

**CURRICULUM**

**FOR THE TRADE OF**

**Data Feeder**

**(All Logistics sub-sectors)**

**UNDER**

**APPRENTICESHIP TRAINING SCHEME**



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

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## 1. ACKNOWLEDGEMENT

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1. SPOTON Logistics
2. Safe Express
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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 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 22<sup>nd</sup> 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 only in the warehouse data feeding. It requires knowledge of documentation used in organization, application of stock recording, inventory management procedures such as FIFO, etc., detailed understanding of ERP software and its applications. Data Feeder has to be aware of all controls and processes for operating computer terminal, stock recording procedures and methods, good understanding in excel software, common technical problems and solutions for the same.

In case of third party logistics warehouses, Data Feeder shall have knowledge of processes and differences in processes across clients/products, technical understanding of the Firm's planning and procurement processes. It is also important to know the value of items handled and implications of damage/loss of the same.

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 documentation used in organization, application of stock recording, inventory management procedures such as FIFO, etc., detailed understanding of ERP software and its applications.
3. Ability to use the computer for data entry and understand instructions while receipt, storage, transfer and dispatch of material from warehouse environment.
4. Ability to use the company software to manage and update logs.
5. Exposure to warehouse 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 inbound and outbound operations.

## **4. JOB ROLES**

### **Brief description of Job role:**

Correct information to all stakeholders in supply chain is essential in business. Data Feeder is an important role in this context. From setting up computer systems to posting correct data related to transactions / material / consignments in appropriate software screens, this job requires certain degree of computer skills and understanding of warehouse processes.

Data Feeder need to process all orders electronically and provide database management support for warehouse operations. Activities include set-up computer for operations, check for new input and update database, print all requisite lists, labels and forms. It is necessary to perform data entry work using a personal computer and appropriate software, entering, updating, researching, verifying and/or retrieving data into/from various systems and ensuring the accuracy as well as confidentiality of information recorded.

This job requires the individual to have a detailed understanding of the appropriate insurance coverage, Proof of Delivery, generate print-outs for all transports, information from customers' Bills of Loading and Cargo management system.

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**

- ❖ Prepare computer system for data entry and access various data entry related screens /forms as per requirements.
- ❖ Identify / receive correct physical documents from clients or data-incharge to update computer system.
- ❖ Check for the updated entries on the warehouse management system (WMS)/Enterprise Resource Planning (ERP)/GCIS (Global InventoryControl System). This includes updating new clients / facilities.
- ❖ Print pick lists based on orders, labels for inbound/outbound goods, contact details, and any sign off forms that may be required for maintaining records.
- ❖ Verify data entered into the computer systems against the respective source files / documents.
- ❖ Perform data storage and back up.

- ❖ Update Proof of Delivery, generate print-outs for all transports and maintain logs and files of said documents.
- ❖ Identify unresolved technical problems and refer to competent technical support team.
- ❖ Generate daily, monthly and annual reports and MIS trackers based on performance.
- ❖ Provide information on the material and their requirements to all relevant people using appropriate communication methods
- ❖ Identify health, safety and security issues relating to monitoring of the material
- ❖ Record work according to organisational procedures
- ❖ Comply with the organisation's procedures and all relevant legal, safety and operating requirements relating to monitor computer systems.

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## 6. GENERAL INFORMATION

1. Name of the Trade : **Data Feeder**  
**(Logistics sub-sectors)**
2. Duration of Apprenticeship Training : **15 Months**
  - (i) Basic Training : 03 Months
  - (ii) Practical Training : 12 Months
3. Duration of Basic Training : 03 months
4. Duration of Practical Training : 12 Months
5. Entry Qualification : Passed 12<sup>th</sup> class examination under 10+2 system of education or its equivalent.
6. Selection of Apprentices : The apprentices will be selected as per the Apprentices Act amended time to time

7. 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

**DURATION: 03 MONTHS**

#### **GENERAL INFORMATION**

- |    |   |   |  |
|----|---|---|--|
| 1. | Name of the Trade                       | : | <b>Data Feeder (Logistics sub-sectors)</b>   |
| 2. | Duration of Basic training              | : | 03 months/500 hours  |
|    | <i>Breakup of Basic Training</i>        |   |  |
|    | 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<br>Masters from recognized university/<br>Board with one/two year post<br>qualification experience respectively in<br>the relevant field. |
| 7. | Tools, Equipment's & Machinery required | : | <b>As per Annexure – I</b>   |

### 8.1.1 DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Sr. No.	Professional Skills (Trade Practical) 270 Hrs	Professional Knowledge (Trade Theory) 120Hrs
1.	Understanding of the Safety rules and Procedures and taking precautions in the workplace.	The safety rules and` Procedures to be observed by Data Feeder
2.	Selection and use of different safety equipment's.  Follow the safety policy of the company inside the company premises	The safety rules and` Procedures to be observed by Data Feeder PPE and its proper usage. Consequences of wrong usage.
3.	Follow healthy /safe work practices and maintain Health, Safety and Security measures While carrying out maintenance activities	Health, Safety and Security measures to be observed while carrying out the maintenance activities by Data Feeder
4.	Site Visit to warehouses Identify and perform broad functions of warehouse. Follow the warehouse layout related to functions.	Warehouse & Its Importance, Introduction to warehouses and types of warehouses. Activities carried out in warehouse and Video on warehouse..
5.	Set-up computer system for operations. Check for new input and update database.	Basic and advance pc workstation configuration, maintenance, networking as well as trouble shooting
6	Print all requisite lists, labels and forms using various software	software applications WMS / OMS / TMS / ERP software overview
7	Perform all routine work at warehouse..	Routine work flow based on business events at warehouse

8.	Process Information from client to warehouse to customers	Information flow in supply chain from client to warehouse to customers
9	Process inbound and outbound orders	Define and detail out inbound and outbound orders
10	Use appropriate orders, pick lists, and types of labels for inbound and outbound goods	Orders and pick lists, types of labels for inbound and outbound goods
11	Prepare Contact details for transporters and delivery team using computer.	How to prepare Contact details for transporters and delivery team
12	List entire chain of activities at the warehouse	List of entire chain of activities at the warehouse.
13	Arrange key documents related to inbound, transfer and outbound activities	List key documents related to inbound, transfer and outbound activities
14	Verify insurance coverage for all transports and apply for new coverage if required	Details of insurance coverage required for all transports and how to apply for new coverage if required
15	Verify Proof of Delivery, generate print-outs for all transports and maintain logs and files	Kind of Proof for delivery generation of print-outs for all transports and procedure to maintain logs and files
16	Arrange Bills of Loading into Cargo management system	Procedure for Bills of Loading into Cargo management system
17.	Generate key periodical reports as per requirements.	Key periodical reports to be generated as per requirements
18.	Perform stock recording. Follow inventory management procedures such as FIFO etc.	Stock recording, inventory management procedures such as FIFO etc.
19	Use of ERP software and its applications	ERP software and its applications

20	Perform all stock recording. Follow the correct procedures and appropriate methods	All stock recording procedures and methods
21	Use Excel software. wherever required	Excel software and its applications
22.	Generate simple reports from data entered and make comparisons between them using various database management software.	Steps for generation of simple reports from data entered, to making comparisons between them using various database management software.
23	Make error free data entry using various software, devices and equipment	Procedure for Making of error free data entry using various software, devices and Equipments
24.	Practice customer support and resolve customer queries	Explain chain of command for reporting problems and status of delivery.
25	Report problems and status of delivery using chain of command  Understand typical problems raised by customers and their solutions, and solve.	Understand typical problems raised by customers and their solutions, including workaround (alternate/situational) solutions.
26	Use Helpdesk systems, policies, and procedures.	Helpdesk systems, policies, and procedures.
27	Reach relevant IT technicians for various technical issues  Use Escalation matrix for technical issues for ERP/GICS /WMS (trouble shoot, debug and optimum utilization)  Maintain records and logs	Procedure to reach out relevant IT technicians for various technical issues  Escalation matrix for technical issues for ERP/GICS/WMS (trouble shoot, debug and optimum utilization)  Importance of records, logs and its maintenance.



28	Create Data backup. Use restore procedure. Arrange and process data during scheduled system maintenance	Data backup and restore procedure Process to arrange and process data during scheduled system maintenance  Standard operating procedure during system breakdown
29	Identify missing data and notify respective departments / clients	How to Identify missing data and notify respective departments / clients
30.	<b>Revision &amp; Internal Assessment</b>	<b>Revision &amp; Internal Assessment.</b>

**8.1 BASIC TRAINING**  
**DURATION: 03 MONTHS**  
**8.1.2 EMPLOYABILITY SKILLS**

**GENERAL INFORMATION**

1. Name of the Trade : **Data Feeder (All Logistics sub-sectors)**
2. Name of the subject : **EMPLOYABILITY SKILLS**
3. Applicability : **ATS- Mandatory for fresher only**
4. Hours of Instruction : **110 Hrs.**
5. Instructor Qualification :  
*MBA/BBA with two years' experience or graduate in sociology/social welfare/Economics with two years' experience and trained in Employability skill from DGT Institute.*  

*And*

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

*OR*

*Existing Social Study Instructor duly trained in Employability Skill from DGT Institute.*

### 8.1.2.1 Detail SYLLABUS OF EMPLOYABILITY SKILLS

Topic No.	Topic	Duration (in hours)
	<b>English Literacy</b>	<b>15</b>
<b>1</b>	<b>Pronunciation :</b> Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
<b>2</b>	<b>Functional Grammar</b> Transformation of sentences, Voice change, Change of tense, Spellings.	
<b>3</b>	<b>Reading</b> Reading and understanding simple sentences about self, work and environment	
<b>4</b>	<b>Writing</b> Construction of simple sentences Writing simple English	
<b>5</b>	<b>Speaking / Spoken English</b> 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.	
	<b>I.T. Literacy</b>	<b>15</b>
<b>1</b>	<b>Basics of Computer</b> Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
<b>2</b>	<b>Computer Operating System</b> 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.	
<b>3</b>	<b>Word processing and Worksheet</b> 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	
<b>4.</b>	<b>Computer Networking and INTERNET</b> 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.	
	<b>Communication Skill</b>	<b>25</b>
<b>1</b>	<b>Introduction to Communication Skills</b> 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	
<b>2</b>	<b>Listening Skills</b> Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
<b>3</b>	<b>Motivational Training</b> 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	
<b>4</b>	<b>Facing Interviews</b> Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
<b>5</b>	<b>Behavioral Skills</b> <b>Organizational Behavior</b> Problem Solving Confidence Building Attitude Decision making Case study/Exercise	
	<b>Entrepreneurship skill</b>	<b>15</b>
<b>1</b>	<b>Concept of Entrepreneurship</b> <b>Entrepreneurship-</b> 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	<b>Project Preparation &amp; Marketing analysis</b> 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	<b>Institutions Support</b> 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	<b>Investment Procurement</b> Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	<b>Productivity</b>	<b>10</b>
1	<b>Productivity</b> Definition, Necessity, Meaning of GDP.	
2	<b>Affecting Factors</b> Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	<b>Comparison with developed countries</b> 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	<b>Personal Finance Management</b> Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	<b>Occupational Safety, Health &amp; Environment Education</b>	<b>15</b>
1	<b>Safety &amp; Health</b> Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	<b>Occupational Hazards</b> Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	<b>Accident &amp; safety</b> Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	<b>First Aid</b> Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	

5	<b>Basic Provisions</b> Idea of basic provision of safety, health, welfare under legislation of India.	
6	<b>Ecosystem</b> Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	<b>Pollution</b> Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	<b>Energy Conservation</b> Conservation of Energy, re-use and recycle.	
9	<b>Global warming</b> Global warming, climate change and Ozone layer depletion.	
10	<b>Ground Water</b> Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	<b>Environment</b> Right attitude towards environment, Maintenance of in -house environment	
	<b>Labour Welfare Legislation</b>	<b>5</b>
1	<b>Welfare Acts</b> 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.	<b>10</b>
	<b>Quality Tools</b>	
1	<b>Quality Consciousness :</b> Meaning of quality, Quality Characteristic	
2	<b>Quality Circles :</b> 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	<b>Quality Management System :</b> Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	<b>House Keeping :</b> Purpose of Housekeeping, Practice of good Housekeeping.	
5	<b>Quality Tools</b> Basic quality tools with a few examples	

## **8.2 PRACTICAL TRAINING (ON-JOB TRAINING)**

**DURATION: 12 MONTHS**

### **GENERAL INFORMATION**

1. Name of the Trade : **Data Feeder (Logistics sub-sectors)**

2. Duration of Practical training : 12 months

3. Instructors Qualification:

Degree/Diploma in Commerce or Management or Engineering from recognized university/Board With one/two year post qualification experience in the relevant field.

OR

LSC approved Warehouse Executive with three year post qualification experience in the relevant field.

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

**8.2.1 Syllabus for Practical Training/ On the Job Training Duration – 12 Months**

- ❖ Safety and best practices/Basic Industrial Culture (KAIZEN, etc.)
- ❖ Familiarization with the industry. Health, Safety & Environment:
- ❖ Introduction to safety Equipment's and their uses.
- ❖ Demonstration of KAIZEN in workplace.
- ❖ Using different Methods of recording information. Prepare different types of documentation as per need
- ❖ Maintain good appearance and behavior. Follow good practice,
- ❖ Perform tasks as per industry standard and use good communication skill.
- ❖ Prepare and maintain good work area and follow the health and safety instructions at the work place.
  
- ❖ Identify sources of different documents and software screens for data entry
- ❖ Use different types of software such as ERP, WMS, TMS and key screens to enter data.
- ❖ Understand the uses and limitations of various workflow process and complete data entry as per warehouse requirements.
- ❖ Develop knowledge on warehouse and transportation activities and explore various labels, reports, lists, forms to be printed.
- ❖ Carry out various data entry tasks required to complete warehouse and transportation operations. Coordinate with various internal departments and counter parts in client locations.
- ❖ Understand the verification process on the physical documents against the computer system data. Identify discrepancies and generate report for corrective action.
- ❖ Carry out printing of labels, pick lists, contact details and e-forms such as permits and tax paid receipts.
- ❖ Carry out resolution of queries from various departments on transactions recorded and errors in data



- ❖ Locate required information in specific computer system and preparation of detailed reports for the management.
- ❖ Prepare goods receipt note, advanced shipment notice, stock transfer note, etc.
- ❖ Collect documents from various sources, arrange properly, prioritise data entry postings and verify the data correctness.
- ❖ Check the computer system updates if any to familiarize with changes.
- ❖ Plan and organize assigned work.
- ❖ Carry out various activities related to computer system troubleshooting.
- ❖ Arrange computer system for inspection / audit. Follow quality assurance procedures.
- ❖ Verify all cargo related legal and regulatory requirements are fulfilled such as insurance and permits.
- ❖ Reconcile items based on other departments / client specific requests.
- ❖ Initiate action to inform process for managing data entry during scheduled maintenance or break down. Take necessary action to back up and restore work in progress from alternate computer system.
- ❖ Perform time bound physical data entry operation.
- ❖ Provide stock reports for physical verification.
- ❖ Detect & resolve issues during execution demonstrate possible solutions and agree tasks within the team.
- ❖ Communicate with required clarity and understand technical English.
- ❖ Maintain safety and security at all times received and ready for dispatch
- ❖ Verify proper personal protection equipment is used during receiving and dispatch operations
- ❖ Report any incidents and near-misses noticed during receipt and dispatch operations
- ❖ Identify the various risk options, accidents and get prepared to stay away.
- ❖ 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 scrap/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 arranging, data entry accuracy and report generation.
- 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 data entry accuracy and report generation.
- 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 arranging, data entry accuracy and report generation.
- 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 sorting, count accuracy and documentation
- 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:**

- Good skill levels in the arranging, data entry accuracy and report generation.
- 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 accuracy and data entry
- Minimal or No Rare support in completing the project/job.

## **10. FURTHER LEARNING PATHWAYS**

### **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: Data Feeder (Logistics sub-sectors)**

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 computer parts type)
10.	Material Safety Data Sheet	20
11.	DO's and Don'ts Sheet	1x 5 sets (1 each per computer parts type)
	<b>Equipments</b>	
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: Data Feeder (All Logistics sub-sectors)**

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 cluster mode/ any other industry/ at ITI.

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**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

<b>List of Basic Training providers recommended by LSC</b>		
<b>S.No</b>	<b>Name of Basic Training Providers</b>	<b>Location</b>
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	Safeduate 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

<b>List of Assessment Agency for basic training recommended by LSC</b>		
<b>SL.NO.</b>	<b>Name of Assessment Agency</b>	<b>Location</b>
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	