
- Prepare documentation for inbound and outbound movement of goods
- Perform inventory quality check, counting and documentation
- Arrange for transportation based on goods movement in warehouse
- Prepare inbound and outbound documentation for vehicle and consignment transportation
- Perform route planning and resource scheduling activities
- Inspect invoices for correct application of GST.
- Manage workplace for safe and healthy work environment by following compliance to regulatory and safety norms

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

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 WIT Trainee	10	10			20
LSC/N0101– Picking Packaging, Kitting, Labelling & Binning V1.0 NSQF Level 4	**20**	**40**			**60**
Module 2:Picking, Packing, Kitting, Labelling and Binning	20	40			60
LSC/N0104 – Route planning and vendor coordination V1.0 NSQF Level 4	**20**	**40**			**60**
Module 3:Route planning and vendor coordination	20	40			60
LSC/N9906 – Verify GST invoices V1.0 NSQF Level 4	**20**	**40**			**60**
Module 4:GST and it's application	20	40			60

LSC/N0107 – Perform inbound and outbound documentation in a warehouse V1.0 NSQF Level 4	**20**	**40**			**60**
Module 5: Warehouse documentation	20	40			60
LSC/N0302 – Perform inbound and outbound documentation V1.0 NSQF Level 4	**20**	**40**			**60**
Module 6: Documentation for land transportation	20	40			60
LSC/N0108 – Perform quality check and inventory documentation V1.0 NSQF Level 4	**20**	**40**			**60**
Module 7: Basic quality inspection and inventory management	20	40			60
LSC/N0109 – Perform transport coordination V1.0 NSQF Level 4	**20**	**40**			**60**
Module 8: Transport Coordination	20	40			60
LSC/N9905 – Follow health, safety and security procedures V1.0 NSQF Level 4	**10**	**20**			**30**
Module 9: Compliance to health, safety and security norms	10	20			30
Employability Skills DGT/VSQ/N0102	**30**	**30**			**60**
Total Duration	**200**	**340**			**540**

Module Details

Module 1: Introduction to WIT Trainee
Mapped to Bridge Module

Terminal Outcomes:

- Classify the components of supply chain and logistics sector
- Detail your job role as WIT Trainee and it's interface with other job roles

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 - Identify various activities in warehouse, land transportation, port yard, land, ship and air transportation - Explain job roles in warehousing - Detail your job role as WIT Trainee and it's interface with other job roles - Discuss the documentation requirements in warehousing operations - Describe the various MHEs and equipment used in warehouses	- Demonstrate various functions in warehousing - Perform the job role of a WIT trainee. - Perform documentation as per SOP - Operate various MHE's in warehouses
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS, WMS(Learning version), PPE, MHE etc.,	

Module 2: Picking, Packing, Kitting, Labelling and Binning
Mapped to LSC/N0101, v1.0

Terminal Outcomes:

- Demonstrate the process of picking, packing, kitting and labelling as per SOP
- Identify the type of MHE to be used for different types of goods
- Demonstrate different types of packing and labelling process
- Describe the PPE and equipment used for kitting

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe picking process - Describe the items used for packing and labelling - List the various PPE and equipment used for kitting - Detail the components of kitting documentation - List the equipment and stationery used for binning	- Identify the different components of a picklist - Identify the type of MHE to be used for different types of goods - Demonstrate different types of packing and labelling process - Inspect kitting items for damages and errors - Demonstrate kitting process - Demonstrate binning for various types of goods - Demonstrate cleaning of work area post work
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packing devices, packing material, markers and stationery, etc..	

Module 3: Route planning and vendor coordination
Mapped to LSC/N1004, v1.0

Terminal Outcomes:

- Demonstrate the process for route planning as per SOP
- Detail the various steps involved in vendor coordination

Duration: *20:00*	Duration: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the process of using route planning software to calculate the pick and delivery for optimal space and distance coverage - Discuss the process of planning daily truck route and trip assignment - Elaborate the mechanism to identifying alternate routes for times of emergency - Explain the route plan, schedule and necessary requirements to all stakeholders concerned	- 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 - Identify alternate routes for times of emergency - Explain the route plan, schedule and necessary requirements to all stakeholders concerned - Arrange for necessary vehicle, drivers and cleaners for the trip - Arrange for consignment pickup and delivery
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), Personal Protective Equipment (PPEs), Material Handling Equipment's (MHEs) like pallet truck (manual and battery operated), barcode scanner, packing devices, packing material, markers and stationery, etc.	

Module 4: GST and it's application

Mapped to LSC/N9906, v1.0

Terminal Outcomes:

- Perform the GST application procedure in invoicing process
- Verify GST invoices as per SOP

Duration: *20:00*	Duration: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcome**
- Describe the GST application procedure in invoicing process - Detail the rules and regulation in applying and reversing GST - Describe GST documents approval process - Detail the process of examining for pending litigation from previous regime - Explain the procedure to review monthly returns for compliance to regulations	- Demonstrate the GST application procedure in invoicing process - Demonstrate the process of verifying GST invoices - Inspect to identify faults in a document with GST computation - Examine for pending litigation from previous regime - Review monthly returns for compliance to regulations - Examine correctness of tax payment records and acknowledgements received
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), GST guidelines, sample forms	

Module 5: Warehouse Documentation
Mapped to LSC/N0107, v1.0

Terminal Outcomes:

- Prepare inbound and outbound documents as per SOP
- Inspect documentation for correctness to dates, reasons, and valuation as per SOP

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- List the documentation used for inbound and outbound movement of goods - Describe the quality check process for different types of goods and packaging - Prepare inbound and outbound documentation - Compare physical goods with delivery manifest - Inspect accurate update of data in ERP for tracking of goods movement - Check correctness of documentation including air way bill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc. - Detail the claims documentation process - Inspect quarantined goods for conformance to reasons provided in the documentation - Inspect documentation for correctness to dates, reasons, valuation, supporting documentation etc - Prepare claims documentation - Explain role of internal stakeholders, customer and insurance agencies in claims processing	- Prepare inbound and outbound movement documentation - Perform quality check for different types of goods and packaging - Compare physical goods with delivery manifest - Inspect accurate update of data in ERP for tracking of goods movement - Examine correctness of documentation including air waybill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc. - Perform claims documentation process - Inspect quarantined goods for conformance to reasons provided in the documentation - Inspect documentation for correctness to dates, reasons, valuation, supporting documentation etc. - Prepare claims documentation
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), MS Office, SOP, Data analysis software, stationery, computer, printer, ERP software, sample forms etc	

Module 6: Documentation for Land Transportation

Mapped to LSC/N0302 V1.0

Terminal Outcomes:

Duration: *20:00*	Duration: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• List the steps required for order booking • Explain the process for calculating load requirements • Describe the regulatory compliance requirements • Prepare the mandatory documentation such as Lorry Receipt, insurance documents, GST permits and others	• Collect order details and the corresponding documentation for order booking • Compute the loading requirements to identify the type of truck required • Estimate the cost of transportation by interfacing with transportation agencies • Verify the regulatory compliance of the vehicle to the transportation requirements • Manage changes in volume, packaging, destination and other elements during the course of transportation • Record the details in ERP for tracking of consignment and vehicle • Record delivery of goods and acknowledgement of receipt • Process inbound documentation and agreement sheet.
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version)Personal Protective Equipment (PPEs), Material Handling Equipment (MHEs) like Forklift, Reach stacker, pallet truck, etc., barcode scanner, packing devices, packing material, markers and stationery, etc..	

Module 7: Basic quality inspection and inventory management
Mapped to LSC/N0108, v1.0

Terminal Outcomes:

- Demonstrate the quality inspection processes such as product description match, brand match, manufacturing location match, damages etc.
- Perform inventory counting as per SOP

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss the quality inspection process such as product description match, brand match, manufacturing location match, damages etc. - Explain the process of preparing inspection reports - Detail the pre-inventory check and documentation processes - Detail the inventory count process - List the documentation related to tag/label printing	- Perform quality inspection processes such as product description match, brand match, manufacturing location match, damages etc. - Prepare inspection reports - Perform pre-inventory check and documentation processes - Perform inventory counting as per SOP - Prepare inventory reports as per SOP - Inspect process activity to assess the tag/ label printing requirements - Operate the computer and printer to print bar codes, product tags, address tags, labels, etc. - Prepare documentation related to tag/label printing
Classroom Aids:	
Teaching board, computer, projector, video player or TV	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), ERP, Barcode scanner, packing devices, packing material, markers and stationery, computer, printer, calculator, counting devices, Management Information System (MIS) software, etc.	

Module 8: Transport Coordination
Mapped to LSC/N0109 V1.0

Terminal Outcomes:

- Assess transportation requirement based on consignment volume, type and destination
- Perform transport coordination as per SOP

Duration: *20:00*	Duration: *40:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the process to assess transportation requirement based on consignment volume, type and destination • Discuss the parameters for selection of right transporter based on cost analysis and compliance to delivery dates • Detail the documentation requirements for transportation of goods • Check cargo arrangement as per consolidation chart • Use ERP to record transport operations	• Evaluate transportation requirement based on consignment volume, type and destination • Identify the right transporter based on cost analysis and compliance to delivery dates • Prepare the necessary documentation for transportation of goods • Coordinate between transporter and internal stakeholders • Verify cargo arrangement compliance to consolidation chart • Record transport operations in ERP
Classroom Aids:	
Teaching board, computer, projector, video player or TV, stationaries,	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), Computer, printer, Warehouse management system (WMS) (Learning version) software, Enterprise Resource Planning (ERP) etc	

Module 9: Compliance to health, safety and security procedures
Mapped to LSC/N9905, V1.0

Terminal Outcomes:

- Assess transportation requirement based on consignment volume, type and destination
- Perform transport coordination as per SOP

Duration: *10:00*	Duration: *20:00*
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:	
Teaching board, computer, projector, video player or TV, stationaries,	
Tools, Equipment and Other Requirements	
WMS(Learning version), TMS(Learning version), LLMS(Learning version), PPE, MHE, instructional material, alarms, safety guidelines, safety signs, computer, projector etc.	

Module 10: 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**
- Discuss the Employability Skills required for jobs in various industries - List different learning and employability related GOI and private portals and their usage - Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen - Discuss importance of relevant 21st century skills. - Describe the benefits of continuous learning. - Explain the importance of active listening for effective communication - Discuss the significance of working collaboratively with others in a team - Discuss the significance of escalating sexual harassment issues as per POSH act. - List the common components of salary and compute income, expenditure, taxes, investments etc. - Discuss the legal rights, laws, and aids - Describe the role of digital technology in today's life - Discuss the significance of displaying responsible online behaviour while browsing, using various social media platforms, e-mails, etc., safely and securely - Explain the types of entrepreneurship and enterprises - Discuss how to identify opportunities for potential business, sources of funding and	- Practice different environmentally sustainable practices. - Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. - Demonstrate to use basic English sentences for everyday conversation in different contexts, in person and over the telephone - Read and interpret text written in basic English - Write a short note/paragraph / letter/e -mail using basic English - Create a career development plan with well-defined short- and long-term goals - Communicate effectively using verbal and nonverbal communication etiquette. - Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD - Outline the importance of selecting the right financial institution, product, and service - Demonstrate how to carry out offline and online financial transactions, safely and securely - Operate digital devices and use the associated applications and features, safely and securely - Create sample word documents, excel sheets and presentations using basic features

associated financial and legal risks with its mitigation plan	• Utilize virtual collaboration tools to work effectively
• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement	• Devise a sample business plan, for the selected business opportunity
• Detail the significance of analyzing different types and needs of customers	• Create a professional Curriculum Vitae (CV)
• Explain the significance of identifying customer needs and responding to them in a professional manner.	• Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
• Discuss the significance of maintaining hygiene and dressing appropriately	• Perform a mock interview
• Explain the significance of maintaining hygiene and confidence during an interview	
• List the steps for searching and registering for apprenticeship opportunities	

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

Annexure

Trainer Requirements

<table>
<tr><th colspan="7">Trainer Prerequisites</th></tr>
<tr><th rowspan="2">Minimum Educational Qualification</th><th rowspan="2">Specialization</th><th colspan="2">Relevant Industry Experience</th><th colspan="2">Training Experience</th><th rowspan="2">Remarks</th></tr>
<tr><th>Years</th><th>Specialization</th><th>Years</th><th>Specialization</th></tr>
<tr><td>12th Pass</td><td>NA</td><td>2</td><td>Warehouse Operations</td><td>1</td><td>Warehousing, Transportation</td><td>Specialized in warehousing and land transportation</td></tr>
</table>

<table>
<tr><th colspan="2">Trainer Certification</th></tr>
<tr><th>Domain Certification</th><th>Platform Certification</th></tr>
<tr><td>Certified for Job Role: "WIT Trainee" mapped to QP: "LSC/Q0106, V1.0". Minimum accepted score is 80%</td><td>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%</td></tr>
</table>

Assessor Requirements

Assessor Prerequisites					
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
12th Pass	N/A	2	Warehouse Operations	1	Warehousing, Transportation	Specialized in warehousing and Land Transportation

Assessor Certification	
Domain Certification	**Platform Certification**
Certified for Job Role: "WIT Trainee" mapped to QP: "LSC/Q0106, 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 logbook 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).
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