

# Model Curriculum

## Warehouse Worker

**SECTOR: AGRICULTURE & ALLIED**  
**SUB-SECTOR: AGRICULTURE INDUSTRIES**  
**OCCUPATION: POST-HARVEST SUPPLY CHAIN MANAGEMENT**  
**REF ID: AGR/Q7502, V1.0**  
**NSQF LEVEL: 3**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**AGRICULTURE SKILL COUNCIL OF INDIA**

for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/Qualification Pack: **'Warehouse Worker'** QP No. **'AGR/Q7502 NSQF Level 3'**

Date of Issuance: January 30<sup>th</sup>, 2017

Valid up to: March 31<sup>st</sup>, 2020

\* Valid up to the next review date of the Qualification Pack



Authorised Signatory  
(Agriculture Skill Council of India)

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# Warehouse Worker

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Warehouse Worker”, in the “Agriculture & Allied” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Warehouse Worker</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	AGR/Q7502, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	
<b>Pre-requisites to Training</b>	Class 5, preferably		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Receive, Sort, and manage the inventory of the produce:</b> Receiving the goods, Unloading of goods, sorting parameters, operating equipments, inventory management etc</li> <li>• <b>Pack and transport the goods:</b> weighing, packing techniques, loading and unloading, method of transportation, storing,</li> <li>• <b>Maintain the Warehouse:</b> Warehouse maintenance, cleaning, maintaining hygienic environment</li> <li>• <b>Become well versed with Environment Health &amp; Safety:</b> Well versed with health and safety measures in terms of safety of self and others as well</li> </ul>		







Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>50:00</b>  <b>Practical Duration</b> (hh:mm) <b>80:00</b>	trays, fumigants, disinfectants, spraying equipment, PPEs, first aid kit etc	

Grand Total Course Duration: **130 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by [Agriculture Skill Council of India](#))*



## Trainer Prerequisites for Job role: "Warehouse Worker" mapped to Qualification Pack: "AGR/Q7502, v1.0"

Sr. No.	Area	Details
1	<b>Description</b>	Trainer is responsible for educating the trainees - receiving, loading & unloading, sorting, grading, packaging, storing the produce in the warehouse, transporting and keeping records etc
2	<b>Personal Attributes</b>	Trainer should be Subject Matter Expert. He/ she should have good communication skills, leadership skills, observation skills
3	<b>Minimum Educational Qualifications</b>	Diploma
4a	<b>Domain Certification</b>	Certified for Job Role: "Warehouse Worker" mapped to QP: "AGR/Q7502, v1.0". Minimum accepted score is 80%.
4b	<b>Platform Certification</b>	Certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score is 80%
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• M Sc (Agriculture / Horticulture / Botany/Forestry)</li> <li>• B. Sc. (Agriculture / Horticulture / Botany / Forestry) with 1 year of relevant work experience</li> <li>• B.Sc. with 3 years of relevant work experience</li> <li>• Any Graduate with 4 years of relevant work experience</li> <li>• Diploma in Agriculture with 5 years of relevant work experience</li> <li>• 10+2 with 5 years of relevant work experience</li> </ul>

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Warehouse Worker</b>
<b>Qualification Pack</b>	<b>AGR/Q7502, v1.0</b>
<b>Sector Skill Council</b>	<b>Agriculture</b>

Sr. No.	Guidelines for Assessment
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
4	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
5	To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
6	In case of <i>unsuccessful completion</i> , the trainee may seek reassessment on the Qualification Pack.

Assessable Outcome	Assessment criteria	Total Marks (300)	Out Of	Marks Allocation	
				Theory	Skills Practical
1.AGR/N7505 Receive the agriculture produce	PC1. receive the goods delivered to warehouse for storage	45	1	0	1
	PC2. unload the goods (agriculture produce) from the trucks without any damage		2	0	2
	PC3. follow appropriate and respective material handling procedure for different types of agri produce such as grains, vegetables, flowers		4	2	2
	PC4. check and ensure if the delivered goods match the purchase orders		3	2	1
	PC5. verify goods are in good condition		2	1	1
	PC6. report any defects		2	1	1
	PC7. accurately weigh and count items using the equipment available		3	1	2
	PC8. use appropriate storage material such as gunny bags, carton box, trays, etc. as per the agri produce requirement		4	2	2
	PC9. ensure the storage materials are dust free and in good condition to protect the goods		3	2	1
	PC10. ensure quality and safety of goods while unloading and material movement		2	2	0
	PC11. ensure quantity of goods as per the documentation		2	2	0
	PC12. carry the goods manually off the truck		3	0	3
	PC13. operate equipment carefully when required to move heavy goods		4	1	3
	PC14. ensure adequate safety while handling complex equipment		2	1	1
	PC15. stock warehouse with appropriate tools for maintenance of equipment		2	0	2
	PC16. ensure appropriate material movement equipment is used for handling specific agri produce goods		2	2	0
	PC17. assist in maintaining a register or on computer by furnishing the details of the goods received		2	2	0
	PC18. coordinate with the suppliers		2	2	0

on the stock information and match with the documented details					
			<b>45</b>	<b>23</b>	<b>22</b>
2. AGR/N7506 Sort the goods received and maintain Inventory	PC1. sort the wide range of products received at the warehouse using shelves and racks as per the warehouse layout	75	4	0	4
	PC2. look into the customer orders and take decision on the goods to be moved to specific designated areas		4	2	2
	PC3. receive detailed information on the type of sorting to be done for different agriculture produce goods handled in the warehouse		3	3	0
	PC4. sort material according to size, type, style, color, or product code		8	2	6
	PC5. sort according to life of goods, characteristics of goods as per the instructions of supervisor		8	2	6
	PC6. sort according to nature of storage required (such as refrigerated, room temperature etc)		8	2	6
	PC7. ensure that no different stocks are mixed		4	4	0
	PC8. count and record the number of stock items received		6	0	6
	PC9. assist in documenting the inventory of the stocks in the warehouse periodically		5	5	0
	PC10. track inventory using appropriate system as per the instructions		5	2	3
	PC11. ensure that outgoing goods are reported to supervisors on time for inventory control management		5	5	0
	PC12. keep a record of the incoming goods		6	2	4
	PC13. receive instructions from the reporting supervisor and understand the work requirements as to how the goods are to be sorted		3	3	0
	PC14. ensure the supervisor is updated on the stock availability		3	3	0
	PC15. report on the goods received and stock information		3	3	0
			<b>75</b>	<b>38</b>	<b>37</b>
3. AGR/N7507 Store the good in order	PC1. organize space in the warehouse for necessary storage	60	3	0	3
	PC2. store the goods according to the assigned system of storage in the warehouse		5	2	3
	PC3. provide proper area with facilities for loading and unloading		2	2	0

	PC4. tag, mark and label the stock to locate its storage within the warehouse based on nature of the goods		5	0	5
	PC5. identify damaged goods		3	2	1
	PC6. ensure quality and quantity of the goods		2	2	0
	PC7. take precautions while handling hazardous materials		2	2	0
	PC8. ensure to store the goods in controlled conditions depending on the type of goods that have been received		2	2	0
	PC9. take necessary measures in controlling the temperature in case of refrigerated warehouse		4	2	2
	PC10. take care of the temperature, humidity and controlled atmosphere storage as required by the goods		4	2	2
	PC11. ensure goods are covered to protect them from external environment (in case of a open warehouse)		5	1	4
	PC12. use appropriate pest and rodent control mechanism to protect the goods during storage		7	2	5
	PC13. take care while storing and arranging the agriculture produce at its appropriate racks and places, for example. bags with rice can be thrown to be arranged while fruits bag cannot be thrown		3	0	3
	PC14. receive instructions from the reporting supervisor and understand the work requirements on the storage of the goods received		2	0	2
	PC15. report the information on goods stored		2	2	0
	PC16. ensure the standards with respect to quality, quantity and other aspects of the goods are complied with, according to the specifications of the warehouse policy		3	3	0
	PC17. ensure the goods stored are maintained with good quality till it reaches the end customer		3	3	0
	PC18. ensure to meet the required commitments		3	3	0
			<b>60</b>	<b>30</b>	<b>30</b>
4. AGR/N7508 Pack and deliver the goods	PC1. retrieve and assemble items for dispatch from various storage locations	60	2	1	1
	PC2. verify the stock is in good condition to be sent to the end		3	3	0

	customer				
	PC3. stack and pack the goods into bins or pallets or other appropriate boxes, bags or containers	8	2	6	
	PC4. wrap and label the goods for delivery as per customer requirement	8	2	6	
	PC5. drive trucks or van to and from vendors	1	0	1	
	PC6. decide on the transportation procedure such as by ship or trucks, based on the location to where the goods should reach	2	1	1	
	PC7. operate automated equipments such as fork-lifts, conveyor belts, rail cars, high stackers and others as necessary to lift goods to transport	4	0	4	
	PC8. prepare the transport vehicle by either pre-cooling or pre-warming and with appropriate temperature conditions, as per the goods that is being transported	3	1	2	
	PC9. avoid bumping the packed boxes to the walls or against other boxes	1	1	0	
	PC10. do not throw the boxes while loading onto the vehicles to transport	1	1	0	
	PC11. avoid tear of plastic bag packages	1	1	0	
	PC12. ensure damage free distribution	2	2	0	
	PC13. ensure quality of goods to be maintained	2	2	0	
	PC14. ensure the product reaches the end customers at accurate time	2	2	0	
	PC15. prepare storage receipts for customers who store their stock in the warehouse	4	1	3	
	PC16. maintain records of damage to stock and disposal of defective goods	4	0	4	
	PC17. assist to record and complete the necessary documents and information including the goods that are sent out to the end customers	3	2	1	
	PC18. understand the work requirement on transportation procedures	3	2	1	
	PC19. escalate any issues and problems to the reporting supervisor	3	3	0	
	PC20. report the information on the goods transported	3	3	0	
		<b>60</b>	<b>30</b>	<b>30</b>	
5. AGR/N7509 Undertake maintenance of warehouse	PC1. maintain the shelves, pallet area and workstations neat	30	2	0	2
	PC2. maintain clean loading area		2	0	2
	PC3. ensure the vehicles and		2	2	0

	equipment is maintained well and arrange for necessary repairs			
	PC4.ensure the warehouse is maintained and protected from fire, pests, water and pollution, for example. take necessary measures to protect the cotton goods from fire	2	2	0
	PC5. check the maintenance of air conditioners and electricity for refrigerated warehouse	3	0	3
	PC6.ensure to check the goods in the warehouse at regular intervals as necessary	2	2	0
	PC7.remove if any damaged goods are found	2	0	2
	PC8.check all parts of the warehouse and spray appropriate sprayers or take necessary steps to protect from any leakages, water logging if any, pests, etc.	5	0	5
	PC9.observe and ensure adequate safety precautions to be taken for the worker, goods and for the warehouse	3	3	0
	PC10.wear protective, safety gear and other safety merchandise	2	2	0
	PC11.understand the work requirement on maintenance procedures	3	2	1
	PC12.report the information on the maintenance undertaken in periodic intervals	2	2	0
		<b>30</b>	<b>15</b>	<b>15</b>
6. AGR/N9905 Coordinate with colleagues	PC1.receive instructions and understand the work requirements as per policy and procedures	3	2	1
	PC2.report and communicate on the various activities undertaken	2	1	1
	PC3.escalate any issues and problems to the reporting supervisor	1	0	1
	PC4. receive feedback on work standards and customer satisfaction	1	0	1
	PC5.communicate any potential hazards at a particular location	1	0	1
	PC6.rectify any errors if indicated by the supervisor	1	0	1
	PC7. assist colleagues wherever necessary as per capability	1	1	0
	PC8.resolve any conflicts and ensure a smooth workflow	1	0	1
	PC9. put team over individual goals	2	2	0
	PC10.coordinate with the colleagues on various activities to be completed	2	2	0
		<b>15</b>	<b>8</b>	<b>7</b>

7.AGR/N9906 Maintain Safe work Environment	PC1. comply with general safety procedures of the company	15	3	2	1
	PC2. follow standard safety procedures while handling equipment, hazardous material or tool		2	0	2
	PC3. check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.		1	0	1
	PC4. ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure		1	0	1
	PC5. keep the workplace organized, swept, clean and hazard free		1	0	1
	PC6. attend fire drills and other safety related workshops organized at the workplace		1	0	1
	PC7. be aware of first aid, evacuation and emergency procedures		1	0	1
	PC8. be alert of any events and do not be negligent of any safety procedures to be followed		1	0	1
	PC9. avoid accidents while using hazardous chemicals, machines, sharp tools and equipments		1	1	0
	PC10. use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)		2	2	0
	PC11. handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders		1	1	0
		15	6	9	
<b>TOTAL</b>	<b>300</b>	<b>300</b>	<b>150</b>	<b>150</b>	
<b>Percentage Weightage</b>			<b>50%</b>	<b>50%</b>	
<b>Minimum Pass% to qualify (aggregate):</b>			<b>50%</b>		