



QUALIFICATION FILE

LOGISTICS ASSOCIATE -COLD CHAIN SUSTAINABILITY (DRUG PRODUCTS, VACCINES, MEDICAL DEVICES & IVD)

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☒ Apprenticeship

☒ Upskilling ☒ Dual/Flexi Qualification ☒ For ToT ☒ For ToA

☐ General ☒ Multi-skill (MS) ☐ Cross Sectoral (CS) ☒ Future Skills ☐ OEM

NCrF/NSQF Level: 4.5

Submitted By:

Life Sciences Sector Skill Development Council

14, Palam Marg, Rear 2nd Floor, Vasant Vihar, New Delhi, PIN 110057

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Section 1: Basic Details

1.	Qualification Name	Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines , Medical Devices and IVD)										
2.	Sector/s	Life Sciences										
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/ Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification:	Qualification Name of existing/previous version: NA									
4.	a. OEM Name b. Qualification Name	NA										
5.	National Qualification Register (NQR) Code &Version	QG-4.5-LS-01269-2023-V1-LSSSDC	6. NCrF/NSQF Level: 4.5									
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other	Certificate										
8.	Brief Description of the Qualification	A Logistics Associate - Cold Chain Sustainability, person is responsible for ensuring the safe and sustainable transportation and storage of critical products, including drug products, vaccines, medical devices, and in vitro diagnostics (IVD). This role involves collaborating with cross-functional teams, vendors, and stakeholders to uphold the highest standards of cold chain sustainability. He/She is responsible for overseeing the receiving, storage, inventory management, and transportation of temperature-sensitive products, maintaining compliance with regulatory standards, and ensuring the integrity of the cold chain throughout the supply chain process										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pursuing 1st year of Graduation Degree and Continuous education</td> <td>-</td> </tr> <tr> <td>2</td> <td>Pursuing 3rd year of 3-year diploma (after 10th) approved by AICTE or State Technical Education Regulatory Body in relevant Field and continuous education.</td> <td>-</td> </tr> </tbody> </table> b. Age:19		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Pursuing 1st year of Graduation Degree and Continuous education	-	2	Pursuing 3rd year of 3-year diploma (after 10th) approved by AICTE or State Technical Education Regulatory Body in relevant Field and continuous education.	-
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	Pursuing 1st year of Graduation Degree and Continuous education	-										
2	Pursuing 3rd year of 3-year diploma (after 10th) approved by AICTE or State Technical Education Regulatory Body in relevant Field and continuous education.	-										
10.	Credits Assigned to this Qualification, Subject to Assessment	16	11. Common Cost Norm Category (I/II/III): II									
12.	Any Licensing requirements for Undertaking Training on This Qualification	NA										

13. Training Duration by Modes of Training Delivery	<div style="text-align: right;"> <input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Training Delivery Modes</th><th style="width: 15%;">Theory (Hours)</th><th style="width: 15%;">Practical (Hours)</th><th style="width: 15%;">OJT / Apprenticeship Mandatory (Hours)</th><th style="width: 15%;">OJT Recommended (Hours)</th><th style="width: 20%;">Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Offline Mode</td><td></td><td></td><td></td><td></td><td rowspan="5" style="text-align: center; vertical-align: middle;">480:00</td></tr> <tr> <td>Classroom</td><td style="text-align: center;">240:00</td><td style="text-align: center;">240:00</td><td style="text-align: center;">00:00</td><td style="text-align: center;">00:00</td></tr> <tr> <td colspan="6" style="text-align: center;">OR</td></tr> <tr> <td>Blended Mode</td><td style="text-align: center;">240:00</td><td style="text-align: center;">240:00</td><td style="text-align: center;">00:00</td><td style="text-align: center;">00:00</td></tr> <tr> <td>Offline (As part of blended mode)</td><td style="text-align: center;">120:00</td><td style="text-align: center;">240:00</td><td style="text-align: center;">00:00</td><td style="text-align: center;">00:00</td></tr> <tr> <td>Online (As part of blended mode)</td><td style="text-align: center;">120:00</td><td style="text-align: center;">00:00</td><td style="text-align: center;">00:00</td><td style="text-align: center;">00:00</td><td></td></tr> </tbody> </table> <p>Recommended apprenticeship : 6 months</p>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT / Apprenticeship Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Offline Mode					480:00	Classroom	240:00	240:00	00:00	00:00	OR						Blended Mode	240:00	240:00	00:00	00:00	Offline (As part of blended mode)	120:00	240:00	00:00	00:00	Online (As part of blended mode)	120:00	00:00	00:00	00:00	
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14. Aligned to NCO/ISCO Code/s	NCO-2015-3323.0601																																							
15. Progression path after attaining the qualification	Vertical progression <ol style="list-style-type: none"> 1. Chemist- Retail Pharmacy Option: 1. Regulated Business Operations (Level-5) 2. Lead Logistics-Life Sciences (level-5) (to be developed) 																																							
3. Other Indian languages in which the Qualification & Model Curriculum are being submitted	English and Hindi																																							
4. Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																																							
5. Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, specify applicable type of Disability:																																							
6. How Participation of Women will be Encouraged	Policy measures are needed to promote the inclusion of educated and working women, especially in medical device fields, where only 14% of women are hired among micro, small, and medium enterprises despite comprising 43% of science and technology graduates .The conscious efforts are made by LSSSDC to sensitize organizations and hiring manager for bring Women employees on board by LSSSDC through Industry Associations and Large MNCs on governing Board and have received positive responses and assurance from most of employers in life sciences sector to bring Min. 30% share of Women employees and apprentices in																																							

		the given occupation and job role. LSSSDC shall also be driving a Diversity and Inclusivity Program with Indian Pharmaceutical Alliance for catalyzing the efforts.	
7.	Are Greening/ Environment Sustainability Aspects Covered	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Name and Contact Details of Submitting / Awarding Body SPOC	Name: Mrs. Shivi Chaudhary Email: shivi.chaudhary@lsssd.in Contact No.: + 91 11 41042407/ 408, +91 9315747189 Website: https://www.lsssd.in/	
10.	Final Approval Date by NSQC: 1 November 2023	11. Validity Duration: 3 years	12. Next Review Date : 1 November 2026

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details, refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Compulsory Bridge Module: Introduction to life sciences industry and the job role, Fundamentals of Cold Chain Logistics				1.0	30	00	00	00	30						
2.	Compulsory Module Prepare for Receiving, Inspection and storage of Inventory.	LFS/N0669, v1	Core	Level 4.5	3.0	30	60	00	00	90	30	50	10	10	100	20
3.	Compulsory Module Perform Order Processing and Packaging in Cold Chain Logistics	LFS/N0670, v1	Core	Level 4.5	3.0	30	60	00	00	90	30	50	10	10	100	20
4.	Compulsory Module Manage and oversee the transportation process	LFS/N0671, v1	Core	Level 4.5	3.0	30	60	00	00	90	30	50	10	10	100	15
5.	Compulsory Module Documentation and Logistics Management	LFS/N0672, v1	Core	Level 4.5	2.0	30	30	00	00	60	30	50	10	10	100	15
6.	Compulsory Module	LFS/N0627, v2	Non-Core	Level 4	1.0	15	15	00	00	30	30	50	10	10	100	10

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
	Coordinate with reporting manager, teammates, and cross functional teams															
7.	Compulsory Module Ensure Environment Sustainability and Occupational Safety at workplace	LFS/N0132, v1	Non - Core	Level 4.5	1.0	15	15	00	00	30	30	50	10	10	100	10
8.	Compulsory Module Employability Skills	DGT/VSQ/N 0102	Non-Core	Level 4	2.0	60	00	00	00	60	20	30	-	-	50	10
Duration (in Hours) / Total Marks					16.0	240	240	00	00	480	200	330	60	60	650	100

Optional OJT training: Apprenticeship Training

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Apprenticeship Training					00	00	00	990	990						
Duration (in Hours) / Total Marks								00	00	990						

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 70 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	<p>Graduate (Any) with 6 years of industry relevant experience in Logistics Associate--Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Or</p> <p>Postgraduate (Any) with 4 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Certified for job role: "Logistics Associate -Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD)" mapped to Qualification Pack: "LFS/Q0616, V1.0" with minimum accepted score of 80%.</p> <p>Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)"", mapped to the Qualification Pack: "MEP/Q2601, v2.0" with minimum score of 80%.</p>
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	<p>Graduate (Any) with 10 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 3 years of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Or</p> <p>Post Graduate (Any) with 7 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 year of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Certified for job role: "Logistics Associate -Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD)" mapped to Qualification Pack: "LFS/Q0616, V1.0" with minimum accepted score of 80%.</p> <p>Recommended that the Trainer is certified for the Job Role: "Master Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2602, v2.0" with minimum score of 80%.</p>
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure)</i>
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	<p>Graduate (Any) with 7 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in on the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Or</p> <p>Postgraduate (Any) with 5 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Certified for job role: "Logistics Associate -Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD)" mapped to Qualification Pack: "LFS/Q0616, V1.0" with minimum accepted score of 80%.</p> <p>Recommended that the Assessor is certified for the Job Role: "Assessor (VET and SKILLS)", mapped to the Micro credentials: "MEP/Q2701 Ver 2.0" with minimum score of 80%.</p>
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	<p>Graduate (Any) with 7 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in on the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Or</p> <p>Postgraduate (Any) with 5 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Certified for job role: "Logistics Associate -Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD)" mapped to Qualification Pack: "LFS/Q0616, V1.0" with minimum accepted score of 80%.</p>
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	<p>Graduate (Any) with 7 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in on the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p> <p>Or</p> <p>Postgraduate (Any) with 5 years of industry relevant experience in Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) and 2 years of experience in On the job assessment/ Training experience/ Vocational assessment/ Academic assessment</p>

		<p>Certified for job role: “Logistics Associate -Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD)” mapped to Qualification Pack: “LFS/Q0616, V1.0” with minimum accepted score of 80%.</p> <p>Recommended that the Assessor is certified for the Job Role: “Lead Assessor (VET and SKILLS)”, mapped to the Micro credentials: “MEP/Q2702 Ver 2.0” with minimum score of 80%.</p>
4.	Assessment Mode (<i>Specify the assessment mode</i>)	Offline and online
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>details to be provided in Annexure-if it is different for Assessment</i>)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 12
5.	Estimated nos. of persons to be trained and employed: 1500
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: No the mail has been to Line ministry If “No”, why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (<i>Mandatory</i>)	Yes
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	Yes

3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Yes
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	Yes
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Yes
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Yes
12.	Any other document you wish to submit:	No

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	<p>Few of the job elements, expected to be performed by Logistics Associate -Cold Chain Sustainability are:</p> <ul style="list-style-type: none"> • Inventory Accuracy and storage • Order Processing • Transportation planning and monitoring • Risk Mitigation Knowledge • Data Entry and Documentation Proficiency • Regulatory Awareness • Environmental Considerations 	<p>Logistics Associate performs checks to ensure compliance with regulatory standards and procedures. The job holder is responsible for routine check and identification of non-conformities. With the focus on order processing, transportation, shipment of temperature sensitive products. He/she is also responsible for maintaining documentation at every step. All the above performance outcomes are routine and common in all the work assigned to by Logistics Associate, hence they are categorized as familiar and predictable processes where the Logistics Associate has a situation of clear choice.</p>	4.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>Few of the job elements, expected to be performed by Logistics Associate -Cold Chain Sustainability are:</p> <ul style="list-style-type: none"> • Inventory Accuracy and storage • Order Processing • Transportation planning and monitoring • Risk Mitigation Knowledge • Data Entry and Documentation Proficiency • Regulatory Awareness • Environmental Considerations • Communication Skills • Time management Skills 	<p>To perform the tasks given in the left-hand side box, Logistics Associate needs to have the factual knowledge of facts, principles, processes and general concepts related to Good Manufacturing Practices (GMP, identification of non-conformities and check for order processing, transportation and the work safety guidelines. The job holder should also be efficient to coordinate with Manager, colleagues, and to meet the communication needs to fulfill work requirements of logistics products in cold chain sustainability.</p>	4.5

	<ul style="list-style-type: none"> Customer Service 		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<p>Few of the job elements, expected to be performed by Logistics Associate -Cold Chain Sustainability are:</p> <ul style="list-style-type: none"> Inventory Accuracy and storage Order Processing Transportation planning and monitoring Risk Mitigation Knowledge Data Entry and Documentation Proficiency Regulatory Awareness Environmental Considerations Communication Skills Time management Skills Customer Service 	<p>To perform the tasks of by Logistics Associate -Cold Chain Sustainability the job holder utilizes professional skills like good communication and interpersonal skills, good analytical, reasoning skills, attention to details, critical thinking, and excellent organizational skills.</p> <p>For routine job activities and tasks, the by Logistics Associate -Cold Chain Sustainability uses planning and organizing skills.</p> <p>The scope of utilization of all above professional skills remains limited to routine and repetitive and for a narrow range of applications</p>	4.5
Broad Learning Outcomes/Core Skill	<p>Few of the job elements, expected to be performed by Logistics Associate -Cold Chain Sustainability are:</p> <ul style="list-style-type: none"> Inventory management Data management Regulatory compliance Coordination with Manager Coordination with colleagues and auditors Sensitivity towards all genders and people with disability Documentation compliance with GDP, and GMP 	<p>To perform the tasks written on the left-hand side box, by Logistics Associate -Cold Chain Sustainability uses organizing information, communication, and problem-solving skills.</p> <p>For reporting and documentation proposed, he/she applies the basics of arithmetic and algebraic principles and organizational skills.</p> <p>For coordination related tasks and ensuring compliance to organizational SOPs and regulatory requirements, the job holder is expected to have a basic understanding of the social-political and natural environment at the place of work/ organization he/she is working for.</p>	4.5

	<ul style="list-style-type: none"> Supply Chain related documentation 		
Responsibility	<p>Few of the job elements, expected to be performed by Logistics Associate -Cold Chain Sustainability are:</p> <ul style="list-style-type: none"> Initiation and planning activities Identification of Non-conformities Coordination with Manager Coordination with colleagues and auditors Sensitivity towards all genders and people with disability Regulatory compliance Risk Mitigation Knowledge Data Entry and Documentation Proficiency Regulatory Awareness Environmental Consideration Documentation compliance with GDP, GLP and GMP Set up enterprise and perform entrepreneurial activities 	<p>Logistics Associate in Cold Chain Sustainability has responsibility for his/her work and learning and supports cross functional Teams. And in case of a scenario/situation of no clear choice, he is expected to take guidance from the Head of logistics department.</p>	4.5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Refrigerators and freezers(-20 °C, -80°C,-90°C)	Unit= PC	2
2	Digital Thermometers	Unit= PC	5
3	Data loggers	Unit= PC	1
4	Temperature sensors	Unit= PC	1
5	Barcode Scanners	Unit= PC	1
7	Hygrometers	Unit= PC	1
8	Personal Protective Equipment (PPE)	Unit= PC	1
9	Computer	Unit= PC	10
10	White Board	Unit= PC	1
11	White Board duster	Unit= PC	1
12	White board marker	Unit= PC	1
13	White Screen	Unit= PC	1
14	Cold Boxes	Unit= PC	5
15	Vaccine Carriers	Unit= PC	5
16	Disposable Insulated Boxes	Unit= PC	5

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Marker Pen
3. Computer or Laptop attached to LCD projector.
4. Computer speaker
5. Pencil

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile
1	Translumina Therapeutics LLP	Vickysh Mevawala	General Manager Quality Assurance and Plant Regulatory Affairs	-	9898964334	vickyshmevawala@translumina.in / vsmevawala@gmail.com	-
2	Peerless Biotech Pvt Ltd	S. Mohan kumar	CEO and Director	-	9042049602	mohankumar@peerlessbio.com	-
3	Association of Diagnostics Manufacturers of India (ADMI)	Rajat Kapoor	Assistant Director – Secretariat	-	9599358095	secretariat@admi-india.org	-
4	Agappe Diagnostics Ltd	Thomas John	Managing Director	-	9388754200	cmdoffice@agappe.com	-
5	Medsorce Ozone Biomedicals Pvt. Ltd	Ajay Kumar Bhatt	Chief Executive Officer	-	9999311335	ajaykumar.bhatt@ozonebio.com	-
6	Jagan's Institute of Pharmaceutical Sciences	Dr. S. Angala Parmeshawari	Principal	-	9550426490	eswarialagusundaram@gmail.com	-
7	Ratnam Institute of Pharmacy	Dr. C.Madhavilatha	Professor and HOD , Department of Pharmacy Practices	-	9052987936	madhavilathacology@gmail.com	-
8	Vignan Pharmacy College	Dr. P.Srinivasa Babu	Principal	-	9866399382	psbabu01004@gmail.com	-
9	QIS College of Pharmacy	Dr. D. Dhachinamoorthi	Principal	-	9866268129	principal@qiscp.edu.in	-
10	Raghu College of Pharmacy	Dr. Jagdeesh Panda	Principal	-	9490302033	raghucollegeofpharmacy@redifmail.com	-
11	Bellamkonda Institute Of	Dr. NAIDU NARAPUSETTY	Principal	-	9866622931	ph.principal@jntuk.edu.in	-

	Technology And Science						
12	CPC Diagnostics Pvt Ltd	Govindan SV	DGM - Supply Chain	-	9841770554	govindh@cpcdiagnostic.in	-

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
1	500	-	50	-	-	-
2	500	-	50	-	-	-
3	500	-	50	-	-	-

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications: NA as this previous version expired one year before and the revised qualification is cross sectoral and

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other: NA

Languages in which Content is available: NA

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Logistics Associate -Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD)

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures	50:50
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures	0:100
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures / Skill labs	100:00
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Skill Labs	100:00
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures / Field Visits	50:50
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Parakh	0:100
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Offline	100:00

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
1. LFS/N0669 v1.0: prepare for Receiving, Inspection and storage of Inventory	<i>Receiving and Inspection</i>	10	15	4	4
	PC1 Ensure incoming shipments are received promptly upon arrival at the cold chain facility to prevent delays in product handling.	-	-	-	-
	PC2 Thoroughly verify the contents of incoming shipments against the provided documentation, confirming accuracy and condition.	-	-	-	-
	PC3 Ensure that incoming shipments adhere to cold chain requirements, including temperature control and monitoring	-	-	-	-
	PC4 Safely and correctly handle incoming shipments to minimize the risk of damage or contamination	-	-	-	-
	PC5 Ensure all necessary documentation for incoming shipments is complete, accurate, and compliant with regulations.	-	-	-	-
	<i>Inventory Accuracy and storage</i>	10	20	3	3
	PC6 Conduct regular inventory checks to ensure accuracy and prevent discrepancies in product quantities.	-	-	-	-
	PC7 Continuously monitor inventory levels in real-time to ensure accurate stock records	-	-	-	-
	PC8 Maintain a high level of inventory accuracy, minimizing discrepancies between recorded and actual stock levels	-	-	-	-
	PC9 Plan and initiate replenishment orders to prevent stockouts and maintain optimal inventory levels.	-	-	-	-
	PC10 Ensure that all cold chain requirements, including temperature control and monitoring, are maintained for perishable items in inventory.	-	-	-	-
	<i>Inventory management and Communication</i>	10	15	3	3
	PC11 Keep a close eye on product expiry dates and implement a first-in, first-out (FIFO) approach to minimize waste.	-	-	-	-
	PC12 Implement a regular stock rotation policy to prevent product spoilage and maintain product quality.	-	-	-	-
	PC13 Ensure that all inventory-related documentation, including receipts and records, is accurate and up to date.	-	-	-	-
	PC14 Generate regular reports on inventory levels, trends, and performance to support decision-making processes.				
	PC15 Effectively communicate any inventory issues, including stockouts or surpluses, to relevant teams and stakeholders for timely resolution				
	Total Marks	30	50	10	10

2. LFS/N0670 v1.0: perform Order Processing and Packaging in Cold Chain Logistics	<i>Pre-Order Processing Checks</i>	15	25	5	5
	PC1 Check orders from the order processing department to ensure products are available at the correct fulfillment/delivery center (FC/DC) before delivery.	-	-	-	-
	PC2 Check the process accurately and verify customer orders for temperature-sensitive products.	-	-	-	-
	PC3 Ensures that order details, product specifications quantities, delivery address, and requested delivery date that match customer requirements	-	-	-	-
	PC4 Check and verify the specific temperature requirements for the ordered products	-	-	-	-
	PC5 Identifies orders that involve temperature-sensitive products and applies appropriate cold chain protocols.	-	-	-	-
	PC6 Ensures that all temperature requirements are met during order processing as per the SOP.	-	-	-	-
	PC7 Verify batch/lot numbers and expiration dates to ensure product quality and compliance	-	-	-	-
	PC8 Check the availability and functionality of temperature-controlled storage units or vehicles.	-	-	-	-
	<i>Compliance Tracking and Reporting</i>	15	25	5	5
	PC9 Accurately process the order, including recording it in the inventory management system for traceability.	-	-	-	-
	PC10 Set up temperature monitoring equipment, such as data loggers or real-time sensors, to track temperature during storage and transportation.	-	-	-	-
	PC11 Inspect all products to ensure they are in good condition, free from damage, and meet quality standards.	-	-	-	-
	PC12 Ensure strict compliance with relevant regulatory guidelines and industry standards, such as Good Distribution Practices (GDP) and Good Manufacturing Practices (GMP).	-	-	-	-
	PC13 Maintain detailed records of the entire process, including order processing, temperature monitoring, and quality control.	-	-	-	-
	PC14 Document compliance efforts and any deviations from standard procedures.	-	-	-	-
	PC15 Check that appropriate packaging materials designed for cold chain requirements, considering temperature control, insulation, and sustainability is used	-	-	-	-
	PC16 Ensure packaging materials meet regulatory standards	-	-	-	-
	PC17 Follow specific guidelines for temperature-sensitive packaging, including insulation and labeling.	-	-	-	-

	PC18 Effectively communicate with team members, supervisors, and customers regarding order status, packaging specifics, and any temperature-related concerns.	-	-	-	-
	PC19 Adhere to safety protocols and guidelines to minimize the risk of accidents or injuries during the packaging process.	-	-	-	-
	PC20 Promptly address any issues or discrepancies encountered during order receiving and packaging	-	-	-	-
	Total Marks	30	50	10	10
3. LFS/N0671 v1.0 Manage and Oversee the transportation process	<i>Pre-Transportation Planning</i>	15	25	5	5
	PC1 select an appropriate vehicle size based on the quantity of products to be transported, ensuring efficient use of space and resources.	-	-	-	-
	PC2 Check suitable modes of trans-shipment based on the transportation distance, optimizing cost and efficiency	-	-	-	-
	PC3 Ensures advance customer approval for the selected trans-shipment modes, ensuring alignment with customer preferences and requirements	-	-	-	-
	PC4 Develops road transportation plans that consider customer demands and feasibility, meeting delivery schedules and maintaining product integrity	-	-	-	-
	PC5 Segregate products for shipment based on quantity, choosing between FTL or LTL as appropriate for efficient transportation	-	-	-	-
	PC6 Coordination with the transportation agency to book either FTL or LTL, ensuring the selected option aligns with the logistics plan.	-	-	-	-
	<i>Transportation preparation and monitoring</i>	15	25	5	5
	PC7 Confirm product readiness, including accurate order processing and packaging	-	-	-	-
	PC8 Ensure that temperature-controlled vehicles or containers are set to the required temperature	-	-	-	-
	PC9 Verify that the products are arranged to prevent temperature variations and maintain integrity.	-	-	-	-
	PC10 Install temperature monitoring devices, such as data loggers or real-time sensors, to track temperature during transportation	-	-	-	-
	PC11 Perform a final check to ensure all products are properly secured and positioned for safe transportation	-	-	-	-
	PC12 Ensure compliance with cold chain regulations, including Good Distribution Practices (GDP) and Good Manufacturing Practices (GMP).	-	-	-	-
	PC13 Plan transportation routes that minimize temperature fluctuations and adhere to the desired temperature range	-	-	-	-
	PC14 Continuously monitor temperature during transit through the installed monitoring system.	-	-	-	-

	PC15 Address any temperature excursions promptly and according to established protocols.	-	-	-	-
	PC16 Maintain open communication with the logistics team, including the driver, to address any issues or deviations from the plan	-	-	-	-
	PC17 Coordinate with the end client to check the transportation operations results in smooth manner.	-	-	-	-
Total Marks		30	50	10	10
4.LFS/N0672: Documentation and Logistics Management	<i>Documentation accuracy and Integrity</i>	15	20	4	4
	PC1 Ensures that all documents related to order processing, inventory management, and transportation are accurate and complete.	-	-	-	-
	PC2 Verifies data entries, including product details, quantities, and delivery information, to be error-free.	-	-	-	-
	PC3 Follows order processing checklists and workflows to maintain consistency and adherence to procedures.	-	-	-	-
	PC4 Segregates order documentation based on order types and stages, making it easier to track and manage.	-	-	-	-
	PC5 Follows inventory management procedures to maintain clear and complete records of temperature-sensitive product inventory.	-	-	-	-
	PC6 Segregates inventory documentation by product type, location, and shelf life for effective management.	-	-	-	-
	PC7 Examines Lorry Receipt (LR), Goods Consignment (GC), transit insurance, tax permits, and other documents as per SoP for correctness and accuracy concerning the order before shipment.	-	-	-	-
	PC8 Verifies the accuracy of all inbound documentation before receiving shipments, confirming their compliance with the order and regulations.	-	-	-	-
	PC9 Ensures that all documents related to order processing, inventory management, and transportation are accurate and complete.	-	-	-	-
	<i>Transportation and Shipment Documentation</i>	5	10	2	2
	PC10 Checks the transport schedule and booking records with reference to the transportation plan, ensuring alignment and accuracy.	-	-	-	-
	PC11 Checks freight invoices and promptly addresses any documentation issues or discrepancies.	-	-	-	-
	PC12 Examines signed agreements for errors or discrepancies, ensuring they match the agreed terms.	-	-	-	-
	<i>Reporting, Coordination, and Compliance Documentation</i>	10	20	4	4
	PC13 Monitors and reports on customer satisfaction levels regarding documentation accuracy, shipment timeliness, and communication responsiveness.	-	-	-	-

	PC14 Compiles a list of undelivered shipments and coordinates with consignees to arrange alternate delivery plans.	-	-	-	-
	PC15 Collaborates with transportation service providers and document issuers to ensure their performance aligns with organizational standards and requirements.	-	-	-	-
	PC16 Generates daily operation reports encompassing cargo movement, total loading and unloading activities, and other relevant parameters in accordance with organizational requirements.	-	-	-	-
	PC17 Ensures that all compliance documents are up-to-date and compliant with regulations and industry standards.	-	-	-	-
	PC18 Reports compliance efforts and deviations in a timely manner to facilitate swift corrective actions.	-	-	-	-
	PC19 Monitors and reports on customer satisfaction levels regarding documentation accuracy, shipment timeliness, and communication responsiveness.	-	-	-	-
	PC20 Compiles a list of undelivered shipments and coordinates with consignees to arrange alternate delivery plans.	-	-	-	-
	PC21 Collaborates with transportation service providers and document issuers to ensure their performance aligns with organizational standards and requirements.	-	-	-	-
	Total Marks	30	50	10	10
5.LFS/N0627 V2.0: Coordinate with reporting manager, teammates, and cross functional teams	<i>Interact with reporting head</i>	10	20	4	4
	PC1 comprehend the work instructions given by supervisor/ reporting manager	-	-	-	-
	PC2 ensure to meet goals and timelines set by the supervisor/ reporting manager and report any anticipated reasons for delays	-	-	-	-
	PC3 ensure timely intimation to supervisor/ reporting manager about his/ her planned absence as well as any illness/ dizziness during work	-	-	-	-
	PC4 inform supervisor/ reporting manager on critical issues, requiring his/her intervention, proactively	-	-	-	-
	PC5 engage with supervisor/ reporting manager on work-related and behavioral feedback	-	-	-	-
	PC6 comprehend the work instructions given by supervisor/ reporting manager	-	-	-	-
	<i>Interact with colleagues and cross-functional teams</i>	10	20	4	4
	takeover/ handover the shift from colleagues in previous shift/ to colleagues in the next shift	-	-	-	-
	PC7 coordinate with concerned personnel in stores for replenishing required material and spares	-	-	-	-
	PC8 follow the protocols of cross-functional sections	-	-	-	-

	PC9 plan the work in consultation with impacted cross-functional teams	-	-	-	-
	PC10 respect others time and meet timelines for any cross-functional deliverable	-	-	-	-
	PC11 resolve interpersonal conflicts at work with other colleagues, if any	-	-	-	-
	PC12 takeover/ handover the shift from colleagues in previous shift/ to colleagues in the next shift	-	-	-	-
	PC13 coordinate with concerned personnel in stores for replenishing required material and spares	-	-	-	-
	<i>Sensitivity towards all genders and people with disability</i>	10	10	2	2
	PC14 respect all genders, religions, and caste	-	-	-	-
	PC15 empathize with people with disability	-	-	-	-
	PC16 offer support or help to a person with disability only when asked	-	-	-	-
	PC17 adhere with the guidelines laid in POSH Act	-	-	-	-
	PC18 report any violation of prevention of sexual harassment (POSH) rules immediately to the POSH committee	-	-	-	-
	PC19 respect all genders, religions, and caste	-	-	-	-
	PC20 empathize with people with disability	-	-	-	-
	Total Marks	30	50	10	10
6.LFS/N0132 V1.0: Ensure Environment Sustainability and Occupational Safety at workplace	<i>Environment Sustainability</i>	5	10	2	2
	PC1 ensure energy conservation by switching off the machine and equipment post lab operations	-	-	-	-
	PC2 ensure no leakage of water in the laboratory	-	-	-	-
	PC3 choose and apply environment-friendly methods given in SOPs for waste disposal	-	-	-	-
	PC4 create awareness in the team about organizational environment sustainability guidelines and procedures to achieve energy and water conservation as well as zero pollution of land, water, and air	-	-	-	-
	<i>Health and hygiene protocols</i>	10	15	3	3
	PC5 ensure compliance with health and personal hygiene related protocols as per WHO standards and ISO guidelines	-	-	-	-
	PC6 implement policies, procedures in compliance with defined health program for workforce	-	-	-	-
	PC7 ensure availability of a health dispensary or a defined area for the emergency medical room in the life sciences facility	-	-	-	-
	PC8 ensure the provision of first aid boxes in every section/ zone in medical device facility	-	-	-	-
	PC9 report any allergy, sickness or any other environment related breach before or after entering the work premises to the designated person	-	-	-	-

	<i>Safety and security procedures</i>	10	15	3	3
	PC10 ensure compliance with safety and security policies and procedures	-	-	-	-
	PC11 ensure the green energy and sustainable working environment	-	-	-	-
	PC12 ensure the provision of emergency exits, fire/ emergency alarms, safety showers and assembly areas in the facility layout	-	-	-	-
	PC13 ensure the provision of fire extinguishers, visual signals and emergency numbers at appropriate places in facility layout	-	-	-	-
	PC14 implement accident prevention and compliance control program to reduce unsafe acts and monitor working conditions for any future incidents	-	-	-	-
	PC15 coordinate with HR and other members for any emergency situation	-	-	-	-
	PC16 use appropriate safety gears like headgear, masks, gloves and other accessories as mentioned in the guidelines, while carrying out work	-	-	-	-
	PC17 report any identified breaches in safety and security policies and procedures to the designated person	-	-	-	-
	PC18 maintain discipline for material segregation and follow 5S system at the storage area	-	-	-	-
	PC19 complete safety drills training and fill training records legibly and accurately	-	-	-	-
	<i>Emergency procedures</i>	5	10	2	2
	PC20 report any hazards that one is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected	-	-	-	-
	PC21 raise the alarm and inform the concerned designated person immediately in cases of spill, fall, injury, toxic inhale, fire or explosion	-	-	-	-
	PC22 ensure emergency procedures are followed in the medical device facility	-	-	-	-
	Total Marks	30	50	10	10
7.DGT/VSQ/N0102 V1.0: Employability Skills (60 Hours)	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1 Identify employability skills required for jobs in various industries	-	-	-	-
	PC2 identify and explore learning and employability portals	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC3 recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4 follow environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
	PC5 recognize the significance of 21st Century Skills for employment	-	-	-	-

PC6 practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7 use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8 read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9 write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC10 identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC11 prepare a career development plan with short- and long-term goals.	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12 follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC13 work collaboratively with others in a team				
<i>Diversity & Inclusion</i>	1	2	-	-
PC14 communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15 escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16 identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC17 carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-
PC18 identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
PC19 identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20 operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21 use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22 use basic features of word processor, spreadsheets, and presentations	-	-	-	-

	<i>Entrepreneurship</i>	2	3	-	-
	PC23 identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24 develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25 identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	<i>Customer Service</i>	1	2	-	-
	PC26 identify different types of customers and ways to communicate with them	-	-	-	-
	PC27 identify and respond to customer requests and needs in a professional manner	-	-	-	-
	PC28 follow appropriate hygiene and grooming standards				
	<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
	PC29 create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30 search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31 apply to identified job openings using offline /online methods as per requirement	-	-	-	-
	PC32 answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33 identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
	Grand Total	200	330	60	60

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

The assessment for the Training will be conducted toward the end of the training duration. The assessment of the qualification shall be carried out by NCVET approved assessment agencies empaneled by LSSSDC after a defined evaluation process. For Execution of the assessment for training for the qualification, LSSSDC will be engaging more than one NCVET approved assessment agency/ body.

1.1 Criteria of selection of assessment body/agency:

The assessment body/agency is selected based on:

- Prior experience and understanding of Life Sciences or similar sector.
- Experience in conducting assessments for similar job roles.
- Manpower and Technical capabilities.
- Geographical reach
- Existing Network in the Life Sciences Sector
- Agencies internal policies to maintain standards, quality & professional Integrity
- Agencies policy and practices in assessor management
- NCVET approval

1.2 Assessment tool development for assessment of Training:

For the Training assessment, the assessment instrument development is done by the selected assessment body with close monitoring and support of LSSSDC at every stage.

1.2.1 Digital Written test for knowledge assessment:

Scope – Is used to test the knowledge component of the Qualification/NOS/Microcredentials.

Tools –computer or tab based online or offline.

Method – objective type questions, match the columns, fill in the blanks, tick the odd man out, choose the correct option, choose the best answer, True or false, Identify the object, tool or machinery, arrange in proper sequence, case study, scenario-based responses.

Analysis – Question paper is divided into sections. Each Section intends to assess a particular knowledge field of the trainee. Thus, section-wise calculation of marks gives a clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

1.2.2 Digital Written test for skill assessment:

Scope – Is used to test primarily the Skill component of the Qualification/NOS/Microcredentials. Trainee's expertise in handling and managing the situation is tested.

Tools – computer or tab based online or offline questions

Method – A situation is narrated or created in the question posed to the trainee and he is asked objective type questions to select the correct reaction to the situation. The selected situations are based on real situations.

Analysis – Question paper is divided into sections. Each Section intends to assess a particular skill field of the trainee. Thus, section-wise calculation of marks gives a clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

1.3 Steps for assessment tool development:

- The selection of assessment tool(s) is done as per the assessment criteria prescribed in Qualification Pack.
- For Logistics Associate-Cold Chain Sustainability (Drug Products, Vaccines, Medical Devices and IVD) assessment a blueprint of the question paper is part of the assessment tool for training.
- Development of layout of Question paper is such that the entire PCs (Performance Criteria) of that Qualification/NOS/Microcredentials are covered.
- Score per question maps with the weightage given to that PC, in the assessment criteria, and the level of difficulty of the question.
- An expert from industry is selected who is called “Subject Matter Expert” (SME). This SME must have over 13-15 years of experience in the industry in a supply chain occupation.
- SME is screened and approved by LSSSDC. He/she is oriented by both LSSSDC and Assessment agency on – creating question Bank, level of questions, end the desired outcome of the assessment.

1.4 Execution of Training Assessment/ RPL Assessment:

- Once the assessment date for training is decided with common agreement of Industry/ Vocational Training Centre and LSSSDC, LSSSDC allocates the batch to an NCVET approved and LSSSDC empaneled assessment body/agency.
- Assessment agency ensures
 - the availability of required infrastructure
 - the availability of validated assessment tools for the assessment of training for the assigned qualification
 - the availability of assessor as per assessor eligibility criteria of the qualification
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys LSSSDC certified assessor for executing the assessment
- LSSSDC monitors the assessment process & records
- The assessment is executed in two possible ways depending on the choice of the industry:

1.4.1 Tab based assessment using physical proctoring

1.4.2 Smartphone-based assessment using e-proctoring

1.4.1 Tab-based assessment using physical proctoring

- A representative from the Assessment agency is present on the day of assessment to executing the assessment at the venue in case of physical proctoring.
- The assessment agency representative carries an identity card and letter from the council authorizing to conduct the assessment.
- Assessment agency representative ensures the authenticity of Trainee’s identity by verifying the documents (any document issued by GOI, such as Ration card, Aadhaar Card, Driving License, Passport, Election card, etc)
- The assessment agency representative maintains the records of attendance, verified documents, and tablet instruments used in the assessment.

- Assessment agency representative collects evidence of the assessment in the best possible way (videos, pictures, voice recordings, etc)
- Assessment agency representative transfers the assessment scores from tab to assessment agency server, using a secure, encrypted web-based program.
- The assessment agency after processing the results and putting them in standard format hands over to LSSSDC within 7 days of assessment.

1.4.2 Smartphone-based assessment using e-proctoring

- All trainees enrolled in the batch due for assessment, are registered on an assessment tool application using their unique mobile number and e-mail ID along with a Govt. ID issued proof.
- An assessment link is sent to the mail ID of each trainee with a defined expiry date of the link.
- Trainee at any location can click on the link using his/her smartphone or a web camera-enabled computer system
- Using the unique credentials and Govt ID number, the trainee logs in for the start of assessment and completes the assessment.
- The authenticity of Trainee's identity is done by assessment application by verifying the documents (any document issued by GOI, such as Ration card, Aadhaar Card, Driving Licence, Passport, election card, etc.) and a live photo capture
- A live video of the candidate during the assessment is captured to collect the evidence of the assessment
- Once the assessment is complete, the assessment application automatically assessment scores to the assessment agency server, using a secure, encrypted web-based program.
- The assessment agency after processing the results and putting them in standard format hands over to LSSSDC within 7 days of assessment.

2. Testing Environment:

- The Centre/ location of the assessment is pre decided and geo tagged in case of physical assessment
- The assessment of LSSSDC qualifications are 99% done in digital environment while 1% pen and paper is used ONLY in business exigencies
- Based on the size of batch the assessment duration/ no. of required assessors are decided to ensure detailed assessment without any negative impact on quality of assessment
- The system driven automated assessment management system ensures uniform time allocation to each student, unique logins for each students and automated randomization of questions for developing multiple sets of question paper for single batch.
- Identity check of the student is mandated

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) of Assessment Agency are verified by the other SME of LSSSDC
- All Questions are mapped to the specified assessment criteria
- Assessor eligibility criteria are structured to ensure quality and knowledge credentials of an assessor like-wise the trainer's quality and knowledge credentials.
- Eligible Assessor must be certified by LSSSDC for the respective and relevant qualification
- The tools used for assessment are validated for relevance and feasibility for skill assessment of the qualification in consideration

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- ID Proof of the students
- Educational qualification of students
- Certificate of Trainer
- In case of Physical assessment, geotagged photographs of the students undergoing assessment
- While students are undergoing assessment on the digital assessment platform the system captures random photos of the student which is audited by LSSSDC

5. Method of verification or validation:

- Surprise visit to the assessment location
- ID Proof of the students for identity verification
- Educational qualification verification of students for validation of entry level criteria
- Certificate of Trainer to verify the credential of vocational educator
- Random photos taken by the digital system are verified during audit by the assessment team

6. Method for assessment documentation, archiving, and access

- Hard copies and digital copies (whichever is applicable) of the assessment evidences are stored with assessment agency team for 5 years
- Assessment transcripts are stored in the server space of assessment agency for 5 years
- Assessment question banks and validation records are stored with assessment agency and LSSSDC digitally
- Assessment records are archived with assessment agency archive server after 5 years for another 5 years
- Access of assessment records are controlled with restricted access to concerned department and stakeholders and is shared on demand after due approval of Head of Assessment and Certification-LSSSDC

7. On the Job Training Assessment (applicable for OJT/ Apprenticeship):

- 7.1 Each module/ NOS will be assessed separately.
- 7.2 The candidate must score minimum percentage as per assessment criteria laid out in qualification in each module to successfully complete the OJT exam.
- 7.3 Tools of OJT Assessment that will be used for assessing whether the candidate is having desired skills and competence, including Soft Skills effectively:
 - Videos of Trainees during OJT (wherever possible)
 - Observation based mark sheet from Supervisor or OJT examiner

- Simulated question paper
- XR practice module analytics wherever possible

7.4 Assessment of each Module will ensure that the candidate is able to:

- Meet minimum performance criteria of the expected outcome/ skill set for each module/ NOS
- Understand and know the required concepts and its application at workplace
- Has gained the required employability skills

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training
SOP	Standard Operating Procedure
SME	Subject Matter Experts

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf