



**Aerospace & Aviation
Sector Skill Council**



QUALIFICATION FILE

Airport Warehouse Coordinator

☒ 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: 4

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

Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	5
NOS/s of Qualifications.....	5
Mandatory NOS/s:	5
Elective NOS/s:	6
Optional NOS/s:	6
Assessment - Minimum Qualifying Percentage.....	6
Section 3: Training Related.....	7
Section 4: Assessment Related.....	7
Section 5: Evidence of the need for the Qualification.....	8
Section 6: Annexure & Supporting Documents Check List.....	8
Annexure: Evidence of Level	9
Annexure: Tools and Equipment (Lab Set-Up)	13
Annexure: Industry Validations Summary.....	13
Annexure: Training & Employment Details	14
Annexure: Blended Learning	15
Annexure: Detailed Assessment Criteria	16
Annexure: Assessment Strategy	22
Annexure: Acronym and Glossary	22

Section 1: Basic Details

1.	Qualification Name	Airport Warehouse Coordinator														
2.	Sector/s	Airport Operations, Cargo and Ground Handling														
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved) Code: QG-04-AA-04192-2025-V2-AASSC Version:3.0		Qualification Name of existing/previous version: Airport Warehouse Coordinator												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	b. Airport Warehouse Coordinator														
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-04-AA-04192-2025-V2-AASSC	6. NCrf/NSQF Level: 4													
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	An Airport Warehouse Coordinator manages the storage, inventory, and distribution of goods and supplies at the airport. They ensure timely and accurate handling of cargo, oversee shipments, and maintain proper documentation. Strong organizational, communication, and logistical skills are essential for efficient warehouse operations.														
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>12th Grade Pass/Equivalent</td> <td>-</td> </tr> <tr> <td>2</td> <td>10th Class Pass</td> <td>3 Years of Experience</td> </tr> <tr> <td>3</td> <td>Previous relevant qualification of NSQF Level 3</td> <td>3 Years Experience.</td> </tr> </tbody> </table> b. Age: 18			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	12th Grade Pass/Equivalent	-	2	10th Class Pass	3 Years of Experience	3	Previous relevant qualification of NSQF Level 3	3 Years Experience.
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)														
1	12th Grade Pass/Equivalent	-														
2	10th Class Pass	3 Years of Experience														
3	Previous relevant qualification of NSQF Level 3	3 Years Experience.														
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrf))	14	11. Common Cost Norm Category (I/II/III) (wherever applicable): 1													
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" data-bbox="952 172 2056 347"> <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>150:00</td> <td>210:00</td> <td>60:00</td> <td>00:00</td> <td>420:00</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	150:00	210:00	60:00	00:00	420:00	Online					
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Classroom (offline)	150:00	210:00	60:00	00:00	420:00																			
Online																								
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/1324.1201																						
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Warehouse co Ordinator, Supervisor -Airport Warehouse, Team Leader.																						
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 women's participation in airport warehouse coordinator roles can be achieved by offering equal opportunities, providing mentorship programs, and fostering a supportive work environment. Additionally, implementing flexible work schedules and promoting women in leadership positions can help create a more inclusive and diverse workplace. Empowering women through skill development and training programs will also boost their participation.																						
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:08/05/2028																			

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 to the 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.	Coordinate warehouse activities at the airport	AAS/N4303 NOS Version No. – 2.0	Core	4	4	40:00	60:00	20:00	00:00	120:00	38	62	-	-	100	40
2.	Follow safety and security procedures	AAS/N0502 NOS Version No. – 1.0	Core	3	1	10:00	15:00	05:00	00:00	30:00	52	48	-	-	100	10
3.	To Perform Shipping and Workflow Management	AAS/N4304 NOS Version No. – 1.0	Core	4	4	40:00	60:00	20:00	00:00	120:00	40	60	-	-	100	20
4.	Management of Hazardous materials and Chemicals	AAS/N4305 NOS Version No. – 1.0	core	4	4	45:00	60:00	15:00	00:00	120:00	40	60	-	-	100	25
5.	Employability Skills	DGT/VSQN0101- NOS Version No. – 1.0	Non-core	2	1	15:00	15:00	00:00	00:00	30:00	20	30	-	-	50	05
Duration (in Hours) / Total Marks					14	150:00	210:00	60:00	00:00	420:00	190	260	-	-	450	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/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																

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) <i>(as per NCVET guidelines)</i>	Graduate in Any Specializations with 2- 3 years' Experience in Warehouse Cargo Operations
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate in Any Specializations with 5- 10 years' Experience in Warehouse Cargo Operations
3.	Tools and Equipment Required for Training	☒ Yes ☐ No <i>(If "Yes", details to be provided in Annexure)</i>
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 Specializations with 2- 3 years' Experience in Warehouse Cargo Operations & training
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Diploma/ ITI/12 th with 2- 3 years' Experience in Warehouse Cargo Operations & training
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduate in Any Specializations with 5- 10 years' Experience in Warehouse Cargo Operations & Training
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
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: 1300
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")	
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	
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:	

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 Warehouse Coordinator is responsible for controlling warehouse inventory by coordinating movement of cargo from aircraft to warehouse to shipping and vice versa.	The Airport Warehouse Coordinator is responsible for controlling warehouse inventory by coordinating the movement of cargo from aircrafts to warehouse to shipping and vice versa. He will be responsible for carrying out a range of jobs where some of them will require them to make choices about the approaches that must be adopted. Hence, it qualifies as a Level 4 Role. For ex: coordinate the activities of ground crew in the loading, unloading, securing, and staging of aircraft cargo, perform cargo build up and break down as told by supervisors and also ensure that processes are in compliance with the company cargo SOP and airline's standards well, identify and act upon any irregularities which occur during either import or export etc., However, the job holder does not perform problem solving or supervisory role. Therefore, it does not qualify for Level 5 role. At the same time, the job holder is not required to work in a limited to range of jobs under closesupervision. He is also not a 'partly skilled' worker, the job role cannot be pegged at level 3. for ex: coordinate the work and activities of others and getting members of a group to work together to accomplish tasks, determine whether events or processes comply with laws, regulations or standards. etc., as mentioned in the	4

		adjacent cell. Hence the NSQF level should be 4.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	The user/individual on the job needs to know and understand how to: comprehend the organization'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 organization) 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 organizational procedures and regulatory guidelines, coordinate the activities of ground crew in the loading, unloading, securing, and staging of aircraft cargo observe, receive and otherwise obtain information from all relevant resources, analyze information and evaluate results to choose the best solutions and solve problems etc.	The jobholder is expected to have a factual knowledge of the field in warehouse coordination at the airport facility and the warehouse. For Ex: Identify the risks of fire and reduce the risks of the same, identify the people at risk, evaluate the risk of the fire occurring, remove or reduce the hazards that may cause a fire etc., Since all the above-mentioned areas are commensurate to the level 4 professional knowledge, the role qualifies for Level 4. As the job holder requires professional knowledge higher than basic facts, processes in the field etc., therefore it cannot be pegged at level 3. For example: inspect installed fire hydrants, perform pressure testing of fire Hydrants, perform static tank inspection, perform calibration of pressure gauges at the pump house etc., Therefore it cannot be pegged at level 3 and ideally fit as a level 4 Job Role.	4
	The user/individual on the job needs to know and understand	The job holder is expected to recall and demonstrate practical skill in carrying out	

Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	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, maintain cordial work relationship, identify trends/common causes for errors and suggest possible solutions to the supervisor / management, identify and correct errors, analyze 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 situation etc.	routine and repetitive activities in a narrow range of applications, using appropriate rules and tool. For instance, in performing the fire prevention checks evaluate and assess that the fire hydrants are accessible and have three feet clearance around the hydrant. evaluate the Fire emergency response plan in co-ordination with emergency planner, evaluate the Emergency escape / evacuation plan and ensure that it is displayed at strategic locations in the terminal buildings and all the major buildings in coordination with emergency planner etc., As the job does not require recalling and demonstrating practical skill, routine and repetitive in narrow range application. For example: In performing the fire prevention checks, checking for the installed fire extinguisher, installed fire hydrants, perform pressure testing of fire Hydrants, perform static tank inspection the fire etc., Here the jobholder has to use appropriate rules and tools to perform his role; this role does not fit at level 3 but at level 4	4
Broad Learning Outcomes/Core Skill	The individual on the job needs to know and understand how to: complete accurately well written report in English language detailing the situations of emergency with attention to detail, read instructions/ guidelines/ procedures/rules, listen to and orally communicate information with all concerned, document the available information, note down observations in the given format, write information documents to concerned departments/teams	The job holder is expected to complete accurate, complete accurately well written report in English language detailing the situations of emergency. For example: maintain record of the actions related to fire prevention, evaluate the Emergency escape/ evacuation plan and ensure that it is displayed at strategic locations in the terminal buildings and all the major buildings in co-ordination with emergency planner, ensure that the inspection records are updated and displayed on the extinguishers. etc. The job holder should be to record the tasks in performing the above tasks and write reports to the	

	make decisions on a suitable course of action or response if permitted by the authority matrix	supervisor. Hence, this role qualifies for Level 4. As the job holder requires core skills of language, written and oral to communicate with required clarity, read instructions/guidelines and communicate higher than requiring core skills of language, written and oral to communicate with minimum clarity, therefore it cannot be pegged at level 3.	4
Responsibility	The Airport Wildlife Management crew is responsible for Compulsory: 1.AAS/N4303: Coordinate warehouse activities at the airport 2.AAS/N0502: Follow safety and security procedures 3. AAS/N4304. To Perform Shipping and Workflow Management 4. AAS/N4305: Management of Hazardous materials and Chemicals 5. DGT/VSQ/N0102: Employability Skills	The job holder is responsible for only own work and learning. S/he is a skilled worker who carries out work activities. Follow organization safety and security procedures, provide fire prevention services in and around various areas of airport and work effectively in a team. Hence, this role qualifies for Level 4. It does not comprise of any supervisory activities. As this job is about having responsibility for own working and learning and is not working under close supervision within defined limits. Therefore, it cannot be pegged at level 3. For example: identification of the various sources of fire hazards, identify the risks of the hazard, identify the people and the property at risk, remove or reduce the hazards that may cause a fire etc.	4

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		3
4	Computer aided instructional packages (video films/software)		2
5	Concerned wall charts		4
6	personal protective equipment (PPE) (consisting of safety jacket & safety shoes)		3
7	First aid kit		3
8	Forklift		1
9	Basic fire safety aids		1
10	Air Cargo Management system mock-up simulator (software installed on server with minimum 5 clients)		1
11	Handheld scanner (minimum 5) linked with cargo management software system		5

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White/Black board, Markers,

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	Mr. Sanjay Aditya Singh	CEO & MD	Jet Wings	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	300					
2026	400					
2027	600					

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
	2022	163	155	142									
	2023	93	90	87									

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

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

English

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
AAS/N4303: Coordinate warehouse activities at the airport	PC1. coordinate the activities of ground crew in the loading, unloading, securing, and staging of aircraft cargo	2	4	-	-
	PC2. observe, receive and otherwise obtain information from all relevant resources	2	4	-	-
	PC3. analyse information and evaluate results to choose the best solutions and solve problems	2	4	-	-
	PC4. communicate and provide information to supervisors, co-workers and subordinates	2	4	-	-
	PC5. organise, plan and prioritize work	2	4	-	-
	PC6. coordinate the work and activities of others and get members of a group to work together to accomplish tasks	2	3	-	-
	PC7. develop constructive and cooperative working relationships with others	2	3	-	-
	PC8. perform cargo build up and break down as told by supervisors and also ensure that processes are in compliance with the company cargo SOP and airline's standards well	2	3	-	-
	PC9. identify and act upon any irregularities which occur during either import or export	2	3	-	-
	PC10. gather relevant new information relating to the current job at hand	2	3	-	-
	PC11. determine whether events or processes comply with laws, regulations or standards	2	3	-	-
	PC12. encourage and build mutual trust, respect and cooperation among team members	2	3	-	-
	PC13. check import & export documentation to determine cargo contents	2	3	-	-

	PC14. retrieve stored items and trace lost shipments as necessary	2	3	-	-
	PC15. inspect and count items received and check them against documents, recording shortages and rejecting damages goods	2	3	-	-
	PC16. notify consignees or customers of the arrival freight and arrange for delivery	2	3	-	-
	PC17. keep records of all goods shipped, received and stored	2	3	-	-
	PC18. coordinate and supervise activities of workers engaged in loading and unloading	2	3	-	-
	PC19. directly participate in cargo handling in order to ensure completeness of load and even distribution of weight	2	3	-	-
	NOS Total	38	62	-	-
AAS/N0502: Follow safety and security procedures	PC1. comply with the organisations safety and security policies and procedures	5	5	-	-
	PC2. comply with the regulatory guidelines on safe conduct of operations and maintenance of conditions to thwart any acts of unlawful interference	5	5	-	-
	PC3. report any identified breaches of safety, and security policies and procedures to the designated person	5	5	-	-
	PC4. coordinate with other resources at the workplace (within and outside the organisation) to achieve safe and secure environment	10	10	-	-
	PC5. identify and mitigate any safety and security hazards like illness, accidents, fires or acts of unlawful interference if it falls within the limits of individuals authority	5	5	-	-
	PC6. report any hazards outside the individual's authority to the relevant person in line with organisational procedures and regulatory guidelines	10	10	-	-
	PC7. follow organisations emergency procedures for accidents, fires or acts of unlawful interference	2	3	-	-
	PC8. identify and recommend opportunities for improving health, safety, and security to the designated person	8	2	-	-
	PC9. Complete all health and safety records are updates and procedures well defined	2	3	-	-
	NOS Total	52	48	-	-
	PC1.Process more of incoming cargo/baggage within the allocated time frame	3	4	-	-

AAS/N4304: To perform shipping and receiving workflow management	PC2. Maintain accuracy in completing cargo and baggage documentation	3	4	-	-
	PC3. Ensure accurate tracking of cargo and baggage through barcode/RFID systems.	3	4	-	-
	PC4. Optimize warehouse space utilization to prevent congestion and enhance accessibility.	3	4	-	-
	PC5. Prevent any security breaches, unauthorized access, or incorrect screenings.	3	4	-	-
	PC6. Ensure compliance with security and regulatory checks, including customs and safety screenings.	3	4	-	-
	PC7. Ensure all items are correctly sorted based on their destination, priority, and urgency	3	4	-	-
	PC8. Minimize damage during loading/unloading, aiming for 0% incidents of mishandling or damage	3	4	-	-
	PC9. Ensure timely communication with stakeholders	3	4	-	-
	PC10. Maintain fast response times and clear communication in case of delays or issues	3	4	-	-
	PC11. Ensure positive customer satisfaction in handling complaints and providing updates	2	4	-	-
	PC12. Track and address all returned items or unclaimed baggage in a timely manner	2	4	-	-
	PC13.handle unexpected challenges such as delays, misrouted baggage, or discrepancies in cargo.	2	4	-	-
	PC14. Ensure adherence to safety protocols and guidelines for all staff involved in operations	2	4	-	-
	PC15. Minimize delays in receiving cargo/baggage, ensuring quick and efficient unloading	2	4	-	-
	NOS Total	40	60	-	-
AAS/N4305: Management of Hazardous Materials and Chemicals	PC1. Ensure that all hazardous materials are properly labelled, categorized, and classified according to international standards.	3	4	-	-
	PC2. Confirm that hazardous materials are accompanied by the correct documentation	3	4	-	-
	PC3. Verify that hazardous substances are clearly marked with appropriate danger symbols and warning labels.	3	4	-	-
	PC4. Adhere to guidelines for hazardous materials transportation, storage, and disposal	3	4	-	-

PC5. Implement safe handling practices for different types of hazardous materials.	3	4	-	-
PC6. Ensure segregation of incompatible materials to prevent chemical reactions or hazards during storage.	3	4	-	-
PC7. Maintain accurate records of inventory levels of hazardous materials and ensure they are updated regularly.	3	4	-	-
PC8. Ensure that all personnel are familiar with the use of PPE (Personal Protective Equipment) and emergency response equipment specific to hazardous materials.	3	4	-	-
PC9. Conduct regular drills and simulations to test the emergency response plan and ensure readiness for hazardous material incidents.	3	4	-	-
PC10. Implement procedures to minimize exposure and risk during the movement of hazardous materials, such as using dedicated routes and vehicles for transport.	3	4	-	-
PC11. Regularly monitor hazardous material storage areas, handling operations	2	4	-	-
PC12. Ensure that audits are conducted periodically to assess compliance with safety regulations	2	4	-	-
PC13. Ensure that hazardous waste is handled and disposed of according to legal and environmental standards.	2	4	-	-
PC14. Provide stakeholders with the necessary documentation and information about hazardous materials to ensure safe handling and compliance with regulations.	2	4	-	-
PC15. Ensure effective communication with airlines, cargo operators, freight forwarders, security personnel, and customs regarding hazardous material shipments	2	4	-	-
NOS Total	40	60	-	-
<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	-	-

DGT/VSQ/N0102: Employability Skills	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 computing income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids 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 processors, 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	190	260	-	-

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on 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:

- Check the Assessment location, date and time
- 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 Assessment start and end time to be as 10:00 AM and 05:00 PM
- Check the Eligibility of Attendance

3. Assessment of Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- 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 uploaded / accessed from Cloud Storage • Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

On the Job:

- Each module (which covers the job profile of Aerospace CNC Machinist) will be assessed separately.
- The candidate must score 60% in each module to successfully complete the OJT.
- Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 - Answer Sheets of Question Banks
 - Assessing the Logbook entries of Trainees at Employer location
 - Employer Performance Feedback.
- Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

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