

Qualification Pack



Export Assistant

QP Code: AMH/Q1601

Version: 1.0

NSQF Level: 4

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,
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Qualification Pack

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AMH/Q1601: Export Assistant

Brief Job Description

An Export Assistant is responsible for managing all the processes in the export department of a company. This includes preparation & management of all shipment related documents, interpret export financing methods and terms of payment, understand foreign trade practices & procedures, handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation. An export assistant needs to have thorough knowledge of Indian and Foreign trade policies & operations to ensure effective management of the exports business.

Personal Attributes

An Export Assistant should have the ability to work unsupervised, taking independent decisions for own area of work. Individual needs to demonstrate ability to precisely follow defined procedures and should possess high quality orientation and attention to detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0104: Comply with industry, regulatory and organizational requirements](#)
2. [AMH/N1601: Manage export marketing operations](#)
3. [AMH/N1602: Carry out export processes and complete documentation](#)
4. [AMH/N1604: Analyze foreign trade logistics](#)
5. [AMH/N1605: Maintaining a healthy, safe and secure working environment in the organisation](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3322.6011

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Minimum Educational Qualification & Experience	12th Class (Preferably) with 1-2 Years of experience in Export department
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in Export Marketing Procedures and Documentation
Minimum Job Entry Age	18 Years
Last Reviewed On	20/06/2017
Next Review Date	31/03/2022
NSQC Approval Date	18/06/2015
Version	1.0
Reference code on NQR	2015/APR/AMHSSC/00239
NQR Version	1.0

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AMH/N0104: Comply with industry, regulatory and organizational requirements

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.

Scope

This unit/task covers the following:-Comply with industry and organizational requirements

Elements and Performance Criteria

Comply with industry, and organizational requirements

To be competent, the user/individual on the job must be able to:

- PC1..** carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures
- PC2.** seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel
- PC3.** apply and follow these policies and procedures within your work practices
- PC4. .** provide support to your supervisor and team members in enforcing these considerations
- PC.5.** identify and report any possible deviation to these requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of having an ethical and value-based approach to governance
- KU2.** benefits to your company and yourself due to practice of these procedures
- KU3.** the importance of punctuality and attendance
- KU4.** specific to the industry/sector, know and understand:-legal and ethical requirements.-procedures to follow if someone does not meet the requirements
- KU5.** customer specific requirements mandated as a part of your work process
- KU6.** country / customer specific regulations for your sector and their importance
- KU7.** reporting procedure in case of deviations
- KU8.** limits of personal responsibility

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write and document appropriate technical forms, job cards, inspection sheets as required format of the company

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- GS2.** read and comprehend the organizational documents pertaining to rules and procedures
- GS3.** read and comprehend basic english to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.
- GS4.** read in the local language as applicable
- GS5.** read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS6.** positively influence the team members into following procedures
- GS7.** take appropriate decisions regarding to responsibilities
- GS8.** plan and manage work routine based on company procedure
- GS9.** ensure and follow organizational procedures and policies
- GS10.** evaluate and seek and obtain clarification from the superiors
- GS11.** apply balanced judgment to different situations
- GS12.** analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry, and organizational requirements</i>	10	35	-	5
PC1.. carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	2	6	-	1
PC2. seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel	2	7	-	1
PC3. apply and follow these policies and procedures within your work practices	3	7	-	1
PC4. . provide support to your supervisor and team members in enforcing these considerations	1	5	-	1
PC.5. identify and report any possible deviation to these requirements	2	10	-	1
NOS Total	10	35	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	20/06/2017
Next Review Date	31/03/2022
NSQC Clearance Date	19/02/2016

Qualification Pack

AMH/N1601: Manage export marketing operations

Description

This unit is about managing the various export marketing operations

Scope

This unit/task covers the following:-Framework of Export Marketing Management

Elements and Performance Criteria

Framework of Export Marketing Management

To be competent, the user/individual on the job must be able to:

- PC1..** analyze the export marketing business & the operations involved
- PC2.** interpret the export marketing terms & understand the processes involved
- PC3.** apply export-market entry strategies
- PC4. .** analyze the factors that affect cost in export marketing
- PC.5.** be adept in understanding foreign currencies & conversion
- PC6. .** be updated on current market trade in respect of various foreign currencies
- PC7. .** manage the export distribution across geography
- PC8. .** understand the institutional framework for export promotional council & world trade organization
- PC9. .** coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities
- PC10. .** understand & interpret the various export schemes
- PC11. .** interpret export financing methods and terms of payment
- PC12. .** carry out export credit and foreign exchange risk management
- PC13. .** apply export promotional strategies where appropriate
- PC14. .** carry out all export marketing functions effectively

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** your organizations policies, procedures, guidelines and standards
- KU2.** safe working practices and organisational procedures
- KU3.** quality systems and other processes practiced in the organization
- KU4.** types of problems with quality and how to report them to appropriate people
- KU5.** the importance of complying with written instructions
- KU6.** reporting procedure in case of faults in own/ other processes
- KU7.** who to refer problems to when they are outside the limit of your authority
- KU8.** your organizations tools, templates and processes for export marketing related operations

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- KU9.** concept & framework of export marketing management1 what is export marketing management2 impact of technology: internet marketing3 entrepreneurial approaches to export marketing4 selection of export- markets / products5 export- market entry strategies6 export- pricing decisions7export- distribution
- KU10.** export promotional strategies
- KU11.** export marketing procedures & processes
- KU12.** impact of technology: internet marketing
- KU13.** entrepreneurial approaches to export marketing
- KU14.** selection of export- markets / products
- KU15.** export- market entry strategies
- KU16.** export- pricing decisions
- KU17.** export- distribution processes
- KU18.** export promotional strategies
- KU19.** functions of the export department
- KU20.** foreign exchange risk management
- KU21.** knowledge of foreign currencies & conversion

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** complete accurate well written work with attention to detail
- GS2.** communicate with others in writing
- GS3.** read & follow guidelines, rules, processes, export documents & agreements
- GS4.** listen effectively and orally communicate information accurately
- GS5.** ask for clarification and advice from others
- GS6.** follow rule-based decision-making processes
- GS7.** make decisions on a suitable course of action or response
- GS8.** make decisions on a suitable course of action or response
- GS9.** apply problem-solving approaches in different situations
- GS10.** refer anomalies to the supervisor
- GS11.** seek clarification on problems from others
- GS12.** analyze data and activities
- GS13.** pass on relevant information to others
- GS14.** provide opinions on work in a detailed and constructive way
- GS15.** apply balance judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Framework of Export Marketing Management</i>	14	49	-	7
PC1. analyze the export marketing business & the operations involved	1	1	-	0.5
PC2. interpret the export marketing terms & understand the processes involved	1	2	-	0.5
PC3. apply export-market entry strategies	1	1	-	0.5
PC4. analyze the factors that affect cost in export marketing	1	4	-	0.5
PC5. be adept in understanding foreign currencies & conversion	1	2	-	0.5
PC6. be updated on current market trade in respect of various foreign currencies	1	5	-	0.5
PC7. manage the export distribution across geography	1	1	-	0.5
PC8. understand the institutional framework for export promotional council & world trade organization	1	2	-	0.5
PC9. coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities	1	7	-	0.5
PC10. understand & interpret the various export schemes	1	4	-	0.5
PC11. interpret export financing methods and terms of payment	1	4	-	0.5
PC12. carry out export credit and foreign exchange risk management	1	7	-	0.5
PC13. apply export promotional strategies where appropriate	1	3	-	0.5
PC14. carry out all export marketing functions effectively	1	6	-	0.5
NOS Total	14	49	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1601
NOS Name	Manage export marketing operations
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	11/02/2019
Next Review Date	11/02/2023
NSQC Clearance Date	19/02/2016

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AMH/N1602: Carry out export processes and complete documentation

Description

This unit is about carrying out all the export processes and completing the requisite documentation at each stage of operation.

Scope

This unit/task covers the following:-Documentation related to export transactions

Elements and Performance Criteria

Documentation related to export transactions

To be competent, the user/individual on the job must be able to:

- PC1..** create and manage documentation related to pre & post shipment
- PC2.** create and manage export sales contract
- PC3.** handle the central excise/customs clearance: regulations, procedures and documentation
- PC4. .** do processing of an export order
- PC.5.** use the correct tools and equipments
- PC6. .** prepare & check all pre-shipment documents including:-1 invoice 2 packing list 3 gr form 4 ar-4/ ar4a form 5 etc licence 6 indent 7 acceptance of contract 8 letter of credit (loc) 9 qc certificate 10 port trust date 11 any other 12 sign of inspector/ customs div
- PC7. .** to complete, file and maintain exim documents pertaining to pre and post shipment.
- PC8. .** liaise with customs and excise officials
- PC9. .** handle duty backward matters
- PC10. .** take care of applications for export incentives
- PC11. .** obtaining advance license from jt dgft (director general of foreign trade), adherence with contracts and agreements
- PC12. .** looking after freight forwards, cha (customs house agent), transporter
- PC13. .** communication with suppliers, consignee, agents , transporters
- PC14. .** to follow up regularly and diligently with logistics companies to ensure timely shipments of goods
- PC15..** negotiation & co-ordination with customs agents for freight rates, customs clearances

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures
- KU2.** responsibilities under health, safety and environmental legislation
- KU3.** guidelines for storage and disposal of waste materials
- KU4.** potential hazards associated with the machines and the safety precautions

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- KU5.** protocol to obtain more information on work related tasks
- KU6.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- KU7.** details of the job role and responsibilities
- KU8.** documentation and reporting formats
- KU9.** work target and review mechanism with your supervisor
- KU10.** protocol and format for reporting work related risks/problems
- KU11.** method of obtaining/giving feedback related to performance
- KU12.** importance of teamwork and harmonious working relationships
- KU13.** process for offering/obtaining work related assistance
- KU14.** documentation formalities relating to export transactions
- KU15.** documentation framework
- KU16.** export financing methods and terms of payment
- KU17.** export credit and foreign exchange risk management
- KU18.** international commercial terms
- KU19.** export sales contract
- KU20.** central excise/customs clearance: regulations, procedures and documentation
- KU21.** processing of an export order
- KU22.** Knowledge of export related documents such as: Proforma Invoice Purchase Order Commercial Invoice Packing List Shipping Bill Bill Of Lading Master Airway Bill / House Airway Bill Export Certificate Certificate Of Origin Bill Of Exchange Bank Realisation Certificate Letter Of Credit Documents Against Acceptance

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** complete accurate well written work with attention to detail
- GS2.** communicate with others in writing
- GS3.** read instructions, guidelines, procedures and rules
- GS4.** read and understand techpacks, buyer specifications
- GS5.** ask for clarification and advice from managers
- GS6.** communicate orally with colleagues
- GS7.** handle the customs clearance
- GS8.** organize the export documents
- GS9.** refer anomalies to the manager
- GS10.** seek clarification on problems from others
- GS11.** provide relevant information to others
- GS12.** analyze needs, requirements and dependencies in order to meet your work requirements
- GS13.** negotiation of the customs duties, freight rates .

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Documentation related to export transactions</i>	16	56	-	8
PC1. create and manage documentation related to pre & post shipment	2	10	-	0.5
PC2. create and manage export sales contract	2	6	-	0.5
PC3. handle the central excise/customs clearance: regulations, procedures and documentation	1	3	-	0.5
PC4. . do processing of an export order	2	4	-	0.5
PC.5. use the correct tools and equipments	1	1	-	0.5
PC6. . prepare & check all pre-shipment documents including:-1 invoice 2 packing list 3 gr form 4 ar-4/ ar4a form 5 etc licence 6 indent 7 acceptance of contract 8 letter of credit (loc) 9 qc certificate 10 port trust date 11 any other 12 sign of inspector/ customs div	2	9	-	1
PC7. . to complete, file and maintain exim documents pertaining to pre and post shipment.	1	5	-	0.5
PC8. . liaise with customs and excise officials	0.5	1	-	0.5
PC9. . handle duty backward matters	1	4	-	0.5
PC10. . take care of applications for export incentives	1	4	-	0.5
PC11. . obtaining advance license from jt dgft (director general of foreign trade), adherence with contracts and agreements	1	3	-	0.5
PC12. . looking after freight forwards, cha (customs house agent), transporter	0.5	2	-	0.5
PC13. . communication with suppliers, consignee, agents , transporters	-	1	-	0.5
PC14. . to follow up regularly and diligently with logistics companies to ensure timely shipments of goods	0.5	1	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15.. negotiation & co-ordination with customs agents for freight rates, customs clearances	0.5	2	-	0.5
NOS Total	16	56	-	8

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1602
NOS Name	Carry out export processes and complete documentation
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	11/02/2019
Next Review Date	11/02/2023
NSQC Clearance Date	19/02/2016

Qualification Pack

AMH/N1604: Analyze foreign trade logistics

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to analyze foreign trade logistics concepts

Scope

This unit/task covers the following: Fundamentals of trade logistics as applied in international trade

Elements and Performance Criteria

Fundamentals of trade logistics as applied in international trade

To be competent, the user/individual on the job must be able to:

- PC1..** check pre shipment document
- PC2.** understand and identify the best suitable logistics as per buyers standard
- PC3.** interpret and negotiate the logistics cost with different type of shipment mode
- PC4. .** track the shipment and follow up for payment
- PC.5.** communicate with logistic agency, buying offices and buyers
- PC6. .** apply knowledge of different types of transport and the best suitable method
- PC7. .** manage logistics processes as per norms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organizational procedures
- KU3.** limits of your own responsibility
- KU4.** way so fre so lving with problems with in the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with colleagues
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organisations rules, codes and guidelines (including timekeeping)
- KU9.** the companys quality standards
- KU10.** the importance of complying with written instructions
- KU11.** work instructions and specifications and interpret them accurately
- KU12.** foreign trade logistics
- KU13.** mari time transport
- KU14.** multimodal transport: containerization
- KU15.** role of icds/cfs
- KU16.** role of chas/freight forwarders

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KU17. relation between work role and the over all process

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** send emails to the buying offices and buyers
- GS2.** read the shipping document
- GS3.** communicate effectively with logistic agency, buying offices and buyers
- GS4.** take appropriate decisions related to his responsibilities regarding the shipment
- GS5.** manage the logistics process
- GS6.** practice a customer service oriented approach regarding logistics of shipment
- GS7.** solve operational role related issues
- GS8.** identify the best suitable logistics cost with different type of shipment mode

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Fundamentals of trade logistics as applied in international trade</i>	14	49	-	7
PC1.. check pre shipment document	2	19	-	1
PC2. understand and identify the best suitable logistics as per buyers standard	2	7	-	1
PC3. interpret and negotiate the logistics cost with different type of shipment mode	2	6	-	1
PC4. . track the shipment and follow up for payment	2	4	-	1
PC.5. communicate with logistic agency, buying offices and buyers	2	3	-	1
PC6. . apply knowledge of different types of transport and the best suitable method	2	5	-	1
PC7. . manage logistics processes as per norms	2	5	-	1
NOS Total	14	49	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1604
NOS Name	Analyze foreign trade logistics
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	11/02/2019
Next Review Date	11/02/2023
NSQC Clearance Date	19/02/2016

Qualification Pack

AMH/N1605: Maintaining a healthy, safe and secure working environment in the organisation

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedure stop relevant , control and minimize risk to self and others.

Scope

This unit/task covers the following:-Comply with health, safety and security requirements at work

Elements and Performance Criteria

Comply with health,safety and security requirements at work

To be competent, the user/individual on the job must be able to:

- PC1..** comply with health and safety related instructions applicable to the workplace
- PC2.** carryout own activities in line with approved guidelines and procedures
- PC3.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC4. .** follow environment management system related procedures
- PC.5.** minimize health and safety risks to self and others due to own actions
- PC6. .** seek clarifications,from supervisorsorother authorized personnel in case of perceived risks
- PC7. .** monitor the work place and work processes for potential risks and threats
- PC8. .** carryout periodic walk through to keep work area free from hazards and obstructions,
- PC9..** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC10..** participate in mock drills/ evacuation procedures organized at the workplace
- PC11..** undertake first aid,fire-fighting and emergency response training,if asked to do so
- PC12..** take action based on instructions in the event of fire, emergencies or accidents
- PC13..** follow organization procedures for shutdown and evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health and safety related practices applicable at the workplace
- KU2.** potential hazards, risks and threats based on nature of operations
- KU3.** potential risks due to own actions and methods to minimize these
- KU4.** environmental management system related procedures at the workplace
- KU5.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU6.** potential accidents and emergencies and response to these scenarios
- KU7.** reporting protocol and documentation required

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- KU8.** details of personnel trained in first aid, fire-fighting and emergency response
- KU9.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU10.** occupational health and safety risks and methods
- KU11.** identification, handling and storage of hazardous substances
- KU12.** proper disposal system for waste and by-products
- KU13.** signage related to health and safety and their meaning
- KU14.** importance of sound health, hygiene and good habits
- KU15.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write and document appropriate technical forms in required format of the company
- GS2.** read and comprehend the organizational documents pertaining to rules and procedures
- GS3.** read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** positively influence the team members into following procedures
- GS5.** keep work area free from potential hazards
- GS6.** raise alarm
- GS7.** report to supervisors and other authorized personnel for assistance

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health,safety and security requirements at work</i>	6	21	-	3
PC1.. comply with health and safety related instructions applicable to the workplace	-	1	-	0.5
PC2. carryout own activities in line with approved guidelines and procedures	-	1	-	-
PC3. maintain a healthy lifestyle and guard against dependency on intoxicants	1	1	-	-
PC4. . follow environment management system related procedures	-	1	-	0.5
PC.5. minimize health and safety risks to self and others due to own actions	1	2	-	0.5
PC6. . seek clarifications,from supervisorsorother authorized personnel in case of perceived risks	-	1	-	-
PC7. . monitor the work place and work processes for potential risks and threats	-	1	-	-
PC8. . carryout periodic walk through to keep work area free from hazards and obstructions,	-	1	-	-
PC9.. report hazards and potential risks/ threats to supervisors or other authorized personnel	1	1	-	0.5
PC10.. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
PC11.. undertake first aid,fire-fighting and emergency response training,if asked to do so	1	3	-	0.5
PC12.. take action based on instructions in the event of fire, emergencies or accidents	0.5	3	-	0.5
PC13.. follow organization procedures for shutdown and evacuation when required	0.5	3	-	-
NOS Total	6	21	-	3

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1605
NOS Name	Maintaining a healthy, safe and secure working environment in the organisation
Sector	Apparel
Sub-Sector	Apparel
Occupation	Export Operations
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	11/02/2019
Next Review Date	11/02/2023
NSQC Clearance Date	19/02/2016

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0104. Comply with industry, regulatory and organizational requirements	10	35	-	5	50	17
AMH/N1601. Manage export marketing operations	14	49	-	7	70	23
AMH/N1602. Carry out export processes and complete documentation	16	56	-	8	80	27
AMH/N1604. Analyze foreign trade logistics	14	49	-	7	70	23
AMH/N1605. Maintaining a healthy, safe and secure working environment in the organisation	6	21	-	3	30	10
Total	60	210	-	30	300	100

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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.