CURRICULUM

FOR THE TRADE OF

PACKER

(Warehouse / Packaging House/ manufacturing plant)

UNDER

APPRENTICESHIP TRAINING SCHEME

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

1 Category of trade: **:** Engineering

2 Name of the Trade: Packer

(Warehouse / Packaging House/ manufacturing plant)

3 Duration of Apprenticeship Training : 15 Months

Break up of the Apprenticeship Training

(i) Duration of Basic Training : 500 Hrs/ 3 Months

(ii) Duration of Practical Training /On-the-job Training : 12 Months

4Entry Qualification : 10th pass

(A) <u>Basic training components</u>

a) Engineering Drawing - 30 hrs
b) Workshop Cal & Science - 20 hrs
c) Employability Skills - 55 hrs
d) Trade Theory - 120hrs
e) Trade Practical - 275 hrs

(B) Practical Training/On-the job training- 12 Months

CONTENTS

1. ACKNOWLEDGEMENT

Logistics Sector Skill Council (LSC) sincerely acknowledges with thanks the contribution and cooperation extended by the Industry, CII Institute of Logistics, State Directorate, Trade Experts and all others to bring out this curriculum for the trade of **Packer (Warehouse / Packaging House/ manufacturing plant)** under Apprenticeship Training Scheme

Special acknowledgement to the following industries/organizations who have contributed valuable inputs in bringing out this curriculum 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 in Packaging trade]

This candidate trained in this job role will be employed either in the warehouse or packaging house for packing goods. The material handling equipment are such as Shrink Wrap, Bubble Wrap, Vacuum Packer and other types of manual packing like Crates, Pallets Packing, Corrugated Box packing, Blister Packing and Boxboard Packing. Each employee in a warehouse has a specific job. There are different job titles in each of the different types of warehouses/ packaging house 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 pack different types of goods.
4. Acquire knowledge of safely packing any goods in a warehouse environment, by coordination with other departments and meeting client requirements.
5. Able to use the computer knowledge for electronic documentation of information and understand instructions before packaging.
6. Able to use the labelling and packaging instructions in detail on the primary packaging materials.
7. Prioritize the schedule obtained and plan every day without any delays.
8. Resolve the query within the target turnaround time (TAT) of packing of goods.
9. Able to provide suggestion for packaging which shall be improve productivity.
10. Able to understand the technical specifications, that helps during packing process.
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:

Packaging is a process in which the goods are placed in a sealed and stable condition, so that the goods reach customers in good condition without any damages during transit. Packer is one who, does not only pack the goods, but also responsible to ensure that goods to be received in good condition and also meet the customers' requirements. Packing is an art and that varies from commodity to commodity and depends upon its nature.

Packaging of goods is to ensure that the goods are stacked in safety condition to avoid any damages, for easy handling and packaging executives are made to learn it with some basic steps with not much technical detailing on the machines. Packing is also done manually, and with usage of semi-automated and fully automated machines. Operating, maintaining and handling of these equipment's requires particular skill and technical knowledge. In this training, the candidate will be trained on Preventive Maintenance of these machines before and post usage. Packaging undergoes special training in each of the industries because each industry will have various needs of packing. Any negligence or fault during packaging will lead to damage of goods and may hamper the reputation as well as goodwill of the company.

Packer should 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 language. Sensitive to environment, self-learning and keep hands on increased productivity.

5. LEARNING OUTCOMES

A. GENERIC OUTCOME

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
3. Illustrate concept and principles of basic arithmetic calculation, algebraic, trigonometric, statistics and apply knowledge of specific area to perform practical operations which requires well developed skills.
4. Explain basic science in the field of study including basic electrical, and hydraulics & pneumatics.
5. Read and apply engineering drawing for different application in the field of work.
6. Explain the knowledge of general concept, principles of productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
7. Explain the general concept and process of energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
8. Explain and display sensitivity towards personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
9. Apply the general concept of basic computer, basic operating system and uses of internet services to take benefit of IT developments in the industry

B. SPECIFIC OUTCOME

- Explain how to pack different types of goods.
- Apply knowledge of safely packing any goods in a warehouse environment, by coordination with other departments and meeting client requirements.
- Apply computer knowledge for electronic documentation of information and understand instructions before packaging.
- Carryout the labeling and packaging instructions in detail on the primary packaging materials.
- Prioritize the schedule obtained and plan every day without any delays.
- Resolve the query within the target turnaround time (TAT) of packing of goods.
- Understand the technical specification, which helps during packing process.
- Exposure to regulations, use of work equipment, maintenance, control of substances hazardous to health with respect to Safety and Security aspects.
- Operating, maintaining and handling of manually operated, semi-automated and automatic machines and equipment's used in packaging
- Plan and organize assigned work.
- Detect & resolve issues during execution demonstrate possible solutions and agree tasks within the team.
- Communicate with required clarity.

6. GENERAL INFORMATION

1.	**Name of the Trade**	**:**	**Packer** (Warehouse / Packaging House/ manufacturing plant)
2.	**Duration of Apprenticeship Training (Basic Training & Practical Training)**	**:**	15 Months
3.	**Duration of Basic Training**:		
	a. **Block –I**	**:**	03 Months /500Hrs
4.	**Total duration of Basic Training**	:	03 Months/500 Hrs
5.	**Duration of Practical Training (On -job Training)**	**:**	12 Months
	a. **Block–II:**		12 Months
6.	**Entry Qualification**	:	Passed 10th class
7.	**Selection of Apprentices** selected	**:**	The apprentices will be 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 remains as one year.*

7. COURSE STRUCTURE

Training duration details:

Time (in hours)	3 Months (500Hrs)	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** (Warehouse / Packaging House / manufacturing plant)	**:**	**PACKER**
2)	**Duration of Basic Training**	**:**	**3 months**
3)	**Batch size**	**:**	20
4)	**Power Norms**	**:**	NA
5)	**Space Norms**	**:**	84 Sq. m.
6)	**Examination** on completion of each Block.	**:**	The internal assessment will be held
7)	**Instructor Qualification**	**:**	i) Degree/Diploma in Mechanical Engineering. 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 Detail of Syllabus of Core Skill Duration 500Hrs

Sl. No.	Trade Practical (Professional Skills)	Duration 275Hrs	Trade Theory (Professional Knowledge)	Duration 120Hrs
1	Practical Application of Packaging		• Introduction to Packaging • Uses of Packaging	
2	Perform Packaging activities		Warehouse & Its Importance • Introduction to warehouses • Types of warehouses • Activities carried out in warehouse	
3	Handling of Different Types of Packaging materials.		Types of Packing Materials. Different Types of Packagingand its end uses.	
4	Practical applications on Different types of packaging Machines		• Different types of Packaging Machines • Technical understanding on different Packing machines Understanding the capacity and constraints of Packing machines	
5 ‘	Practical on Packing a carton box		• Manual operating procedures for packing • Benefits of Labelling Responsibility of Labels and its placements	
6	Handling and display of various packaging materials and packaging accessories Follow the DO’s and DON’T’s		• Limitations of packing • The safety details of packaging DO’s and DON’T’s during packing	
7	Handling of separators and internal packing accessories and following the stacking heights Following Standard		• Usage of separators and internal packing accessories Knowledge on stacking heights	

8	Operating Procedures and operating the Machine.Finding the Operational errors occurring in common Machines		• Understand the Operational errors that occur in common Machine Operating procedures, Standard Operating Procedures and its importance	
9	• Carryout the general Maintenance and Repairs procedure • Measure the time taken to complete each type of Maintenance activity • Perform the basic repairs that will occur during operation in each type of packaging • Perform preventive maintenance. Follow PMS card for Packaging equipment as before and post usage of equipment Carryout the Inventory management of spare parts		• Understanding the general Maintenance and Repairs procedure • Elaborate the time taken to complete each type of Maintenance activity • Explain the basic repairs that will occur during operation in each type of packaging • The importance of preventive maintenance, methods and procedure • Understanding of PMS card and its importance. Methods and procedure for before and post usage of equipment	
10	Handling of various Safety equipment's used in a warehouse environment.		Visit to packing units in an organization	
11	Carry out maintenance activities on packaging and Follow Health, Safety and Security measures		Understand the spare parts and Inventory management of spare parts	
12			• Understand the Safety rules and Procedures • Follow Company safety policy inside the company premises • Proper usage of PPE	

	Revision &Internal Assessment		and consequences of wrong usage • 5S implementation and practice • Maintain Health, Safety and Security measures for carrying out maintenance activities on packaging **Revision &Internal Assessment**	

8.1.2.1 SYLABUS FOR WORKSHOP SCIENCE & CALCULATION
Duration – 20 Hrs

Unit : Systems of unitFPS, CGS, MKS/SI unit, unit of length,Mass and time, Conversion of units

Basic Mathematics : BODMAS rule Fraction-Addition, Subtraction, multiplication and Division-Problem solving, Decimal Addition. Simple calculation using Scientific Calculator.Conversion of Fraction to Decimal and vice versa

.

Percentage **:** Introduction, Simple calculation. Changing percentageto fraction and decimal & vice-versa

Material Science **:** Definition, properties (physical & mechanical) and uses of Metal, Non-metal, Alloy &Insulator. Types of ferrous and Non-ferrous metals.Difference between Ferrous and Nonferrous metals.

Mass, Weight and Density: Mass, Unit of Mass, Weight, difference between mass and weight. Density, unit of density.Relation between mass, weight & density. Simple problems related to mass, weight, and density.

Mensuration **:** Area and perimeter of square, rectangle, parallelogram, triangle, 13 circle, semi circle, Volume of solids – cube, cuboid, cylinder and Sphere. Surface area of solids – cube, cuboid, cylinder and Sphere

Elasticity **:** Elastic & Plastic material. Stress & strain and their units. Young's modules. Ultimate stress and breaking stress.

Heat & Temperature **:** Heat and temperature, their units, difference

betweenheat and temperature, boiling point, melting point, Scale of temperature, relation between different scale of temperature. Thermometer, pyrometer.Transmissionof heat, conduction, convection, radiation.

Basic Electricity **:** Introduction and use of Electricity. AC, DC &their comparisons. Current, Voltage, Resistance&thei Units.Power, Energy & their units.Insulator and conductors & their uses.

8.1.3 SYLABUS FOR ENGINEERING DRAWING

Duration :30 Hours

Introduction to Engineering Drawing and Drawing Instruments : - Conventions - Viewing of engineering drawing sheets. - Method of Folding of printed Drawing Sheet as per BIS SP:46- 2003 - Drawing board, T-Square, Drafter (Drafting M/c), Set Squares, Protractor, Drawing Instrument Box (Compass, Dividers, Scale, Diagonal Scales etc.), Pencils of different Grades, Drawing pins / Clips.

Lines : - Definition, types and applications in Drawing as per BIS SP:46-2003 - Classification of lines (Hidden, centre, construction, Extension, Dimension, Section) - Drawing lines of given length (Straight, curved) - Drawing of parallel lines, perpendicular line - Methods of Division of line segment

Free hand drawing of - Lines, polygons, ellipse, etc. - geometrical figures and blocks 12 with dimension Transferring measurement from the given object to the free hand sketches.

Drawing of Geometrical Figures: Definition, nomenclature and practice of - Angle: Measurement and its types, method of bisecting. - Triangle -different types - Rectangle, Square, Rhombus, Parallelogram. - Circle and its elements.

Sizes and Layout of DrawingSheets - Selection of sizes - Title Block, its position and content - Item Reference on Drawing Sheet (Item List)

Method of presentation of Engineering Drawing - Pictorial View - Orthographic View - Isometric view

Drawing of Solid figures (Cube, Cuboids, Cone) with dimensions.

Free hand Drawing of Solid figures (Prism, Pyramid, Frustum of Cone and Pyramid.) with dimensions.

Free Hand sketch of hand tools and measuring tools used in respective trades.

Projections: - Concept of axes plane and quadrant. - Orthographic projections - Method of first angle and third angle projections (definition and difference) - Symbol of 1st angle and 3rd angle projection as per IS specification

Drawing of Orthographic projection in 3rd angle.

8.1.4. EMPLOYABILITY SKILLS

GENERAL INFORMATION

1	**Name of the subject**	**:**	EMPLOYABILITY SKILLS
2	**Applicability**	**:**	ATS- Mandatory for fresher only
3	**Hours of Instruction**	**:**	55 Hrs.
4	**Examination**	**:**	The examination will be held at the end of training
5	**Instructors Qualification**		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.

8.1.4. SYLLABUS OF EMPLOYABILITY SKILLS

Topic No.	Topic	Duration (in hours)
	English Literacy	**8**
1	**Reading** Reading and understanding simple sentences about self, work and environment	
2	**Writing** Construction of simple sentences Writing simple English	
3	**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	**10**
1	**Basics of Computer** Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	**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, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.	

3	**Computer Networking and INTERNET** **Computer Networking and INTERNET** - 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	
	Communication Skill	**8**
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.	
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	
	Entrepreneurship skill	**08**

1	**Concept of Entrepreneurship** **Entrepreneurship** - Enterprises:-Conceptual issue Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.	
2	**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.	
	Productivity	**06**
1	**Productivity** Definition, Necessity, Meaning of GDP.	
2	**Affecting Factors** Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	**Personal Finance Management** Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	**08**
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	
	Labour Welfare Legislation	**02**

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	**05**
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	**House Keeping :** Purpose of Housekeeping, Practice of good Housekeeping.	
4	**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**	**Packer** (Warehouse / Packaging House/ manufacturing plant)
2)	**Batch size**	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 oftraining.
4)	**Instructor Qualification**	i) Degree/Diploma in Mechanical Engineering from recognized university/Board With one/two year post qualification experience in the relevant field. OR ii) LSC approved Packaging 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 - Job Training

Duration: 12 months

- **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).
- Prepare different types of documentation as per industrial need using different methods of recording information.
- Develop good appearance and behavior, 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 Packaging.
- Carryout the warehouse activities like receiving, sorting, put away, sorting, loading, unloading, packing, dispatch, and quality parameters
- Identify the different types of packaging materials that is being handled inside the organization.
- Understand the uses and limitations of each type of packing process and carryout
- Obtain proper labeling above each packed goods to identify their needs.
- Arrange the packed goods according to their service and in easiness to be moved.
- Maintain safe distance in working area and use PPE's all time.
- Minimize the packing complexities and hand movement, under supervision and guidance.
- Understand the product's end use to get better knowledge on its handling and storage purposes.
- While goods reaches the packaging area check whether all process has been completed before packing
- Adjust the various settings available to know how to use each of it.
- Minimizing the Wastage of packaging parts and accessories for better control.
- Adhere to the Utilization of time requires finishing each packing operation.
- Identify and use the packing accessories that are to be used inside the packages to avoid movement and for safety purpose.

- Handling of critical goods and understand the importance of packing.
- Check whether goods are in good conditions before packing.
- Maintain safety and security at all times
- Identify the designated place for each type of goods. .
- Hazards goods should be packed with danger symbols and its location.
- Packaging should not be more critical during opening at consumer end.
- Check list to be made for packing to highlight whether all material used by each operators available.
- Identify the level of packing (primary level of packing or secondary level of packing) of goods.
- Using of different types of packaging available at the shop floor and handling various consignments, practice for better ways.
- Build on effective communication with inter departments, sub-ordinate for smooth packaging and safety procedures.
- Perform TPM (Total Production Management), TQM (Total Quality Management) and record keeping system.

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:

- Packaging skill can be easy to understand.
- Overcome of Critical situation it will increase confident level.
- Good level of neatness will give more confident while working.
- Co-ordination of team effort would be useful for completing a project/job easily.

b) Weight age in the range of above75%- 90% to be allotted during assessment underfollowing 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 :

- Packaging skill can be easy to understand.
- Overcome of critical situation will increase confident level.
- Good level of neatness will give more confident while working.

Co-ordination of team effort would be useful for completing a project/job easily.

c) Weight age 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:

- Packaging skill can be easy to understand.
- Overcome of Critical situation it will increase the confident level.
- Good level of neatness will give more confident while working.
- Co-ordination of team effort would be useful for completing a project/job easily.

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 / Fulfilment 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:PACKER

(Warehouse / Packaging House/ 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	1 x 5sets (1 each/ packing machines type)
10.	Material Safety Data Sheet	20
11.	DO’s and Don’ts Sheet	1 x 5 sets (1 each/ packing machines type)

Note: In case of basic training the BTP may hire the Material Handling Equipments if required except if the BTP is the manufacturer of the equipment. Tools, equipment and machinery available in the industry may be used for imparting basic training if the BTP is setup by the Industry

INFRASTRUCTURE FOR ON-JOB TRAINING

TRADE: PACKER
(Warehouse / Packaging House/ 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

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

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