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| **Model Curriculum**  **QP Name: Ship and Yard Planning Supervisor ((Electives – Dry Bulk Cargo/ Containerized Cargo)****(Options – Agency Operations/ Container Tracking and Vessel Planning)****QP Code: LSC/Q3501****QP Version: 2.0** **NSQF Level: 5****Model Curriculum Version: 2.0**  |
| **­**Logistics Sector Skill Council|| Logistics Sector Skill Council, Ground Floor, Temple Tower, No.476, Anna Salai, Nandanam, Chennai, Tamil Nadu 600035 |

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# Training Parameters

|  |  |
| --- | --- |
| **Sector**  | Logistics |
| **Sub-Sector** | Ports Terminals, ICD and CFS |
| **Occupation** | Port Operations Coordination, Documentation and Reporting |
| **Country** | India |
| **NSQF Level** | 5 |
| **Aligned to NCO/ISCO/ISIC Code** | NCO – 2015 – 1324.02 and ISCO – 08 – 1324 |
| **Minimum Educational Qualiﬁcation and Experience**  | Completed 1st year of UG (UG Certificate) or Pursuing 2nd year of UG or Completed 1st year of diploma (after 12th) or Pursuing 2nd year of 2-year diploma after 12th or 12th pass with 1 year Vocational Education & training (NTC or NAC or CITS) or Completed 3 year diploma after 10th + 1 year relevant experience or 12th Grade pass + 2 year relevant experience or 10th Grade pass + 4 year relevant experience or Certificate-NSQF (Cargo equipment handler - level 4) with minimum education as 8th Grade pass + 3 year relevant experience or Previous relevant Qualification of NSQF Level 4.5 + 1.5 year relevant experience  |
| **Pre-Requisite License or Training**  | NA |
| **Minimum Job Entry Age** | 21 |
| **Last Reviewed On**  | NA |
| **Next Review Date** | NA |
| **NSQC Approval Date** | NA |
| **QP Version**  | 2.0 |
| **Model Curriculum Creation Date** | 02-08-2022 |
| **Model Curriculum Valid Up to Date** | 02-08-2025 |
| **Model Curriculum Version**  | 2.0 |
| **Minimum Duration of the Course** | 570 hrs |
| **Maximum Duration of the Course** | 750 hrs |

# 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:

* Plan yard activities and allocate resources by analysing vessel docking and cargo movement plans.
* Inspect yard operations and guide team in resolving work issues.
* Analyse cargo ageing and space occupied in yard and plan cargo movement.
* Supervise safe and secure cargo movement and prepare the necessary reports and documentation.
* Apply the necessary precautions while handling dangerous and hazardous goods.
* Inspect compliance to dangerous goods handling methods and guide teams.
* Maintain documentation related to port clearance and cargo.
* Comply to work place integrity, ethical and regulatory practices.
* Manage workplace for safe and healthy work environment by following and ensuring compliance to regulatory and safety norms
* Supervise loading/unloading of dry bulk and containerised cargo by applying necessary precautions and ensuring adherence to material handling protocols
* Generate business for the organisation and manage relationships with stakeholders including clients, customs, insurance agents etc.
* Track containers and plan for vessel docking and container maintenance and management.

## Compulsory Modules

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | TheoryDuration | PracticalDuration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| Bridge Module | **20** | **10** |  |  | **30** |
| Module 1: Introduction to ship and yard planning supervisor | 20 | 10 |  |  | 30  |
| **LSC/N3501 – Allocate resources and streamline operations at yard**V1.05 | **20** | **35** | **5** |  | **60** |
| Module 2: Resource allocation and yard operations management | 20 | 35 | 5 |  | 60 |
| LSC/N3502– Yard planning and cargo handlingV2.05 | **20** | **65** | **5** |  | **90** |
| Module 3: Yard planning and cargo handling | 20 | 65 | 5 |  | 90 |
| LSC/N3504– handle hazardous goodsV1.05 | **20** | **65** | **5** |  | **90** |
| Module 4: Handling of hazardous goods | 20 | 65 | 5 |  | 90 |
| LSC/N0321– Documentation related to port clearance and cargoV1.05 | **20** | **35** | **5** |  | **60** |
| Module 5: Cargo documentation for port clearance | 20 | 35 | 5 |  | 60 |
| LSC/N9904- Maintain and monitor integrity and ethics in operationsV1.05 | **20** | **35** | **5** |  | **60** |
| Module 6: Guidelines on integrity and ethics | 20 | 35 | 5 |  | 60 |
| LSC/N9905– Follow and monitor health, safety and security proceduresV1.05 | **20** | **35** | **5** |  | **60** |
| Module 7: Compliance to health, safety and security norms | 20 | 35 | 5 |  | 60 |
| EmployabilityDGT/VSQ/N0102, v1.0 | **30** | **30** |  |  | **60** |
| Total Duration | **150** | **330** | **30** |  | **510** |

## Elective Modules

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

**Elective 1: Dry Bulk Cargo**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | TheoryDuration | PracticalDuration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| **LSC/N3505 – Handle dry bulk cargo****V1.0****5** | **30** | **30** |  |  | **60** |
| Module 8: Handling dry bulk cargo | 30 | 30 |  |  | 60 |
| Total Duration | **30** | **30** |  |  | **60** |

**Elective 2: Containerized Cargo**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | TheoryDuration | PracticalDuration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| **LSC/N3506 – Handle container cargo****V1.0****5** | **30** | **30** |  |  | **60** |
| Module 9: Handling containerized cargo | 30 | 30 |  |  | 60 |
| Total Duration | **30** | **30** |  |  | **60** |

## Option Modules

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

**Option 1: Agency Operations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | TheoryDuration | PracticalDuration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| **LSC/N9701 – Business development and stakeholder relations****V1.0****5** | **30** | **30** |  |  | **60** |
| Module 10: Business development and stakeholder relations | 30 | 30 |  |  | 60 |
| Total Duration | **20** | **40** |  |  | **60** |

**Option 2: Container Tracking and Vessel Planning**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NOS and Module Details | TheoryDuration | PracticalDuration | On-the-Job Training Duration (Mandatory) | On-the-Job Training Duration (Recommended) | Total Duration |
| **LSC/N3508 – Track containers globally and plan for vessel docking** **V1.0****5** | **30** | **30** |  |  | **60** |
| Module 11: Container tracking and vessel planning | 30 | 30 |  |  | 60 |
| Total Duration | **20** | **40** |  |  | **60** |

**Module Details**

## Module 1: Introduction to Ship and Yard Planning Supervisor

***Mapped to Bridge Module***

**Terminal Outcomes:**

* Describe the basic structure and function of supply chain
* Detail the various functions of a ship and yard planning supervisor

|  |  |
| --- | --- |
| 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
* Detail activities in Ports, CFS, ICD
* Explain job roles in Ports, CFS, ICD
* Detail your job role as ship and yard planning supervisor and its interface with other job roles
 | * Identify various activities in Ports, CFS, ICD
* Identify job roles in Ports, CFS, ICD
* Identify the various MHEs and equipment used in Ports, CFS, ICD
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
|  |

Module 2: Resource Allocation and Yard Operations Management

***Mapped to LSC/N3501, v1.0***

**Terminal Outcomes:**

* Detail the steps involved in effective resource allocation and yard operations management

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *35:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Discuss the process of preparing yard working plan and resource allocation
* Explain cargo/container movement plan to the team
* Discuss the cargo loading/unloading process
* Develop preventive and corrective action plans for deviations
* Describe handling of hazardous cargo
* Explain relationship elements among shipping companies, freight operators, vessel, port authorities and other agencies
* Discuss operational process for improving efficiency
 | * Prepare yard working plan and resource allocation plan based on requirements
* Explain cargo/container movement plan to the team
* Perform cargo loading/unloading process
* Develop preventive and corrective action plans for deviations
* Inspect compliance to hazardous cargo handling procedures
* Identify relationship elements among shipping companies, freight operators, vessel, port authorities and other agencies
* Examine yard for compliance to cleanliness, and SOP norms
* Write operational process for improving efficiency
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, MIS, ERP, performance review softwares, budgeting and forecasting softwares  |

## Module 3: Yard Planning and Cargo Handling

***Mapped to LSC/N3502, v1.0***

**Terminal Outcomes:**

* Detail the process of yard planning and cargo handling as per SOP

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *65:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Discuss the procedure to analyse yard space usage
* Detail the mechanism of allocating storage space
* Explain the concept of cargo ageing
* Describe cargo movement plan
* Detail the operational metrics for cargo movement activities
* Discuss the various IT tools which are used for documentation
 | * Analyse yard space usage
* Allocate storage space based on goods/container category
* Compute cargo ageing in yard and take corrective action
* Develop cargo movement plan
* Measure operational metrics for cargo movement activities
* Record cargo movement transactions
* Report cargo movement metrics, damages, plan vs performance, accidents, ageing etc.
* Use IT tools for documentation
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, MIS, ERP, performance review softwares, budgeting and forecasting softwares  |

## Module 4: Handling of Hazardous Goods

***Mapped to LSC/N3504, V1.0***

**Terminal Outcomes:**

* Demonstrate the steps to be followed for safe handling of hazardous goods

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *65:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Describe hazardous goods classification and related class, labels and markings
* Detail the various DG, IMDG and HAZCHEM codes for classification
* Explain the loading, unloading, segregation and handling process for hazardous goods
* State the right PPE, safety and security measures to be used for handling
* Detail the standard operating procedures (SOP) while handling dangerous and hazardous goods
* Explain the appropriate movement and storage activities of hazardous goods
 | * Identify hazardous goods classification and related class, labels and markings
* Use DG, IMDG and HAZCHEM codes for classification
* Prepare for hazardous goods loading, unloading, segregation and handling process
* Identify the right PPE, safety and security measures to be used for handling
* Inspect adherence to standard operating procedures (SOP) while handling dangerous and hazardous goods
* Review movement and storage activities
* Report compliance and deviation
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, MIS, ERP, performance review softwares, IMDG, HAZCHEM, DG codes |

## Module 5: Cargo documentation for port clearance

***Mapped to LSC/N0321, V1.0***

**Terminal Outcomes:**

* Demonstrate the steps to be followed for cargo documentation
* List the various documents required for port clearance

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *35:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Detail the various documentation requirement for port clearance and cargo movement
* Discuss standards to followed for documentation
* Detail the hazardous goods handling norms
* Explain the important parameters for fitness certificates of MHE and terminal equipment
* Describe the process to prepare compliance reports for yard, personnel and MHE management
* Discuss the way to answer queries raised on documentation and shipment
 | * Fill the various documentation requirement for port clearance and cargo movement
* Inspect the documentation for compliance to standards
* Assess process adherence to hazardous goods handling norms
* Evaluate fitness certificates of MHE and terminal equipment
* Prepare compliance reports for yard, personnel and MHE management
* Prepare responses for queries raised on documentation and shipment
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, MIS, ERP, business lead software  |

Module 6 : Guidelines on integrity and ethics

***Mapped to LSC/N9904, v1.0***

**Terminal Outcomes:**

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

|  |  |
| --- | --- |
| Duration: *20:00* | Duration: *35:00* |
| **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
* Identify corrupt practices
* Comply to regulatory requirements
* Practice code of conduct and etiquettes
* Document 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**  |
| Indian Customs EDI System (ICES), Indian Customs Electronic Commerce/ Electronic Data Gateway (ICEGATE), Remote EDI System (RES), MS Office, computer, projector, stationery, SOPs etc. |

## Module 7: 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: *35:00* |
| **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**  |
| SOP, Teaching board, computer, projector, video player, stationery, worksheets and TV |

# Module 8: 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 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
 | * 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
* 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
 |
| **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**  |
| 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 9: Handling dry bulk cargo**

***Mapped to LSC/N3505, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for effective handling of dry bulk cargo

|  |  |
| --- | --- |
| Duration: *30:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * State the International Maritime Solid Bulk Cargo (IMSBC) code
* Explain work plan to team
* Develop preventive and corrective action plans for deviations
* List the preoperative checklists for compliance to requirements
* Discuss the standards of goods movement process using Grab Ship Unloader (GSU) crane, conveyor belts etc
* Explain the process to write reports on cargo movement and spillage
 | * Apply International Maritime Solid Bulk Cargo (IMSBC) code
* Create preventive and corrective action plans for deviations
* Inspect preoperative checklists for compliance to requirements
* Examine compliance of goods movement process using Grab Ship Unloader (GSU) crane, conveyor belts etc
* Formulate reports on cargo movement and spillage
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, MIS, ERP, business lead softwares  |

**Module 10: Handling containerized cargo**

***Mapped to LSC/N3506, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for effective handling of containerized cargo

|  |  |
| --- | --- |
| Duration: *30:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Explain the methodology to plan storage bay based on container type and arrival sequence
* Explain work plan to team
* Develop preventive and corrective action plans for deviations
* List the preoperative checklists for compliance to requirements
* Describe container handling process using Rail Mounted Quay crane (RMQ), Rubber Tyre Gantry crane (RTG) and Reach stacker
* Discuss the norms for hazardous goods handling
* Describe the precautions to be taken for handling reefer cargo
 | * Plan storage bay based on container type and arrival sequence
* Create preventive and corrective action plans for deviations
* Inspect preoperative checklists for compliance to requirements
* Demonstrate container handling process using Rail Mounted Quay crane (RMQ), Rubber Tyre Gantry crane (RTG) and Reach stacker
* Demonstrate knowledge of hazardous goods handling norms
* Demonstrate the precautions to be taken for handling reefer cargo
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, MIS, ERP, business lead softwares  |

## Module 11: Business development and stakeholder relations

***Mapped to LSC/N9701, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for business development

|  |  |
| --- | --- |
| Duration: *30:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * List target population to approach for business development
* Assess prospective clients
* Discuss client requirements
* Plan customised or bundled solutions based on sales pitch
* Demonstrate effective oral and written business communication
* Detail the procedure for preparing costing sheets for service delivery
* Demonstrate usage of ERP for updating client data
* Assess when to upsell and cross-sell services to existing clients
* Describe the nuances in building rapport with clients, customs, government agencies, insurance for healthy relationship
* Discuss the process of writing service level agreements
 | * Identify target population to approach for business development
* Assess prospective clients
* Identify client requirements
* Offer customised or bundled solutions based on sales pitch
* Demonstrate effective oral and written business communication
* Prepare costing sheets for service delivery
* Use ERP for updating client data
* Estimate when to upsell and cross-sell services to existing clients
* Establish rapport with clients, customs, government agencies, insurance for healthy relationship
* Prepare service level agreements
* Schedule resources as per operational requirement
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| MS Project, MS Office, Computer, Projector, TV, Stationery, Worksheets, Reefer vehicle, loading dock, MHE equipment such as pallet trucks &, forklifts, pallets, crates, sample products, weighing tables, standard formats, temperature control systems, PPE etc. |

**Module 12: Container tracking and vessel planning**

***Mapped to LSC/N3508, V1.0***

**Terminal Outcomes:**

* Detail the steps to be followed for effective tracking of containers
* Demonstrate the steps to be followed for vessel planning

|  |  |
| --- | --- |
| Duration: *30:00* | Duration: *30:00* |
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| * Discuss the usage of IT/ERP system to track vessel and containers
* Describe container loading/ unloading schedule
* Explain the way to analyse container history in terms of servicing history, damages, ageing etc.
* Detail the way to prepare maintenance plan for containers
* Detail the method to prepare vessel berthing and docking plans
* Discuss resource allocation for container handling
 | * Use IT/ERP system to track vessel and containers
* Prepare container loading/ unloading schedule
* Analyse container history in terms of servicing history, damages, ageing etc.
* Identify containers which need maintenance
* Schedule maintenance plan for containers
* Prepare vessel berthing and docking plans
* Communicate plan to stakeholders
* Plan resources for container handling
 |
| **Classroom Aids** |
| Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser |
| **Tools, Equipment and Other Requirements**  |
| Computers, Microsoft Excel, MIS reporting, performance analysis solutions, ERP  |

# Annexure

## Trainer Requirements

|  |
| --- |
| Trainer Prerequisites |
| Minimum Educational Qualification | **Specialization** | **Relevant Industry Experience**  | **Training Experience** | **Remarks**  |
| ***Years*** | ***Specialization*** | ***Years*** | ***Specialization*** |  |
| Graduate  |  | 4 | Ports, CFS, ICD | 1 | Ports, CFS, ICD |  |

|  |
| --- |
| Trainer Certification |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Ship and Yard Planning Supervisor” mapped to QP: “LSC/Q3501, v2.0”. 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  |  | 3 | Ports, CFS, ICD | 1 | Ports, CFS, ICD |  |

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| Assessor Certification |
| Domain Certification | **Platform Certification** |
| Certified for Job Role: “Ship and Yard Planning Supervisor ” mapped to QP: “LSC/Q3501, v2.0”. Minimum accepted score is 80% | Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score is 80% |

**Assessment Strategy**

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

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

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

The following tools would be used for final assessment:

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

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

1. **Viva/Structured Interview:** This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment, and equipment etc.
2. **On-Job Training:** OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.
3. **Written Test:** Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:
	1. True / False Statements
	2. Multiple Choice Questions
	3. Matching Type Questions.
	4. Fill in the blanks
	5. Scenario based Questions
	6. Identification Questions

**QA Regarding Assessors:**

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

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

# References

## Glossary

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| Term | Description |
| Declarative Knowledge | Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.  |
| 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 |
| Procedural Knowledge | Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.  |
| 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 |