



QUALIFICATION FILE

Airport Cargo Operation Assistant

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☒ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT ☒ For ToA

☒ General ☐ Multi-skills (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 3

Submitted By:

**Aerospace And Aviation Sector Skill Council
AASSC, C/o Dynamatic Manufacturing Ltd,
Plot No. V77 & 78, 1st Main Road, 2nd stage
Peenya Industrial Area, Bengaluru- 560058**

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Section 1: Basic Details

1.	Qualification Name	Airport Cargo Operation Assistant										
2.	Sector/s	Aerospace and Aviation										
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: QG-03-AA-03903-2025-V2-AASSC 3.0	Qualification Name of existing/previous version: Airport Cargo Operation Assistant									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	Na Airport Cargo Operation Assistant										
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-03-AA-03903-2025-V2-AASSC 3.0	6. N C r F /NSQF Level: 3									
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate										
8.	Brief Description of the Qualification	The Airport Cargo Operations Assistant is responsible for loading and unloading or cargo or shipment to/ from ULD/ BTs from/ to storage facilities in and around the airport premises. He will also assist in moving shipments and loading them on ULD										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grade 10th Pass/ Equivalent</td> <td>-</td> </tr> <tr> <td>2</td> <td>Previous relevant qualification of NSQF Level 2</td> <td>with minimum 3 Years Experience.</td> </tr> </tbody> </table> b. Age:		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Grade 10 th Pass/ Equivalent	-	2	Previous relevant qualification of NSQF Level 2	with minimum 3 Years Experience.
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	Grade 10 th Pass/ Equivalent	-										
2	Previous relevant qualification of NSQF Level 2	with minimum 3 Years Experience.										
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	09	11. Common Cost Norm Category (I/II/III) (wherever applicable): I									
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	Nil										

13.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☒ Offline ☐ Online ☐ Blended		<table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>105:00</td><td>135:00</td><td>30:00</td><td>00:00</td><td>270:00</td></tr> <tr> <td>Online</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	105:00	135:00	30:00	00:00	270:00	Online	-	-	-	-	-	
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Classroom (offline)	105:00	135:00	30:00	00:00	270:00																		
Online	-	-	-	-	-																		
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/5111.0500																					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Team Leader Cargo Operation/ Senior Cargo Agent Airport Cargo Operation Assistant																					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Nil																					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																					
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:																					
19.	How Participation of Women will be Encouraged	Encouraging female participation in Airline Cargo Operations can be facilitated through targeted skill development, mentorship initiatives, and flexible work arrangements. Promoting equal opportunities, ensuring workplace safety, and highlighting female role models will further enhance diversity and inclusion within the industry.																					
20.	Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	☐ Yes ☒ No																					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☐ Yes ☒ No Colleges ☒ Yes ☐ No																					
22.	Name and Contact Details of Submitting / Awarding Body SPOC (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Aerospace and Aviation Sector Skill Council Email: touchdown@aassc.in Contact No.: 080-28398506 Website: https://www.aassc.in																					
23.	Final Approval Date by NSQC: 08/05/2025	24. Validity Duration: 3 years		25. Next Review Date: 30/04/2028																			

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Module 1: Assist in different cargo operations at the airport	AAS/N4302 & 2.0	Core	3	4	50:00	60:00	10:00	00:00	120:00	40	60	-	-	100	40
2.	Module 2: Verifying that Import and Export Documents Meet Standards at the Airport	AAS/N4306 & 1.0	Core	3	2	20:00	30:00	10:00	00:00	60:00	40	60	-	-	100	25
3.	Module 3: Transferring Cargo with Warehouse and Between Storage Facilities and Land Transport at the airport	AAS/N4307& 1.0	Core	3	2	20:00	30:00	10:00	00:00	60:00	45	55	-	-	100	25
4.	Module 4 – Employability Skills	DGT/VSQ/N0101- & 1.0	Non-Core	3	1	15:00	15:00	00:00	00:00	30:00	20	30	-	-	50	10
Duration (in Hours) / Total Marks					09	105:00	135:00	30:00	00:00	270:00	145	205	-	-	350	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:**Minimum Pass Percentage – Aggregate at qualification level: 60 %** (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in Any specialization with 2-3 years' experience in Cargo Operation domain
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate in Any specialization with 5-10 years' experience in Cargo Operation domain
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NIL

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate in Any specialization with 2-3 years' experience in Cargo Operation domain
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate in Any specialization with 2-3 years' experience in Cargo Operation domain
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate in Any specialization with 5-10 years' experience in Cargo Operation domain
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 1
5.	Estimated nos. of persons to be trained and employed: 1050
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Attached
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Attached
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Attached
4.	Annexure: Assessment Strategy (Mandatory)	Attached
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	Nil
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Nil
7.	Annexure: Acronym and Glossary (Optional)	Attached
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Attached
9.	Supporting Document: Career Progression (Mandatory - Public view)	Attached
10.	Supporting Document: Occupational Map (Mandatory)	Attached
11.	Supporting Document: Assessment SOP (Mandatory)	Attached
12.	Any other document you wish to submit:	Nil

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	The Airport Cargo Operations Assistant is responsible for loading and unloading or cargo or shipment to/ from ULD/ BTs from/ to storage facilities in and around the airport premises. He will also assist in moving shipments and loading them onto ULD.	The job holder is responsible for carrying out activities in loading and unloading or cargo or shipment to/ from ULD/ BTs to storage facilities in and around the airport premises. He will also assist in moving shipments and loading them onto ULD. Since it does not involve working in a familiar, predictable routine situation of clear choice, role does not qualify for Level 4 For ex: perform loading and unloading cargo to/ from ULD/ BTs, load cargo into	3

		ULDs and trolleys; secure cargo loaded onto pallets etc., As the job role holder is not expected to carry out processes that are repetitive on regular basis with little application for ex: store cargo as per specific requirements like DG, AVI, PER, VAL etc. perform loading/unloading shipments from trucks etc., hence the job role cannot be pegged at level 2	
Professional and Technical Skills/ Expertise/ Professional Knowledge	The Airport Cargo Operations Assistant on the job needs to know and understand how to: comprehend the organisation's safety and security policies and procedures, comprehend the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference, report any identified breaches of safety, and security policies and procedures to the designated person, coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment, identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individual's authority, report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines, accept cargo and the requisite documents for different types of cargo for example dangerous goods, identification of hidden	The Airport Cargo Operations Assistant on the job needs to know and understand: For Ex: read information contained on cargo airway bills, consequences of inappropriate handling of cargo, protection available for loads in different weather conditions etc. Since all the above-mentioned areas are related to knowing basic facts, process and principle applied in employment trade, the role qualifies for Level 3. As the job holder does not require material, tools and application in a limited context, understand context of work and quality. For ex: Assist the cargo supervisor/ team leader, lift the cargo carefully to avoid damage from trolley or ULDs and take assistance from Forklift operators to handle heavy Cargo, report to Supervisors/ Security if any damage found etc., Hence it cannot be pegged at level 2	3

	dangerous goods, use loading equipment in a safe manner and the complementary safe manual handling procedures etc.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The user/individual on the job needs to know and understand how to: make decisions on a suitable course of action or response if permitted by the authority matrix, monitor efficient functioning of all activities, plan and organize work to achieve targets and deadlines, communicate with customers and other stakeholders in a courteous manner, maintain cordial work relationship, identify trends/common causes for errors and suggest possible solutions to the supervisor / management, identify and correct errors, analyse best possible solutions (cost, time, effort, etc.) suited for operations, concentrate on task at hand and complete it without errors, apply balanced judgments to different situations etc.,	The job holder is expected to recall and demonstrate practical skills, routine and repetitive activities in a narrow range of applications. For instance: the job holder should know the consequences of inappropriate handling of cargo, protection available for loads in different weather conditions, appropriate reporting processes as per regulatory guidelines, identification and handling of dangerous goods and special cargo as per various regulations etc. All these activities are mostly repetitive and have a narrow range of applications, hence qualifying the role for a Level 3	3
Broad Learning Outcomes/Core Skill	The person on the job needs to know and understand how to: interpret the screening messages, read the schedule and plan for cargo movement, read and understand the instructions and conditions during cargo movement, read and interpret guidelines with regards to dangerous goods by air etc.	The person on the job needs to know and understand how to: record the details of the operations carried out as per organisation standards and procedures, discuss task lists and job requirements with the supervisor, effectively communicate information to team members, etc. The job holder should know to decide if the cargo and mail are fit for acceptance and transportation	3
Responsibility	The Airport Terminal Electrician is responsible for Compulsory:	The job holder will be responsible for a limited range of jobs under supervision Follow safety and security procedures, assist in different cargo operations at the	

	1. Assist in different cargo operations at the airport 2. Follow safety and security procedures 3. Verifying that Import and Export Documents Meet Standards at the Airport 4. Transferring Cargo with Warehouse and Between Storage Facilities and Land Transport 5. Employability Skills	airport and work effectively as a team. As the job holder is under close supervision and has some responsibility for own with defined limit. Hence, this role qualifies for Level 3. It does not comprise of any supervisory activities and being supervised by supervisor at level 4. For ex: assist the cargo supervisor/ team leader, load cargo into ULDs and trolleys; secure cargo loaded onto pallets, store cargo as per specific requirements, assist Equipment Operator (export) to retrieve cargo from storage location to facilitate build-up of cargo at the workstations etc. The job holder may additionally and optionally	3
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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Black/White Board & Markers		1
2	PC based projection system		1
3	Walkie talkie		5
4	Computer aided instructional packages (video films/software)		1
5	Concerned wall charts		4
6	personal protective equipment (PPE) (consisting of safety jacket & safety shoes)		3
7	High loader/belt loader		1
8	First aid kit		3

9	Aircraft Handling Manual (AHM) of widely used aircraft		1
10	Forklift		1
11	Container, Pallets & dummy packages		1
12	Step ladder		1
13	Basic fire safety aids (for solid, liquid, gaseous and electrical fires)		1
14	Air Cargo Management system mock-up simulator (software installed on server with minimum 5 clients)		1
15	Handheld scanner (minimum 5) linked with cargo management software system		5

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Jet wings Airways	Sanjay Aditya Singh	CEO & MD	SURYA TOWER, DR. B BARUAH ROAD, GUWAHATI, Kamrup Metropolitan, Assam, 781007	9954004007	ceo@jettwingsairways.com	

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025	150	120	50	45	-	-
2026	400	380	100	85	-	-
2027	500	475	150	125	-	-

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2	2022	85	74	70									
2	2023	120	105	102									
2	2024	45	40	39									

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. RPL
2. SDIS- DDU-GKY

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☒ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐ Showing Practical Demonstrations to the learners		
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐ Tutorials/ Assignments/ Drill/ Practice		
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Module 1: Assist in different cargo operations at the airport	<i>Assisting in cargo operations at the airport</i>	40	60	-	-
	PC1. assist the cargo supervisor/ team leader	4	6	-	-
	PC2. perform loading and unloading cargo to/ from ULD/ BTs	4	6	-	-
	PC3. assist Equipment Operator (export) to retrieve cargo from storage location to facilitate build-up of cargo at the workstations	4	6	-	-
	PC4. load cargo into ULDs and trolleys; secure cargo loaded onto pallets	6	9	-	-
	PC5. store cargo as per specific requirements like DG, AVI, PER, VAL etc.	4	6	-	-

	PC6. perform loading/unloading shipments from trucks	6	9	-	-
	PC7. lift the cargo carefully to avoid damage from trolley or ULDs and take assistance from Forklift operators to handle heavy Cargo	4	6	-	-
	PC8. report to Supervisors/ Security if any damage found	4	6	-	-
	PC9. follow the guidelines when handling special cargos like DG, AVI, PER, VAL etc.	4	6	-	-
	NOS Total	40	60	-	-
Module 2: Verifying that Import and Export Documents Meet Standards at the Airport	<i>Assist in reviewing and verifying cargo documentation</i>	-	-	-	-
	PC1. Assist the cargo supervisor/team leader in reviewing and verifying import and export documents.	4	5	-	-
	PC2. Ensure that the documents match the actual cargo being handled, including bills of landing, commercial invoices, airway bills, and customs declarations.	4	5	-	-
	PC3. Verify that all required forms are completed accurately for different types of cargo, such as dangerous goods, perishables, valuables, etc.	4	5	-	-
	PC4. Cross-check the cargo descriptions on documents like the commercial invoice and airway bill with the actual goods to ensure consistency.	4	5	-	-
	PC5. Ensure that the correct Harmonized System (HS) codes are used for tariff and customs duty calculations.	4	5	-	-
	<i>Support customs clearance and compliance procedures</i>	-	-	-	-
	PC6. Assist in the submission of documents to relevant authorities or electronic systems for customs clearance and cargo processing.	4	5	-	-
	PC7. Check if all applicable permits, licenses, and certificates (such as export licenses, certificate of origin) are provided and valid.	4	5	-	-
	PC8. Ensure the correct declaration of dangerous goods (DG) and other sensitive cargo types, adhering to the guidelines and regulations.	2	5	-	-
	<i>Identify and report discrepancies or regulatory issues</i>	-	-	-	-
	PC9. Report any discrepancies or issues with documents or cargo to the supervisor/security personnel for further action.	2	5	-	-
	PC10. Follow the procedures to identify and report any illegal, restricted, or unlicensed cargo items.	2	5	-	-

	<i>Maintain records and assist in special cargo handling</i>	-	-	-	-
	PC11. Maintain documentation of cargo transactions as per regulatory guidelines.	2	5	-	-
	PC12. Verify that the cargo weight, dimensions, and value listed in the documents match the actual shipment and are properly documented for customs clearance.	2	2	-	-
	PC13. Assist in the inspection of any special cargo (e.g., live animals, perishable goods) to confirm that all relevant handling and documentation procedures are followed	2	3	-	-
	Nos Total	40	60	-	-

Module 3: Transferring Cargo with Warehouse and Between Storage Facilities and Land Transport at the Airport	<i>Transferring Cargo with Warehouse and Between Storage Facilities and Land Transport at the Airport</i>	45	55	-	-
	PC1. Assist the cargo supervisor/team leader in overseeing cargo transfer activities between storage facilities and land transport vehicles.	4	5	-	-
	PC2. Safely load and unload cargo from warehouse storage areas to trucks or other transport vehicles.	4	5	-	-
	PC3. Move cargo between warehouse areas and storage facilities, ensuring proper handling and storage procedures are followed.	4	5	-	-
	PC4. Ensure that cargo is correctly secured for transport to avoid damage during transit.	4	5	-	-
	PC5. Assist in sorting and prioritizing cargo for movement based on urgency, destination, or special handling requirements.	4	5	-	-
	PC6. Identify and segregate cargo that requires special handling (e.g., Dangerous Goods, Perishable Items, Valuable Cargo).	4	5	-	-
	PC7. Assist in coordinating the transport of cargo to its correct destination or storage location, maintaining safety and efficiency.	4	5	-	-

	PC8. Report any discrepancies, damages, or issues with cargo to supervisors immediately.	4	4	-	-
	PC9. Follow specific operational guidelines for moving sensitive or hazardous cargo to prevent accidents or contamination.	4	4	-	-
	PC10. Ensure compliance with airport security and safety procedures while transferring cargo.	4	4	-	-
	PC11. Assist in inventory management by ensuring that cargo is tracked accurately through barcoding or other tracking methods.	3	4	-	-
	PC12. Ensure proper protection of cargo in transit by using appropriate materials (e.g., shrink wrap, strapping, cushioning) to prevent damage.	2	4	-	-
	NOS Total	45	55	-	-
Module 4- Employability skills	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-

<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
PC19. identify relevant rights and laws and use legal aid to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

	<i>Entrepreneurship</i>	2	3	-	-
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	<i>Customer Service</i>	1	2	-	-
	PC26. identify different types of customers	-	-	-	-
	PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. follow appropriate hygiene and grooming standards	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
	PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31. apply to identified job openings using offline /Online methods as per requirement	-	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	NOS Total	20	30	-	-
	Grand Total	145	205	-	-

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

All QP/NOS go through a rigorous review and approval process before they are finally ready to be utilized for skill training and assessment. The QP is assigned for assessment criteria to the various performance outcomes expected from the candidate. The assessment criteria is thoroughly examined and approved by independent industry experts, academic SMEs and regulatory bodies during the QP/NOS creation and approval.

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. Under the Assessment Criteria in a QP/NOS, PCs are allotted against the following four methodologies:

- a. Theory: A theory assessment is a written/digital question paper that aims at assessing the knowledge of the candidate. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
 - b. Practical: A practical assessment assesses the practical application/hands-on ability demonstrated by the candidate
 - c. Viva: A viva voce is an oral questioning method where the assessor and candidate usually sit one-on-one. In addition to evaluating theoretical knowledge, this method also allows for assessment of soft skills, body language, etc.
 - d. Project: A project could include a variety of methods to assess the candidate such as an evaluation of the candidate's portfolio, inclusion of formative assessment marks, evaluations from OJT logs, or any other initiatives undertaken
1. SSC will also lay down proportion of marks for Theory and Practical Skills for each PC
 2. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
 3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion
 4. The assessment is done through the SSC accredited Assessment Agency platform.
 5. To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate
 6. The marks are allocated PC wise; however, every NOS will carry a weightage in the total marks allocated to the specific QP

The SSC uses the devised 'Assessment Blueprint' which is a detailed outline of the plan of action of assessment and as a document. It aims to enable stakeholders implementing skill assessments, like Sector Skill Councils, Assessment Agencies and other assessment regulation bodies to define the complex relationship between performance outcomes/assessment criteria, theory and practical items, difficulty levels, time and marks allocated to each question, assessment methodology and the evaluation thereof. The blueprints are used to design the assessment to measure the mastery of the standard(s), improve consistency across test forms, set goals and monitoring matrices for test forms, and more.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question bank and question paper created by the Subject Matter Experts (SME) from SSC certified Assessment Agency and the other In-house team of SSC
- Questions are mapped with NOS and PC

- Question papers are prepared considering that level 1 to 3 is for the unskilled & semi- skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
 - Assessor must be ToA certified & trainer must be ToT Certified
 - Assessment agency must follow the assessment guidelines to conduct the assessment
4. Types of evidence or evidence-gathering protocol:
- Time-stamped & geotagged reporting of the assessor from assessment location
 - Centre photographs with signboards and scheme specific branding
 - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
 - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
5. Method of verification or validation:
- Surprise visit to the assessment location
 - Random audit of the batch
 - Random audit of any candidate
6. Method for assessment documentation, archiving, and access
- Hard copies of the documents are stored
 - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
 - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf