

Model Curriculum

1. Export Assistant

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: Apparel
OCCUPATION: Export marketing and Documentation
REF ID: AMH/Q1601
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

APPAREL MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL

for the

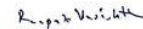
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Export Assistant QP No. 'AMH/Q1601 NSQF
Level 4'

Date of Issuance: **December 15, 2016**

Valid up to: **December 15, 2017**

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



Dr. Roopak Vasishtha
Chief Executive Officer (Apparel
Made-ups Home Furnishing Sector
Skill Council)

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Export Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Export Assistant”, in the “Apparel, Made Ups and Home Furnishing” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Export Assistant		
Qualification Pack Name & Reference ID.	Export Assistant; AMH/Q1601		
Version No.	1.0	Version Update Date	As per QP
Pre-requisites to Training	Preferably Class 12 th		
Training Outcomes	<ul style="list-style-type: none"> • Manage export marketing operations • Carry out export processes and complete documentation • Comply with industry regulation and organizational requirements • Analyze foreign trade logistics • Maintaining a healthy, safe and secure working environment in the organization 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Export Assistant” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction and Orientation</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code</p> <p>Bridge Module</p>	<ul style="list-style-type: none"> Importance of Packing in Apparel Industry Understand the Job Responsibilities of an Packer 	Laptop/computer with peripherals, white board, marker, projector,
2	<p>Manage export marketing operations</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code AMH/N1601</p>	<ul style="list-style-type: none"> Analyze the export marketing business & the operations involved Interpret the export marketing terms & understand the processes involved Apply export-market entry strategies Analyze the factors that affect cost in export marketing Understand foreign currencies & conversion Identify current market trade in respect of various foreign currencies Manage the export distribution across geography Understand the Institutional Framework for Export Promotional Council & World Trade Organization Coordinate with Export Promotional Council/Ministry of commerce & Industry for affiliation & documentation formalities Understand & interpret the various export schemes Interpret Export Financing Methods and Terms of Payment Carry out Export Credit and Foreign Exchange Risk Management Apply export promotional strategies where appropriate Carry out all export marketing functions effectively 	Computer, Computer Peripherals Printer (Laser Printer) Projector ,Garment Samples, Rulers, Measuring Tape (0.5” width), Pen/Paper Calculator, Documents Company Quality Standards Handbook/ Guidelines, Fashion Forecasting, Books/Journals/Magazines Swatch File(fabric and trims) Buyer Requirement/Size Chart, Trims/Accessory samples, Tech Pack/ Foreign Trade Policies, Introductory notes on apparel, made-ups and home furnishing, Export Documentation Books and various Export Documents Documents on Foreign Trade Logistics, Books on International Trade/Marketing Market Entry and pricing Strategies Books

	NOS Code AMH/0104		
5	<p>Analyze foreign trade logistics</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code AMH/N1604</p>	<ul style="list-style-type: none"> • Check pre shipment document • Understand and identify the best suitable logistics as per buyer's standard • Interpret and negotiate the logistics cost with different type of shipment mode • Track the shipment and follow up for payment • Communicate with logistic agency, buying offices and buyers • Apply knowledge of different types of Transport and the best suitable method • Manage logistics processes as per norms 	Same as above
6	<p>Maintaining a healthy, safe and secure working environment in the Organization</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AMH/N1605</p>	<ul style="list-style-type: none"> • Comply with health and safety related instructions applicable to the workplace • Carry out own activities in line with approved guide lines and procedures • Maintain a healthy lifestyle and guard against dependency on intoxicants • Follow environment management system related procedures • Minimize health and safety risks to self and others due to own actions • Seek clarifications from supervisors or other authorized personnel in case of perceived risks • Monitor the work place and work processes for potential risks and threats • Carry out periodic walk through to keep work area free from hazards and obstructions, • If assigned • Report hazards and potential risks/ threats to supervisors or other authorized personnel • Participate in mock drills/ evacuation procedures organized at the workplace • Undertake first aid, fire-fighting and emergency response training, if asked to do so • Take action based on instructions in the event of fire, emergencies or accidents • Follow organization procedures for shutdown and evacuation when required 	Same as above
7	<p>Soft Skills</p> <p>Theory Duration (hh:mm) 02:00</p>	<ul style="list-style-type: none"> • Understand importance of effective communication • Communicate effectively with others • Identify and follow personal grooming and hygiene • Follow organization procedures and maintain personal health and hygiene and 	Computer, projector, whiteboard, marker

	<p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code</p> <p>Bridge Module</p>	<p>avoid habits like ghutka, tobacco etc.</p> <ul style="list-style-type: none"> • Interact effectively in a group • Manage time effectively • Understand importance of resume and prepare your resume • Prepare for interviews 	
8	<p>IT Skills</p> <p>Theory (hh:mm) 05 hours</p> <p>Practical (hh:mm) 10 hours</p> <p>Corresponding NOS</p> <p>Bridge Module</p>	<ul style="list-style-type: none"> • Understand parts of a computer • Understand basics of computer and concept of motherboard • Use Microsoft Word • Use Microsoft PowerPoint • Use Microsoft Excel • Understand Internet and its uses 	<p>Power point presentation, LCD projector, Computer, LCD screen, white board, marker, pointer, Microsoft Office, Internet Connectivity</p>
9.	<p>First aid and CPR</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 06:00</p> <p>Corresponding NOS Code</p> <p>Bridge Module</p>	<ul style="list-style-type: none"> • Identify methods of first aid • Undertake basic first aid, • Undertake basic CPR 	<p>First Aid Kit</p>
	<p>Total Duration 270:00</p> <p>Theory Duration 90:00</p> <p>Practical Duration 180:00</p>		

Grand Total Course Duration: **270 Hours**

(This syllabus/ curriculum has been approved by APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL)

Trainer Prerequisites for Job role: “Export Assistant” mapped to Qualification Pack: “AMH/Q1601, version 1.0”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “Q1601”
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	Graduate/ ITI/Diploma/AMT, from NIFT, or any other polytechnic/reputed institute in the core subject
4a	Domain Certification	Certified for Job Role: “Export Assistant” mapped to QP: “AMH/Q1601”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%.
5	Experience	<p>The candidate should have a minimum of 3 years of work experience in the same job role. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.</p> <p>* The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes, like NID, NIFT etc.</p>

Annexure: Assessment Criteria

Assessment Criteria for Export Assistant	
Job Role	Export Assistant
Qualification Pack	AMH/Q1601, version 1.0
Sector Skill Council	APPAREL, MADE-UP'S AND HOME FURNISHING

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	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 criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment Criteria	Total Marks	Marks Allocation			
			Out Of	Theory	Skills Practical	Viva
1. AMH/N1601 (Manage export marketing operations)	PC1. Analyse the export marketing business & the operations involved	100	8	4	2	2
	PC2. Interpret the export marketing terms & understand the processes involved		8	3	3	2
	PC3. Apply export-market entry strategies		8	4	2	2
	PC4. Analyse the factors that affect cost in export marketing		8	4	2	2
	PC5. Be adept in understanding foreign currencies & conversion		8	4	2	2
	PC6. Be updated on current market trade in respect of various foreign currencies		8	2	4	2
	PC7. Manage the export distribution across geography		8	4	2	2
	PC8. Understand the Institutional Framework for Export Promotional Council & World Trade Organization		7	2	4	1
	PC9. Coordinate with Export Promotional Council/Minister of commerce & Industry for affiliation & documentation formalities'		4	1	2	1
	PC10. Understand & interpret the various export schemes		6	2	1	3
	PC11. Interpret Export Financing Methods and Terms of Payment		6	2	2	2
	PC12. Carry out Export Credit and Foreign Exchange Risk Management		8	4	3	1
	PC13. Apply export promotional strategies where appropriate		6	2	3	1
	PC14. Carry out all export marketing functions effectively		7	2	3	2
		Total	100	40	35	25
2. AMH/N 1602 Carry out export processes and complete documentation	PC1. Create and manage Documentation related to pre & post shipment		8	2	4	2

	PC2. Create and manage Export Sales Contra		7	3	3	1
	PC3. Handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation		6	2	2	2
	PC4.Do Processing of an Export Order		8	4	3	1
	PC5. Use the correct tools and equipment's		8	4	2	2
	PC6. Prepare & check all pre-shipment documents including: <ul style="list-style-type: none"> • invoice • packing list • gr form • ar-4/ ar4a form • licence • indent • acceptance of contract • letter of credit (loc) • qc certificate • port trust date • any other • sign of inspector/ customs div 	100	8	4	2	2
	PC7.To complete, file and maintain EXIM documents pertaining to Pre and Post Shipment.		6	3	2	1
	PC8. Liaise with customs and excise officials		7	2	3	2
	PC9. Handle duty backward matters		6	3	1	2
	PC10. Take care of applications for export incentives		7	3	2	2
	PC11. Obtaining advance license from Jt. DGFT Director General of Foreign Trade), Adherence with contracts and agreements		6	3	2	1
	PC12. Looking after freight forwards, CHA (Customs House Agent), Transporter		7	3	2	2
	PC13. Communication with suppliers, consignee, agents , transporters		7	2	2	3
	PC14. To follow up regularly & diligently with logistics companies to ensure timely shipments of goods		5	1	2	2
	PC15. Negotiation & co-ordination with customs agents for Freight Rates, Customs clearances		4	1	2	1
	Total		100	40	34	26

3. AMH/N0104 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance, with legislation and regulations, organizational guidelines and procedures	50	10	4	4	2
	PC2. Seek and obtain clarifications on policies and procedures, from your Supervisor or other authorized personnel		10	4	4	2
	PC3. Apply and follow these policies and procedures within your work practices		10	5	3	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		10	3	3	4
	PC5. Identify and report any possible deviation to these requirements		10	3	4	3
	Total		50	19	18	13
4. AMH/N1604 Analyze the foreign trade logistics	PC1. Check pre shipment document	50	7	3	2	2
	PC2. Understand and identify the best suitable logistics as per buyer's standard		8	5	2	1
	PC3. Interpret and negotiate the logistics cost with different type of shipment mode		7	2	2	3
	PC4. Track the shipment and follow up for payment		8	2	4	2
	PC5. Communicate with logistic agency, buying offices and buyers		5	2	2	1
	PC6. Apply knowledge of different types of Transport and the best suitable method		7	1	5	1
	PC7. Manage logistics processes as per norms		8	2	5	1
	Total	50	17	22	11	
5. AMH/N1605 Maintaining a healthy, safe and secure working environment in the organization	PC1. Comply with health and safety related instructions applicable to the workplace		4	1	2	1
	PC2. Carryout own activities in line with approved guidelines and procedures		4	1	2	1

	PC3. Maintain healthy lifestyle and guard against dependency on intoxicants	50	5	2	2	1
	PC4. Follow environment management system related procedures		3	1	1	1
	PC5. Minimize health and safety risks to self and others due to own actions		4	1	1	2
	PC6. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	1	2
	PC7. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC8. Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC9. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	1
	PC10. Participate in mock drills/ evacuation procedures organized at the workplace		5	1	3	1
	PC11. Undertake first aid, fire-fighting and emergency response training, if asked to do so		5	1	3	1
	PC12. Take action based on instructions in the event of fire, emergencies or accidents		4	1	2	1
	PC13. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
	Total		50	14	21	15
	Grand Total		350	130	130	90



Apparel Made-ups and Home Furnishing Sector Skill Council
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