

Module & Units	Topics	Theory Hours	Objective of the Module	Outcome of the Module	Methodology	Tools Required
M1	<b>MODULE-1</b>					
M1 /U1	1.1.1.Modes of Transportation: Air:Aircrafts, Ocean:Cruises & Ferries Land:Railways,Roads	3 hrs	The trainee will be able to acquire knowledge about:  1. The basic modes of transportation like, Air, Water, Rail and Road 2. The major bottlenecks as well as the missing links in these modes of transportation. 3. When and where the suitable mode of cost effective transportation can be utilised.	<ul style="list-style-type: none"> <li>• Trainee will be able to list the advantages and disadvantages about the transportation of goods through different modes.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Introduce the topic with an interactive session with students.</li> <li>&gt; Show pictures of all modes of transportation and give brief description.</li> <li>&gt; Situation-based activity (eg; Trip to Taj Mahal).</li> </ul>	Projector , Laptop Screen

	<p>1.1.2.Current Trend 1.1.3.Future &amp; Opportunities of Travel,Hospitality &amp; Logistics Industry</p>	<p>3hrs</p>	<p>To enable the trainee to: 1.Understand the importance of futuristic approaches of the development of Cargo industry 2. Identify and relate industry trends and issues including fuel costs, environmental impacts, and changing weather 3. Describe key trends and issues in travel services worldwide</p>	<ul style="list-style-type: none"> <li>• Trainee will be able to detail the current trends and futuristic approaches used in Cargo Industry</li> </ul>	<p>&gt; Students are asked to get information of the big players in Air, Land and Sea Cargo industry. &gt; Present survey reports of recent developments in this sector and its future opportunities. &gt; Create groups of 5 students and ask them to present new concepts and growth of concerned industries.</p>	<p>Pen,Paper,Projector,Screen,Laptop</p>
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	<p>1.1.4.Multimodal Transportation</p>	<p>4hrs</p>	<ul style="list-style-type: none"> <li>•To enable the trainees to use the different modes of transportation based on commodity,time and location</li> <li>•To impart knowledge about the serving cities where there are no airports and explore the possibilities of adopting another mode of transportation</li> <li>•To impart the trainee to acquire knowledge about Customs ports and the legal procedures to be followed.</li> </ul>	<p>The trainee will be able to choose the most appropriate mode of safe transportation, based on the factors like location, time and cost effectiveness</p>	<p>&gt; Explain multimodal transportation. &gt; Case study analysis : Give a detailed study about a cargo being shipped to same destinations from same source but by different cargo agencies. Rate, Time, Type of Goods etc. should be mentioned . Students are asked to analyze and find best cargo agency. &gt; Give an assignment to find the most economical and time managed model of delivery of goods</p>	<p>Pen,Paper,Projector,Screen,Laptop,</p>
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					in a multi-destination journey. Student is expected to act as an agency and provide an action plan.	
<b>MODULE-2</b>						
<b>Introduction to Air Transportation Industry</b>						
M2 /U1	<b>Roles and functions of IATA/FIATA/ACAAI/ICAO</b>					

	<p>2.1.1.Roles and functions of IATA/FIATA/ACAAI/ICAO in Airlines, Aircraft,Cargo and Logistics</p> <p>2.1.2.Aims and activities of the IATA/FIATA/ACAAI/ICAO</p>	2hrs	<ul style="list-style-type: none"> <li>• To enable the trainee to understand the rules ,regulations and activities of various International/national associations of air cargo agents and freight forwarders .</li> </ul>	<ul style="list-style-type: none"> <li>• The trainee will be able to debrief the technical and marketing standards of air line industry set up by IATA/FIATA /ACAAI/ICAO.</li> </ul>	> Briefing the students on IATA and its role in Airlines, Cargo and Logistics management.	Projector , Laptop screen
	<p>2.1.3.IATA Terminologies and abbreviations for Airlines, Cities Airports and Currencies</p>	3hrs	<ul style="list-style-type: none"> <li>•Learners will be introduced to the basic aviation language used throughout the industry by referring to threeletter codes, airline codes, phonetic alphabet and other frequently used terminology.</li> </ul>	<ul style="list-style-type: none"> <li>• The trainee will be able to recognise and interpret the 3 -letter codes of different airports,airlines and cities, which are used for communication between Airlines and freight forwarders</li> </ul>	> Conduct quiz programme between groups of students on 2/3 digit/letter codes of airlines, airports, cities and give them rankings based on marks. > Map work : Mark important airports and cargo hubs in a world map with 2/3 letter/digital codes. > Students are	Writing Board, Marker Pen,World Map,Sketch Pen

					<p>provided with IATA codes scrambled with places/airports. Match the codes with respective airports/airlines/cities.</p>	
M2 /U2	<b>International Regulations and Conventions</b>					

	<p>2.2.1. The Chicago Convention  2.2.2. Bilateral Agreements  2.2.3. The Warsaw convention  2.2.4. IATA General conditions of carriage</p>	<p>5hrs</p>	<ul style="list-style-type: none"> <li>• Enable the trainee to acquire knowledge about the various conventions and bilateral agreements between countries.</li> </ul>	<ul style="list-style-type: none"> <li>• Trainee will be able to describe the various conventions and bilateral agreements between countries.</li> </ul>	<p>&gt; Trainer-led discussion on various International Conventions and its effect on the trade and transfer of Cargo from and to different source/destinations.  &gt; Each group of students is given a seminar topic on The Chicago Convention, The Warsaw Convention, Bilateral and Multilateral Agreements (Open Skies Agreement) and the IATA General Conditions of Carriage.</p>	<p>Laptop, Screen, Projector, Pen, Paper</p>
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Roles and functions of IATA						
M2 /U3	2.3.1. History and Organisations 2.3.2. Trade Association Activities 2.3.3. Tariff Coordination Activities 2.3.4. IATA Members 2.3.5. IATA-UFTAA dialogue	3 hrs	<ul style="list-style-type: none"> <li>To enable the trainee to acquire knowledge :1. About IATA organisational structure and it's trade association activities</li> <li>2. About IATA members of Airline Freight forwarders and it's membership benefits.</li> <li>3. To impart knowledge about the inbound and outbound travel under UFTAA in consultation with IATA</li> <li>4. About how UFTAA address the matters affecting the world</li> </ul>	<ul style="list-style-type: none"> <li>The trainee will be able to define the history and organisational structure of IATA and it's trade association activities.</li> <li>The trainee will be able to list out the different IATA members and its membership benefits.</li> <li>The trainee will be able to compare an array of international courses offered by IATA/UFTAA for professional career development.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Trainer-led discussion on the History of IATA and UFTAA with its allied activities. The discussion should include activities on Trade Association and Tariff Coordination .</li> <li>&gt; Students are asked to prepare a sheet with existing members of IATA.</li> <li>&gt; Students have to be detailed the activities of UFTAA, what demanded its origin and its co-ordination with IATA.</li> </ul>	paper,pen,scale,pencil,Eraser



			travel industry & details about IATA-UFTAA Training Programme.			
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	2.3.6.IATA Cargo Account Settlement Systems(CASS)	2 hrs	<p>1.To enable the trainee about how to use the electronic billing system for data and fund transfer between travel agencies and airlines. 2. To enable the trainee to get acquainted about CASS audit implications and settlement of dues between Airlines and IATA frieght forwarders</p>	<p>•The trainee will be capable of performing the electronic billing system facilitated to transfer the data and funds between cargo agents and airlines ..</p>	<p>&gt; Group students into two teams one agents and one airlines. Every students is given with paper chits (any number) with 'P' for Payment and 'R' for Receipt written on it. Students are asked to exchange the chits continuou sly in random fashion for 5 mins. Students are at last asked to write down the complete list of transactio ns occured through them with name of agent and airlines. The role</p>	<p>Paper, Pen, laptop ,projector, Screen</p>
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					of CASS is then explained. > CASS of IATA has to be explained to the students on how to sell, report and remit and thereby control finance and cash flow for Airlines.	
<b>MODULE 3</b>						
M3 /U1	<b>Aviation Geography(Indian Geography and World Geography)</b>					

	<p>3.1.1. Longitude, standard time and DST</p>	<p>8hrs</p>	<p>•Enable the trainee to acquire knowledge about :</p> <ol style="list-style-type: none"> <li>1. Creating a time and place utility dimension in transportation of World wide Aircargo</li> <li>2. latitude , longitude and GMT</li> <li>3. identifying the Equator and Prime Meridian and map the point coordinates of latitude and longitude</li> <li>4. The concept of DayLight Saving Time</li> <li>5. Observe and record the time required to do each detailed element of transportation of</li> </ol>	<p>•The trainee will be able to identify the Latitude and Longitude and Equator and Prime Meridian and map the point coordinates of latitude and longitude</p> <p>•The trainee will be able to implement DST to save time and energy and can recognise the better use of day light</p> <p>•Trainee will be able to handle the time sensitive cargo effectively</p>	<p>&gt; The students should be made conversant with World Maps, Globe and Daylight Saving time. &gt; General idea of 4 directions and 4 sub-directions have to be imparted to the pupil. &gt; Give direction-sense and time calculation (for safe transport of time sensitive goods) problems to students. &gt; Tasks are given to identify locations and the time at respective places based on latitude and longitude.</p>	<p>Globe, World Map, Atlas, Pen, Calculator Paper</p>
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			<p>world wide Aircargo. 6. The actual time for which the cargo is on board, especially for time sensitive cargo like; sea food, newspapers, ornamental fish etc.</p>			
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	<p>3.1.2. Time difference &amp; International Dateline</p>	<p>8hrs</p>	<p>•Impart the trainee with the detailed concept of:1. Time difference in zones and the calculation procedures .2. International Date Line which is an essential readjustment for travel across globe.</p>	<p>•The trainee can recognise by direct observation, the quantity of human work in a specified task and hence establish the standard time within which an average worker working at a normal pace should complete the task using a specified method. •The trainee can perform the time difference calculation using International Date Line</p>	<p>&gt; Discussio n on the Internatio nal Date line and its impact on airlines moving east to and west to the Date line. &gt; Students should prepare a chart that shows time difference of main cities between GMT and also between IST.&gt; Examples of the routing of the cargo should be given and students are asked to find out actual time the cargo is on board/tran sit and the actual flight time of cargo</p>	<p>Writing Board, Marker Pen,Chart Paper,Sketch Pen,Scale</p>
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	<p>3.1.3. Calculation of transportation time for flight journeys</p>	<p>6hrs</p>	<ul style="list-style-type: none"> <li>•To enable the trainee to get an overview about the 24 hour clock systems and it's significant shortcomings particularly when applied to travel itineraries.</li> <li>•The trainee will acquire knowledge about the Time difference calculation between two points and also identifying the shortest routes of transportation. •The trainee will acquaint knowledge about the Transport time,Jetlag and also to understand the</li> </ul>	<ul style="list-style-type: none"> <li>•The trainee will be able to apply the Time difference calculation using 24 hour clock systems.</li> <li>•The trainee will be able to perform the Time difference calculation between two points and also identifying the shortest routes of transportation.</li> <li>•The trainee will be able to list the transport time,Jetlag and aviation terminology.</li> </ul>	<p>&gt; Class Activities have to be conducted among students in identifying air routes and the countries whose airspace is traversed during the journey. This includes identification of cities over which air route passes. &gt; A task is assigned to find the shortest/optimal route for the transportation of a carriage between two cities.</p>	<p>World Map, Calculator, Pen, Paper,</p>
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			importance of providing accurate and relevant air travel information using aviation terminology			
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	<p>3.1.4. Study of the world to be done in accordance with IATA outlines</p>	<p>8hrs</p>	<p>To enable the trainee to get acquainted with: 1. Worldwide geography in relation to airline routing 2. The skills required to provide accurate and relevant information about airline routes, airport and flight.. 3. Health issues related to air travel and climate change. 4. Entry and exit requirements of global destinations</p>	<p>•The trainee will be capable of expanding their knowledge in relation to countries, capitals, hubs, gateways and air travel destinations to recognise air travel routes through different hemispheres, International Air Transport Association (IATA) areas and sub-areas via different global indicators. • Trainee will be able to analyse the relevant air travel information using aviation terminology • Trainee will be able to analyse the impact of climate and health factors on air passengers and crew.</p>	<p>&gt;An overall idea of the world map with 3D presentations that highlights important cargo destinations and airline routes. &gt; The location of different cargo hubs (countries) and its neighbouring countries be presented in PPT. &gt; Individual students are given assignment to draw at least 5 air routes in different colours in a world map hand-drawn by the student.</p>	<p>Projector,Screen, Laptop,Colour Pencils,Chart /Drawing Paper</p>
<p>M2 /U2</p>	<p><b>Aircrafts and Airports</b></p>					

	2.2.1. Different types of aircrafts	5hrs	<ul style="list-style-type: none"> <li>•To impart knowledge about the different types of Aircrafts, Freighters, Charters etc</li> </ul>	<ul style="list-style-type: none"> <li>•The trainee will acquire knowledge to differentiate the types of aircrafts</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Explain wide body and narrow body aircrafts.</li> <li>&gt; Students are asked to arrange the chairs in the room according to the dimensions of two types of aircrafts.</li> <li>&gt; Show pictures of different types of aircrafts with different capacities.</li> </ul>	Chairs, Projector, Screen, Laptop
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	2.2.2.Cargo capacities	5hrs	<ul style="list-style-type: none"> <li>To impart knowledge about Narrow body and Wide body aircrafts and it's capacities</li> </ul>	<ul style="list-style-type: none"> <li>Trainee will be able to facilitate cargo transportation based on the existing capacity of the aircraft and it's facility requirements</li> </ul>	<ul style="list-style-type: none"> <li>Students should be briefed about the cargo capacities in different aircraft by weight and by volume and door size. The different types of cargo containers have to be explained.</li> <li>Students are asked to prepare a table with cargo capacities of different carriers in both dimension and weight aspects.</li> </ul>	<ul style="list-style-type: none"> <li>Projector, Screen, Laptop, Paper, Pen, Scale, Pencil</li> </ul>
<b>MODULE-4</b>						
M4/U1	<b>Air Cargo Concept</b>					

	<p>4.1.1. Concept of Cargo</p> <p>4.1.2. Types of Air Cargo (Domestic/International/Bonded)</p>	4hrs	<p>• To equip the trainee:</p> <p>1. To differentiate between General cargo and various other types of cargo</p> <p>2. With different rules and restrictions/regulations that may apply on transporting various types of Cargo</p>	<p>• The trainee will be able to differentiate General cargo and Special cargo</p> <p>• The trainee can differentiate the rules and restrictions/regulations on transporting various types of Cargo</p>	<p>&gt; Explain the concepts of cargo with the help of a PPT.</p> <p>&gt; Discussions on domestic, international and bonded cargo have to be organized.</p> <p>&gt; Students are asked to categorize each route map given by the trainer into domestic, international and bonded cargo.</p>	<p>Projector, Screen, Laptop, Paper, Pen, Route Maps,</p>
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	4.1.3 Cargo Acceptances	6hrs	<ul style="list-style-type: none"> <li>•To prepare the trainee with required knowledge about</li> <li>1. The detailed procedure in Cargo Acceptance</li> <li>2. The compactability of loads, cargo buildup procedures , Cargo breakdown and cargo regularities.</li> <li>3. Documents to be honored before accepting cargo in different types of aircrafts.</li> </ul>	<ul style="list-style-type: none"> <li>•The trainee will be able to accept or reject a cargo based on the knowledge gained from the Cargo Acceptance procedures.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Discussions are led on the necessary information and regulations for transportation of revenue and non-revenue cargo, as well as air mail and service cargo.</li> <li>&gt; Students are given insight on the reasons that could lead to the exclusion of cargo load from transportation.</li> </ul>	Projector, Screen, Laptop, Paper, Pen.	
<b>MODULE-5</b>							
M5 /U1	<b>Cargo Rates</b>						

	<p>5.1.1.Different Types of Cargo Rates 5.1.2 Export Cargo and Import Cargo</p>	<p>10hrs</p>	<p>•To enable the trainee to acquire knowledge on: 1. Air Cargo Tariff and Rules (TACT) which is the comprehensive information that an air cargo professionals require to efficiently transport air cargo Worldwide. 2. Concept of Air freight chargeable weight calculation ,Freight Rate Calculation and Volumetric Weight 3. Different types of air freight rates like General Cargo Rate</p>	<p>•Trainee will be able to use IATA’s Air Cargo Tariff and Rules (TACT) manuals for specific country and carrier regulations •The trainee will be able to calculate Freight rates,Air chargeable weight and volumetric weights of the air cargo •The trainee will be able to calculate the specific commodity rates,import,export ,demurrage and bulk rates of the cargo •The trainee will be able to list down the different currency rates and also to calculate the transportation cost of air cargo to different countries.</p>	<p>&gt; Detailed review of cargo types and its rates between different cities. &gt; Explain GCR, SCR, CCR, NMQ and Export/Import Cargo Insurance with examples. &gt; Students are asked to play the part of a cargo agent and quote their rate for a specific cargo for different destinations.</p>	<p>Projector, Screen, Laptop,Paper,Pen, Labels,TACT Rules Book, Rate sheets of different airlines</p>
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			<p>(GCR), Specific Commodity Rate (SCR), Commodity Classification Rate (CCR or Class Rate), ULD Rates.</p> <p>3. Specific commodity rates(SCR), it's categories and descriptions</p> <p>4. Import Tariff, Export Tariff, Demurrage Charges, Bulk Cargo rates</p> <p>5. Currencies of different countries and the conversion rates</p>			
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	5.1.3.Types of Contract between consignor and Consignee 5.1.4.Currency Regulations	5hrs	<ul style="list-style-type: none"> <li>•To equip the trainee in using IATA's 'The Air Cargo Tariff and Rules' (TACT) manuals for specific country and carrier regulations</li> </ul>	<ul style="list-style-type: none"> <li>•The trainee will be able to apply the concept of Air Cargo Tariff and Rules (TACT)</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Different types of contracts have to be explained to students.</li> <li>&gt; Give an overview of currency exchange rates in airports.</li> <li>&gt; Roleplays are conducted with a student as Cargo Agent and another as a customer to negotiate between themselves on the Cargo rate.</li> </ul>	<p>Projector, Screen, Laptop,Paper,Pen, Labels,TACT Rules Book</p>
<b>MODULE 6</b>						
<b>Documentation</b>						
M6 /U1	<b>Air WayBill(AWB)</b>					



	6.1.1.AWB Concept	4hrs	<ul style="list-style-type: none"> <li>• Acquire knowledge about             <ol style="list-style-type: none"> <li>1. The basic statutory entries for a cargo</li> <li>2. Legal knowledge regarding the airway bill</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>•The trainee will be able to explain the concepts of air way bill including the entries needed for a cargo and its legalities</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Trainer leads discussion on the concept of AWB.</li> <li>&gt; Give an overview of an AWB and an insight on how to fill the AWB.</li> </ul>	
	6.1.2.Filling of AWB 6.1.3.It's Importance	6hrs	<ul style="list-style-type: none"> <li>• To equip the trainee to prepare an Air waybill.</li> <li>• To prepare the trainee to respond to different scenarios in Cargo industry</li> </ul>	<ul style="list-style-type: none"> <li>• Trainee will be able to fill and complete an air waybill and also list the mandatory documents needed for filling an AWB.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Demonstrate filling up an AWB.</li> <li>&gt; Each of the students is asked to fill up at least 10 AWBs without error.</li> </ul>	Shipping Bills, AWB copies, Projector, Screen, Laptop,Paper,Pen
M6/U2	<b>Documentation</b>					

	<p>6.2.1.Documentation required in handling Cargo</p> <p>6.2.2.Customs rules and applications</p>	5hrs	<ul style="list-style-type: none"> <li>Acquire knowledge about:             <ol style="list-style-type: none"> <li>The customs and government rules</li> <li>Various Documents in handling Cargo like Commercial invoice, Consular invoice, certificate of Origin, Shipper's Export Declaration, Bill of Lading, Export packing list, Inspection certificate, Destination control statement</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>The trainee will be able to choose the required data and document it accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Trainer-led discussion on different documents mandatory for different types of cargo.             <ul style="list-style-type: none"> <li>Overview of customs rules and regulations for export or import of cargo.                 <ul style="list-style-type: none"> <li>Students are asked to find the missing document from the given bunch of documents for a particular cargo.</li> </ul> </li> </ul> </li> </ul>	
<b>MODULE-7</b>						
M7/U1	<b>ULD Management</b>					

	<p>7.1.1.Different types of ULDs  7.1.2.Handling of ULDs  7.1.3.It's Importance</p>	<p>3hrs</p>	<ul style="list-style-type: none"> <li>• To prepare the trainee to : <ol style="list-style-type: none"> <li>1. Identify different types of ULDs, like pallets and containers</li> <li>2. Manage ULDs in such a way to facilitate maximum revenue</li> <li>3. Acquire Knowledge about the restrictions and availability of ULDs</li> <li>4. Manage inventory and maintain register</li> <li>5. Mark and label cargo</li> <li>6. Plan efficient load spreading.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• The trainee will be able to implement the knowledge attained about different types of ULDs and its handling.</li> </ul>	<p>&gt; Trainer provides a detailed analysis on the load restrictions, availability of containers and revenue generation through skillful cargo handling.  &gt; 'Situation Reaction' activities are conducted by the trainer giving certain conditions on the above parameters.</p>	
<b>MODULE-8</b>						
<b>Special Cargo Handling</b>						

	<p>8.1.1.Perishables  8.1.2.Dangerous Goods  8.1.3.Carriage of Live Animals  8.1.4.Valuable Cargo  8.1.5.Human Remains  8.1.6.Restricted articles on board  8.1.7.Unaccompanied baggage(UB)/Personal Effect</p>	<p>8hrs</p>	<ul style="list-style-type: none"> <li>• To equip the trainee to : <ol style="list-style-type: none"> <li>1. Handle different types of cargo</li> <li>2. Have awareness about standard regulations to be followed while loading special cargo</li> <li>3. Have awareness about the essential documents to be submitted for special cargo</li> <li>4 .Have awareness on the safety Procedures to be followed while handling special cargo</li> <li>5. Have awareness about the different charges in handling different</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• The trainee will be able to recognize the types of cargo, documentation and the regulations to be followed while handling special cargo.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Students are briefed on how to handle special cargo undamaged.</li> <li>&gt; Discussions are initiated on the documents and precautions needed to carry special goods on board.</li> <li>&gt; Students are grouped and given task to handle a special cargo each - Corpse, Pet Dog, Gold, Fresh Fruits, Decorative Fish, Radioactive substance.</li> </ul>	
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			types of cargo			
<b>MODULE-9</b>						
M9 /U1	<b>Handling Cargo in Airport</b>					
	9.1.1.The cargo Handling organisations in Airports	2hrs	<ul style="list-style-type: none"> <li>To enable the trainee to have a basic overview of the different cargo handling organizations.</li> </ul>	<ul style="list-style-type: none"> <li>The trainee will be able to list the various cargo handling organizations.</li> </ul>	> Trainer-led discussions on the different cargo handling organizations at airports.	

	<p>9.1.2.Cargo Handling Procedures</p>	<p>12hrs</p>	<ul style="list-style-type: none"> <li>• To equip the trainee with skills required for cargo handling and timely completion of loading/unloading of goods.</li> <li>• To equip the trainee in differentiating hazardous and dangerous goods handling techniques</li> </ul>	<ul style="list-style-type: none"> <li>• The trainee will be able to demonstrate the procedures of cargo handling and timely completion of loading and unloading of cargo safely.</li> </ul>	<p>&gt; The cargo handling procedures in airports like :</p> <ol style="list-style-type: none"> <li>1. Complete and Correct documentation</li> <li>2. Right packaging materials and procedure.</li> <li>3. SLI (Shipper's Letter of Instructions).</li> <li>4. Correct dimensions and weight. are described to the students.</li> </ol> <p>&gt; Conduct a game that involves handling of fragile objects.</p>	
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	<p>9.1.3.Handling of Equipments at airport-loading and unloading</p>	<p>6hrs</p>	<ul style="list-style-type: none"> <li>•To prepare the trainee to handle equipments at Airport and acquire skills to effectively utilize the space in cargo loading.</li> <li>•To enable the trainee to deal with Departure and Arrival Administration Services.</li> </ul>	<ul style="list-style-type: none"> <li>• The trainee will be able to identify and choose different equipments at airport and there by effectively utilize space.</li> <li>• The trainee will be able to administer the Departure and Arrival Services.</li> <li>•</li> </ul>	<p>&gt; Trainer-led discussions on Departure Administration Services -</p> <p>&gt; Loading/Unloading Operations -&gt; Arrival Administration Services.</p> <p>&gt; Students are grouped and given a task to complete the unloading and loading of miniature container prototype (baseboard) with boxes of different sizes and also boxes that are fragile in a defined time limit analogous to the actual unloading-loading</p>	<p>Baseboard and boxes of different sizes</p>
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					<p>procedure.</p> <p>&gt; students are given tasks for finding out different handling techniques for dense cargo and space consuming cargo</p>	
<b>MODULE-10</b>						
M1 0/U 1	<b>Courier as Cargo</b>					



	<p>10.1.1.Consolidation as a marketing Tool 10.1.2.Courier traffic-Domestic and International</p>	<p>5hrs</p>	<p>•To equip the trainee to: 1. Understand location, product wise segregation and organizing cargo accordingly 2. Differentiate Loose consolidation/ULD consolidation, 3. Have an awareness about the procedures to be followed by the shipper - Checklists, defining the freight, despatch and Co-ordination</p>	<p>•Trainee will be able to recognize the cargo location, differentiate and organize the products, consolidate as per requirement and the procedures to be followed by the shipper while transporting goods.</p>	<p>&gt; Students are explained the need for consolidation and how it enhances efficiency of cargo transportation. They are also given brief description about ULD consolidation and Loose consolidation. &gt; Students are grouped and given a bunch of 100 letters with different pin codes and different sizes and are asked to organize them according to the place of delivery. &gt;</p>	
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					exercises to be given to help in finding the savings/profits generated from consolidation of cargo	
<b>MODULE-11</b>						
M1 1/U 1	<b>Air Safety</b>					
	11.1.1 Safety of the Aircraft/Cargo/Crew	2hrs	<ul style="list-style-type: none"> <li>•To equip the trainee to:               <ol style="list-style-type: none"> <li>1. Possess awareness about the rules and regulations prescribed for cargo, aircraft and crew.</li> <li>2. Understand the concepts of risk and risk management</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>•Trainee will be able to recognize the risks involved and perform activities based on the rules and regulations prescribed.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Trainer-led discussions on ensuring safety of the aircraft, passengers and crew.</li> <li>&gt; Lead a detailed discussion on what to watch out for in an emergency and the specific rules of some countries regarding safety.</li> </ul>	

	11.1.2.Safety of the Cargo 11.1.3. Time Management	3hrs	<ul style="list-style-type: none"> <li>•To prepare the trainee to:               <ol style="list-style-type: none"> <li>1. Select packing materials for cargo</li> <li>2. Maintain standards while packing</li> <li>3. Manage time efficiently.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>•Trainee will be able to choose the proper packing material and perform packing within the stipulated time.</li> </ul>	<p>&gt; Trainer-led discussions on the safety precautions and careful handling of the cargo with efficient time management.</p> <p>&gt; Packaging materials, its standards and mode of stacking and packing has to be explained.</p>	
<b>MODULE-12</b>						
M1 2/U 1	<b>Concept of an IATA Cargo Agent</b>					
	12.1.1.Formation 12.1.2. IATA Recognition	2hrs	<ul style="list-style-type: none"> <li>•To provide an insight to the trainee about the formation of IATA and its accreditation.</li> <li>• To enable the trainee to develop entrepreneur</li> </ul>	<ul style="list-style-type: none"> <li>•Trainee will be able to apply the knowledge attained about the formation of IATA cargo agency and its accreditation</li> <li>• The trainee will be able to start an air cargo agency</li> </ul>	<p>&gt; Give a detailed overview on the history, vision and the working of IATA.</p> <p>&gt; Discuss the procedures to attain IATA Recognition</p>	

			<p>erial talent to setup an air cargo agency</p>		<p>on and the benefits it possess.</p>	
	<p>12.1.3.Agents Duties and Responsibilities 12.1.4.Payment procedures</p>	<p>3hrs</p>	<p>•Trainee will be able to acquire knowledge about the duties and responsibilities of an IATA Cargo Agent and its payment procedures</p>	<p>•Trainee will be able to perform duties and responsibilities of an IATA Cargo Agent and its payment procedures and apply the skills gained in real time situations.</p>	<p>&gt; Introduce the students to the duties and responsibilities of a Cargo Agent. &gt; Explain to students what a Cargo Agent does round the clock.</p>	
<b>MODULE-13</b>						
<p>M1 3/U 1</p>	<b>Air Cargo-Sales &amp; Marketing</b>					

	<p>13.1.1.Qualities required for a sales person 13.1.2.Concepts of Sales Management</p>	<p>7 hrs</p>	<p>• To equip the trainee to: 1.Understand the concept of services marketing 2.Diferentiate between marketing services and marketing products 3.Understand marketing orientation and its benefits 4.Define marketing terminologies. 5.Understand the 'Price' concept of marketing 6.Understand 8 Ps of service marketing</p>	<p>•Trainee will be able to perform sales and marketing in cargo industry. •Trainee will be able to analyze the marketing orientation towards generating revenue for an organization.</p>	<p>&gt; Students are briefed on the qualities required for a better salesperson. &gt; Students are asked to take up roles of Salesman and sell products to other students who take up roles as customers with varying needs. &gt; Students are asked to study a recent market survey of a product and they are asked to prepare a revenue generation model for the organization through role play/Debate/Actual situation</p>	<p>Airline marketing reports, Cargo Manifest copy, Airline Schedules(Printed)</p>
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					based methods.	
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	13.1.3.The current trend in marketing 13.1.4.Cargo the world scene	3 hrs	<ul style="list-style-type: none"> <li>•To provide and insight to the trainee in key service marketing issues and trends</li> </ul>	<ul style="list-style-type: none"> <li>•Trainee will be able to perform various marketing strategies based on the current trends in cargo industry.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Trainer-led discussions on the emerging trends in marketing ideas and worldwide view of cargo movement around the globe.</li> <li>&gt; Students are asked to search in the internet to find the current trends of airline marketing including the statistics and come up with different ideas to increase the revenue of an airline company judiciously.</li> </ul>	
<b>MODULE-14</b>						
M1 4/U 1	<b>Communications Skills</b>					

	<p>14.1.1.What is good communication</p> <p>14.1.2.Effective Communication and it's types</p> <p>14.1.3Personality Traits</p> <p>14.1.4.Command over language- Case study,Group Discussions,Roleplays,Speaking Discussions</p>	<p>10hrs</p>	<ul style="list-style-type: none"> <li>•To enable the trainee to have effective communication in respective industry through group discussions, case studies and roleplays</li> </ul>	<ul style="list-style-type: none"> <li>• Trainee will be able to effectively communicate with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Role Plays</li> <li>• Group Discussion</li> <li>• Case Study Presentation</li> </ul>	
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