

NSQF QUALIFICATION FILE**Approved in 12th NSQC Meeting – NCVET – 30th September, 2021****CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE****Name and address of submitting body:**

**Apparel, Made-ups & Home Furnishing Sector Skill Council
3rd floor, Flat No. A-312 To A-323 , Somdatt Chamber-I,
Bhikaji Cama Place,
Africa Avenue,
New Delhi - 110066**

Name and contact details of individual dealing with the submission**Name:** Mr. Amit Singh and Ms Priya Mathur**Position in the organisation:** Joint Director- Standards & QA, Deputy Director– Standards & QA**Address if different from above:****Tel number(s):** 9599929121, 8810692673**E-mail address:** jdqs@sscammh.com, ddqs@sscammh.com**List of documents submitted in support of the Qualifications File**

1. Qualifications Pack – Annexure 1
2. Model Curriculum – Annexure 2
3. Affiliation Protocol- Annexure 3
4. Industry Validations- Annexure 4

Model Curriculum to be added which will include the following:

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical component**

SUMMARY

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1	Qualification Title	Export Manager
2	Qualification Code, if any	AMHQ1603, v2.0
3	NCO code and occupation	NCO-2015/1219.0101
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Nature of the qualification a Qualification Pack (QP) The main purpose of the qualification to train the incumbent to assess the functioning of the incubation equipment and decide the specification of the setters.
5	Body/bodies which will award the qualification	Apparel, Made-ups & Home Furnishing Sector Skill Council (AMHSSC)
6	Body which will accredit providers to offer courses leading to the qualification	Apparel, Made-ups & Home Furnishing Sector Skill Council (AMHSSC)
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	Yes (Annexure 3)
8	Occupation(s) to which the qualification gives access	Export Manager
9	Job description of the occupation	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NA

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12	Level of the qualification in the NSQF	Level 6
13	Anticipated volume of training/learning required to complete the qualification	375 hours (Theory:116, Pratical:259)
14	Indicative list of training tools required to deliver this qualification	Attached herewith
15	Entry requirements and/or recommendations and minimum age	Minimum 1 Year Govt. Body Approved Diploma OR Degree in related field with 1 year of relevant experience OR NSQF Level 5 with 1 year of experience as Export Executive Min. Age: 18 Years
16	Progression from the qualification (Please show Professional and academic progression)	Sourcing Manager
17	Arrangements for the Recognition of Prior learning (RPL)	RPL assessment will be as per normal AMHSSC assessment process. (AMHSSC recognizes that there may be candidates who have prior learning experience in the Apparel Sector and are desirous of being certified. Such candidates can apply to AMHSSC for testing and certification of their skills. Training Partners will be responsible for identifying and counselling candidates for RPL through mobilization camps and advertisements. The details of the RPL process have been defined by AMHSSC under the document- Guidelines for Recognition of Prior Learning under PMKVY).
18	International comparability where known (research evidence to be provided)	Not done as yet
19	Date of planned review of the qualification.	

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20				
Formal structure of the qualification				
Mandatory components				
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)		Level
		Theory	Practical	
(i)	Introduction (Bridge Module)	1	0	6
(ii)	AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job Roles	4	9	4
(iii)	AMH/N1601: Manage export marketing operations	15	25	6
(iv)	AMH/N1604: Analyze foreign trade logistics	17	24	6
(v)	AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization	6	9	6
(vi)	AMH/N1606: Planning for Export	15	45	6
(vii)	AMH/N1607: Ensure Shipping Compliance	15	35	6
(viii)	AMH/N1608: Manage export processes and check documentation	30	60	6
(ix)	AMH/N1609: Supervise and evaluate performance	10	50	6
	Sub Total (A)	113	257	
Optional components				
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)		Level
		Theory	Practical	

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(i)	Introduction (Bridge Module)	3	2	6
(ii)				
(iii)				
(iv)				
(v)				
(vi)				
(vii)				
	Sub Total (B)	116	259	

<u>Total (A+B)</u>	116+259=375	375
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SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment: AMHSSC affiliated assessment bodies.</p> <ol style="list-style-type: none"> 1. Navriti Technologies Pvt Ltd 2. Skill Mantra 3. Methods Apparel Consultancy India Pvt Ltd 4. Fashion Futures 5. Amrit Skills Development Pvt Ltd 6. Assessors India LLP 7. Eduvantage Pvt Ltd 8. Career Point University <p>More Assessment Agencies are being empanelled to cover wider geographical area</p>
22	<p>How will RPL assessment be managed and who will carry it out? RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack and will be carried out as per normal ASCI assessment process. The Training Partner or any other authority as prescribed by the Steering Committee will identify and counsel candidates eligible for RPL through mobilization camps and advertisements. The mobilized candidates can be counselled, oriented about the standardized NSQF framework and basis their existing competency will be mapped against the suitable level of the concerned Job role for assessments. The candidates enrolled will be assessed by the Assessment Agency affiliated with the Sector Skill Council on the basis of assessment criteria decided by Sector Skill Council (SSC). The candidate</p>

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	<p>will need to pass in the minimum assessment criteria of a particular QP decided by the SSC. Successfully assessed candidates with a valid Aadhaar or alternate ID (as per process) will be eligible for QP-NOS based Certification.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>A robust technology enabled assessment methodology has been designed keeping in mind the geographical/Physical constraints and target segment which assess a trainee's knowledge and skill set through three methods:</p> <ol style="list-style-type: none">An offline Tablet based test through the use of Multiple-Choice Text and Picture based questions in vernacular languagesActual demonstration on the fieldViva <p>AMHSSC's assessment strategy:</p> <ul style="list-style-type: none">Question sets are developed as per the weightage of each NOS of the Qualification Pack.Assessment criteria for each Qualification Pack developed, in which each Performance criteria (PC) assigned marks based on NOSQuestion Bank is developed to assess the theoretical and practical knowledge. To ensure the quality, each trainee get different set of questionEmpanelment of subject matter expert as assessor primarily from the Industry to assess trainee specifically on practical skills as per Industry demands <p>Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.</p>

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the the qualification" in the Summary.

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NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component:

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Comply with industry, and organizational requirements and greening of job roles	<p>PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.</p> <p>PC2. Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices</p> <p>PC3. Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.</p> <p>PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes</p> <p>PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.</p> <p>PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel</p> <p>PC7. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software</p> <p>PC9. All soft copies of design work to be maintained</p>

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	in files as well for future reference
Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Framework of Export Marketing Management	<p>PC1. Analyse the export marketing business & the operations involved</p> <p>PC2. Interpret the export marketing terms & understand the processes involved</p> <p>PC3. Apply export-market entry strategies and carry out all export marketing functions effectively</p> <p>PC4. Analyze the factors that affect cost in export marketing</p> <p>PC5. Be adept in understanding current market trade; foreign currencies & conversion</p> <p>PC6. Manage the export distribution worldwide</p> <p>PC7. Understand the institutional framework for export promotional council & world trade organization</p> <p>PC8. Coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities</p> <p>PC9. Understand & interpret the various export schemes; financing methods and terms of payment</p> <p>PC10. Carry out export credit and foreign exchange risk management</p> <p>PC11. Apply export promotional strategies where</p>

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	appropriate
Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Fundamentals of trade logistics as applied in international trade	PC1. Check and maintain all relevant shipment documentation PC2. Understand and identify the best suitable logistics as per buyer's standard and pricing PC3. Interpret and negotiate the logistics cost with different type of shipment mode PC4. Track the shipment and follow up for payment PC5. Communicate with logistic agency, buying offices and buyers PC6. Manage logistics processes as per norms
Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

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Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Comply with health, safety and security requirements at work with Gender and PwD Sensitization	PC1. Comply with environment management; health and safety related instructions applicable to the workplace PC2. Carryout own activities in line with approved guidelines and procedures PC3. Monitor the workplace and processes for potential risks and threats and report hazards and potential risks/ threats to supervisors or other authorized personnel also ensure gender equality and PwD (People with disability) security PC4. Actively participate in mock drills/ evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness PC5. Capable to perform first-aid, firefighting or any other emergency response procedures PC6. Follow organization procedures for shutdown and evacuation when required
Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

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Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Planning and management for export	PC1. Understand the logistics options for shipment PC2. Explain the trade policies and guidelines to all concerned and ensure it is followed PC3. Plan and monitor the shipment strategy PC4. Use the export planning tools available PC5. Carry out swot analysis and risk assessment for shipment vertical PC6. Ensure organization's domestic and international marketing activities are aligned and updated as per current policies and guidelines
Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

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Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Ensuring shipping compliance and monitoring related activities	PC1. Follow the general invoicing instructions PC2. Check that the packing list requirement is met PC3. Ensure packing instructions are being followed including: carton specifications packing; standards flat pack cargo; prepacks packing standards; garments on hangers (GOH) exceptions to packing requirements shipping marks & labels bar code labels PC4. Follow the shipping and routing guidelines PC5. Ensure tendering of freight to consolidator as per process PC6. Ensure sequence instruction is followed
Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

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Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
<p>Managing and checking documentation related to export transactions</p>	<p>PC1. Manage and maintain EXIM documentation related to pre & post shipment</p> <p>PC2. Check and manage export sales contract and supervise the processing of an export order</p> <p>PC3. Manage the central excise/customs clearance: regulations, procedures and documentation</p> <p>PC4. Check all pre-shipment documents including: invoice packing list gr form ar-4/ ar4a form etc licence indent acceptance of contract letter of credit (loc) qc certificate port trust date any other sign of inspector/ customs div</p> <p>PC5. Liaise with customs and excise officials, if required</p> <p>PC6. Maintain applications for export incentives</p> <p>PC7. Obtain advance license from jt DGFT (director general of foreign trade), ensure adherence with contracts and agreements</p> <p>PC8. Manage and supervise freight forwards, CHA (customs house agent), transporter and logistics companies to ensure timely shipments of goods</p> <p>PC9. Communicate effectively with suppliers, consignee, agents , transporters</p> <p>PC10. Negotiation & co-ordination with customs agents for freight rates, customs clearances</p>
<p>Means of assessment 1</p>	<p>Assessment online and Tab based</p>

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Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Supervise & evaluate performance of all subordinates and reporting executives	<p>PC1. Set goals and target as per organizational directives for all reporting executives</p> <p>PC2. Create quantified measures and metrics to analyse the performance of subordinates and reporting executives as per organizational guidelines</p> <p>PC3. Set tangible and achievable incentives for subordinates as per the goals and targets assigned</p> <p>PC4. Monitor closely to ensure optimisation and strict adherence of all activities performed by subordinates w.r.t organisational guidelines and defined goals</p> <p>PC5. Assist and support reporting executives wherever applicable</p> <p>PC6. Perform and document all performance/appraisal indicators and metrics of subordinates in the prescribed format of organisation</p> <p>PC7. Hand over all the documents and appropriate support measures to human resources department for official records</p> <p>PC8. Ensure and implement proper process flow for feedbacks and queries received from subordinates</p>

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Means of assessment 1	Assessment online and Tab based
Means of assessment 2 Add boxes as required.	Offline Assessment(with equipment required)
Pass/Fail	

Job Role: Export Manager

Qualification Pack: AMH/Q1603 v2.0

Sector Skill Council: Apparel, Made-ups & Home Furnishing Sector Skill Council (AMHSSC)

Assessment Guidelines:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job Roles					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
		20	10		10
PC1	Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2	Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	1	-	1
PC3	Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	1	-	1
PC4	Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5	Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.	3	1	-	1
PC6	Report unsafe equipment and other dangerous occurrences to concerned personnel	2	1	-	1
PC7	Use cleaning equipment and methods appropriate for the work to be carried out	2	1	-	1
PC8	Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
PC9	All soft copies of design work to be maintained in files as well for future reference	2	1	-	1

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	NOS Total	20	10		10
AMH/N1601: Manage export marketing operations					
		15	50	-	7
PC1	Analyze the export marketing business & the operations involved	2	3	-	0.5
PC2	Interpret the export marketing terms & understand the processes involved	2	3	-	1
PC3	Apply export-market entry strategies and carry out all export marketing functions effectively	2	3	-	0.5
PC4	Analyze the factors that affect cost in export marketing	1	5	-	0.5
PC5	Be adept in understanding current market trade; foreign currencies & conversion	1	2	-	0.5
PC6	Manage the export distribution worldwide	1	2	-	0.5
PC7	Understand the institutional framework for export promotional council & world trade organization	2	2	-	1
PC8	Coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities	1	10	-	0.5
PC9	Understand & interpret the various export schemes; financing methods and terms of payment	1	8	-	0.5
PC10	Carry out export credit and foreign exchange risk management	1	7	-	1
PC11	Apply export promotional strategies where appropriate	1	5	-	0.5
	NOS Total	15	50	-	7
AMH/N1604: Analyze foreign trade logistics					
		15	50	-	7
PC1	Check and maintain all relevant shipment documentation	3	20	-	2
PC2	Understand and identify the best suitable logistics as per buyer's standard and pricing	3	10	-	1
PC3	Interpret and negotiate the logistics cost with different type of shipment	3	7	-	1

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	mode				
PC4	Track the shipment and follow up for payment	2	5	-	1
PC5	Communicate with logistic agency, buying offices and buyers	2	3	-	1
PC6	Manage logistics processes as per norms	2	5	-	1
	NOS Total	15	50	-	7

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AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization					
		6	21	-	3
PC1	Comply with environment management; health and safety related instructions applicable to the workplace	1	3	-	0.5
PC2	Carryout own activities in line with approved guidelines and procedures	1	3	-	0.5
PC3	Monitor the workplace and processes for potential risks and threats and report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	0.5
PC4	Actively participate in mock drills/ evacuation procedures organized at the workplace	1	5	-	0.5
PC5	Capable to perform first-aid, firefighting or any other emergency response procedures	1	5	-	0.5
PC6	Follow organization procedures for shutdown and evacuation when required	1	3	-	0.5
	NOS Total	6	21	-	3
AMH/N1606: Planning for Export					
		15	35	-	4
PC1	Understand the logistics options for shipment	2	2	-	0.5
PC2	Explain the trade policies and guidelines to all concerned and ensure it is followed	3	3	-	0.5
PC3	Plan and monitor the shipment strategy	3	10	-	0.5
PC4	Use the export planning tools available	3	8	-	1
PC5	Carry out swot analysis and risk assessment for shipment vertical	3	10	-	0.5
PC6	Ensure organization's domestic and international marketing activities are aligned and updated as per current policies and guidelines	1	2	-	1
	NOS Total	15	35	-	4
AMH/N1607: Ensure Shipping Compliance					

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		12	32	-	6
PC1	Follow the general invoicing instructions	1	4	-	1
PC2	Check that the packing list requirement is met	2	8	-	1
PC3	Ensure packing instructions are being followed including: carton specifications packing standards flat pack cargo prepacks packing standards garments on hangers (GOH) exceptions to packing requirements shipping marks & labels bar code labels	5	10	-	1
PC4	Follow the shipping guidelines	1	2	-	1
PC5	Ensure tendering of freight to consolidator as per process	1	2	-	1
PC6	Ensure sequence instruction is followed	2	6	-	1
	NOS Total	12	32	-	6
AMH/N1608: Manage export processes and check documentation					
		15	57	-	10
PC1	Manage and maintain EXIM documentation related to pre & post shipment	2	15	-	2
PC2	Check and manage export sales contract and supervise the processing of an export order	1	10	-	1
PC3	Manage the central excise/customs clearance: regulations, procedures and documentation	2	5	-	1
PC4	Check all pre-shipment documents including: invoice packing list gr form ar-4/ ar4a form etc licence indent acceptance of contract letter of credit (loc) qc certificate port trust date any other sign of inspector/ customs div	2	15	-	1
PC5	Liaise with customs and excise officials, if required	1	1	-	1
PC6	Maintain applications for export incentives	2	3	-	1
PC7	Obtain advance license from jt DGFT (director general of foreign trade), ensure adherence with contracts and agreements	1	2	-	1
PC8	Manage and supervise freight forwards, CHA (customs house agent),	2	1	-	1

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	transporter and logistics companies to ensure timely shipments of goods				
PC9	Communicate effectively with suppliers, consignee, agents , transporters	1	2	-	0.5
PC10	Negotiation & co-ordination with customs agents for freight rates, customs clearances	1	3	-	0.5
	NOS Total	15	57	-	10
AMH/N1609: Supervise and evaluate performance					
		13	34	-	3
PC1	Set goals and target as per organizational directives for all reporting executives	1	3	-	0.5
PC2	Create quantified measures and metrics to analyse the performance of subordinates and reporting executives as per organizational guidelines	2	8	-	0.5
PC3	Set tangible and achievable incentives for subordinates as per the goals and targets assigned	1	8	-	0.5
PC4	Monitor closely to ensure optimisation and strict adherence of all activities performed by subordinates w.r.t organisational guidelines and defined goals	3	3	-	0.5
PC5	Assist and support reporting executives wherever applicable	1	1	-	-
PC6	Perform and document all performance/ appraisal indicators and metrics of subordinates in the prescribed format of organisation	3	7	-	0.5
PC7	Hand over all the documents and appropriate support measures to human resources department for official records	1	1	-	-
PC8	Ensure and implement proper process flow for feedbacks and queries received from subordinates	1	3	-	0.5
	NOS Total	13	34	-	3

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Title/ Name of qualification/ component:			Level: 6
NSQF Domain	Key Requirement of job role	How the outcomes relate to the NSQF level descriptors	NSQF Level
Process	<ul style="list-style-type: none">• He should be aware of how to negotiate with a variety of people, such as shippers, agents and vendors, and should have excellent customer service skills in dealing with customers.• Export manager is also required for personnel management, which often includes the hiring, training and supervision of staff. In their accounting function, export manager may keep track of invoices and prepare reports to expedite the billing process.• He may also have to ensure that shipments are in compliance with the laws and regulations governing the export industry.• He is also at times require to formulate international marketing strategies.	An Export Manager is required to plan and coordinate the international shipment of goods and carry out complete export related operations of products like women clothing, curtains, kids wear.	6
Professional knowledge	<ul style="list-style-type: none">• He should have knowledge of trade rules and regulations, policies of various countries, currency market, suppliers and the buyers involved in	An export manager should know complete export operations of products like garments, articles like curtains.	6

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	<ul style="list-style-type: none">trade of respective products.• He should know export related documents, logistics activities to carry out the work in time.		
Professional skill	<ul style="list-style-type: none">• He must take clarification on problems from others.• He analyzes data and activities pass on relevant information to others.• He applies good attention to the details To deliver an error free work.• He takes appropriate decisions related to responsibilities and practices a customer service oriented approach.• He solves operational role related issues.• He raises alarm Identifies and reports any malfunctions and chemical leaks.• He keeps work area free from potential hazards and other authorized personnel for assistance	An Export manager should plan and organize work to achieve targets and deadlines.	6
Core Skills	<ul style="list-style-type: none">• He listens effectively and orally communicate information accurately ask for clarification and advice from others.• He reads and understands tech packs, buyer specifications.• He provides relevant information to others, analyses needs, requirements and dependencies in order to meet work requirements.	An Export Manager reads & follows guidelines, rules, processes, export documents agreements.	6

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	<ul style="list-style-type: none">• He reads reviews from subordinates in terms of their requirements, queries and feedbacks.• He reads appraisal documents related with any of subordinating position.• He reads policies and regulations pertinent to the job interact with all subordinates to understanding their requirements, queries and feedbacks on various aspects within the organization.• He also interacts with organisation's internal stakeholders to ensure efficient performance evaluation of the subordinates leading to higher levels of satisfaction and motivation provides relevant information to others.• He analyse needs, requirements and dependencies in order to meet work requirements.• He plans and manages work routine based on company procedure.• He responds to Emergencies, accidents or fire at the workplace and evacuates the premises and help others in need while doing so.• He values physical fitness, personal hygiene and good habits.		
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Responsibility	<ul style="list-style-type: none"> • His work includes analysis of the foreign trade logistics, management and supervision of all shipment related documents and ensuring shipping compliance. • He is responsible for his own work and learning and full responsibility of other's work and learning like export executive. 	<ul style="list-style-type: none"> • An Export Manager is responsible for leading and managing the entire process of international shipment of goods 	6
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OPTION B

Title/ Name of qualification/ component:			Level: 6
NSQF Domain	Key requirements of the Job role	How the Job Roles related to the NSQF Level descriptors	NSQF Level
Process			
Professional knowledge			
Professional skill			
Core Skills			
Responsibility			

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SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?			
Basis				
Need of the qualification	While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face.			
Industry Relevance	Governing council of AMHSSC gave final approval and endorsement for the same. The number of industries which validated the job role are 15. (Small – 5 , Medium – 5 and Large – 5)			
Usage of the qualification	<p>Skills Gap analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection.</p> <ul style="list-style-type: none"> • Feedback from industry for demand though again sample size may not lend to accurate figures • Training duration, and current and potential training capacity envisaged • An LMIS development initiative is being put in place to be more precise regarding the demand and supply • The employment in clothing and textile industry will be 21.54 million by 2022 and there is an incremental human resource requirement of 6.31 % from the year 2013 till year 2022. Manufacturing of wearing apparels will require 4.58 million people by the year 2022. 			
Estimated uptake	QP/Job Role Name	"States where Demand exist	"District where Demand exist	Projections for the next 3 years
	Export Manager	AP,DELHI, ,HARAYANA,HP,J HARKHAND,MP, MARASTRA,ODIS HA,PUNJAB,RAJA STHAN,TAMILNADU,TELANGANA, UP,	AP,DELHI, ,HARAYANA,HP,JHAR KHAND,MP ,MARASTRA,ODISHA, PUNJAB,RAJASTHAN ,TAMILNADU,TELANGANA,UP,	2000
27	Recommendation from the concerned Line Ministry of the			

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	Government/Regulatory Body. To be supported by documentary evidences Attached
28	What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification <ul style="list-style-type: none">• NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work• NSDC QRC team also confirmed the same
29	What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here <ul style="list-style-type: none">• Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.• Monitoring of results of assessments• Employer feedback will be sought post-placement• A formal review is scheduled in two year time

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

30	What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? <i>Show the career map here to reflect the clear progression</i> What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? The extent to which a labour is trained and educated affects its mobility. To ensure horizontal and vertical mobility the Qualifications pack have been tailored in a manner that it states all the required skills for a particular job role and ensures increase in developmental level when skills are practiced over time. Export Manager <i>can progress as Sourcing Manager with horizontal mobility</i>
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Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

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