

NSQF QUALIFICATION FILE

Approved in 22nd NSQC Meeting – NCVET – 25th August 2022

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Logistics Sector Skill Council

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

Name and contact details of individual dealing with the submission

Name : Ms. Reena Murray
Position in the Organization : Head – Standards & Quality Assurance
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List of documents submitted in support of the Qualifications File

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

Model Curriculum to be added which will include the following:

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

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1	Qualification Title	Supply Chain Associate
2	Qualification Code, if any	QG-03-TW-00344-2023-V1.1-LSC
3	NCO code and occupation	NCO-2015/ 4321.0601 to 0604
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Certificate course of Supply Chain Associate Long Term Purpose: Learners who attain this qualification are competent in supply chain and in plant logistics operations and can get a job as supply chain associate
5	Body/bodies which will award the qualification	Logistics Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification	Logistics Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes Both accreditation and affiliation are done by LSC based on due diligence report via SIP
8	Occupation(s) to which the qualification gives access	Supply Chain operations
9	Job description of the occupation	The individual performs basic picking, kitting, binning, sequencing, line feeding, loading, and unloading activities in the in-plant warehouse. S/he will operate manual/battery operated pallet truck (MHE), will engage in inventory counts and maintain the in-plant warehouse.
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the qualification in the NSQF	3
13	Anticipated volume of training/learning required to complete the qualification	360 to 660 hours
14	Indicative list of training tools required to deliver this qualification	For a class of 30 candidates Teaching board – 1 Projector – 1 Video player or TV - 1

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		<p>Computer – 15 Stationaries – 30 Marker - 2 MHE equipment's – 1 Packaging material – 30 Packaging devices - 10 Scanner - 15 PPE – 15 ERP – 1 SOP - 10 GST guidelines – 15 TMS (learning version) WMS (learning version) LLMS (learning version)</p>
15	Entry requirements and/or recommendations and minimum age	<p>Completed Grade 10 OR Completed Grade 8 + 2 year relevant experience in supply chain OR Completed 5th grade + 5 year relevant experience in supply chain</p>
16	Progression from the qualification (Please show Professional and academic progression)	Supply Chain Executive
17	Arrangements for the Recognition of Prior learning (RPL)	<p>LSC currently undertakes RPL through the following modes –</p> <ol style="list-style-type: none"> 1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same 2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification 3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification. 4. LSC has developed an online RPL assessment application which will be

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		MCQ based test and VIVA video submission.		
18	International comparability where known (research evidence to be provided)	Under Study		
19	Date of planned review of the qualification.	25/08/2025		
20	Formal structure of the qualification			
		Mandatory/ Optional	Estimated size (learning hours)	Level
A	Mandatory components			
	Introduction	Mandatory	30	3
	LSC/N0102: Loading and unloading	Mandatory	60	3
	LSC/N3205: Handling stock at in-plant warehouse	Mandatory	60	3
	LSC/N3206: Perform Line Feeding Operations	Mandatory	60	3
	LSC/N9908: Maintain and monitor integrity and ethics in operations	Mandatory	30	3
	LSC/N9909: Follow and monitor health, safety security procedures	Mandatory	30	3
	DGT/VSQ/N0101 Employability Skills	Mandatory	30	3
	Sub Total (A)		300 hours	
B	Optional/ elective component			
	LSC/N3207: Handling raw materials in the pharmaceutical manufacturing plant	Elective	60	3
	LSC/N3201: Handling leather in the footwear manufacturing plant	Elective	60	3
	LSC/N3202: Handling raw materials in the FMCG manufacturing plant	Elective	60	3
	LSC/N3203: Handling automotive components in the automotive manufacturing plant	Elective	60	3
	LSC/N3204: Handling components and parts in the electronics assembly plant	Elective	60	3
	LSC/N1004: Route planning and vendor coordination	Option	60	3
	Sub Total (B)		60 hours to 360 hours	

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	<u>Total (A+B)</u>		360 hours to 660 hours	
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SECTION 1 **ASSESSMENT**

21	Body/Bodies which will carry out assessment: All the empanelled assessment agency will do the assessment
22	How will RPL assessment be managed and who will carry it out? RPL courses would be conducted based on the demand and requirement of industry as and when they approach LSC. There are four ways of conducting RPL assessments - <ol style="list-style-type: none">1. The companies outreach to LSC regarding their requirement for RPL. LSC arranges for a trainer or a training agency to conduct the RPL programme post which, LSC will conduct assessment and provide certification for the same2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification3. The companies reach out to LSC regarding RPL requirements. They conduct their own training as per the RPL requirements and post training LSC reviews the program, assessing the trained candidates and provides certification4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.
23	Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF. LSC has ensured to have a valid, consistent and fair show of assessments by having an assessment policy and process in place and LSC has also set the minimum qualification and experience criteria. Assessment policy of LSC <ol style="list-style-type: none">1) All the assessments have to be carried out based on the criteria code set by LSC in qualification packs.2) Qualification and experience have to be set for the assessors.3) LSC will insist the assessment body to hire honest and fair assessors with relevant experience prescribed by LSC.4) Assessment bodies will strictly stick to the norms prescribed by LSC when conducting assessments.5) Assessment schedules have to strictly adhere to as agreed in advance by assessment body and LSC.

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- 6) Reporting of MIS by the assessment body to LSC has to be within the agreed time lines.
- 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner
- 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC
- 9) Assessment tools should be designed to test both practical skills and theoretical knowledge.
- 10) Parameters for assessing student's abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training.
- 11) Expected standards of performance for each competency should be clearly defined and Student's performance assessed against these standards.
- 12) Questionnaires/ test papers should be as objective as possible (restrict use of open ended questions to the minimum) such as multiple choice questions, yes/no or True / False types.
- 13) Questions framed should be simple and without ambiguity
- 14) All assessments should be scored carefully and a log of all scores for every candidate Maintained.
- 15) Hard copies and soft copies of assessment forms and scores should be maintained and be readily available for any audit by LSC / NSDC or third party

Assessment strategy:

Assessment process to be adhered by assessment bodies and LSC

- 1) Logistics Skills Council to inform the assessment body on assessment details like name of the training partner, assessment location and job role to be assessed at least 2 weeks in advance
- 2) Assessment body to appoint an assessor for the assessment details shared by Logistics Skills Council and inform the assessor details to Logistics Skills Council at least 1 week in advance from the date of assessment.
- 3) Logistics Skills Council to cross check the assessor details with the relevant documents submitted by the assessment body and approve the assessor on the same day of submission
- 4) Assessment body to submit the details of mode of assessment and a detailed paper has to submit to logistics skills council on assessment pattern, clearly defining the weightage of theory, practical and viva distribution, at least 5 days in advance from the date of assessment.
- 5) Logistics Skills Council to approve the pattern on the same day of submission
- 6) Assessment bodies to design the question paper for theory, practical & viva in 3 sets and submit to logistics skills council at least before 3 days in advance from the date of assessment.
- 7) Logistics Skills Council to approve the Question papers and inform assessment body on the same day of submission.
- 8) Assessment bodies to send the assessor to the assessment location at least before 12 hrs in advance from the time of assessment.
- 9) Assessor to start the assessment exactly on the time agreed by Training partner, Logistics Skills Council and assessment body.

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- 10) Assessor to verify the candidates with any valid Govt. id reference and also collect a copy of ID proof produced by the candidate.
- 11) Assessor to record the attendance sheet with the ID number and the name of the candidate and also capture a photograph covering the Training partners sign board.
- 12) Assessor also need to have a photograph clicked with all the candidates in group.
- 13) Assessor to collect the details of biometric attendance details and CCTV footage of the assessment and produce the same to Logistics skills council on demand.
- 14) Assessment bodies to submit the result to logistics skills council with in a weeks' time from the date of assessment.
- 15) Assessment body to maintain hard and soft copies of assessment sheets and produce to Logistics Skills Council on demand.

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

The eligibility of assessors for “ Job role – Supply Chain Associate” are as follows:

- Any degree
- 2 years of industrial experience
- 1 year of assessment experience

3. ELIGIBILITY TO APPEAR IN THE EXAM:

Minimum Educational Qualification:

Completed Grade 10

OR

Completed Grade 8 + 2 year relevant experience in supply chain

OR

Completed 5th grade + 5 year relevant experience in supply chain

4. MARKING SCHEME:

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

5. PASSING MARKS: Every trainee should score minimum 50% in every NOS.

6. RESULTS AND CERTIFICATION: Logistics Sector Skill Council

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

ASSESSMENT EVIDENCE

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

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

24. Assessment evidence

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

Title of Component:

Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
1	Loading and unloading	To be competent, the user/individual on the job must be able to: <i>Perform loading and unloading</i> 1.1 obtain loading and unloading schedule including docking bay and time of transport arrival from supervisor 1.2 arrange necessary material handling equipment, tools, tackles, chains, and ropes for loading or unloading 1.3 wear the appropriate PPE required for operations 1.4 check the product to be loaded or unloaded with respect to the order and report to supervisor, in case of discrepancies 1.5 use the appropriate tools, ropes/chains and secure the product/crate 1.6 operate MHE to load or unload the items from the pallet/ racks/ vehicle as required 1.7 deliver the unloaded packages to the specified location as per the instructions 1.8 report any breakages, spillages of package or consignment 1.9 move damaged goods to the quarantine area 1.10 park the MHE at the designated parking location 1.11 submit a daily report to the supervisor
2	Handling stock at in-plant warehouse	To be competent, the user/individual on the job must be able to:

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Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
		<p><i>Sorting and segregation of materials</i></p> <p>2.1 receive goods movement checklist from supervisor/executive and check product packaging for damages and defects at the time of receipt.</p> <p>2.2 inform supervisor/executive of the damages and segregate damaged goods/packages.</p> <p>2.3 carry packages to the internal warehouse using forklift or other material handling equipment.</p> <p>2.4 segregate and move goods to the appropriate sub stores depending upon the storage requirements such as cold storage or ambient storage.</p> <p>2.5 unpack crates/packages and sort goods as per product type and specification.</p> <p>2.6 load materials to designated storage areas such as racks, shelves etc. as per quantity, specification, using Material Handling Equipment (MHE) such as dollies, forklifts, hand trucks etc.</p> <p>2.7 check raw materials/items for damages and spillages and segregate the same.</p> <p>2.8 discard packaging materials such as foam, bubble wrap, cardboard as per Standard Operating Procedure (SOP).</p> <p>2.9 record quantity/ weight/ volume of goods received, moved and stored.</p> <p>2.10 inform supervisors on the quantity of damaged items and move them to containment area of the warehouse.</p> <p>2.11 submit daily reports to the supervisor.</p> <p><i>Inventory counting and maintenance</i></p> <p>2.12 receive inventory sheet data from supervisor and identify the right component/product to be counted.</p> <p>2.13 perform inventory check as per SOP using barcode/ label scanners, manual counting, weight/volume inspection or other stock counting techniques.</p> <p>2.14 check inventory/product labels and report errors/ damages.</p> <p>2.15 carry out spot checks of sections to ensure if inventory was counted correctly.</p> <p>2.16 cross check inventory count, if audit produces an error.</p> <p>2.17 report status of inventory to supervisor.</p> <p>2.18 report any damages or spillages to superior</p> <p>2.19 support effective pest control activities as per the requirements to protect quality of materials stored.</p> <p>2.20 clean and maintain warehouse using brooms, rags and other appropriate cleaning gears.</p> <p>2.21 store warehouse MHE in appropriate location and perform daily maintenance checks as per SOP</p>

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Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
3	Perform Line Feeding Operations	<p>To be competent, the user/individual on the job must be able to:</p> <p><i>Picking</i></p> <p>3.1 obtain picklist from supervisor for picking and arrange Machine Handling Equipment (MHE) equipment, if required.</p> <p>3.2 arrange for various equipment such as bins/ fixtures/ crates and stationery to facilitate picking activity.</p> <p>3.3 identify the location of items listed in the pick list.</p> <p>3.4 operate MHE or use MHE operate to pick the items from the pallet/ bins/ cartons/racks/ yard as required.</p> <p>3.5 place the items in the bin/fixture/crate as per the holding capacity and the quantity requisitioned.</p> <p>3.6 deliver items for kiting/line feeding as per the instruction.</p> <p>3.7 use the appropriate Personal Protective Equipment (PPE) for picking, handling and movement</p> <p>3.8 post operations park the MHE at the designated parking location.</p> <p><i>Kitting</i></p> <p>3.9 obtain kitting list from supervisor and details of shift schedule for kitting.</p> <p>3.10 use the appropriate PPE based on the product and environment.</p> <p>3.11 collect the appropriate number of bins/ crates/ fixtures to be used for kitting</p> <p>3.12 check items received for kitting for damages, bar code /product label errors and report the same to supervisor.</p> <p>3.13 segregate items to be kitted and check Bill of Material (BOM) for any missing components and report the same to supervisor.</p> <p>3.14 receive replacement or missing components.</p> <p>3.15 kit the items in the assigned bin/crate/fixture as per the BOM.</p> <p>3.16 ensure the right quantity and quality of items are placed on the bin/crate/fixture.</p> <p>3.17 clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents.</p> <p><i>Line feeding</i></p> <p>3.18 verify type and number of each component with the BOM in the kit/crate /fixture.</p> <p>3.19 transport the loaded goods to the line feeding location at the right time as per specified instructions.</p> <p>3.20 exercise caution while operating the MHE and follow speed, turning, horn usage, right of way, parking and other instructions as per SOP.</p>

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Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
		<p>3.21 match part numbers in label with feeding location label as per SOP.</p> <p>3.22 store/feed the components/parts to the line to process as per SOP.</p> <p><i>Return of material from line store</i></p> <p>3.23 collect empty bins/crates/ fixtures from assembly line, and load them in the MHE as per SOP</p> <p>3.24 deliver the empty bins/crates/ fixtures at the assigned area of the store/warehouse.</p> <p>3.25 collect goods rejected at the line from the line store and transport it back to the assigned location in the warehouse/ store.</p> <p>3.26 collect excess/un-used goods from the line store and transport it back to the assigned location in the warehouse/store.</p> <p>3.27 submit periodic and end of day reports on picking, line feeding, line rejections etc. to supervisor.</p> <p>3.28 park the MHE at the appropriate location and recharge its batteries if required.</p>
4	<p>Maintain and monitor integrity and ethics in operations</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p><i>Maintain integrity ensuring data security</i></p> <p>4.1 refrain from indulging in corrupt practices</p> <p>4.2 protect customers information and ensure acquired information is not used for personal advantage</p> <p>4.3 protect data and information related to business or commercial decisions</p> <p><i>Professional and ethical practice</i></p> <p>4.4 sensitise the work force towards ethical behaviour in work place and performing job with integrity</p> <p>4.5 conduct regular reviews and check reports for unethical behaviour and corrupt practices</p> <p>4.6 consult senior management when in an ethical dilemma</p> <p>4.7 report promptly all violations of code of ethics</p> <p>4.8 dress up and conduct in a professional manner</p> <p>4.9 communicate with clients and stakeholders in a soft and polite manner</p> <p>4.10 follow etiquettes</p> <p><i>Ensure regulatory compliance</i></p> <p>4.11 check that that documentation with respect to operations is up to date and in accordance to the regulations</p> <p>4.12 coordinate with regulatory authorities and assist in inspections and clearances</p> <p>4.13 report any issues with regulatory compliance</p>

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5	Follow and monitor health, safety and security procedures	<p>To be competent, the user/individual on the job must be able to:</p> <p><i>Follow health, safety and security procedures</i></p> <p>5.1 make note of all safety processes with reference to area of operation</p> <p>5.2 wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable</p> <p>5.3 follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety</p> <p>5.4 undertake periodical preventive health check ups</p> <p>5.5 follow necessary SOP and precautions while handling dangerous and hazardous goods</p> <p>5.6 follow security procedures like green gate in port, customs area, factory security, etc.</p> <p>5.7 comply with data safety regulations of the organization</p> <p>5.8 instruct the loaders/unloaders to follow standard safety procedures while handling hazardous/fragile cargo and to walk only on the designated pathway</p> <p><i>Ensure compliance to health, safety and security</i></p> <p>5.9 recognise unsafe conditions and safety practices at the workplace and report it to concerned authority</p> <p>5.10 implement 5S at workplace</p> <p>5.11 inspect the activity area and equipment for appropriate and safe condition</p> <p>5.12 check if stacking is done at defined height and is not on the walkway</p> <p>5.13 check if walkway is free from grease/ oil</p> <p>5.14 check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places</p> <p>5.15 participate in fire drills</p> <p>5.16 check if standard material handling procedure are being followed</p> <p>5.17 check if cargo has passed security checks and report in case of any violation</p>
6	Handling raw materials in the pharmaceutical manufacturing plant	<p><i>De Dusting Procedure for materials</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>6.1 clean the surface of the container/packs by using the vacuum cleaner/dry lint free cloth as per SOP</p> <p>6.2 segregate material as per batch/lot wise and transfer the cleaned containers/packs on to the clean pallet</p> <p>6.3 transfer the cleaned container/packs top to the weighing area by using appropriate MHE</p> <p><i>Quantity verification procedure</i></p> <p>To be competent, the user/individual on the job must be able to:</p>

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		<p>6.4 check the cleanliness of the balance and ensure its routine calibration as per SOP</p> <p>6.5 weigh the containers/packs received one by one, on the balance provided and ensure that quantity received is tallying as mentioned in delivery documents.</p> <p>6.6 record the gross weight in “Quantity Verification Record” as per SOP</p> <p>6.7 transfer the container/packs on pallets and affix quarantine label on the packs and shift them to the respective quarantine area as per SOP</p> <p>6.8 affix “Approved” label on each container/packs after the material has been released by quality check and transfer the material in the designated approved storage area as per storage requirements</p> <p><i>Storage of raw materials in the plant</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>6.9 segregate raw materials as per the required storage conditions as stated on the label such as:</p> <ul style="list-style-type: none"> • store in ‘cold’ temperature. • store in temperature between 2°C to 8°C. • store below 15°C temperature. • store in “Deep Freezer”. • store in “Cool” place. • store below 25°C. <p>6.10 store loose raw materials separately</p> <p>6.11 store liquid raw materials in a separate storage area and protect from direct sunlight</p> <p>6.12 store hazardous materials as per specifications in the dedicated area</p> <p>6.13 If material is rejected by QC, transport it back to the rejected storage area and inform the supervisor</p> <p>6.14 check temperature of storage area and in case it exceeds the limit inform the maintenance department</p> <p>6.15 label material in the storage area such a batch no, status of content, expiry date etc.</p> <p>6.16 handle nearby expiry product as per SOP and manufacturer's guidelines</p>
7	<p>Handling Leather in the Footwear Manufacturing Plant</p>	<p><i>Handle leather in the plant warehouse</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>7.1 store leather away from light and at room temperature (65° to 72°F) with around 55% humidity to avoid mould and mildew growth</p> <p>7.2 segregate leather as per grades A, B and C and store same kind of leather together</p> <p>7.3 Handle leather with clean hand or wear gloves</p>

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		<p>7.4 ensure that leather is kept off the floor and place it on shelves high enough to prevent the moisture from creeping into the leather</p> <p>7.5 check leather for damages and defects, wrap leather in paper and ensure leather is not folded and avoid metal contact with leather as it reacts with leather and destroy the commercial value.</p> <p>7.6 keep colored leather separate from other as it may lead to dye transfer</p> <p>7.7 place oily leathers away from non-oily leathers by keeping an impenetrable barrier between them</p> <p>7.8 ensure that power and oil should not spill over the leather</p> <p>7.9 check for presence of rodents, birds, insects and other pests which affect the cargo and undertake pest control activity at the warehouse as per SOP</p> <p>7.10 ensure that leather is not stacked very high, as too much pressure on the leather leads to wrinkles and damages</p> <p>7.11 inspect the leather stored in warehouse regularly to avoid damages</p>
8	<p>Handling raw materials in the FMCG manufacturing plant</p>	<p><i>Handle FMCG goods in warehouse</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>8.1 identify and comply to coding requirements for storage of FMCG goods.</p> <p>8.2 segregate raw materials as per the storage requirements into ambient or cold storage.</p> <p>8.3 check to ensure that products are not stored adjacent to waste or non-product items.</p> <p>8.4 dispose packaging material as per standard operating procedure.</p> <p>8.5 make arrangement for equipment/tools such as pallets, reach stack, forklift, PPE, etc. according to the kind of product to be handled.</p> <p>8.6 take the assistance of MHE operator to pick the items from the pallet or racks, if required.</p> <p>8.7 execute different types of picking such as, single order picking, batch picking, zone picking, pick and pass, multi batch picking, order consolidation, wave picking etc.</p> <p>8.8 sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, colour, or product code.</p> <p>8.9 report defective or broken products to the supervisor.</p> <p>8.10 ensure First-In, First-Out (FIFO)/ Last In, First Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP).</p>

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		<p>8.11 maintain high personal hygiene and wear protective hair coverage and PPE</p> <p>8.12 carry out material handling without product contamination by avoiding eating / drinking and avoid wearing any jewellery.</p> <p>8.13 deploy effective pest control services as per pest management standards for food processing and handling facilities.</p> <p>8.14 comply with regulations prescribed by FSSA, HACCP, ISO 22000:2005, FSMS, AIB, BRC and OSHA.</p> <p>8.15 check pallets to ensure they are clean, dry, free from mould, odour free, off infestation etc., as per norms.</p>
9	<p>Handling automotive components in the automotive manufacturing plant</p>	<p><i>Handle automotive parts in plant warehouse</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>9.1 load goods on fixtures/ crates/ pallets/ boxes.</p> <p>9.2 sort and place materials for items on racks, shelves, or in bins according to kanban list.</p> <p>9.3 check for adherence to different certifications for automotive goods.</p> <p>9.4 identify the MHE used for operation based on information from the supervisor.</p> <p>9.5 make arrangement for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stack, forklift, PPE, etc. according to work requirement and the kind of product to be handled.</p> <p>9.6 take the assistance of MHE operator to pick the items from the pallet or racks, if required.</p> <p>9.7 load finished pallets of product onto assigned trailers safely and accurately.</p> <p>9.8 perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures.</p> <p>9.9 assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status.</p> <p>9.10 report defective or broken products to the supervisor.</p> <p>9.11 clean and maintain warehouse aisles.</p> <p>9.12 follow 5S, Just In Time (JIT), Kaizen, poka-yoke and other poka yoke process improvement guidelines as instructed by supervisor.</p> <p>9.13 submit daily reports to the supervisor.</p> <p><i>Pick to Sequence/ Ship to Sequence</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>9.14 obtain information required for sequencing as per the sequencing list etc. from the supervisor.</p> <p>9.15 make space and clean up sequencing area by removing any unnecessary items.</p>

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Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
		<p>9.16 assess the Personal Protective Equipment (PPE) required based on the product and the environment and collect and wear all the necessary PPE.</p> <p>9.17 from the list, understand what components are required to make a product and also understand variations among different models for the same product.</p> <p>9.18 check items received for sequencing for damages and bar code or product label errors, report the same to supervisor.</p> <p>9.19 segregate items to be sequenced together and check with BOM to identify any missing components, report the same to supervisor.</p> <p>9.20 place items in specific handling devices based on the component which are installed on carriages as per SOP.</p> <p>9.21 attach carriages to MHE / tugging trains for transporting to the designated assembly line as per SOP.</p>
10	<p>Handling components and parts in the electronics assembly plant.</p>	<p><i>Handle electronic components in warehouse</i> To be competent, the user/individual on the job must be able to:</p> <p>10.1 check to ensure that the temperature of the warehouse is maintained between 15°C to 27°C & 30% to 60% relative humidity.</p> <p>10.2 check for adherence to different certifications for electronic components such as ISO 9001:2015, AS9100 etc.</p> <p>10.3 transport components as per pick list to the kitting area using MHE if required.</p> <p>10.4 unpack and segregate components carefully such as PCB, camera, chips etc. as per the pick list.</p> <p>10.5 dispose packaging materials such as plastic films, component tubes, anti-static bags, sheet metal, cast metals etc. as per standard operating procedure.</p> <p>10.6 handle PCB as per the handling and storage guidelines prescribed in PCB – 1601, ANSI/ESD S20.20 or equivalent.</p> <p>10.7 arrange components in the designated tray based on component size and requirement as per SOP and transport to the appropriate line feeding area in tote trolleys.</p> <p>10.8 report defective or broken components to the supervisor.</p> <p>10.9 perform pest control to avoid destruction from pests such as insects, mice, and rats.</p> <p>0.10 submit a daily report to the supervisor.</p>

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Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
11	Route planning and vendor coordination	<p><i>Receive order details from customers and plan for vehicle</i> <i>Collect primary data and route planning</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>11.1 collect details on point of origin, point of destination, type of goods, pickup date and time, delivery date and time, volume of goods, vehicle capacity, vehicle traffic constraint and transporter details</p> <p>11.2 calculate the pickup and delivery sequence for optimal time, allocation of loads, vehicle capacity by entering the details in route planning software</p> <p>11.3 plan optimised routes for multiple depots ensuring cost efficiency across the whole operation</p> <p>11.4 identify the various tolls, rest stops, driver shift change, vehicle relay, re-fueling of vehicle etc.</p> <p>11.5 plan daily truck coverage, driver and trip assignment</p> <p>11.6 communicate route information with staff</p> <p>11.7 identify alternate routes to maintain service standards in case of contingency requirements like inclement weather, natural calamities etc.</p> <p>11.8 communicate to the customer on the finalised route plan</p> <p><i>Coordinate with internal and external stakeholders</i></p> <p>To be competent, the user/individual on the job must be able to:</p> <p>11.9 coordinate with other internal departments regarding the route plan for consignment schedule</p> <p>1.10 make necessary arrangements for consignment pickup/ delivery with the assigned vehicle driver or transporter</p> <p>1.11 ensure the assigned vehicle is in good condition to operate as per the planned schedule, if not coordinate with maintenance department or transporter</p> <p>1.12 coordinate with transportation supervisor for required drivers and cleaners' allocation for the planned schedule</p>
12	DGT/VSQ/N0101 Employability Skills	<p>After completing this programme, participants will be able to:</p> <p>12.1 Discuss the importance of Employability Skills in meeting the job requirements</p> <p>12.2 Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</p> <p>12.3 Show how to practice different environmentally sustainable practices</p> <p>12.4 Discuss 21st century skills.</p>

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Sr. No.	Outcomes to be assessed	Assessment criteria for the outcome
		<p>12.5 Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.</p> <p>12.6 Use appropriate basic English sentences/phrases while speaking</p> <p>12.7 Demonstrate how to communicate in a well -mannered way with others.</p> <p>12.8 Demonstrate working with others in a team</p> <p>12.9 Show how to conduct oneself appropriately with all genders and PwD</p> <p>2.10 Discuss the significance of reporting sexual harassment issues in time</p> <p>2.11 Discuss the significance of using financial products and services safely and securely.</p> <p>2.12 Explain the importance of managing expenses, income, and savings.</p> <p>2.13 Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws</p> <p>2.14 Show how to operate digital devices and use the associated applications and features, safely and securely</p> <p>2.15 Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely</p> <p>2.16 Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges</p> <p>2.17 Differentiate between types of customers</p> <p>2.18 Explain the significance of identifying customer needs and addressing them</p> <p>2.19 Discuss the significance of maintaining hygiene and dressing appropriately</p> <p>2.20 Create a biodata</p> <p>2.21 Use various sources to search and apply for jobs</p> <p>2.22 Discuss the significance of dressing up neatly and maintaining hygiene for an interview</p> <p>2.23 Discuss how to search and register for apprenticeship opportunities</p>

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Employability Skills (30 hours)

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

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SECTION 2

25. EVIDENCE OF LEVEL

Option B –

Title/Name of qualification/component: Supply Chain Associate (NSQF – 3)			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<ul style="list-style-type: none"> S/he would be able to carry out several in plant activities in the warehouse including picking, kitting , binning, sequencing, line feeding, loading, unloading etc. 	The process involves engaging into both routine and non-routine activities. The individual on the job must work in familiar and predictable environment. Carry out routine tasks such picking, kitting , binning, line feeding. The individual is required to take instructions from the supervisor, hence this job role in level 3	3
Professional knowledge	<p>S/he would have knowledge of</p> <ul style="list-style-type: none"> Kitting process Binning Process Line feeding operations Precautions to be followed 	Factual knowledge of kitting, binning, picking, line feeding process and operations of different tools and equipment's required	3
Professional skill	<ul style="list-style-type: none"> Recall and demonstrate practical skills to routine and repetitive applications: Kitting Binning Line feeding Recognize a potential problem 	The job holder demonstrates skill to perform kitting, binning, line feeding, loading and unloading efficiently and safely in the plant warehouse.	3
Core skill	<ul style="list-style-type: none"> Communication skills Safety considerations Mathematical aptitude 	The job holder has to communicate clearly at all times to obtain task schedule, clarify queries, coordinate while performing various in plant activities. S/he also needs to follow the organization markings and principles regarding safety protocols during operations.	3

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Responsibility	<ul style="list-style-type: none">The individual is responsible for picking, kitting, binning, sequencing, line feeding, loading and unloading in the in-plant warehouse.	S/he is responsible for own work and fully responsible for other's work and learning	3
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SECTION 3

EVIDENCE OF NEED

26	Estimated uptake of Qualification? Basis	What evidence is there that the qualification is needed? What is this qualification and what is the basis of this? (Applicable for SSCs)
	Need for the qualification	<p>While collecting data from the companies for the occupational map, we also took feedback from industry players regarding the skill gap that they foresee and select areas where the requirement is immediate and or expected to come in near future for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of LSC gave final approval and endorsement for the same.</p> <p>The same are also indicated in various skill studies conducted for the logistic sector –</p> <ol style="list-style-type: none"> 1. Skill requirement in logistics sector <p>https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view</p>
	Industry Relevance	<p>As part of the exercise for development of qualification pack and Q-file, LSC interacted with industry bodies, select companies and collected validation from industry players employing people for this job role in the sub-sector. The details of the industry interaction and validation collected have been shared as a separate folder along with the Q file</p>
	Usage of the qualification	<p>The information related to past uptake performance of previous QPs related to supply chain sector at level 3 and level 4 job roles is not available in the public domain. Hence, the uptake for this qualification cannot be assessed from their uptake. Also, the QPs have been in the system for only about a year.</p>
	Estimated uptake	<p>Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lead to accurate demand projection. The link to NSDC Human Resource & Skills Requirement in Logistics Sector is</p> <p>https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing</p> <ul style="list-style-type: none"> • Feedback from industry players

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27	Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence Awaiting line ministry approval
28	What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work
29	What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here <ul style="list-style-type: none">• Qualification that has been developed would be valid for 3 years from the date of upload in NQR.• Periodical interaction with the training partners to gather feedback in implementation.• Employer feedback will be sought post-placement on performance and training standards

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

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

SECTION 4

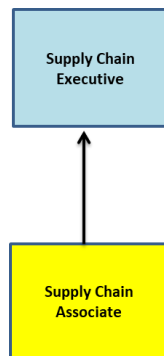
EVIDENCE OF PROGRESSION

30

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

Show the career map here to reflect the clear progression

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



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

Figure 2: Career Progression path for Supply Chain Associate

