

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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SUMMARY

1	Qualification Title	Warehousing, Inventory, Transportation (WIT) Trainee
2	Qualification Code, if any	QG-04-TW-00346-2023-V1.1-LSC
3	NCO code and occupation	NCO-2015/4321.01 to 4321 .05, NCO-2015/ 4221/4323
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	<p>Nature: Certificate course of Warehousing, Inventory, Transportation (WIT) Trainee</p> <p>Long term</p> <p>Purpose: Learners who attain this qualification are competent in warehousing operation and can get a job as Warehousing, Inventory, Transportation (WIT) Trainee to perform Picking, packaging, kitting, labelling, and binning, Perform Route Planning and vendor coordination, Perform inbound and outbound documentation in a warehouse, Perform inbound and outbound documentation, Perform quality check and inventory documentation, Perform transport coordination, Follow health, safety and security procedures.</p>
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)	<p>Yes</p> <p>Both accreditation and affiliation are done by LSC based on due diligence report via SIP</p>
8	Occupation(s) to which the qualification gives access	Warehousing operations, documentation, reporting, transportation
9	Job description of the occupation	The individual performs warehouse operations and transport coordination. S/he performs basic quality check and inbound/ outbound documentation.
10	Licensing requirements	Not applicable
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not applicable
12	Level of the qualification in the NSQF	4

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13	Anticipated volume of training/learning required to complete the qualification	540 hours
14	Indicative list of training tools required to deliver this qualification	<p>For a class of 30 candidates</p> <p>Teaching board – 1 Projector – 1 White board - 1 Video player or TV – 1 Printer – 1 Tracker - 1 Computer – 15 Stationaries – 30 Marker - 2 MHE equipment's – 1 GPS tracker – 1 Route optimization software – 2 Data analysis software – 2 Atlas Map – 10 PPEs – 10 GST guidelines – 5 Barcode Scanner – 5 Packing devices – 5 Reach stacker - 2 Pallet truck - 2 Packing material LLMS WMS TMS</p>
15	Entry requirements and/or recommendations and minimum age	<p>12th Class pursuing Students or 11th Class pursuing Students or 10th Class Pass and pursuing continuous regular schooling or Certificate-NSQF (Warehouse Associate or Land Transportation Associate – level 3) with 2 years of relevant experience with minimum age of 18 years completed.</p>
16	Progression from the qualification (Please show Professional and academic progression)	Warehouse Executive or Land Transportation 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

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		<p>assessment and provide certification for the same</p> <p>2. The training centres run RPL courses in coordination with industry and companies and post the course, LSC will conduct assessment and certification</p> <p>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.</p> <p>4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.</p>		
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			
	Title of unit or other component	Mandatory/ Optional	Estimated size (learning hours)	Level
A	Mandatory components			
	Introduction	Mandatory	30	4
	LSC/N0101: Picking, packaging, kitting, labelling, and binning	Mandatory	60	4
	LSC/N1004: Route planning and vendor coordination	Mandatory	60	4
	LSC/N9906: Verify GST invoices	Mandatory	60	4
	LSC/N0107: Perform inbound and outbound documentation in a warehouse	Mandatory	60	4
	LSC/N0302: Perform inbound and outbound documentation	Mandatory	60	4
	LSC/N0108: Perform quality check and inventory documentation	Mandatory	60	4
	LSC/N0109: Perform transport coordination	Mandatory	60	4

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	LSC/N9905: Follow health, safety and security procedures	Mandatory	30	4
	Employability Skills DGT/VSQ/N0102	Mandatory	60	4
	Sub Total (A)		540 Hrs	
B	Optional/ elective component			
	NA			
	Subtotal B			
	Total (A+B)		540Hrs	

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 certification

	<p>4. LSC has developed an online RPL assessment application which will be MCQ based test and VIVA video submission.</p>
<p>23</p>	<p>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.</p> <p>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.</p> <p style="text-align: center;">Assessment policy of LSC</p> <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. 6) Reporting of MIS by the assessment body to LSC has to be with in the agreed time lines. 7) Assessment bodies have to ensure that assessments are conducted in a fair and honest manner 8) Any negative remark on the assessor or assessment body if proven will be black listed by LSC 9) Assessment tools should be designed to test both practical skills and theoretical knowledge. 10) Parameters for assessing student’s abilities or understanding should be aligned to the relevant competencies that are expected to be acquired at the end of the training. 11) Expected standards of performance for each competency should be clearly defined and Student’s performance assessed against these standards. 12) Questionnaires/ test papers should be as objective as possible (restrict use of open ended questions to the minimum) such as multiple choice questions, yes/no or True / False types. 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 <p style="text-align: center;">Assessment strategy:</p> <p style="text-align: center;">Assessment process to be adhered by assessment bodies and LSC</p> <ol style="list-style-type: none"> 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

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- 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.
- 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 – Warehousing, Inventory, Transportation (WIT) Trainee” 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:

12th Class pursuing Students

or 11th Class pursuing Students

or 10th Class Pass and pursuing continuous regular schooling

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	or Certificate-NSQF (Warehouse Associate or Land Transportation Associate – level 3) with 2 years of relevant experience with minimum age of 18 years completed.		
	4. MARKING SCHEME:		
	Sr. No.	Method of Assessments	Weightage (Max. marks)
	1	Theory	30%
2	Practical	70%	
Total		100	
5. PASSING MARKS: Every trainee should score minimum 70%.			
6. RESULTS AND CERTIFICATION: Logistics Sector Skill Council			

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

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

ASSESSMENT EVIDENCE

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

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

24. Assessment 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:

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Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
1. LSC/N0101: Picking, packaging, kitting, labelling, and binning	<p>To be competent, the user/ individual on the job must be able to:</p> <ol style="list-style-type: none">1. 1 obtain picklist from supervisor for picking and arrange MHE equipment, if required1. 2 locate the physical item in the warehouse1. 3 take the assistance of MHE operator to pick the items from the pallet or racks, if required1. 4 deliver to packer or binner as per instructions1. 5 submit daily reports to the supervisor1. 6 obtain packing list from the supervisor1. 7 collect the packing material and Non-Production Material (NPM) such as labels, tags, barcodes, etc from the stores1. 8 receive the items for packing from the picker or binner, check for damages and report on the same to supervisor1. 9 segregate and pack items, label them with bar codes and product tags and seal the packages1. 10 handover the packed items to binner or loader1. 11 clean the area after packing operations and submit daily reports to the supervisor1. 12 obtain kitting list from supervisor and details of shift schedule for kitting1. 13 use the appropriate PPE based on the product and environment1. 14 check items received for kitting for damages, bar code /product label errors and report the same to supervisor1. 15 segregate items to be kitted and check Bill of Material (BOM) for any missing components, and report the same to supervisor1. 16 receive replacement or missing components1. 17 collect required packing cases and sealing material from the packing and storage supervisor1. 18 kit the items as per BOM, Standard Operating Procedures (SOP) and place it in the packing case1. 19 seal the packing case and label it with tags and barcodes1. 20 handover kitted items to picker or loader for transport1. 21 clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents

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	<ol style="list-style-type: none">1. 22 obtain binning instructions for the day from supervisors1. 23 arrange for various equipment and stationery required like bins, bar codes and product tags1. 24 receive the items for binning, check for damages and report the same to supervisor1. 25 segregate items that need to be stored in the warehouse and the ones that need to be shipped in different bins of different geographical regions1. 26 bin the items as per instructions, seal and attach label and bar code1. 27 handover binned items to the picker or loader for transport1. 28 clean the area after binning and submit daily reports to the supervisor
<p>2. LSC / N0104: Route planning and vendor coordination</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <ol style="list-style-type: none">2. 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 details2. 2 calculate the pickup and delivery sequence for optimal time, allocation of loads, vehicle capacity by entering the details in route planning software2. 3 plan optimized routes for multiple depots ensuring cost efficiency across the whole operation2. 4 identify the various tolls, rest stops, driver shift change, vehicle relay, re-fueling of vehicle etc.2. 5 plan daily truck coverage, driver and trip assignment2. 6 communicate route information with staff2. 7 identify alternate routes to maintain service standards in case of contingency requirements like inclement weather, natural calamities etc2. 8 communicate to the customer on the finalized route plan2. 9 coordinate with other internal departments regarding the route plan for consignment schedule2. 10 make necessary arrangements for consignment pickup/ delivery with the assigned vehicle driver or transporter

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	<ul style="list-style-type: none">2. 11 ensure the assigned vehicle is in good condition to operate as per the planned schedule, if not coordinate with maintenance department or transporter2. 12 coordinate with transportation supervisor for required drivers and cleaners allocation for the planned schedule
3. LSC/N9906: Verify GST invoices	<p>To be competent, the user/ individual on the job must be able to:</p> <ul style="list-style-type: none">3.1 identify location of service recipient and place of supply of services3.2 identify proper classification of the transaction (i.e. Intra-State or Inter-state) and determine the applicable GST: Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST)3.3 identify if GST is payable under reverse charge in case the Service provider is unregistered party3.4 obtain name, address, GST Identification Number (GSTIN), Permanent account number (PAN) number, email id of service/shipment provider and recipient3.5 obtain description of service, Service accounting code (SAC)/Harmonized System of Nomenclature (HSN) code3.6 receive unique identification number (UIN) for multilateral entity3.7 check for relevant notification in case of exempt clients3.8 calculate taxable value considering applicable rate of GST based on SAC/HSN3.9 check for vendor invoices for all mandatory particulars and applicable GST

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4. LSC/N0107: Perform inbound and outbound documentation in a warehouse

To be competent, the user/ individual on the job must be able to:

- 4.1 before unloading, check packages for availability of mandatory document
- 4.2 perform the arithmetic check on inbound packages to verify accuracy of numbers in accordance with system information
- 4.3 conduct preliminary QC check along with warehouse supervisor for damaged and tampered packages
- 4.4 prepare inbound documentation and get it signed by the shipper
- 4.5 follow-up with the delivery team and update the status of the delivery in the system
- 4.6 check the delivery manifest with the pick list to cross verify that correct products are being shipped out
- 4.7 perform the arithmetic check on outbound packages to verify accuracy of numbers
- 4.8 conduct preliminary QC check of outbound packages for damages
- 4.9 update the information regarding failed delivery in the system with a valid reason
- 4.10 check if the delivery data is updated in the system for proper tracking
- 4.11 check for availability and correctness of appropriate documentation including air way bill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc.
- 4.12 perform complete outbound documentation and update same in ERP.
- 4.13 obtain the list of claims, the individual claim forms, the claims processing checklist and the inspection checklist from the manager/supervisor
- 4.14 check the reason in the claim form and perform a visual inspection of the quarantined goods along with concerned supervisor
- 4.15 check whether the claims were filed within the authorized timelines and classify claims as outdated or timely
- 4.16 verify that all the documents required (assessment valuation, invoice/bill, claims and insurance forms, etc.) in the claims processing checklist are present and genuine
- 4.17 escalate false or outdated claims to the manager
- 4.18 process the claim documentations to supervisor/manager for approval. On receipt of internal approval, forward them to the

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	<p>concerned insurance companies along with evidence and recommendation</p>
<p>5. LSC/N0302: Perform inbound and outbound documentation</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <ul style="list-style-type: none">5.1 receive the signed agreement sheet for the inbound consignment5.2 prepare an arrival report based on the agreement sheet5.3 receive accounts of the journey from the driver and prepare the cost sheets5.4 review and verify all the documents such as insurance forms, Goods and Services Tax (GST) forms from the inbound trucks5.5 verify that all the required forms have been received/filled out and documents checked as per the inbound documentation checklist5.6 check that the truck has been unloaded and goods are in good condition5.7 prepare the goods received document and hand it over to the driver5.8 receive damage claim forms, forms for replacement of goods, etc. from the receiving assistant, verify and send them to the concerned person/company for processing5.9 prepare the invoices and send to accounts payable section based on the information entered in the system5.10 check and approve the Lorry Receipt (LR) or Goods Consignment Note, prepared by the associate5.11 update details regarding the load and the destination into the computer based on the information contained in the LR5.12 prepare an agreement sheet to be given at the destination along with the consignment

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	<p>5.13 check and verify that all the transit insurance forms and tax permits for each truck are filled correctly and is valid for the identified route of the truck</p> <p>5.14 verify that all the required forms have been filled out and approve the documents as per the outbound documentation checklist</p> <p>5.15 confirm with the dispatcher that the truck's destination and goods loaded have been verified</p> <p>5.16 brief the truck driver on the end customer, destination, proposed route, transport regulations, formalities at check posts and handover the cash and required documents</p> <p>5.17 get the truck driver's signature on a form (and all other forms as required), confirming that the goods, cash for the journey and all the documents needed for the journey have been received</p>
<p>6. LSC/N0108: Perform quality check and inventory documentation</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>6.1 identify the sample for quality check from the inbound and outbound shipments</p> <p>6.2 conduct a basic product description match, brand match, logo match, manufacturing location match, check for authenticity of the product and check for damages on the packaging with respect to the information in the Enterprise resource planning (ERP)</p> <p>6.3 prepare quality check report and update to manager in case of any aberrations with respect to desired quality and product configuration</p> <p>6.4 obtain list of stored items from the supervisor and the system along with location of each item</p> <p>6.5 assess the number of items to be counted daily considering the sample size and the total number of Stock Keeping Units (SKU)</p> <p>6.6 obtain Personal Protective Equipment (PPE) for working on the shop floor</p> <p>6.7 physically count the number of items and cross check them with the system report</p> <p>6.8 verify inventory records with system and the physical inspection and record the same</p> <p>6.9 prepare a daily inventory report and highlight discrepancies</p> <p>6.10 obtain information from supervisor and MIS regarding the on-going activities for which bar codes, labels, invoices need to be printed</p> <p>6.11 check and verify the list with the system for correctness</p>

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	<p>6.12 print the bar codes, product tags, address tags, labels, etc. and handover to the respective supervisors</p> <p>6.13 maintain a count and record for daily printing activities</p>
<p>7. LSC/N0109: Perform transport coordination</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>7.1 identify transporters based on shipping requirements of clients</p> <p>7.2 analyze the cost for transport and communicate with the client for his approval</p> <p>7.3 finalize the transporter and prepare the necessary documentation</p> <p>7.4 coordinate with transporters for pickup</p> <p>7.5 inform the supervisors in various departments regarding the pickup and transport timing</p> <p>7.6 check that the documents of the transporter are in order while pickup</p> <p>7.7 resolve any transportation problems or complaints</p> <p>7.8 inform the supervisors and customers regarding the pickup and transport timing</p> <p>7.9 check that all the cargo to be loaded is arranged in loading bay in adherence to consolidation chart and are correct in quantity</p> <p>7.10 update the transport information in ERP</p>
<p>8. LSC/N9905: Follow health, safety and security procedures</p>	<p>To be competent, the user/ individual on the job must be able to:</p> <p>8.1 receive the signed agreement sheet for the inbound consignment</p> <p>8.2 make note of all safety processes in different location (cargo loading area, ramp operation area, etc.) with reference to area of operation</p> <p>8.3 wear all PPE such as goggles, ear plugs, helmet, mask, shoes, etc. as applicable in the cargo movement area</p> <p>8.4 follow standard driving practice to ensure safety of life and material</p>

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	<ul style="list-style-type: none">8.5 follow organizational protocol to deploy action in case of signs of any emergency situation or accident or breach of safety8.6 undertake periodical preventive health check ups8.7 follow necessary Standard Operating Procedure (SOP) and precautions while handling dangerous and hazardous goods8.8 follow security procedures like green gate in port, customs area, factory security, etc.8.9 comply with data safety regulations of the organization8.10 follow standard safety procedures while handling hazardous / fragile cargo and walk only on the designated pathway8.11 recognize unsafe conditions and safety practices at the workplace and report it to concerned authority8.12 Inspect the activity area and equipment for appropriate and safe condition8.13 check if stacking is done at defined height and is not on the walk way8.14 check if walk way is free from grease/ oil8.15 check if emergency fire alarms, water sprinklers and smoke detectors are installed at all places8.16 participate in fire drills8.17 check if standard material handling procedure are being followed8.18 check if hold ladders, platforms and hand rails to be in a sound and safe condition8.19 check if all the safety and security related tags, labels and signage are placed in the cargo8.20 check if loading instrument is certified and operational8.21 implement 5S at workplace8.22 check if cargo has passed security checks and report in case of any violation
9. Employability Skills DGT/VSQ/N0102	<p>After completing this program, participants will be able to:</p> <ul style="list-style-type: none">9.1 Discuss the Employability Skills required for jobs in various industries9.2 List different learning and employability related GOI and private portals and their usage9.3 Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity,

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	<p>caring and respecting others that are required to become a responsible citizen</p>
9.4	Show how to practice different environmentally sustainable practices.
9.5	Discuss importance of relevant 21st century skills.
9.6	Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
9.7	Describe the benefits of continuous learning.
9.8	Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9.9	Read and interpret text written in basic English
9.10	Write a short note/paragraph / letter/e -mail using basic English
9.11	Create a career development plan with well-defined short- and long-term goals
9.12	Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
9.13	Explain the importance of active listening for effective communication
9.14	Discuss the significance of working collaboratively with others in a team
9.15	Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
9.16	Discuss the significance of escalating sexual harassment issues as per POSH act.
9.17	Outline the importance of selecting the right financial institution, product, and service
9.18	Demonstrate how to carry out offline and online financial transactions, safely and securely
9.19	List the common components of salary and compute income, expenditure, taxes, investments etc.

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9.20	Discuss the legal rights, laws, and aids
9.21	Describe the role of digital technology in today's life
9.22	Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
9.23	Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
9.24	Create sample word documents, excel sheets and presentations using basic features
9.25	utilize virtual collaboration tools to work effectively
9.26	Explain the types of entrepreneurship and enterprises
9.27	Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
9.28	Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
9.29	Create a sample business plan, for the selected business opportunity
9.30	Describe the significance of analyzing different types and needs of customers
9.31	Explain the significance of identifying customer needs and responding to them in a professional manner.
9.32	Discuss the significance of maintaining hygiene and dressing appropriately
9.33	Create a professional Curriculum Vitae (CV)
9.34	Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
9.35	Discuss the significance of maintaining hygiene and confidence during an interview
9.36	Perform a mock interview
9.37	List the steps for searching and registering for apprenticeship opportunities

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Employability Skills (60 hours)

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

NSQF QUALIFICATION FILE

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SECTION 2

25. EVIDENCE OF LEVEL

Option B:

Title/Name of qualification/component: Warehousing, Inventory, Transportation (WIT) Trainee (NSQF – 4)			
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>The individual in the job requires to:</p> <ul style="list-style-type: none"> • Perform Picking, Packaging, labeling, kitting, binning • stock keeping, Quality check, documentation and transport • Documentation, consolidation and tracking, route planning and coordinating with vendors 	<p>The process involves documentation with respect to receiving, quality check, stock keeping and inventory, claims processing and outbound despatch. S/he also engages in coordinating for transports.</p> <p>The process involves obtaining information on the shipment, data analysis, ERP data management, preparing inbound and outbound documents, consolidation plans and tracking and coordinating for transports. S/he would also conduct feasibility assessment and route planning.</p>	4
Professional knowledge	<ul style="list-style-type: none"> • transport documents • Geographical location • Consolidation and tracking 	<p>The job holder knows and understands the overall warehouse operations and different type of goods being handled in the warehouse, the use of hand held devices, , stock keeping and inventory tracking models as well as various documentation required for different type of shipments</p> <p>The job holder knows and understands different transport documents like booking invoice, lorry receipts, tax permits, etc. S/he knows the different type of cargoes and related precautions to be taken. S/he also understand layout of warehouse and trucks for consolidation, as well as route maps and geographical locations for route planning</p>	4
Professional skill	<ul style="list-style-type: none"> • Decide on the space required to perform consolidation • Critical thinking to identify alternative route available and streamline process <p>Plan and adjust volume for proper consolidation</p>	<p>The job holder shows skill of inventory management and quality checking with respect to goods and their documentation The job holder has to demonstrate practical skill of cargo arrangement and transport consolidation, tracking and using ERP and data devices, scrutinizing and preparing transport documents as well as conducting feasibility assessments, data analysis and route planning</p>	4

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	<ul style="list-style-type: none"> • Perform QC and documentation • Inventory tracking and stock keeping 		
Core skill	<ul style="list-style-type: none"> • Communication skills • Analytical and mathematical ability to perform stock keeping and QC • Computer literacy • Analyse data and prepare transport consolidation and route plans • Coordinate with stakeholders 	The job holder demonstrates mathematical and analytical ability to prepare route maps and consolidation plans. Skills to review and organise documents, coordinate with shippers, vendors and clients and use technology. The job holder has to communicate clearly to collect information and updates, perform transport coordination and reporting. S/he should be able to do the advanced math and stock counting to match the quantity of items listed, received, stored and dispatched	4
Responsibility	<ul style="list-style-type: none"> • Responsible for task assigned to the job holder 	The job holder is responsible for only the task assigned related to route planning, picking, packing, inventory management, preparing inbound and outbound documents, etc.	4

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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?usp=sharing</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 warehousing sector at level 3 and level 4 job roles is not available in the public domain. Hence, the uptake for this qualification cannot be assessed from their uptake. Also, the QPs have been in the system for only about a year.</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	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory body. To be supported by documentary evidence</p> <p>Awaiting line ministry approval</p>
28	<p>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</p> <p>NCVET list of Approved and Under-Development QPs was checked prior to commissioning the work</p>
29	<p>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</p> <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.

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SECTION 4

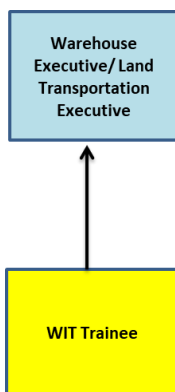
EVIDENCE OF PROGRESSION

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.

Occupational and career maps indicating horizontal and vertical mobility have been created and are being used.



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.