

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

### Name and address of submitting body:

Directorate General of Training (DGT),  
Ministry of Skill Development & Entrepreneurship (MoSDE)  
Shram Shakti Bhawan, Rafi Marg,  
New Delhi

### Name and contact details of individual dealing with the submission

<b>Name:</b>	Smt.Sandhya Salwan
<b>Position in the organisation:</b>	Director (SDI)
<b>Address if different from above:</b>	
<b>Tel number(s):</b>	011-23720792
<b>E-mail address:</b>	dirat.dget@gmail.com

### List of documents submitted in support of the Qualifications File

1. Curriculum for **EXPORT DOCUMENTATION EXECUTIVE** under Fashion and Design Sector for Modular Employable Scheme (MES) Annexure -1
2. Executive Summary of Human Resource and Skill Requirements in IT & ITes by NSDC (Annexure 2)
3. List of number of trainees of trained under MES in 2015-16 & 2016-17. &List of candidates' placed for this course in 2016-17.(Annexure-3)
4. Industry Validation

## 5. SUMMARY

<b>Qualification Title</b>	<b>EXPORT DOCUMENTATION EXECUTIVE</b>
<b>Qualification Code</b>	NA
<b>Nature and purpose of the qualification</b>	Nature of the qualification is National Certificate in MES Procedure Skilling individual in Export documentation procedure . Purpose of the Qualification is to get familiar with the main concept of export documentation and procedure of export market
<b>Body/bodies which will award the qualification</b>	National Council for Vocational Training (NCVT)
<b>Body which will accredit providers to offer courses leading to the qualification</b>	SDI wing under DGT
<b>Body/bodies which will carry out assessment of learners</b>	Independent Agency as Assessing Bodies (ABs) empanelled by DGT
<b>Occupation(s) to which the qualification gives access</b>	After completion of the course the trainees shall be qualified for one or more of the following job roles: Export Documentation executive
<b>Licensing requirements</b>	-NA-
<b>Level of the qualification in the NSQF</b>	Level 3
<b>Anticipated volume of training/learning required to complete the qualification</b>	680 +100 Hours
<b>Entry requirements and/or recommendations</b>	12 <sup>th</sup> Standard + Minimum one year experience in Garment Industry is required
<b>Progression from the qualification</b>	An individual can progress in an organisation as an as an Export documentation Manager

<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	RPL ARRANGEMENT YET TO BE PLANNED		
<b>International comparability where known</b>	NA		
<b>Date of planned review of the qualification.</b>	June2019 (2 yrs after approval of the qualification )		
<b>Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
<b>1 Create Business Letters</b>	<b>M</b>	<b>50 hrs</b>	<b>3</b>
2Carry out Exercises on Preliminaries of export Unit	<b>M</b>	<b>50 HRS</b>	<b>3</b>
3.Prepare survey report on categories of export	<b>M</b>	<b>50 HRS</b>	<b>3</b>
4.Analyse various export promotion schemes	<b>M</b>	<b>100 HRS</b>	<b>3</b>
5.Identify the export Procedure and documents	<b>M</b>	<b>180 rs</b>	<b>3</b>
6Analyse the process of duty drawback and Advance licensing	<b>M</b>	<b>50hrs</b>	<b>3</b>
8 Analyse the modes of shipment and transport	<b>M</b>	<b>50 hrs</b>	<b>3</b>

9. Analyse the quality and pre shipment inspection and documents	M	50 hrs	3
10. Role of E-Commerce and its impact on business	M	50 hrs	3
11. Role of International finance and foreign exchange management	m	50 hrs	3
<b>SOFT &amp; ENTREPRENURESHIP SKILLS</b>			
1 Recognize & comply safe working practices, environment regulation and housekeeping.	M	25HRS	3
2 Understand and practice soft skills, OSH&E, working with Computer and communicate with required clarity.	M	25 HRS	3
3.Demonstrate knowledge of concept and principles of basic arithmetic calculation and apply knowledge of specific area to perform practical operations	M	25 HRS	3
4 Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & societal growth	M	25 HRS	3
Total hrs		780 HRS	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack. ( Details of document attached as per page no 1 Annexure -1)

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

NSQC Approved

## **SECTION 1**

### **ASSESSMENT**

#### **Body/Bodies which will carry out assessment:**

As per the guidelines approved for the SDI ,DGT empanelled Assessing bodies will carry out the assessment **How will RPL assessment be managed and who will carry it out?**

- Testing centres are registered by States on the same line as for VTPs. Candidates desire to get the skills certified have to apply on line or through Testing Centres. Assessing Bodies/assessors will be allotted automatically by the IT application. This facility is being provided on the web-portal of SDI scheme. Until then following procedure will be adopted for direct assessment:
  - Assessing Bodies are responsible for registration of candidates for testing. It may do so directly or through its designated centres or VTPs.
  - Candidates are allowed to get registered themselves either directly on the portal or through Testing Centre concerned.
  - Assessing Bodies apply online list of candidates to be assessed to respective RDAT who, in turn, acknowledge the same by allotting ABN. RDAT make schedule of trade test, including date, time, list of candidates and location of designated Testing Centre under intimation to AB.
  - AB inform in advance about the courses, candidates list, and requirement of raw material to Testing Centre in advance.
  - ABs are responsible for preparation of question papers both for theory and practical test based on the approved criteria etc.

**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.**

#### **Criteria for selection of Assessment body**

Minimum Eligibility Criteria

- The applicant shall be a legal entity, registered in India.
- The applicant should have in last two years carried out competency / skill assessment for minimum 1000 persons or should have trained minimum 1000 persons and got tested by some agencies such as NCVT, Sector Skill Council, State, board/ council and reputed industry Association. Organizations having experience in testing of competencies would be preferred.
- In case more number of applications is received, preference will be given to those organizations that have trained/assessed larger number of persons.
- The applicant is not a Training Provider (TP) in the same sector and in same State, but it can be TP in other States, other Sectors or other scheme.
- The applicant shall have access to technically qualified personnel of repute and integrity in different industrial trades and technology.
- The applicant shall develop dedicated human resource for handling the processes in assessment process.
- The applicant shall declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest.
- Institutions/ Firms blacklisted by any Government Department shall not be considered in this RFP.
- The Applicant shall provide the information and supporting documents towards their claims.
- Initially provisional empanelment will be awarded to the organizations based on

the evaluation of eligibility of the Assessing Body based on the criteria.

□ Based on the module and sector that will be handled by the assessor, the assessing body shall send its assessor for competency evaluation in the institutions which will be notified by DGT time to time. The assessor will be assessed to ascertain the competency to carry out competency based assessment.

□ Final empanelment would be granted subject to the Assessing Body fulfilling the following conditions of getting the competencies of 2 assessors of each module per State evaluated in the institutes notified by the DGT. Testing charges for evaluating the competencies of the assessors will be borne by the Assessing Bodies.

**(1) Assessment process: ( Mechanism of Assessment )**

The assessment process aims to test and certify the competency of the persons through Assessing Bodies who seek certification of their skills acquired informally or the persons who have been trained at the registered TPs. The competency assessment of the candidate is being done the Assessor Competency Evaluation (ACE) qualified assessor of the independent Assessing Bodies (AB) which is not involved in training delivery, to ensure an impartial assessment. ACE is conducted to evaluate the competency of the assessor. In the assessment process, identification of competency, ways to measure the competency and deciding on the type of evidence that has to be collected are the responsibility of the Assessing bodies whereas administering the assessment and collecting the evidence and reporting the results are the responsibility of the assessors. The assessment process consists of following components:

Theory Test:

- It must assess the knowledge which is essential for a person to do the job. Without this knowledge, the person cannot be able to do the job.
- The questions shall be normally of objective type involving selection of correct response rather than writing sentences.
- The question paper should contain sketches/ diagrams/ photographs/ drawing to overcome the problems of reading comprehension.
- The test shall be of short duration.

Practical Test:

It shall be able to test:

- Manipulative skills to handle tools and equipment.
- Speed in doing work.
- Accuracy maintained
- Quality in workmanship.
- Sequence of performance.
- Economical use of material.
- Neatness & housekeeping.
- All the competencies prescribed in the course curriculum.

The Assessment Parameters adopted during assessment:

- Knowledge of equipment, limitation of use of tools and equipment, and methods & procedure.
- Understanding of functioning of equipment & tool, criteria to be used in selecting tools for given job, and the process of measurement.

- Skill in finishing to required measurement, handling measurement & calculations, handling tools and equipment with ease, finishing neatly.
- Abilities to take corrective steps, use correct work habits, take measurements, complete the job within stipulated time, and adopt safe practices.
- Attitude towards the work, accurate & precise work and co-workers and supervisor.

(1) Duration of Test:

The duration of test vary according to the task. Theory test shall of 1 hour duration and practical test for engineering trade shall be 6 to 8 hours minimum and non-engineering it shall be of 4 hours minimum. Assessing Bodies while preparing practical test shall ensure that candidate shall be tested on all the competencies prescribed in the course module.

The marking pattern and distribution of marks for the qualification are as under:

Terminal competency	Maximum marks
Application of knowledge	30
Care for tools & equipment	15
Economic use of materials	15
Safety consciousness	10
Speed	10
Accuracy	15
Quality of workmanship	20
Amount of work	15
No. of attempts	10
Attitude	10
Total maximum marks for Practical	150
Maximum marks for theory	50

(2) **Minimum pass mark:**

Minimum passing marks for Practical is 60%

Minimum pass marks for theory is 40%

(3) **Testing and certifications process for the course:**

**Pre- Assessment**

- RDAT allot batches to the Assessing Bodies on rotational basis depending on the presence of assessing body in that region sector wise and the assessing body in coordination with VTP and assessor should confirm and schedule the assessment.
- The Assessing Body confirm the date of assessment in consultation with VTP and communicate to the RDAT/State.
- The Assessing Body forms a panel of ACE qualified assessors of high repute and integrity SDIS sector wise and location wise.



- The assessment of the candidates is done by the Assessing Bodies in designated Testing Centre (TC). The Testing Centre where the assessment is carried out and Testing Centre can be VTP also. The Assessing Body select the TC based on the location, accessibility and the infrastructure facilities available for conducting the test.
- The Assessing Body provide details of selected TC along with skill areas in which assessment can be done at the TC, to the RDAT and respective States/UTs.
- The Assessing Bodies depute ACE qualified assessors for assessments whose details are furnished by Assessing Bodies to DGT in advance.
- Assessing Body has to communicate to the Testing Centre following:
  - Details of the candidates to appear for assessment in various MES courses.
  - Details of Assessors selected with their contact details.
  - Requirement of infrastructure, raw material etc.
  - Testing charges to be reimbursed to Testing Centre

#### **Preparation of assessment tools and prerequisites:**

- The assessment tools contain components for testing the knowledge, application of knowledge and demonstration of skill. The knowledge test is objective paper based test or short structured questions based. The application of knowledge is verified based on questioning or seeking response for a case. Demonstration of skill is verified based on practical demonstration by the candidate by using competency checklist.
- The type of assessment tools to be used for assessment are to be prepared in advance by the assessing body in accordance to the guidelines as prescribed below:
  - Define the performance objective – This is based on the course objectives and competency in workplace as prescribed by MES curriculum. The written tests and practical tests assess all the competencies mentioned in course curriculum.
  - In case of practical test, the operations which are to be observed in case of process test (how a particular task is being carried out) are clearly mentioned and the specifications of the final product in case of product test (the task in itself).
  - List of tools, infrastructure, and equipment to carry out the assessment are prepared based on the test instruments that are planned to be used.
  - Written directions are given to the candidates before the task is attempted.
  - Scoring system, observational checklist and rating scale is prepared for each competency which is going to be assessed.
  - The checklist and rating scale have sufficient space to record observations.

#### **Pre-assessment activities for Assessor at the Testing Centre**

- Verification of student credentials: The assessor check the application form submitted by the candidates and verify the photo pasted on the forms with candidates who are taking assessment in accordance with checklist
- Verification of testing centre for adequate infrastructure, tools and equipment: The assessor verifies the availability of infrastructure, tools and equipment for carrying out both theory and practical assessments. The minimum requirement prescribed under the MES modules is used as benchmark.
- Verification of qualification of instructor: The assessor verifies the qualification and experience of the instructors in the training centre
- Attendance verification: The assessor checks the attendance register of

candidates and instructors until the time biometric attendance system is put in place. Once the biometric attendance system is in place, the biometric attendance of assessors along with that of trainees/candidates has to be captured during the assessment at the start as well as end of theory and practical test.

- Attendance during assessment: The assessor takes the attendance of all the students who appear for assessment after the successful verification of the student credentials and before the start of the assessment. The assessor also provides his/her attendance during start and end of the practical and theory test.
- Pre-Assessment checklist: The assessor fill the pre-assessment checklist along with the start time and end time of assessment after verifying all the above tasks as per checklist.
- Verification of the documents related test carried out by VTP/ Testing Centre (TC) for candidates who were not able to produce document in support of having passed the qualification.

### **Assessment activities**

- Before the start of assessment, read out the instructions to the students.
- The written test & practical test is for fixed duration as prescribed.
- It is ensured that individual attention is given to all the candidates during the practical test.
- The assessor takes photographs during the assessment process of all the students in the testing centre, the students during theory and practical tests, practical lab/workshop showing the equipment to be used for assessment, the assessor along with the students appearing for the assessment.

### **Post-assessment activities**

- The assessor consolidates all the theory and practical test papers and ensures that all the mandatory information is filled. The total score for each student should be calculated and recorded in Result sheet.
- The assessor send the attendance sheet, Result sheet, answer papers by courier/post to the assessing body immediately after the completion of assessment
- Uploading outcome of the assessment and photos in portal by assessing body
- Assessing body upload the results within one week of the assessment date.
- Photos taken by the assessors during assessment are sent to respective RDATs through e-mail only. Non dispatch of photos of assessment to RDAT makes assessment void. Re-assessment of such batch is done by the Assessing Bodies on their own expenses.
- Details of assessors are emailed to RDAT at the time of uploading the outcome of the assessment. Outcome of the assessment is not accepted in case details of assessors are not emailed to respective RDAT. This procedure is applicable till automatic selection of assessors is provided on the web-portal of SDIS.
- Maintaining assessment records
- Publishing of results and Certificate issue
- RDAT verifies the outcome of the assessment, details of assessors, photos and print and sign the certificates for successful candidates and send it to the respective candidates. In case of direct candidate's assessment, the Certificates are sent to the Assessing Body.
- Certificates which will be issued carry photograph of the trainee, name of VTP, start date & end date of training and duration of training once the systems for the

same are put in place.  
The certificate is issued under the aegis of NCVT. All the communications are done through portal.

Please attach any 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.**

*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.*

NSQC Approved

**Title of Component:**

<b>Outcomes to be assessed</b>	<b>Assessment criteria for the outcome</b>	<b>MEANS OF ASSESSMENT</b>
1.Create Business Letters	A01-Select a Letterhead designed for a small business	Practical Test
	A02-Use standard business letter format	PRACTICAL Test
	A03-Mention date senders address	Practical Test
	A04-. Mention Inside Address ,salutation	PRACTICAL Test
	AO5-Write The Body Text ,closing “ Call to action”	Practical Test
	A06-Put Your Signature	PRACTICAL Test
	A07Mention the list of enclosures	THEORY Test
2. 2Carry out Exercises on Preliminaries of export Unit	A01-Identify the Five steps process of Registration	PRACTICAL Test
	A02-Determine the Eligibility criteria and enlist it	THEORY Test
	A03- Prepare feasibility report,	THEORY Test
	A04-Enlist the production process,capital goods location of units etc.	THEORY Test
	i)A05-Take the approval by Legal Undertaking	PRACTICAL Test
	ii) After approval	PRACTICAL Test

	obtain B-17 bond	
	iii) A06-Record all the documents and submit in the form of file	THEORY Test
3. Prepare survey report on categories of export	A01>Select the nearby Industrial locality to visit various export houses	PRACTICAL Test
	A02-Prepare a questionnaire	THEORY Test
	A03-Visit the Physical-Direct or indirect export houses	PRACTICAL Test
	A04-Visit Deemed Exports houses	Practical Test
	A05-describe the characteristics of Deemed export houses	Theory Test
	A06Visit Merchant and Manufacture Export houses	Practical Test
	A07Prepare a list of characteristic found in these export houses	Theory Test
	A08-Prepare a list of working process of these export houses	Theory Test
	A09-Compile the information and record in a file	Theory Test
4. Analyse various export promotion schemes	A01-Log in to various web sites on Export promotion schemes	Practical Test
	A02-Prepare a list of Export promotion Schemes	Practical Test
	A03-Prepare a list which scheme is applicable to what type of export	Practical Test
	A04- Prepare a list of Advantages /Importance of these promotion schemes	Practical Test
	A05-Innumerate the characteristics of advance licensing scheme	Theory Test
	A06Innumerate the characteristics of Duty free replenishment certificate scheme	Theory Test
	A07Innumerate the characteristics of EPCG	Theory Test
	A08Innumerate the	Theory Test

	characteristics of EOU,EHTP.STP	
	A09-Enumerate the characteristics of “served from India scheme”	Theory Test
	A10-Enumerate the characteristics of Target Plus Scheme	Theory Test
	A011-Enumerate the characteristics of DEPB scheme	Theory Test
	A012-Compile the details in the form of file	Practical Test
5. Identify the export Procedure and shipping documents	A01-Identify The components of Purchase order and enlist	Practical Test
	A02-Identify GR form and prepare a list	Practical Test
	A03-Identify and prepare Packing List	Practical Test
	A04-Identify the components of Invoice and prepare a list	Practical Test
	A05-Identify The components Letter of Credit and prepare a list	Practical Test
	A06-Identify the custom Clearance documents and record	Practical Test
	A07-Compile all the documents and information and Prepare a report	Practical Test
6. Analyse the process of duty drawback and Advance licensing	A01- Introduction to Duty Draw back	Theory Test
	A02- Analyse The factors required for duty Draw back	Practical Test
	A03- Introduction to All industry Rate of duty Drawback	Theory Test
	A04-Supplementary claims of Duty Drawback	Theory Test
	A05- Procedure of claiming Duty Drawback	Practical Test
8 Analyse the modes of shipment and transport	Analyse the modes of Shipment And Transport <ul style="list-style-type: none"> <li>• Sea</li> <li>• Air</li> <li>• Rail</li> <li>• Road</li> </ul>	Practical Test

9 Analyse the quality and pre shipment inspection and documents	A01- Analyse the quality of shipment .	Practical test
	A02 Identify the various shipping documents	Practical test
	A03-Prepare a check list of all the shipping documents like Invoice , list ,shipping instructions , Insurance declaration ,certificate for insurance, shipping order,certificate of origin,bill of exchange,ARE-1/2 FORM,Insurance premium certificate ,Freight premium certificate, shipping bills etc	Theory test
10 Role of E-Commerce and its impact on business	A01- Introduction to the role of E-Commerce and its impact on business	Theory Test
11 Role of International finance and foreign exchange management	A01-Introduction to foreign exchange management	Theory Test
	A02- Enumerate the main features of Foreign Exchange management Act	Theory Test
	A03-Introduction to Acts/rules/guidelines which regulate the flow of foreign contribution to India	Theory TEST
1. Recognize & comply safe working practices, environment aspect and housekeeping	A01-Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.	PRACTICAL Test
	A02-Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.	PRACTICAL Test
	A03-Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details	THEORY Test

	correctly according to site accident/injury procedures.	
	A04-Identify Personal Protective Equipment (PPE) and use the same as per related working environment.	PRACTICAL Test
	A05-Identify basic first aid and use them under different circumstances.	PRACTICAL Test
	A06-Take opportunities to use energy and materials in an environmentally friendly manner	PRACTICAL Test
	A07- Avoid waste and dispose waste as per procedure	PRACTICAL Test
	A08 Recognize different components of 5S and apply the same in the working environment.	THEORY Test
Understand and practice soft skills, working with Computer and communicate with required clarity.	A01-.Recognize & practice soft skills in day to day work.	THEORY Test
	A02 Conduct appropriate discussions with within the team and report to higher authority.	PRACTICAL Test
	A03 Present facts and circumstances and use appropriate terminology related to work.	PRACTICAL Test
	A04 Conduct written communication.	THEORY Test
	A05- Use computers and access internet for day to day activity	PRACTICAL Test
3Demonstrate knowledge of concept and principles of basic arithmetic calculation,	A0-1 Apply basic arithmetic calculations for arriving dimensional parameters as per drawing.	THEORY Test
	A02-2Use co-ordinate system for part programming.	Theory test
4Explain time management, entrepreneurship and manage/organize related task	A01-Ascertain appropriate time for the assigned task.	PRACTICAL Test
	A02 Execute the assigned task within time frame.	PRACTICAL Test
	A03 Manage own work within specified time.	PRACTICAL Test



	A04 Explain importance & factors affect the development Of entrepreneurship.	THEORY Test
	A05. Identify service providers for developing Entrepreneur/business establishment.	PRACTICAL Test
<b>Means of assessment 1</b> The assessment comprise of <ul style="list-style-type: none"> <li>Theory Examination MCQ, VIVA Voce</li> </ul> Practical assessment Role plays, Demonstration		
<b>Pass/Fail</b> The trainee is judged as pass in the qualification if minimum passing marks is obtained in each test i.e Theory and Practical. Minimum pass mark: Minimum passing marks for Practical is 60% Minimum pass marks for theory is 40%		

**SECTION 2**  
**EVIDENCE OF LEVEL**

NSQC Approved

## OPTION A

Title/Name of qualification/component: <b>EXPORT DOCUMENTATION EXECUTIVE</b>		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<ul style="list-style-type: none"> <li>The job holder handles the work of the Export documentation executive in a export house involving predictable situation along with the required housekeeping and safety measures.</li> </ul>	The job requires the limited range of handling the work of export documentation executive involving predictable situation like assisting in documentation of export ,record maintaining and tracking of shipment n organisation in an established method.	3
Professional knowledge	<ul style="list-style-type: none"> <li>The job holder understands different forms, Formats and means of correspondence used in export procedure and documentation The job holder knows the importance of customer Interactions, shipment details , delivery dates etc...</li> </ul>	The job role understands the different forms, formats of garment export house , process and principles involved in management of export documentation and procedure ,interaction with the customers	3
Professional skill	The job holder applies the skill in identifying the basic facts and principles of formats and various forms used in export documentation procedure of export market	The job role only includes identifying the basic facts and principles of formats and various forms used in export documentation procedure of export market	3
Core skill	<ul style="list-style-type: none"> <li>The job holder in general, maintains hygiene, demonstrates the ability to receive and transmit written and oral messages relates with the documentation process of shipment and payment terms and conditions.with minimum required clarity, perform basic arithmetic and algebraic calculations, carry out personal banking, and</li> </ul>	The Assistant will able to maintain hygiene able to communicate ,perform basic arithmetic calculations ,carry out banking ,and understand social and natural environment along with the duties of export documentation	3

Title/Name of qualification/component: <b>EXPORT DOCUMENTATION EXECUTIVE</b>			Level: <b>3</b>
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	understand social, and natural environment.		
Responsibility	. The job holder handles the work of the export documentation and procedure in a garment industry , under close supervision with some responsibility for own work within defined limit. The job holder has the responsibility for a limited range of activities to handle and maintain export documentation and procedure .	The job holder works under the supervision of his superiors and is responsible for his own limited work assigned like to assist in MAINTAINING EXPORT DOCUMENTATION AND LIAISONING WITH THE BUYERS AND BUYING AGENT .	3

NSQC Approved

### **SECTION 3**

#### **EVIDENCE OF NEED**

##### **What evidence is there that the qualification is needed?**

The annual total investments in textiles and clothing sector increased from INR 59500 crores in 2001–02 to INR 2 lakh crores in 2011–12, growing at an average rate of 12.8 percent per annum. India is the second-largest producer and exporter of textiles and clothing in the world.

Textiles and clothing strategic plan 2011–16 to achieve manufacturing growth rate by 10 percent,

exports by 15 percent in 2016. Integrated Skill Development Scheme to spend INR 1900 crores to train 1.5 million workers in the textiles sub-sector

Changing lifestyles and consumption patterns are expected to drive the sector's supply of casual wear with an 11 percent growth, which would drive demand for workforce with specialised skills in western formals design, blended fabrics and increased application work on clothes. Skill gaps are prominent at the entry level — operators, designers, merchandisers. The current training curriculum for the entry-level roles is more theoretical and doesn't address practical issues sufficiently. The current training curriculum for the entry-level roles is more theoretical and doesn't address practical issues sufficiently

Constant growth of the sector and its contribution to the economy implies that the manpower has and would continue to play an important role in the sector. However, the changing structure of the sector with a shift in production across the value chain (i.e. increased focus on yarn and fabric to final products such as garments, home textiles and technical textiles), there would be a change in the skills and characteristics of potential candidates

(Human Resource and Skill Requirements in Textile and Clothing sector 2013-17, 2017-22, Volume 22 by NSDC: Annexure 2)

Moreover as per DDU\_GKY\_LIST OF MES COURSES more than 9826 individuals have been trained under APPAREL SECTOR in different modules in this scheme in 2015-16 & 2016-17, which shows there is huge requirement of this skill in the Apparel Market

About **7045** candidates have been placed across country by getting trained under this SCHEME IN APPAREL SECTOR under MES in 2016 which indicates the demand of the above qualification..(Annexure -3)

As per data of RSLDC, approximate 132936 youth get trained in Rajasthan in this scheme in various sector ( Annexure -4)

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

According to the NSDC report, the textiles and clothing sector plays a significant role in employment generation. The sector employs 15.23 million people, of which 2.3 million are factory workers. Currently, 15.23 million people are employed in the textile sub-sector across yarn and fabric, home textiles, technical textiles and readymade garments. Human resource requirement in the sector is expected to reach 21.54 million by 2022 translating into 6.31 million additional employment opportunities during the period 2013-22.

The Integrated Skill Development Scheme for the textiles and apparel sector, including jute and handicrafts, was initiated by the Ministry of Textiles, Government of India, in July 2013 to impart skills to 1.5 million workers in the next five years (2012-17).

**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?**

The Qualification has been mapped with the National Qualification Register, maintained by NSDA to ensure the qualification does not duplicate. There are similar qualifications as per the **NQR AMH/Q 1601- export Assistant of SSC , AMH/Q 1602- Export executive of SSC ,and AMH/Q 1603 –export Manager of SSC** however this particular, qualification combines certain specific outcomes of the above qualification and adds as additional components such as entrepreneurship and soft skills additional comparative sheet is presented along with this .

**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?**

1 DGT interacts with training providers to gather feedback in implementation and updation of qualification. Time to time the performance of Training Partners and assessing bodies are reviewed by the concerned RDAT'S for various training methodology ,training aids,certification procedure,skill sets and examination procedure.

2) Monitoring of results of assessments

3) Employer feedback will be sought post-placement

4) In a recent initiative, a Mentor Council (MC) for the relevant sector has been formed to review the curriculum of this qualification under the sector.

5) CSTARI, the research wing of DGE&T, reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis.

The qualification is reviewed after every 2 years for updation according to latest Technologies and practices.

Please attach any 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.

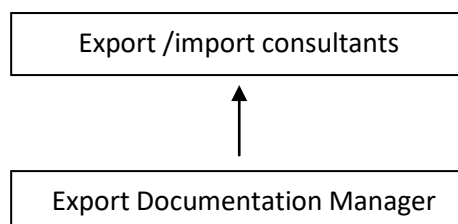
#### **SECTION 4**

#### **EVIDENCE OF PROGRESSION**

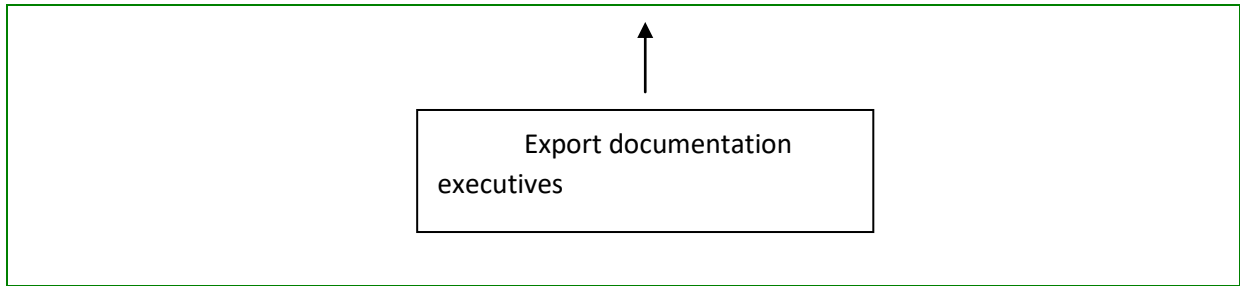
**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

An Individual has vertical and horizontal pathway to promote to higher designations in an organisation. Can further undergo specialization course to excel to the higher post in jobs listed below.

Progression chart:







Please attach any 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.

NSQC Approved