



## QUALIFICATION FILE

### Documentation Executive (Import- Export)

- Short Term Training (STT)  Long Term Training (LTT)  Apprenticeship
- Upskilling  Dual/Flexi Qualification  For ToT  For ToA
- General  Multi-skill (MS)  Cross-Sectoral (CS)  Future Skills  OEM

NCrF/NSQF Level: 4.5

Submitted By:

Management & Entrepreneurship and Professional Skills Council (MEPSC)  
20th Floor, Ambadeep Building, 14, Kasturba Gandhi Marg, New Delhi - 110001

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	Documentation Executive (Import-Export)																					
2.	<b>Sector/s</b>	Management																					
3.	<b>Type of Qualification:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b>		<b>Qualification Name of existing/previous version:</b>																			
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> (Wherever applicable)	Documentation Executive (Import- Export)																					
5.	<b>National Qualification Register (NQR) Code &amp;Version</b>	QG-4.5-OA-02869-2024-V1-MEPSC, v1	6. <b>NcrF/NSQF Level:</b> 4.5																				
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other</b>	Certificate																					
8.	<b>Brief Description of the Qualification</b>	Documentation Executives (Import – Export) are those professionals who provide information and assistance to those individuals who wish to start their own goods exportation. Assistance involves helping with planning for the beginning of the exporting and importing process, setting up and forwarding the legal proceedings, acquiring approval assistance for export and import proceedings including transportation assistance, consultation regarding trade agreements between different countries, providing advice regarding the exportation and importing of goods to beneficial countries and such other matters.																					
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>UG Certificate or Equivalent</td> <td>No experience</td> </tr> <tr> <td>3</td> <td>12<sup>th</sup> grade pass</td> <td>1.5 years of relevant experience</td> </tr> </tbody> </table> <b>b. Age:</b> 18 years				S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	UG Certificate or Equivalent	No experience	3	12 <sup>th</sup> grade pass	1.5 years of relevant experience									
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																					
1	UG Certificate or Equivalent	No experience																					
3	12 <sup>th</sup> grade pass	1.5 years of relevant experience																					
10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b>	18	11. <b>Common Cost Norm Category (I/II/III):</b> III																				
12.	<b>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</b>																						
13.	<b>Training Duration by Modes of Training Delivery</b>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>234</td> <td>306</td> <td></td> <td></td> <td>540</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details) Total hours = 540				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	234	306			540	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																		
Classroom (offline)	234	306			540																		
Online																							

14.	Aligned to NCO/ISCO Code/s	NCO-2015/1219.0100	
15.	Progression path after attaining the qualification	Business Support Practitioner	
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi	
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:	
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability:	
19.	How Participation of Women will be Encouraged	The inclusion of women in the workplace is important as there is an increase in the number of educated women. Despite progress in some areas, women still face significant challenges and barriers to their full participation in the workforce. This can be addressed by formulating policy measures on skilling, job creation, and support services. To increase the proportion of women in the workforce, various support measures like childcare facilities, proximity to the workplace, safe transportation, gender acceleration plans and return to work (allowing women to re-join the workforce after motherhood) should be provided. Organizations should provide flexible work arrangements like part-time or remote work options. This not only helps the organization to retain talented women employees, but it also helps women to balance work and family responsibilities.	
20.	Are Greening/ Environment Sustainability Aspects Covered	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Col. Anil Kumar Pokhriyal Email: ceo@mepsc.in Contact No.: 011-41003504 Website: <a href="https://www.mepsc.in/">https://www.mepsc.in/</a>	
23.	Final Approval Date by NSQC: 27/08/2024	24. Validity Duration: 36 months	25. Next Review Date: 27/08/2027

## Section 2: Module Summary

## NOS/s of Qualifications

*(In exceptional cases these could be described as components)*

## Mandatory NOS/s:

**Th.**-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Plan for Import – Export applications	MEP/N1222, v1.0	Core	4.5	5	60	90			150	40	60			100	30
2.	Apply for Certificates through online process	MEP/N1223, v1.0	Core	4.5	4	50	60	10		120	40	60			100	20
3.	Prepare Export and Logistic documents	MEP/N1224, v1.0	Core	4.5	5	60	80	10		150	40	60			100	20
4.	Online Application of Customs	MEP/N1218, v1.0	Non-Core	5	2	20	30	10		60	40	60			100	20
5.	Employability Skills (60 Hours)	DGT/VSQ/N 0102, v1.0	Non-core	4	2	24	36			60	20	30			50	10
<b>Duration (in Hours) / Total Marks</b>					<b>18</b>	<b>214</b>	<b>296</b>	<b>30</b>		<b>540</b>	<b>180</b>	<b>270</b>			<b>450</b>	<b>100</b>

## Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 %

Minimum Pass Percentage – NOS/Module-wise: \_\_\_%

### Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in commerce or CA or CS (intermediate, Sr. Articleship, CMA, Intermediate) with 3 years of industry specialization and 2 years of training experience.  Certified in MEP/Q1205, V1.0, Import – Export Advisor & MEP/Q2601, V3.0, Trainer (VET and Skills)
2.	<b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in commerce or CA or CS (intermediate, Sr. Articleship, CMA, intermediate) with 5 years of industry specialization and 5 years of training experience.  Certified in MEP/Q1205, V1.0, Import – Export Advisor & MEP/Q2602, V3.0, Master Trainer (VET and Skills)
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	

### Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in commerce or CA or CS (intermediate, Sr. Articleship, CMA, intermediate) with 3 years of industry specialization and 2 years experience.  Certified in MEP/Q1205, V1.0, Import – Export Advisor & MEP/Q2701, V3.0, Assessor (VET and Skills)
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in commerce or CA or CS (intermediate, Sr. Articleship, CMA, intermediate) with 3 years of industry specialization and 2 years experience.  Certified in MEP/Q1205, V1.0, Import – Export Advisor & MEP/Q2701, V3.0, Assessor (VET and Skills)
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	Graduate in commerce or CA or CS (intermediate, Sr. Articleship, CMA, intermediate) with 5 years of industry specialization and 5 years experience  Certified in MEP/Q1205, V1.0, Import – Export Advisor & MEP/Q2702, V3.0, Lead Assessor (VET and Skills)
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Online or Classroom based
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

### Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	<b>Number of Industry validation provided:</b> 30
5.	<b>Estimated nos. of persons to be trained and employed:</b>
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> If "No", why:

## Section 6: Annexure & Supporting Documents Check List

*Specify Annexure Name / Supporting document file name*

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	<i>Mentioned below</i>
2.	<b>Annexure:</b> List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Mentioned below</i>
3.	<b>Annexure:</b> Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Mentioned below</i>
4.	<b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>	<i>Mentioned below</i>
5.	<b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	<i>Mentioned below</i>
6.	<b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	<b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>	
8.	<b>Supporting Document:</b> Model Curriculum <i>(Mandatory – Public view)</i>	yes
9.	<b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>	yes
10.	<b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>	yes
11.	<b>Supporting Document:</b> Assessment SOP <i>(Mandatory)</i>	yes
12.	<b>Any other document you wish to submit:</b>	

## Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	This person is expected to be aware of: <ul style="list-style-type: none"> <li>Regulatory compliance</li> <li>Tariff Analysis</li> <li>Customs Procedures</li> <li>Assessing and mitigating risks associated with international trade transactions, such as currency fluctuations, political instability, and logistical challenges</li> <li>Advice clients regarding import/export procedures, trade financing, shipping methods, and logistics</li> </ul>	The Job holder is expected to offer assistance to companies and individuals related to the import export process and required documentation.	4.5
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	Import and Export advisor covers duties, tariffs, compliance, and documentation, enabling participants to handle cross-border transactions effectively. <ul style="list-style-type: none"> <li>Problem-solving abilities,</li> <li>Decision-making skills</li> <li>Adapt to changes in the international trade landscape.</li> </ul>	The job holder is expected to exhibit factual knowledge of International trade landscape and provide advise on import and export paper work, registration and requisite licenses.	4.5
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	This person can give advice and services to other companies as well as run own company to provide services.	The job holder is expected to recall and demonstrate practical skills, provide services required by a company.	4.5
<b>Broad Learning Outcomes/Core Skill</b>	The person is well versed in logical communication and registration process: <ul style="list-style-type: none"> <li>Prepare all the necessary documents for the registration process.</li> <li>Give assistance to individuals and company for import-export process.</li> </ul>	The job holder should be good at logical communication and analyzing and solving problems in the registration proceedings and paperwork required in the import-export process.	4.5
<b>Responsibility</b>	An Import and Export Advisor plays a crucial role in helping businesses smoothly manage international trade	The job holder is responsible for the handling of documents and registrations and other activities required with respect to global trade regulations and customs procedures.	4.5

## Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

**Batch Size: 30**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Computers or Laptops	Minimum i5 processor, 8GB RAM, 256GB SSD, webcam, microphone	15 (one per pair)
2.	High-Speed Internet Connection	Minimum 50 Mbps	1
3.	Projector and Screen	HD resolution, compatible with laptops	1
4.	Whiteboard and Markers	Large whiteboard, assorted color markers	1 set
5.	Video Conferencing Software	Zoom, Microsoft Teams, or equivalent	1 license
6.	Training Materials	Course syllabus, worksheets, handouts	As required
7.	Customs Documentation Software (not mandatory)	Trade compliance software like SAP GTS, Descartes, or equivalent	1 license
8.	Health and Safety Equipment	Basic safety gear like gloves, masks, safety glasses, first-aid box, fire extinguisher	As required
9.	Printer-Scanner-Xerox machine	High-speed, multi-function printers	1
10.	Compliance Manuals (not mandatory)	Printed or digital manuals for trade compliance and regulations	30 copies
11.	Case Study Materials	Printed or digital case studies of import-export scenarios	30 copies
12.	Presentation Software	PowerPoint, Keynote, or equivalent	1 license

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Marker
2. Duster

## Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Cochin Electricals	Bashir	Proprietor		9846398386	Cochin.electricals@gmail.com	
2.	ACCOUNTS SOLUTIONS	SHABEEB A	PROPRIETOR		4933 221638	<a href="mailto:accpmna@gmail.com">accpmna@gmail.com</a>	
3.	IHT COMPUTER COLLEGE, TIRUR	Shameer. K.	Managing Director		9847300120	<a href="mailto:ihtcollege1@gmail.com">ihtcollege1@gmail.com</a>	
4.	LEARNTECH IT ACADEMY	Rajesh Babu	Managing Director		8454010412	<a href="mailto:learntechacademy@gmail.com">learntechacademy@gmail.com</a>	
5.	NERGY INDIA PVT LTD	Aneesh K	Director		859016893	<a href="mailto:aneesh@nergvindia.com">aneesh@nergvindia.com</a>	
6.	Advocate Hari C G	Advocate Hari	Advocate		8139828622	<a href="mailto:adv.vishnumohandas@gmail.com">adv.vishnumohandas@gmail.com</a>	
7.	GREEN WINDOWS	Dileep M	Proprietor		9495805022	<a href="mailto:greenwindowsservices@gmail.com">greenwindowsservices@gmail.com</a>	
8.	SCHOOL OF CORPORATE ACCOUNTS	RAJESH M R	Managing Director		9744119998	<a href="mailto:kochisca@gmail.com">kochisca@gmail.com</a>	
9.	SPINOX INNOVATIONS	Sushanth T K	Director		9447792335	<a href="mailto:spinoxcc@gmail.com">spinoxcc@gmail.com</a>	
10.	Teem Tradelinks	Tony Thomas	Managing Partner		9778078574	<a href="mailto:teemtradelink@gmail.com">teemtradelink@gmail.com</a>	
11.	EME Private Ltd	Sahad A K	Managing Director		9947142888	<a href="mailto:sahad@electromechglobal.com">sahad@electromechglobal.com</a>	
12.	THAJ STEEL	Gigi Joseph	General Manager		8606312411	<a href="mailto:thajsteel.gm@gmail.com">thajsteel.gm@gmail.com</a>	
13.	EVOQIS	Sachin K A	Admin		9400324142	<a href="mailto:evoqiseducom@gmail.com">evoqiseducom@gmail.com</a>	
14.	MYSERVICEKART TECHNOLOGIES	CHITHRA	Accounts		9447055937	<a href="mailto:myservicekart.business@gmail.com">myservicekart.business@gmail.com</a>	
15.	ELECTRONIC Lab	RAJU P G	Managing Partner		9400324142	<a href="mailto:sayedchoffice@gmail.com">sayedchoffice@gmail.com</a>	
16.	Medceed institute Pvt ltd	Manjari Mishra	Director		7349990055	<a href="mailto:medceed@gmail.com">medceed@gmail.com</a>	
17.	KMM College HOD Dept of Commerce	Shemi M A	HOD, Commerce (PG)		9446865604	<a href="mailto:shemima@kmmcollege.edu.in">shemima@kmmcollege.edu.in</a>	
18.	Indus systems	R Sudarshan	Proprietor		9895558485	<a href="mailto:Ajeeshks2@gmail.com">Ajeeshks2@gmail.com</a>	
19.	Hanee Creations	Manjunath R	MD		9845553012	<a href="mailto:contacthaneecreation@gmail.com">contacthaneecreation@gmail.com</a>	
20.	Pro Management	Ravi	Owner		9746234813	<a href="mailto:promanagement.sales@gmail.com">promanagement.sales@gmail.com</a>	
21.	Ahzaab Foods Products Pvt Ltd	Anto Joy	Asst - GM		9037014405	<a href="mailto:ahzaabfoods@gmail.com">ahzaabfoods@gmail.com</a>	
22.	Simon Associates	Simon V A	Proprietor		9895329625		

						<a href="mailto:simonassociates2000@gmail.com">simonassociates2000@gmail.com</a>	
23.	Bharat Jewellers	Bharat Kr.	Proprietor		7004796623	<a href="mailto:rounak_16cooldude@yahoo.co.in">rounak_16cooldude@yahoo.co.in</a>	
24.	Sai Sankar Motors	Rakesh S	Owner		9903253821	<a href="mailto:rakeshdev0@gmail.com">rakeshdev0@gmail.com</a>	
25.	Fathima Silks	Yousaf	PROPRIETOR		9447314241	<a href="mailto:najeebpallikkal@gmail.com">najeebpallikkal@gmail.com</a>	
26.	Najeeb Super Stores	Najeeb P H	Owner		9847920233	<a href="mailto:csofficeshelton@gmail.com">csofficeshelton@gmail.com</a>	
27.	SMJ Consultancy	Shelton M Joseph	Partner		6282477161	<a href="mailto:aadi@codinghands.in">aadi@codinghands.in</a>	
28.	Coding Hands	Aadithia Sankar M S	Partner		9745799077	<a href="mailto:cogs.kdlr@gmail.com">cogs.kdlr@gmail.com</a>	
29.	COGS Technologies	Jacksal Sajin	CEO		9562855504	<a href="mailto:arathy.sree@gmail.com">arathy.sree@gmail.com</a>	
30.	JAI BHARAT COLLEGE OF ARTS AND COMMERCE	Arathy Sree	HOD Commerce		9747312856		

### Annexure: Training & Employment Details

**Training and Employment Projections:**

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024	100					
2025	300					

*Data to be provided year-wise for next 3 years*

**Training, Assessment, Certification, and Placement Data for previous versions of qualifications:**

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

*Applicable for revised qualifications only, data to be provided year-wise for past 3 years.*

**List Schemes in which the previous version of Qualification was implemented:**

- 1.
- 2.

**Content availability for previous versions of qualifications:**

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

**Languages in which Content is available:**

## Annexure: Blended Learning

## Blended Learning Estimated Ratio &amp; Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	100:0
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	100:0
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	100:0
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	100:0
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

## Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MEP/N1222: Plan for Import-Export Applications, v1.0	<i>Examine the Import and Export Procedure</i>	20	30		
	PC 1 identify import and export procedures applicable to the company				
	PC 2 determine licenses and applications required				
	PC 3 examine applicable laws for entity				
	PC 4 identify the registration requirements and required documents				
	PC 5 prepare document list				
	PC 6 verify documents	20	30		
	<i>Assist with Registration and applications</i>				
	PC 7 organize requisite documents				
	PC 8 fill all the requisite forms as per the guidelines				
	PC 9 submit the application				
PC 10 follow up applications of licensees, registration and other applications	40	60			
PC 11 review and resubmit as required					
<b>Total Marks</b>					
MEP/N1223: Apply for Certificates through the Online Process, v1.0	<i>Apply for Importer- Exporter Code (IEC)</i>	12	20		
	PC 1 submit the application with requested documents for IEC Code				
	PC 2 pay charges mentioned in the portal as per the guidelines				
	PC 3 check the application status as mentioned in the application				
	PC 4 generate or obtain IEC License	13	20		
	<i>Register for Registration cum Membership Certificate (RCMC)</i>				
	PC 5 register on Directorate General of Foreign Trade (DGFT) portal				
	PC 6 submit the application and attach the documents as per the norms				
	PC 7 sign the application and make the payment	15	20		
	PC 8 generate or obtain certificate				
	<i>Export Credit Guarantee Corporation of India (ECGC) and Food Safety and Standards Authority of India (FSSAI) applications</i>				
	PC 9 register and login to ECGC portal				
	PC 10 identify valid policy or Export Credit Insurance for Banks Whole Turnover Packaging Credit and Post Shipment (ECIB- WTPC & PS) coverage	40	60		
	PC 11 submit forms as per applicability				
PC 12 examine applicability of FSSAI	<b>Total Marks</b>				

<b>MEP/N1224: Prepare Export and Logistic Documents, v1.0</b>	<i>Apply for chamber of commerce</i>	20	30		
	PC1 prepare export and import goods details				
	PC 2 prepare necessary documents and general details for registration				
	PC 3 register in the chamber of commerce portal				
	PC4 Login to chamber of commerce portal				
	PC 5 fill the forms as per the guidelines				
	PC 6 submit the forms				
	<i>Prepare invoice and logistic documents</i>	20	30		
	PC 7 prepare commercial invoice and packing list with details of goods				
	PC 8 ensure proper bill of landing				
	PC 9 maintain bill of exchange				
PC 10 record the letter of credit					
PC 11 obtain shipping marks and numbers					
<b>Total Marks</b>	<b>40</b>	<b>60</b>			
<b>MEP/N1218: Online Application of Customs, v1.0</b>	<i>Prepare and verify the documents</i>	20	30		
	PC 1 Maintain and verify PAN and other documents				
	PC 2 Apply IEC code through directorate of foreign trade portal				
	PC 3 Prepare documents for ICGATE and eSanchit registration				
	PC 4 Create login credential in ICEGATE portal				
	PC 5 Maintain import and export documentation	20	30		
	<i>File customs returns</i>				
	PC 6 Login to ICEGATE portal with necessary credentials				
	PC 7 Fill the forms as per the guidelines				
	PC 8 Verify and check the return for payment				
	PC 9 Submit the forms				
<b>Total Marks</b>	<b>40</b>	<b>60</b>			
<b>DGT/VSQ/N0102: Employability Skills (60 Hours), V1.0</b>	<i>Introduction to Employability Skills</i>	1	1		
	PC 1 identify employability skills required for jobs in various industries				
	PC 2 identify and explore learning and employability portals				
	<i>Constitutional values – Citizenship</i>	1	1		
	PC 3 recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
	PC 4 follow environmentally sustainable practices				
	<i>Becoming a Professional in the 21st Century</i>	2	4		
PC 5 recognize the significance of 21st Century Skills for employment					

PC 6 practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
<i>Basic English Skills</i>	2	3		
PC 7 use basic English for everyday conversation in different contexts, in person and over the telephone				
PC 8 read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC 9 write short messages, notes, letters, e-mails etc. in English				
<i>Career Development &amp; Goal Setting</i>	1	2		
PC 10 understand the difference between job and career				
PC 11 prepare a career development plan with short- and long-term goals, based on aptitude				
<i>Communication Skills</i>	2	2		
PC 12 follow verbal and non-verbal communication etiquette and active listening techniques in various settings				
PC 13 work collaboratively with others in a team				
<i>Diversity &amp; Inclusion</i>	1	2		
PC 14 communicate and behave appropriately with all genders and PwD				
PC 15 escalate any issues related to sexual harassment at workplace according to POSH Act				
<i>Financial and Legal Literacy</i>	2	3		
PC 16 select financial institutions, products and services as per requirement				
PC 17 carry out offline and online financial transactions, safely and securely				
PC 18 identify common components of salary and compute income, expenses, taxes, investments etc				
PC 19 identify relevant rights and laws and use legal aids to fight against legal exploitation				
<i>Essential Digital Skills</i>	3	4		
PC 20 operate digital devices and carry out basic internet operations securely and safely				
PC 21 use e- mail and social media platforms and virtual collaboration tools to work effectively				
PC 22 use basic features of word processor, spreadsheets, and presentations				
<i>Entrepreneurship</i>	2	3		
PC 23 identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				

PC 24 develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC 25 identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
<i>Customer Service</i>	1	2		
PC 26 identify different types of customers				
PC 27 identify and respond to customer requests and needs in a professional manner.				
PC 28 follow appropriate hygiene and grooming standards				
<i>Getting ready for apprenticeship &amp; Jobs</i>	2	3		
PC 29 create a professional Curriculum vitae (Résumé)				
PC 30 search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
PC 31 apply to identified job openings using offline /online methods as per requirement				
PC 32 answer questions politely, with clarity and confidence, during recruitment and selection				
PC 33 identify apprenticeship opportunities and register for it as per guidelines and requirements				
<b>Total Marks</b>	<b>20</b>	<b>30</b>		

## Annexure: Assessment Strategy

### Assessment system Overview

MEPSC will certify the learners. The assessor has to pass an online assessment of theoretical knowledge of the job role and be approved by MEPSC.

The assessment will have both theory and practical components in a 40:60 ratio.

While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative.

### Testing Environment

The training partner has to share the batch start date and end date, the number of trainees and the job role. Assessment will be fixed for a day after the end date of training. It could be the next day or later. Assessment will be conducted at the training venue.

The room where the assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

A question bank of theory and practicals will be prepared by the assessment agency and approved by MEPSC. From this set of questions, the assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial questions, etc. which will test the trainee on theoretical knowledge of the subject.

The theory and practical assessments will be carried out on the same day. If the number of candidates is many, more assessors and additional venues will be organized on the same day as the assessment.

The presentation will be one mode of assessment so computers and an LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling assessment job situations.

The question paper will be pre-loaded onto the computer, and it will be in the language requested by the training partner.

### Assessment Quality Assurance Framework

Assessors must go through an orientation program organized by the Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. The assessor shall be given a NOS and PC-level overview of each QP as applicable. The overall structure of the assessment and objectivity of the marking scheme will be explained to them.

The giving of marks will be driven by an objective framework which will maintain the standardization of the marking scheme.

In the case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge-based assessment area, the second batch will be taken from the main waiting area and seated in the respective seats for their knowledge-based assessment.

For practical assessment, the instructions for taking the test are written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to MEPSC. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue. The assessor carries a tablet which is geotagged. This allows MEPSC to additionally track this.

#### **Methods of Validation**

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, ID verification will be carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment. Unless the candidate's name is registered, the person cannot take the test.

The assessor conducts the assessment as per the assessment guidelines.

The assessor carries a tablet with the loaded questions. This tablet is geotagged so it is monitored to check their arrival and completion of assessment.

A video of the practical session is prepared and submitted to MEPSC.

Random spot checks/audit is conducted by MEPSC-assigned persons to check the quality of the assessment.

The assessment agency will be responsible for putting details in SID.

MEPSC will also validate the data and results received from the assessment agency.

#### **Method of assessment documentation and access**

The assessment agency will upload the result of the assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by the MEPSC assessment team. After uploading, only MEPSC can access this data. MEPSC approves the results within a week and uploads them on SID.

## Annexure: Acronym and Glossary

### Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

### Glossary

Term	Description
<b>National Occupational Standards (NOS)</b>	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above.