



Model Curriculum

QP Name: Warehouse Packer

QP Code: LSC/Q2303

QP Version: 3.0

NSQF Level: 3

Model Curriculum Version: 3.0



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Training Parameters

Sector	Logistics
Sub-Sector	Warehousing
Occupation	Packaging
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/413
Minimum Educational Qualification and Experience	Grade 9 + No Experience required or Grade 8 with one year of (NTC/ NAC) after 8th + No Experience required or Grade 8 pass and pursuing continuous schooling in regular school with vocational subject + No Experience required or 8th grade pass + 1 year relevant experience or 5th grade pass + 4 year relevant experience or Ability to read and write + 5 year relevant experience or Previous relevant Qualification of NSQF Level 2 + 1 year relevant experience or Previous relevant Qualification of NSQF Level 2.5 + 6 months relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	27/01/2022
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
QP Version	3.0
Model Curriculum Creation Date	13/08/2021
Model Curriculum Valid Up to Date	27/01/2025
Model Curriculum Version	3.0



Minimum Duration of the Course	360 hrs
Maximum Duration of the Course	360 hrs

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

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

- Describe the basic structure and function of supply chain
- Identify various activities in a Warehouse
- Detail the various tasks to be performed while preparing for packing
- Describe each document and its requirements
- Perform packing as per standard operating procedure
- Perform the necessary tasks post packing

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	20	10	0	0	30
Module 1: Introduction to Warehouse Packer	20	10	0	0	30
LSC/N2308: Prepare for Packing NOS Version 1.0 NSQF Level 3	20	30	10	0	60
Module 2: Preparation for Packing	20	30	10	0	60
LSC/N2309: Perform Packing NOS Version 1.0 NSQF Level 3	20	60	10	0	90

Module 3: Packing	20	60	10	0	90
LSC/N2310: Perform post packing activities NOS Version 1.0 NSQF Level 3	20	60	10	0	90
Module 4: Post Packing Activities	20	60	10	0	90
LSC/N2104: To carry out Housekeeping NOS Version 1.0 NSQF Level 3	20	40	0	0	60
Module 5: Housekeeping Activities	20	40	0	0	60
Employability Skills	15	15	0	0	30
Total Duration	115	215	30	0	360

Module Details

Module 1: Introduction to Warehouse Packer

Mapped to Bridge Module

Terminal Outcomes:

- Describe the basic structure and function of supply chain
- Detail the various functions of Warehouse Packer

Duration: 20:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe Supply Chain and Logistics Management • Detail the various sub-sectors and the opportunities in them • Describe the organizational structure in warehousing industry • Explain warehousing industry and opportunities in it • Define your job roles and responsibilities as a Warehouse Packer • Explain the various operations in warehouse and their importance in the effective logistics • Describe the various functions / operations of the warehouse • Discuss the employment opportunities in the industry • Define the inbound and outbound activities • Explain the major activities that are performed inside a warehouse • Elaborate on the main roles of a Warehouse Packer 	<ul style="list-style-type: none"> • Identify various activities in a warehouse • Identify various sub-sectors and the opportunities in them • Perform your job role and responsibilities as Warehouse Packer • Perform various operations/ functions in warehouse • Identify the employment opportunities in the industry • Demonstrate the inbound and outbound activities • Identify the major activities that are performed inside a warehouse • Perform the main roles of a Warehouse Packer
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Video player or TV	

Module 2: Preparation for Packing

Mapped to LSC/N2308, v1.0

Terminal Outcomes:

- Detail the various tasks to be performed while preparing for packing.

Duration: 20:00	Duration:30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail the various tasks to be performed before packing • Explain the importance of a packing in logistics • Detail the elements of a packing list • Explain the different operation areas in the warehouse • Elaborate on the pre-packaging procedure • Describe how to identify the discrepancies and variance in packing • List the various types of packaging materials used inside a warehouse • List the different types of PPEs used while preparing for packing • Explain the purposes of various PPEs • Discuss the various safety standards pertaining to the industry 	<ul style="list-style-type: none"> • Perform the various tasks before packing • Identify the elements of a packing list • Identify the different operation areas in the warehouse • Demonstrate the pre-packaging procedure as per SOP • Identify the discrepancies and variance in packing • Identify the various types of packaging materials used inside a warehouse • Demonstrate the different types of PPEs used while preparing for packing • Identify the various safety standards pertaining to the industry
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Barcode scanner, Corrugated cardboard boxes, Metal drums, Plastic bags, Jute Bags, Dunnage Materials, Thermocol box, Ice Box, All type of Packaging tools and sample materials, Storage Bins, Sample list, Hand held device, Palmtops, Labels & Signages, Printers & Scanners, Packaging symbols & standards	

Module 3: Packing

Mapped to LSC/N2309, v1.0

Terminal Outcomes:

- Demonstrate the process of packing as per SOP
- Perform the various types of inspections during packing

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail the picking requirements for the different storage systems • Describe the required handling standards and ergonomics in packing operations • State the importance of Standard Operating Procedure – SOP • Elaborate on various additional materials in packaging • Detail the important functions of packing labels and standards • Explain the types of labels and symbols used in warehouse • Discuss the types of inspections need to be carried out during packing • Describe the roles and responsibilities of different colleagues in the shop floor 	<ul style="list-style-type: none"> • Demonstrate how to receive products/items for packing • Identify the important functions of packing labels and standards • Demonstrate the types of labels and symbols used in warehouse • Perform the various types of inspections during packing • Identify the roles and responsibilities of different colleagues in the shop floor
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Sample reports & documents like checklist, Reporting forms, Incident reports etc, Caution boards, Do's and Don'ts charts	

Module 4: Post Packing Activities

Mapped to LSC/N2310, v1.0

Terminal Outcomes:

- Discuss the various tasks to be performed post packing

Duration: 20:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the various activities to be performed after packing • Explain how to deal with damages and losses incurred during packing operations • Describe the organization procedures in reporting damages • Explain the different ways of updating packing operations • List the various documents needed for a warehouse packer • Discuss the importance of following work instructions • Describe the Dos and Dont’s in following work instructions 	<ul style="list-style-type: none"> • Perform the various activities after packing • Demonstrate how to deal with damages and losses incurred during packing operations • Report damages as per organization procedures • Identify the different ways of updating packing operations • Identify details about various documents needed for a warehouse packer • Demonstrate the Dos and Dont’s in following work instructions • Adapt to situations and carry out packing operations accordingly
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Teaching board, Computer, Projector, Sample reports & documents like Invoice, Pack List, Labels, Labelling standards, International Packing regulations, Customer requirements, Sample Do’s and Don’ts charts	

Module 5: Housekeeping Activities

Mapped to LSC/N2104, v1.0

Terminal Outcomes:

- Explain the importance of housekeeping after packing

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of housekeeping after packing • Discuss the various common work hazards in warehouse • Explain the Occupational/ Environmental Health and Safety • Discuss the consequence of non-compliance with safety standards • Describe the safety requirements for different types of materials • Detail the firefighting standards and prerequisites 	<ul style="list-style-type: none"> • Demonstrate health and safety procedures while performing packing • Implement 5S at workplace • Demonstrate the procedures for Evacuation in work environment • Evaluate the safety requirements in the work environment • Comply with safety, security and organizations procedures and guidelines • Document all health, safety and security violations
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser	
Tools, Equipment and Other Requirements	
Personal Protection Equipment: Gloves, Safety Shoes, goggles, ear plugs, boiler suit, Workshop Safety: Fire extinguishers, First Aid kits, Safety signs, SOP Charts on safety norms and drills, Charts of Do's and Don'ts in work area	

Module 6: Employability Skills

Mapped to DGT/VSQ/N0101, v1.0

Terminal Outcomes:

- Appraise the significance of employability skills in meeting the job requirements
- Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.
- Illustrate English and communication skills, customer service, entrepreneurship, and getting ready for jobs and apprenticeship.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Detail the importance of Employability Skills in meeting the job requirements • Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen. • Describe positive attitude, self - motivation, problem solving, time management skills and continuous learning mindset in different situations. • Discuss the significance of reporting sexual harassment issues in time • Appraise the significance of using financial products and services safely and securely. • Explain the importance of managing expenses, income, and savings. • Detail the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws • Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely • Categorize the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges • Discuss the significance of maintaining hygiene and dressing appropriately • Discuss how to search and register for apprenticeship opportunities 	<ul style="list-style-type: none"> • Analyze 21st century skills. • Practice appropriate basic English sentences/phrases while speaking • Demonstrate how to communicate in a well -mannered way with others. • Illustrate working with others in a team • Demonstrate how to conduct oneself appropriately with all genders and PwD • Operate digital devices and use the associated applications and features, safely and securely • Differentiate between types of customers • Create a biodata • Experiment with various sources to search and apply for jobs • Identify customer needs and address them • Compose the significance of dressing up neatly and maintaining hygiene for an interview



Classroom Aids
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Board eraser, UPS, LCD Projector, Computer Tables & chairs
Tools, Equipment and Other Requirements
Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below), Scanner cum Printer

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12 th Pass		2		1		Specialized in warehousing services

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Warehouse Packer" mapped to QP: "LSC/Q2303, v3.0". Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601" with minimum score of 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12 th pass		2		1		Specialized in warehousing services

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Warehouse Packer" mapped to QP: "LSC/Q2303, v3.0" with minimum score of 80%.	Recommended that the Trainer is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701" with minimum score of 80%.

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Logistics Sector Skill Council or with the LSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment and equipment etc.

3. On-Job Training: OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.

4. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- i. True / False Statements
- ii. Multiple Choice Questions
- iii. Matching Type Questions
- iv. Fill in the blanks
- v. Scenario based Questions
- vi. Identification Questions

QA Regarding Assessors:



Assessors are selected as per the “eligibility criteria” laid down by LSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to LSC Assessment Framework, competency based assessments, assessors guide etc. LSC conducts “Training of Assessors” program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters:

- 1) Guidance regarding NSQF
- 2) Qualification Pack Structure
- 3) Guidance for the assessor to conduct theory, practical and viva assessments
- 4) Guidance for trainees to be given by assessor before the start of the assessments.
- 5) Guidance on assessments process, practical brief with steps of operations
practical observation checklist and mark sheet
- 6) Viva guidance for uniformity and consistency across the batch.
- 7) Mock assessments
- 8) Sample question paper and practical demonstration

References

Glossary

Term	Description
Key Learning Outcome	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).
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	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