

Revision made by NSDA_25 May, 2015

QUALIFICATION FILE - CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Logistics Skills Council

CII – IL, IIT-M Research Park, Unit-E, 10th Floor, Kanagam Road, Taramani, Chennai – 113.

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. RFP for development of Occupational Standards
3. Selection process of the Consultants to develop Occupational Standards
4. LSC Protocol for Accreditation of Assessment Agencies and Assessment Framework.
5. Sample of Assessors Guide
6. Minutes of the meeting of GC meetings
 - a. Composition of the Technical Committee
 - b. Approval of Occupational Standards by Technical Committee and Governing Council
7. NSDC Human Resource & Skills Requirement in Logistics Sector is
<https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing>
8. Occupational Map & Progression matrix

List of companies and Industry associations participated in the development of these qualification packs (part of report)
10. List of QP/NOS validating companies.

QUALIFICATION FILE SECTION 1 SUMMARY

Qualification Title	Data Feeder - Warehouse		
Body/bodies which will assess candidates	Logistics Skill Council		
Body which will award the certificate for the qualification	Logistics Skill Council		
Body which will accredit providers to offer the qualification	Logistics Skill Council		
Occupation(s) to which the qualification gives access need	electronically process all orders and provide database management support for warehouse operations.		
Proposed level of the qualification in the NSQF	3		
Anticipated volume of training/learning required to complete the qualification	240 hours		
Entry requirements / recommendations (Preferred)	Graduated degree in Computer science or relevant discipline with minimum age of 18 years completed.		
Progression from the qualification	Executive or Senior Executive Level. Refer to Annexure 8.		
Planned arrangements for RPL	Refer to Annexure 11		
International comparability where known	Under Study		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/Optional	Estimated size (learning hours)	Level
LSC/N2301 : Prepare for Operations	Mandatory	30	3
LSC/N3022 : Undertake data entry services	Mandatory	70	3
LSC/N9001 : Manage your work to meet requirements	Mandatory	70	3
LSC/N9003 : Maintain a healthy, safe and secure working environment	Mandatory	30	3
LSC/N2320 : Carry out documentation and Quality Control	Mandatory	40	3

Please attach any document giving further detail about the structure of the qualification - eg a Curriculum or Qualification Pack.

Give details of the document here:

- Qualification Pack is attached as Annexure 1

QUALIFICATION FILE SECTION 2 ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

I Vintage, Manipal City & Guilds, Aspiring Minds, Mettl, CII Skills, Hemsan Skill LLP, Vcann Solutions, Green Arrows Pvt. Ltd., Eduworld Consultants, IQAG Pvt. Ltd. – LSC have 10 Assessment bodies affiliated and all of them are engaged for all the job roles to do the assessment. Assessment partner will hire the assessor with the relevant experience in the job role with sub-sector specification on retainer basis to conduct the assessment. Credentials of the hired assessors are checked and approved by LSC.

Will the assessment body be responsible for RPL assessment? **Yes**

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.

ASSESSMENT POLICY

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent 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

- 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 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.
- 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.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

- LSC Protocol for Accreditation of Assessment Agencies and Assessment Framework.

ASSESSMENT EVIDENCE

Complete a grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Job Role: Data Feeder - Warehouse

Qualification Pack: LSC/Q2306

Sector Skill Council: Logistics Skill Council

Guidelines for Assessment:-

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
1. LSC/N2301 (Prepare for operations)	PC1. Adhere to time limits given by warehouse manager	100	9	4	5
	PC2. Power up computer terminal and log in using company credentials		5	2	3
	PC3. Check for the updated entries on the warehouse management system(WMS)/Enterprise Resource Planning(ERP)/GCIS (Global Inventory Control System) homepage before the start of daily operations		7	2	5
	PC4. Ensure readiness of the computer for the start of operations		4	1	3
	PC5. Complete any software updates required before start of operations		4	2	2
	PC6. Receive any new data such as client software syncs, new client details from data in-charge/client liason		11	4	7
	PC7. Update new clients onto the		10	2	8

Assessment outcomes	Assessment Criteria for outcomes	MarksAllocation			
		Total Marks	Out of	Theory	Skills Practical
	computer/information system				
	PC8. Ensure all warehouse facilities are connected on the server for seamless inventory assessments/ order checks		6	2	4
	PC9. Verify all existing client's details are available on the information system		7	2	5
	PC10. Print pick lists based on orders, labels for inbound/outbound goods and any sign off forms that may be required for maintaining records		10	3	7
	PC11. Print any contact details available for incoming goods transporters/delivery boys		5	1	4
	PC12. Contact assigned supervisors to hand over documents and discuss timelines		3	0	3
	PC13. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		4	1	3
	PC14. Follow organization procedures with respect to security		5	1	4
	PC15. Adhere to security regulations of the company		5	2	3
	PC16. Maintain clean worktable area		5	1	4
		Total	100	30	70
2.SSC/N3022 (Undertake data entry services)	PC1. Obtain sufficient information from the customer /client to understand the need and perform initial task		7	3	4
	PC2. Assist the customer in providing right information to be entered		4	1	3
	PC3. Provide the customer with a reasonable estimate time of entering data		5	2	3
	PC4. Prioritize service requests according to organizational guidelines		7	2	5
	PC5. Refer the problem to a competent technical support team if it cannot be resolved by the operator		8	2	6
	PC6. Record and perform the service request accurately as per organizational processes and policies	100	8	1	7
	PC7. Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports		10	2	8
	PC8. Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input		6	1	5
	PC9. Transcribes selected data into a computer and scans source documents in accordance with specific program instructions		6	2	4
	PC10. Compares transcribed data, as displayed on a visual screen, with the source document and correct any errors.		6	2	4
	PC11. Obtain help or advice from specialist if the problem is outside his/her area of competence or		4	1	3

Assessment outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Marks	Out of	Theory	Skills Practical
	experience				
	PC12. Determines the cause of error message while entering data and makes appropriate corrections		6	2	4
	PC13. Maintains files of source documents or other information relative to data entered.		4	1	3
	PC14. Performs various related functions to insure that the computer is maintained in a neat and orderly manner.		3	0	3
	PC15. Assists in (or performs) the filing and storage of security and back up data files.		4	0	4
	PC16. May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc)		3	1	2
	PC17. Monitor the problem and keep the customer informed about progress or any delays in the process.		9	2	7
		Total	100	25	75
3. SSC/N9001 (Manage your work to meet requirements)	PC1. Establish and agree your work requirements with appropriate people	100	10	2	8
	PC2. Keep your immediate work area clean and tidy		9	1	8
	PC3. Utilize your time effectively		13	2	11
	PC4. Use resources correctly and efficiently		14	2	12
	PC5. Treat confidential information correctly		14	3	11
	PC6. Work in line with your organization's policies and procedures		8	3	5
	PC7. Work within the limits of your job role		8	2	6
	PC8. Obtain guidance from appropriate people, where necessary		10	2	8
	PC9. Ensure your work meets the agreed requirements		14	3	11
		Total	100	20	80
4. SSC/N9003 (Maintain a healthy, safe and secure working environment)	PC1. Comply with your organization's current health, safety and security policies and procedures	100	15	2	13
	PC2. Report any identified breaches in health, safety, and security policies and procedures to the designated person		17	4	13
	PC3. Identify and correct any hazards that you can deal with safely, competently and within the limits of your authority		12	3	9
	PC4. Report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		15	3	12
	PC5. Follow your organization's emergency procedures promptly, calmly, and efficiently		13	3	10

Assessment outcomes	Assessment Criteria for outcomes	MarksAllocation			
		Total Marks	Out of	Theory	Skills Practical
	PC6. Identify and recommend opportunities for improving health, safety, and security to the designated person		12	3	9
	PC7. Complete any health and safety records legibly and accurately		16	2	14
		Total	100	20	80
5. LSC/N2320 (To carry out documentation and quality control)	PC1. Ensure appropriate insurance coverage for all transports and apply for new coverage if required	100	10	3	7
	PC2. Obtain Proof of Delivery, generate print-outs for all transports and maintain logs and files of said documents.		10	3	7
	PC3. Transcribe information from customers' Bills of Lading into Cargo management system.		8	2	6
	PC4. Update the system to include the day's transactional milestones		8	2	6
	PC5. Perform day-to-day administrative documentation such as maintaining information files and processing paperwork		5	3	2
	PC6. Generate daily, monthly and annual reports and MIS trackers based on performance		5	2	3
	PC7. Monitor the quality, quantity, cost and efficiency of the movement and storage of goods		8	3	5
	PC8. Coordinate with inspectors/ spot checks/counts by supervisors in situations where any discrepancies have been spotted (missing goods, unreported damages etc.)		9	2	7
	PC9. In case of issue with documentation on the shopfloor, visit specific area and perform a physical check to reconcile data with documentation/system		7	2	5
	PC10. Comply with safety regulations and procedures in case of fire hazards, bio-hazards, etc.		8	2	6
	PC11. Adhere to security regulations of the company		8	2	6
	PC12. Maintain clean work table area		6	2	4
	PC13. Ensure all safety gear is worn on any visits to the Shop floor		8	2	6
		Total	100	30	70

QUALIFICATION FILE SECTION 3 EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry players, which was collected with respect to roles 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. Refer to annexure 8 as well as other mail interactions provided.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Skills Gap analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection. The link to NSDC Human Resource & Skills Requirement in Logistics Sector is <https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing>

- Feedback from industry players for demand though again sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged
- An LMIS development initiative is being put in place to be more precise regarding the demand and supply
- For 2013 – 17, the estimated manpower employment is as follows,

Estimated Year / Employment Demand in Sub-Sector	Warehousing (Storage & Packaging) (In million)	Land Transportation (In million)	Courier / Express (In million)
2013 - 17	0.18	2.20	0.07
2017 - 22	0.16	1.90	0.06

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
- NSDC QRC team also confirmed the same

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?

- Regular interaction with the training partners to gather feedback in implementation.
- Monitoring of results in assessments.
- Employer feedback will be sought post-placement.
- A formal review is scheduled in a year's time.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Report to the Governing Council
2. Minutes of the meeting of GC meetings
3. NSDC Human Resource & Skills Requirement in Logistics Sector is

<https://drive.google.com/file/d/0B5rqF9xqytDIUIF4WEtyWXJBbIE/view?usp=sharing>

QUALIFICATION FILE SECTION 4 SUMMARY EVIDENCE OF LEVEL

Level of qualification: 3

Summary of Direct Evidence (from learning outcomes):

OTHER EVIDENCE OF LEVEL[This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Nature of Evidence	Comments	EL-1	EL1	EL+1

Summary of other evidence (if used):

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

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?

Horizontal and vertical mobility options have been articulated. Refer to Annexure 8.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- Occupational Map and progression matrix - Annexure 8.
- List of companies and Industry associations participated in developed of these qualifications (part of report)– Annexure 9.