



# Model Curriculum

**QP Name: Documentation Executive (Import-Export)**

**QP Code: MEP/Q1205**

**QP Version: 1.0**

**NSQF Level: 4.5**

**Model Curriculum Version: 1.0**

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# Training Parameters

<b>Sector</b>	Management
<b>Sub-Sector</b>	Office Management
<b>Occupation</b>	Legal and Compliance
<b>Country</b>	India
<b>NSQF Level</b>	4.5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/1219.0100
<b>Minimum Educational Qualification and Experience</b>	UG Certificate or Equivalent OR 12th Grade pass with 1.5 years of relevant experience
<b>Pre-Requisite License or Training</b>	
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	27/08/2024
<b>Next Review Date</b>	27/08/2027
<b>NSQC Approval Date</b>	27/08/2024
<b>QP Version</b>	1.0
<b>Model Curriculum Creation Date</b>	27/08/2024
<b>Model Curriculum Valid Up to Date</b>	27/08/2027
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	540 Hours
<b>Maximum Duration of the Course</b>	540 Hours

# Program Overview

## Training Outcomes

At the end of the program, the learner will be able to:

- Work Discuss the overview of registrations of import and export business.
- Discuss the information regarding the Customs laws.
- Elaborate IEC Code and DGFT
- Discuss the forms and formats of bill of supply and bill of lading.
- Elaborate importance of health and safety at the workplace.
- Discuss employability skills.

## Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>MEP/N1222: Plan for Import – Export Applications</b> NOS Version- 1.0 NSQF Level- 4.5	60:00	90:00	00:00	00:00	150:00
<b>Module 1:</b> Introduction to Skill India Mission and the role of Documentation Executive (Import – Export)	04:00	00:00	00:00	00:00	04:00
<b>Module 2:</b> Plan for Import – Export Applications	56:00	90:00	00:00	00:00	146:00
<b>MEP/N1223: Apply for Certificates through the Online Process</b> NOS Version No.1 NSQF Level 4.5	50:00	60:00	10:00	00:00	120:00
<b>Module 3:</b> Apply for Certificates through online process	50:00	60:00	10:00	00:00	120:00
<b>MEP/N1224 Prepare Export and Logistic Documents</b> NOS Version No. 1 NSQF Level 4.5	60:00	80:00	10:00	00:00	150:00
<b>Module 4:</b> Prepare Export and Logistic Documents	60:00	80:00	10:00	00:00	150:00

<b>MEP/N1218 Online Application of Customs NOS Version No. 1 NSQF Level 4.5</b>	<b>20:00</b>	<b>30:00</b>	<b>10:00</b>	<b>00:00</b>	<b>60:00</b>
<b>Module 5:</b> Online Application of Customs	20:00	30:00	10:00	00:00	60:00
<b>DGT/VSQ/N0102 Employability Skills (60 Hours) NOS Version No. 1 NSQF Level 4</b>	<b>24:00</b>	<b>36:00</b>	<b>00:00</b>	<b>00:00</b>	<b>60:00</b>
<b>Module 6:</b> Introduction to Employability Skills	0:30	01:00	00:00	00:00	01.30
<b>Module 7:</b> Constitutional Values - Citizenship	0:30	01:00	00:00	00:00	01.30
<b>Module 8:</b> Becoming a Professional in the 21st Century	01:00	01:30	00:00	00:00	02.30
<b>Module 9:</b> Basic English Skills	04:00	06:00	00:00	00:00	10:00
<b>Module 10:</b> Career Development & Goal Setting	01:00	01:00	00:00	00:00	02:00
<b>Module 11:</b> Communication Skills	02:00	03:00	00:00	00:00	05:00
<b>Module 12:</b> Diversity & Inclusion	01:00	01:30	00:00	00:00	02.30
<b>Module 13:</b> Financial and Legal Literacy	02:00	03:00	00:00	00:00	05:00
<b>Module 14:</b> Essential Digital Skills	04:00	06:00	00:00	00:00	10:00
<b>Module 15:</b> Entrepreneurship	03:00	04:00	00:00	00:00	07:00
<b>Module 16:</b> Customer Service	02:00	03:00	00:00	00:00	05:00
<b>Module 17:</b> Getting Ready for Apprenticeship & Jobs	03:00	05:00	00:00	00:00	08:00
<b>Total Duration</b>	<b>214:00</b>	<b>296:00</b>	<b>30:00</b>	<b>00:00</b>	<b>540:00</b>

# Module Details

## Module 1: Introduction to Skill India Mission and the role of Documentation Executive (Import – Export)

*Mapped to MEP/N1222, v1*

### Terminal Outcomes:

- Give an overview of Skill India Mission.
- Explain the role of Documentation Executive (Import – Export)
- Discuss the scope of the sector, sub-sector, and the available employment opportunities.

<b>Duration:</b> 04:00	<b>Duration:</b> 00:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the Skill India Mission and its objectives.</li> <li>• Describe the role and competencies required for Documentation Executive (Import – Export)</li> <li>• Elaborate Import – Export Business</li> <li>• Explain employment opportunities and market options.</li> </ul>	NA
<b>Classroom Aids</b>	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection and online training platform	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 2: Plan for Import–Export Application

*Mapped to NOS/N1222 v 1.0*

### Terminal Outcomes:

- Explain import–export application.
- Discuss legalities of import–export business.

<b>Duration: 56:00</b>	<b>Duration: 90:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain import–export procedure.</li> <li>• Describe applicable licenses for import–export.</li> <li>• Discuss the applicable documents for registration.</li> <li>• Discuss the tax laws that assist import–export business.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate forms and formats of Registration.</li> <li>• Demonstrate the calculation of tax liability.</li> <li>• Demonstrate the process and procedures of different finance sources. ☒</li> </ul>
<b>Classroom Aids</b>	
Computer, printer, projector, whiteboard/ flip chart, marker, and duster. Internet connection and online training platform	
<b>Tools, Equipment, and Other Requirements</b>	

## Module 3: Apply for Certificates through the Online Process

*Mapped to NOS/N1223 v 1.0*

### Terminal Outcomes:

- Discuss the forms and formats of the IEC Code, FSSAI, and ECGC.
- Demonstrate applying for IEC Code, FSSAI, and ECGC online.

<b>Duration:</b> 60:00	<b>Duration:</b> 60:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the IEC Code.</li> <li>• Discuss (RCMC) Registration cum membership certificate.</li> <li>• Elaborate on applying for FSSAI.</li> <li>• Discuss ECGC (Export Credit Guarantee Corporation)</li> <li>• Explain DGFT (Directorate General of Foreign Trade).</li> <li>• Discuss policy and Export Credit Insurance for Bank's Whole Turnover Packaging Credit and Post Shipment (ECIB- WTPC &amp; PS) coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare documents for online application.</li> <li>• Demonstrate IEC Code application (Simulator)</li> <li>• Demonstrate for FSSAI application (Simulator)</li> <li>• Demonstrate ECGC application (Simulator)</li> <li>• Demonstrate accessing DGFT Portal</li> </ul>
<b>Classroom Aids</b>	
Computer, printer, projector, whiteboard/ flip chart, marker, and duster	
Internet connection and online training platform	
<b>Tools, Equipment, and Other Requirements</b>	

## Module 4: Prepare Export and Logistic Documents

*Mapped to NOS/N1224 v 1.0*

### Terminal Outcomes:

- Discuss applicable import-export documents
- Explain the Procedure and process of the Chamber of Commerce

<b>Duration: 60:00</b>	<b>Duration: 90:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Elaborate bill of lading and bill of exchange</li> <li>• Discuss the letter of credit.</li> <li>• Explain chamber of commerce registration and use</li> <li>• Discuss procedure and process in the preparation of import and export details.</li> <li>• Describe commercial invoice and packing list</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate using the Chamber of Commerce portal (Simulator)</li> <li>• Prepare invoice and packing list.</li> <li>• Demonstrate obtaining shipping marks and numbers.</li> </ul>
<b>Classroom Aids</b>	
Computer, printer, projector, whiteboard/ flip chart, marker, and duster Internet connection and online training platform	
<b>Tools, Equipment, and Other Requirements</b>	

## Module 5: Online Application of Customs

### Mapped to NOS/N1218 v 1.0

#### Terminal Outcomes:

- Explain customs duty
- Demonstrate registration of Custom Duty online

<b>Duration:</b> 30:00	<b>Duration:</b> 30:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain different types of Customs duty.</li> <li>• Discuss the applicability of Customs.</li> <li>• Describe ICGATE and eSanchit registration.</li> <li>• Describe the computation and filing of customs.</li> <li>• Discuss the Import and export documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Calculate Customs Duty.</li> <li>• Demonstrate eSanchit &amp; ICGATE Registration.</li> <li>• Demonstrate Customs return filing.</li> </ul>
<b>Classroom Aids</b>	
Computer, printer, projector, whiteboard/ flip chart, marker and duster, Internet connection, and online training platform	
<b>Tools, Equipment, and Other Requirements</b>	

## Module 6: Introduction to Employability Skills

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Discuss Employability Skills in meeting the job requirements.

<b>Duration: 00:30</b>	<b>Duration: 01:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the Employability Skills required for jobs in various industries.</li> </ul>	<ul style="list-style-type: none"> <li>• List different learning and employability-related GOI and private portals and their usage.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 7: Constitutional values - Citizenship

Mapped to: DGT/VSQ/N0102

### Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

<b>Duration:</b> 00:30	<b>Duration:</b> 01:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to practice different environmentally sustainable practices.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 8: Becoming a Professional in the 21st Century

Mapped to: DGT/VSQ/N0102

### Terminal Outcomes:

- Demonstrate professional skills required in 21st century

<b>Duration:</b> 01:00	<b>Duration:</b> 01:30
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss importance of relevant 21st century skills.</li> <li>• Describe the benefits of continuous learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 9: Basic English Skills

Mapped to: DGT/VSQ/N0102

### Terminal Outcomes:

- Practice basic English speaking

<b>Duration:</b> 04:00	<b>Duration:</b> 06:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss need of basic English skills</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone.</li> <li>• Read and interpret text written in basic English.</li> <li>• Write a short note/paragraph / letter/e - mail using basic English.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 10: Career Development & Goal Setting

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Understand the importance of career development & goal setting

<b>Duration:</b> 01:00	<b>Duration:</b> 01:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of career development &amp; goal setting</li> </ul>	<ul style="list-style-type: none"> <li>• Create a career development plan with well-defined short- and long-term goals</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 11: Communication Skills

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Practice basic communication skills

<b>Duration:</b> 02:00	<b>Duration:</b> 03:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of active listening for effective communication</li> <li>• Discuss the significance of working collaboratively with others in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 12: Diversity & Inclusion

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Describe PwD and gender sensitization

<b>Duration: 01:00</b>	<b>Duration: 01:30</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the significance of escalating sexual harassment issues as per POSH act.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 13: Financial and Legal Literacy

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Describe ways of managing expenses, income, and savings

<b>Duration: 02:00</b>	<b>Duration: 03:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the common components of salary and compute income, expenditure, taxes, investments etc.</li> <li>• Discuss the legal rights, laws, and aids.</li> </ul>	<ul style="list-style-type: none"> <li>• Outline the importance of selecting the right financial institution, product, and service.</li> <li>• Demonstrate how to carry out offline and online financial transactions, safely and securely.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 14: Essential Digital Skills

Mapped to: DGT/VSQ/N0102

### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

<b>Duration: 04:00</b>	<b>Duration: 06:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the role of digital technology in today's life</li> <li>• Demonstrate how to operate digital devices and use the associated applications and features, safely and securely.</li> <li>• Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely.</li> </ul>	<ul style="list-style-type: none"> <li>• Create sample word documents, excel sheets and presentations using basic features.</li> <li>• Utilize virtual collaboration tools to work effectively.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 15: Entrepreneurship

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

<b>Duration: 03:00</b>	<b>Duration: 04:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the types of entrepreneurships and enterprises</li> <li>• Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan.</li> <li>• Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a sample business plan, for the selected business opportunity.</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 16: Customer Service

*Mapped to: DGT/VSQ/N0102*

### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely

<b>Duration: 02:00</b>	<b>Duration: 03:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the significance of analyzing different types and needs of customers</li> <li>• Explain the significance of identifying customer needs and responding to them in a professional manner.</li> <li>• Discuss the significance of maintaining hygiene and dressing appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to deal with different customers and their needs</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

## Module 17: Getting ready for apprenticeship & jobs

Mapped to: DGT/VSQ/N0102

### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately

<b>Duration: 03:00</b>	<b>Duration: 05:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss the significance of maintaining hygiene and confidence during an interview.</li> <li>List the steps for searching and registering for apprenticeship opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Create a professional Curriculum Vitae (CV)</li> <li>Perform a mock interview</li> <li>Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively</li> </ul>
<b>Classroom Aids</b>	
LCD Projector for PPT and Video Presentation, Speakers, and Whiteboard & marker	
<b>Tools, Equipment and Other Requirements</b>	

# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate or Masters	Commerce	3		2		

Trainer Certification	
Domain Certification	Platform Certification
MEP/Q1205, V1.0, Documentation Executive (Import – Export) Minimum accepted score is 80%.	MEP/Q2601, V3.0, Trainer (VET and Skills) Minimum accepted score is 80%.

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate or Masters	Commerce	3		2		

Assessor Certification	
Domain Certification	Platform Certification
MEP/Q1205, V1.0, Documentation Executive (Import – Export) Minimum accepted score is 80%.	MEP/Q2701, V3.0, Assessor (VET and Skills) Minimum accepted score is 80%.

## Assessment Strategy

### 1. Assessment System Overview:

- Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, 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 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 in nature.

### 2. Testing Environment:

- Training partner must share the batch start date and end date, number of trainees and the job role.
- Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.
- Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on the theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on same day. If number of candidates are many, more assessors and venue will be organized on same day of the assessment.
- Presentation will be one mode of assessment and so computers and LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling job situations like interacting with clients and colleagues.
- The question paper will be pre-loaded in the computer, and it will be in the language requested by the training partner.

### 3. Assessment Quality Assurance levels/Framework:

- Assessor must go through orientation program organized by Assessment Agency. The training will give an overview to the assessors on the overall framework of QP evaluation. Assessor will also be given a NOS and PC level overview of each QP as applicable. Overall structure of 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 standardization of marking scheme. The weightages given to each module will be adhered to in the question paper.
- For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

### 4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

### 5. Method of verification or 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.
- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue.

- The assessment will be video recorded and submitted to MEPSC. 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 assessment.
- Assessment agency will be responsible to put details in SID .
- MEPSC will also validate the data and result received from the assessment agency.

6. Method for assessment documentation, archiving, and access

- The assessment agency will upload the result of 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 MEPSC assessment team. After upload, only MEPSC can access this data.
- MEPSC approves the results within a week and uploads on SID.

## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

## Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment
IPR	Intellectual Property Rights
ISO	The International Organization for Standardization
SOP	Standard Operating Procedure
KRA	Key Responsibility Area
KPI	Key Performance Indicator
PwD	Persons with Disability