

		DGT	SSC
1	Qualification Title	EXPORT DOCUMENTATION AND PROCEDURE	Export Assistant
2	Qualification Code		AMH/Q1601
3	Nature and purpose of the qualification	National Certificate in MES, To get onself as Export documentationn executive	EXPORT MARKETING & DOCUMENTATION
4	Body/bodies which will award the qualification	NCVT	Apparels, Made ups & Home Furnishings Sector Skill Council
5	Body which will accredit providers to offer courses leading to the qualification	SDI Wing under DGT	Apparels, Made ups & Home Furnishings Sector Skill Council
6	Body/bodies which will carry out assessment of learners	Empaneled accessing bodies by DGT	Apparels, Made ups & Home Furnishings Sector Skill Council
7	Occupation(s) to which the qualification gives access	EXPORT DOCUMENTATION EXECUTIVE	EXPORT MARKETING & DOCUMENTATION
8	Licensing requirements	Nil	Nil
9	Level of the qualification in the NSQF	3	4
10	Anticipated volume of training/learning required to complete the qualification	680 HRS +100 HRS	270 HRS
11	Entry requirements and/or recommendations	12th Standard + Minimum one year experience in Garment Industry is required	12th standard, preferably Minimum entry age as per the law – 18 years
12	Progression from the qualification	Export documentation Manager	Export Executive
13	Planned arrangements for the Recognition of Prior learning (RPL)	nil	5 DAYS (1-3 Days capsule training,4 -written test,5 day -Practical)
14	International comparability where known	Nil	Nil
15	Date of planned review of the qualification.		Jun.19

16	Structure of Qualification (Learning / Training outcomes OR NOS)	<p>1.Create Business Letters</p> <p>2Carry out Exercises on Preliminaries of export Unit</p> <p>3Prepare survey report on categories of export</p> <p>4Analyse various export promotion schemes</p> <p>5. Identify the export Procedure and documents</p> <p>6. Analyse the process of duty drawback and Advance licensing</p> <p>7. Analyse the modes of shipment and transport</p> <p>8. Analyse the quality and pre shipment inspection and documents</p> <p>9. . Role of E-Commerce and its impact on business</p> <p>10. Role of International finance and foreign exchange management</p> <p>7. Demonstrate knowledge of concept and principles of basic arithmetic calculation and apply knowledge of specific area to perform practical operations</p> <p>8. Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & societal growth</p>	<p>AMH/N/1601:Manage export marketing operation</p> <p>AMH/N/1602:Carry out export process &complete documentation</p> <p>AMH/N/1603:Comply with industry and organisational requirement</p> <p>AMH/N/1604: Analyse Foreign Trade logistics</p> <p>AMH/N/1605: Maintain health ,safety &security at work place</p>
17	Tools equipment / general machinery or any other specific requirement		

SSC	SSC
Export Executive	EXPORT MANAGER
AMH/Q1602	
EXPORT MARKETING & DOCUMENTATION	EXPORT MARKETING & DOCUMENTATION
Apparels, Made ups & Home Furnishings Sector Skill Council	Apparels, Made ups & Home Furnishings Sector Skill Council
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Apparels, Made ups & Home Furnishings Sector Skill Council	Apparels, Made ups & Home Furnishings Sector Skill Council
EXPORT MARKETING & DOCUMENTATION	EXPORT MARKETING & DOCUMENTATION
Nil	Nil
5	6
270 hrs	360 HRS
12th standard, preferably Minimum entry age as per the law – 18 years	Master's degree in apparel field preferably
Export Manager	head a unit or a complete international market zone
5 DAYS (1-3 Days capsule training,4 -written test,5 day -Practical)	5 DAYS (1-3 Days capsule training,4 -written test,5 day -Practical)
Nil	Nil

<p>AMH/N/1606: Planning for export</p> <p>AMH/N/1607: Ensure shipping compliance</p> <p>AMH/N/1601:Manage export marketing operation</p> <p>AMH/N/1602:Carry out export process &complete documentation</p> <p>AMH/N/1603:Comply with industry and organisational requirement</p> <p>AMH/N/1604: Analyse Foreign Trade logistics</p> <p>AMH/N/1605: Maintain health ,safety &security at work place</p>	<p>AMH/N/1606: Planning for export</p> <p>AMH/N/1608:Manage export process &check documentation</p> <p>AMH/N/1609:Supervise &evaluate performance</p> <p>AMH/N/1607: Ensure shipping compliance</p> <p>AMH/N/1601:Manage export marketing operation</p> <p>AMH/N/1603:Comply with industry and organisational requirement</p> <p>AMH/N/1604: Analyse Foreign Trade logistics</p> <p>AMH/N/1605: Maintain health ,safety &security at work place</p>