

CURRICULUM

FOR THE TRADE OF

Procurement and Order Fulfilment

Executive

(Supply Chain)

UNDER

APPRENTICESHIP TRAINING SCHEME



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

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1. ACKNOWLEDGEMENT

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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 five categories of apprentices namely; **trade apprentice, optional trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of trade apprentices and optional trade apprentices vary from trade to trade. The apprenticeship training 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

This candidate trained in this job role will be employed in a manufacturing or a supply chain and logistics setup. The knowledge and skills associated with understanding the customer requirements, coordinating with vendors, evaluating vendor proposals, following up for shipments, deliveries etc. would be crucial for procurement related activities while concept of order processing and tracking, ensuring timeliness in processing and delivery, scheduling and overwrapping processes will assist in the role of order fulfilment executive. There are different job titles in each of the different types of logistic activities and each has the different importance:

1. The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities.
2. Goods should be secure till it reaches the end user.
3. Able to learn how to handle different types of vendors and clients
4. Acquire knowledge of safely handling of products
5. Able to use the computer knowledge for electronic documentation of information and reporting as well as analysing vendor profiles and bids
6. Able to read and use the labelling and packaging instructions in detail on the primary packaging materials for ensuring correct and timely delivery.
7. Schedule and Prioritize plans every day without any delays on both procurement and delivery ends.
8. Able to provide suggestion for logistics and on vendors which shall be improve productivity.
9. Able to understand the technical specifications of products, that helps procurement and delivery of high quality goods.
10. Exposure to regulations, use of work equipment, maintenance, control of substances hazardous to health with respect to Safety and Security aspects.
11. Exposure to Validate the relevant data obtained by cross-verification
12. Assess what is to be done to resolve the issue.

13. Ability to understand the additional information required and contact details of the relevant personal in the department.
14. Ability to manage expectations.
15. Able to communicate and behave in a professional manner when dealing with customers, colleagues and supervisors.

16. Knowledge of Risk and impact of not following defined procedures/work instructions.
17. Able to understand clearly and gaining extensive knowledge of the company, services offered and related solutions to problems.
18. Exposure to Reporting and documentation.
19. Ability to carry out basic organizational procedures in resolving the query and updating the unsolved query to suit requirements.
20. Ability to understand and maintain health, safety and security standards during delivery management

4. JOB ROLE

Brief description of Job role:

Procurement and Order fulfilment covers identifying the right vendors and products after understanding the client requirements, evaluating and processing the vendor bids, generating purchase orders and following up for deliveries, shipments, delays on the procurement side while assisting in ensuring the timely and quality delivery to client on the fulfilment side. The fulfilment executive is responsible for scheduling deliveries, prioritising deliveries to ensure timeliness, co-ordinating with carriers, couriers and other external and internal stakeholders for ensuring delivery.

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

- ❖ Prepare different types of documentation as per industrial need using different methods of recording information.
- ❖ Develop good appearance and behaviour, practice, tasks as per industry standard and express good communication skill.
- ❖ Prepare and maintain work area and maintain health and safety at the work place.
- ❖ Explain the various activities in procurement and delivery processes
- ❖ Coordinating with vendors, customers, carriers for timely and quality procurement and delivery.
- ❖ Carryout the procurement activities like identifying vendor, developing tender, receiving and sorting bid documents, evaluating vendors and generating P. Os
- ❖ Carryout the delivery activities like identifying carrier, making delivery plan and schedule, ensure loading and customer feedback.
- ❖ Assisting in various audits and checks including ISO audit
- ❖ Developing daily and weekly reports
- ❖ Carrying out Cross verification with the system numbers.
- ❖ Locating the missing items for reconciliation and preparation of detailed reports for the management.

- ❖ Understanding of the different items stored in the warehouse.
- ❖ Count of physical goods accurately. Identifying the missing items and locate floating inventory in the warehouse.
- ❖ 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.
- ❖ Identify the discrepancy and update the system after getting approvals from the supervisor and explore the risks.

6. GENERAL INFORMATION

1. Name of the Trade : **Procurement and Order Fulfilment Executive (Supply chain)**
2. Duration of Apprenticeship Training : **15 Months**
 - (i) Basic Training : 03 Months
 - (ii) Practical Training : 12 Months
3. Entry Qualification : Passed 12th class examination under 10+2 system of education or its equivalent.
4. Selection of Apprentices : The apprentices will be selected as per the Apprentices Act amended time to time
5. Rebate : Trainee pass-outs from PMKVY or MES-SDI
or
Any central Government/state government approved scheme in
course/trade/module relevant to the proposed optional trade.

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 months)	1-3	4-15
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	13	14	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 : **Procurement and Order Fulfilment executive(Supply chain)**

2. Duration of Basic training : 03 months/500 hours

Breakup of Basic Training

a) Theory and Practical : 390 Hrs

b) Employability skills : 110 hrs.

3. Batch size : 20

4. Power Norms : 4 KW

5. Space Norms : 25 Sq. m

6. Instructor Qualification : Degree/Diploma in Engineering or Masters Degree from recognized university/Board with one/two-year post qualification experience respectively in relevant field.

7. Tools, Equipment's & Machinery required : - As per Annexure – I

BASIC TRAINING (BLOCK – I)

Trade: Procurement and Order fulfilment executive

(Supply chain)

8.1.1 DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Sl. No.	Professional Skills (Trade Practical): 270 hrs	Professional Knowledge (Trade Theory): 120 hrs
1.	<p>Safety & Precaution</p> <p>Explain different type of dangerous goods and associated risks and ways of handling</p> <p>Follow the Safety rules and Procedure</p> <p>Apply SOP and the handling procedure in case of miss-happenings</p> <p>Follow Company safety policy inside the company premises.</p> <p>Understand the consequences of wrong usage of PPE and use PPE properly. Follow OSHA.</p> <p>Implement 5S .</p> <p>Maintain Health, Safety and Security measures for carried out during operations</p> <p>Handle food items with Precautions</p>	<p>Safety & Precaution</p> <p>Different type of dangerous goods and associated risks and ways of handling</p> <p>Safety rules and Procedures SOP and the handling procedure in case of miss-happenings</p> <p>Company safety policy inside the company premises</p> <p>Importance of Proper usage of PPE and consequences of wrong usage Details OSHA and its application</p> <p>5S and its implementation and practice</p> <p>Maintain Health, Safety and Security measures for carried out during operations</p> <p>Precautions to be taken while handling food items</p>
2.	<p>Understanding of Supply Chain logistics</p> <p>Understand key concepts of Logistics in a manufacturing setup and supply chain logistics in warehousing, 3PL and 4PL setup.</p> <p>Perform key activities -inbound, warehousing, outbound, delivery</p>	<p>Understanding of Supply Chain logistics</p> <p>Introduction to Logistics in a manufacturing setup</p> <p>Introduction to supply chain logistics in warehousing, 3PL and 4PL setup – key concepts, key activities to be performed</p>

	<p>management, etc.</p> <p>Play key roles and associated responsibilities</p>	<p>– inbound, warehousing, outbound, delivery management, etc.</p> <p>key roles and associated responsibilities</p>
3.	<p>Basics of procurement function</p> <p>Watch Video demonstrating how a procurement activity is conducted and carry out the procurement activities</p> <p>Perform different types of procurement RFPs and conduct technical assessments</p> <p>Play different roles within the procurement division</p>	<p>Basics of procurement function</p> <p>Explain the concept of procurement.</p> <p>The key activities and the processes involved in terms of identifying requirement, developing technical criteria in coordination with producing department, releasing tenders, identifying vendors, evaluating vendors and selecting vendors, generating P.O, following up on deliveries, checking the delivery and co-ordinating with internal stakeholders, supporting accounts function in processing vendor approvals and payments</p> <p>Different roles within the procurement division</p>
4.	<p>Practical aspects of Procurement process including generating P.O and D.Os</p> <p>Prepare tender document and conduct tender evaluation</p> <p>Prepare and release RFPs and EOIs. Evaluate the proposals received and carry out selection of vendor.</p> <p>Generate Purchase Orders(P.O) on a dummy / test network. Perform Key checks required prior to the release of P.O.</p> <p>Generate Delivery orders and authorisations</p> <p>Cross check the deliveries with P.O and D.O.</p> <p>Maintain records of P.O and D.O</p> <p>Watch Video showing generation of different types P.Os and D.Os and follow</p>	<p>Practical aspects of Procurement process including generating P.O and D.Os</p> <p>Explanation of reading a tender document and bid document to extract useful information and draw inferences</p> <p>Understanding of various general terms and conditions</p> <p>Basic concept and formats of Purchase orders and delivery orders</p> <p>Explain process of generating a purchase order along with the key checks that one has to perform prior to release</p> <p>Explain process of generating delivery orders and authorisations</p> <p>Cross checking the deliveries with P.O and D.O.</p> <p>Maintaining records of P.O and D.O</p> <p>Various good practices associated with P.O and D.O making and maintenance</p>

<p>5.</p>	<p>Product Quality check</p> <p>perform basic checks while procuring goods or services</p> <p>Video showing a bid process for reference</p> <p>Identify type of products and basic quality checks associated with each type</p> <p>Follow the key aspects that can be verified in the preliminary check like originality, specifications, strength, etc. Carry out SOPs and report t in case of poor or sub-standard quality</p> <p>watch Video highlighting common issues identified in QCs and adopt in practice</p> <p>conduct basic quality checks on packages</p> <p>Follow various global best practices and smoothen the procurement activities.</p>	<p>Product Quality check</p> <p>Different type of products and basic quality checks associated with each type</p> <p>The key aspects that can be verified in the preliminary check like originality, specifications, strength, etc.</p> <p>SOPs and reporting to be done in case of poor or sub-standard quality</p> <p>Video highlighting common issues identified in QCs</p> <p>Procedure for conducting basic quality checks on packages</p> <p>Various global best practices being used for smoothening procurement activities.</p>
<p>6.</p>	<p>Basic of deliveries and order fulfilment</p> <p>Watch Video demonstrating different order fulfilment activities being carried out and follow</p> <p>Follow the concept of delivery and order fulfilment.</p> <p>Carry out the key activities and the processes involved in terms of identifying priority delivery for the day, coordinating with carriers, scheduling deliveries, collecting delivery feedback.</p> <p>Use different types of MIS – OMS, WMS and TMS. Read the requests within these MIS. Update the status.</p> <p>Use different types of order fulfilment methods – single order, bulk order, etc.</p>	<p>Basic of deliveries and order fulfilment</p> <p>The concept of delivery and order fulfilment.</p> <p>The key activities and the processes involved in terms of identifying priority delivery for the day,coordinating with carriers, scheduling deliveries, collecting delivery feedback.</p> <p>Types of MIS – OMS, WMS and TMS and how to read the requests within these MIS as well as updating status within the MIS.</p> <p>Types of order fulfilment methods – single order, bulk order, etc.</p> <p>Different roles and responsibilities associated with order fulfilment</p>

	Play different roles and responsibilities associated with order fulfilment	
7.	<p>Conducting an order fulfilment exercise</p> <p>Make a visit to a site and follow the order fulfilment and operating MIS</p> <p>process the order use MIS and Identify whether the item is in stock or not.</p> <p>Generate various tickets in MIS and transfer item from stock to packaging and delivery.</p> <p>Generate tickets in MIS and inform the vendors regarding order requirement. Coordinate with inventory warehousing, identify vendor for supply in-case the item is not in stock, coordinate with vendors on quality and timelines Coordinate between vendor and delivery management.</p> <p>Update MIS after completing each step of order fulfilment.</p> <p>Follow global best practices associated with order fulfilment and co-ordinate order fulfilment between departments of MIS, inventory, external vendor, packaging, Quality and delivery teams.</p>	<p>conducting an order fulfilment exercise</p> <p>Explain process of identifying the orders to be processed from the MIS.</p> <p>Identifying if the item is in stock or not. Generating various tickets in MIS for transfer of item from stock to packaging and delivery,</p> <p>Generating tickets in MIS to inform the vendors regarding order requirement, in-case not in stock</p> <p>Coordinating with inventory warehousing, identifying vendor for supply in-case the item is not in stock, coordinating with vendors on quality and timelines, coordinating between vendor and delivery management Updating various MIS after completing each step of order fulfilment Understanding the various QCs checks required Explain global best practices associated with order fulfilment</p>
8.	<p>Customer and vendor relations and understanding requirement</p> <p>Team activity and individual exercises to understand customer behaviour :</p> <p>Demonstrate the basics of customer and buyer behaviour</p> <p>Carry out activities that can help build relations like going the extra mile, timeliness of deliverables, etc. Interact with the customer and vendor in terms of soft skills.</p>	<p>Customer and vendor relations and understanding requirement</p> <p>Explaining the basics of customer and buyer behaviour</p> <p>Explaining the different activities that can help build relations like going the extra mile, timeliness of deliverables, etc.</p> <p>Explaining ways to interact with the customer or vendor in terms of soft skills. Resolving queries of customers and vendors</p>

	Resolve queries of customers and vendors	Basic soft skills while interacting with vendors and customers
9.	<p>Planning and scheduling</p> <p>Follow Key concepts of planning and scheduling and weigh various associated factors while doing.</p> <p>Generate plans and schedules on computer</p> <p>use Microsoft excel and MIS</p> <p>Monitor operations for adherence to the schedule</p> <p>Follow up with vendors and carriers in case of delays</p> <p>Make a visit to organisation and observe how a schedule is monitored and adhered to and follow.</p>	<p>Planning and scheduling</p> <p>Key concepts of planning and scheduling and how to weigh various associated factors</p> <p>Explain how to develop plans on Microsoft excel and MIS</p> <p>Monitoring operations for adherence to the schedule</p> <p>Following up with vendors and carriers in case of delays</p>
10	<p>Reporting</p> <p>Prepare reports related to procurement and delivery</p> <p>WatchVideo of ISO audit and other delivery and procurement audits and prepare annual reports for ISO audit, Vendor performance evaluation and delivery performance, etc.</p> <p>Use MIS for preparation of report</p> <p>Follow various good practices associated with reporting activities and their benefits.</p> <p>Practical on developing reports, applying filters, Vlook up, pivot tables, etc.</p> <p>Video of ISO audit and other delivery and procurement audits</p>	<p>Reporting</p> <p>Explain different types of reports related to procurement and delivery</p> <p>Understanding annual reporting requirements in terms of ISO audit, Vendor performance evaluation, delivery performance, etc.</p> <p>Understanding of common MIS used for reporting purposes</p> <p>Explaining various good practices associated with reporting activities and their benefits.</p>
11	Revision & Internal assessment	

BASIC TRAINING (BLOCK – I)

8.1.2 EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1 Name of the Trade : **Procurement and Order Fulfilment Executive (Supply Chain)**
- 2 Name of the subject : **Employability Skills**
- 3 Applicability : ATS- Mandatory for fresher only
- 4 Hours of Instruction : 110 Hrs.

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 skills from DGT 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 Skills from DGT Institute.

BASIC TRAINING (BLOCK – I)

8.1.2.1 DETAIL SYLLABUS OF EMPLOYABILITY SKILLS

Topic No.	Topic	Duration (in hours)
	English Literacy	15
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	15
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.	<p>Computer Networking and INTERNET</p> <p>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.</p>	
	Communication Skill	25
1	<p>Introduction to Communication Skills</p> <p>Communication and its importance Principles of Effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Nonverbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise</p>	
2	<p>Listening Skills</p> <p>Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.</p>	
3	<p>Motivational Training</p> <p>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. Case study/Exercise</p>	
4	<p>Facing Interviews</p> <p>Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview</p>	
5	<p>Behavioral Skills</p> <p>Organizational Behavior</p> <p>Problem Solving Confidence Building Attitude Decision making Case study/Exercise</p>	

	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 /Programs& 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	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
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, Vibro-acoustic 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 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	5
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	

PRACTICAL TRAINING (ON-JOB TRAINING)

GENERAL INFORMATION

Name of the Trade : **Procurement and Order Fulfilment
Executive(Supply Chain)**

Duration of On-Job Training : 12 months

Instructor Qualification :

i) Degree/Diploma in Mechanical Eng. 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.

Infrastructure for On-Job Training : As per Annexure – II

8.2.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

(Detail Syllabus for Practical Training / ON - JOB TRAINING)

Duration: (12 months)

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 behaviour, 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 procurement function
6. Coordinating with vendors, customers, carriers for timely and quality procurement and delivery.
7. Carryout the procurement activities like identifying vendor, developing tender, receiving and sorting bid documents, evaluating vendors and generating P. Os,D. Os, etc.
8. Explain various activities in order fulfilment
9. Carryout the order fulfilment activities like identifying requirements in MIS, identifying presence of stock and vendors, generating tickets for supply, packaging, QC and delivery, coordinating between vendors and packaging/ delivery teams, addressing customer feedbacks.
10. Assist in various audits and checks including ISO audit
11. Develop daily and weekly reports
12. Carrying out Cross verification with the system numbers.
13. Locate the missing items for reconciliation and preparation of a detailed reports for the management.
14. Plan and organize assigned work
15. Detect & resolve issues during execution, demonstrate possible solutions and agree tasks within the team.
16. Communicate with required clarity and understand technical English.
17. Identify the discrepancy and update the system after getting approvals from the supervisor and explore the risks.

9. ASSESSMENT STANDARD

9.1 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 use of hand tools, machine tools and workshop equipment
- 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 finish
- 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:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- The majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- a good level of neatness and consistency in the finish
- little 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:

- High skill levels in the use of hand tools, machine tools and workshop equipment
- Tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- A high level of neatness and consistency in the finish.
- Minimal or no support in completing the project

10. FURTHER LEARNING PATHWAYS

Employment opportunities:

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

1. Customs Bonded Warehouses.
2. Inland Container Depot / Container Freight Station.
3. Ports / Airports / Land Ports.
4. Customs Brokers Agency.
5. Surveyor Agency.
6. Forwarding Companies.
7. Shipping Lines / Airlines.
8. Transporters.
9. Courier Companies.
10. Importers / Exporters.

ANNEXURE – I

TOOLS & EQUIPMENTS FOR BASIC TRAINING

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

TRADE: Procurement and Order Fulfilment Executive (Supply chain)

APPRENTICES 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)
	Equipment	
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: Procurement and Order Fulfilment Executive (Supply chain)

Actual training will depend 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 shortfall, the concerned industry may impart the training in any other industry to cover up the short fall.

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following 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.

ANNEXURE - IV

List of Basic Training providers recommended by LSC		
S.No	Name of Basic Training Providers	Location
1	Allcargo Logistics Limited	Tamil Nadu/Maharashtra
2	Alliance Institute of Advanced Pharmaceutical and Health Sciences	Telangana/Andhra Pradesh
3	Artem institute of logistics and transports	Tamil Nadu
4	Confederation of indian industry(CII) INSTITUTE OF LOGISTICS	PAN India
5	Daksya Academy Pvt Ltd	PAN India
6	Darcl Parable	Haryana
7	De Unique Educational Society (Softdot Institute)	PAN India
8	Degain Group	Maharashtra
9	Express Industry Council of India	PAN India
10	Green Earth Logistics Pvt. Ltd.	Tamil Nadu
11	INNOVISION LIMITED	PAN India
12	JBS Academy Pvt Ltd.	Gujarat
13	Nidan Technologies Private Limited	Maharashtra/Madhya Pradesh
14	People XL(Jobs connect hr solutions Pvt. Ltd)	South India
15	Premier Center for Competency Training	Tamil Nadu
16	Safeducate Learning Pvt. Ltd.	PAN India
17	Shri Technologies	PAN India
18	ST.BRITTO'S COLLEGE	Tamil Nadu
19	SynchroServe Global Solutions Private Limited	Telangana/Andhra Pradesh
20	Telangana Jagruthi	Telangana
21	TVS Training & Services Private Limited	Tamil Nadu
22	UPDATER SERVICES PVT LTD	South India

ANNEXURE - V

List of Assessment Agency for basic training recommended by LSC		
SL.NO.	Name of Assessment Agency	Location
1	Hemsen EXIM LLP	PAN India
2	Eduworld Consultants Pvt. Ltd,	
3	CII (Confederation of Indian Industry)	
4	Induslynk Training Services Private Limited (Mettl)	
5	Manipal City & Guilds Pvt Ltd	
6	GreenArrows Safety Management (P) Ltd	
7	I-Vintage solutions Pvt. Ltd.	
8	CoCubes Technologies Pvt Ltd	
9	Samhit Assessments & research foundation	
10	Formac Software Services	
11	Unison Academy	
12	Prima Competencies Pvt. Ltd	
13	Brisk Mind Pvt Ltd	
14	Edu Vantage Pvt. Ltd.	
15	Lead Assessment	
16	C & K Management Limited	
17	Krish Networks	
18	Society for education and Environmental training	
19	D'Pariksha	
20	Anagha Solutions	
21	Ashvi Consulting	
22	Shri Guru Hargovind Society	

