

CURRICULUM

FOR THE TRADE OF

STORE KEEPER

UNDER

APPRENTICESHIP TRAINING SCHEME



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

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1. BACKGROUND

1.1 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.

1.2 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.

1.3 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.

2. LEARNING OUTCOMES

- Basic understanding of Store keeping/terminologies
- Responsible for typing jobs related to preparation of Purchase orders ; contracts and also feed the data for release of purchase orders
- Responsible for filling all relevant documents in file duly numbered.
- To collect the material from Lorry booking office /Railway booking office
- To receive incoming material as per purchase order, invoice, lorry receipt, inspection reports, etc.
- To make entry in inward consignment register (ICR)
- In case any discrepancies is found, then he shall inform the Incharge-warehouse to take appropriate action deemed fit for any insurance claim.
- To inform the user about the receipt of material and to check the material as per purchase order.
- In case any discrepancies are found, then he shall inform the Incharge-warehouse to take appropriate action deemed fit for any insurance claim.
- To check correctness of material based on purchase order, invoice, inspection reports etc and if found in order the same shall be taken charge by raising Goods Receipt Voucher (GRV).
- After carrying out the above formalities, then the material shall be transferred to stock holder for storage of materials.

3. COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-15
Basic Training	Block– I	-----
Practical Training (On - job training)	----	Block – II

[illegible]

4. GENERAL INFORMATION

1. Name of the Trade : **Store Keeper**
2. Duration of Apprenticeship Training : **15 Months**
 - (i) Basic Training : 3 Months
 - (ii) Practical Training : 12 Months
3. Duration of Basic Training :
 - a) Block –I : 3 months
4. Duration of Practical Training
 - B) Block – II (On -job Training) : 12 Months
5. Entry Qualification : Passed 10th class examination under 10+2 of education or its equivalent.
6. Selection of Apprentices : The apprentices will be selected Asper the Apprentices Act Amended time to time

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.

5. SYLLABUS

5.1 BASIC TRAINING (BLOCK – I)

DURATION: 03 MONTHS

GENERAL INFORMATION

Name of the Trade	:	Store Keeper
Hours of Instruction	:	390 Hrs. +110 hr. for Employability Skill
Batch size	:	20 apprentices
Power Norms	:	4 KW
Space Norms	:	50 Sq.m.
Examination	:	The internal assessment will be held on completion of the Block.
Trainer Qualification	:	

- ***Any Technical Degree/Diploma or MBA***

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

5.1 DETAIL SYLLABUS OF BASIC TRAINING

5.1.1 DETAIL SYLLABUS OF TRADE THEORY AND PRACTICAL

Block –I

Basic Training Syllabus for Store Keeper

Sl.No.	Trade Practical	Trade Theory
1	Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration Knowledge use of personal safety, general safety & electrical safety.	Safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical /soft form Environmental Hazards: Safety precautions related to Chemicals and other petroleum products storage. Knowledge on fire extinguishers
2	Application of First Aid and firefighting equipment. Used of security Measures of storehouse, procedure of custody of keys.	Knowledge about first aids & firefighting equipments. Knowledge about causes of fire at store, and precaution against fire.
3	Practical about stores, receipts and issues of materials to the users	Knowledge about objectives, Importance, Functions and Essentials of good store keeping Understanding of Purchase requisition, Schedule of quotations, Purchase Order, Goods Received note, Goods Inspection Report, Goods returned Note, Materials Debit Note, invoice, invoice stamp
4	Working procedure about whom he is reporting in Organization & practice on maintenance of records.	Knowledge about duties, responsibilities & qualities of a good storekeeper

5	Worked on store location, Stores Layout & its basic factors.	Principles of store location & method of store location. Knowledge about Stores Layout & its basic factors Location & layout, types of storehouse, Security measures-security of building store and stock yards, movement of men, marking the stores, Statutory regulations.
6	Working procedure on stores like main store and sub - store to stock required material.	Knowledge about type of stores - Raw material store, tool store, general store, packaging store, maintenance & repair store, finish goods & scrap material store Centralized and Decentralized Stores and its Advantages and Disadvantages.
7	Practice on need & methods of marking of stores items.	Knowledge about meaning, need & methods of marking of stores items Importance of material handling, materials handling equipment, types of equipment-hand and power-driven, cost factor in selection of materials handling equipment. Maintenance & care of equipment.
8	Practice on stacking of all Stock Materials and precautions about spoiling of the stores.	Knowledge about characteristics of storage materials & methods of storing.
9	Precaution & care of stores materials.	Knowledge about Store hygiene and its case.
10	Practice of identifying the materials as per coding system.	Knowledge of material coding, simplification, standardization and ABC classification of store
11	Practice on procedure of receipt of Materials.	Knowledge about sources of receipt of materials & procedure of receipt of materials

12	Practice on packing, its types & objectives.	Knowledge about objective & importance of packaging and its types
13	Work on Dispatch, Inspection, store ledger. Binning, placing & Indexing of Materials.	Knowledge about dispatch, inspection & recording procedure of stores Meaning, functions, objectives and importance of storekeeping and its relationship with purchasing, storekeeping and its benefits. Position and role of a storekeeper, qualifications, duties and responsibilities.
14	Work on issue procedure of Materials.	Knowledge about issue procedure of materials.
15	Application and Practice of Material Receipt Book, Daily Receipt Voucher, Damage, Shortage, Excess Report, Package slip, Bin Card, Stock Register, Stock Identification Card, Inspection & Rejection Note, Material Requisition Slip, Gate Pass, Stock taking sheet, Material Transfer Note, Material Return Note, Stock Day	Knowledge about: Material Receipt Book, Daily Receipt Voucher, Damage, Shortage, Excess Report, Package slip, Bin Card, Stock Register, Stock Identification Card, Inspection & Rejection Note, Material Requisition Slip, Gate Pass, Stock taking sheet, Material Transfer Note, Material Return Note, Stock Day
16	Familiarization with laptop/desktop Computers. Identifying and handling of different types of Pen Drives and CDs/ DVDs (Latest removable storage devices). Understanding the keys and their functions in keyboard. Practicing mouse.	Basic definition of computer, features and applications. Knowledge about computers operating system (Store keeping software). File management through Windows explorer.

17	<p>Using desktop, task bar, start button, title bar, menus and windows help.</p> <p>My computer & Recycle bin.</p> <p>Creating, deleting and renaming of files,folders & short cuts. Opening & closing ofdifferent windows. Using different windows at a time. Moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows starting an application and closing application.</p> <p>File management through Windows Explorer - select files and directories, copy, move, delete files/directories.</p> <p>Expand compressed directories and files.</p> <p>Open and manage multiple director windows.</p> <p>View and sort files.</p> <p>Creating and renaming files/directories. Disk operation using file manager.</p>	<p>MS Windows – different versions, advantages and applications of windows. Starting windows and their operations.</p>
18	<p><u>Understanding concepts of Material Management</u></p> <p>Accounting of material in Transit (MIT)</p> <p>stock verification</p> <p>Preparing of various reports from Drilling sites/ installation</p> <p>Understanding Procedure To check correctness of material based on purchase order, invoice, inspection reports, training on raising Goods Receipt Voucher (GRV).</p>	<p>Understanding stock taking sheet /procedures.</p> <p>Understanding of Bins/Locations for materials</p> <p>Process of issue of items to user after checking the valuation type, material code and plant code etc.</p> <p>Preparation of Purchase orders ; contracts and</p> <p>Understanding Purchase orders / contract</p>

5.2 PRACTICAL TRAINING (ON-JOB TRAINING)

(BLOCK – I)

DURATION: 12 MONTHS

Sl.No.	PRACTICAL TRAINING (ON-JOB TRAINING)
1	Keep Safety Measures and Precautions for Storage Facilities and Warehouses
2	Must upkeep Basic Housekeeping of the Warehouse /Store rooms
3	Identify and Classify various Materials received and stored
4	Basic Handling of Hazardous and Non-Hazardous materials
5	Identification of Basic tools, lubricants and the Chemicals for Drilling Operations
6	Understanding the terminologies related to Materials Management
7	Basic level understanding of Distribution System (Stores to various installations/Drill-sites)
8	Familiarization with Windows operating system desktop, using icons, buttons and customizing the desktop. Making applicable to creating database Managing files and folders for filling all relevant documents in file duly numbered
9	Receive incoming material as per purchase order, invoice, lorry receipt, inspection reports
10	Check correctness of material based on purchase order, invoice, inspection reports etc and if found in order the same shall be taken charge by raising Goods Receipt Voucher (GRV).
11	Using Excel functions of all major categories
12	Using various data types in Excel, Sorting, filtering and validating data.
13	Placing items in proper bin /location once received
14	Understanding material preservation
15	Monitoring of inventory regularly
16	Liquidation of non-moving item in consultation with user department

6. ASSESSMENT STANDARD

6.1 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

ANNEXURE – I**TOOLS & EQUIPMENT FOR BASIC TRAINING****TRADE: STORE KEEPER****A. TOOL KIT FOR 20 APPRENTICES**

SL. No.	Name of the items	Quantity
1	Desktop Computers of the latest configuration prevalent at the time of procurement or with the following minimum features: CPU: 32/64 Bit Core 2 Duo/Quad Core/i3/i5, Speed: 3 GHz or Higher. RAM:-8 GB DDR-III or Higher. Hard Disk Drive: 500GB or Higher, 7200 rpm(minimum) or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet(10/100/1000) - Mouse, Keyboard and Monitor.	5 nos.
2	Laser Printer Black	1 no.
3	Different types of sample store record books	1 nos.
4	Different types of materials handling equipment	1 no.
5	Fire extinguisher	1 no.
<u>SOFTWARE</u>		
1	Windows O.S./ Equivalent O.S. Network Support with 5 User license	1 no.
2	MS Office latest version with 5 users	1 no.
	License).	
<u>FURNITURE</u>		
1	Computer Tables	10 nos.
2	Printer Tables	4 nos.
3	Instructor Table	1 no
4	Instructor's Chair	1 no
5	Class room chairs with writing pad moulded type	20 nos.