

CURRICULUM

FOR THE TRADE OF

STORAGE AND INVENTORY EXECUTIVE

(Warehouse / Manufacturing Plant)

UNDER

APPRENTICESHIP TRAINING SCHEME

GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

DIRECTORATE GENERAL OF TRAINING

1. **Category of trade** : Non-Engineering
2. **Name of the Trade** :Storage and Inventory Executive
(Warehouse/Manufacturing plant)
3. **Duration of Apprenticeship Training** : **15 Months**
Break up of the Apprenticeship Training
- (i) **Duration of Basic Training** : 3months / 500 Hrs
- (ii) **Duration of Practical Training/
On-the-job Training:** 12 Months
4. **Entry Qualification** : Passed 10th Class
- (A) **Basic training components**
- (i) Employability Skills – 110 Hrs
- (ii) Basic numeracy - Not Applicable
- (iii) Trade theory - 120 Hrs
- (iv) Trade practical - 270 Hrs
- (B) **Practical Training/On-the job training** : 12 Months

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1. ACKNOWLEDGEMENT

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Special acknowledgement to the following industries/organizations who have contributed valuable inputs in bringing out this curricula through their expert members:

1. SPOTON Logistics
2. Safe Express
3. Express Industry Council of India.
4. Flexol
5. GATI

2. BACKGROUND

2. 1. Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate(ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **tradeapprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

2. 2. Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

2. 3. Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

3. RATIONALE

[Need for Apprenticeship as Storage and Inventory Executive]

This candidate trained in this job role will be employed only in the warehouse for storage and to maintain inventory. It requires knowledge of product handled in the warehouse or stores and good in numbers. The various types of inventory calculations are wall to wall count, cycle count, FIFO, LIFO and WIP. Each employee in a warehouse has a specific job. There are different job titles in each of the different types of warehouses, stores and each has the different importance:

The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities.

1. Ability to use latest tool& equipment's and their different techniques.
2. Acquire knowledge of receiving a package in a warehouse environment, coordination with other departments, handle the consignment in storage and retrieval, maintaining the stock level accuracy between the system and physical condition, maintenance of records on inventory inflow and outflow from a warehouse.
3. Ability to use the computer for electronic documentation of information and understand instructions while handling materials coming in and moving out of the store environment.
4. Ability to use the company software to manage and update logs.
5. Exposure to Inventory Management system and storage procedures for better performance of warehouse.
6. Prioritize the queries obtained and plan for the day.
7. Resolve the query within the target turnaround time (TAT)
8. Ability to concentrate on task at hand and complete it without errors
9. Ability to understand the system information and location information of goods available and maintain accuracy.
10. Identify and Resolve the query when any conflict in data.

11. Exposure to regulations, use of work equipment, maintenance, control of substances hazardous to health with respect to Safety and Security aspects.
12. Exposure to Validate the relevant data obtained by cross-verification
13. Assess what is to be done to resolve the issue.
14. Ability to understand the additional information required and contact details of the relevant personal in the department.
15. Ability to manage client expectations.
16. Able to communicate and behave in a professional manner when dealing with customers, colleagues and supervisors.
17. Knowledge of Risk and impact of not following defined procedures/work instructions.
18. Able to understand clearly and gaining extensive knowledge of the company, services offered, and related solutions to problems.
19. Exposure to Reporting and documentation.
20. Ability to carry out basic organizational procedures in resolving the query and updating the unsolved query to suit requirements.
21. Ability to understand and maintain health, safety and security standards during delivery management.

4. JOB ROLE

Brief description of Job role:

The efficient handling and storage of material are very important for any organization. In addition to the other activities carried out in an organization, the storage of materials and inventory management of the goods in store or warehouse plays a vital role in continuous flow of goods and uninterrupted production as well as proper capital utilization.

Storage & Inventory Management Executive, in this role need to account the items after unloading from truck and assign them to storage at proper location, receive the stored items list, perform physical counting of goods, cross checking the physical count with the system numbers. Their responsibilities include locating missing items for reconciliation, red tagged material and preparing detailed reports for the management.

This job requires the individual to have a detailed understanding of the different items stored in the warehouse, keen observation skills to identify missing items and locate floating inventory in the warehouse. The individual should also be skilled in accurately counting physical goods.

Plan and organize assigned work and detect & resolve issues during execution. Demonstrate possible solutions and agree tasks within the team. Communicate with required clarity and understand technical English. Sensitive to environment, self-learning and productivity.

5. LEARNING OUTCOMES

A. GENERIC OUTCOME

- ❖ Recognize & comply safe working practices, environment regulation and housekeeping.
- ❖ Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
- ❖ Understand and explain the concept in quality tools and labour welfare legislation and apply such in day to day work to improve productivity & quality.
- ❖ Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
- ❖ Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
- ❖ Understand and apply basic computer working, basic operating system and uses internet services to get accustomed & take benefit of IT developments in the industry.

B. SPECIFIC OUTCOME

- ❖ Collect the items after unloading from truck.
- ❖ Allocate the items to storage at proper location using standard storing procedure.
- ❖ Perform physical counting of goods after the receipt of list of stored items.
- ❖ Carryout Cross verification of the physical count with the system numbers.
- ❖ Locate the missing items for reconciliation.
- ❖ Prepare a detailed reports for the management.
- ❖ A detailed understanding of the different items stored in the warehouse
- ❖ Identify missing items and locate floating inventory in the warehouse.
- ❖ Count accurately the physical goods.
- ❖ Plan and organize assigned work
- ❖ Detect & resolve issues during execution demonstrate possible solutions and agree tasks within the team.
- ❖ Communicate with required clarity and understand technical English.

6. GENERAL INFORMATION



1. Name of the Trade : Storage and Inventory Executive
(warehouse/ Manufacturing plant)
2. Duration of Apprenticeship Training : 15 Months
Basic Training : 3 Months
Practical Training : 12 Months
3. Duration of Basic Training :
a. Block –I : 3 months
4. Total duration of Basic Training : 3 Months
5. Duration of Practical Training
(On -job Training) : 52 weeks or 12 Months
6. Entry Qualification : Passed 10th class
7. Selection of Apprentices : The apprentices will be selected as per
Apprenticeship Act amended time to
time.
8. Rebate for ITI passed trainees : NA

Note: Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training to be remains as 1 year.

7. COURSE STRUCTURE

Training duration details:

Time (in hours)	500 Hrs (3 Months)	12 months
Basic Training	Block– I	-----
Practical Training (On - job training)	----	Block – II

Components of Training	Duration of Training in Months 											
	1	2	3	4	5	6	7	8	9	10	11	12 to 15
Basic Training Block – I												
Practical Training Block - II												

8. SYLLABUS

8.1 BASIC TRAINING

(BLOCK – I)

DURATION: 03 MONTHS

GENERAL INFORMATION

- 1) Name of the Trade : Storage and Inventory Executive
(Warehouse/ Manufacturing plant)
- 2) Hours of Instruction : 500 Hrs.
- 3) Batch size : 20
- 4) Power Norms : NA
- 5) Space Norms : 84 Sq. m.
- 6) Examination : The internal assessment will be held on completion of each Block.
- 7) Instructor Qualification :

a) Degree/Diploma in Engineering or Masters from recognized university/Board with one/two year post qualification experience respectively in the relevant field.

8) Tools, Equipment's & Machinery required: - As per Annexure – I

8.1.1 Details of Syllabus of Core Skill
Duration 500Hrs

Sl. No.	Trade Practical (Professional Skills)	Duration 270Hrs	Trade Theory (Professional Knowledge)	Duration 120Hrs
1	Site Visit to warehouses		<ul style="list-style-type: none"> • Warehouse & Its Importance • Introduction to warehouses • Types of warehouses • Activities carried out in warehouse 	
2	Practical applications of loading and unloading Receiving, sorting, Storing, Picking and dispatch activities Site Visit to Stores		<ul style="list-style-type: none"> • Explain Loading, Unloading, Receiving, sorting, Storing, Picking and dispatch activities • Introduction to Stores, its types and Inventory Management • Layout of Warehouses & its importance 	
3	Practice on Receiving and storage processes Practice on allocation of Goods storage location		<ul style="list-style-type: none"> • Elaborate receiving and storage processes. • Basics of allocation of Goods storage location 	
4	Practice on changing Inventory levels, computerized Inventory system. Practical applications on Basics of inventory management like Stock Issue, Sold Transferred, reorder for production Calculation- Inventory		<ul style="list-style-type: none"> • Explain changing inventory levels • Explain computerized inventory system • Elaborate basics of inventory management which include Stock Issues, sold, 	

	counting		transferred, reorder, for production	
5	<p>Practice on Cross Verification of Inventory. follow Do's and Don'ts of inventory counting</p> <p>Use of Charts or Videos explaining the common errors</p>		<ul style="list-style-type: none"> • Explain Cross verification of Inventory • Do's and Don'ts during Inventory counting 	
6	<p>Applications of Inventory mismatch</p> <p>Physical counting of sample goods.</p> <p>Counting of packages and semi filled packages</p> <p>Practice on corrective actions of inventory mismatch</p> <p>Practice on Stock Inspection</p> <p>Video on different types of Technologies used in warehouse management and for inventory counting</p>		<ul style="list-style-type: none"> • General Reasons for Discrepancies in Inventory mismatch • Identifying the issues for Inventory mismatch and corrective actions • Stock Inspection and its importance 	
7	<p>Practice on</p> <ol style="list-style-type: none"> 1. Various technologies used for Inventory counting. Tracking Inventory within the warehouse. 2. Computer & Associated software used for inventory management. 		<p>Technologies used for Inventory counting</p> <ul style="list-style-type: none"> • Tracking Inventory within the warehouse • Knowledge on Computer and Associated software • Communication Devices used in warehouse environment • Knowledge on Scanning equipment's including Bar Scanner and RFID used 	

	<p>3. Communication Devices used in warehouse environment.</p> <p>4. Scanning equipment's used.</p> <p>5. Barcode scanners and RFID guns</p> <p>6. Tools used for measurements</p>		<ul style="list-style-type: none"> Tools used for measurements 	
8	<p>Practice on inventory counts inside warehouse and Maintenance of Records, Goods Receipt, Issues and inventory balance</p> <p>Application of ERP to tally the inventory received, stored and dispatched</p>		<p>Steps to retain accuracy in inventory counts inside warehouse</p> <p>Maintenance of Records, Goods Receipt, Issues and inventory balance</p>	
9	<p>Videos explaining the postures while handling goods</p> <p>Videos explaining the postures while handling goods</p> <p>Practice on Body Positions</p>		<p>Physical requirements for performing functions (Body Positions)</p>	
10	<p>Video on different types of Technologies used in warehouse management and for inventory counting</p> <p>Practice on safety rules and procedures.</p> <p>Practice on the different safety equipment's used.</p>		<ul style="list-style-type: none"> Understand the Safety rules and Procedures Follow Company safety policy inside the company premises Proper usage of PPE and consequences of wrong usage 5S implementation and 	

	Revision & Internal assessment		<p>practice</p> <ul style="list-style-type: none"> • Maintain Health, Safety and Security measures for carried out during operations <p>Revision & Internal Assessment</p>	
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8.1.2 EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1) **Name of the subject** : **EMPLOYABILITY SKILLS**
- 2) **Applicability** : ATS- Mandatory for fresher only
- 3) **Hours of Instruction** : 110 Hrs.
- 4) **Examination** : The examination will be held at the end of two years Training by NCVT.
- 5) **Instructor Qualification** :

i) MBA/BBA with two years experience or graduate in sociology/social welfare/Economics with two years experience and trained in Employability skill from DGET Institute.

And

Must have studied in English/Communication Skill and Basic Computer at 12th /diploma level

OR

ii) Existing Social Study Instructor duly trained in Employability Skill from DGET Institute.

8.1.3 SYLLABUS OF EMPLOYABILITY SKILLS

Block – I

Basic Training

Topic No.	Topic	Duration (in hours)
	English Literacy	20
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self, work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	Speaking / Spoken English Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.	

	I.T. Literacy	20
1	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	Computer Operating System Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.	
3	Word processing and Worksheet Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets	
4	Computer Networking and INTERNET Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.	

	Communication Skill	
1	Introduction to Communication Skills Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.	15
2	Listening Skills Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
3	Motivational Training Characteristics Essential to Achieving Success The Power of Positive Attitude Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.	
4	Facing Interviews Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
5	Behavioral Skills Problem Solving Confidence Building Attitude	

Topic No.	Topic	Duration (in hours)
	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship - Entrepreneurship - Enterprises:- Conceptual issue Entrepreneurship vs. Management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.	
2	Project Preparation & Marketing analysis Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	Institutions Support Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	
1	Productivity Definition, Necessity, Meaning of GDP.	

2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	10
3	Comparison with developed countries Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision legislation of India. of safety, health, welfare under legislation of India.	
6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	

7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in -house environment	
	Labour Welfare Legislation	05
1	Welfare Acts Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	
	Quality Tools	10
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	Quality Circles : Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

8.2 PRACTICAL TRAINING (ON-JOB TRAINING)

(BLOCK – I)

DURATION: 12 MONTHS

		GENERAL INFORMATION
1)	Name of the Trade	: Storage and Inventory Executive (warehouse/manufacturing plant)
2)	Batch size	: a) Apprentice selection as per Apprenticeship Guidelines.
3)	Examination	: i) The internal assessment will be held on Completion of the training duration. ii) LSC will be conducting exam at the end of training.

.4. Instructors Qualification:

- i) Degree/Diploma in **Mechanical** Engg. from recognized university/Board
With one/two year post qualification experience in the relevant field.

OR

- ii) LSC approved Material Handler with three year post qualification experience
in the relevant field.

5. Infrastructure for On-Job Training: - As per Annexure–I

8.2.1 Syllabus for Practical Training/ On the Job Training Months

Duration – 12

1. Familiarization with the industry. Health, Safety & Environment: Introduction to safety Equipment's and their uses. Demonstration of 5S Concept on shop floor. Use of Personal protective Equipment's (PPE).
2. Prepare different types of documentation as per industrial need using different methods of recording information.
3. Develop good appearance and behavior, practice, tasks as per industry standard and express good communication skill.
4. Prepare and maintain work area and maintain health and safety at the work place.
5. Explain the various activities in warehouse operations.
6. Carryout the warehouse activities like receiving, sorting, put away, sorting, loading, unloading, packing, dispatch, and quality parameters.
7. Use of different types of material handling equipment's that is being available inside the organization.
8. Understand the uses and limitations of various types of goods coming in the warehouse based on organization requirements.
9. Develop knowledge on the layout of the warehouse and explore the various storage happening at different locations.
10. Identify the storing process and how the goods storage location is decided and allocation happen.
11. Collection of items after unloading from truck and allocate the items to storage at proper location using standard storing procedure.
12. Check for the document requirements after unloading till it reaches the stores.
13. Understand the inspection process on the physical availability of the goods, against the goods and the invoice. Identify whether it is a fresh order, a partial order, left over ones, returns, etc.
14. physical counting of goods after the receipt of list of stored items.
15. Carrying out Cross verification of the physical count with the system numbers.

16. Locating the missing items for reconciliation and Preparation of a detailed reports for the management.
17. Understanding of the different items stored in the warehouse.
18. Count of physical goods accurately. Identifying the missing items and locate floating inventory in the warehouse.
19. Plan and organize assigned work
20. Detect & resolve issues during execution, demonstrate possible solutions and agree tasks within the team.
21. Communicate with required clarity and understand technical English.
22. Explain the inventory counting process which is happening on day to day basis, weekly basis, and fortnight basis, monthly, quarterly and yearly basis. Identify as what type of counting is carried out for what types of products.
23. Understand the methods of inventory counting. Either using technology (barcode readings etc.,) or manual processes.
24. Carry out inventory counting under guidance on idle times.
25. Cross check with the system inventory record and the actual found.
26. Identify the discrepancy and update the system after getting approvals from the supervisor and explore the risks.
27. Count different inventories at different locations without disturbing the existing location and movement.
28. Maintain safety and security at all timesMock exam to review performance and understand the errors caused during operations (handling, counting, using tools and scanners, physical body language, etc)
29. Identify the corrective activities and stock taking cycles.
30. Perform cycle stock counting on planned intervals and correct errors.
31. Understand ways to reduce the errors and mismatch during inventory count and share ideas to the management.
32. Identify the various risk options, accidents and get prepared to stay away.
33. Build on effective communication with inter departments, sub-ordinates and super-ordinates for smooth operations and safety procedures.

9. ASSESSMENT STANDARD

Assessment Guideline:

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration to be given while assessing for team work, avoidance/reduction of scrape/wastage and disposal of scarp/wastage as per procedure, behavioral attitude and regularity in training.

The following marking pattern to be adopted while assessing:

a) Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.

In this work there is evidence of:

- Good skill levels in the inventory count accuracy
- Many tolerances while undertaking different work are in line with those demanded by the component/job.
- A fairly good level of neatness and consistency in the accuracy
- Occasional support in completing the project/job.

b) Weightage in the range of above 75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.

In this work there is evidence of

- Very Good skill levels in the inventory count accuracy
- Meeting exact tolerances while undertaking different work are in line with those demanded by the component/job.
- A fairly very good level of neatness and consistency in the inventory accuracy
- Rare support in completing the project/job.

c) Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

In this work there is evidence of:

Very Good skill levels in the inventory count accuracy

- Meeting and exceeding tolerances level expectations while undertaking different work are in line with those demanded by the component/job.
- A high level of neatness and consistency in the inventory accuracy
- Minimal or No Rare support in completing the project/job.

10. FURTHER LEARNING PATHWAYS

- On successful completion of the course trainees can opt for CITS course.

Employment opportunities:

On successful completion of this course, the candidates may be gainfully employed in the following industries:

1. Warehouses / Stores / Distribution centers / Fulfillment Centre / Mother Hub
2. Courier consolidation Centers
3. Transportation Companies
4. Airports / Air Cargo Terminals / Air Freight Stations
5. CFS / ICDs' / Port Terminals
6. Manufacturing Plants (Automobile / FMCG / Hazardous Goods)

ANNEXURE – I

TOOLS & EQUIPMENT FOR BASIC TRAINING

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

TRADE: Storage and Inventory Executive (warehouse/Manufacturing plant)

LIST OF TOOLS & EQUIPMENTS FOR 20 APPRENTICES

A : TRAINEES TOOL KIT:-

Sl. No.	Name of the items	Quantity
		(indicative)
1.	Safety Shoes	20 pairs
2.	Safety Helmet	20
3.	Gloves	20 pairs
4.	Reflector Jackets	20
5.	Ear Plugs	20 pairs
6.	Industrial Goggles	20
7.	SOP Charts	20
8.	Safety Norms Handbook	20
9.	Technical specification Sheet	1x 5sets (1 each per MHES type)
10.	Material Safety Data Sheet	20
11.	DO's and Don'ts Sheet	1x 5 sets (1 each per MHES Type)
	Equipments	
1	BAR Scanners and RFID GUNs	05
2	Computers	05
3	Software	05 users

Note: In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.

INFRASTRUCTURE FOR ON-JOB TRAINING

TRADE: Storage & Inventory Executive (Warehouse/Manufacturing plant)

Actual training will be conducted in the establishment using their own facility. It depends on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry to cover up the short fall.

ANNEXURE-II

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due Diligence to safety & with prioritizing transfer of required skills.