



QUALIFICATION FILE

Export Manager - Stitched Items

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

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

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

NCrF/NSQF Level: 6

Submitted By:

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

Email id: ceo@sscamh.com

Table of Contents

Section 1: Basic Details 3

Section 2: Module Summary 5

 NOS/s of Qualifications..... 5

 Mandatory NOS/s: 5

 Assessment - Minimum Qualifying Percentage..... 6

Section 3: Training Related..... 6

Section 4: Assessment Related..... 7

Section 5: Evidence of the need for the Qualification..... 8

Section 6: Annexure & Supporting Documents Check List..... 8

 Annexure: Evidence of Level 9

 Annexure: Tools and Equipment (Lab Set-Up) 10

 Annexure: Industry Validations Summary 12

 Annexure: Training & Employment Details 13

 Annexure: Detailed Assessment Criteria 14

 Annexure: Assessment Strategy 21

 Annexure: Acronym and Glossary 22

Section 1: Basic Details

1.	Qualification Name	Export Manager - Stitched Items										
2.	Sector/s	Apparel										
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: QG-06-AP-01782-2024-V1.1-AMHSSC, Version 3.0	Qualification Name of existing/previous version: Export Manager									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA										
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-06-AP-03281-2024-V2-AMHSSC , Version 4.0	6. NCrf/NSQF Level: 6									
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate										
8.	Brief Description of the Qualification	An Export Manager - Stitched Items is responsible for leading and managing the entire process of international shipment of goods. Their work includes analysis of the foreign trade logistics, management and supervision of all shipment related documents and ensuring shipping compliance. The Export Manager - Stitched Items is a key member of the organization and will expect to be a great communicator together with the ability to establish and maintain relationships both internally and externally.										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <p>b.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed 3-Year UG Degree</td> <td>1.5 year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous relevant Qualification of NSQF Level 5.5</td> <td>1.5 year relevant experience</td> </tr> </tbody> </table> <p>c. Age: 23 years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 3-Year UG Degree	1.5 year relevant experience	2	Previous relevant Qualification of NSQF Level 5.5	1.5 year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	Completed 3-Year UG Degree	1.5 year relevant experience										
2	Previous relevant Qualification of NSQF Level 5.5	1.5 year relevant experience										
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	20	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category II									

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <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>210</td> <td>330</td> <td>60</td> <td>0</td> <td>600</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)	210	330	60	0	600	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	210	330	60	0	600																			
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/1219.0101																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Sourcing Manager																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability: NA																						
19.	How Participation of Women will be Encouraged	Skilled women workforce will find jobs with organised apparel exporters, manufacturers.																						
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Amit Singh, Email: jdgs@sscammh.com , Contact No.: 09599929121 Website: www.sscammh.com																						
23.	Final Approval Date by NSQC: 22/10/2024	24. Validity Duration: 36 Months			25. Next Review Date 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 NCr F	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T- Ma n.	OJ T- R ec .	Tot al	Th.	Pr.	P r o j .	Vi va	Tot al	Weig htage (%) (if applica ble)
1	Manage export marketing operations	AMH/N1601 V 4.0	Core	6	4	15	45	60	0	120	15	50	0	7	72	14%
2	Analyze foreign trade logistics	AMH/N1604 V 4.0	Core	6	2	24	36	0	0	60	15	50	0	7	72	14%
3	Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization	AMH/N1605 V 4.0	Core	6	1	15	15	0	0	30	6	21	0	3	30	6%
4	Planning for Export	AMH/N1606 V 4.0	Core	6	2	30	30	0	0	60	15	35	0	4	54	11%
5	Ensure Shipping Compliance	AMH/N1607 V 4.0	Core	6	2	30	30	0	0	60	12	32	0	6	50	10%
6	Manage export processes and check documentation	AMH/N1608 V 4.0	Core	6	3	30	60	0	0	90	15	57	0	10	82	17%
7	Supervise and evaluate performance	AMH/N1609 V 4.0	Core	6	2	15	45	0	0	60	13	34	0	3	50	10%
8	Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability	AMH/N0622 V 1.0	Non-Core	6	1	15	15	0	0	30	20	10	0	10	40	8%
9	Employability Skills	DGT/VSQ/N0 103 V 1.0	Non-Core	5	3	36	54	0	0	90	20	30	0	0	50	10%
Duration (in Hours) / Total Marks					20	210	330	60	0	600	131	319	0	50	500	100%

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: NA % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Refer Annexure
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Export Operations OR Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Export Operations OR Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Export Operations OR Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 1200
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Ministry Of Textiles is Line Ministry of AMHSSC.</i> If "No", why: NA

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Assessment SOP
12.	Any other document you wish to submit:	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
Professional Theoretical Knowledge/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 - Stitched Items is also required for personnel management, which often includes the hiring, training and supervision of staff. In their accounting function, Export Manager - Stitched Items 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. 	<ul style="list-style-type: none"> Advanced multidisciplinary and specialized knowledge Proficient in interdisciplinary knowledge including tech with specialized expertise in related fields; knowledgeable in emerging trends, change management, and problem-solving <p>An Export Manager - Stitched Items 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.</p>	6
Professional and Technical Skills/ Expertise/ 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 trade of respective products. He should know export related documents, logistics activities to carry out the work in time. 	<p>Proficiently skilled in advanced cognitive abilities, project management, techno-commercial aspects, and future adaptability, with social intelligence.</p> <p>An Export Manager - Stitched Items should know complete export operations of products like garments, articles like curtains.</p>	6
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<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 	<p>Dynamic leader with exceptional organizational, communication and mentoring skills, capable of driving innovation for optimal group performance.</p> <ul style="list-style-type: none"> An Export Manager - Stitched Items should plan and organize work to achieve targets and deadlines. He listens effectively and orally communicate information accurately ask for clarification and advice from others. 	6

	<p>levels of satisfaction and motivation provides relevant information to others.</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	
Broad Learning Outcomes/Core 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 	<p>Judgment in complex problems Applies advanced technical skills, monitors critical parameters, evaluates and improves processes, and solves complex problems with evidence-based judgment in complex problems.</p> <p>An Export Manager - Stitched Items reads & follows guidelines, rules, processes, export documents agreements.</p>	6
Responsibility	<ul style="list-style-type: none"> • An Export Manager is responsible for leading and managing the entire process of international shipment of goods • His work includes analysis of the foreign trade logistics, management and supervision of all shipment related documents and ensuring shipping compliance. 	<p>Accountable leader effectively manages independent units/projects, delegates, supervises and drives change with full responsibility & team building.</p> <ul style="list-style-type: none"> • He is responsible for his own work and learning and full responsibility of other's work and learning like export executive. 	6

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	Computer With Computer Table And Chairs and peripherals	With software like MS Office	15
2	Printer		1
3	Projector /LCD		1
4	Garment Sample		1
5	Made ups And Home Furnishing Articles	1 each type	2
6	Measuring Tape		1
7	Basic Stationary		30
8	Calculator		30
9	Fabric/Accessories/trims Swatch File		1
10	Buyer Requirement/Comment Sheet (for documentation)		1
11	Books Related To Foreign Trade Policies/International Marketing Etc		1
12	Students Manual		30
13	Teacher's Table & chair		1
14	White Board/ Black Board		1
15	First Aid Box & Dustbin		1
16	Students Chairs With Table Arms	for classroom	30
17	Board Duster /With Marker/Chalk	Duster 1 pcs & marker /Chalk 1 Box	1
18	Export Documents	eg :purchase order, invoice, Letter of credit, tech pack etc	30
19	Fire Extinguisher		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
2. (all software should either be latest version or one/two version below)As required
3. UPS As required
4. Scanner cum Printer As required
5. Computer Tables As required
6. Computer Chairs As required
7. LCD Projector As required
8. White Board 1200mm x 900mm As required

Annexure: Industry Validations Summary

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

S.No	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Raymond	Chinappa Reddy	Senior Manager- Product Development	Maharashtra	chinappareddy@raymond.in	9833024241
2	Shahi Exports	Anjani Kumar Mishra	Manager Trainings and Development	Haryana	anjani.mishra@shahi.co.in	7739404959
3	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121
4	RBR Garment private limited	P Kartikeyan	Manager HR and Admin	Tamilnadu	reach@rbrindia.com	9626244447
5	Fashionknits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	0421-4337473
6	AR Enterprises	Rajiv Kumar	Director	Punjab	NA	9872985505
7	Ammaiyappar Tex	A Bala.	HR-Admin	Tamilnadu	vhktex@yahoo.co.in	08056262651
8	Vardhman Nishimbo	Richika Rana	HR Manager	Punjab	dlsharma@vardhman.com	081466 25707
9	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
10	CMV Global Clothings	A Vallargu	Sr. HR Manager	Tamilnadu	info@cmvglobalclothings.com	08098201090
11	Cotton Blossom	Sashi Kumar K	HR Manager	Tamilnadu	info@cottonblossom.org	0421 4349 100
12	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
13	SHRI HARI PROCESS	Shanmugam Ramasamy	Admin Manager	Tamilnadu	infra@cibiintl.com	04294225426
14	SRI ARUL TEX	SELLAPPA GOUNDER	Director	Tamilnadu	srinu_ca2002@yahoo.co.in	098425 99455
15	DHANA TEXTILES	MUTHUSAMY DHANABALAN	Director	Tamilnadu	madhavan707@gmail.com	8048372427
16	JEGA GARMENTS	Murugan Cibi	Admin	Tamilnadu	murugan.cibi@gmail.com	9688277455
17	Rubrics Exports	Ganpathi R	HR Manager	Tamilnadu	rubricexports@hotmail.com	8048372003
18	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033

19	BEST Corporation	S Seshathri	President	Tamilnadu	best@bestcorp.in	421398 0000
20	Little BABA Oswal	Keshav Singh	Manager	Punjab	NA	08872994443
21	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263
22	Orient Fashion	Gagan	HR Manager	Delhi	gagan@ocfit.in	9991840624
23	Sahu Exports	D Kumar	Manager	Delhi	dkumar@sahuexports.com	8048372919
24	Toram Creations	Karthik R	Key Accounts Manager	Tamilnadu	we@toram.in	98946 64599
25	SK COTTON	Vaibhav Vaishnav	Managing Director	Maharashtra	skumarcot@gmail.com	8788053726
26	SNQS International Pvt Ltd.	N Balamurgan	General Manager	Tamilnadu	logu@snqsintl.com	0421-4390000
27	CTA Apparels	Sridhar	HR Manager	Delhi	sridhar@ctaapparels.com	0120 478 5330
28	KGI CLOTHING	Mr Murugan	HR Manager	Andhra pradesh	info@kgiclothing.in	09176660000
29	MSR Garments	K Suresh	HR Manager	Andhra Pradesh	suresh@msrgarments.com	089390 44650
30	Network Clothing	Suresh H	HR Head	Tamilnadu	network@md2.vsnl.net.in	0421 226 2022

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
2025	360	335	190	122	NA	NA
2026	400	345	200	130	NA	NA
2027	440	400	210	135	NA	NA

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
Version 2.0	2023	200	195	190	130	190	185	180	123	NA	NA	NA	NA
Version 1.0	2022	190	186	181	123	181	177	170	117	NA	NA	NA	NA
Version 1.0	2021	180	177	172	117	172	168	160	111	NA	NA	NA	NA

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

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

1. PMKVY
2. DDUGKY
3. NULM

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Hindi

Annexure: Detailed Assessment Criteria

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

AMH/N0622: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability					
PC	Assessment Criteria for Outcomes	Theor y Marks	Practic al Marks	Project Marks	Viva Mar ks
PC1	Ensure adherence to organizational standards, emphasizing eco-friendly solutions, while strictly following procedures, policies, and regulations.	2	1	-	1
PC2	Integrate sustainable consumption practices into daily operations in line with organizational policies.	2	1	-	1
PC3	Drive the transition to environmentally friendly processes to enhance organizational performance actively.	2	1	-	1
PC4	Guide team to safely handle materials, equipment, and software to maintain a hazard-free, eco-conscious workplace.	3	2	-	2
PC5	Guide team to perform routine maintenance and cleaning tasks efficiently, managing workflow interruptions.	3	1	-	1
PC6	Mentor to report unsafe equipment promptly to mitigate risks and ensure a safe environment.	2	1	-	1
PC7	Ensure use suitable cleaning techniques for efficient and sustainable workplace upkeep.	2	1	-	1
PC8	Request system upgrades for optimal efficiency and maintain backup files for data security.	2	1	-	1
PC9	Organize digital design work for future reference, ensuring accessibility and preservation.	2	1	-	1
	NOS Total	20	10		10
AMH/N1601: Manage export marketing operations					

PC	Assessment Criteria for Outcomes	Theor y Marks	Practic al Marks	Project Marks	Viva Mar ks
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					
PC	Assessment Criteria for Outcomes	Theor y Marks	Practic al Marks	Project Marks	Viva Mar ks
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 mode	3	7	-	1

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

AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks

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), transporter and logistics companies to ensure timely shipments of goods	2	1	-	1
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					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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

DGT/VSQ/N0103 EMPLOYABILITY SKILLS(90 Hours)				
Assessment Criteria for Outcomes	THEORY MARKS	PRCTICAL MARKS	PROJECT MARKS	VIVAMARKS
Introduction to Employability Skills	1	1	0	0
PC1. Understand the significance of employability skills in meeting the current job market requirement and future of work.				
PC2. Identify and explore learning and employability relevant portals				
PC 3. Research about the different industries, job market trends, latest skills required and the available opportunities.				
Constitutional values – Citizenship	1	1	0	0
PC 4. 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.				
PC 5. Follow environmentally sustainable practices				
Becoming a Professional in the 21st Century	1	3	0	0
PC 6. Recognize the significance of 21st Century Skills for employment				
PC 7. Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal and professional life				
PC 8. Adopt a continuous learning mind-set for personal and professional development				
Basic English Skills	3	4	0	0
PC 9. Use basic English for everyday conversation in different contexts, in person and over the telephone				
PC 10. Read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC 11. Write short messages, notes, letters, e-mails etc. in English				

Career Development & Goal Setting	1	2	0	0
PC 12. Identify career goals based on the skills, interests, knowledge, and personal attributes				
PC 13. Prepare a career development plan with short- and long-term goals.				
Communication Skills	2	2	0	0
PC 14. Follow verbal and non-verbal communication etiquette while communicating in professional and public settings				
PC 15. Use active listening techniques for effective communication				
PC 16. Communicate in writing using appropriate style and format based on formal or informal requirements				
PC 17. Work collaboratively with others in a team				
Diversity & Inclusion	1	1	0	0
PC 18. Communicate and behave appropriately with all genders and PwD				
PC 19. Escalate any issues related to sexual harassment at workplace according to POSH Act				
Financial and Legal Literacy	2	3	0	0
PC 20. Identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.				
PC 21. Carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook				
PC 22. Identify common components of salary and compute income, expenses, taxes, investments etc.				
PC 23. Identify relevant rights and laws and use legal aids to fight against legal exploitation				
Essential Digital Skills	3	5	0	0
PC 24. Operate digital devices and use their features and applications securely and safely				
PC 25. Carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.				
PC 26. Display responsible online behaviour while using various social media platforms				
PC 27. Create a personal email account, send and process received messages as per requirement				
PC 28. Carry out basic procedures in documents, spread sheets and presentations using respective and appropriate applications				
PC 29. Utilize virtual collaboration tools to work effectively				
Entrepreneurship	2	3	0	0
PC 30. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
PC 31. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC 32. Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
Customer Service	1	2	0	0
PC 33. Identify different types of customers and ways to communicate with them				
PC 34. Identify and respond to customer requests and needs in a professional manner				

PC 35. Use appropriate tools to collect customer feedback				
PC 36. Follow appropriate hygiene and grooming standards				
Getting ready for apprenticeship & Jobs	2	3	0	0
PC 37. Create a professional Curriculum vitae (Résumé)				
PC 38. Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
PC 39. Apply to identified job opening using offline /online methods as per requirement				
PC 40. Answer questions politely, with clarity and confidence, during recruitment and selection				
PC 41. Identify apprenticeship opportunities and register for it as per guidelines and requirements				
NOS Total	20	30	0	0
GRAND TOTAL	131	319	0	50

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:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- 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) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

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

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. 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
4. 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
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.

Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf