CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Logistics Sector Skill Council

No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai – 600 035

Name and contact details of individual dealing with the submission

Name : Ms. Reena Murray

Position in the Organization : Head – Standards & Quality Assurance

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List of documents submitted in support of the Qualifications File

- 1. Model Curriculum having indicative list of equipment, lesson plan with training duration and trainer qualification.
- 2. Letter from the Ministry supporting the need of the qualification.
- 3. Industry validations

Model Curriculum to be added which will include the following:

- Indicative list of tools/equipment to conduct the training
- Trainers' qualification
- Lesson Plan
- Distribution of training duration into theory/practical/OJT component

SUMMARY

1	Qualification Title	Warehouse Binner	
2	Qualification Code, if any	LSC/Q2105	
3	NCO code and occupation	NCO-2004/413.00	
4	Nature and purpose of the qualification (Please specify	Nature: Certificate course of Warehouse Binner	
	whether qualification is short term or long term)	Long term	
		Purpose: Learners who attain this qualification are competent in warehousing operation and can get a job as Warehouse Binner to Prepare For Binning, Perform binning activities, perform post-binning activities, Carry out housekeeping	
5	Body/bodies which will award the qualification	Logistics Sector Skill Council	
6	Body which will accredit providers to offer courses leading to the qualification	Logistics Sector Skill Council	
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	Yes Both accreditation and affiliation are done by LSC based on due diligence report via SIP	
8	Occupation(s) to which the qualification gives access	need to pick items from storage, labelling, repackaging items and documenting cargo that has been moved.	
9	Job description of the occupation	Warehouse Binner in the Logistics industry is also known as Binner, Floor Staff, Warehouse Associate. Individuals in this role need to bin items to put away into storage. Individuals are responsible for binning items according to an inventory list. Additional responsibilities could at times include moving cargo, repackaging items and documenting cargo that has been moved. The difference in tasks performed under the Binner role thus varies according to the volume of operations, however the core function of the role is to bin items and put away into storage.	
10	Licensing requirements	Trained in Binning Techniques	

11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the qualification in the NSQF	3
13	Anticipated volume of training/learning required to complete the qualification	360 hours
14	Indicative list of training tools required to deliver this qualification	For a class of 30 candidates Teaching board – 1 White board – 1 Printer – 1 Projector – 1 Video player or TV - 1 Computer – 15 Stationaries – 30 Marker - 2 MHE equipments – 1 Pallets – 2 Storage bins – 2 Storage bins – 2 Shrink wraps - 5 Storage racks - 5 Packaging devices – 10 Packaging tools - 5 Corrugated cardboard boxes – 1 Plastic bags - 5 Packaging symbols & standards – 5 Housekeeping equipments - 5 Scanner - 15 PPE – 15 SOP – 10 Alarm – 1
15	Entry requirements and/or recommendations and minimum	Grade 9
	age	or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject or 8th grade pass + 1 year relevant experience or 5th grade pass + 4 year relevant experience or Ability to read and write + 5 year relevant experience or Previous relevant Qualification of NSQF Level 2

16	Drograssian from the	2.5 + 6 months rewith minimum age	nt Qualification of NSQF Level elevant experience, of 18 years completed.
16	Progression from the qualification (Please show Professional and academic progression)	Warehouse execu	nive.
17	Arrangements for the Recognition of Prior learning (RPL)	following modes – 1. The compare their require a trainer or RPL progration conduct as certification. 2. The training coordination and post the assessment of training as post	ement for RPL. LSC arranges for a training agency to conduct the amme post which, LSC will sessment and provide for the same g centres run RPL courses in with industry and companies e course, LSC will conduct at and certification nies reach out to LSC regarding ements. They conduct their own per the RPL requirements and g LSC reviews the program, the trained candidates and
18	International comparability where known (research evidence to be provided)	Under Study	
19	Date of planned review of the qualification.	27 th January 202	5
20	Formal structure of the qualification	Mandatawy	Estimated size
	Title of unit or other component	Mandatory/	Estimated size Level

		Optional	(learning hours)	
Α	Mandatory components			
	Introduction	Mandatory	30	3
	LSC/N2101: Prepare for Binning	Mandatory	60	3
	LSC/N2102: Perform Binning Activities	Mandatory	90	3
	LSC/N2103: Perform Post-Binning Activities	Mandatory	90	3
	LSC/N2104: To carry out Housekeeping	Mandatory	60	3
	Employability Skills	Mandatory	30	3
	Sub Total (A)		360 Hrs	<u> </u>
В	Optional/ elective component		4(/)	
	NA			
	Subtotal B			
	Total (A+B)		360 Hrs	

SECTION 1 ASSESSMENT

21	Body/Bodies which will carry out assessment:
	All the empanelled assessment agency will do the assessment
All the empanelled assessment agency will do the assessment How will RPL assessment be managed and who will carry it out? RPL courses would be conducted based on the demand and requirem industry as and when they approach LSC. There are four ways of cond RPL assessments - 1. The companies outreach to LSC regarding their requirement for RPL arranges for a trainer or a training agency to conduct the RPL programment post which, LSC will conduct assessment and provide certification is same.	
	The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification
	 The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification
	4. LSC has developed an online RPL assessment application which will be

MCQ based test and VIVA video submission. 23 Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF. LSC has ensured to have a valid, consistent and fair show of assessments by having an assessment policy and process in place and LSC has also set the minimum qualification and experience criteria. Assessment policy of LSC 1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs. 2) Qualification and experience have to be set for the assessors. 3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC. 4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments. 5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC. 6) Reporting of MIS by the assessment body to LSC has to be with in the agreed time lines. 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC 9) Assessment tools should be designed to test both practical skills and theoretical knowledge. 10) Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training. 11) Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards. 12) Questionnaires/ test papers should be as objective as possible (restrict use of open-ended questions to the minimum) such as multiple-choice questions, yes/no or True / False types based on blue print. 13) Questions framed as per blueprint and without ambiguity by SMEs. 14) All assessments should be scored carefully and a log of all scores for every candidate Maintained. 15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party Assessment strategy: Assessment process to be adhered by assessment bodies and LSC

- 1) Logistics Sector Skill Council to inform the assessment body on assessment details at least 2 weeks in advance
- 2) Assessment body to appoint an assessor for the assessment details shared by Logistics Sector Skill Council and inform the assessor details to Logistics Sector Skill Council at least 1 week in advance from the date of assessment.
- 3) Assessment bodies to design the question paper for theory, practical & viva as per blueprint and submit to logistics sector skill council while empanelment of AA.
- 4) Logistics Sector Skill Council to approve the Question banks within 7 days from submission.
- 5) Assessment bodies to ensure that the assessor reaches the assessment location at least before 1 hour in advance from the time of assessment.
- 6) Assessor to start the assessment exactly on the time instructed by Logistics Sector Skill Council.
- 7) Assessor to verify the candidates with any valid Govt. id preferably Aadhar and also collect a copy of ID proof produced by the candidate.
- 8) Assessor to record all the evidence as per assessment protocol of Logistics Sector Skill Council
- 9) Assessment bodies to submit the result to logistics sector skill council within 3 days of time from the date of assessment through LSC MIS portal.
- 10) Assessment bodies to submit the result in Skill India Portal within 2 days of time from the date of LSC approval in LSC MIS portal.
- 11) Assessment body to maintain hard and soft copies of assessment sheets and produce to Logistics Skills Council on demand.
- 12) To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles.
- 13) In case of unsuccessful completion, the trainee may seek Re-assessment on the OP
- 2. ASSESSORS Eligible assessors will get certification through TOA programme with 2 years validity

The eligibility of assessors for "Job role – Warehouse Binner" are as follows:

- Any degree
- 2 years of industrial experience

3. ELIGIBILITY TO APPEAR IN THE EXAM:

Minimum Educational Qualification:

Grade 9 + No Experience required

or Grade 8 with one year of (NTC/ NAC) after 8th + No Experience required or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject + No Experience required

- or 8th grade pass + 1 year relevant experience
- or 5th grade pass + 4 year relevant experience
- or Ability to read and write + 5 year relevant experience
- or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience
- or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience, with minimum age of 18 years completed.

4. MARKING SCHEME:

Sr. No.	Method Assessments	of	Weightage marks)	(Max.
1	Theory		30%	
2	Practical		70%	
Total	•		100	

- 5. PASSING MARKS: Every trainee should score minimum 50%
- 6. RESULTS AND CERTIFICATION: Logistics Sector Skill Council

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the qualification" in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

- 1. LSC have created 16 points check list to collect on the day of assessment.
- 2. Assessment agencies must ensure to collect all the evidence without fail.
- 3. Training Partner must cooperate on collecting assessment evidence.
- 4. Candidates must present with their original Aadhaar's and alternative id proof which is having clear face picture on the day of assessment.
- 5. Assessment agency must submit all the collected evidence through LSC MIS portal.

Title of Component:

Outcomes to be	Assessment criteria for the outcome		
assessed/NOSs to be			
assesed			
1. LSC/N2101: Prepare for	To be competent, the user/ individual on the job must		
Binning	be able to:		
	1.1 obtain shift schedule and relevant inward documents(inbound lists, inventory log etc.) from supervisor/team lead		
	verify unloaded items against the inward documents and sign off the items as received		
	1. 3 prepare report on quality, schedule variances if any		
	obtain binning list once grn has been generated from the data entry operator(DEO)/system executive		
	1. 5 in case location is not specified in the system, obtain list of items that need to be binned and locate appropriate/available storage bays for carrying out binning		
	1. 6 identify if there are any discrepancies such as damaged/misplaced items in the received load1. 7 notify supervisor of any damages for potential		
	fixes /issues		
	1.8 notify administration/supervisor for any additional orders that need to be placed to replace misplaced/irrepairable damaged items		
	1. 9 identify items that require further/pre-packing		
	1.10 hand over goods to specialized packer if required		
	1. 11 ensure goods have been packed as required and if preservatives (if required) have been applied		
	1. 12 label package accordingly with details such as package number, inventory id etc. if required		
	1. 13 comply with safety regulations and procedures in case of fire hazards, biohazards, et		
	1. 14 wear all safety equipment including protective gear, helmets etc		
	follow organization procedures with respect to security, materials handling and accidents		

	 1. 16 maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel 1. 17 park or handover pallet trolleys/carts in case of shift breaks to authorized personnel 1. 18 adhere to security regulations of the company 1. 19 comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc
2. LSC/N2102: Perform	To be competent, the user/ individual on the job must
Binning Activities	be able to:
	 2. 1 refer to schedule and inward documents to locate the storage bays/bins for the package 2. 2 in case locations are not defined in the Warehouse Management System (WMS) or the relevant Enterprise Resource Planning (ERP) software, note down binning location so it may be shared with the system executive or DEO
	notify supervisor if current location is full and obtain alternate location
	2. 4 ensure bins/containers/shelves/pallets are clean for binning process2. 5 check binning list/inward documents obtained
	and if required collect new pick list for session 2. 6 check nature of products (heavy items may
	require assistance of MHE operator) and determine method of binning 2. 7 check if goods require any further pre-packing and hand over the same to packer and collect once packing completed
	2. 8 collect pallet trolley if required or request assistance of available mhe operator
	2. 9 apply binning methods specified by the organizational procedure for the type of goods and size of orders using equipment required and cover all items on pick list.
	2. 10 place the goods into the appropriate containers or onto pallet
	11 incase storage location has been changed due to overflow, inform supervisor once binning has

- been completed to ensure the accurate location is updated into the system
- 2. 12 comply with safety regulations and procedures in case of fire hazards, biohazards, etc.
- 2. 13 wear all safety equipment including protective gear, helmets etc
- 2. 14 follow organization procedures with respect to security, materials handling and accidents
- 2. 15 maintain distance between all on the floor personnel and stay within areas allotted for warehouse personnel
- 2. 16 park or handover pallet trolleys/carts in case of shift breaks to authorized personnel
- 2. 17 adhere to security regulations of the company comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc

3. LSC/N2103: Perform post Binning Activities

To be competent, the user/ individual on the job must be able to:

- 3.1 identify if there are any discrepancies such as damaged/misplaced items in the received load
- 3.2 notify supervisor of any damages for potential fixes
- 3.3 notify administration for any additional orders that need to be placed to replace misplaced/irrepairable damaged items
- 3.4 report the status of all the inventory
- 3.5 in case storage location is not specified in the binning list, convey the noted location of binned items to system executive/data entry operator
- 3.6 inform supervisor of any difficulties in task or time limits
- 3.7 report any damages/accidents that occurred during binning and fill out administrative forms for the same
- 3.8 comply with safety regulations and procedures in case of fire hazards, biohazards, etc.
- 3.9 wear all safety equipment including protective gear, helmets etc
- 3.10 follow organization procedures with respect to security, materials handling and accidents

	2.11 maintain diatanas hatusan all an the	floor
	 3.11 maintain distance between all on the personnel and stay within areas allott warehouse personnel 3.12 park or handover pallet trolleys/carts in a shift breaks to authorized personnel 3.13 adhere to security regulations of the co-comply with health and safety regulation procedures in case of fire, chemical habio-hazards, etc 	ted for case of mpany ns and
4. LSC/N2104: To carry out	To be competent, the user/ individual on the jo	b must
Housekeeping	be able to:	
	 4.1 inspect the area while taking into a various surfaces 	ccount
	4.2 identify the material requirements for cl the areas inspected, by considering risk efficiency and type of stain	
	4.3 ensure that the cleaning equipment is in working condition	proper
	4.4 select the suitable alternatives for clean areas in case the appropriate equipme materials are not available and infor appropriate person	nt and
	4.5 plan the sequence for cleaning the a avoid re-soiling clean areas and surfaces	
	4.6 inform the affected people about the clactivity	
()	4.7 display the appropriate signage for the being conducted	e work
	4.8 ensure that there is adequate ventilation work being carried out	for the
	4.9 wear the personal protective equence required for the cleaning method and material being used	ipment aterials
	4.10 use the correct cleaning method for the area, type of soiling and surface	e work
	4.11 carry out cleaning activity without dis others	turbing
	4.12 deal with accidental damage, if any, on while carrying out the work	caused
	4.13 report to the appropriate person any diff in carrying out your work	iculties
	4.14 identify and report to the appropriate	person

- any additional cleaning required that is outside ones responsibility or skill
- 4.15 ensure that there is no oily substance on the floor to avoid slippage
- 4.16 ensure that no scrap material is lying around maintain and store housekeeping equipment and supplies
- 4.17 maintain and store housekeeping equipment and supplies
- 4.18 follow workplace procedures to deal with any accidental damage caused during the cleaning process
- 4.19 ensure that, on completion of the work, the area is left clean and dry and meets requirements
- 4.20 return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored
- 4.21 dispose the waste garnered from the activity in an appropriate manner
- 4.22 dispose of used and un-used solutions according to manufacturers instructions, and clean the equipment thoroughly

Employability Skills (30 hours)

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1	2
2.	Constitutional values - Citizenship	1	2
3.	Becoming a Professional in the 21st Century	1	4
4.	Basic English Skills	2	5
5.	Communication Skills	4	2
6.	Diversity & Inclusion	1	2
7.	Financial and Legal Literacy	4	7
8.	Essential Digital Skills	3	10
9.	Entrepreneurship	7	8
10.	Customer Service	4	4
11.	Getting ready for apprenticeship & Jobs	2	4
	Total	30	50

SECTION 2 25. EVIDENCE OF LEVEL OPTION A

Title/Name of number	qualification/component: Enter the title here	Level: A	Level: Add level	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level	
Process				
Professional knowledge				
Professional skill				
Core skill				
Responsibility				

Option B:

NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	The individual in the job requires to: check the shift schedule and relevant inward documents and sign off the items perform regular housekeeping activities	The process is based on binning list from Data Entry Operator upon generating Goods Received Note. S/he to check the shift schedule and relevant inward documents and sign off the items as received to perform binning which is routine and predictable in nature. S/he has to store the binned items in the designated storage area. Warehouse binning activities and regular housekeeping are repetitive and have a limited range.	3
Professional knowledge	S/he would have knowledge of basic facts of binning methods that can be used for different types of storage situations and nature and characteristics of goods basic legal, safety and security procedures.	The job holder knows and understands the basic facts of binning methods that can be used for different types of storage situations and nature and characteristics of goods being binned. S/he has to be able to understand relevant organizational documents including inward documents/ lists, Goods receipt note, binning lists, etc. which has to be applied during the binning activity. S/he has to know and understand basic legal, safety and security procedures. S/he has to know on the defined work procedures while performing the binning activity	3

Professional skill	Recall and demonstrate the ability to identify the goods to be binned from the binning list ascertain in case of any discrepancies such as damaged / misplaced items in the received load before performing the binning activity	The job holder identifies the goods to be binned from the binning list which is more of a repetitive and routine in range of narrow application. S/he has to ascertain in case of any discrepancies such as damaged / misplaced items in the received load before performing the binning activity. S/he has to identify the products that require further packing and follow the organizational procedure with respect to material handling, safety and other policies. S/he has to perform stock recording during and after binning activity.	3
Core skill	 communicate effectively with data entry operator, supervisor and peers read labels and understand the codes as per company procedures 	The job holder communicates clearly with data entry operator, supervisor and peers to take instruction and for coordination purpose while performing the binning activity. S/he has to read labels and understand the codes as per company procedures, handling instructions/labels such as 'fragile' or 'heavy', company's safety and operating signs on the shop floor. The job holder has to write / re-write labels, fill in appropriate forms / documents for inventories received, accidents and damages of goods. S/he has to be aware of basic arithmetic skills to maintain stock inventory.	3
Responsibility	 The individual is responsible for binning items to put away into storage and responsible for binning items according to an inventory list. identifying the discrepancies in the received goods for damages / misplacement 	The job holder need to bin items to put away into storage and responsible for binning items according to an inventory list. S/he will identify the storage bays / bins for the packages by referring to the schedule and inward documents which performed under close supervision. The job holder has to identify the discrepancies in the received goods for damages / misplacement individually before binning which gives the responsibility for own work within defined limit.	3

SECTION 3 EVIDENCE OF NEED

26	Estimated uptake of Qualification? Basis	What evidence is there that the qualification is needed? What is this qualification and what is the basis of this? (Applicable for SSCs)
	Need for the qualification	While collecting data from the companies for the occupational map, we also took feedback from industry players regarding the skill gap that they foresee and select areas where the requirement is immediate and or expected to come in near future for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of LSC gave final approval and endorsement for the same.
		The same are also indicated in various skill studies conducted for the logistic sector –
		Skill requirement in logistics sector https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBblE/view?usp=sharing A specific sector
	Industry Relevance	As part of the exercise for development of qualification pack and Q-file, LSC interacted with industry bodies, select companies and collected validation from industry players employing people for this job role in the sub-sector. The details of the industry interaction and validation collected have been shared as a separate folder along with the Q file.
	Usage of the qualification	The information related to past uptake performance of previous QPs related to warehousing sector at level 3 and level 4 job roles is not available in the public domain. Hence, the uptake for this qualification cannot be assessed from their uptake. Also, the QPs have been in the system for only about a year.
	Estimated uptake	Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lead to accurate demand projection. The link to NSDC Human Resource & Skills Requirement in Logistics Sector is
		https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBblE/view?usp=sharing

27	Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence		
	Letter had been sent via email to line ministry seeking approval on 28 th September 2021.		
28	What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification		
	NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work		
29	What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here		
	 Qualification that has been developed would be valid for 3 years from the date of upload in NQR. 		
	 Periodical interaction with the training partners to gather feedback in implementation. 		
	Employer feedback will be sought post-placement on performance and training standards		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

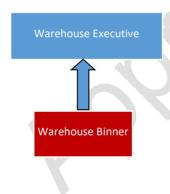
What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Show the career map here to reflect the clear progression

Occupational and career maps indicating horizontal and vertical mobility have been created and are being used.

Occupational Map: Refer annexure - LSC_Occupational Mapping and Career Progression chart (given as supporting document)

Career Progression:



Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.