

JOBROLE OVERVIEW

Export Assistant (AMH/Q1601)

Role Description	To manage export related operations & documentation
Version	1.0
NSQF level	4
Minimum Educational Qualifications*	Preferably class 12 th
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Training in export marketing procedures & documentation
Minimum Job Entry Age	18 years
Experience	Preferably 1-2 years of work experience in export department

Applicable National Occupational Standards (NOS)	<u>Assessment Guidelines</u>
1. AMH/N 1601 (Manage export marketing operations)	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. AMH/N 1602 (Carry out export processes and complete documentation)	2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. AMH/N 0104 (Comply with industry regulatory and organisational requirements)	3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. AMH/N 1604 (Analyze foreign trade logistics)	4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. AMH/N 1605 (Maintaining a healthy, safe and secure working environment in the organisation)	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