QUALIFICATION FILE

Supply Chain & Logistics Analyst

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

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

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

NCrF/NSQF Level: 5

Submitted By:

Additional Skill Acquisition Programme (ASAP) Kerala

KINFRA Film and Video Park, Sainik School P. O.

Kazhakkoottam, Thiruvananthapuram, Kerala 695585

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Section 1: Basic Details

1.	Qualification Name	Supply Chain & Logistics Analyst	
2.	Sector/s	Logistics	
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐OEM	NQR Code & version of existing/previous qualification: *(change to previous, once approved)*	Qualification Name of existing/previous version: NA
4.	a. OEM Name b. Qualification Name *(Wherever applicable)*	NA	
5.	National Qualification Register (NQR) Code &Version *(Will be issued after NSQC approval)*	QG-05-TW-03515-2025-V1-ASAP	6. NCrF/NSQF Level: *5*
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	This course prepares individuals to efficiently manage logistics operations, focusing on inventory control, transportation, and distribution. It covers essential concepts like supply chain workflows, performance metrics, and compliance requirements, combining theoretical and practical knowledge. Learners will acquire mid-level skills, including problem-solving, process optimization, and use of technology in logistics. The program aligns with NSQF Level 5, enabling participants to pursue careers in warehousing, procurement, and distribution management.	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: b.	

No.	Minimum qualification	Experience required
1	Completed UG Diploma* and equivalent	No Experience required
2	Completed 3-year diploma after 10th	1 year relevant experience
3	12th grade pass	4 year relevant experience

		4	Previous relevant Qualification of NSQF Level 4.5	1.5 year relevant experience

* Any bachelor's degree BCom, BBA, BCA, BSc, BA, BTech, BE
**Relevant experiences in logistics, supply chain companies.
c. **Age:** NA

10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	18	**11. Common Cost Norm Category (I/II/III)** *(wherever applicable)***:** *III*

12.	**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*	NA

13.	**Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*

☒**Offline**   ☐**Online**   ☐**Blended**

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline/online)	180	270	90		540

14.	**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*	*1324.1201*
15.	**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*	Supply Chain Specialist <Supply chain Manager < E commerce manager< Consultant Level 6: Supply Chain Specialist < Level 7: Supply Chain Manager or Consultant
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	Hindi
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**	ASAP Kerala offers courses in a gender neutral manner, ensuring egalitarian mobilization of students and providing equal opportunities for all.

20.	Are Greening/ Environment Sustainability Aspects Covered *(Specify the NOS/Module which covers it)*	☒ 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 *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	Name: Dr. Usha Titus IAS (Retd), CMD, ASAP Kerala Email: nsqf@asapkerala.gov.in / curriculum@asapkerala.gov.in Contact No.: 04712772500 Website: www.asapkerala.gov.in	
23.	**Final Approval Date by NSQC: 18/02/2025**	**24. Validity Duration: 3 years**	**25. Next Review Date 18/02/2028**

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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-C ore	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.	Foundations of Digital Supply Chain Operations	ASP/LSC/N0101 Version 1	Core	5	3	20	60	10		90	10	10	-	-	20	NA
2.	Integrated Storage Solutions and Inventory Dynamics	ASP/LSC/N0102 Version 1	Core	5	2	15	40	5		60	10	10	-	-	20	NA
3.	Optimized Transport Networks and Delivery Systems	ASP/LSC/N0103 Version 1	Core	5	2	20	25	15		60	10	10	-	-	20	NA
4.	Advanced Demand Planning and Supply Chain Analytics	ASP/LSC/N0104 Version 1	Core	5	2	10	40	10		60	10	10	-	-	20	NA
5.	Strategic Procurement and Supplier Management	ASP/LSC/N0105 Version 1	Core	5	2	15	30	15		60	10	10	-	-	20	NA
6.	Logistics client relations and service excellence	ASP/LSC/N0106 Version 1	Core	5	2	20	30	10		60	10	10	-	-	20	NA
7.	Smart Delivery Systems and	ASP/LSC/N0107 Version 1	Core	5	2	10	35	15		60	10	10	-	-	20	NA

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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)*
	E-Commerce Distribution															
8.	Eco-Logistics and Sustainable Practices	ASP/LSC/N0108 Version 1	Core	5	1	10	10	10		30	10	10	-	-	20	NA
9.	Employability Skills	DGT/VSQ/N0102			2	60				60	20				20	NA
Duration (in Hours) / Total Marks										540					180	

Assessment - Minimum Qualifying Percentage
*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: 50% *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage for theory and practical each : 50%

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Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Educational Qualification: Minimum Bachelor's degree BCOM/BBA/BSC/BCA/BA/BE (Preferably with Knowledge of IT) with atleast 2years of experience in Warehousing/Transportation/Air Cargo Managememt/Rail /Sea Transportation/Freight Forwarding. Certification: "Trainer" mapped to the Qualification Pack "MEP/Q2601, V2.0" Minimum accepted score is 80% aggregate.
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Educational Qualification: Minimum Bachelor's degree BCOM/BBA/BSC/BCA/BA/BE (Preferably with Knowledge of IT) with atleast 5 years' experience in Warehousing/Transportation/Air Cargo Management/Rail /Sea Transportation/Freight Forwarding
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**	

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Educational Qualification: Minimum Bachelor's degree BCOM/BBA/BSC/BCA/BA/BE (Preferably with Knowledge of IT) with 3 years' experience in Warehousing/Transportation/Air Cargo Managememt/Rail /Sea Transportation/Freight Forwarding Certified for the Job Role "Assessor (VET and Skills), mapped to the Qualification Pack "MEP/Q2701,V2.0" with minimum score of 80%.
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Any Bachelor's degree
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	NA
4.	**Assessment Mode** *(Specify the assessment mode)*	Offline assessment at ASAP Community skill Parks
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

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):** Yes
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:** 11
5.	**Estimated nos. of persons to be trained and employed:** 500 +
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *Awaiting* If "No", why:

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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)*	*Annexure added*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Annexure added*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Annexure added*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Annexure added*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*Not Applicable*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*Not Applicable*
7.	**Annexure:** Acronym and Glossary *(Optional)*	*Annexure added*
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Supporting document added*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	*Supporting document added*
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*Supporting document added*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*Supporting document added*
12.	**Any other document you wish to submit:**	*Draft logistics policy by Govt of Kerala*

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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	Depth and breadth of knowledge align with Level 5, requiring specialized understanding in a broad field and integrating interdisciplinary concepts	Modules cover extensive professional knowledge in logistics, supply chain flows, transportation, and emerging technologies such as AI, IoT, and blockchain. Includes detailed theoretical grounding in sustainable practices, regulations, and compliance	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	At Level 5, learners demonstrate a wide range of technical and cognitive skills to solve complex problems. The modules emphasize these skills	Practical training in tools for KPI measurement, route optimization, inventory management, and CRM software. Focuses on skills like using WMS, material handling equipment, and temperature monitoring for cold chains	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Includes development of creative, critical thinking, and ethical decision-making expected at this level	Modules on conflict resolution, problem-solving, and customer satisfaction foster soft skills. Exposure to sustainability metrics enhances ethical and professional mindsets	5
Broad Learning Outcomes/Core Skill	Aligns with the ability to handle familiar and unfamiliar situations independently, expected at NSQF 5	Graduates can manage supply chain operations, analyze logistics data, and adapt strategies to changing business needs	5
Responsibility	Level 5 demands responsibility for self and team outputs in varied work contexts	Training outcomes include taking responsibility for optimizing supply chain efficiency and compliance.	5

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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

Sl No	Tool/Equipment Name	Specifications	Quantity
1	Computers or Laptops: For instructors and participants to run simulations, analytics tools, and supply chain management software.	Standard	Minimum 15
2	Projector or Large Display Screens: For visual presentations and group discussions		1
3	ERP Software: For practical training on resource planning.		
4	TMS (Transportation Management Systems): For logistics operations (e.g., Freightview, Descartes).		
5	WMS (Warehouse Management Systems): To simulate warehouse processes (e.g., Fishbowl, Zoho Inventory).		
6	Data Analytics Tools: Microsoft Power BI, Tableau, or Python for data-driven decision-making.		
7	Simulation Software: Tools like Arena Simulation or Simio to create supply chain models.		
8	Barcode Scanners and RFID Devices: For inventory management demonstrations.		
9	Blockchain Tools: Basic platforms for understanding blockchain in logistics (e.g., Ethereum, IBM Blockchain).		
10	IoT Kits: Sensors and trackers to showcase IoT applications in supply chain monitoring.		

11	Drones or Simulations: Optional but useful for demonstrating last-mile delivery solutions.		
12	Label Printers: For logistics labeling activities.		
13	Workstations: Equipped with necessary hardware and software for participants.		
14	Smartboards: For interactive teaching and brainstorming.		
15	Breakout Areas: For group projects and team-based activities.		
16	Case Study Materials: Real-world examples and problem-solving scenarios.		
17	E-Learning Resources: Subscriptions to platforms like Coursera or LinkedIn Learning for supplementary content.		
18	Team Collaboration Tools: Slack or Trello for project tracking and discussions.		
19	Cloud Storage: Platforms like Google Drive or Microsoft OneDrive for sharing course materials.		

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Projector
2. Laptops/Computer

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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	TT Logistics and Cargo Pvt Ltd	Ms. Reshma Zaheer	Chief Operating Officer	TT Logistics and Cargo Pvt. Ltd., No 6 Cathedral Road , Chennai, India		Reshman.zaheer@ttgroupglobal.com	
2	AVS Cargo Management Services Private Ltd.	D. R. Vikram	Vice President	AVS Cargo Management Services Pvt Ltd, New No, 7A, Old No. 2,3 & 4, 2nd Floor, Anjanalaya Building, Halls Road, Chennai, India PIN: 600 008.		vikram.dr@avscargo.com	
3	Driver Logistics	Naveen Koluthur	Chief Operating Officer	Driver Logistics, University Road, CUSAT PO		Naveen.kolathur@driverlogistics.in	
4	Afcom Holdings Ltd.	Kochat Narendran	President	Afcom holdings Ltd. Corporate Office, 3rd floor, Indqube palmyra, plot no. SIDCO Industrial estate,Guindy, Chennai- 600032		kochat@afconcargo.com	
5	AMZ Logistics Solutions Private Ltd	R. Gopal	GM	AMZ Logistics Solutions Private Ltd		Gopal.r@ttgroupglobal.com	
6	Caterpillar Logistics and Cargo solutions (India) Pvt Ltd.	Mr. Viral Mehta	Director	Caterpillar Logistics and Cargo solutions (India) Pvt Ltd, B702 Westgate, Nr YMCA Club, S G Highway, Ahmedabad 380051, Gujarat, India		viral@caterpillarcargo.com	
7	Expo Freight Pvt Ltd	Mr. Kunal Sharma	Senior Manager - Gujarat	Expo Freight Pvt Ltd, 1210 – 12th Floor ShivalikShilp II, Opp ITC Narmada, Near Keshavbaug, Vastapur, Ahmedabad 380015, Gujarat, India		kunals@efl.global	

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8	FFAF Logistics India Pvt Ltd	Mr. Karthi Baskar	MD & CEO	FFAF Logistics India Pvt Ltd, Brigade Opus, 5th Floor, Unit No. 501 –A, No. 70/401, Kodigehalli Gate, Hebbal, Bangalore- 560092		karthi.baskar@flyingfresh.in	
9	HellMan Worldwide logistics India Pvt Ltd.	Mr. Ashish Vakil	Manager	HellMan Worldwide logistics India Pvt Ltd., 508 -509, VR EK, Gujarat Collage Corner, Opp Hotel Inder Residency, Ellisbridge, Ahmedabad 380006, Gujarat, India.		ashish.vakil@hellmann.com	
10	S A Consultants and Forwarders Pvt Ltd	Mr. Yaheeya Khan Mohammed	Senior Branch Manager	S A Consultants and Forwarders Pvt Ltd, Kanchenjunga Building, 18- Barakhamba Road, New Delhi 1		yaheeya.kha@sagroupindia.com	
11	S A Consultants and Forwarders Pvt Ltd	Mr. Utsav Patel	Deputy Manager – Air Fright	1st Floor GSECL Building, Air Cargo Comple, Old Airport, Meghaninagar, Ahmedabad 380016, Gujarat,India		utsav@sagroupindia.com	

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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
2024-25	200+	200+	200+	200+	200+	200+
2025-26	200+	200+	200+	200+	200+	200+
2026-27	200+	200+	200+	200+	200+	200+

Data to be provided year-wise for next 3 years

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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
NOS 1: Foundations of Digital Supply Chain Operations	- Ability to describe key logistics and supply chain concepts. - Proficiency in identifying supply chain components and their interdependencies. - Demonstration of material, information, and financial flow within supply chains. - Application of supply chain models (lean, agile, hybrid) to scenarios. - Calculation of KPIs like lead time, order accuracy, and inventory turnover	10	10	--	--
Total Marks		20			
NOS 2: Integrated Storage Solutions and Inventory Dynamics	- Design and layout optimization for warehouses. - Application of inventory control techniques (ABC analysis, JIT, FIFO, LIFO). - Operation and maintenance of material handling equipment. - Proficiency in using Warehouse Management Systems (WMS) for tracking and inventory updates	10	10	--	--
Total Marks		20			
NOS 3: Optimized Transport Networks and Delivery Systems	- Selection of appropriate transportation modes based on cost and demand. - Route optimization and planning using software tools. - Design of efficient distribution networks and last-mile delivery strategies. - Compliance with transportation regulations and logistics standards	10	10	--	--
Total Marks		20			

NOS 4: Advanced Demand Planning and Supply Chain Analytics	• Use of analytics tools for demand forecasting and supply chain optimization. • Data collection, cleaning, and analysis. • Application of forecasting techniques to improve inventory and demand alignment. • Risk assessment and management in supply chain scenarios	10	10	--	--
Total Marks			20		
NOS 5: Strategic Procurement and Supplier Management	• Evaluation and selection of vendors based on business criteria. • Application of negotiation strategies to supplier agreements. • Management of supplier relationships and compliance with procurement ethics. • Implementation of cost-saving measures and financial analysis in procurement	10	10	--	--
Total Marks			20		
NOS 6: Logistics Client Relations and Service Excellence	• Understanding and managing CRM tools. • Ensuring customer satisfaction through efficient problem-solving and conflict resolution. • Implementation of customer retention and loyalty programs. • Data management and analytics in CRM to improve service quality	10	10		
Total Marks			20		
NOS 7: Smart Delivery Systems and E-Commerce Distribution	• Execution of e-commerce logistics processes, including order fulfillment and last-mile delivery. • Use of technology in logistics, such as drones and autonomous vehicles. • Development of strategies for managing customer experience in e-commerce	10	10		
Total Marks			20		

NOS 8: Eco-Logistics and Sustainable Practices	- Implementation of green logistics and sustainable supply chain practices. - Management of eco-friendly warehouses and transportation initiatives. - Adherence to regulatory and environmental compliance standards. - Measurement and reporting on sustainability metrics	10	10		
Total Marks			160		
Grand Total with ES : 180					

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.This section outlines the processes for identifying, gathering and interpreting information to evaluate learners against the required competencies of the program. The assessment strategy is designed to ensure assessments are valid, reliable, fair and aligning with the National Skills Qualifications Framework (NSQF).

Assessment Framework

ASAP employs a structured assessment framework that assigns weightage to various activities throughout the training program. The components of assessment include Attendance, Assignments, Internal/Continuous Assessments, Project and Final Assessments, with Attendance and Internal Assessments falling under Continuous and Comprehensive Evaluation (CCE). All assessments will reflect as marks, culminating in an overall grade indicated on the report card or certificate.

Type of Assessment	Max Marks
Assignment 1	35
Internal Assessment 1	50
Assignment 2	35
Internal Assessment 2	50
Final Assessment	100
Attendance	30
Total	**300**

Attendance Criteria

Skill based sessions and training are delivered through lectures, discussions, demonstrations, and experiments ensuring student participation during daily learning activities. So those who miss such sessions will not be able to compensate for the loss. Regular student participation in daily classroom activities plays a significant role in student's success. For each course and batch, the student's attendance will be marked daily, and marks will be awarded based on the following Table on course

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completion and final assessment. Students whose attendance fall below 70% will not be eligible for
final assessment and course completion certificate.

Attendance and Mark Distribution	
Attendance Percentage	**Marks**
Above 90%	10
86 to 90%	9
80 to 85%	8
70 to 80%	7
Below 70%	0

Internal/Continuous Assessment & Student Involvement

A Continuous and Comprehensive Evaluation (CCE) shall be done for candidates for the assignments and internal assessments. The outcome-based assessment followed by the Assessment Division for the courses offered will conduct the Knowledge and Application level tests at least four times during a skill course as Assignments and Internal/Continuous Assessments.

Assignments (Theory & practical)

Students can complete assignments according to his/her preferred approach. This might involve reading technical study materials, chapters and assigned reading materials to gain a better understanding prior to completing an assignment or exploring new resources to gain additional information. There shall be no restriction on the resources that the students are allowed to consult or any limit to the number of hours he/she choose to spend on the assignment. Since each student employs his/her own personal learning style, an individual assignment may actually be a fairer measure of the student's learning.

Students have to complete two assignments, the first after coverage of 25% of the total syllabus and the second assignment after the coverage of 75% of the total syllabus. Both assignments shall be evaluated and assigned a score. The scores should be marked on the student's assignment sheets by the Trainer after evaluation. The scores shall be entered in the student profile twice. The first shall be made on completion of 25% of the initial part of the syllabus and the second entry shall be made on completion of 75% of the syllabus.

Internal/Continuous Assessment (Theory & practical)

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There are two internal tests, one after completing 50% of the syllabus and the other at the end of the training/course. These tests are conducted by the trainer based on the topics covered in the course. Questions are selected at random from the question bank already generated. Of these, for each test, 60% of the questions are theoretical and in the form of objective type and the rest 40% will be descriptive questions which will be oriented towards procedure/strategies/ways of doing/ ethics of doing etc. The duration of the first test after 50% of the total coverage is 1 hr and the second test after completion of the total syllabus is 3hrs.The duration is so fixed to ensure coverage of the total learning events before the final assessments. The marks/grades shall be entered in the student's profile twice. The first entry shall be made on completion of the 50% of the initial syllabus and the second entry shall be made on completion of the rest of the syllabus.

Course Final/End Assessment

The performance-based Final/End Assessment include the following and the assessment will be conducted by the Assessment division of ASAP Kerala.
a) Practical test/Hands on experience/Skill test in an OJT Centre or Skill Development Center
b) Project Presentation and Viva voce
c) Final Assessment with MCQ and Descriptive questions.

Responsibility of Assessment Division of ASAP Kerala

Final assessment will be conducted by ASAP Kerala. The questions will be generated randomly from the question bank. The Assessment Division of ASAP Kerala will coordinate the assessment process with the Cluster, Training and Curriculum Division.

The Assessment Division with support of the Curriculum Division and Cluster will prepare the Question Bank. The Question Bank is prepared at the time of initial course creation by Subject Matter Experts identified by Curriculum division in consultation with respective Cluster. For courses already created the question banks are prepared by the Assessment Division, Cluster and Curriculum Division in consultation with the Training Division. The Question Bank will be used to prepare the question paper for the final assessment. The assessment division shall conduct the assessment through the assessors. The assessment shall be monitored by the assessors on the assessment platform. The final answer sheets shall be evaluated by experts in the field and the final scores with grades shall be shared by assessment division to the certification division for final certificate issue.

Randomly selected questions from the Question bank developed will be used for Final Assessments. 20% of questions will be replaced with new ones every year and a blue print that elaborates weightage to QP/NOS, degree of difficulty and application type questions will be used for the assessment. This will be done by a committee formed from members of cluster, training, curriculum and assessment division.
A Question Bank will be developed by experts following prescribed norms. Selected questions will be enlisted in the bank. The Question Bank will have 6 times the requirement of questions for the first year to start with and thereafter 20% questions will be replaced every year with new ones in each category with the help of experts following the same procedures to ensure relevance and variety.Each batch will have a unique user id and the trainer will be given access to the Question Bank once for each category of the test. They will be given access to the test only at the prescribed hour on the day of assessment. Question paper will be generated from the Question

Bank at random following the criteria specified for assessing each competency given in the session assessment evidence. Guidelines will be given to the trainers in terms of evaluation of assignments and internal tests.

Final Score and Grading Scheme

ASAP Kerala shall follow the Grading against the score given in the Table.

Score and Grade Conversion		
Percentage Score	**Letter Grade**	**Description**
90-100	**A+**	Excellent
80-89	**A**	Very Good
70-79	**B**	Good
60-69	**C**	Above Average
50-59	**P**	Pass
Below 50	**F**	Fail

1.Assessment System Overview
- Assessment division of ASAP Kerala shall be responsible for conducting the assessment.
- Question bank shall be prepared in advance by the division.
- Assessments shall be conducted at ASAP Community skill parks/Accredited training centres/Colleges/AI proctored assessment platform.

2. Testing Environment
- Assessments shall be conducted at ASAP community skill parks/Accredited training centres/Colleges or through AI proctored assessment platform.

3. Assessment Quality assurance levels/framework

- Questions papers are created and finalised by subject matter experts considering the level and assessment criteria.

4. Types of Evidence or evidence gathering protocol

- ID Card details of students shall be checked before entering the examination centre.

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5. Method of Verification or validation

- ID Card details of students, face verification through the online platform

6. Method for assessment documentation, archiving and access.

- Answer papers and attendance sheets shall be collected by the manager of the centre/faculties at colleges and shall be handed over to the assessment division in case of offline assessments.

Proposed OJT Plan (90 Hours)

1. Preparation Phase (1 Day):
    o Orientation: Introduce learners to the workplace environment and training objectives.
    o Mentor Allocation: Assign experienced supervisors to guide learners.
2. Execution Phase (Distributed Over Modules):
    o Activities:
        ▪ Hands-on Tasks: Practice inventory categorization, forklift operations, and route optimization.
        ▪ Simulations: Use WMS, CRM software, and analytics tools to solve logistics problems.
        ▪ Case Studies: Analyze real-life scenarios like reverse logistics or cold chain management.
        ▪ Collaborative Projects: Team-based tasks like designing distribution networks or last-mile delivery strategies.
    o Job Shadowing: Learners observe skilled professionals performing complex tasks.
3. Consolidation Phase (Final Week):
    o Project Work: Undertake an end-to-end supply chain project to integrate learning.
    o Feedback and Review: One-on-one sessions with mentors to discuss performance and areas of improvement.

Assessment Plan for OJT

1. Continuous Assessment:
    o Observation: Mentors evaluate learners' adherence to best practices and problem-solving abilities.
    o Logbook Maintenance: Learners maintain a daily log of tasks performed during OJT.
2. Task-Based Evaluations:
    o Skill Demonstrations: Test learners' ability to operate tools like WMS, RFID systems, and analytics software.
    o Case Analysis: Assess decision-making through written or verbal analysis of logistics scenarios.
3. End-of-OJT Assessment:
    o Project Report: Evaluate the final project for depth, innovation, and applicability of concepts.
    o Presentation: Learners present their projects to mentors and peers, showcasing their understanding and insights.
4. Certification Criteria:
    o Performance in hands-on tasks, mentor feedback, and overall participation during OJT.

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

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