

CURRICULUM

FOR THE TRADE OF

DOCUMENT EXECUTIVE(CUSTOMS CLEARANCE)

UNDER

APPRENTICESHIP TRAINING SCHEME



GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

DIRECTORATE GENERAL OF TRAINING

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1. ACKNOWLEDGEMENT

Logistics Sector Skill Council (LSC) sincerely acknowledges with thanks the contribution and cooperation extended by the Industry, State Directorate, Trade Experts and all others to bring out this curriculum for the trade of **Document Executive (Customs Clearance)** under Apprenticeship Training Scheme.

Special acknowledgement is expended to the following industries/organizations who have contributed valuable inputs in bringing out this curriculum through their expert members:

1. FFFAI
2. ACHHA
3. ACAAI
4. CAI
5. ASAA

2. BACKGROUND

2.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are five categories of apprentices namely; **trade apprentice, optional trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of trade apprentices and optional trade apprentices vary from trade to trade. The apprenticeship training consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

2.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate

infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

2.3 Reformation

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.

3. RATIONALE

Each employee in a Customs Clearance area has a specific job. The different activities undertaken have a specific reason and are important steps to complete a safe; secure competitive and compliant chain.

1. The greater degree of relevance of the training with latest advancements of the industry will enhance the employability opportunities.
2. Ability to use latest equipment's and relevant software of different techniques.
3. Understand instructions given by senior and reporting to senior.
4. Ability to use the computers and other similar gadgets for electronic documentation for all related activities.
5. Documentation should be secure till it reaches the end of work cycle.
6. Ability to concentrate on task at hand and complete it without errors.
7. Ability to use the company software to manage and update the same.
8. Identify and resolve the query.
9. Exposure to validate the relevant data obtained by cross-verification.
10. Assess what is to be done to resolve the issue.
11. Ability to understand the information given by client and short receipt of information and call for same.
12. Prioritize the queries obtained and plan for the day.
13. Able to communicate and behave in a professional manner when dealing with colleagues and supervisors.
14. Knowledge of risk and impact of not following defined procedures/work instructions.
15. Able to understand clearly and gaining extensive knowledge of the company, services offered, and related solutions to problems.
16. Ability to understand the system, information and location of goods available and maintain accuracy with reference to related documentation.
17. Ability to carry out basic organizational procedures in resolving the query and updating the unsolved query to suit requirements.

18. Ability to understand and maintain health, safety and security standards during delivery management.
19. Ability to deal with the transporters and similar associate agencies.
20. Ability to understand basic shipping terms and prepare documents accordingly.
21. Ability to understand whole process of documentation and document and cargo flow work.
22. Understand basic concepts of Customs Clearance.
23. Understand working in Customs Area but not related to Customs.
24. Ability of having good communication with others.
25. Ability to file papers properly.
26. Ability to understand flow of work and relate same to documentation requirements and flow.
27. Ability to communicate with field staff, admin staff, accounting staff and others within the organization.

4. JOB ROLES

Brief description of Job roles

Documents Executive will assist in document and cargo, handling and preparation at office of Custom Broker both for Export, Import, Custom Bonding and all modes of transport i.e. Air; Water and Land. Documents Executive in Custom Clearance should prepare the document and enter in software and prepare checklist, checking of HSN code, calculation and applicable of Customs duty. They should be aware about the customer website their job statement and shipping bill and bill of entry number etc. They should be able to prepare draft of certificate of origin and other P.G.A. certificates. They also have to check rate of duty, exchange rate; status; etc. from CBEC link.

Documents Executive in Custom Clearance should act as runner person with Customs and related documents between office, carrier, transporter and Custodian. He / She have to assist in preparation of Custom file. He / She should be regular in checking the documents received from importer and exporter; be able to ascertain any missing document, payment and delivery for Custodian. Documents Executive has to prepare document in the office as per the Customs requirements and make docket for further processing for the same and prepare draft checklist for sending to importer or exporter for verification.

Documents Executive in Custom Clearance has to deal with carrier taking IGM / item no.; arrival of document and cargo; invoice collection and same on Export cycle. Also coordinate with transporter to collect or deliver document and cargo. Be regular in filling of papers in office (hard and soft).

Documents Executive in Custom Clearance has to go through with the document received from Importer or Exporter and ascertain any missing documents, also draft a checklist for sending to importer or exporter for verification and prepare a draft bill of lading or Airway bill, drafting of certificate of origin and other P.G.A. certificate. Documents Executive has to coordinate with Palletization, Fumigation and etc. agency for auctioning. They also have to do the documents photocopying and record keeping at end of handling cycle and to complete all office related monitoring registers.

Documents Executive should plan and organize assigned work. Demonstrate possible solutions and agree tasks within the team. Communicate all the above with his immediate senior as well as with his coordinator in the office and be Sensitive to environment, self-learning and keep hands on increased productivity; accuracy; speed and compliance.

5. LEARNING OUTCOMES

A. GENERIC OUTCOME

- ❖ Recognize & comply safe working practices, environment regulation and housekeeping.
- ❖ Work in a team, understand and practice soft skills, technical English to communicate with required clarity.
- ❖ Understand and explain the concept in quality tools and labour welfare legislation and apply such in day to day work to improve productivity & quality.
- ❖ Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
- ❖ Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
- ❖ Understand and apply basic computer working, basic operating system and uses internet services to get accustomed & take benefit of IT developments in the industry.

B. SPECIFIC OUTCOME

Person at end of apprenticeship program will be able to

- Act as runner boy with customs and related documents between office; Carrier; Transporter; Custodian and customs.
- Identify documents for Xeroxing and record keeping at end of handling cycle
- Check documents received from Importer or Exporter and ascertain any missing documents.
- Register documents in Office as per Customs requirement
- Prepare Docket for further processing of it.
- Prepare draft checklist for sending to Importer or Exporter for verification
- Complete all office related monitoring Registers and / or software with work flow Completion.
- Assist in preparation of Customs file.
- Xerox and prepare suitable sets for submission

- Deal with Carrier w.r.t taking IGM / Item No; Arrival of Cargo; Invoice Collection
- Prepare documents for collection of Delivery order from Carrier
- Liaise with Transporter to collect or deliver cargoes
- Prepare draft of certificate of Origin and other P.G.A Certificates
- Filing of papers in office - both manual and soft.
- Liaise with Palletization; Fumigation etc Agency for auctioning
- Understand all documentation requirements of the above.
- Communicate all the above with his immediate senior as well as with his coordinator in the office.

6. COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-15
Basic Training	Block- I	-----
Practical Training (On - job training)	----	Block - II

Components of Training	Duration of Training in Months														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Basic Training Block - I															
Practical Training Block - II															

7. GENERAL INFORMATION

1. Name of the Trade : **DocumentExecutive
(Customsclearance)**
2. Duration of Apprenticeship Training : **15 Months**
 - (i) Basic Training : 03 Months
 - (ii) Practical Training : 12 Months
3. Duration of Basic Training : 03 months
4. Duration of Practical Training : 12 Months
5. Entry Qualification : Passed12thclass examination under 10+2 system of education or its equivalent.
6. Personal Ability :
 - Should be able to read basic instructions in English.
 - Have reasonable communication abilities in local language of region where she / he intends to work.
 - Basic knowledge of working on computers, smart phones, printers, etc.
 - Basic communication skills in English especially in written communication.
 - Good Eyesight and Hand Stability
7. Selection of Apprentices : The apprentices will be selected as per theApprentices Act amended time to time
8. Rebate for ITI passed trainees : NA

Note:*Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training to be remains as 1 year.*

8.SYLLABUS

8.1 BASIC TRAINING (BLOCK – I)

DURATION: 03 MONTHS

GENERAL INFORMATION

- 1) Name of the Trade : **DocumentExecutive (Customs Clearance)**
- 2) Name of the subject : **Professional Skills and Professional Knowledge (Trade Practical and Trade Theory)**
- 3) Hours of Instruction : 390 Hrs (270 + 120)
- 4) Batch size : 30
- 5) Power Norms : 4 KW
- 6) Space Norms : 25 Sq. m
- 7) Examination : The internal assessment will be held on completion of the Block.
- 8) Instructor Qualification :

Degree/Diploma in any stream, from recognized university/Board with one/two-year post qualification experience respectively in the relevant field.

and

Holding a G Card issued by Customs with minimum 8 years work experience in Customs Clearance.

- 9) Tools, Equipment's & Machinery required: - As per Annexure – I

BASIC TRAINING (BLOCK – I)

Trade: Document Executive (Customs Clearance)

8.1.1 DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Sl. No.	Professional Skills(Trade Practical) 270 hrs	Professional Knowledge(Trade Theory) 120 hrs
1.	Understanding of the Safety rules and Procedures and taking precautions in the workplace.	The safety rules and Procedures to be observed by Field Executive -Custom Clearance
2.	Selection and use of different safety equipment's.	The safety rules and Procedures to be observed by Field Executive -Custom Clearance
3.	Follow healthy /safe work practices and maintain Health, Safety and Security measures While carrying out maintenance activities	Health, Safety and Security measures to be observed while carrying out the maintenance activities by Field Executive - Custom Clearance
4.	Site Visit to Air cargo complex; CFS; ICD; Ports and understanding the Various terms in Logistics, Supply Chain and EXIM Logistics	<u>Basics of Document Executive - Custom Clearance</u> <ul style="list-style-type: none"> • Introduction to Logistics, Supply Chain, EXIM Logistics and Various terms in EXIM Logistics • History of Custom Clearance. Types of customs Clearances, process of Custom Clearance and Organizational procedures.
5.	Application of various types and process of customs Clearances. Follow the set procedures.	Certificate of origin, ICEGATE, Insurance, Basics of Custom Act, Relevant Regulations under Custom Act pertaining to Custom Clearance, Custom Filing Post Clearance activity.

6.	Preparation of Note for Special requirement during Custom Clearance examination, drawback, export promotion, etc.	Note for Special requirement during Custom Clearance examination, drawback, export promotion, etc
7.	Preparation of documents. Follow documentation process.	Documents & its importance Documentations process Documents with system numbers
8.	Study of documents before taking it to Custom and preparation of documents as per the format given by the Customs. Ensure that the Documents are available as per system numbers.	Study of documents Details of documents as per the format given by the Customs
9.	Carry out documentation process for pre-shipment / import.	The requirement of documents for pre-shipment The requirement of documents for import
10.	Follow the DO's and DON'T's while handling different documents	DO's and DON'T's while handling different documents
11.	Perform the Activities in Custom Bonded Area	Activities carried out in Custom Bonded Area
12.	Understand capacity required and constraints / limitations of Field Executive - Custom Clearance. and perform the activities as per Operation Procedures of Custom Clearance	The capacity and constraints / limitations of Field Executive - Custom Clearance. Operation Procedures of Custom Clearance
13.	Perform Pre-processing and Operational Checks on Field executive Custom Clearance.	The Pre- Operating Checks and Operational checks to be performed for every shipment / consignment.
14.	Examine and verify customs related documents. Record and document for future. Reading of Documents to ascertain the common errors in Data entry of activities for further process. Identify and correct errors.	The basic handling errors and the Operational errors that occur in common. Checking of shipping bill, Airway bill based on invoice and packing list received from department.

15.	<p>Receive the Importer -Exporter Code (IEC) from shipper</p> <p>Obtain the registered PAN based Business Identification Number received from the Directorate General of Foreign Trade</p>	<p>Required paperwork before handling Cargo, INCO terms and terminologies used in Cargoes.</p> <p>Different Types of Cargoes for transportation.</p> <p>Full Export and Import value of the cargo.</p> <p>Importer - Exporter Code (IEC),The registered PAN based Business Identification Number received from the Directorate General of Foreign Trade</p>
16.	Receive different type of cargo including quantity and value details	Cargo quantity and value
17.	Make note of any packaging requirement for the cargo during shipment from the shipper	Packaging requirement for the cargo during shipment from the shipper
18.	Receive cargo in the Custom area and Coordinate with Custom official on inspection of cargo. Working with different stake holders like surveyors; custodians; carriers; Allied Agencies; Transporters etc.	Supervision of Carting unloading; Stacking; Loading; Stuffing
19.	Deal with loss or damage to goods and apply procedure	Procedure for dealing with loss or damage to goods.
20.	Inspect the cargo while unloading. Follow procedure and ensure there is no damage during the transit.	Inspection procedure for the cargo while unloading
21.	Prepare the draft bills, Certificate of Origin and other P.G.A. CertificatesCoordinate for containers; Pallets; Palletization; Fumigation.	Different P.G.A and their roles. Technical knowledge on Containers; Pallets; Palletization; Fumigation.
22.	Follow the DO's and DON'T's while handling different cargo	DO's and DON'T's while handling different cargo.

23.	Prioritize and complete task within the time limits. Completion of process and filing of papers.	The general reporting processes and time frames The time taken to complete each type of activity)
24.	Undertake documentation of custom clearance process as per customer timelines and requirements	Evaluation of time required and steps to make realistic plans for each activity.
25.	Prepare document for cargo handling at the office of custom Broker both for Export and Import.	Process of Document for Cargo Handling. office of custom Broker.
26.	Prepare document and enter in software	Software used for preparation of documents.
27.	Prepare Check list. Check HSN Code. Calculate Custom duty wherever applicable.	Check list, Checking of HSN Code, Calculation of Custom duty and its Applicability
28.	Refer Customer website, Customer Job statement, Shipping bill and bill of entry number.	Knowledge on Customer website, Customer Job statement, Shipping bill and bill of entry number
29.	Check Rate of duty, Exchange rate and status etc. from CBEC link	Rate of duty, Exchange rate and CBEC link

Revision & Internal Assessment

BASIC TRAINING (BLOCK – I)

8.1.2 EMPLOYABILITY SKILLS

GENERAL INFORMATION

- 1 Name of the Trade : **Document Executive (Customs Clearance)**
- 2 Name of the subject : **Employability Skills**
- 3 Applicability : **ATS- Mandatory for fresher only**
- 4 Hours of Instruction : **110 Hrs.**
- 5 Examination : **The examination will be held at the end of two years Training by NCVT.**

6Instructor Qualification:

- i) **MBA/BBA with two years' experience or graduate in sociology/social welfare/Economics with two years' experience and trained in Employability skills from DGT Institute.**

And

Must have studied in English/Communication Skill and Basic Computer at 12th / diploma level

OR

- ii) **Existing Social Study Instructor duly trained in Employability Skills from DGT Institute.**

BASIC TRAINING (BLOCK – I)

8.1.2.1 DETAILSYLLABUS OF EMPLOYABILITY SKILLS

Topic No.	Topic	Duration (in hours)
	English Literacy	15
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self, work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	Speaking / Spoken English Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.	
	I.T. Literacy	15
1	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	Computer Operating System Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc., Use of Common applications.	
3	Word processing and Worksheet Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets	

4.	<p>Computer Networking and INTERNET</p> <p>Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber-crimes.</p>	
	Communication Skill	25
1	<p>Introduction to Communication Skills</p> <p>Communication and its importance Principles of Effective communication Types of communication - verbal, non-verbal, written, email, talking on phone. Nonverbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise</p>	
2	<p>Listening Skills</p> <p>Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.</p>	
3	<p>Motivational Training</p> <p>Characteristics Essential to Achieving Success The Power of Positive Attitude Self-awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning. Case study/Exercise</p>	
4	<p>Facing Interviews</p> <p>Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview</p>	
5	<p>Behavioral Skills</p> <p>Organizational Behavior</p> <p>Problem Solving Confidence Building Attitude Decision making Case study/Exercise</p>	

	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship- Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. Management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.	
2	Project Preparation & Marketing analysis Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	Institutions Support Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programs& procedure & the available scheme.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	Comparison with developed countries Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	

3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision of safety, health, welfare under legislation of India.	
6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in -house environment	
	Labour Welfare Legislation	5
1	Welfare Acts Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	
	Quality Tools	10
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	Quality Circles : Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

8.2 PRACTICAL TRAINING (ON-JOB TRAINING)

DURATION: 12 MONTHS

GENERAL INFORMATION

- 1 Name of the Trade : **Document Executive (Customs Clearance)**

- 2 Duration of On-Job Training :As per Apprentices Act amended time to time.

- 3 Examination :
 - i) The internal assessment will be held on completion of the block

 - i) NCVT exam will be conducted at the end of Apprenticeship Training

- 4 Instructor Qualification :

Degree/Diploma in any stream from recognized university/Board
With one/two-year post qualification experience in the relevant field.

- 5 Infrastructure for On-Job Training:As per Annexure – II

8.2.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

(Detail Syllabus for Practical Training / ON - JOB TRAINING)

Duration: (12 months)

- ❖ Safety and best practices/Basic Industrial Culture (KAIZEN, etc.)
- ❖ Familiarization with the industry. Health, Safety & Environment:
- ❖ Introduction to safety Equipment's and their uses.
- ❖ Demonstration of KAIZEN in workplace.
- ❖ Using different Methods of recording information. Prepare different types of documentation as per need
- ❖ Maintain good appearance and behavior. Follow good practice,
- ❖ Perform tasks as per industry standard and use good communication skill.
- ❖ Prepare and maintain good work area and follow the health and safety instructions at the work place.
- ❖ Perform the Customs clearance on export and import cycle.
- ❖ Perform the various activities of cargo operations in Custom Bonded Area.
- ❖ Follow the procedure of documents while carrying out the activities like carting, sorting, loading, unloading, packing, dispatch, stuffing and destuffing.
- ❖ Follow the processes; sequence; time frames and compliances of different types of Custom Clearance.
- ❖ Follow the operating procedure and Perform the Custom Clearance activities like filing, examination, let export order, stacking, loading, out of Customs charge and post clearance processes etc.
- ❖ .Follow the trainer and observe their way of operating Custom Clearance.
- ❖ Interaction with the designated trainer at the end of their operations process.
- ❖ Work with officers and stake holders designated for activity.
- ❖ Prepare documents for processing by senior with designated stake holder.
- ❖ .Undertake record keeping for all activities and documents.
- ❖ Undertake calculations of cargo dimension and weight and compare same with available documents.
- ❖ Take Photos of the cargo in different condition and keep.
- ❖ Perform the Custom clearance. Apply the various risk options, methods to avoid mistakes.
- ❖ Prepare documentation as per need by using different methods of recording information

- ❖ Build an effective communication with inter departments, sub-ordinates and superiors for smooth Custom clearance operations and safety procedures.
- ❖ Use different documents during the process of Customs Clearance.
- ❖ prepare / update documents for handling of cargoes.
- ❖ Identify and process irregularities like damage / loss etc.
- ❖ Collect the IEC code from the import and export shipper.
- ❖ Identify loss / damage from insurance perspective and take up suitable steps.
- ❖ Know the basics of Indian Customs Act.
- ❖ Prepare document for cargo handling at the office of custom Broker both for Export and Import.
- ❖ Prepare document and enter in software
- ❖ Prepare Check list. Check HSN Code. Calculate Custom duty wherever applicable.
- ❖ Refer Customer website, Customer Job statement, Shipping bill and bill of entry number.
- ❖ Check Rate of duty, Exchange rate and status etc. from CBEC link
- ❖ Complete all office related monitoring registers.

9. ASSESSMENT STANDARD

9.1 Assessment Guideline:

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration to be given while assessing for team work, avoidance/reduction of scrape/wastage and disposal of scarp/wastage as per procedure, behavioral attitude and regularity in training.

The following marking pattern to be adopted while assessing:

- a) Weightage in the range of 60-75% to be allotted during assessment under following performance level:

For this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of an acceptable standard of craftsmanship.

In this work there is evidence of:

- Good skill levels in the use of hand tools, machine tools and workshop equipment
- Many tolerances while undertaking different work are in line with those demanded by the component/job.
- A fairly good level of neatness and consistency in the finish
- Occasional support in completing the project/job.

- b) Weightage in the range of above 75%- 90% to be allotted during assessment under following performance level:

For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.

In this work there is evidence of:

- good skill levels in the use of hand tools, machine tools and workshop equipment
- The majority of tolerances while undertaking different work are in line with those demanded by the component/job.
- a good level of neatness and consistency in the finish
- little support in completing the project/job

c) Weightage in the range of above 90% to be allotted during assessment under following performance level:

For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.

In this work there is evidence of:

- High skill levels in the use of hand tools, machine tools and workshop equipment
- Tolerances while undertaking different work being substantially in line with those demanded by the component/job.
- A high level of neatness and consistency in the finish.
- Minimal or no support in completing the project

9.2 FINAL ASSESSMENT- ALL INDIA TRADE TEST (SUMMATIVE ASSESSMENT)

	SUBJECTS	Marks	Internal assessment based on competency	Full Marks	Pass Marks	Duration of Exam.
Block – I	Block - I					
	Professional Skill	300	250	300	180	8 hrs.
	Professional Knowledge	100		100	40	3 hrs.
	Employability Skill	50		50	20	3 hrs.
Grand Total		450		450	240	

Marks Distribution TOTAL: 700 marks

Pass marks: 240

Note: - The candidate passes in each subject conducted under all India trade test.

10. FURTHER LEARNING PATHWAYS

Employment opportunities:

On successful completion of this course, the candidates shall be gainfully employed in the following industries:

1. Customs Bonded Warehouses.
2. Inland Container Depo / Container Freight Station.
3. Ports / Airports / Land Ports.
4. Customs Brokers Agency.
5. Surveyor Agency.
6. Forwarding Companies.
7. Shipping Lines / Airlines.
8. Transporters.
9. Courier Companies.
10. Importers / Exporters.

ANNEXURE – I

TOOLS & EQUIPMENTS FOR BASIC TRAINING

INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

Trade : Document Executive (Customs Clearance)

TRAINEES TOOL KIT:-

Sl. No.	Name of the items	Quantity (indicative)
1.	Computers	10
2.	Printers	2
3.	Scanners	2
4.	Smart Phone	20
5.	Photocopier Machine	1

Note: *In case of basic training setup by the industry the tools, equipment and machinery available in the industry may also be used for imparting basic training.*

INFRASTRUCTURE FOR ON-JOB TRAINING

Trade:Document Executive (Customs Clearance)

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted. In case of any shortfall, the concerned industry may impart the training in cluster mode/ any other industry/ at ITI.

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following method of delivery may be adopted:
 - A) LECTURE
 - B) LESSON
 - C) DEMONSTRATION
 - D) PRACTICE
 - E) GROUP DISCUSSION
 - F) DISCUSSION WITH PEER GROUP
 - G) PROJECT WORK
 - H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.

ANNEXURE - IV

List of Basic Training providers recommended by LSC		
S.No	Name of Basic Training Providers	Location
1	Allcargo Logistics Limited	Tamil Nadu/Maharashtra
2	Alliance Institute of Advanced Pharmaceutical and Health Sciences	Telangana/Andhra Pradesh
3	Artem institute of logistics and transports	Tamil Nadu
4	Confederation of indian industry(CII) INSTITUTE OF LOGISTICS	PAN India
5	Daksya Academy Pvt Ltd	PAN India
6	Darcl Parable	Haryana
7	De Unique Educational Society (Softdot Institute)	PAN India
8	Degain Group	Maharashtra
9	Express Industry Council of India	PAN India
10	Green Earth Logistics Pvt. Ltd.	Tamil Nadu
11	INNOVISION LIMITED	PAN India
12	JBS Academy Pvt Ltd.	Gujarat
13	Nidan Technologies Private Limited	Maharashtra/Madhya Pradesh
14	People XL(Jobs connect hr solutions Pvt. Ltd)	South India
15	Premier Center for Competency Training	Tamil Nadu
16	Safeducate Learning Pvt. Ltd.	PAN India
17	Shri Technologies	PAN India
18	ST.BRITTO'S COLLEGE	Tamil Nadu
19	SynchroServe Global Solutions Private Limited	Telangana/Andhra Pradesh
20	TelanganaJagruthi	Telangana
21	TVS Training & Services Private Limited	Tamil Nadu
22	UPDATER SERVICES PVT LTD	South India

Note: Basic Training Providers listed above are affiliated with LSC

ANNEXURE - V

List of Assessment Agency for basic training recommended by LSC		
SL.NO.	Name of Assessment Agency	Location
1	Hemsen EXIM LLP	PAN India
2	Eduworld Consultants Pvt. Ltd,	
3	CII (Confederation of Indian Industry)	
4	Induslynk Training Services Private Limited (Mettl)	
5	Manipal City & Guilds Pvt Ltd	
6	GreenArrows Safety Management (P) Ltd	
7	I-Vintage solutions Pvt. Ltd.	
8	CoCubes Technologies Pvt Ltd	
9	Samhit Assessments & research foundation	
10	Formac Software Services	
11	Unison Academy	
12	Prima Competencies Pvt. Ltd	
13	Brisk Mind Pvt Ltd	
14	Edu Vantage Pvt. Ltd.	
15	Lead Assessment	
16	C & K Management Limited	
17	Krish Networks	
18	Society for education and Environmental training	
19	D'Pariksha	
20	Anagha Solutions	
21	Ashvi Consulting	
22	Shri Guru Hargovind Society	

Note: Assessment Agency listed above are affiliated with LSC