

Model Curriculum

Inventory, Materials Manager

(Options – *Bid Process*)

SECTOR: LOGISTICS
SUB-SECTOR: WAREHOUSING
**OCCUPATION: OPERATIONS (RECEIVING/ LOADING AND
UNLOADING/QUALITY ASSURANCE/
STORAGE/ DISPATCH OR VANNING)**
REF ID: LSC/Q0104, V1.0
NSQF LEVEL: 6



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK - NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Logistic Sector Skill Council of India

for the

Model Curriculum

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Inventory, Materials Manager'** QP No. **'LSC/Q0104 NSQF Level 6'**

Date of Issuance: May 4th, 2019

Valid up to: May 4th, 2022

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



Authorised Signatory
(Logistics Sector Skill Council of India)

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Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N9701</p>	<ul style="list-style-type: none"> • Demonstrate effective oral and written business communication • Prepare costing sheets for service delivery • Use ERP for updating client data • Estimate when to upsell and cross-sell services to existing clients • Describe the nuances in building rapport with clients, customs, government agencies, insurance for healthy relationship • Prepare service level agreements • Schedule resources as per operational requirement 	
4	<p>Performance management system</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N9602</p>	<ul style="list-style-type: none"> • Define performance measurement metrics for assigned activities • Explain performance review process • Perform root cause analysis for non-performing areas • Develop corrective and preventive actions to avoid recurrence • Design performance improvement plan • Communicate performance improvement plan • Define KPIs as per organisational metrics and expectations • Examine employee grievances and undertake corrective actions 	SOP, MIS, ERP, worksheets, stationery, computer, projector etc.
5	<p>Profit and loss account management and cost accounting</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N9603</p>	<ul style="list-style-type: none"> • Describe the process of analysing profit & loss (P&L) • Explain budgeting process • Evaluate budgetary compliance • Explain methods to analyse variance between budget and actual expenditure • Compare budget with actual physical output • Prepare budget amendments • List the risk management procedures • Perform Activity Based Costing (ABC) • Perform audit to identify reasons for deviation from costing • Explain the process to rationalise cost by undertaking improvement activities 	Computers, MIS, ERP, performance review software, worksheets etc.
6	<p>In-plant logistics management</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p>	<ul style="list-style-type: none"> • Analyse Material Requirement Plan (MRP), despatch/ Distribution Requirement Plan (DRP), and budget for procurement to assess material requirement • Prepare indents for material receipt/ procurement • Plan workforce, equipment and MHE resources for storage, handling and movement of material 	Computers, Enterprise Resource Planning (ERP), Material Handling Equipment (MHEs), inventory models, stationery, Personal Protective Equipment (PPEs) etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	40:00 Corresponding NOS Code LSC/N9909	<ul style="list-style-type: none"> handling dangerous and hazardous goods Implement standard protocol in case of emergency situations, accidents, and breach of safety Document health, safety and security violations Explain the escalation matrix for reporting deviation 	
10	GST and its application Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code LSC/N9907	<ul style="list-style-type: none"> Apply GST for invoices State the rules and regulations that are to be followed while applying and reversing GST Identify faults in a document with GST computation Describe the approval process of GST documents Examine pending litigations from previous regime Review monthly returns for compliance to regulations Examine correctness of tax payment records and acknowledgements received 	Laptop, MS office, ERP, stationery, worksheets, computer, projector, GST guidelines etc.
	COMPULSORY NOS: Total Duration 620:00 Theory Duration 180:00 Practical Duration 440:00	Unique Equipment Required: Teaching board, computer, projector, video player or TV, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP, inventory models, PPE, MHE, instructional material, alarms, safety guidelines, safety signs, GST guidelines etc.	

OPTIONS (Optional to choose any or all or none)

OPTION 1: Bid Process Management

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Bid process management Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 50:00	<ul style="list-style-type: none"> Describe activities to identify new business proposals Analyse technical requirement of the tender specification as mentioned in the Request for Proposal (RFP) Prepare preliminary feasibility study and cost analysis of the tender based on CAPEX and OPEX requirements Review queries on bid scope with client Describe work allocation to various internal teams for proposal preparation 	Computer, Enterprise Resource Planning (ERP), MS office, stationery, worksheets, SOP etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code LSC/N9702	<ul style="list-style-type: none"> Prepare CAPEX, OPEX, project quote in discussion with engineering, procurement, implementation, operations, HR and finance team Review the proposal for compliance to all tender requirements Discuss the process for client relationship management 	
	OPTION 1: Total Duration Theory Duration 20:00 Practical Duration 50:00	Unique Equipment Required: Computer, Enterprise Resource Planning (ERP), MS office, stationery, worksheets, SOP etc.	
	GRAND Total Duration Minimum Duration for the QP= 620 hrs Theory: 180 hrs Practical: 440 hrs Maximum Duration for the QP= 690 hrs Theory: 200 hrs Practical: 490 hrs	Unique Equipment Required: Teaching board, computer, projector, video player or TV, Management information system (MIS), Enterprise Resource Planning (ERP), performance review software, budgeting and forecasting software, stationery, worksheets, SOP, inventory models, PPE, MHE, instructional material, alarms, safety guidelines, safety signs, GST guidelines etc.	

(This syllabus/ curriculum has been approved by [Logistics Sector Skill Council](#))

	with peers and seniors and get their approval on the forecast and budgets				
	PC9. prepare weekly and monthly work plans as per the forecast and budget		4	1	3
	PC10. make amendments in budgeted resources based on daily performance reviews		4	1	3
	PC11. identify priority task and inform to supervisors and executives		4	1	3
	PC12. approve and share the weekly work plan with supervisors allocating resources as per plan		4	1	3
	PC13. review and approve any ad-hoc request for alternate or additional resources		4	1	3
	PC14. approve daily work plan prepared by supervisors		4	1	3
	PC15. guide supervisors and executives to resolve any pending issues		4	1	3
	PC16. coordinate with other departments and external resources to escalate and expedite stuck cases		4	1	3
	PC17. coordinate with clients and keep them updated in cases of delays, pendency, etc.		4	1	3
	PC18. review of work by executives and supervisors to check for errors		4	1	3
	PC19. review reports to monitor operational performance		4	1	3
	PC20. guide the team in use of ERP and available Information Technology (IT) infrastructure		4	1	3
	PC21. monitor compliance with relevant local, country and international law and process on a regular basis		4	2	2
	PC22. monitor compliance with respect to organizational policies and procedure		4	2	2
	PC23. identify areas of non-compliance, examine the reasons		4	2	2
	PC24. make recommendations for corrections to ensure compliance		4	2	2
	PC25. conduct inspections to check if standard material handling procedure and Standard Operating Procedure (SOPS) are followed		4	2	2
			100	30	70
LSC/N9701 Business development	PC1. obtain list of existing clients and new prospects from the company's sales database.	100	7	2	5

	PC11. complete the bid document in a timely manner, cross verify with bid checklist and submit the bid on time		8	3	5
	PC12. follow up with client for any additional information or support requirement		8	3	5
			100	30	70