Model Curriculum

QP Name: Purchase-Executive

QP Code: ELE/Q7702

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 3.0

Table of Contents

Training Parameters

Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Purchase and Procurement
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO - 2015/3323.0401
Minimum Educational Qualification and Experience	8th Grade Pass + NTC (2 years after 8th) +2 Year NAC/relevant Experience) OR 10th Grade pass + 2 Year NTC/NAC/ relevant experience OR Certificate-NSQF (Level-3 in Purchase Domain) with 2 Years of relevant Experience OR 12th Grade and 18 Years
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	24/02/2022
Next Review Date	24/06/2025
NSQC Approval Date	24/02/2022
QP Version	3.0
Model Curriculum Creation Date	24/02/2022
Model Curriculum Valid Up to Date	24/06/2025
Model Curriculum Version	3.0
Maximum Duration of the Course	600 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.

- Collect information about materials, products and suppliers.
- Receive materials and issue purchase order as per organisational SOP.
- Achieve productivity and quality standards.
- Issue purchase order and receive materials from the supplier.
- Maintain the inventory of materials as per standard work practices.
- Interact and coordinate with the supervisor and colleagues etc.
- Follow safe and healthy work practices.

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)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module	**11:00**	**19:00**	**00:00**	**00:00**	**30:00**
Module 1: Introduction to the role of Purchase Executive	11:00	19:00	00:00	00:00	30:00
ELE/N7703 – Collect information about materials and suppliers	**60:00**	**70:00**	**50:00**	**00:00**	**180:00**
Module 2: Collect Information about Materials and Suppliers	60:00	70:00	50:00	00:00	180:00
ELE/N7705 – Issue purchase order and receive supplies	**60:00**	**70:00**	**50:00**	**00:00**	**180:00**
Module 3: Issue Purchase Order and Receive Supplies	60:00	70:00	50:00	00:00	180:00
ELE/N7704 – Maintain inventory of materials	**10:00**	**60:00**	**50:00**	**00:00**	**120:00**
Module 4: Maintain Inventory of Materials	10:00	60:00	50:00	00:00	120:00
ELE/N1002 – Apply Health and Safety Practices at the Workplace	**15:00**	**15:00**	**00:00**	**00:00**	**30:00**
Module 5: Basic Health and Safety Practices	15:00	15:00	00:00	00:00	30:00
DGT/VSQ/N0102 – Employability Skills (60 Hours)	**24:00**	**36:00**	**00:00**	**00:00**	**60:00**
Module 6: Employability Skills (60 Hours)	24:00	36:00	00:00	00:00	60:00
Total Duration	**180:00**	**270:00**	**150:00**	**00:00**	**600:00**

Module Details

Module 1: Introduction to the role of Purchase Executive
Bridge module

Terminal Outcomes:

- List the role and responsibilities of a Purchase Executive.

Duration: *11:00*	Duration: *19:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the size and scope of the electronics industry and its various sub-sectors. • Discuss the various opportunities for a Purchase Executive in the electronics industry. • Define the basics of electronics and related concepts. • Discuss the role and responsibilities of a Purchase Executive. • Discuss organisational policies on incentives, delivery standards, personnel management and public relations (PR).	• Awareness about the Industry Policies • Understanding of the Future Plans • Coordination with Manufacturing Department • Knowledge of the Quality Norms
Classroom Aids:	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	
NA	

Module 2: Collect Information about Materials and Suppliers

Mapped to ELE/N7703

Terminal Outcomes:

- Describe purchasing and procurement practices.
- Evaluate suppliers.
- Prepare a budget as per purchase requirements.

Duration: 60:00	Duration: 70:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the process to collect list of required materials from all departments. - Discuss the procedure for approval of the purchase requirements from concerned authorities. - Describe the various methods for collecting information about various manufacturers and suppliers. - Explain how to compare the pricing details, specifications (quotations), payment terms, delivery time etc. received from different suppliers. - Discuss the organizational policies related to inventory, quality, and vendors that purchase executives need to follow. - Explain the ways to identify and resolve common problems such as duplicate products, unavailability of some products etc. - Explain the statutory and regulatory requirements for import and export of materials - List the various software used to record purchase requirements. - Explain the importance of documentation in the whole process.	- Draw an organizational chart of departments who give purchase orders. - Demonstrate different methods of analysing information, such as secondary research, references etc., on a sample data. - Prepare a sample departmental budget. - Evaluate a sample set of suppliers on different criteria e.g. quotations, references etc. - Demonstrate how to use relevant software to record the purchase requirements. - Demonstrate the tax implications on a sample set of purchases from different sources and locations. - Demonstrate how to prepare a sample format of the information to be sought in a quotation. - Demonstrate different negotiation techniques while dealing with a supplier to get the best deal.
Classroom Aids:	
Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer speakers	
Tools, Equipment and Other Requirements	
Purchase order, Bill of Materials (BOM), quotation and electronics product.	

Module 3: Issue Purchase Order and Receive Supplies

Mapped to ELE/N7705

Terminal Outcomes:

- Prepare a purchase order.
- Receive and return materials from the supplier.

Duration: 60:00	Duration: 70:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the process of approving the purchase order from the authorized department/personnel. • Describe the factors to be considered while preparing the receiving area. • Describe the procedure to check whether the quantity and quality of received materials is as per the set standards. • Explain how to segregate and return unapproved materials to the supplier. • Explain the process of documenting the purchase order issuance and receipt of materials as per standards. • Discuss the industry set standards and guidelines to be followed for purchasing materials.	• Prepare a sample purchase order documenting supplier details, shipping details, the quantity and quality of materials etc. • Prepare a sample invoice based on the purchase order. • Demonstrate how to use a software to record the order details and prepare invoice. • Demonstrate the correct technique to check the quality of materials as per set standards.
Classroom Aids:	
Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer speakers	
Tools, Equipment and Other Requirements	
Purchase order, invoice, organisational documents, electronics product/equipment, payment receipt and invoices.	

Module 4: Maintain Inventory of Materials

Mapped to ELE/N7704

Terminal Outcomes:

- Manage inventory and ensure availability of stock.
- Use appropriate software to maintain inventory.

Duration: 10:00	Duration: 60:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain the different types of inventory management systems. - Describe the process for reordering materials as per quantity and specifications. - Describe the basic concepts related to orders and purchase requirements such as re-order levels, LIFO and FIFO (Last in First Out and First In First Out). - Discuss the need of maintaining optimum inventory of materials within the organization. - Discuss the steps to follow for proper and safe storage of purchased materials. - Describe how to conduct regular checks of stores to ensure optimum inventory of materials.	- Demonstrate how to use various methods, such LIFO and FIFO, for material distribution on sample basis. - Demonstrate how to use Microsoft Office and ERP software to manage order data and inventory. - Employ appropriate practices to organise and store materials in stock to make them easily retrievable and safe. - Apply appropriate ways to check to confirm that the properties of the delivered stock match with the organisational demands and requirements from the supplier. - Apply appropriate ways to check the packaging of the products with respect to the desired standards - Show how to store the materials as per the guidelines mentioned in the organisation's SOP - Elaborate correct technique to check the obtained product as per required standards. - Discuss factors important for taking the stock of materials.
Classroom Aids:	
Whiteboard, marker pen, computer or laptop attached to LCD projector, scanner, computer speakers	
Tools, Equipment and Other Requirements	
Microsoft Office tool, electronics products, inventory management systems and material stock.	

Module 5: Basic Health and Safety Practices

Mapped to ELE/N1002

Terminal Outcomes:

- Apply health and safety practices at the workplace.

Duration: *15:00*	Duration: *15:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Discuss job-site hazards, risks and accidents. - Explain the organizational safety procedures for maintaining electrical safety, handling tools and hazardous materials. - Elaborate electronic waste disposal procedures. - Describe the process of disposal of hazardous waste - List the name and location of concerned people, documents and equipment for maintaining health and safety in the workplace. - Describe how to interpret warning signs while accessing sensitive work areas. - Explain the importance of good housekeeping. - Describe the importance of maintaining appropriate postures while lifting heavy objects. - List the types of fire and fire extinguishers. - Explain the importance of efficient utilisation of water, electricity and other resources. - List the common sources of pollution and ways to minimize it. - Describe the concept of waste management and methods of disposing hazardous waste. - Explain various warning and safety signs. - Describe different ways of preventing accidents at the	- Demonstrate the use of protective equipment suitable as per tasks and work conditions. - Prepare a report to inform the relevant authorities about any abnormal situation/behaviour of any equipment/system. - Administer first aid in case of a minor accident. - Demonstrate the steps to free a person from electrocution safely. - Administer Cardiopulmonary Resuscitation (CPR). - Demonstrate the application of defined emergency procedures such as raising alarm, safe/efficient, evacuation, moving injured people, etc. - Prepare a sample incident report. - Use a fire extinguisher in case of a fire incident. - Demonstrate the correct method of lifting and handling heavy objects.
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, projector, laptop, flipchart.	
Tools, Equipment and Other Requirements	
Personal Protection Equipment: safety glasses, head protection, rubber gloves, safety footwear, warning signs and tapes, fire extinguisher, first aid kit, fire extinguishers and warning signs.	

Module 6: Employability Skills (60 Hours)
Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements
- Describe opportunities as an entrepreneur.
- Describe ways of preparing for apprenticeship & Jobs appropriately.

Duration: *24:00*	Duration: *36:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain constitutional values, civic rights, responsibility towards society to become a responsible citizen - Discuss 21st century skills - Explain use of basic English phrases and sentences. - Demonstrate how to communicate in a well-behaved manner - Demonstrate how to work with others - Demonstrate how to operate digital devices - Discuss the significance of Internet and Computer/ Laptops - Discuss the need for identifying business opportunities - Discuss about types of customers. - Discuss on creation of biodata - Discuss about apprenticeship and opportunities related to it.	- List different learning and employability related GOI and private portals and their usage - Show how to practice different environmentally sustainable practices. - Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, etc. - Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone - Demonstrate how to communicate in a well - mannered way with others. - Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette - Utilize virtual collaboration tools to work effectively - Demonstrate how to maintain hygiene and dressing appropriately. - Perform a mock interview
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Computer, UPS, Scanner, Computer Tables, LCD Projector, Computer Chairs, White Board OR Computer Lab	

Module 7: On-the-Job Training

Mapped to Purchase Executive

Mandatory Duration: 150:00	Recommended Duration: 00:00
Location: On Site	

Terminal Outcomes

1. Explain the fundamental concepts of electronics and electronics components

2. Describe purchasing and procurement practices.

3. Evaluate suppliers.

4. Prepare a budget as per purchase requirements

5. Prepare a purchase order.

6. Receive and return materials from the supplier

7. Manage inventory and ensure availability of stock.

8. Use appropriate software to maintain inventory

9. Interact and coordinate with supervisor and colleagues

10. Work as per the given timeline and quality standards

11. Maintain a safe, healthy and secure work environment

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Diploma/ Graduate / Certified in relevant CITS Trade	Electronics/ Electrical/ Mechanical	3	Purchase and procurement	2	Trainer	

Trainer Certification	
Domain Certification	**Platform Certification**
"Purchase-Executive, ELE/Q7702, version 3.0". Minimum accepted score is 80%.	Recommended that the Trainer is certified for the **Purchase Executive** "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0", with minimum score of 80%

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma/ Graduate / Certified in relevant CITS Trade	Electronics/ Electrical/ Mechanical	5	Purchase and procurement	2	Assessor	

Assessor Certification	
Domain Certification	Platform Certification
"Purchase-Executive, ELE/Q7702, version 3.0". Minimum accepted score is 80%.	Recommended that the Assessor is certified for the **Purchase Executive** "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0", with minimum score of 80%

1. Assessment System Overview:
   - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
   - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
   - Assessment agency deploys the ToA certified Assessor for executing the assessment
   - SSC monitors the assessment process & records

2. Testing Environment:
   - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
   - Check the duration of the training.
   - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
   - If the batch size is more than 30, then there should be 2 Assessors.
   - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
   - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
   - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
   - Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:
   - Question papers created by the Subject Matter Experts (SME)
   - Question papers created by the SME verified by the other subject Matter Experts
   - Questions are mapped with NOS and PC
   - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
   - Assessor must be ToA certified & trainer must be ToT Certified
   - Assessment agency must follow the assessment guidelines to conduct the assessment

4. Types of evidence or evidence-gathering protocol:
   - Time-stamped & geotagged reporting of the assessor from assessment location
   - Centre photographs with signboards and scheme specific branding
   - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
   - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:
   - Surprise visit to the assessment location
   - Random audit of the batch
   - Random audit of any candidate

6. Method for assessment documentation, archiving, and access
   - Hard copies of the documents are stored
   - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
   - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms and Abbreviations

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
IPR	Intellectual Property Rights