

Model Curriculum

Receiving Assistant

SECTOR: LOGISTICS
SUB-SECTOR: WAREHOUSING STORAGE
OCCUPATION: RECEIVING ASSISTANT
REF ID: LSC/Q2112, V1.0
NSQF LEVEL: 3



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: **'Receiving Assistant'** QP No. **'LSC/Q2112 NSQF Level 3'**

Date of Issuance: December 19th, 2018

Valid up to: December 19th, 2021

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



Authorised Signatory
(Logistics Sector Skill Council of India)

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This course encompasses 4 out of 4 NOS (National Occupational Standards) of “Receiving Assistant” Qualification Pack issued by “Logistics Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Classify the components of Supply Chain and Logistics sector Detail the various sub-sectors and the opportunities in them Identify various activities in land transportation, warehouse, port yard, land, ship and air transportation Explain job roles in warehousing Detail your job role as Receiving Assistant and its interface with other job roles Describe the various MHEs and equipment used in warehouses Discuss the documentation requirements in warehousing operations 	Teaching board, computer, projector, video player or TV
2	<p>Prepare for receiving consignments</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N2112</p>	<ul style="list-style-type: none"> Detail the activities listed in a typical work schedule Differentiate the different types of goods and their corresponding checklists Explain priorities and special conditions encountered in a warehouse Describe the different types of PPE to be used in warehouse Explain the usage of equipment and forms used in receiving operations Demonstrate usage of barcode scanners, densimeters and other equipment used in warehouse Describe safe work condition requirements 	SOP, worksheets, white board, stationery, markers, PPEs, computer, printers, barcode scanner, densimeter etc.
3	<p>Receiving inbound consignments</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N2113</p>	<ul style="list-style-type: none"> Demonstrate usage of IT system for receiving and managing consignments Explain consignment inspection procedure Detail damaged goods quarantine process Discuss documentations involved in consignment receiving Discuss consignment segregation and aggregation based on transport location Demonstrate consignment inspection process using testing equipment Demonstrate usage of barcode and allied equipment for managing inventory 	SOP, worksheets, stationery, markers, PPEs, ERP, computer, printers, safety equipment, barcode scanners etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Record non-conformities and damages in consignment Detail binning and staging in warehouse Discuss consignment shortage management process Discuss escalation procedure for managing damaged goods Prepare damage claim forms, missing goods forms and other documentation 	
4	<p>Complete end of day activities</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code LSC/N2114</p>	<ul style="list-style-type: none"> Describe physical data and system entries comparison process Inspect information update status for damaged/missing goods Details information requirements for invoice preparation Discuss end of day reports and status update requirements for manager Detail safe and clean working environment requirements in work area and receiving area 	SOP, standard forms, stationery, markers, ERP, computer, printers, etc.
5	<p>Maintain health, safety and security measures in receiving consignments</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code LSC/N2124</p>	<ul style="list-style-type: none"> Detail fire safety regulation Discuss fire and bio hazards handling procedures Demonstrate the usage of PPEs in work environment Identify unsafe working conditions and practices Discuss documentation procedures for health, safety and security violations Explain escalation matrix for reporting deviation 	PPE, MHE, instructional material, alarms, safety guidelines, safety signs, computer, projector etc.
	<p>Total Duration 290:00</p> <p>Theory Duration 90:00</p> <p>Practical Duration 200:00</p>	<p>Unique Equipment Required: Teaching board, computer, projector, video player or TV, SOP, worksheets, white board, stationery, markers, PPEs, ERP, printers, tracker, MHEs, barcode scanner, densimeter, instructional material, alarms, safety guidelines, safety signs etc.</p>	

Grand Total Course Duration : 290 Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Receiving Assistant” mapped to Qualification Pack: “LSC/Q2112, v1.0”

Sr. No.	Area	Details
1	Description	Receiving Assistants are also known as receiving clerks. Individuals in this role are responsible for completing the paperwork and receiving inbound consignments, checking them against invoices, identifying missing or defective items and processing returns with the distributor. They also help with cross docking, entering information regarding goods received and their storage location in the computer system and forwarding invoices to accounts payable.
2	Personal Attributes	This job requires the individual to work well with his/her team and achieve joint goals. The individual must be able to prioritize and execute tasks within scheduled time limits. The individual should be able to maintain high concentration levels throughout his/her shift.
3	Minimum Educational Qualifications	Graduate
4a	Domain Certification	Certified for Job Role: “Receiving Assistant” mapped to QP: “LSC/Q2112, V 1.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score is 80%
5	Experience	<ul style="list-style-type: none"> • Class XII pass with minimum 8 years (with minimum 3 years of experience as Manager) of experience in Warehouse operations (or) • Diploma with minimum 5 years (with minimum 3 years of experience as Manager) of experience in Warehouse operations • Graduate with minimum 5 years (with minimum 3 years of experience as Manager) of experience in Warehouse operations • Detailed knowledge of warehouse operations management including goods receipt and dispatch, inventory analysis, maintenance and repair, budgeting and resource management • Has supervisory skills with good knowledge of IT and control systems in Warehousing, and reporting and data management skills • The trainer should have the ability to read write and communicate in vernacular language, Hindi and English

	PC7. Collect any receiving equipment to be used like bar code scanners, densimeters, etc. and check to ensure that they are in good working condition.		10	2	8
	PC8. Inspect the receiving area to ensure that it is clean and in safe condition before starting work.		10	2	8
	PC9. Have any issues/problems solved before starting work.		10	2	8
		Total	100	20	80
LSC/N2113 Receive inbound consignments	PC1. Start up the computer system, log in using company credentials and ensure that the system is working well.	100	3	1	2
	PC2. Collect the agreement sheet from the truck driver.		4	2	2
	PC3. Request driver to unseal consignment in their presence		3	0	3
	PC4. In case of damage, take necessary precautions including quarantining the goods, obtaining drivers' signature, taking notes/snapshots etc.		3	0	3
	PC5. Visually inspect the consignment, sign the agreement sheet and give it to the documentation assistant to prepare the arrival report.		4	1	3
	PC6. In case of discrepancy in consignments against the agreement sheet, report to supervisor		3	0	3
	PC7. Prepare unloading Slip, Ensure the document packs are matching with physical receipt		5	2	3
	PC8. Have the consignment unloaded and moved into the receiving area by the unloader.		3	1	2
	PC9. Ensure proper acknowledgements are endorsed by driver as well the receiving clerk		3	1	2
	PC10. Based on the labels, identify the final destination, what goods are contained, and the quantity contained in the package.		5	2	3
	PC11. Keep aside packages which are headed for a different final destination i.e.. not being stored in the warehouse.		5	2	3
	PC12. Have the loader move the packages and keep them along with other packages headed for the same destination.		4	1	3

