

# **CBSE | DEPARTMENT OF SKILL EDUCATION**

## **CURRICULUM FOR SESSION 2024-2025**

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### **Skill Sector: Logistics**

### **JOB ROLE: Land Transport Associate**

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### **CLASS – XI & XII**

#### **COURSE OVERVIEW**

Though largely unorganised, Logistics Sector is one of the vital sectors in our country. It contributes about 14% of the GDP of our nation. The sector is getting modernised and professionalised on a faster scale. The job role, 'Land Transport Associate', is crucial to the Logistics Sector and offers opportunities for faster growth in one's career.

Transportation plays a role in the economy, *like what* veins and arteries do in our bodies. It is one of the most essential and vital economic activities for a business. Transportation provides the essential service of linking a company to its suppliers and customers by moving goods from locations where they are sourced to locations where they are demanded. It is an essential activity in the logistics function, supporting the economic utilities of place and time.

A Land Transport Associate is responsible for overall vehicle movement and ground operations. The individual receives order details, processes mandatory documents, conducts route survey, coordinates with the supervisor for loader requirement and garage supervisor for fleet maintenance, arranges for consignment pick-up, issues In-Gate and Gate Exit pass, and monitors and updates status of each consignment.

The learner will be able to prioritise and execute tasks within scheduled time limits and also will be able to maintain high concentration levels and have a thorough understanding of routes and vehicle loads.

The individual should be a self-starter, eye for details, good analytical skills, and work with varied stakeholders. S/he should be observant, diligent, have the basic mathematical ability. S/he should communicate effectively in vernacular language.

## **OBJECTIVES OF THE COURSE**

The students will assess transportation operations towards increased logistics efficiency while discovering opportunities to save time and hassle. This subject will enable them to enhance their ability and professional skills. The following are the main objectives of this course.

- Students will be able to apply the basic knowledge of land transportation in the real-life situation
- To develop competencies and knowledge of students to become transportation professionals
- To orient the concept of the field of Land transportation
- To understand planning, route mapping and gate operations
- To understand the process inbound documentation and agreement sheet.

## **SALIENT FEATURES**

Learners who attain this qualification are competent inland transportation operation and can get a job as an associate to prepare consignment booking, undertake route plan, track shipment, and undertake gate operations.

## **LIST OF EQUIPMENT AND MATERIALS**

The below list of materials are suggestive, and the vocational teacher should prepare an exhaustive list. Only basic tools, equipment and accessories should be procured by the Institution. The students' procedure tasks regularly for practice and acquiring adequate practical experience.

### **Material Required for Transport Associate:**

1. Projector
2. Video player
3. TV
4. Printer
5. Tracker
6. Computer

7. Stationaries
8. Marker
9. MHE equipment's
10. GPS tracker
11. Route optimisation software
12. Atlas Map
13. PPEs
14. GST guidelines
15. Charts of handling equipment's
16. Charts of marks and labels used on packages and boards
17. Sample formats as given in the student's handbook
18. Prepare the charts of organisational hierarchy and process charts (as included in the student's handbook)

### **CLASSROOM ACTIVITIES**

Classroom activities are an integral part of this course, and interactive lecture sessions, followed by discussions, should be conducted by trained vocational teachers. Vocational teachers should use various instructional or teaching aids, such as audio-video materials, colour slides, charts, diagrams, models, exhibits, hand-outs, online teaching materials, etc., to transmit knowledge and impart training to the students.

### **Teaching/Training Aids:**

1. Computer
2. LCD Projector
3. Projection Screen
4. White/Black Boards
5. Flip Charts

### **CAREER OPPORTUNITIES:**

This industry-wide range opens multiple career opportunities to all age groups regardless of qualification, gender, race, and religion. This sector provides different career opportunities are available as listed below

1. Supply Chain Industry
2. Warehouse Management
3. Courier and Parcel management
4. Fleet management

### **VERTICAL MOBILITY:**

At BBA/BMS level, students may start their career as a business executive, and they can reach a managerial level over time. For career progress, the following vertical career options are available in Logistics,

- Transportation Supervisor
- Fleet Manager
- Transportation Executive
- Warehouse Management

### **CURRICULUM:**

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects

# Land Transport Associate – XI

## (SUBJECT CODE - 846)

**TOTAL MARKS: 100 (THEORY-50 + PRACTICAL-50)**

| Class  | Units   | Max. No. of Hours for Theory and Practical | Marks for Theory and Practical | Total |
|--------|---|--|--------------------------------|-------|
| Part A | Employability Skills  |  |                                | 50    |
|        | Unit 1: Communication Skills – III                            | 13   | 10                             |       |
|        | Unit 2: Self-management Skills – III                          | 7  |                                |       |
|        | Unit 3: Information and Communication Technology Skills – III | 13   |                                |       |
|        | Unit 4: Entrepreneurial Skills – III                          | 10   |                                |       |
|        | Unit 5: Green Skills – III                                    | 7  |                                |       |
|        | Total   | 50   | 10                             |       |
| Part B | Subject Specific Skills                                       |  |                                | 50    |
|        | Unit 1: Introduction to Land Transportation Associate         | 10   | 40                             |       |
|        | Unit 2: Consignment booking and processing                    | 50   |                                |       |
|        | Unit 3: Route Planning and Vendor Coordination                | 40   |                                |       |
|        | Unit 4: Gate Operations                                       | 50   |                                |       |
|        | Unit 5: Compliance with health, safety, and security norms    | 20   |                                |       |
|        | Total   | 170  | 40                             |       |
| Part C | Project Work  |  |                                | 50    |
|        | Project   | 40   | 10                             |       |
|        | Viva  |  | 10                             |       |
|        | Practical File  |  | 20                             |       |
|        | Demonstration of skill competency via Lab Activities          |  | 10                             |       |
|        | Total   | 40   | 50                             |       |
|        | Grand Total   | 260  | 100                            | 100   |

# Land Transport Associate – XII

## (SUBJECT CODE - 846)

**TOTAL MARKS: 100 (THEORY-50 + PRACTICAL-50)**

| Class  | Units  | Max. No. of Hours for Theory and Practical | Marks for Theory and Practical | Total |
|--------|--|--|--------------------------------|-------|
| Part A | Employability Skills   |  |                                | 50    |
|        | Unit 1: Communication Skills – IV                            | 13   | 10                             |       |
|        | Unit 2: Self-management Skills – IV                          | 7  |                                |       |
|        | Unit 3: Information and Communication Technology Skills – IV | 13   |                                |       |
|        | Unit 4: Entrepreneurial Skills – IV                          | 10   |                                |       |
|        | Unit 5: Green Skills – IV                                    | 7  |                                |       |
|        | Total  | 50   | 10                             |       |
| Part B | Subject Specific Skills                                      |  |                                | 50    |
|        | Unit 1: Consignment pickup and tracking                      | 60   | 40                             |       |
|        | Unit 2: Verify GST application                               | 40   |                                |       |
|        | Unit 3: Consignment consolidation for transportation         | 60   |                                |       |
|        | Unit 4: Guidelines on integrity and ethics                   | 10   |                                |       |
|        | Total  | 170  | 40                             |       |
| Part C | Project Work   |  |                                | 50    |
|        | Project  | 40   | 10                             |       |
|        | Viva   |  | 10                             |       |
|        | Practical File   |  | 20                             |       |
|        | Demonstration of skill competency via Lab Activities         |  | 10                             |       |
|        | Total  | 40   | 50                             |       |
|        | Grand Total  | 260  | 100                            | 100   |

## **PRACTICAL GUIDELINES FOR CLASS XI & XII**

### **Assessment of performance:**

The two internal examiners were assigned to assess Practical Examinations in the Senior Secondary School Curriculum (Under NSQF).

Both the internal and external examiners should conduct question for the viva examinations.

Question to be more of General nature, project work or the curriculum.

The investigatory project, especially those that show a considerable amount of effort and originality on the part of the student, should get suitable high marks.

In contrast, the project of a routine or stereotyped nature should only receive MEDIOCRE marks.

**Project Work (individual or group project)** is a great way to assess the practical skills on a certain period or timeline. Project work should be given based on the capability of the individual to perform the tasks or activities involved in the project. Projects should be discussed in the class, and the teacher should periodically monitor the progress of the project and provide feedback for improvement and innovation.

**Project work** should be assessed based on practical file or student portfolio. Student Portfolio is a compilation of documents that supports the candidate's claim of competence. Documents may include reports, articles, photos of products prepared by students about the unit of competency. Viva-voce allows candidates to demonstrate communication skills and content knowledge.

Audio or video recording can be done at the time of viva voce. The number of external examiners would be decided as per the existing norms of the board. These norms should be suitably adopted/adapted as per the specific requirements of the vocational subject. Viva-voce should also be conducted to obtain feedback on the student's experiences and learning during the project work/field visits.

**Field visits** should be organised as part of the project work. Field visits can be followed by smallgroup work/project work. When the class returns from the field visit, each group

might be asked to use the information that they have gathered to prepare presentations or reports of their observations.

**Student Portfolio** is a compilation of documents that supports the candidate's claim of competence. Documents may include reports, articles and photos of products prepared by students about the unit of competency.