

Qualification Pack



Export Executive-Stitched Items

QP Code: AMH/Q1602

Version: 4.0

NSQF Level: 5

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AMH/Q1602: Export Executive-Stitched Items

Brief Job Description

An Export Executive is responsible for managing all the processes in the export department of a company also plans and coordinates the international shipment of goods. During the course of their work, they may negotiate with a variety of people, such as shippers, agents and vendors, and are expected to have excellent customer service skills in dealing with customers/buyers. Their work includes preparation & management of all shipment related documents, interpret export financing methods and terms of payment, handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation. An export executive needs to have thorough knowledge of Indian and Foreign trade policies & operations to ensure effective management of the exports business.

Personal Attributes

An Export Executive should have good communication skills and have thorough knowledge of Indian and Foreign trade policies & operations to ensure effective management of the exports business. Also, should have the ability to work unsupervised, taking independent decisions for own area of work. Individual needs to demonstrate ability to precisely follow defined procedures and should possess high quality orientation and attention to detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N1601: Manage export marketing operations](#)
2. [AMH/N1602: Carry out export processes and complete documentation](#)
3. [AMH/N1604: Analyze foreign trade logistics](#)
4. [AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization](#)
5. [AMH/N1606: Planning for Export](#)
6. [AMH/N1607: Ensure Shipping Compliance](#)
7. [AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

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Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
Country	India
NSQF Level	5
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3322.6001
Minimum Educational Qualification & Experience	Completed 1st year of UG (UG Certificate) (Completed 1st year of 3-year/ 4-years UG) with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (4) with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in Export Marketing Procedures and Documentation
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	4.0
Reference code on NQR	QG-05-AP-03572-2025-V2-AMHSSC
NQR Version	4

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AMH/N1601: Manage export marketing operations

Description

This unit is about managing the various export marketing operations. Administer export of products and ensure compliance to all organizational policies and procedures and monitor all financial and financial processes and transactions and manage communication with relevant authorities for all required countries.

Scope

The scope covers the following :

- Framework of Export Marketing Management

Elements and Performance Criteria

Framework of Export Marketing Management

To be competent, the user/individual on the job must be able to:

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Your organizations policies, procedures, guidelines and standards
- KU2.** Safe working practices and organizational procedures
- KU3.** Quality systems and other processes practiced in the organization
- KU4.** Types of problems with quality and how to report them to appropriate people
- KU5.** The importance of complying with written instructions
- KU6.** Reporting procedure in case of faults in own/ other processes
- KU7.** Who to refer problems to when they are outside the limit of your authority

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- KU8.** Your organizations tools, templates and processes for export marketing related operations
- KU9.** Concept & framework of export marketing management 1. What is export marketing management. 2. Impact of technology: internet marketing. 3. Entrepreneurial approaches to export marketing. 4. Election of export- markets / products. 5. Export- market entry strategies 6 . Export- pricing decisions. 7.Export- distribution
- KU10.** Export promotional strategies
- KU11.** Export marketing procedures & processes
- KU12.** Impact of technology: internet marketing
- KU13.** Entrepreneurial approaches to export marketing
- KU14.** Selection of export- markets / products
- KU15.** Export market entry strategies
- KU16.** Export pricing decisions
- KU17.** Export distribution processes
- KU18.** Export promotional strategies
- KU19.** Functions of the export department
- KU20.** Foreign exchange risk management
- KU21.** Foreign currencies & conversion

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with others in writing
- GS3.** Read & follow guidelines, rules, processes, export documents & agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others
- GS6.** Follow rule-based decision-making processes
- GS7.** Make decisions on a suitable course of action or response
- GS8.** Apply problem-solving approaches in different situations
- GS9.** Refer anomalies to the supervisor
- GS10.** Seek clarification on problems from others
- GS11.** Analyze data and activities
- GS12.** Pass on relevant information to others
- GS13.** Provide opinions on work in a detailed and constructive way
- GS14.** Apply balance judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Framework of Export Marketing Management</i>	15	50	-	7
PC1. Analyse 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	1	3	-	0.5
PC4. Analyze the factors that affect cost in export marketing	2	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

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1601
NOS Name	Manage export marketing operations
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	2
Version	5.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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AMH/N1602: Carry out export processes and complete documentation

Description

This unit is about carrying out all the export processes and completing the requisite documentation at each stage of operation without error

Scope

The scope covers the following :

- Documentation related to export transactions

Elements and Performance Criteria

Documentation related to export transactions

To be competent, the user/individual on the job must be able to:

- PC1..** Create and manage documentation related to pre & post shipment
- PC2.** Create and manage export sales contract
- PC3.** Handle the central excise/customs clearance: regulations, procedures and documentation
- PC4. .** Processing of an export order
- PC.5.** Use the correct tools and equipment's
- PC6. .** Prepare & check all pre-shipment documents including:-1. Invoice 2. Packing list 3. GR form 4. AR-4/ ar4a form 5. etc. License 6. Indent 7. Acceptance of contract 8. Letter of credit (LoC) 9. QC Certificate 10. Port trust date 11. Any other 12. Sign of inspector/ customs div
- PC7. .** Complete, file and maintain Exim documents pertaining to pre and post shipment.
- PC8. .** Liaise with customs and excise officials
- PC9. .** Handle duty backward matters
- PC10. .** Take care of applications for export incentives
- PC11. .** Obtaining advance license from Jt DGFT (Director General of Foreign Trade), adherence with contracts and agreements
- PC12. .** Looking after freight forwards, cha (customs house agent), transporter
- PC13. .** Communication with suppliers, consignee, agents , transporters
- PC14. .** To follow up regularly and diligently with logistics companies to ensure timely shipments of goods
- PC15..** Negotiation & co-ordination with customs agents for freight rates, customs clearances

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures
- KU2.** Responsibilities under health, safety and environmental legislation
- KU3.** Guidelines for storage and disposal of waste materials

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- KU4.** Potential hazards associated with the machines and the safety precautions
- KU5.** Protocol to obtain more information on work related tasks
- KU6.** Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- KU7.** Details of the job role and responsibilities
- KU8.** Documentation and reporting formats
- KU9.** Work target and review mechanism with your supervisor
- KU10.** Protocol and format for reporting work related risks/problems
- KU11.** Method of obtaining/giving feedback related to performance
- KU12.** Importance of teamwork and harmonious working relationships
- KU13.** Process for offering/obtaining work related assistance
- KU14.** Documentation formalities relating to export transactions
- KU15.** Documentation framework
- KU16.** Export financing methods and terms of payment
- KU17.** Export credit and foreign exchange risk management
- KU18.** International commercial terms
- KU19.** Export sales contract
- KU20.** Central excise/customs clearance: regulations, procedures and documentation
- KU21.** Processing of an export order
- KU22.** Related documents such as: Proforma Invoice Purchase Order, Commercial Invoice, Packing List Shipping Bill; Bill of Lading Master Airway Bill / House Airway Bill Export Certificate; Certificate of Origin, Bill of Exchange, Bank Realization Certificate Letter of Credit Documents Against Acceptance

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with others in writing
- GS3.** Read instructions, guidelines, procedures and rules.
- GS4.** Read and understand tech-packs, buyer specifications
- GS5.** Ask for clarification and advice from managers
- GS6.** Communicate orally with colleagues
- GS7.** Handle the customs clearance
- GS8.** Organize the export documents
- GS9.** Refer anomalies to the manager
- GS10.** Seek clarification on problems from others
- GS11.** Provide relevant information to others
- GS12.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS13.** Negotiation of the customs duties, freight rates.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Documentation related to export transactions</i>	20	60	-	8
PC1.. Create and manage documentation related to pre & post shipment	2	10	-	0.5
PC2. Create and manage export sales contract	2	6	-	0.5
PC3. Handle the central excise/customs clearance: regulations, procedures and documentation	1	3	-	0.5
PC4. . Processing of an export order	2	5	-	0.5
PC.5. Use the correct tools and equipment's	1	1	-	0.5
PC6. . Prepare & check all pre-shipment documents including:-1. Invoice 2. Packing list 3. GR form 4. AR-4/ ar4a form 5. etc. License 6. Indent 7. Acceptance of contract 8. Letter of credit (LoC) 9. QC Certificate 10. Port trust date 11. Any other 12. Sign of inspector/ customs div	4	10	-	1
PC7. . Complete, file and maintain Exim documents pertaining to pre and post shipment.	1	5	-	0.5
PC8. . Liaise with customs and excise officials	1	1	-	0.5
PC9. . Handle duty backward matters	1	5	-	0.5
PC10. . Take care of applications for export incentives	1	5	-	0.5
PC11. . Obtaining advance license from Jt DGFT (Director General of Foreign Trade), adherence with contracts and agreements	1	3	-	0.5
PC12. . Looking after freight forwards, cha (customs house agent), transporter	1	2	-	0.5
PC13. . Communication with suppliers, consignee, agents , transporters	-	1	-	0.5
PC14. . To follow up regularly and diligently with logistics companies to ensure timely shipments of goods	1	1	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15.. Negotiation & co-ordination with customs agents for freight rates, customs clearances	1	2	-	0.5
NOS Total	20	60	-	8

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1602
NOS Name	Carry out export processes and complete documentation
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	5
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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AMH/N1604: Analyze foreign trade logistics

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to analyse foreign trade logistics concepts, efficient distributing strategies and ensure compliance to all state and federal regulations.

Scope

The scope covers the following :

- Fundamentals of trade logistics as applied in international trade.

Elements and Performance Criteria

Fundamentals of trade logistics as applied in international trade

To be competent, the user/individual on the job must be able to:

- 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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Importance of good health, Personal hygiene and duty of care
- KU2.** Importance of safe working practices and code of conduct (COC) and Social Accountability and quality standards followed by the organization/ industry
- KU3.** Limits of your own responsibility
- KU4.** The production process and the specific work activities that relate to the whole process
- KU5.** The line and importance of effective communication with superiors and colleagues
- KU6.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including time keeping)
- KU7.** The importance of complying with written instructions
- KU8.** Work instructions and specifications and interpret them accurately
- KU9.** Foreign trade logistics
- KU10.** Multimodal transport: containerization and marine transport
- KU11.** Role of ICDS/CFS
- KU12.** Role of CHAS /freight forwarders
- KU13.** Relation between work role and the overall process

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Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Communicate effectively in writing with the logistics agency; buying offices and buyers
- GS2.** Read and understand the shipping document
- GS3.** Take appropriate decisions related to your responsibilities regarding the shipment
- GS4.** Manage the logistics process
- GS5.** Practice a customer service-oriented approach regarding logistics of shipment
- GS6.** Solve operational role related issues
- GS7.** Identify the best suitable logistics cost with different type of shipment mode

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Fundamentals of trade logistics as applied in international trade</i>	14	49	-	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 mode	2	7	-	1
PC4. Track the shipment and follow up for payment	2	4	-	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	14	49	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1604
NOS Name	Analyze foreign trade logistics
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	3
Version	5.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedure stop relevant, control and minimize risk to self and others.

Scope

The scope covers the following :

- Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process & sensitization of Gender & PwD concerns.

Elements and Performance Criteria

Comply with health, safety and security requirements at work with Gender and PwD Sensitization

To be competent, the user/individual on the job must be able to:

- PC1.** Comply with health safety gender and PwD (People with disability) related instructions applicable to the workplace
- PC2.** Use and maintain materials and equipment as per protocol
- PC3.** Monitor the work place and processes for potential risks and threats and report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC4.** Actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace
- PC5.** Capable to perform first-aid, firefighting or any other emergency response procedures
- PC6.** Follow organization procedures for shutdown and evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Health and safety related practices applicable at the workplace
- KU2.** Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios
- KU3.** The code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU4.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU5.** Potential accidents and emergencies and response to these scenarios
- KU6.** Reporting protocol and documentation required
- KU7.** Details of personnel trained in first aid, fire-fighting and emergency response

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- KU8.** Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU9.** Occupational health and safety risks and methods; importance of personal protective equipment and method of use
- KU10.** Identification, handling and storage of hazardous substances
- KU11.** Proper disposal system for waste and by-products
- KU12.** Signage related to health and safety and their meaning
- KU13.** Importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs
- KU14.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU15.** How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- KU16.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU17.** Promoting a safe, accessible and healthy workplace for disabled employees

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write and document appropriate technical forms in required format of the company
- GS2.** Read and comprehend the organizational documents pertaining to rules and procedures
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Positively influence the team members into following procedures
- GS5.** Keep work area free from potential hazards
- GS6.** Raise alarm and report to supervisors and other authorized personnel for assistance
- GS7.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS8.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS9.** Read and comprehend written instructions related to gender equality issues in the organization
- GS10.** Identify and report any harassment or inappropriate behavior towards any employee
- GS11.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS12.** Actively take part in any discussion/workshop organized for disability sensitization training.
- GS13.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS14.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work with Gender and PwD Sensitization</i>	6	21	-	3
PC1. Comply with health safety gender and PwD (People with disability) related instructions applicable to the workplace	1	3	-	0.5
PC2. Use and maintain materials and equipment as per protocol	1	3	-	0.5
PC3. Monitor the work place 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; group discussions, training sensitization programs for gender and PwD awareness 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

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1605
NOS Name	Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	1
Version	5.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N1606: Planning for Export

Description

This unit is about planning and management for the export and marketing operations

Scope

The scope covers the following :

- Planning and management for export

Elements and Performance Criteria

Planning and management for export

To be competent, the user/individual on the job must be able to:

- PC1.** Understand and organize 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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational policies, working practices, compliance procedures, guidelines and standards for quality
- KU2.** Quality systems and other processes practiced in the organization
- KU3.** Types of problems with quality and how to report them to appropriate people in case of any fault or breach
- KU4.** The importance of complying with written instructions
- KU5.** Who to refer problems to when they are outside the limit of your authority
- KU6.** Organization's tools, templates and processes for export marketing related operations
- KU7.** Nature of logistics & supply chains
- KU8.** Factors in logistics decision making
- KU9.** Risk assessment process
- KU10.** Planning & strategy for business
- KU11.** Current trade policies and guidelines related to shipment

Generic Skills (GS)

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User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Listen attentively and communicate effectively with others in writing (wherever applicable)
- GS3.** Read & follow guidelines, rules, processes, export documents & agreements
- GS4.** Ask for clarification and advice from others or superiors
- GS5.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS6.** Plan and organize your work to achieve targets and deadlines
- GS7.** Apply problem-solving approaches in different situations
- GS8.** Refer anomalies to the supervisor or seniors
- GS9.** Analyse data and activities
- GS10.** Provide opinions on work in a detailed and constructive way

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning and management for export</i>	13	33	-	4
PC1. Understand and organize the logistics options for shipment	2	2	-	0.5
PC2. Explain the trade policies and guidelines to all concerned and ensure it is followed	2	3	-	0.5
PC3. Plan and monitor the shipment strategy	3	8	-	1
PC4. Use the export planning tools available	2	8	-	0.5
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	13	33	-	4

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1606
NOS Name	Planning for Export
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	2
Version	5.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N1607: Ensure Shipping Compliance

Description

This unit is about quantification and measurement of skills and competencies required for shipping compliance and monitoring related activities

Scope

The scope covers the following :

- Ensuring shipping compliance and monitoring related activities

Elements and Performance Criteria

Ensuring shipping compliance and monitoring related activities

To be competent, the user/individual on the job must be able to:

- 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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational policies, working practices, compliance procedures, guidelines and standards for quality
- KU2.** Quality systems and other processes practiced in the organization
- KU3.** Types of problems with quality and how to report them to appropriate people in case of any fault or breach
- KU4.** The importance of complying with written instructions
- KU5.** Who to refer problems to when they are outside the limit of your authority
- KU6.** Organization's tools, templates and processes for embroidery related operations in production
- KU7.** Shipping compliance guidelines
- KU8.** Routing guidelines
- KU9.** Garment specifications
- KU10.** Packing standards & procedures
- KU11.** Sequence of operations for shipping

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KU12. Invoicing instructions & process

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Listen attentively and communicate effectively with others in writing (wherever applicable)
- GS3.** Read & follow guidelines, rules, processes, export documents & agreements
- GS4.** Ask for clarification and advice from others or superiors
- GS5.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS6.** Plan and organize your work to achieve targets and deadlines
- GS7.** Apply problem-solving approaches in different situations
- GS8.** Refer anomalies to the supervisor or seniors
- GS9.** Analyze data and activities
- GS10.** Provide opinions on work in a detailed and constructive way

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensuring shipping compliance and monitoring related activities</i>	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 and routing 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

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1607
NOS Name	Ensure Shipping Compliance
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	1
Version	5.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices

To be competent, the user/individual on the job must be able to:

- PC1.** Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.
- PC2.** Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.
- PC3.** Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.
- PC4.** Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.
- PC5.** Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.
- PC6.** Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.
- PC7.** Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.
- PC8.** Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.
- PC9.** Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.
- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and Maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.
- GS2.** Identify and replace processes that create unnecessary waste
- GS3.** Communicate with others in writing (wherever applicable)
- GS4.** Use the accurate terminology
- GS5.** Follow manuals/procedures/and compliance policies
- GS6.** Update actively with modifications through written print and mail communication (digital)
- GS7.** Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.
- GS8.** Communicate proactively on critical issues and Follow rule-based decision-making processes
- GS9.** Identify situation that need escalation on quality issues and seek intervention
- GS10.** Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.
- GS11.** Apply problem-solving approaches in different situations
- GS12.** Refer anomalies to the particular personnel
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Seek participation of members from Quality, Production, Audit or any other team for effective solutions
- GS15.** Provide opinions on work in a detailed and constructive way to the concerned personnel

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices</i>	20	10	-	10
PC1. Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	-	1
PC2. Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
PC3. Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
PC4. Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	-	2
PC5. Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
PC6. Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
PC7. Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
PC8. Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	-	1
NOS Total	20	10	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0621
NOS Name	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	5
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQF Clearance Date	18/02/2025

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** 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.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. 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.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

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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Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N1601.Manage export marketing operations	15	50	-	7	72	16
AMH/N1602.Carry out export processes and complete documentation	20	60	-	8	88	20
AMH/N1604.Analyze foreign trade logistics	14	49	-	7	70	15
AMH/N1605.Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization	6	21	-	3	30	7
AMH/N1606.Planning for Export	13	33	-	4	50	11
AMH/N1607.Ensure Shipping Compliance	12	32	-	6	50	11
AMH/N0621.Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	-	10	40	9
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	11
Total	120	285	-	45	450	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.