

## QUALIFICATION FILE - Supply Chain Executive (Sustainability)

☒ 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

NCrF/NSQF Level: 4

**Submitted By:**

**Logistics Sector Skill Council**

No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai – 600 035

**Submitting Body Contact Details:**

Name: Ms. Reena Murray

Position in the Organization: Head - Standards & Quality Assurance

Address if different from the above: Same as above

Tel Number: 044 4851 4607

E-mail Address: reena@lsc-india.com

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## Section1: Basic Details

1.	<b>Qualification Name</b>	Supply Chain Executive (Sustainability)																			
2.	<b>Sector/s</b>	Logistics																			
3.	<b>Type of Qualification</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options	<b>NQR Code &amp; version of the existing /previous qualification:</b>	<b>Qualification Name of the existing version:</b>																		
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> (wherever applicable)	Supply Chain Executive (Sustainability)																			
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> (Will be issued after NSQC approval)	QG-04-TW-03309-2024-V1-LSC & 1.0	6. <b>NCrF/NSQF Level:</b> 4																		
7.	<b>Award (Certificate/Diploma/ Advanced Diploma/Any Other)</b> (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																			
8.	<b>Brief Description of the Qualification</b>	The Supply Chain Executive (Sustainability) is responsible for assisting in the implementation of sustainable strategies and initiatives across the organization. This role involves coordinating with various departments to drive sustainable practices. The executive is also responsible for maintaining the data and records pertaining to sustainability.																			
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>12th grade pass</td> <td></td> </tr> <tr> <td>2.</td> <td>Completed 2nd year of 3-year diploma (after 10th)</td> <td></td> </tr> <tr> <td>3.</td> <td>Completed 2-year ITI after 10th</td> <td></td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 3.0</td> <td>3-year relevant experience in supply chain</td> </tr> <tr> <td>5.</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>1.5-year relevant experience in supply chain</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1.	12th grade pass		2.	Completed 2nd year of 3-year diploma (after 10th)		3.	Completed 2-year ITI after 10th		4.	Previous relevant Qualification of NSQF Level 3.0	3-year relevant experience in supply chain	5.	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience in supply chain
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5.	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience in supply chain																			

		<b>b. Age:</b> 18 years																						
10.	<b>Credits Assigned to this Qualification</b> <i>(as per National Credit Framework (NCrF))</i>	13	<b>11. Common Cost Norm Category (I/II/III)</b> <i>(wherever applicable):</i> I																					
12.	<b>Any Licensing Requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	Not Applicable																						
13.	<b>Training Duration by Modes of Training Delivery</b> <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>150</td><td>210</td><td>30</td><td></td><td>390</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	150	210	30		390	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	150	210	30		390																			
Online																								
14.	<b>Aligned to NCO/ISCO Code/s</b> <i>(if code is not available, then mention the same)</i>	NCO-2015/2133																						
15.	<b>Progression Path After Attaining the Qualification</b> <i>(Please show Professional and Academic progression) (wherever applicable)</i>	Supply chain supervisor (sustainability)																						
16.	<b>Other Indian Languages in which the Qualification &amp; Model Curriculum are being Submitted</b>	Hindi																						
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
19.	<b>How participation of women will be encouraged?</b>	The Job Role is gender neutral and can be performed by women in equality to men.																						
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> <i>(Specify the NOS/Module which covers it), wherever applicable</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						

21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	<b>Schools</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Colleges</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	<b>Name:</b> Ms. Reena Murray <b>Email:</b> reena@lsc-india.com <b>Contact No.:</b> 044 4851 4607 <b>Website:</b> www.lsc-india.com
23.	<b>Final Approval Date by NSQC:</b> 22/10/2024	24. <b>Validity Duration:</b> 3 Years      25. <b>Next Review Date:</b> 22/10/2027

## 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.	Introduction to Supply Chain Executive (Sustainability)	Bridge Module	Non-Core	4	1	20	10	-	-	30	0	0	0	0	0	0
2.	Assist in GHG accounting and sustainability reporting	LSC/N2906 & V1.0	Core	4	2	20	40	-	-	60	30	60	0	10	100	20
3.	Assist in implementing sustainable practices in procurement	LSC/N2907 & V1.0	Core	4	2	20	30	10	-	60	30	60	0	10	100	20
4.	Support in the implementation of	LSC/N2908 & V1.0	Core	4	2	20	30	10	-	60	30	60	0	10	100	20

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)
	sustainable practices in warehousing															
5.	Assist in implementing sustainable practices in transportation	LSC/N2909 & V1.0	Core	4	2	20	30	10	-	60	30	60	0	10	100	20
6.	Follow health, safety, security procedures and maintain integrity, ethics at workplace	LSC/N9911 & V1.0	Core	4	2	20	40	-	-	60	30	60	0	10	100	15
7.	Employability Skills	DGT/VSQ/N 0102 & V1.0	Non-Core	4	2	30	30	-	-	60	20	30	0	0	50	5
<b>Duration (in Hours) / Total Marks</b>					13	150	210	30	-	390	170	330	-	50	550	100

## Elective NOS/s:

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.	NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Duration (in Hours) / Total Marks</b>			-	-	-	-	-	-	-	-	-	-	-	-	-	-

## Optional NOS/s:

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.	NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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)
Duration (in Hours) / Total Marks			-	-	-	-	-	-	-	-	-	-	-	-	-	-

### 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:** 50 % (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.	<b>Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience  Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted score is 80%
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> (as per NCVET guidelines)	Certified for Job Role: "Supply Chain Executive (Sustainability)" mapped to QP: "LSC/Q2902, v1.0". Minimum accepted score is 80%
3.	<b>Tools and Equipment Required for the Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	NA

## Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines)</i>	Any degree + 2 years of relevant industrial experience  Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701". Minimum accepted score is 80%
2.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines) wherever applicable</i>	Any degree + 2 years of relevant industrial experience  Certified for Job Role: "Supply Chain Executive (Sustainability)" mapped to QP: "LSC/Q2902, v1.0". Minimum accepted score is 80%
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> <i>(as per NCVET guidelines) wherever applicable</i>	Any degree + 5 years of relevant industrial experience + 1 year assessment experience  Recommended that the Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
4.	<b>Assessment Mode</b> <i>(Specify the assessment mode)</i>	Online and Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

## Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 28
5.	<b>Estimated nos. of persons to be trained and employed:</b> As per Annexure: Training and Employment Details
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Awaiting approval



## Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<p>Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs.</p> <p>1) Guidelines on affiliation of assessment agencies: As per NSDC guidelines on affiliation of assessment agency, we are adhering the following:</p> <ol style="list-style-type: none"> <li>Application evaluation</li> <li>Affiliation certificate</li> <li>SME profile validation</li> <li>Question bank validation</li> <li>TOA process</li> <li>Link through SIP</li> </ol> <p>2) Assessment process:</p> <ol style="list-style-type: none"> <li>The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval.</li> <li>AB submits Assessor's details, their experience and credentials to LSC for approval.</li> <li>Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters.               <ol style="list-style-type: none"> <li>Quality of the assessors submitted by the assessment agency.</li> </ol> </li> </ol>

		<p>ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC.</p> <p>iii. Adherence to schedule of assessments by the assessment agencies.</p> <p>iv. Integrity of the assessor in conducting quality assessments.</p> <p>v. Quality of the question papers submitted by the assessment agencies to LSC.</p> <p>vi. Submission of quality documents of the assessments conducted as insisted by LSC.</p> <p>vii. Time of submission of the required assessment related documents to LSC for approval</p> <p>viii. Time of submission of results in SDMS system post approval by LSC</p> <p>Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot. This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.</p>
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	<p>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</p> <p>2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC.</p> <p>3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)</p> <p>4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria</p> <p>5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 &amp; above job roles and 50% for NSQF level 1 to 3 job roles.</p> <p>6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.</p>
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is Blended Learning)</i>	No

6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	No
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	Yes
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory - Public view)</i>	Yes
9.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	<b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>	Yes
11.	<b>Supporting Document:</b> Assessment SOP <i>(Mandatory)</i>	<a href="https://drive.google.com/file/d/1G3lXYAboNyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing">https://drive.google.com/file/d/1G3lXYAboNyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing</a>
12.	<b>Any other document you wish to submit:</b>	NA

### 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
<b>Professional Theoretical Knowledge/Process</b>	<p>The individual in the job should possess:</p> <ul style="list-style-type: none"> <li>Possesses specialized operational knowledge of procedures employed in both routine and non-routine contexts</li> <li>Has knowledge of collecting and interpreting the available information, drawing conclusions &amp; communicating the same.</li> </ul>	<p>The Job holder must possess knowledge of various supply chain operations undertaken in the organization such as procurement, transportation and warehousing. The person must also possess knowledge of sustainable practices, principles and standards. The individual must be able to collect and interpret various data for assisting in the implementation of sustainable initiatives. She/ he should also maintain the data and records pertaining to sustainability.</p> <p>Hence the job role qualifies to be pegged at Level 4.</p>	4
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p>The individual will be able to:</p> <ul style="list-style-type: none"> <li>Displays clarity of professional knowledge and technical skills in broad range of activities/ tasks.</li> <li>Apply the required knowledge for successfully implementing or applying techniques/ processes.</li> </ul>	<p>The Job holder must acquire technical skills to assist in implementing sustainable practices in procurement, transportation and warehousing across the organization. She/ he will assist in implementing relevant regulations and standards applicable to sustainability. The person must possess the</p>	4

	<ul style="list-style-type: none"> <li>Clearly identify the relevant tools; and has advanced knowledge of materials in most routine/ non-routine contexts.</li> <li>Possesses the required operational skills for the work/ job.</li> </ul>	knowledge of the GHG accounting methodologies and sustainability reporting. The person must be able to identify and use the appropriate tools/ software for carbon footprint calculations. Hence the job role qualifies to be pegged at Level 4.	
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ul style="list-style-type: none"> <li>Good Communication skills, both oral and written.</li> <li>Advanced numeracy skills for accurate mathematical calculation/ estimations and understanding of arithmetic principles.</li> <li>Good understanding of social political and work environment.</li> </ul>	The job holder has to coordinate with various departments and team members, suppliers and stakeholders to drive sustainable practices. She/ he should communicate with team members and colleagues on the significance of greening and sustainability. The person must be able to report the progress on various sustainable procurement practices to the SCS Specialist. He/ she must possess good arithmetic skills to calculate the GHG emissions using the appropriate methodologies, support GHG inventory calculation, perform carbon footprint calculations. The individual must possess a good understanding of environmental, social, and economic sustainability principles to improve energy efficiency and promote social responsibility. Hence the job role is qualified to be in level 4.	4
<b>Broad Learning Outcomes/Core Skill</b>	<ul style="list-style-type: none"> <li>The candidate must be able to carry out a specialized job/ work/ tasks in a familiar/ unfamiliar, predictable/ unpredictable, routine/ non routine, situation of multiple options/ choices.</li> <li>Complex tasks are performed by own without much instruction and supervision.</li> <li>Able to identify the problems and a wider possible range of solutions with pros and cons</li> <li>Apply related occupational safety &amp; general hygiene norms and environmental aspects.</li> </ul>	The candidate should perform the task of assisting in the implementation of sustainable practices in warehousing, transportation and procurement and also perform GHG Accounting and Sustainability Reporting. The person must be able to identify and track key sustainability metrics. She/ he must be able to identify and solve moderately complex issues on own without much supervision while escalating more complex issues to SCS Specialist. S/he must possess problem-solving attitude, good communication and interpersonal skills. Hence the job role is qualified to be classified under level 4.	4
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Takes complete responsibility for delivery and quality of own work and output as also the subordinates.</li> <li>Shares responsibility for the group tasks.</li> </ul>	The individual must undertake complete responsibility for supporting in the implementation of sustainable strategies and initiatives across the organization. She/ he is also responsible for assessing the supplier's sustainability practices, checking if the appropriate sustainable procedures are followed, filling out	4

		relevant documents to pursue the necessary sustainability certifications and standards. The person must exercise responsibility for monitoring the sustainability reporting and maintaining the data and records pertaining to sustainability. Hence the job role qualifies to be pegged at level 4.	
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## 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.	PPE	Standard Make	5 sets
2.	Computers with web camera, MS office	Standard Make	15
3.	Scanners, system tools, printers	Standard Make	1 set
4.	First Aid Kit and Equipment used in Medical Emergencies	Standard Make	1 set
5.	LLMS (learning version)	LLMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 Logins per centre
6.	Videos on carbon footprints	Standard Make	NA
7.	Print out of UN Sustainable Development Goals (SDGs)	Standard Make	15 Printouts
8.	WMS (learning version)	WMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 Logins per centre
9.	TMS (learning version)	TMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 Logins per centre
10.	Sample videos on sustainable warehousing	Standard Make	NA

11.	Videos on eco-friendly road transport options like EV, LNG, CNG, GH2 etc	Standard Make	NA
12.	Print out of UN SDG on Sustainable Freight Transport	Standard Make	15 Printouts

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Training Kit (Trainer Guide, Presentations)
2. Charts, Models, Video presentation, Flip Chart
3. Whiteboard/Smart Board, Marker, Board eraser

### Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Allcargo Gati Ltd	Karuna Kamath		Western Pearl, 4th Floor, Survey No. 13(P), Kondapur, Hyderabad – 500 084, Telangana			
2.	Aveo Logistics	Jeetendra Sanjeeva	Director	23-B, Mittal Industrial Estate, Bldg No.6, Maro, Andheri-East			
3.	Gordon Woodroffe Logistics Limited	Saravanan S	Regional Head	NO.05, 3rd Floor, 2nd Main Road, Kasturi Nagar, Bangalore 560 037			
4.	Osmo Logistics Pvt. Ltd	J Richard Chelli	Director	J-63, Ground Floor, Alano Ville, Hennur, Bagalur Main Road, Kannur, Bangalore, Bangalore, Karnataka, India, 562149			
5.	Parseray Logistics Pvt. Ltd.	Shri Krishna	Head Air Freight	No.09, Ranganathan Nagar, 200 feet road, Korattur.ch-6000076.			

6.	Cogos Technologies Pvt Ltd.	Aruna H K	Assistant General Manager	No. 38, 3rd Floor, Kalyan Plaza, 9th Main, Jayanagar 4th Block, Bangalore 560011.			
7.	Danao Green Tech Private Limited	Dr Sanjay Danao	Director	203, Sai Avenue, D-7, CIDCO Meghdoot, Butibori MIDC, Nagpur 441122			
8.	Denken Global Supply Chain Pvt Ltd	Shyamsundar CK	Director	No.05, Avvaiyar Street, Meenambakkam, Chennai 600027			
9.	Kantipudi Automobiles PVT. LTD.	MR Ganesh. V	HRM	202/7A, NH-5, Opp. ONGC Base Complex, Gandhi prakash Nagar,Rajamahend ravara m.			
10.	Flyjac Logistics Pvt Ltd	Madhava Priyan M.P	Vp-HR&OD	No:25-32,Readymade Garment complex,SIDCO Industrial Estate,Guindy ,Ch-600032			
11.	Om Logistics Ltd	Chirag Sehgal	HRD Manager	103,punjabi bagh,transport centre,New Delhi-110035			
12.	Cargomen Logistics	Hari Prasad K	AGM - HR	1-10-98/33, My project Kamadhenu, Dwaraka Das Colony, Begumpet, Hyderabad - 500016			
13.	Proconnect logistics	Rakesh K	Associate Vice President	Redigyon Towe, Block 3, 176, 100 feet Rd, Shankar Nagar, Padmavadhy Nagar, Velacherry, Chennai - 600042			
14.	Kantipudi Motors India LLP	MR Ganesh. V	HRM	69-31-08/2, Bhaskara Nagar, Revenue Ward No. 32, CentralJail Road,Rajahmundry - 533L06.			
15.	Prolific HR Consultants (India) Ltd	Atsungla Longkumer	Executive Director	Office No 22, 2nd Floor, Awfis, A block,Dayananda Sagar University Innovation Campus, GB Palya,Hosur Road, Bengaluru, 560068			
16.	Supreme Services	Krunal Patel	Manager	26th First Floor, Sona Complex, ITI Cross Road, Visnagar - 384315			

17.	Maxim Tubes Company Pvt. Ltd,	Suresh Patel	Manager	Survey No. 105/106, Near 66 KV Sub Station, Pansar Road, Ahmedabad, Highway, Chhatral, Gujarat 382729			
18.	Inflamed Life	K Karthikeya	Proprietor	9-147, opposite Siddhartha public school, visanpetta, Krishna, Andhra Pradesh - 521215			
19.	Express Roadways Pvt. Ltd.	Saloni	Head - HR	608, Jakson crown Heights, Sector 10, Rohini, New Delhi - 110085			
20.	GMR Air cargo and aerospace engineering limited	Mr Ramakrishnan Gummudu	Associate Manager - HR & IR	Air cargo terminal, RGI Airport, Shamsabad - 5001108			
21.	Kantipudi Engineering Company private Limited	MR Ganesh. V	HRM	L4-705/1., V.L.Puram, Morampudi Junction, Rajamahendravaram - 533103,			
22.	Ravindra Logistics	Mr Raviindra Singh Bhatia	CEO	160-A Seasons Business Square, Opp. Kothari Hyundai Showroom, Seasond road, Audh, Pune - 411007			
23.	Atul Limited	Mr Hareesh Bodar	Manager - Human resources	P.O, Atul, Valsad, Gujarat, India - 396020			
24.	ClimeUp - Greenwork Technology Solutions Private Limited	Chandrakumar BJB	Co-founder & COO	Ganga Constella, C2-503, Landmark:, near EON IT Tech park and World Trade Center, EON Free Zone, Kharadi, Pune, Maharashtra 411014			
25.	VIP GUIDELINE SOLUTIONS	Mr. KARTHIKEYA. K	Managing Director	9-147, opposite siddhartha public school, Visannapeta, Krishna, Andhra Pradesh - 521215			
26.	PGS Global forwarding India Pvt. Ltd	Mr. S M Singh	Managing Director (ISC Region)	No: 38, First Floor, Okhla Phase - 3, New Delhi - 110020			



27.	LOGISTIC PARK INDIA PVT LTD	Colonel J S Bhandari (Vetran)	HR, Security & Loss Prevention Head	Survey No.332/1, Kalmeshwar Road, Village Nirnji' Taluka Kalmeshwar, Dist. Nagpur			
28.	Carryfast Logistics Pvt, Ltd	Dr Sunil Pandey	AGM - HR	No 66/1, 67/4/2, Lasudia Mori, Dewas Naka, Indore - 453771			

## 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
2024-25	200	120	20	12	10	6
2025-26	300	180	30	18	15	9
2026-27	500	300	50	30	25	15

*Data to be provided year-wise for next 3 years.*

### Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

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 for past 3 years.*

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

- 1.
- 2.

**Content availability for previous versions of qualifications:**

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

**Languages in which Content is available:**

## Annexure: Blended Learning

**Blended Learning Estimated Ratio & Recommended Tools:**

*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		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

## 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
Assist in GHG accounting and sustainability reporting	PC1. Infer the current accounting methods followed for sustainability reporting.	3	6	-	1
	PC2. Interpret the current Greenhouse Gas (GHG) emissions accounting.	3	6	-	1
	PC3. Collect data from identified sources for Sustainability Reporting.	3	6	-	1
	PC4. Maintain data to support greenhouse gas inventory calculation.	3	6	-	1
	PC5. Calculate greenhouse gas emissions using the appropriate methodologies.	3	6	-	1
	PC6. Review the application of the Business Responsibility Reporting (BRR) and Business Responsibility and Sustainability Reporting (BRSR) principles of the organisation.	3	6	-	1
	PC7. Escalate violations of SOPs to the management.	3	6	-	1
	PC8. Maintain records of breaches of sustainability SOPs with analysis.	3	6	-	1
	PC9. Identify emission reduction opportunities.	3	6	-	1
	PC10. Perform carbon footprint calculations for a product, service or process using the defined carbon footprint calculation tools or software.	3	6	-	1
	<b>Total Marks</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Assist in implementing sustainable practices in procurement	PC1. Identify and track key sustainability metrics related to procurement.	2	4	-	1
	PC2. Check SOPs for data collection and PoCs and maintain records related to key sustainability metrics.	2	4	-	1
	PC3. Assist in the analysis of procurement data for business insights and effective decision-making.	2	4	-	1
	PC4. Assist SCS specialist in developing procurement policies and their adoption/compliance.	2	4	-	1
	PC5. Report progress on sustainable procurement practices to the SCS Specialist.	2	4	-	1
	PC6. Support procurement teams in transition by providing innovative solutions for sustainability challenges.	2	4	-	1
	PC7. Participate in projects for data consolidation and emission reduction.	2	4	-	1
	PC8. Solve moderately complex issues with minimal supervision while escalating more complex issues to SCS Specialist.	2	4	-	1

	PC9. Assist in the identification and evaluation of suppliers based on the set sustainability criteria.	2	4	-	1
	PC10. Foster relationships with suppliers to promote sustainable practices.	3	6	-	1
	PC11. Participate in audits and assessments of supplier's sustainability practices.	3	6	-	-
	PC12. Assist in the audit process to verify supplier decarbonisation efforts.	3	6	-	-
	PC13. Follow the reduce, reuse and recycle principle.	3	6	-	-
	<b>Total Marks</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Support in the implementation of sustainable practices in warehousing	PC1. Identify and track sustainability metrics related to warehouse operations.	2	4	-	1
	PC2. Assist in preparing reports on the energy efficiency metrics of the warehouse.	2	4	-	1
	PC3. Check the usage of energy-efficient lighting such as LED lighting, solar panels and energy management systems are used.	2	4	-	1
	PC4. Check the usage of eco-friendly materials, green roofing, etc.	2	4	-	1
	PC5. Check if resources like water and materials are managed to minimise waste and optimise usage are managed such as water and materials to minimise waste and optimise usage.	2	4	-	1
	PC6. Prepare reports on water consumption and wastage.	2	4	-	1
	PC7. Collect data on inhouse transport emissions.	2	4	-	1
	PC8. Assist in the implementation of automated solutions to reduce the amount of paperwork.	2	4	-	1
	PC9. Support in implementing storage systems that are compact and automated.	2	4	-	1
	PC10. Assist in the evaluation of the warehouse location and its impact on sustainability performance.	3	6	-	1
	PC11. Support in implementing best practices in inventory management and material handling to reduce environmental impact.	3	6	-	-
	PC12. Check if sustainable packaging procedures are being followed.	3	6	-	-
	PC13. Fill relevant documents for pursuing sustainable certifications for the warehouse (e.g. LEED certification).	3	6	-	-
	<b>Total Marks</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Assist in implementing sustainable practices in transportation	PC1. Identify and track sustainability metrics related to warehouse operations.	2	4	-	1
	PC2. Collect data on transportation-related emissions and energy use.	2	4	-	1
	PC3. Collect data on the fuel emissions by the company's fleet.	2	4	-	1
	PC4. Participate in the promotion of the use of electric or hybrid vehicles and other eco-friendly technologies.	2	4	-	1
	PC5. Check for optimisation of transport routes to reduce mileage, minimise empty backhauls and increase vehicle utilisation.	2	4	-	1

	PC6. Check for the usage of consolidation of shipments wherever possible.	2	4	-	1
	PC7. Collaborate with suppliers and vendors to ensure they adhere to the company's sustainability standards and policies.	3	6	-	1
	PC8. Stay updated on industry trends and advancements in sustainable transport.	3	6	-	1
	PC9. Assist in the implementation of plans to address transportation-related environmental incidents or emergencies.	3	6	-	1
	PC10. Support the enforcement of policies that support sustainable transport initiatives, including guidelines for reducing emissions, energy use, and waste.	3	6	-	1
	PC11. Assist with compliance with local, national, and international environmental regulations.	3	6	-	-
	PC12. Fill out relevant documents to pursue sustainability certifications and standards for transport operations. (e.g., ISO 14001, SmartWay).	3	6	-	-
	<b>Total Marks</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Follow health, safety, security procedures and maintain integrity, ethics at workplace	PC1. Comply with safety regulations and procedures to avoid fire hazards, biohazards, etc.	1	2	-	-
	PC2. Wear all safety equipment including protective gear, helmets etc., in relevant bay areas.	2	3	-	1
	PC3. Follow organisation procedures concerning documentation.	1	2	-	-
	PC4. Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.	2	3	-	1
	PC5. Ensure that the work area and supplies are organised and cleaned regularly.	1	3	-	1
	PC6. Comply with data safety regulations of the organisation and follow clear worktable area policy.	1	3	-	-
	PC7. Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.	1	2	-	1
	PC8. Undertake periodical preventive health checkups.	1	3	-	1
	PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	-
	PC10. Act immediately during emergencies and move to safety.	2	2	-	1
	PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
	PC12. In case of fire, follow fire safety practices taught during fire drills.	2	3	-	-
	PC13. Follow procedures to rescue victims of fire without endangering self.	1	2	-	1
	PC14. Refrain from indulging in corrupt practices.	2	3	-	-
	PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	2	-	-
	PC16. Protect data and information related to business or commercial decisions.	1	3	-	-
	PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-

	<b>PC18.</b> Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
	<b>PC19.</b> Consult senior management when in an ethical dilemma.	1	2	-	-
	<b>PC20.</b> Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
	<b>PC21.</b> Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
	<b>PC22.</b> Report any issues with regulatory compliance.	2	4	-	1
	<b>Total Marks</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>
Employability Skills (60 Hours)	<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
	<b>PC1.</b> Identify employability skills required for jobs in various industries.	-	-	-	-
	<b>PC2.</b> Identify and explore learning and employability portals.	-	-	-	-
	<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
	<b>PC3.</b> 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.	-	-	-	-
	<b>PC4.</b> Follow environmentally sustainable practices.	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
	<b>PC5.</b> Recognize the significance of 21st Century Skills for employment.	-	-	-	-
	<b>PC6.</b> Practice the 21st Century Skills such as Self- Awareness, Behaviour 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>	<b>2</b>	<b>3</b>	-	-
	<b>PC7.</b> Use basic English for everyday conversation in different contexts, in person and over the telephone.	-	-	-	-
	<b>PC8.</b> Read and understand routine information, notes, instructions, mails, letters etc. written in English.	-	-	-	-
	<b>PC9.</b> Write short messages, notes, letters, e-mails etc. in English.	-	-	-	-
	<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-
	<b>PC10.</b> Understand the difference between job and career.	-	-	-	-
	<b>PC11.</b> Prepare a career development plan with short- and long-term goals, based on aptitude.	-	-	-	-
	<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-

<b>PC12.</b> Follow verbal and non-verbal communication etiquette and active listening techniques in various settings.	-	-	-	-
<b>PC13.</b> Work collaboratively with others in a team.	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> Communicate and behave appropriately with all genders and PwD.	-	-	-	-
<b>PC15.</b> Escalate any issues related to sexual harassment at workplace according to POSH Act.	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> Select financial institutions, products and services as per requirement.	-	-	-	-
<b>PC17.</b> Carry out offline and online financial transactions, safely and securely.	-	-	-	-
<b>PC18.</b> Identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
<b>PC19.</b> Identify relevant rights and laws and use legal aids to fight against legal exploitation.	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> Operate digital devices and carry out basic internet operations securely and safely.	-	-	-	-
<b>PC21.</b> Use e- mail and social media platforms and virtual collaboration tools to work effectively.	-	-	-	-
<b>PC22.</b> Use basic features of word processor, spreadsheets, and presentations.	-	-	-	-
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research.	-	-	-	-
<b>PC24.</b> Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion.	-	-	-	-
<b>PC25.</b> Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity.	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> Identify different types of customers.	-	-	-	-
<b>PC27.</b> Identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> Follow appropriate hygiene and grooming standards.	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> Create a professional Curriculum vitae (Resume).	-	-	-	-
<b>PC30.</b> Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively.	-	-	-	-
<b>PC31.</b> Apply to identified job openings using offline /online methods as per requirement.	-	-	-	-

	<b>PC32.</b> Answer questions politely, with clarity and confidence, during recruitment and selection.	-	-	-	-
	<b>PC33.</b> Identify apprenticeship opportunities and register for it as per guidelines and requirements.	-	-	-	-
	<b>Total Marks</b>	<b>20</b>	<b>30</b>	-	-
<b>Grand Total</b>		<b>170</b>	<b>330</b>	-	<b>50</b>

## 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:

- SSC will receive batches through SIP or email to schedule assessment.
- Batches will be assigned to the NCVET affiliated assessment agencies for conducting the assessment.
- Assessment agencies send the assessment confirmation and procedure to TP/TC looping SSC.
- Assessment agency deploys the ToA certified Assessor for executing the assessment.
- SSC will monitor the assessment process & records.

### 2. Testing Environment:

- Check the Assessment location, date and time is same as SIP data.
- Specified equipment must be available to facilitate assessment.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

### 3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) and are verified by the other SME of LSC.
- Questions are mapped to the specified assessment criteria.
- Assessor must be ToA certified.
- Mock test/Self-assessment will be conducted during training through LSC software.



4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- 21 points check list must be adhered to by both AA and assessor.

5. Method of verification or validation:

- LSC will validate the evidence and results through LSC portal.
- Validation will be candidate wise scrutiny.

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored by AA for certain years.
- Soft copies of evidence will be stored in LSC portal.

**On the Job (OJT assessment applicable):**

1. The candidate must score 60% to successfully complete the OJT.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
  - Videos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:
  - Effective engagement with the customers
  - Understand the working of various tools and equipment.

## 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

### Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>