

Revised by NSDA 25th May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Apparel, Made ups & Home furnishing Sector Skill Council

Apparel House 4th Floor

Sector 44, Institutional Area

Gurgaon

Name and contact details of individual dealing with the submission

Name: Ms Nidhi Trehan / Mr. Atul Madan

Position in the organisation - Joint Director Projects / Deputy Director Projects & Training

Address if different from above

Tel number(s) 9999684164 / 9971932299

E-mail address - jdpro@sscammh.com / ddptv@sscammh.com

List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Occupational Map
3. Assessment Criteria
4. Industry Endorsements – already submitted

5. QUALIFICATION FILE SUMMARY

Qualification Title	Export Manager		
Body/bodies which will assess candidates	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body which will accredit providers to offer the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Occupation(s) to which the qualification gives access	EXPORT MARKETING & DOCUMENTATION		
Proposed level of the qualification in the NSQF.	6		
Anticipated volume of training/learning required to complete the qualification.	360 hours		
Entry requirements / recommendations.	Master's degree in apparel field, preferably		
Progression from the qualification.	He can further head a unit or a complete international market zone.		
Planned arrangements for RPL.	5 days (1-3 day – Capsule Training, 4 th – written test, 5 th day – practical)		
International Comparability	It is yet to be established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/Optional	Estimated size (learning hours)	Level
AMH/N 1606 (Planning for export)	Mandatory	70 Hrs	6
AMH/N 1608 (Manage export processes & check documentation)	Mandatory	80 Hrs	6
AMH/N 1609 (Supervise and evaluate performance)	Mandatory	50 Hrs	6
AMH/N 1607 (Ensure shipping compliance)	Mandatory	35 Hrs	6
AMH/N 1601 (Manage export marketing operations)	Mandatory	45 Hrs	6
AMH/N 1603 (Comply with industry and organisational requirements)	Mandatory	20 Hrs	6
AMH/N 1604 (Analyse foreign trade logistics)	Mandatory	40 Hrs	6
AMH/N 1605 (Maintain health, safety and security at workplace)	Mandatory	20 Hrs	6

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:

SECTION 1

ASSESSMENT

Name of assessment body:

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

Apptex Manpower Development Services Ltd
Trendsetters Skill Assessment Pvt Ltd
METTL
Skill Mantra
Methods Apparel Consultancy India Pvt Ltd
PVR Skill Central Pvt Ltd
The Assessors Guild
Think Skills
Prima Competencies Pvt Ltd
Base Research
IQAG
Fashion Futures

Will the assessment body be responsible for RPL assessment?

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

The workers will be assessed by empaneled Assessing Bodies and skill gaps will be analyzed, Those who are not passing, for them based on skill gaps a short term training will be conducted for 1-5 days depending on the requirement, to bridge the gap. The workers will then be reassessed and after passing the assessment will be certified by AMHSSC.

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:

1. Introduction

1.1 This methodology is for "Assessing bodies & Assessors" to provide them a clear understanding of assessment policy for AMSSC certification of trainees.

1.2 For assessments to be fair, the assessment bodies are to ensure that the assessment process is valid, reliable, flexible and fair. Assessments are to be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS).

Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgement to be made on the student's competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

2. Key Components of the Assessment Process

(a) Competence: Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.

(b) Competency based Assessment: Is the process of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.

(c) Collection of Evidence: Evidence collected may be direct, such as observation of workplace performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid,

sufficient, current and authentic.

(d) Judging Competence: An individual is considered competent after he/she has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgement about whether a student is competent.

(e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the later involving practical's/on work assessment.

(f) Standards against which the students are to be assessed: National Occupational Standards pertaining to the concerned job role.

3. Planning Assessments

3.1 For assessments to be effective, the assessing body is to ensure following –

(a) Clear understanding Knowledge & Skills as defined in National Occupational Standards

(b) Selecting right assessment method. This is a key activity and would involve the following –

(i) Identify unit(s) of competency to cluster for assessment.

(ii) Develop competency profile.

(iii) Identify evidence requirements.

(iv) Review and select assessment methods.

(v) Select assessment tools and record evidence matrix.

(vi) Develop assessment plan.

3.2 The assessing body will have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.

(a) The assessing body shall have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined.

(b) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send these to the assessing body.

(c) The assessing bodies shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

3.3 Assessment: Assessments are to be a mix of knowledge and skills. For each job role, this mix is predefined in consultation with all stakeholders.

AMSSC decision will be final and binding in this regard.

3.4 Assesse details: The assessment agency is to obtain details of candidates to be assessed from training provider.

3.5 Assessment Plan : With all the above inputs, the assessing body is to have an assessment plan, covering the following :-

(a) what will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS

(b) how assessment will occur, i.e. the methods that will be used

(c) when the assessment will occur

(d) where the assessment will take place, i.e. the context of the assessment;

(e) the criteria for decision making, i.e. those aspects that will guide judgements; and

4. Empanelling of Assessors for AMSSC

4.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. The assessing body should have well-defined process for enrolling/empanelling assessors. The assessing body should have on-role/empanelled assessors with expertise in/similar to Apparel and Made ups domain or should be able to empanel such assessors within 60 days from affiliation. Due diligence is to be ensured by assessing bodies while empanelling the assessors.

4.2 The Assessor will be appointed on approval by the panel where the assessor will be judged on basis of his basic educational qualification, overall experience in the field, practical competency, market knowledge & his ability to handle the students/VTP(s).

4.3 Generic aspects for the assessors are to be ensured as follows –

(a) Familiarity with assessment schemes.

- (b) Thorough knowledge of the relevant assessment/ examination methods and examination documents.
- (c) fluent in communication in the language of examination, and
- (d) free from any interest so that they can make impartial and non-discriminatory judgment / assessment.

4.4 On successful evaluation, assessors will be affiliated with AMSSC for specific job roles/NVQF level. Each assessor will be awarded a unique identity number.

5. Conduct of Assessments

- 5.1 The assessments are to be conducted by pre-approved (by AMSSC) assessors for specific job roles.
- 5.2 Assessments are to be based on the criteria defined by AMSSC.
- 5.3 The theoretical assessments, if manual, are to follow different question paper for each candidate
- 5.4 Skill assessments are to be based on practical, hands-on work by candidates. For soft skills, role plays, structured activities, on-field assessments etc. are to be considered.
- 5.5 For candidates who are not literate, assessment should be done based on observation of practical skills.
- 5.5 Evidence gathering and recording of evidence is to be ensured.
- 5.6 The entire assessment process is to be video-graphed.

6. Assessment Records & Results

- 6.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.
- 6.2 Documentation, which needs to be maintained for each specific assessment include the following –
 - (a) Reference to relevant QP/NOS
 - (b) Competency profile for the job role
 - (c) Assessment tools, equipment, checklist
 - (d) Assessment plan & details of Assessor
 - (e) Record of evidence presented and assessed
 - (f) Records and reporting of assessment decision
 - (g) Appeals information
 - (h) Assessments filled by Assessor for trainees

The Process

1. Skill Assessment Examination Pattern

Theory and Practical assessment: The assessment will have 2 separate sections.

Section A – Theory

25 Objective type questions of 1 Marks each. Total 25 Marks. [Time duration – 45 min]

The objective type theory questions shall be drawn in prescribed format from the available question bank by AMSSC, Govt. of India or in case of unavailability of the same the expert assessors will make the question paper. For this work a team of educationalist (Teachers / Diploma / Degree holders / Professors / Ph.D) of the same field are contacted and they prepare the question bank.

Section B – Practical Exam and
Viva Voce

5 practical questions, the candidate has to perform any 3, each practical is of 20 marks. Total 60 marks.
[Time duration – 2 hrs for all given 3 practical tasks]

The marks will be distributed as per following –

Theory	Viva Voce	Practical Marks (60)			Total Marks
		Written & Practical	Quality & Safety	Attitude	
25	15	50	5	5	100

The candidate has to write the methodology adopted with tools used in a separate answer sheet.

The practical questions shall be drawn from the prescribed question bank by AMSSC, Govt. of India or in case of unavailability of the same the expert assessors will make the questions for the same.

2. Minimum passing marks for candidates

As per MES guidelines the minimum passing marks in each

Theory – 40%

Practical – 60%

In order to get certified the candidate has to secure minimum passing marks in theory and practical paper separately. Passing marks minimum 50% average.

3. The essential Documentation and procedures

a. Pre Exam

- Contacting VTPs for scheduling of the exam dates for generation of ABN nos.
- Allocation of Assessor for the particular ABN(s)
- Setting of theory and practical paper based on NOS curriculum & drawn from question banks provided by AMSSC, Govt. of India and in absence of the same will be set by the expert assessor's panel.
- Preparation of customised exam related documents, generation of attendance sheets & results sheets with other allied documents. Sealing of paper set envelopes (theory & practical) of various trades along with other necessary documents by the confidential section of the assessing agency.

b. During Examination

- Opening of the sealed question paper envelope/s in the presence of Principal/Centre Head with their signature and seal.
- Accountability statement/Guidelines for the invigilators/examiners/assessors (Annex – 1).
- Attendance of the candidates with verification (Annex – 1)
- Declaration by the candidate. (Annex – 1)
- After examination all the papers, documents (including practical madeups) will be sealed back in an envelope & will be taken back by the assessing body for valuation and post exam work.

c. Post Exam

- Valuation of theory papers/practical papers by the assessors: The theory paper and practical will be evaluated by the allocated authorised assessors on the same day and the marks will be entered in the

prescribed format. (Annex – 1)

- Preparation of results in prescribed format. (Annex – 1)
- Verification of results by Assessing body

4. Results

The result will be prepared by assessing agency within 3 days in prescribed format (as per guidelines) and the same will be send to AMSSC in soft copy.

Documentation required in the process of assessment

Accountability statement

Candidate Attendance Sheet

Declaration form to be filled by candidates

Exam Result Sheets

Practical Exam Sheets

Feedback Sheets (optional) for students & VTP

Assessor Empanelment Format

Observation Checklists

Tests (Written papers/records)

Evidence Record Sheets

Result Submission format

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

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Export Manager

AMH/Q1603

AMHSSC

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 part for each candidate at each examination/training center (as per assessment criteria below)
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 50% in every NOS.
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

Assessable Outcomes	Assessment Criteria	Marks Allocation				
		Total Marks	Out of	Theory	Skills Practical	ViVa
AMH/N 1606 Planning for Export	PC1. Analyse the logistics options for shipment	60	9	5	1	3
	PC2. Carry out risk assessment for shipment plan		9	5	1	3
	PC3. Explain the trade policies and guidelines to all concerned and ensure it is followed		9	5	1	3
	PC4. Plan the shipment strategy		9	5	1	3
	PC5. Use the export planning tools available		9	3	3	3
	PC6. Carry out SWOT analysis for shipment vertical		9	3	3	3
	PC7. Make sure the organization's domestic and international marketing activities are aligned and updated with current policies and guidelines		6	3	1	2
		Total	60	29	11	20

AMH/N1608 Managing and checking documentation related to export transactions	PC1. Manage Documentation related to pre & post shipment	80	5	2	2	1
	PC2. Check and manage Export Sales Contract		5	2	2	1
	PC3. Manage the Central Excise/Customs Clearance: Regulations, Procedures and Documentation		5	2	2	1
	PC4. Supervise the processing of an Export Order		7	2	4	1
	PC5. Check all pre-shipment documents including: § invoice § packing list § gr form § ar-4/ ar4a form § etc licence § indent § acceptance of contract § letter of credit (loc) § qc certificate § port trust date § any other § sign of inspector/ customs div		6	3	2	1
	PC7. Check the EXIM documents pertaining to Pre and Post Shipment.		6	3	2	1
	PC8. Liaise with customs and excise officials, if required		6	3	2	1
	PC10. Take care of applications for export incentives		6	3	1	2
	PC11. Obtaining advance license from Jt DGFT (Director General of Foreign Trade), Adherence with contracts and agreements		6	3	1	2
	PC12. Looking after freight forwards, CHA (Customs House Agent), Transporter		6	3	2	1
	PC13. Communication with suppliers, consignee, agents, transporters		8	4	3	1
	PC14. Manage and supervise the follow up with logistics companies to ensure timely shipments of goods		7	3	3	1

	PC15. Negotiation & co-ordination with customs agents for Freight Rates, Customs clearances		7	2	2	3
		Total	80	35	28	17
AMH/N1609 Supervise and evaluate performance of all subordinates and reporting staff	PC1. set goals and targets as per organisational directives for all reporting executives	45	4	2	1	1
	PC2. create quantified measures and metrics to analyse the performance delivered by subordinates		4	2	1	1
	PC3. set tangible and achievable incentives for subordinates as per the goals and targets assigned		4	2	1	1
	PC4. ensure and implement strict adherence of all activities performed by subordinates to organisational guidelines		4	2	1	1
	PC5. monitor and supervise all the activities performed by subordinates and ensure optimisation to achieve the set goals		4	2	1	1
	PC6. evaluate performance of subordinates and reporting executives on the designed measures and metrics as per the guidelines of the Ogranization		5	2	1	2
	PC7. assist and support reporting executives whenever necessary or applicable		4	2	1	1
	PC8. document all performance indicators and metrics of subordinates in the prescribed format of organisation		4	2	1	1
	PC9. perform all appraisal related process flow for subordinates, as per respective performance documents		4	2	1	1
	PC10. handover all the documents and appropriate support measures to human resources department for official records		4	2	1	1
	PC11. ensure and implement proper process flow for feedbacks and queries received from subordinates		4	2	1	1
		Total	45	22	11	12

AMH/N1607 Ensuring shipping compliance	PC1. Follow the general invoicing instructions	35	6	3	1	2
	PC2. Check that the packing list requirement is met		5	2	2	1
	PC3. Ensure packing instructions are being followed including: § Carton Specifications § Packing Standards § Flat Pack Cargo § Pre-packs Packing Standards § Garments on Hangers (GOH) § Exceptions to Packing Requirements § Shipping marks & labels § Bar code labels		4	1	2	1
	PC4. Follow the shipping guidelines		5	3	1	1
	PC5. Follow the routing guidelines		5	3	1	1
	PC6. Ensure tendering of freight to consolidator as per process		5	3	1	1
	PC7. Ensure sequence instruction is followed		5	3	1	1
			Total	35	18	9
AMH/N1601 Framework of Export Marketing Management	PC1. Analyse the export marketing business & the operations involved	43	3	1	1	1
	PC2. Interpret the export marketing terms & understand the processes involved		3	1	1	1
	PC3. Apply export-market entry strategies		3	1	1	1
	PC4. Analyse the factors that affect cost in export marketing		3	1	1	1
	PC5. Be adept in understanding foreign currencies & conversion		3	1	1	1
	PC6. Be updated on current market trade in respect of various foreign currencies		4	1	1	2
	PC7. Manage the export distribution across geography		3	1	1	1

	PC8. Understand the Institutional Framework for Export Promotional Council & World Trade Organization		3	1	1	1
	PC9. Coordinate with Export Promotional Council/Ministry of commerce & Industry for affiliation & documentation formalities		3	1	1	1
	PC10. Understand & interpret the various export schemes		3	1	1	1
	PC11. Interpret Export Financing Methods and Terms of Payment		3	1	1	1
	PC12. Carry out Export Credit and Foreign Exchange Risk Management		3	1	1	1
	PC13. Apply export promotional strategies where appropriate		3	1	1	1
	PC 14. Carry out all export marketing functions effectively		3	1	1	1
		Total	43	14	14	15
AMH/N1603 comply with legal and ethical requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		5	2	1	2
	PC2. Seek and obtain clarifications on policies and procedures, from your Supervisor or other authorized personnel	22	4	1	1	2
	PC3. Apply and follow these policies and procedures within your work practices		4	2	1	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		4	1	2	1
	PC5. Identify and report any possible deviation to these requirements		5	2	1	2
		Total	22	8	6	8
AMH/N1604 Fundamentals of trade logistics as applied in international trade	PC1. Check pre shipment document	25	4	2	1	1

	PC2. Understand and identify the best suitable logistics as per buyer's standard		4	2	1	1
	PC3. Interpret and negotiate the logistics cost with different type of shipment mode		3	1	1	1
	PC4. Track the shipment and follow up for payment		3	1	1	1
	PC5. Communicate with logistic agency, buying offices and buyers		3	1	1	1
	PC6. Apply knowledge of different types of Transport and the best suitable method		4	1	1	2
	PC7. Manage logistics processes as per norms		4	1	1	2
		Total	25	9	7	9
AMH/N1605 Comply with health, safety and security requirements at work	PC1. Comply with health and safety related instructions applicable to the workplace	40	3	1	1	1
	PC2. Carryout own activities in line with approved guidelines and procedures		3	1	1	1
	PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC4. Follow environment management system related procedures		3	1	1	1
	PC5. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC7. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC8. Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC9. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	1

	PC10. Participate in mock drills/ evacuation procedures organized at the workplace		3	1	1	1
	PC11. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1	2	1
	PC12. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC13. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
		Total	40	13	14	13
	Grand Total		350	148	100	102

SECTION 2

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, 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 AMHSSC gave final approval and endorsement for the same.

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.

- Feedback from industry 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

The employment in clothing and textile industry will be 21.54 million by 2022 and there is an incremental human resource requirement of 6.31 % from the year 2013 till year 2022. Manufacturing of wearing apparels will require 4.58 million people by the year 2022.

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?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.

- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time

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

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

EXPORT MANAGER					
AMH/Q1603					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
An Export Manager is required to plan and coordinate the international shipment of goods and carry out complete export related operations of products like women clothing, curtains, kidswear. He should be aware of how to negotiate with a variety of people, such as shippers, agents and vendors, and should have	An export manager should know complete export operations of products like garments, articles like curtains. He should have knowledge of trade rules and regulations, policies of various countries, currency market,	An Export manager should plan and organize work to achieve targets and deadlines. He must take clarification on problems from others. He analyzes data and activities pass on relevant information to others. He applies good attention to the details To deliver an error free work .He takes appropriate decisions related to responsibilities And practices a	An Export Manager reads & follows guidelines, rules, processes, export documents & agreements. He listens effectively and orally communicate information accurately ask for clarification and advice from others .He reads and understands tech packs, buyer specifications .He provides relevant information to others, analyzes needs, requirements and dependencies in order to meet work requirements . He reads reviews from subordinates in terms of their requirements, queries and feedbacks . He reads appraisal documents related with any of	An Export Manager is responsible for leading and managing the entire process of international shipment of goods. His work includes analysis of the foreign trade logistics, management and supervision of all shipment related documents and ensuring shipping compliance. He is responsible for his own work and learning and full responsibility of other's work and learning like export executive.	Level 6

<p>excellent customer service skills in dealing with customers. Export manager is also required for personnel management, which often includes the hiring, training and supervision of staff.</p> <p>In their accounting function, export manager may keep track of invoices and prepare reports to expedite the billing process. He may also have to ensure that shipments are in compliance with the laws and regulations governing the export industry. He is also at times required to formulate international marketing strategies.</p>	<p>suppliers and the buyers involved in trade of respective products. He should know export related documents, logistics activities to carry out the he work in time .</p>	<p>customer service oriented approach. He solves operational role related issues. He raises alarm Identifies and reports any malfunctions and chemical leaks. He keeps work area free from potential hazards and other authorized personnel for assistance</p>	<p>subordinating position . He reads policies and regulations pertinent to the job interacts with all subordinates to understanding their requirements, queries and feedbacks on various aspects within the organization. He also interacts with organisation's internal stakeholders to ensure efficient performance evaluation of the subordinates leading to higher levels of satisfaction and motivation provides relevant information to others. He analyzes needs, requirements and dependencies in order to meet work requirements . He plans and manages work routine based on company procedure He responds to emergencies, accidents or fire at the workplace And evacuates the premises and help others in need while doing so. He values physical fitness, personal hygiene and good habits.</p>		
Level 6	Level 6	Level 6	Level 6	Level 6	Level 6
Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years

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

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?

The extent to which a labour is trained and educated effects its mobility. To ensure horizontal and vertical mobility the Qualifications pack have been tailored in a manner that it states all the required skills for a particular job role and ensures increase in developmental level when skills are practiced over time. With experience an Export Manager can become a Senior Export Manager.

(Progression as per horizontal mobility)

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

Give details of the document(s) here: