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
Address if different from above	: Same as above
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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 Executive
2	**Qualification Code, if any**	LSC/Q0301
3	**NCO code and occupation**	NCO-2015/4321.01
4	**Nature and purpose of the qualification (Please specify whether qualification is short term or long term)**	**Nature:** Certificate course of Warehouse Executive Long term **Purpose:** Learners who attain this qualification are competent in Warehouse operation and can get a job as Warehouse Executive to Prepare for Warehouse data management, perform vehicle planning and transport coordination, inbound and outbound ERP operation and reporting, operation quality check, Verify GST invoice
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**	Warehouse operations ,Documentation and Reporting
9	**Job description of the occupation**	The individual is responsible for updating warehouse data into the ERP system, prepare reports, analyse of data for trends, prepare forecasts, print labels, and coordinate with line functions to ensure seamless operation of warehouse functions
10	**Licensing requirements**	Not applicable
11	**Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)**	Not applicable
12	**Level of the qualification in the NSQF**	4

13	Anticipated volume of training/learning required to complete the qualification	510 hours to 570 hours

14	Indicative list of training tools required to deliver this qualification	For a class of 30 candidates Teaching board – 1 Projector – 1 White board - 1 Video player or TV – 1 Printer – 1 Tracker - 1 Computer – 30 Stationaries – 30 Marker - 2 MHE equipment's – 1 Packaging material – 30 Packaging devices – 10 Alarm - 1 Scanner - 15 PPE – 15 ERP-1 WMS – 2 MIS -2 Forecasting and analytical software - 2 SOP - 10 Safety guidelines – 15
15	Entry requirements and/or recommendations and minimum age	12th grade pass Or 10th grade pass and pursuing continuous schooling Or 10th Grade Pass + 2 year relevant experience Or Previous relevant Qualification of NSQF Level 3.0 (Data Feeder - Warehouse) with minimum education as 8th Grade pass + 3 year relevant experience
16	Progression from the qualification (Please show Professional and academic progression)	Professional - After completion of course and after 2 to 3 years of experience, the person the move up to Warehouse Supervisor or Assistant Manager Academic –

		1. For a Graduate - Post-Graduation is a next stage of progression in education to the person 2. For a Diploma – Graduation is the next stage of progression 3. For a Class XII – Diploma or Graduation is the next stage of progression 4. For a Class X - Candidate to clear Class XII through open school and proceed further to Diploma or Graduate and then to Postgraduate
17	**Arrangements for the Recognition of Prior learning (RPL)**	LSC currently undertakes RPL through the following modes – 1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programmed post which, LSC will conduct assessment and provide certification for the same 2. The training centers run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification 3. 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.

18	**International comparability where known (research evidence to be provided)**	**ISCO-08/ 4321** – Stock Clerks
		
		Similar occupations in other countries –
		
		Canada
		  - Code - 7452 –material handlers
		  - Code 1521 – warehouse shippers and receivers
		  - Code 1522 – storekeepers and parts persons

	- 2172 – data warehouse analysts **Australia and New Zealand** – code– 5321-11 – data entry operator - Code -5911-16 – warehouse administrators - Code 5911-17 – order clerks - Code – 5912-11 – receiving and dispatching clerks **UK –** - Code – 4131 – records clerks and assistants - Code – 4133 – stock clerks and assistants			

19	Date of planned review of the qualification.	28th February 2026		
20	Formal structure of the qualification			

	Title of unit or other component	**Mandatory/ Optional**	**Estimated size (learning hours)**	**Level**
A	**Mandatory components**			
	Introduction	Mandatory	30	4
	LSC/N0129 Warehouse data management and analysis using ERP	Mandatory	60	4
	LSC/N0130 Perform inbound and outbound ERP operations and reporting	Mandatory	60	4
	LSC/N0131 Perform operations quality check and inventory reconcialiation	Mandatory	60	4
	LSC/N0132 Perform vehicle planning and transport coordination	Mandatory	60	4
	LSC/N9904 Maintain integrity and ethics in operations	Mandatory	30	4

		LSC/N9905 Follow health, safety and security procedures	Mandatory	60	4
		LSC/N9906 Verify GST invoice	Mandatory	30	4
		DGT/VSQ/N0102 Employability Skills	Mandatory	60	4
	Sub Total (A)			**450 Hrs**	
B	**Optional/ elective component**				
		LSC/N0110 Forecasting and trend analysis	Elective	60	4
		LSC/N0127 Decision science-based resource allocation and streamline operations at a warehouse	Elective	60	4
	Subtotal B			**60 Hrs**	
	Total (A+B)			**570 Hrs**	

SECTION 1
ASSESSMENT

21	**Body/Bodies which will carry out assessment:**
	All the empanelled assessment agency will do the assessment
22	**How will RPL assessment be managed and who will carry it out?** RPL courses would be conducted based on the demand and requirement of industry as and when they approach LSC. There are four ways of conducting RPL assessments - 1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL program post which, LSC will conduct assessment and provide certification for the same 2. The training centers run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification 3. 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 QP.

2. **ASSESSORS – Eligible assessors will get certification through TOA programme with 2 years validity**

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

- **Any degree**
- **2 years of industrial experience**

3. ELIGIBILITY TO APPEAR IN THE EXAM:

Minimum Educational Qualification:

12th grade pass

Or 10th grade pass and pursuing continuous schooling

Or 10th Grade Pass + 2 year relevant experience

Or Previous relevant Qualification of NSQF Level 3.0 (Data feeder - Warehouse) with minimum education as 8th Grade pass + 3 year relevant experience

4. MARKING SCHEME:

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

5. PASSING MARKS: Every trainee should score minimum 70% in every NOS

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

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1. LSC has 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 assessed/NOSs to be assessed	Assessment criteria for the outcome
1. LSC/N0129 Warehouse data management and analysis using ERP	To be competent, the user/ individual on the job must be able to: 1. 1 Collect information from associate regarding shipments, loading, un-loading, packing and binning activities, etc. and feed into ERP for manual operations. For integrated ERP operations, monitor correct information flow in system 1. 2 Obtain information from supervisors and managers regarding priorities, complaints/delay, escalations, customer feedback etc. and feed into ERP. In case integrated ERP operations, do so if manual intervention is required 1. 3 Perform inventory reconciliation and resolve discrepancies 1. 4 Analyse transactional data flown/made into the ERP with respect to daily warehouse operations 1. 5 perform various data analysis such as flow balancing, variance analysis, billing analysis, quality, vendor performance, customer fulfilment status, operational complaint related internal and external stakeholders, transporters performance etc. 1. 6 provide a daily report to management regarding different activities which are part of KPI/SLA 1. 7 coordinate with customers to understand their requirements on receiving, dispatch, tracking of orders, goods in transit, SLAs etc. 1. 8 coordinate with departments to resolve queries and provide information 1. 9 liaise with clients, suppliers and transport companies and provide the necessary information 1. 10 prepare periodic reports and update the management
2. LSC/N0130 Perform inbound and outbound ERP operations and reporting	To be competent, the user/ individual on the job must be able to: 2.1 before unloading, check for pre-alert or advanced shipment notice and mandatory documents 2.2 perform the arithmetic check on inbound packages to verify accuracy of numbers in accordance with system information 2.3 conduct preliminary QC check along with warehouse supervisor for damaged and tampered packages 2.4 prepare inbound report on received and damaged goods and get it signed by the shipper

	2.5	Verify GRN (goods receive note) data and put-away accuracy w.r.t. location and inventory
	2.6	Monitor orders received in system or punch orders for manual operations and generate/allocate picklist for picking
	2.7	perform the arithmetic check on outbound packages to verify accuracy of numbers
	2.8	conduct preliminary QC check of outbound packages for damages
	2.9	check the delivery manifest with the pick list to cross verify that correct products are being shipped out
	2.10	check if the delivery data is updated in the system for proper tracking
	2.11	check for availability and correctness of appropriate documentation including air way bill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc.
	2.12	prepare complete outbound report and update same in ERP
	2.13	obtain the list of claims, the individual claim forms, the claims processing checklist and the inspection checklist from the manager/supervisor
	2.14	check the reason in the claim form and perform a visual inspection of the quarantined goods along with concerned supervisor
	2.15	check whether the claims were filed within the authorised timelines and classify claims as outdated or timely
	2.16	verify that all the documents required (assessment valuation, invoice/bill, claims and insurance forms, etc.) in the claims processing checklist are present and genuine
	2.17	escalate false or outdated claims to the manager
	2.18	process the claim documentations to supervisor/manager for approval. On receipt of internal approval, forward them to the concerned insurance companies along with evidence and recommendation.

3. LSC/N0131 Perform operations quality check and inventory reconcialiation	To be competent, the user/ individual on the job must be able to:
	3.1 identify the sample for quality check from the inbound and outbound shipments
	3.2 conduct a basic product description match, brand match, logo match, manufacturing location match, check for authenticity of the product and check for damages on the packaging with respect to the information in the Enterprise resource planning (ERP)
	3.3 prepare quality check report and update to manager in case of any aberrations with respect to desired quality and product configuration
	3.4 obtain list of stored items along with location and physical quantity from the supervisor and match the same with system data w.r.t. location of each item and quantity
	3.5 assess the number of items to be counted daily considering the throughput velocity of SKUs and number of locations touched for picking
	3.6 In case of discrepancy found in system data versus system data, obtain Personal Protective Equipment (PPE) for working on the shop floor
	3.7 physically count the number of items and cross check them with the system report
	3.8 verify inventory records with system and the physical inspection and record the same
	3.9 prepare a daily inventory report and highlight discrepancies and remedial action taken
	3.10 obtain information from supervisor and MIS regarding the on-going activities for which bar codes, labels, invoices need to be printed
	3.11 check and verify the list with the system for correctness
	3.12 print the bar codes, product tags, address tags, labels, etc. and handover to the respective supervisors
	3.13 maintain a count and record for daily printing activities

4. LSC/N0132 Perform vehicle planning and transport coordination	To be competent, the user/ individual on the job must be able to: 4.1 identify transporters based on shipping requirements of clients 4.2 Plan vehicle requirement in terms of size of vehicles and number of vehicles based on load movement and analyze cost per lane 4.3 finalize the transporter(s) based on lanes and prepare the necessary documentation and seek requisites approvals 4.4 coordinate with transporters for pickup 4.5 inform the supervisors in various departments regarding the pickup timing and transporter(s) schedule 4.6 check that the documents of the transporter(s) are in order while pickup 4.7 resolve any transportation problems or complaints and 4.8 update the transport information in ERP once pickup is done 4.9 follow up in-transit vehicle movement and monitor milestones 4.10 verify uploaded PoD and other mandatory fields in ERP once vehicle reaches destination and material in handed over to consignee
5. LSC/N9904 Maintain integrity and ethics in operations	To be competent, the user/ individual must be able to: 5.1 refrain from indulging in corrupt practices 5.2 avoid using company's funds, property or resources for undertaking personal activities 5.3 protect customer's information and ensure it is not misused 5.4 protect data and information related to business or commercial decisions 5.5 avoid acceptance of cash or kind from vendors for support or contract negotiations 5.6 demonstrate and practice ethics in day-to-day processes and dealings with customers and colleagues 5.7 avoid nepotism 5.8 consult supervisor or senior management when in situations that may require differentiating between ethical and unethical 5.9 report promptly all violations of code of ethics 5.10 dress up and conduct in a professional manner 5.11 communicate with clients and stakeholders in a soft and polite manner 5.12 follow etiquettes in accordance to the place 5.13 check for regulatory documentation and compliances for the shop floor as per information from the supervisor 5.14 perform activities considering the regulatory requirements 5.15 use Personal Protective Equipment (PPEs) in accordance to regulatory requirements

	5.16	identify the different types of dangerous goods and handling methodologies
	5.17	follow the SOP for handling of different types of dangerous goods
	5.18	consult supervisor or senior management when in situations that may require differentiating between ethical and unethical
	5.19	promptly report all regulatory violations
6. LSC/N9905 Follow health, safety and security procedures	To be competent, the user/ individual must be able to:	
	6.1	make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation
	6.2	wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area
	6.3	follow standard driving practice to ensure safety of life and material
	6.4	follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety
	6.5	undertake periodical preventive health check ups
	6.6	follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods
	6.7	follow security procedures like green gate in port, customs area, factory security, etc.
	6.8	comply with data safety regulations of the organisation
	6.9	follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway
	6.10	recognise unsafe conditions and safety practices at the workplace and report it to concerned authority
	6.11	inspect the activity area and equipment for appropriate and safe condition
	6.12	check if stacking is done at defined height and is not on the walk way
	6.13	check if walk way is free from grease/ oil
	6.14	check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places
	6.15	participate in fire drills
	6.16	check if standard material handling procedure are being followed
	6.17	check if hold ladders, platforms and hand rails to be in a sound and safe condition
	6.18	check if all the safety and security related tags, labels and signage are placed in the cargo
	6.19	check if loading instrument is certified and operational

	6.20 implement 5S at workplace 6.21 check if cargo has passed security checks and report in case of any violation
7. LSC/N9906 Verify GST invoices	To be competent, the user/ individual must be able to: 7.1 identify location of service recipient and place of supply of services 7.2 identify proper classification of the transaction (i.e. Intra-State or Inter-state) and determine the applicable GST: Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST) 7.3 identify if GST is payable under reverse charge in case the Service provider is unregistered party 7.4 obtain name, address, GST Identification Number (GSTIN), Permanent account number (PAN) number, email id of service/ shipment provider and recipient 7.5 obtain description of service, Service Accounting Code (SAC) / HSN code 7.6 receive Unique Identification Number (UIN) for multilateral entity 7.7 check for relevant notification in case of exempt clients 7.8 calculate taxable value considering applicable rate of GST based on SAC/HSN 7.9 check for vendor invoices for all mandatory particulars and applicable GST
8. DGT/VSQ/N0102 Employability Skills	After completing this programme, participants will be able to: 8.1 Discuss the Employability Skills required for jobs in various industries 8.2 List different learning and employability related GOI and private portals and their usage 8.3 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 8.4 Show how to practice different environmentally sustainable practices. 8.5 Discuss importance of relevant 21st century skills. 8.6 Exhibit 21st century skills like Self-Awareness, Behavior 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.
	8.7	Describe the benefits of continuous learning.
	8.8	Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
	8.9	Read and interpret text written in basic English
	8.10	Write a short note/paragraph / letter/e -mail using basic English
	8.11	Create a career development plan with well-defined short- and long-term goals
	8.12	Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
	8.13	Explain the importance of active listening for effective communication
	8.14	Discuss the significance of working collaboratively with others in a team
	8.15	Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
	8.16	Discuss the significance of escalating sexual harassment issues as per POSH act.
	8.17	Outline the importance of selecting the right financial institution, product, and service
	8.18	Demonstrate how to carry out offline and online financial transactions, safely and securely
	8.19	List the common components of salary and compute income, expenditure, taxes, investments etc.
	8.20	Discuss the legal rights, laws, and aids
	8.21	Describe the role of digital technology in today's life
	8.22	Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
	8.23	Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
	8.24	Create sample word documents, excel sheets and presentations using basic features
	8.25	utilize virtual collaboration tools to work effectively
	8.26	Explain the types of entrepreneurship and enterprises
	8.27	Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
	8.28	Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement

	8.29 Create a sample business plan, for the selected business opportunity
	8.30 Describe the significance of analyzing different types and needs of customers
	8.31 Explain the significance of identifying customer needs and responding to them in a professional manner.
	8.32 Discuss the significance of maintaining hygiene and dressing appropriately
	8.33 Create a professional Curriculum Vitae (CV)
	8.34 Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
	8.35 Discuss the significance of maintaining hygiene and confidence during an interview
	8.36 Perform a mock interview
	8.37 List the steps for searching and registering for apprenticeship opportunities
9. LSC/N0110 Forecasting and trend analysis	To be competent, the user/individual on the job must be able to:
	9.1 understand the trend analysis to be done and collect the relevant information from ERP/documentation/ standalone computer files
	9.2 apply data filters to process data before conducting analysis
	9.3 conduct trend analysis to identify time trends and seasonal trends of operational and business performance
	9.4 conduct trend analysis of new business to identify seasonality and cyclical natures
	9.5 draw inferences and develop report based on trend analysis
	9.6 identify key parameters for forecasting based on past trends as well as regulatory and business environment
	9.7 prepare data for accepted forecasting approach
	9.8 develop forecasts and share the data with management
	9.9 conduct review meetings to finalize on the forecast
	9.10 develop resource plan and budgets based on forecasts in consultation with Manager
10. LSC/N0127 Decision science-based resource allocation and streamline operations at a warehouse	To be competent, the user/ individual must be able to:
	10.1 obtain daily work order and enter respective details in decision tool
	10.2 Read output of decision tool (which is based on decision science) and put values in work plan format

	10.3	get the work plan approved from the manager and allocate tasks to workers and associates as per decision tool output approved
	10.4	Run task manager and it will automatically allocate tasks to respective users
	10.5	budget and allocate the requisite MHE for tasks at hand
	10.6	inspect warehouse operational area for compliance to safety, security and cleanliness norms/5'S
	10.7	review and monitor the work of the assistants, executives and contractual workforce, and check for accuracy of documentation and task performance
	10.8	engage resources in alternate operation when there is a delay of planned operations
	10.9	allocate additional and ad-hoc manpower and equipment during exigency
	10.10	act as a liaison between different warehousing activities to ensure continuity of operations
	10.11	escalate issues regarding MHE operations, transporter delays, accidents, damages, etc. to manager
	10.12	provide corrective and preventive action plans based on accident and damage reports
	10.13	check for correct segregation of items
	10.14	check for contamination, damage or leakage of items
	10.15	check and facilitate disposal of contaminated, damage or leakage items as per policy
	10.16	update tracker of stored inventory
	10.17	review escalated issues and identify root cause for providing corrective action
	10.18	provide technical guidance to the team for execution
	10.19	escalate the issues to manager when external or additional help is required
	10.20	coordinate with other departments, contractors, transporters, freight operators, clients, shipping companies, customs, regulatory bodies and others to resolve escalations if required
	10.21	prepare claims reports for damaged goods and coordinate with insurance agency and client for processing
	10.22	ensure all Material Handling Equipment (MHE), storage racks, and PPE are in working condition
	10.23	escalate non-operational equipment and ensue they are corrected by the maintenance department
	10.24	support in planning and executing preventive maintenance
	10.25	support manager in planning for new equipment purchase, installation and commissioning

Employability Skills (60 hours)

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1.5	2
2.	Constitutional values - Citizenship	1.5	2
3.	Becoming a Professional in the 21st Century	2.5	6
4.	Basic English Skills	10	6
5.	Career Development & Goal Setting	2	3
6.	Communication Skills	5	4
7.	Diversity & Inclusion	2.5	2
8.	Financial and Legal Literacy	5	5
9.	Essential Digital Skills	10	8
10.	Entrepreneurship	7	4
11.	Customer Service	5	3
12.	Getting Ready for Apprenticeship & Jobs	8	5
	Total	**60**	**50**

SECTION 2
25. EVIDENCE OF LEVEL

Option B:

Title/Name of qualification/component: Warehouse Executive (NSQF – 4)			
NSQF Domain	**Outcomes of the Qualification/Component**	**How the job role relates to the NSQF level descriptors**	**NSQF Level**
Process	• Perform ERP data management, stock keeping, Quality check, documentation and transport coordination	The process involves engaging into activities of ERP data entry and data analysis, documentation with respect to receiving, quality check, stock keeping and inventory, claims processing and outbound despatch. S/he also engages in coordinating for transports.	4
Professional knowledge	• Different warehouse activities • Type of goods and handling • Use of handheld devices • Stock keeping and inventory tracking	The job holder knows and understands the overall warehouse operations and different type of goods being handled in the warehouse, the use of hand held devices, ERP data and tis analysis, stock keeping and inventory tracking models as well as various documentation required for different type of shipments	4
Professional skill	• Perform QC and documentation • Inventory tracking and stock keeping • ERP data management	The job holder has to demonstrates skills to operate computers and collect and input data into ERP, analyse it and draw inferences. S/he also shows skills of inventory management and quality checking with respect to goods and their documentation.	4
Core skill	• Communication skills	The job holder has to communicate clearly to collect information and updates, perform transport coordination and reporting. S/he should	4

	• Analytical and mathematical ability to perform stock keeping and QC • Computer literacy	be able to do the advanced math and stock counting to match the quantity of items listed, received, stored and dispatched.	
Responsibility	• Responsible for task assigned to him/her	The job holder is responsible only the task assigned to him/her related to documentation, QC, stock keeping, transport coordination and ERP data management	4

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 – 1. Skill requirement in logistics sector https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBblE/view
	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 • Feedback from industry players

27	**Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence** Letter has been sent via email to line ministry seeking approval
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

30	**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* Horizontal and vertical progression has been highlighted in the Occupational map. The same is attached in the following page for reference

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

Figure 1: Occupational Map of the Warehousing (Storage and Packaging) sector

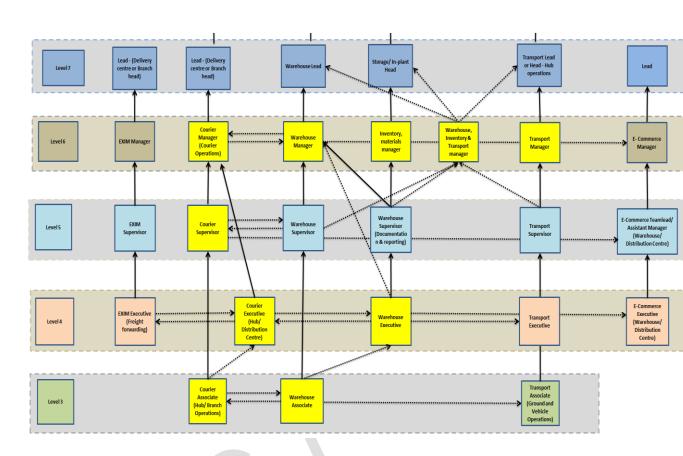| Sub-Sectors	Warehousing (Storage and Packaging)			
Occupations	Warehousing Operations (receiving/ loading and unloading/Quality assurance/ storage/ dispatch or vanning)	Packaging	Documentation and Reporting (Documentation and claims)	Engineering / maintenance
Occupation # (01-99)	1	2	3	4
Level 10	Managing Director/ President, Vice president, Global/country head, Chief general managers			
Level 9	Warehouse Professional			
Level 8	Warehouse Specialist			
Level 7	Warehouse lead			
Level 6	Warehouse manager (Operations, layout design, shift in-charge)			
Level 6	Warehouse cum Inventory cum Transport manager (Operations, layout design, inventory operations)			
Level 6	Inventory/ Materials manager (Operations, inventory, forecasting)			
Level 5	Warehouse supervisor (receiving, storage, despatch/vanning)	Warehouse supervisor (packaging)	Warehouse supervisor (documentation and reporting)	
Level 4	Warehouse Executive (Quality check and inventory)	Goods packaging machine operator	Warehouse Executive (ERP, claims, documentation)	MHE operator and technician (Forklift, BOPT, reach stacker, etc.)
Level 4				Automated warehouse operator and technician
Level 3	Warehouse associate (picking, kitting, binning, loading/unloading)	Warehouse associate (packing, labelling)		
Level 2				
Level 1				

Figure 2: Career progression path for the job role