



Model Curriculum

QP Name: Storekeeper - Plumbing Projects

QP Code: PSC/Q0401

QP Version: 2.0

NSQF Level: 4

Model Curriculum Version: 2.0

Water Management and Plumbing Skill Council | | Unit- 606 & 609, Tower-C, DLF Prime Towers, Phase-1, Okhla, Delhi, 110020

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Training Parameters

Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Material Handling
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 4322.0101
Minimum Educational Qualification and Experience	12th grade Pass OR Pursuing 3rd year of 3-year diploma after 10th OR 10th grade pass with 1-year NTC plus CITS (or NAC) OR 8th grade pass with 2-year NTC plus 1-year NAC plus 1-year CITS OR Previous relevant Qualification of NSQF Level (3 as Assistant Plumber – General with 8th Grade Pass) with 2 Years of experience Relevant
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 years
Last Reviewed On	24-02-2022
Next Review Date	24-02-2025
NSQC Approval Date	
QP Version	2.0
Model Curriculum Creation Date	24-02-2022
Model Curriculum Valid Up to Date	24-02-2025
Model Curriculum Version	2.0
Minimum Duration of the Course	480 Hours
Maximum Duration of the Course	510 Hours

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 should have acquired the listed knowledge and skills.

- Perform preparatory tasks for setting-up a plumbing store at a plumbing work site.
- Execute tasks related to upkeep of plumbing store materials and supplies and ensuring their availability
- Perform inbound and outbound documentation in a warehouse
- Adhere to health and safety practices at the workplace
- Work in an effective manner
- Demonstrate practices for optimizing resource utilization at the workplace
- Perform activities related to transport coordination

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)	Total Duration
PSC/N0401-Prepare for Plumbing Store-Operations NOS Version No.: 1.0 NSQF Level: 4	65:00 Hours	90:00 Hours	25:00 Hours	180:00 Hours
Module 1: Introduction to the sector and the job role	05:00 Hours	00:00 Hours	00:00 Hours	05:00 Hours
Module 2: Basics of Plumbing	30:00 Hours	00:00 Hours	10:00 Hours	40:00 Hours
Module 3: Setting up a plumbing store	30:00 Hours	90:00 Hours	15:00 Hours	135:00 Hours
PSC/N0402-Ensure Upkeep and Availability of Plumbing Store Materials and Supplies NOS Version No.: 1.0 NSQF Level: 4	35:00 Hours	60:00 Hours	25:00 Hours	120:00 Hours

Module 4: Upkeep of materials and stock	17:00 Hours	30:00 Hours	10:00 Hours	57:00 Hours
Module 5: Store Operations	18:00 Hours	30:00 Hours	15:00 Hours	63:00 Hours
LSC/N0107- Perform inbound and outbound documentation in a warehouse NOS Version No.: 1.0 NSQF Level: 4	30:00 Hours	50:00 Hours	10:00 Hours	90:00 Hours
Module 6: Inbound and outbound documentation	15:00 Hours	25:00 Hours	05:00 Hours	45:00 Hours
Module 7: Claim's documentation	15:00 Hours	25:00 Hours	05:00 Hours	45:00 Hours
PSC/N0136- Apply health and safety practices at the workplace NOS Version No.: 1.0 NSQF Level: 4	10:00 Hours	05:00 Hours	00:00 Hours	15:00 Hours
Module 8: Health and safety	10:00 Hours	05:00 Hours	00:00 Hours	15:00 Hours
PSC/N0137- Work effectively with others NOS Version No.: 1.0 NSQF Level: 4	10:00 Hours	05:00 Hours	00:00 Hours	15:00 Hours
Module 9: Working effectively	10:00 Hours	05:00 Hours	00:00 Hours	15:00 Hours
DGT/VSQ/N0102: Employability Skills (60 Hours) NOS Version No.: 1.0 NSQF Level: 4	30:00 Hours	30:00 Hours	00:00 Hours	60:00 Hours
Module 10: Employability Skills	30:00 Hours	30:00 Hours	00:00 Hours	60:00 Hours
Total Duration	180:00 Hours	240:00 Hours	60:00 Hours	480:00 Hours

Optional Module

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

Option 1: Transport Co-ordination

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Recommended)	Total Duration
LSC/N0109- Perform transport coordination NOS Version No. 1.0 NSQF Level: 4	05:00 Hours	20:00 Hours	05:00 Hours	30:00 Hours

Module 11: Transport Co-ordination	05:00 Hours	20:00 Hours	05:00 Hours	30:00 Hours
Total Duration	05:00 Hours	20:00 Hours	05:00 Hours	30:00 Hours

Module Details

Module 1: Introduction to the sector and the job role

Bridge Module

Terminal Outcomes:

- Explain the importance of plumbing industry.
- List the key responsibilities of a storekeeper for plumbing projects.

Duration: 05:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Outline the overview of the plumbing industry. • Discuss the scope of employment in the contracting segment of the industry. • List the key responsibilities of a storekeeper – plumbing projects. 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Nil	

Module 2: Basics of plumbing

Mapped to PSC/N0401, v 1.0

Terminal Outcomes:

- List the processes conducted at the plumbing work site.
- Identify the various plumbing related materials, tools and equipment.

Duration: 30:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Outline the workflow, processes and quality procedures followed in organisations at the plumbing work site. • Classify various types of materials used at the work site. • Identify the types and grades of different pipe fittings and supports used in plumbing systems. • Distinguish between various fixtures, fixture materials, finishes. • Differentiate between different materials and equipment used in fire protection systems. • List basic tools, lubricants and chemicals required for plumbing operation at the workplace. • Recall terminologies related to plumbing and fire protection systems 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Plumbing products based on type, grades and specifications; pipes, fittings, joints, accessories and related hardware; plumbing tools and equipment; lubricants and chemicals used in plumbing work.	

Module 3: Setting up a plumbing store

Mapped to PSC/N0401, v 1.0

Terminal Outcomes:

- Discuss ways of gathering information and supplies.
- Perform the steps to organise work area and equipment.

Duration: 30:00	Duration: 80:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the information mentioned in the material specification sheets and project documents. • State the importance of following work instructions received from the designated personnel. • Explain the risk and impact of not following defined procedures/work instructions. • List the equipment and infrastructural requirements of a plumbing store at the work site, and their authorized sources. • Summarize the factors to be considered to estimate the space required for stock storage. • Discuss the importance of co-ordinating with the relevant department in organisations to ensure adequate space and proper functioning of store-keeping software in computers. • Deliberate on the importance of following organization's policies on delivery standards, safety and hazards for a plumbing store. • Classify the various plumbing materials, tools, equipment, lubricants and chemicals to be stored. • List the various types of suppliers to be contacted for procuring stock. 	<ul style="list-style-type: none"> • Demonstrate the extraction of relevant information from work instructions and/or related project documents. • Demonstrate the processes followed to obtain required equipment and infrastructure. • Calculate the space required for material storage. • Perform steps to check that the storage space is free from health and safety hazards.

- Recall the various store related information to be recorded and the relevant software used for the same.
- Discuss the importance of co-ordinating with the IT department to ensure proper functioning of store-keeping software in computers.
- Outline the importance of following organizational procedure for reporting the work progress with respect to setting up the plumbing store.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Storekeeping resources (such as storage media, logbooks, entry registers, Microsoft Excel etc.); plumbing materials, tools and equipment; product catalogues, relevant project documents and client briefings, plumbing products based on type, grades and specifications; pipes, fittings, joints, accessories and related hardware; plumbing tools and equipment; lubricants and chemicals used in plumbing work.

Module 4: Upkeep of materials and stock

Mapped to PSC/N0402, v 1.0

Terminal Outcomes:

- Perform steps for the upkeep of materials and other stock related to the store.

Duration: 17:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Plumbing Storekeeper's role in ensuring upkeep of materials and stock. • Describe the various stock-related duties. • Discuss the risk and impact of not following defined procedures/work instructions for upkeep of materials and stock • Explain the properties of materials required at the plumbing work site. • State the best practices used for stacking and preserving materials as per manufacturer instructions. • Elaborate on the importance of maintaining the inspection and test plans for piping activities. • Discuss the importance of applying storage related guidelines as per organisational procedures and manufacturer's instruction manual. • State the International Standards Organisation (ISO) and Indian Standards to be complied with, for executing store activities. 	<ul style="list-style-type: none"> • Demonstrate the procedures for receiving, unloading and shelving material supplies as per work requirements. • Show how to perform various stock-related duties such as inwarding, outwarding, returning, packing, costing, and labelling of supplies as per defined procedures • Demonstrate measures that can be taken to ensure safety and security of the materials under custody. • Perform the steps to inspect deliveries in order to identify any damage and discrepancies. • Demonstrate the process of rotation the stocks.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Storekeeping resources (such as storage media, logbooks, entry registers, Microsoft Excel etc.); plumbing materials, tools and equipment; product catalogues, relevant project documents and	

client briefings, Plumbing products based on type, grades and specifications; pipes, fittings, joints, accessories and related hardware; plumbing tools and equipment; lubricants and chemicals used in plumbing work.

Module 5: Store Operations

Mapped to PSC/N0402, v 1.0

Terminal Outcomes:

- Perform the activities involved in ensuring availability of materials and stock in the store.
- Perform the steps to issue, track and dispose stock.
- Employ appropriate procedures to carry out monetary and administrative operations for the store.

Duration: 18:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Plumbing Storekeeper's role in ensuring availability of materials and stock. • Elaborate on the importance of monthly physical verification and supervision of materials. • Explain how to select the materials based on preliminary information received from materials specialist. • Describe practices adopted to ensure the availability and proper functioning of material handling equipment in coordination with relevant personnel. • Elaborate on the importance of MIS for stakeholders and the information to be shared. • Discuss the tools and procedure used for MIS and reporting. • Explain the accounting process for reimbursements and record keeping. 	<ul style="list-style-type: none"> • Perform the steps involved in physical verification of materials in the store. • Demonstrate co-ordination activities for disposal of surpluses, handling of freight, movement of equipment and necessary minor repairs through role-plays. • Demonstrate the processes for issuance, tracking and charging of complimentary, reusable and chargeable materials respectively. • Perform the steps involved in claiming reimbursements.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	

Storekeeping resources (such as storage media, logbooks, entry registers, Microsoft Excel etc.); plumbing materials, tools and equipment; product catalogues, relevant project documents and client briefings, plumbing products based on type, grades and specifications; pipes, fittings, joints, accessories and related hardware; plumbing tools and equipment; lubricants and chemicals used in plumbing work.

Module 6: Inbound and Outbound Documentation

Mapped to LSC/N0107, v 1.0

Terminal Outcomes:

- Perform the steps for checking inbound and outbound documents.
- Demonstrate the processing of inbound and outbound documents.

Duration: 15:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the overall process in plumbing related warehouse operations • Explain the importance of a storekeeper's role in inbound and outbound documentation. • Illustrate the reporting structure and escalation matrix provided to a storekeeper in companies to support and expedite inbound and outbound documentation activities • Elaborate on the use of electronic tools like computers, printers and hand-held data management devices while dealing with inbound and outbound documentation. • List different material handling equipment and their uses for checking the packages. • Describe various inventory counting methods and processes. • Discuss the different types of goods being handled • Discuss the precautions and procedures with respect to handling of special items and dangerous goods. • List the mandatory documents to be checked in the packages, before unloading. • Discuss the various checks to be performed on the outbound manifest and packages to 	<ul style="list-style-type: none"> • Perform the steps to carry out arithmetic check on sample packages and their documentation to verify accuracy of numbers. • Perform appropriate checks for ensuring availability and correctness of air way bill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation etc. • Display the preliminary quality process for inbound damaged and tampered packages. • Create a sample inbound documentation. • Demonstrate the checks to be made on the delivery manifest and packages to verify accuracy in documentation and the packages. • Demonstrate the preliminary quality checks to be made on outbound packages for damages. • Draft a sample outbound documentation. • Demonstrate how to update the ERP with information like delivery status, failed deliveries, outbound documentation entries, etc.

<p>verify accuracy in documentation and the outbound packages.</p> <ul style="list-style-type: none"> • Explain the procedures for dealing with loss or damage to goods. • State the importance of following the policy and quality standards related to inbound and outbound documentation generally adopted in plumbing related companies. • Discuss the use of labels and types of coding system followed to label items. • Elaborate on the importance of following up with the delivery team and updating status of the delivery in the system. • Describe the key features of the ERP system used for plumbing stores and the information that is maintained regarding inbound and outbound documentations using the same. 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Documents such as bill of materials (BOM), purchase requisition, purchase order, materials receipt note (MRN), goods received note (GRN), stores requisition note; material transfer note (MTN), bin card, stores ledger, cash books, ledger registers, Microsoft Excel, ERP software and documents such as stock/inventory reconciliation, receipts, records and withdrawals of the stockroom, MIS reports, inspection and test plans; plumbing materials and supplies.	

Module 7: Claims Documentation

Mapped to LSC/N0107, v 1.0

Terminal Outcomes:

- Perform the steps involved in preparation of claims documentation.

Duration: 15:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of a storekeeper's role in insurance claims documentation. • List the documents which form a part of insurance claim documentation. • Recall the initial documents to be gathered for claims such as the list of claims, individual claim forms, claims processing checklist and inspection checklist. • State the claims related information to be maintained in the ERP system. • Illustrate the escalation process for false or outdated claims. • Elaborate on the process of forwarding the claims documents to the concerned insurance companies along with evidence post internal approval. 	<ul style="list-style-type: none"> • Read the claims form to determine the reason for claims • Perform a visual inspection of the quarantined goods to check if reason of claim given in the claims form is appropriate. • Apply appropriate techniques to check if the samples are outdated or filed timely. • Conduct a check of all the required documents against the claims processing checklist. • Demonstrate how to complete the processing of the claim documentation.
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Documents such as bill of materials (BOM), purchase requisition, purchase order, materials receipt note (MRN), goods received note (GRN), stores requisition note; material transfer note (MTN), bin card, stores ledger, cash books, ledger registers, Microsoft Excel, ERP software and documents such as stock/inventory reconciliation, receipts, records and withdrawals of the stockroom.	

Module 8: Health and safety

Mapped to PSC/N0136, v 1.0

Terminal Outcomes:

- Describe the various risks and hazards at the workplace and their preventive and corrective measures
- Employ preventive and corrective measures to protect self and others from common workplace hazards and risk

Duration: 10:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Differentiate between risks and hazards. • Discuss the specific safety and health related problems faced in domestic, commercial and institutional setups. • List the various types of hazards (such as physical, fire, chemical compounds and electrical) that could affect the work process. • List the various hazardous environments and common hazards that can occur during plumbing installation and maintenance along with their precautions and remedial measures. • Discuss the importance of various types of personal protective equipment (PPE). • Discuss where the general health and safety equipment commonly is kept at the workplace. • Explain the various types of safety signs and their significance in the work process. • Discuss various causes of fire and precautionary activities to prevent the fire accident. 	<ul style="list-style-type: none"> • Perform inspection of a work area in order to identify risks and hazards. • Apply various health and safety precautions to be taken during plumbing work. • Apply personal and workspace hygiene and sanitation practices. • Dramatize workplace emergency and evacuation procedures using role plays. • Demonstrate the correct use of fire extinguishers. • Dramatize, using role play, safe methods of freeing a person from electrocution. • Perform appropriate first aid treatment for various conditions such as bleeding, burns, choking, electric shock and poisoning and injury. • Demonstrate the process of providing cardiopulmonary resuscitation (CPR).

- List the different techniques that employ various methods (such as using extinguishers, water hose, sprinklers, sand bucket, wet blanket, etc.) and materials such as water, powder, foam, CO₂, fire extinguishing chemical, sand, blanket, etc. used for extinguishing fire as per the type (as per class A, B, C and D).
- Describe rescue techniques applied during a fire hazard or electrocution.
- Discuss appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, minor burns, poisoning, eye injuries etc.
- Discuss potential injuries and health problems associated with incorrect handling of tools and equipment.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Personal protective equipment (such as eye protector, hard hats, safety belts, gloves, protective clothing), plumbing tools and materials, power tools, required machinery, fire extinguisher, first aid kit.

Module 9: Working effectively with others

Mapped to PSC/N0137, v 1.0

Terminal Outcomes:

- Apply effective communication techniques.
- Demonstrate teamwork and a positive attitude.
- Demonstrate responsible and disciplined behaviour.

Duration: 10:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of effective communication in the workplace. • List various people that one is required to communicate and coordinate with, in an organisation and their hierarchical relationship. • List various components of effective communication. • State the importance of using inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive. • State the importance of teamwork and developing effective working relationships for professional success. • Discuss the importance and ways of managing interpersonal conflict effectively. • Discuss how to express and address grievances appropriately and effectively. • State the importance of ethics and discipline for professional success. 	<ul style="list-style-type: none"> • Demonstrate techniques used for ensuring timely receipt of complete information and instructions from appropriate sources. • Apply practices that improve effectiveness while providing information. • Demonstrate the use of inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive. • Illustrate the use of appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism. • Dramatize a situation to show effective team work. • Dramatize (through role-play) disciplined behaviours at the workplace. • Dramatize (through role-play) the process of escalation of grievances and problems. • Recognize indicators of harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation and culture at workplace.

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| <ul style="list-style-type: none"> • Explain what constitutes disciplined behaviour and integrity for a working professional. • Discuss the legislation, standards, policies, and procedures relevant to own employment and performance conditions. • Discuss importance of dress code in organisations. • Explain the impact of gender, disability, cultural and age-related biases, stereotyping at the workplace and in society. • List the different types of disabilities and the challenges faced by persons with disability (PwD). • State the laws, acts, provisions and schemes defined for PwD by the Government bodies. • Discuss gender, disability and cultural biases, stereotypes and impact on others. • Discuss basic gender concepts such as gender power relations, gender roles, access and control, gender sensitivity, gender equity and equality. • Discuss the importance of gender sensitivity and equality. • List the indicators of harassment and discrimination based on gender, disability, caste, religion or culture that occurs at a typical workplace. • State general organisational norms and procedures applied to protect against harassment and discrimination. • Discuss the importance of reporting incidents of harassment and discrimination to appropriate authority. | <ul style="list-style-type: none"> • Demonstrate practices to eliminate personal bias based on gender, disability, caste, religion, colour, sexual orientation and culture from routine transactions. |
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Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Nil

Module 10: Employability Skills

Mapped to DGT/VSQ/N0102, v 1.0

Terminal Outcomes:

- Describe the importance and values of employability skills and apprenticeship opportunities to meet job demands.
- Explain basic communication skill, digital and financial literacy skills for customer-oriented outcome.

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the Employability Skills required for jobs in various industries • List different learning and employability related GOI and private portals and their usage • Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen • Discuss importance of relevant 21st century skills. • Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. 	<ul style="list-style-type: none"> • Show how to practice different environmentally sustainable practices. • Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone • Read and interpret text written in basic English • Write a short note/paragraph / letter/e-mail using basic English¹¹. Create a career development plan with well-defined short- and long-term goals • Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. • Create sample word documents, excel sheets and presentations using basic features • Create a professional Curriculum Vitae (CV)

- Describe the benefits of continuous learning.
- Explain the importance of active listening for effective communication
- Discuss the significance of working collaboratively with others in a team
- Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
- Discuss the significance of escalating sexual harassment issues as per POSH act.
- Outline the importance of selecting the right financial institution, product, and service
- Demonstrate how to carry out offline and online financial transactions, safely and securely
- List the common components of salary and compute income, expenditure, taxes, investments etc.
- Discuss the legal rights, laws, and aids.
- Describe the role of digital technology in today's life.
- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
- Utilize virtual collaboration tools to work effectively
- Explain the types of entrepreneurship and enterprises
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
- Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
- Create a sample business plan, for the selected business opportunity
- Describe the significance of analyzing different types and needs of customers

<ul style="list-style-type: none"> • Explain the significance of identifying customer needs and responding to them in a professional manner. • Discuss the significance of maintaining hygiene and dressing appropriately • Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively • Discuss the significance of maintaining hygiene and confidence during an interview 36. Perform a mock interview • List the steps for searching and registering for apprenticeship opportunities 	
Classroom Aids:	
Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook	
Tools, Equipment and Other Requirements	
Energy-saving devices, Non-recyclable, recyclable and reusable waste	

Module 11: Transport Coordination

Mapped to LSC/N0109, v 1.0

Terminal Outcomes:

- Display the coordination activities to be undertaken with internal teams and transport operators.

Duration: 06:00	Duration: 24:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Elaborate on the importance of the storekeeper's role in transportation workflow. • Illustrate the reporting and escalation structure available in companies to support and expedite transportation activities. • List key policy and quality standard features with respect to transportation in plumbing related companies. • Discuss different types of shipments being handled and the precautions and procedures with respect to them. • Discuss types of trucks used for different types of goods. • List the criteria for identifying and finalizing transporters based on shipping requirements of clients. • Illustrate the cost analysis for transport • Explain the importance of communicating the cost analysis clearly to the client and obtaining the client's approval. 	<ul style="list-style-type: none"> • Perform the steps involved in preparation of documentation related to finalisation of transporter. • Roleplay a situation on how to coordinate with a transporter for a pickup. • Perform the checks carried out to ensure that the transporter documents are in order during pick up. • Demonstrate the process of reporting the pickup and transport timing. • Apply appropriate methods to if the cargo is properly arranged in loading bay in adherence to consolidation chart and in correct quantity. • Demonstrate the process of updation of transport information in ERP.

- Elaborate on the importance of informing the supervisors in various departments regarding the pickup and transport timing.
- Summarise main elements of transportation documentation.
- Explain how to identify different geographical locations from the documentation.
- Discuss the importance of timely resolution of the transportation problems and, complaints and queries.
- State transportation related information that that is maintained in the ERP system.

Classroom Aids:

Computer, Projection Equipment, PowerPoint Presentation and software, Facilitator's Guide, Participant's Handbook

Tools, Equipment and Other Requirements

Computer, printer, transportation documentation, Warehouse management system (WMS) software, Enterprise Resource Planning (ERP) system, etc.

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
B. Tech/ BE	Civil or Mechanical Engineering	3	Plumbing/Storekeeping	1	Plumbing/Storekeeping	
Diploma	Civil or Mechanical Engineering	4	Plumbing/Storekeeping	1	Plumbing/Storekeeping	
CITS Certified Trainer	Plumbing					

Trainer Certification	
Domain Certification	Platform Certification

Certified for Job Role: “Storekeeper – Plumbing Projects” mapped to QP: “PSC/Q0401, v2.0”. Minimum accepted score is 80%.

Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601”. Minimum accepted score as per MEPSC guidelines is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
M. Tech	Civil or Mechanical Engineering	2	Plumbing/Storekeeping	2	Plumbing/Logistics	
B. Tech	Civil or Mechanical Engineering	4	Plumbing/Storekeeping	2	Plumbing/Logistics	
Diploma	Civil or Mechanical Engineering	5	Plumbing/Storekeeping	4	Plumbing/Logistics	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Storekeeper – Plumbing Projects” mapped to QP: “PSC/Q0401, v2.0”. Minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “MEP/Q2701”. Minimum accepted score as per MEPSC guidelines is 80%.

Assessment Strategy

Assessment is done through third parties who are affiliated to IPSC as Assessment Body. Assessors are trained & certified by IPSC through Training of Assessors program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement, based on the evidence as to whether a person is competent as per the standard or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and
- Where appropriate, any supplementary criteria used to make a judgement on the level of performance.

The assessment is conducted through theory, viva voce and practical.

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
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).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
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