



DRAFT GUIDELINES
ON
TRAINING OF MASTER TRAINERS, TRAINERS
AND ASSESSORS

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Note: Guidelines on Training of Master Trainers, Trainers and Assessors is valid until 31st March 2018 or till further amended version is released.

Abbreviations / Acronyms

The following abbreviations and acronyms have been used in this document

ABBREVIATION/ ACRONYM	DESCRIPTION
AA	Assessment Agencies
CoMT	Certification of Master Trainers
QP	Qualification Pack
MSDE	Ministry of Skill Development and Entrepreneurship
NOS	National Occupational Standards
NSDA	National Skill Development Agency
NSDC	National Skill Development Corporation
NSQF	National Skill Qualification Framework
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PMU	Project Management Unit
PPP	Public Private Partnership
RPL	Recognition of Prior Learning
SCPwD	Skill Council for Persons with Disability
SOP	Standard Operation Procedure
SSC	Sector Skill Council
TP	Training Partner
ToT	Training of Trainers
ToA	Training of Assessors
TOR	Terms of Reference

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BACKGROUND:

The government of India has an ambitious target of skilling 400 million people by 2022. National Policy of Skill Development and Entrepreneurship 2015 envisaged the need to meet such goals and laid impetus on quality assurance in skilling. One of the critical quality control factors is the supply of quality teachers and assessors.

The current scenario of trainers and assessors in skilling eco-system falls significantly short of the growing demand for skills training and assessment. There is a lack of adequate regulatory and quality framework, which has led to the deployment of inadequately qualified and trained trainers in the system, thereby affecting the overall quality of skilling. Even Trainers and assessors who are currently operating in the skill eco-system don't see VET training as a sustainable career option.

A flagship skill development scheme under Skill India Mission, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), funded by Ministry of Skill Development and Entrepreneurship (MSDE) being implemented through National Skill Development Corporation (NSDC) mandates skill training only through SSC certified trainers. Thereby, increasing demand for certified trainers.

A working group report released by National Skill Development Agency (NSDA) estimated the need for 1.7 lakhs trainers by 2022 to achieve the target as envisaged in National Policy.

Sector Skill Councils (SSCs) have been directed to ensure the development of skilled trainers through delivery and certification of trained trainers and assessors which would be utilized in running Skill India Mission. Due to diverse sectors, SSCs have been following different models of Training of Trainers (ToT) which varies drastically in content, duration, fee and outcome. This diversity led to a lack of consistency and confidence on ToT models.

During All Hands Meet held in September 2016, it was directed by MSDE to form a committee on ToT and ToA. The need was to come up with a robust ToT and ToA model in consultation with SSCs.

OBJECTIVE:

Training of Trainers (ToT) program is envisaged to focus towards:

- Orientation and alignment of trainers and assessors with National Skill Qualification Framework (NSQF)
- Development of teaching pedagogy, best practices and assessment criteria's in trainers engaged in imparting skill training of various job roles at skill development training centers

The objective of this guideline document is to address the concern of inadequately qualified and trained trainers and assessors in the skill eco-system. The guideline attempts to provide a robust, standardized and scalable model for training, assessing and certifying Trainers and Assessors required in Skill India Mission of skilling 400 million youth by 2022.

This document is developed taking into account following sources of information:

1. Study and feedback on existing ToT models
2. Terms of reference meeting with SSCs held on 13th September 2016
3. Several Focused group discussion were conducted with 4 SSC working groups composed of members from various SSC. The list of members is appended in Annexure 16
4. Information shared by members of SSC working group
5. Discussion with Master Committee on ToT guidelines (4 SSC CEOs)

KEY HIGHLIGHTS:

- **Defined entry level requirements**– Eligibility criteria for educational qualification and industry/sectoral experience and training/assessment experience is defined for greater transparency.
- **Standardized training/assessing experience requirements** have been defined and required to classify an individual into the two ToT/ToA programs –
 - An existing trainer/ assessor – An applicant meeting the requisite education qualification, relevant industry experience, and training/ assessment experience in the related occupation, would be certified as per NSQF standards. Thereby, acknowledging work experience of an existing trainer in the Indian VET system. An existing trainer/assessor would have to undergo Model 1 of ToT/ToA for certification.
 - A new trainer/ assessor – An applicant not meeting the requisite criteria of training experience as defined for an existing trainer /assessor, would be classified as a new trainer/assessor in Indian VET system. A new trainer/assessor would have to undergo Model 2 of ToT/ ToA wherein applicant would be oriented and certified on domain skills as well as platform (pedagogical) skills.
- **Standardized structure of ToT/ToA** models and recommended fee for them
- **Standardized content** on domain competencies, trainer guide, and participant handbook developed on platform skills would be utilized in ToT/ToA program
- **Orientation and certification of trainers and assessors on National Standards:** ToT/ToA programs to be based on qualification packs.
 - Trainer qualification has been linked to the National Skill Qualification Framework (NSQF), getting a recognized certificate would lead to better trainer’s professional recognition, higher esteem, and demonstration of competence to employers.
- **Outcome based approach** for training and assessment – standardized certificate shall be issued to successful trainers and assessors
- **Standardized model for certification of Master Trainers**
- **Process guidance** on conducting ToT/ToA program

BROAD REQUIREMENTS FOR CONDUCTING ToT AND ToA:

- a. **ToT/ToA center infrastructure:** Each SSC will identify an adequate number of training centers nationwide to get designate as SSC Training of Trainers and Training of Assessor centers. SSC to ensure that lack of such centers does not become a bottleneck in conducting the activity.
- b. **ToT/ToA center accreditation:** SSC designated centers for conducting ToT and ToA would have to be accredited and affiliated as per guidelines defined in the SOP document – Centre Accreditation and Affiliation Guidelines.

Any established Training Institutes of repute (Govt. Institutions/Govt. Universities/Industry partners), identified by SSC to conduct ToT/ToA may get an exemption from accreditation and affiliation process, as per discretion of the SSC. This is an exception in unique cases of infra hiring only. SSC would have to ensure all necessary infra is available at such locations.

- c. **Availability of Certified Master Trainers:** SSC must ensure that an adequate number of Master Trainers get certified on domain and platform skills. The ToT/ ToA programs essentially are to be conducted by SSC trained and certified Master Trainers only.
- d. **Availability of Certified Assessors:** SSCs must ensure that an adequate number of certified assessors get created. Until the certified assessors are not available, SSCs could filter existing assessors (while allocating batches for ToT assessments) as per entry requirement criteria for assessors set by each SSC.
- e. **Availability of standardized content:** While conducting ToT/ToA programs, SSC must ensure that following content gets provided to participants, as per the case:
 - a. Participant Handbook of the relevant domain skills
 - b. Facilitator Guide on the relevant domain skills
 - c. Participant Handbook on the Platform competencies (Management SSC has developed content)
- f. **ToT/ToA Calendars:** SSCs to plan ToT & ToA Calendars on a quarterly basis covering maximum locations and requirements expected in PMKVY2.0, RPL and other skilling programs. ToT & ToA Calendar must be published and regularly updated on the respective SSC website. The link of all SSC ToT/ToA Calendars would be available on to NSDC website.

SSCs would have to provide quality assurance on ToT/ToA by controlling the calendar through withdrawal of non-compliant ‘SSC Designated ToT/ToA centers’ from running any further ToT programs

- g. **Certification process:** A dedicated ToT/ ToA module on SDMS is under process. Until the module is ready for end-use, SSCs would issue a letter to ‘Trainer,’ ‘Provisional Trainer’ and ‘Assessor,’ in the standard format provided by NSDC. The letter would be valid till the new SDMS certificate is issued.

Along with it, SSCs have to maintain ToT/ToA database as per the template provided by NSDC. SSCs to share a database of ToT batches with NSDC on a monthly basis.

Once the SDMS ToT Model is ready, certificates of trainers and assessors would get generated through SDMS. Explanation on the certification process is provided in following sections.

h. Important note:

- Trainers Trained as per ToT Guidelines V1 release date 7th March 2016, would be acceptable on having their data uploaded on SDMS. In addition to that, Trainers who are certified only on domain skills would also have to complete platform skills certification to become a certified trainer/ assessor.
- Any Special requirements of SSCs, over and above tenants of the guidelines, may be justified to the appropriate and suitable authority to seek approval on exceptions. NSDC would constitute a committee (ToT/ToA Review Committee) to look into granting such exceptions. The committee would be composed of – five nominations from SSCs, a competent authority at NSDC and an external expert on the invitation.

Part A: Training of Trainers (ToT)

SYNOPSIS:

	FEE – TRAINING OF TRAINERS (inclusive of applicable taxes)	DURATION						
MODEL 1: ToT FOR AN EXISTING TRAINER	ToT model for an existing trainer covers ONLY assessment & certification of domain and platform skills. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Fee:</td> </tr> <tr> <td>Non-technical job role ToT</td> <td>Rs. 1800/- per candidate</td> </tr> <tr> <td>Technical job role ToT</td> <td>Rs. 2000/- per candidate</td> </tr> </table> (Includes one-time assessment on a domain skill and a platform skill)	Fee:		Non-technical job role ToT	Rs. 1800/- per candidate	Technical job role ToT	Rs. 2000/- per candidate	Minimum One day (recommended)
Fee:								
Non-technical job role ToT	Rs. 1800/- per candidate							
Technical job role ToT	Rs. 2000/- per candidate							
MODEL 2: ToT FOR A NEW TRAINER	CASE 1: COMPLETE ToT MODEL ToT model for a new trainer covers both - orientation and assessment on domain and platform skills. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Fee:</td> </tr> <tr> <td>Non-technical job role ToT</td> <td>Rs. 9,000/- per candidate</td> </tr> <tr> <td>Technical job roles ToT</td> <td>Rs. 11,000/- per candidate</td> </tr> </table> (Includes one-time assessment on a domain skill and a platform skill)	Fee:		Non-technical job role ToT	Rs. 9,000/- per candidate	Technical job roles ToT	Rs. 11,000/- per candidate	Ten days
Fee:								
Non-technical job role ToT	Rs. 9,000/- per candidate							
Technical job roles ToT	Rs. 11,000/- per candidate							
	CASE 2: ONLY PLATFORM SKILLS TRAINING Lateral entry to Platform skills is applicable in cases where an applicant is already domain certified (with at least 80% score in domain skills). <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Rs.7,000/- per candidate (includes one-time assessment on Platform skills only)</td> </tr> </table> Case 2 covers orientation and certification on only platform skills.	Rs.7,000/- per candidate (includes one-time assessment on Platform skills only)	Seven days					
Rs.7,000/- per candidate (includes one-time assessment on Platform skills only)								

MODEL 1 - ToT MODEL FOR AN EXISTING TRAINER

Trainers in skilling eco-system must meet trainer’s qualification criteria set by respective SSCs.

1. Eligibility Criteria for an Existing Trainer:

A trainer fulfilling below listed eligibility criteria for a specific job role would be allowed to follow Existing Trainer ToT model.

1.1 **Educational qualification:** as provided by SSC (refer **Annexure 1**)

1.2 **Relevant industry experience:** as provided by SSC (refer **Annexure 1**)

1.3 **Training experience in a related occupation: minimum 500 hours** of training experience in skill eco-system. (i.e. skill training across NSDC training partners, SSC affiliated Training partners, State Skill Development Mission, Government/Corporate institutions, NCVT/SCVT training). Assuming 250 hours of the training of a batch, an existing trainer must have experience of training of at least two batches.

The incumbent should be able to produce a valid ‘work experience certificate from the employer’ as documentary proof of the same at the time of enrolment in ToT program. SSC would check the same before enrollment.

2. ToT Program Structure for an Existing Trainer:

STRUCTURE OF ToT MODEL – EXISTING TRAINERS				
Stages of ToT	Orientation	Assessment & Certification	Duration	Fee
Domain Skills	Pre-assessment material (mandatory)	Mandatory	Minimum 1 Day recommended	Non-technical job role ToT - Rs. 1800/- per trainer Technical job role ToT - Rs. 2000/- per trainer
Platform Skills	Pre-assessment material (mandatory)			

Detailed information on Fee for ToT program and cost distribution among stakeholders are appended in **Annexure 3**

3. Assessment and Certification – ToT Model for an Existing Trainer:

Minimum 80% score is the passing criteria in both assessments - domain skills and platform skills to become a Certified Trainer. Assessment of domain and platform skills to be conducted by respective SSCs.

Those who clear both the assessment (with at least 80% score) get certified as Trainers in their area of domain. Those who do not clear assessment, automatically fall in Model 2 (details provided in following sections).

The table below provides information on possible assessment and certification scenarios

SCENARIO	DOMAIN ASSESSMENT SCORE	PLATFORM ASSESSMENT SCORE	CERTIFICATION	FURTHER ACTION
Case 1: Domain and Platform pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Trainer Certificate	Qualified. CERTIFIED TRAINER
Case 2: Domain pass (80% and above) and platform provisionally pass (70% to 79%)	For all NSQF levels: 80% and above	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	No re-assessment. Enroll for complete ToT batch as NEW TRAINERS
Case 3: Domain Provisionally Pass (70-79%) and Platform Pass (80% and above)	For all NSQF levels: 70% to 79%	Level 5: 80% and above	Provisional Trainer authorization valid for six months	No-reassessment. Enroll for complete ToT batch as NEW TRAINERS
Case 4: Domain Provisionally Pass (70-79%) and Platform Provisionally Pass (70% to 79%)	For all NSQF levels: 70% to 79%	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	No-reassessment. Enroll for complete ToT batch as NEW TRAINERS
Case 5: Domain fail (<70%) and platform fail (<70%)	For all Levels Domain < 70%	Level 5: <70% score	No certificate and not eligible for re-assessment	Enroll for complete ToT batch as NEW TRAINERS

- 4. Enrollment Process to be Followed by Organizing SSC & an Existing Trainer:**
- a. Applicants to register for ToT program basis information provided by SSC in ToT Calendar. In the process of registration, applicants must submit their complete profile along with required proofs, as per format provided by SSC.
 - b. SSC to check details provided by applicants and ascertain their eligibility as an EXISTING TRAINER. SSC to complete this process within two working days.
 - c. Eligible Trainers must ensure advance payment to the organizing SSC for timely participation in ToT program.
 - d. SSC to provide pre-assessment study material to the trainer at the time of enrollment. Trainers should be given at least seven days before appearing for assessments.

5. Process and Important Instructions - Conducting ToT Program for an Existing Trainer:

Organizing SSCs, applicants, ToT designated training centers and parent training providers must understand and follow the process laid out for conducting ToT model. Following the common process for conducting ToT model would result in the smooth flow of the process and avoid confusion among stakeholders.

Appended below are the complete process and necessary instructions for conducting ToT program for an existing trainer in **Annexure 4**

MODEL 2 - ToT MODEL FOR A NEW TRAINER

Case 1: Complete ToT Model for a New Trainer:

ToT model for a new Trainer is an elaborate training program that covers orientation & assessment on both - domain and platform skills.

1. Eligibility criteria for a New Trainer:

A trainer fulfilling below listed eligibility criteria for a specific job role would be allowed to follow New Trainer ToT model.

- a. **Educational qualification:** as provided by SSC (refer **Annexure 1**)
- b. **Relevant industry experience:** as provided by SSC (refer **Annexure 1**)
- c. **Training experience: less than 500 hours** of training experience in skill ecosystem. (i.e. skill training across NSDC training partners, SSC affiliated Training partners, State Skill Development Mission, Government/Corporate Institutions and NCVT/ SCVT training).

The incumbent should be able to produce a valid ‘work experience certificate from the employer’ as documentary proof of the same at the time of enrolment for ToT. SSC would check the same during before enrollment.

Detailed information on eligibility criteria w.r.t. Education qualification and relevant industry experience in **Annexure 1**

2. ToT program structure for a New Trainer:

STRUCTURE OF ToT MODEL FOR A NEW TRAINER					
STAGES OF ToT	TRAINING/ ORIENTATION	ASSESSMENT	TOTAL DURATION	FEE (inclusive of applicable taxes)	
Domain Skill	2 days / 16 hrs (min)	1 day	3 days	Non-technical job role: Rs. 9,000/- per candidate	
Platform Skill	6 days / 48 hrs (min)	1 day	7 days		
COMPELTE ToT	8 days / 64 hrs (min)	2 days	10 Days	Technical job role: Rs. 11000/- per candidate	

Annexure 5 has detailed information on Fee for ToT program and cost distribution among stakeholders

For multiple QPs in a ToT program – While covering multiple domain skills (related) in one ToT program, the incumbent must get separate certificates for as many domain skills involved in the ToT program along with a certificate in platform skills.

ToT Program Fee in such cases would be:

- a. ToT program fee as provided in guidelines (for specified days) +
- b. no. of additional QPs X assessment cost

(SSC must reduce the overall cost due to economies of scale)

3. **Assessment and Certification – ToT Model for a New Trainer:**

Minimum 80% score is the passing criteria for both domain skills and platform skills assessments to become a Certified Trainer. Those who clear both the assessment (with at least 80% score) get certified as a ‘Trainer’ in their area of domain.

Assessment Strategy: Below is the recommended assessment strategy –

- Domain skills: as decided by respective SSC
- Platform skill assessment must include formative and summative assessments.

The Formative assessment is a process of measuring participant’s performance during training. Formative assessment includes a range of formal and informal assessment procedures conducted by Master Trainers during the learning process to improve participants learning. The summative assessment evaluates participant’s learning at the end of an instructional unit by comparing it against some standard or benchmark, conducted by third party assessment agency. Summative assessment measures result of the training program.

ToT assessment final score must be a combination of above two type of evaluation methods. The weight of formative and summative assessment is as per the discretion of the respective SSCs.

Provisional Authorization: is for participants who do not clear both assessment with desired passing marks (i.e. score 70% - 79%). Provisional authorization is a time-bound approval which is valid for six months, for conducting training on the ground. During these six months, a trainer with provisional authorization would have to clear re-assessment with desired passing criteria to become a Certified Trainer. Post 6 months, the provisional authorization would be invalid.

Re-assessment under ToT model for a new trainer: Re-assessment applies to those having a valid Provisional authorization, and SSC is required to create a provision for enrolling **Re-assessment cases** on Domain or Platform Skills. Re-assessment cases would not need training support or hand-holding in a ToT batch but would have to only appear for an assessment. Hence, engagement for such case is limited for **one day of assessment**.

Re-assessment charges include only the **assessment cost** on the specific skills. The incumbent could re-appear any number of times to get 80% score in both domain and platform assessment within six months of the initial evaluation, beyond which the incumbent would have to repeat the complete ToT program.

The table below provides possible assessment and certification scenarios

SCENARIO	DOMAIN ASSESSMENT SCORE	PLATFORM ASSESSMENT SCORE	CERTIFICATION	FURTHER ACTION
Case a: Domain and Platform pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Trainer Certificate	Qualified Trainer
Case b: Domain pass (80% and above) and platform provisionally pass (70% to 79%)	For all NSQF levels: 80% and above	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	Re-assessment on platform QP within six months
Case c: Domain Provisionally Pass (70-79%) and Platform Pass (80% and above)	For all NSQF levels: 70% to 79%	Level 5: 80% and above	Provisional Trainer authorization valid for six months	Re-assessment on domain QP within six months
Case d: Domain Provisionally Pass (70-79%) and Platform Provisionally Pass (70% to 79%)	For all NSQF levels: 70% to 79%	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	Re-assessment on Domain and Platform QP within six months
Case e: Domain fail (<70%) and platform fail (<70%)	For all Levels Domain < 70%	Level 5: <70% score	No certificate and not eligible for re-assessment	If interested, repeat the ToT modules for both Domain and Platform

4. Process and important instructions for conducting ToT program for a New Trainer:

Organizing SSCs, interested trainers, ToT designated training centers and parent training providers must understand and follow the process laid out for conducting ToT model. Following the common process for conducting ToT model would result in the smooth flow of the process and avoid confusion among stakeholders. Complete process and necessary instructions for conducting ToT program for an existing trainer are appended in **Annexure 6**

Case 2 - Lateral Entry: ToT for a New Trainer

Lateral entry means direct enrolment in platform skills training. Later entry is applicable for only those having a valid domain certification (with minimum 80% score) on the relevant skills.

1. Eligibility criteria for availing Lateral Entry are listed below:

- a. **Educational qualification:** as provided by SSC (refer **Annexure 1**)
- b. **Relevant industry experience:** as provided by SSC (refer **Annexure 1**)
- c. **Training experience in the related occupation:** Trainer has **less than 500 hours** of training experience in skill eco-system. (i.e. skill training across NSDC training partners, SSC affiliated Training partners and State Skill Development Mission, Government/Corporate Institutions, NCVT/ SCVT training).
- d. **Prior Domain Skills Certification:** The incumbent possesses a valid domain certification on the same job role with min 80% score. The applicant has to provide a valid certificate to the SSC during enrollment.

2. ToT program structure for a New Trainer (Lateral Entry):

LATERAL ENTRY - STRUCTURE OF ToT MODEL FOR A NEW TRAINER					
STAGES OF ToT	TRAINING/ ORIENTATION	ASSESSMENT	TOTAL DURATION	FEE (inclusive of applicable taxes)	
Platform Skill	6 days / 48 hrs (min)	1 day	Seven days	Rs. 7,000/-	per candidate

Detailed information on Fee for ToT program and cost distribution among stakeholders are appended in **Annexure 7**

3. Assessment and certification for lateral platform certification

LATERAL ENTRY CASES	DOMAIN ASSESSMENT	PLATFORM ASSESSMENT	RESULT
Case 1: Platform pass (min 80% score) and domain certified	Valid certificate is submitted for the domain QP	Scores 80% and above	Trainer Certificate
Case 2: Platform provisionally pass (b/t 70% to 79%) and domain certified	Valid certificate is submitted for the domain QP	Scores between 79% to 70%	Provisional Trainer Certificate provided. May go for re-assessment.

If the Trainer fails in case of re-assessment – no certificate to be issued

Part B: Certification of a Master Trainer

A domain skills expert possessing minimum educational qualification along with relevant sectoral work experience and training experience is known as a Master Trainer. A certified Master Trainer is a pre-requisite for conducting any ToT/ ToA programs. A certified Master Trainer is needed to conduct training for a batch of Trainers (aspirants) in VET system.

Following sections would highlight requirements, structure, and process of undergoing Certification process for a Master Trainer

1. Eligibility Criteria for a MASTER TRAINER:

An applicant is eligible to undergo Certification for Master Trainer provided the below-mentioned criteria is fulfilled. The table below provides minimum requirements for education qualification, relevant industry experience and related training experience required for a Master Trainer

ELIGIBILITY CRITERIA OF A MASTER TRAINER

Educational Qualification	Training Experience in related occupation (mandatory)	Relevant Industrial/ Sectoral Experience*
Diploma	Minimum 5 years	Minimum 5 Years
Graduate	Minimum 5 years	Minimum 3 Years
Post-graduate	Minimum 5 years	Minimum 2 Years
Not applicable (Special cases)	Minimum 8 years	Recognized experience in the sector/ associated with institute of repute

*Industrial/sectoral experience and training experience could be concurrent)

2. Structure and Fee: Certification of a Master Trainer

	Orientation on skills	Assessment	Duration	Fee
Certification on Domain skills and Platform skills	Total: 3 days (min 24 hours) Break up: min. 1 day of domain skills orientation (by the relevant SSC) + min. 2 days of platform skills orientation (to be provided by a competent body)	Min. 1 day (two assessments – one domain skill and one platform skill)	Min. 4 days	Rs. 5000/- per candidate

Detailed information on fee for Certification of a Master Trainer along with the cost distribution among stakeholders are appended in **Annexure 8**

3. Assessment and Certification of a Master Trainer

For certification of Master Trainers, both domain QP and platform QP assessment must be cleared with at least **90% score in both assessments**. On scoring 90% and above in assessment, the Master Trainer would be issued a certificate of being a Master Trainer by the organizing SSC.

- Orientation and assessment on domain skills must be conducted by the respective SSC.
- Orientation and assessment on platform skills must be carried out through a competent body (to be arranged by the organizing SSC)

Those who do not clear both the assessments with desired passing marks would not be certified and may appear in another Master Trainer ToT program, if interested.

Re-assessment and provisional authorization are not applicable in the case of certification of a Master Trainer.

4. The process of conducting certification of a Master Trainer:

The detailed process to be carried out regarding certification of a Master Trainer is provided in **Annexure 9**.

All SSCs, interested candidates, parent employer TPs and ToT designated training centers must understand and follow the process diligently.

Part C: Training of Assessor (ToA)

SYNOPSIS:

	FEE – TRAINING OF ASSESSORS (inclusive of applicable taxes)	DURATION								
Model 1: ToA FOR AN EXISTING ASSESSOR	<p>ToA model for an existing assessor covers assessment on domain and platform skills.</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Fee:</td> </tr> <tr> <td>Non-technical job role ToA</td> <td style="text-align: right;">Rs. 1,800/- per candidate</td> </tr> <tr> <td>Technical job role ToA</td> <td style="text-align: right;">Rs. 2,000/- per candidate</td> </tr> <tr> <td colspan="2">(inclusive of one-time assessment on domain skills and platform skills)</td> </tr> </table>	Fee:		Non-technical job role ToA	Rs. 1,800/- per candidate	Technical job role ToA	Rs. 2,000/- per candidate	(inclusive of one-time assessment on domain skills and platform skills)		Minimum 1 day (recommended)
Fee:										
Non-technical job role ToA	Rs. 1,800/- per candidate									
Technical job role ToA	Rs. 2,000/- per candidate									
(inclusive of one-time assessment on domain skills and platform skills)										
Model 2: ToA FOR A NEW ASSESSOR	<p>ToA model for a new assessor covers orientation and assessment on domain skills as well as platform skills</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Fee:</td> </tr> <tr> <td>Non-technical job role ToA</td> <td style="text-align: right;">Rs. 5,000/- per candidate</td> </tr> <tr> <td>Technical job role ToA</td> <td style="text-align: right;">Rs. 7,000/- per candidate</td> </tr> <tr> <td colspan="2">(inclusive of one-time assessment on domain skills and platform skills)</td> </tr> </table>	Fee:		Non-technical job role ToA	Rs. 5,000/- per candidate	Technical job role ToA	Rs. 7,000/- per candidate	(inclusive of one-time assessment on domain skills and platform skills)		Minimum 6 days
Fee:										
Non-technical job role ToA	Rs. 5,000/- per candidate									
Technical job role ToA	Rs. 7,000/- per candidate									
(inclusive of one-time assessment on domain skills and platform skills)										

MODEL 1: TRAINING OF AN EXISTING ASSESSOR

Assessors in skilling eco-system must meet an assessor’s qualification criteria set by respective SSCs.

1. Eligibility criteria for an Existing Assessor:

An Assessor fulfilling below listed eligibility criteria for a specific job role would be allowed to follow an Existing Assessor ToA model.

- 1.1 **Educational qualification:** as provided by SSC (refer **Annexure 2**)
- 1.2 **Relevant industry experience:** as provided by SSC (refer **Annexure 2**)
- 1.3 **Assessment experience: minimum 5 batches or 100 student’s assessment** in skill eco-system. (Third party assessments for skill training across NSDC training partners, SSC affiliated Training partners and State Skill Development Mission skill training, Government/ Corporate Institutions).

The incumbent should be able to produce a valid ‘work experience certificate from the employer’ as documentary proof of the same at the time of enrolment for ToA. The same would be checked by SSC during before enrollment.

Detailed information eligibility criteria w.r.t. education qualification and relevant industry experience is provided in **Annexure 2**

2. ToA program structure for an Existing Assessor:

STRUCTURE OF ToA MODEL – AN EXISTING ASSESSOR				
Stages Of ToA	Orientation	Assessment	Duration	Fee
Domain Skills	Pre-assessment material	Mandatory	Minimum 1 day (recommended)	Non- Technical Job role: Rs. 1800/- per candidate
Platform Skills	Pre-assessment material			Technical Job role: Rs. 2000/- per candidate

Detailed information on Fee for ToT program and cost distribution among stakeholders are appended in **Annexure 10**

3. Assessment and Certification – ToA Model for an Existing Assessor:

Under ToA model for an Existing Assessor, the incumbent is a ‘certified Trainer’ when certification on domain skills and platform skills is passed with minimum 80% score in both assessments.

Those who clear both the assessment (with at least 80% score) get certified as Assessors in their area of domain. Those who do not clear assessment, automatically fall in Model 2 ToA (details provided in following sections)

Detailed assessment and certification scenarios are appended in **Annexure 11**

4. Enrollment Process To Be Followed By Organizing SSC & an Existing Assessor:

- a. Applicants to register for ToA program basis information provided by SSC in ToA Calendar. In the process of registration, applicants must submit their complete profile along with required proofs, as per format provided by SSC.
- b. SSC to check details provided by applicants and ascertain their eligibility as an EXISTING ASSESSOR. This step should not take more than 2 working days.
- c. Eligible applicants must ensure advance payment to the organizing SSC for timely participation in ToA program.
- d. SSC to provide pre-assessment study material to the assessor at the time of enrollment. Assessors should be given at least 7 days before appearing for assessments.

5. Process and necessary instructions for conducting ToA program for an Existing Assessor:

Organizing SSCs, interested assessors, ToA designated training centers and parent assessment agencies must understand and follow the process laid out for conducting ToA model. Following the common process for conducting ToA model would result in the smooth flow of the process and avoid confusion among stakeholders.

Complete process and necessary instructions for conducting ToA program for existing assessors are appended in **Annexure 12**

MODEL 2: TRAINING OF A NEW ASSESSOR

ToA model for a new assessor is an elaborate training program that covers orientation & certification on both domain and platform skills.

1. Eligibility criteria for a New Assessor:

An Assessor fulfilling below listed eligibility criteria for a specific job role would be allowed to follow New Assessor ToA model.

- **Educational qualification:** as provided by SSC (refer **Annexure 2**)
- **Relevant industry experience:** as provided by SSC (refer **Annexure 2**)
- **Assessment experience:** An assessor with less than **5 batches/ less than 100 student's assessment experience** in skill eco-system. (Third party assessments for skill training across NSDC training partners, SSC affiliated Training partners and State Skill Development Mission skill training).

The incumbent should be able to produce a valid 'work experience certificate from the employer' as documentary proof of the same at the time of enrolment for ToA. The same would be checked by SSC during before enrollment.

2. ToA program structure for a New Assessor:

STRUCTURE OF ToA MODEL FOR A NEW ASSESSOR				
STAGES OF ToA	TRAINING/ ORIENTATION (DAYS)	ASSESSMENT (DAYS)	TOTAL (DAYS)	ToA FEE (inclusive of assessments and applicable taxes)
Domain Skills	2 days (mandatory)	1 day (domain and platform QP mandatory assessment)	6 days	Non-technical Job roles: Rs. 5000/- Technical Job roles: Rs. 7000/-
Platform skills	3 days (mandatory)			

Detailed information on Fee for ToA program and cost distribution among stakeholders are appended in **Annexure 13**

For Multiple Domain QP certification – While covering multiple domain QPs in one ToA program, the incumbent must get separate certificates for as many domain QPs involved in the ToA program along with one certificate on platform QP (i.e., Assessor QP).

ToA Program Fee in such cases would be:

- c. ToA program fee as provided in guidelines (for specified days) +
- d. Number of additional QPs X Assessment cost (SSC is free to reduce this cost depending on economies of scale)

3. **Assessment and Certification – ToA Model for a New Assessor:**

Under ToA model for a New Assessor, the incumbent is a ‘certified Assessor’ when minimum orientation hours are attended, and assessment is passed with minimum 80% score in both assessments - domain skills & platform skills

Those who clear both the assessment (with at least 80% score) get certified as an ‘Assessor’ in their area of domain. Those who do not clear both assessment with desired passing marks could be considered for re-assessment (within 6 months of the previous assessment).

Note: Provisional authorization is not applicable in the case of ToA. Detailed assessment and certification scenarios are appended in **Annexure 14**

SSCs would have to create a provision for enrolling **Re-assessment cases** on Domain or Platform Skills QP for ToA programs. Re-assessment option can be availed within 6 months of previous assessment on the QP.

Re-assessment cases would be those who do not need training support or hand-holding in a ToT batch but are interested in only appearing for assessment. Hence, engagement for such case is limited for one day of evaluation. Re-assessment cases should be charged with additional assessment cost on the specific QP and no other amount to be charged. The incumbent could re-appear any number of times to get 80% score in both domain and platform within six months of first assessment – beyond which the complete ToA program would have to be repeated.

4. **Process and necessary instructions for conducting ToA program for a New Assessor:**

Organizing SSCs, interested assessors, ToA designated training centers, and parent employers (assessment agencies) must understand and follow the process laid out for conducting ToA program. As following the common process for conducting ToA model would result in the smooth flow of the process and avoid confusion among stakeholders. Complete process and necessary instructions for conducting ToA program for an existing trainer are appended in **Annexure 15**

INCLUSIVE TRAINER: DISABILITY SPECIFIC TO-UP MODULE FOR TRAINER

Source: Sector Council of Persons with Disabilities (SCPwD)

SCPwD would be conducting ToT as a Top-Up module on the designed ToT models. The duration of the Top-Up program will be 4 days.

- The Disability Orientation (Training on Expository) will be three and half days & Assessment of half a day.
- The Training, Assessment, and Certification of the Domain certified trainer would be disability specific; trainer may undergo training in more than one disability also.

Top-up Training will be operationalized on 2 models, and both will operate simultaneously

- a. Trainers of our Training partners will be imparted domain certification and platform certification with aid and assistance of Master Trainer from related SSC as per their ToT Pattern. This will be followed by the Top-up program as above.
In other words, Domain and Platform training will be sector specific whereas top-up training would be disability specific.
- b. In pursuance of the Process Manual, Domain SSC are encouraged to reserve 3-5 seats for Domain and Platform Certification of Trainers of SCPwD Training Partners
 - a. After getting Domain and Platform certification from related SSC, SCPwD will assemble applicants and give them Disability orientation (Training on Expository) explained as above.

In case SCPwD affiliates NSDC Accredited training centers then SCPwD needs to impart top-up training only since related SSC's will in any case train and certify them in their Sector.

Top-up ToT module – elaboration:

Model 1, will be SCPwD standalone ToT, (10 days + 4days (Disability sensitization)

Model 2 will be, Top up ToT, in which SCPwD trainers will undergo training being conducted by domain in Domain and Platform Skills and later SCPwD will assemble the trainers at one place for Disability Sensitization.

Certification:

Certificate to the trainer will be awarded at the end of the training (Domain + Platform + Disability Sensitization) with dual logo and signatures of SCPwD and related SSC.

Process

The mobilization and registration will be done by SCPwD, for Model no.1. the assessment will be done by SCPwD affiliated assessor who is primarily assessor of the related SSC. While in model 2 Assessment of the trainer will be conducted by the assessor identified by the SSC for Domain and Platform skill training.

Finance:

In both these models, the fee will be payable to SCPwD. The same fee model of NSDC for 10 days training and in addition Rupees 5000/- will be paid by the aspiring trainer for SCPwD specialized Training.

Note: Internal communication between SSC (only for Information and not for upload)

Expenses for Training conducted under Model-1 will be borne by SCPwD including Travel, Boarding/Lodging of Master Trainer. However, SSC will not charge a fee for Master Trainer. Similarly, for Model-2, no fees will be charged for 3-5 seats by related SSC to SCPwD. This will be free of cost. If any charges that SSC will incur on account of SCPwD will be reimbursed such as Assessment fee, lunch, tea/snacks, etc.

The mobilization and registration will be done by SCPwD, In model 2 Assessment of the trainer will be conducted by the assessor identified by the SSC for Domain and Platform skill training, while for Model no.1. the assessment will be done by SCPwD affiliated assessor who is primarily assessor of the related SSC.

SDMS PROCESS:

A dedicated ToT/ ToA module on SDMS is under process. Once SDMS ToT Model is ready, certification of trainers and assessors would have to be treated through SDMS. Following instructions must be followed in uploading ToT/ToA batches on SDMS:

- a. ToT/ToA batches must be created and uploaded by the SSC Designated ToT/ToA Center on SDMS, using its log-in ID
- b. SSC to follow all steps in approving, assessment and certification of the batch on SDMS as provided by NSDC.
- c. Once the batch is assessed as per the assessment criteria set for different ToT/ToA Models, the SSC must issue a certificate to successfully certified trainers/ assessors.
- d. Along with the certificate, all successful trainers must be issued a Trainer card/ Assessor as per template designed by NSDC.
- e. Certificate design would be provided by NSDC

Until the module is ready for end-use, SSCs would issue a letter to 'Trainer,' 'Provisional Trainer' and 'Assessor,' as per the standard format provided by NSDC. The letter would be valid till the new SDMS generated certificate is not issued.

Along with it, SSCs have to maintain ToT/ToA database in the template provided by NSDC. The data on ToT batches would have to be shared with NSDC on a monthly basis.

RESPONSIBILITIES OF THE STAKEHOLDERS

i. PARENT TRAINING PARTNER/ ASSESSMENT AGENCIES:

- a. Nominate trainers/assessors as per criteria set for various for ToT/ToA programs.
- b. Pay the decided ToT/ToA fee for the nominated trainers/assessors to the organizing SSC.
- c. It is the responsibility of parent Training Provider/Assessment agency to classify trainers into Existing Trainer/Assessor and New Trainer/Assessor category, as per criteria provided in the document.
- d. The cost of travel, boarding, and lodging, etc. over and above what is accounted in ToT/ToA fee should be met by the parent TP/Assessment agencies.

ii. SECTOR SKILL COUNCIL (SSC):

- a. Select suitable training centers to be designated as ToT/ToA centers, as per SSC criteria
- b. To provide a training calendar and publish on SSC website. NSDC website would be linked to SSC web pages on ToT Calendar.
- c. Ensure the designated training centers follow accreditation and affiliation process.
- d. Check the documents/ proofs provided by trainers/assessors before enrolling in ToT/ToA batch, as per eligibility criteria set by SSCs.
- e. Collect ToT/ToA fee as a process for enrollment of a trainer/ assessor.
- f. Shortlist trainers/assessors and finalize a batch for ToT/ToA. Further, pass-on ToT/ToA batch details to the designated ToT/ToA center.
- g. To provide a unique ID number to each trainer/ assessor undergoing ToT/ToA as per the provided nomenclature.
- h. Develop and ensure availability of QP based Trainee Handbook and Trainer Handbook for conducting ToT/ToA.
- i. Facilitate industry visit for ToT batch of trainers, wherever required
- j. To detail the illustrative list of topics for trainers teaching/training practice sessions jointly with the SSC designated ToT/ToA center
- k. Coordinate assessments on ToT/ToA batches and ensure uploading of results on SDMS on timely basis
- l. Generate certificate in within 5 working days of result uploads

- m. Maintain the database of all trainers with results including those issued provisional certificates on the website.
- n. Provide awareness of provisional trainer option and re-assessment options, wherever applicable.

iii. SSC DESIGNATED ToT/ToA CENTRE:

- a. Ensure the center is ready in all respects to receive the ToT/ToA batch as per pre-decided criteria
- b. Upload the ToT/ToA batch on SDSM
- c. Facilitate trainers/assessors to prepare for QP based domain RPL assessment
- d. Assist assessment body to conduct seamless QP based domain assessments
- e. Ensure availability of domain and platform skills Master Trainer and conduct seamless platform skill training
- f. Coordinate industry visit in association with the SSC
- g. Maintain internal records of performance of all trainers/assessors during the training process and provide the same to respective SSC on a monthly basis.

iv. ASSESSMENT AGENCY:

- a. Prepare for QP based RPL assessment and ensure senior and experienced assessors for trainer's assessments
- b. Ensure availability of assessor for platform skills in coordination with the nodal center
- c. Declare domain QP results of the evaluation on timely basis
- d. Upload the final results within 10 days of submission of project work by trainers in coordination with SSC

QUALITY ASSURANCE: CONDUCTING ToT/ToA PROGRAMS

- a. SSCs must identify ToT/ToA centers through proper Due Diligence basis the criteria set for such centers
- b. SSCs must stay updated with eligibility criteria for trainers/assessors to be nominated for ToT/ToA program
- c. SSC to ensure monitoring of the assessment process to restrict unethical practice during assessments
- d. SSCs are required to maintain Trainer's/ Assessor's performance records (continuous assessments conducted at ToT Nodal Centers)
- e. SSCs must ensure uploading of final results within 10 days of ToT/ToA batch completion.
- f. Certification completion within 5 days of result uploading.
- g. Certificate validity 2 years or life of QP whichever is early – post which Trainer and Assessor will have to get re-certified

TRAINING OF TRAINERS - WAY FORWARD

Way forward:

1. Development of an online central dynamic registry of certified trainers across sectors/ schemes and geographies. This will help improve data about trainers at various levels and across different sectors.
2. Digital platform for instructors: Development of e-learning platform for delivering regular ToT programs
3. Develop Trainer's Network for knowledge exchange
4. Development of a common mechanism to capture performance evaluation and feedback of trainers and assessors in skill eco-system
5. Development of IT system to generate TRAINER CARD / ASSESSOR CARD for every qualified Trainer/Assessor certified through SSC ToT/ToA programs.

ANNEXURES

Annexure 1

JOB ROLE WISE ELIGIBILITY CRITERIA OF TRAINERS

Education Qualification and Industry Experience

The detailed list of Trainer's qualification and industry experience for job roles covered in PMKVY2.0 are provided on NSDC website:

<web link to be added here>

Annexure 2

JOB ROLE WISE ELIGIBILITY CRITERIA OF ASSESSORS

Education Qualification and Industry Experience

The detailed list for Assessor's education qualification and industry experience for job roles covered in PMKVY2.0 are provided on NSDC website:

<web link to be added here>

Annexure 3

ToT FEE – EXISTING TRAINERS

(Non-Technical Job roles:		Technical Job roles:	
Non-technical domain QP assessment cost	Rs. 600/-	Non-technical domain QP assessment cost	Rs. 800/-
Platform QP assessment cost	Rs. 600/-	Platform QP assessment cost	Rs. 600/-
Admin cost (infra support, mobilization, one day lunch and refreshment)	Rs. 600/-	Admin cost (infra support, mobilization, one day lunch and refreshment)	Rs. 600/-
TOTAL:	Rs. 1800/-	TOTAL:	Rs. 2000/-

(Fee is inclusive of applicable taxes)

For reference, Assessment cost would be applicable as per Common norms for RPL process, listed below:

1. Technical Domain job roles Rs. 800/- per candidate
2. Non-Technical Domain job roles Rs. 600/- per candidate
3. Platform skills Rs. 600/- per candidate

ToT FEE DISTRIBUTION:

ToT Fee distribution among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SSC DESIGNATED ToT CENTER	Basis the mutually agreed terms (financial terms and scope of work) between the ToT center and the SSC, SSC would pay the designated ToT center cost of training and operating margins.
2	SECTOR SKILL COUNCIL	Prescribed Assessment Fee (for two QPs– One domain & one platform) to be retained by the concerned SSC
3	ASSESSMENT AGENCY	Assessment agencies to be paid by SSC on their mutually agreed terms from their share of costs

Annexure 4

PROCESS FOR CONDUCTING ToT FOR AN EXISTING TRAINER AND NECESSARY INSTRUCTIONS

Certification on DOMAIN and PLATFORM SKILLS would be required for becoming a 'Certified Trainer.' **Preferable Batch Size: Not exceeding 20 trainers**

PART 1 – CERTIFICATION ON DOMAIN SKILLS:

For becoming a certified trainer, part 1 i.e. domain certification is necessary to be completed.

Process for Domain certification must necessarily fulfill following requirements:

1. Pre-assessment study material is relevant for domain job role to be provided by the organizing SSC.
2. Incumbent must complete enrollment requirements before appearing for assessment. Preparatory time of minimum 7 days must be given before the evaluation is done.
3. Assessment on domain QP to be conducted by SSC designated Assessor/ appointed assessment agency.
4. Passing criteria of domain QP for the trainer is minimum 80% marks (aggregate of NoS).
5. Refer the assessment criteria matrix provided below.
6. Post completion of the domain assessment – the incumbent could proceed to appear for platform assessment.

PART 2 – CERTIFICATION ON PLATFORM SKILLS:

For becoming a certified trainer, part 2 i.e. platform skill certification is necessary to be completed. The aspiring trainer could get platform certified in following ways:

- a) Attend the platform skill assessment in the designated enrolled center post completion of the domain training
- b) Lateral entry into platform skill training for those trainers/assessors who have domain certificate at minimum 80% pass marks.

Process for Platform certification must necessarily fulfill following requirements:

1. Pre-assessment study material is relevant for platform skills to be provided by the organizing SSC. Preparatory time of minimum 7 days must be given before the assessment is done.
2. SSCs have to conduct platform skills assessment TRAINER QP. The Platform Skills QP for 'Trainer' is MEP/Q0102 available on NSDC website www.nsdcindia.org/nos
3. Passing criteria of platform QP is minimum 80% marks (aggregate of NoS).
4. Refer the assessment criteria matrix provided below.

IMPORTANT INSTRUCTIONS FOR EXISTING ToT:

- a. The Parent Training provider/trainer must pay ToT fee in advance to the organizing SSC at the time of enrolment in a batch.
- b. The responsibility of mobilization and ToT batch creation rests with respective SSC.
- c. Once a batch is finalized, ToT data must be shared by the organizing SSC to the SSC designated ToT center
- d. Any cost, above the ToT fee such as Travel, Boarding/lodging, etc. to be borne by the Parent Training center (where Trainer is currently employed). In the case of the freelance trainer, ToT cost to be assumed by the respective individual.
- e. Each Certified Trainer will have to be given a unique id by the SSC – linked to QP code, for instance – **CSC/Q 0119/281016/T-01**: where CSC/Q 0119 is the QP Code, 281016 is date of certification in the format (DDMMYY) and T- 01 is the number code for Trainer with serial number 01. Next Trainer will be number 02 for the same QP so hence and so forth.
- f. Trained trainer data is required to be maintained by the organizing SSC until the SDMS module is not ready. At any point of time, a database of trained trainers could be asked for by MSDE/NSDC.
- g. Apart from Trainer certificate, qualified Trainers will also be provided with a Trainer Card – which is a must for Trainer/ Assessor to wear when on duty. The format will be standardized by NSDC.
- h. Only qualified and SSC certified Master Trainers would conduct ToT Batches planned by SSCs – no other trainer should be used for conducting Training of Trainers. Violation of the above-stated norm will result in serious repercussions on the concerned ToT designate center including **blacklisting** them from further participation in the activity.
- i. SSCs can withdraw training planned at designated ToT center, in the event of service quality issues reported/observed by the concerned SSC.
- j. **PWD SPECIALIZED TRAINER – INCLUSIVE TRAINERS**: Trainers interested in training PwD batches would have to undergo an additional PwD trainer training capsule as a ‘top up program.’ SCPwD would provide further detailed information on the process of training under the Top-up training program.

Annexure 5

ToT FEE: NEW TRAINERS

Non-technical job roles: Rs. 9,000/- per person (including two assessments – one for domain QP and one for platform QP)	Technical job roles: Rs. 11,000/- per person (including two assessments – one for domain QP and one for platform QP)
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Applicable Assessment Cost for ToT: Assessment cost would be applicable as per Common norms for RPL process, listed below:

1. Technical domain job roles Rs. 800/- per candidate
2. Non-Technical domain job roles Rs. 600/- per candidate
3. Platform skills job role Rs. 600/- per candidate

For multiple QP certification – While covering multiple domain QPs in one ToT program, the incumbent must get separate certificates for as many domain QPs covered in the ToT program along with one certificate on platform QP. **ToT Programme Fee** in such cases would be calculated as follows:

1. ToT Fee for one QP inclusive of - 1 domain QP and 1 platform QP assessment +
2. no. of additional QPs X assessment cost

COST HEADS: The above-mentioned ToT fee for NEW TRAINERS covers following elements:

Sl. No.	Cost Heads
1	Cost of Training Center infrastructure (classroom, domain Lab & a computer lab)
2	Cost of consumables
3	Domain & Platform certified Master Trainer fee
4	Travel cost of a Master trainer
5	Lunch and refreshment for proposed days
6	Trainee Handbook, Facilitator's Guide and platform skills handbook
7	Assessment and certification – 2 QPs (1 domain and 1 platform)
8	Admin cost

ToT FEE DISTRIBUTION: ToT Fee distribution among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SSC DESIGNATED ToT CENTER	SSC Designated ToT center to be paid by the SSC on the basis of mutual agreement (on financial terms and scope of work) between them.

2	SECTOR SKILL COUNCIL	Prescribed Assessment Fee (for two QPs– One domain & one platform) to be retained by the concerned SSC
3	ASSESSMENT AGENCY	Assessment agencies to be paid by SSC on their mutually agreed terms from their share of costs

Annexure 6

PROCESS FOR CONDUCTING ToT FOR A NEW TRAINER & NECESSARY INSTRUCTIONS

Certification on DOMAIN and PLATFORM SKILLS would be required for becoming a trainer.

Batch Size: Not exceeding 20 trainers

PART 1 – ABOUT CERTIFICATION ON DOMAIN SKILLS:

For becoming a certified trainer, part 1 i.e. domain certification is necessary to be completed. Aspiring Trainer could get domain certified in any of the following ways:

- i. Intending to certify Trainer will be registered at the designated center for the purpose, with full fee deposited at the time of enrolment.
- ii. The designated center will allocate Domain Certification center in the city/nearby city of the incumbent
- iii. The incumbent could be part of PMKVY RPL training happening in the city or could be part of exclusive batch formed for the purpose

Process for Domain skills certification - must necessarily fulfill following requirements:

1. RPL on domain skills - orientation of trainer with features and requirements of the specific domain QP following duration provided in table, using job role Qualification pack (QP)
2. 'Trainee Handbook' to be essentially provided during domain orientation.
 - a. For PMKVY job roles – mandatory to be provided
 - b. For NON-PMKVY job roles – SSC must provide Trainee Handbook. In case, Trainee Handbook is not available for the specific job role, SSC would be responsible for providing provisional study material to incumbents.
3. Assessment on domain QP to be conducted by SSC designated Assessor/ appointed assessment agency.
4. Passing criteria of domain QP is minimum 80% marks (in aggregate).
5. Post completion of the domain training and assessment – the incumbent could proceed to attend platform training in the designated center where he/she was enrolled.
6. It is not necessary to wait for the result of the domain QP to proceed for the platform skill training – as the final Trainer certificate will be awarded to the incumbent only on getting 80% marks (in aggregate) in both the QPs independently.
7. It is advisable to have at industry shop floor visit during ToT.

PART 2 – ABOUT CERTIFICATION ON PLATFORM SKILLS:

For becoming a certified trainer, part 2 i.e. platform skill certification is necessary to be completed. The aspiring trainer could get platform certified in following ways:

- a. Attend the platform skill training in the designated enrolled center post completion of the domain training, as a part of overall ToT
- b. Lateral entry into platform skill training for those trainers/assessors who have domain certificate at minimum 80% pass marks.

Process for Platform skills certification must necessarily fulfill following requirements:

1. Platform skills part includes QP orientation including practice sessions within the ToT duration, leading to learning and improvement on training pedagogy.
2. SSCs are suggested to conduct platform skills training on the TRAINER QP. The Platform Skills QP for 'Trainer' is MEP/Q0102 available on NSDC website www.nsdcindia.org/nos
3. **The breakup of 6 days under platform skills orientation:**
 - **4 days of platform skills** to be dedicated on 'Facilitator Guide.' SSCs have to develop internally as per format/template approved by NSDC. In the case of non-availability of the same, SSCs must provide temporary study material for trainers.
 - **2 days of platform skills** to be focused on Generic Platform Skills. It is mandatory to provide Platform Skills handbook to every trainer in ToT, developed by Management SSC.

IMPORTANT INSTRUCTIONS:

- i. The Parent Training provider/ trainer must pay ToT fee in advance to the organizing SSC at the time of enrolment in a batch.
- ii. The responsibility of mobilization and ToT batch creation rests with respective SSC.
- iii. Once a batch is finalized, ToT data must be shared by the organizing SSC to the SSC designated ToT center
- iv. Any cost, above the ToT fee such as Travel, Boarding/lodging to be borne by the Parent Training center (where Trainer is currently employed). In the case of a freelance trainer, ToT cost to be assumed by the respective individual.
- v. Each Certified Trainer will have to be given a unique id by the SSC – linked to QP code, for instance – **CSC/Q 0119/281016/T-01**: where CSC/Q 0119 is the QP Code, 281016 is date of certification in the format (DDMMYY) and T- 01 is the number code for Trainer with serial number 01. Next Trainer will be number 02 for the same QP so hence and so forth.
- vi. Trained trainer data is required to be maintained by the organizing SSC until the SDMS module is not ready. At any point of time, a database of trained trainers could be asked for by MSDE/NSDC.
- vii. Apart from Trainer certificate, qualified Trainers will also be provided with a Trainer Card – which is a must for Trainer/ Assessor to wear when on duty. The format of the same would be standardized by NSDC.

- viii. Only qualified and SSC certified Master Trainers would conduct ToT Batches planned by SSCs – no other trainer should be used for conducting Training of Trainers. Violation of the above-stated norm will result in serious repercussions on the concerned ToT designate center including **blacklisting** them from further participation in the activity.
- ix. SSCs can withdraw training planned at designated ToT center, in the event of service quality issues reported/observed by the concerned SSC.
- x. **PWD SPECIALIZED TRAINER – INCLUSIVE TRAINERS:** Trainers interested in training PwD batches, would have to undergo an additional PwD trainer training capsule as a ‘top up program.’ SCPwD would provide further detailed information on the process of training under the Top-up training program. **Refer Annexure 1**

Annexure 7

FEE - LATERAL ENTRY (PLATFORM SKILLS) ToT MODEL FOR A NEW TRAINER

For Platform Skills/ Trainer job role:

Rs. 7,000/- per person (including orientation and assessment on platform QP only)

Applicable Assessment Cost for ToT:

Assessment cost would be applicable as per Common norms for RPL process, listed below:

Platform skills job role Rs. 600/- per candidate

COST HEADS: The above-mentioned ToT fee for NEW TRAINERS covers following elements:

Sl. No.	Cost Heads
1	Cost of Training Center infrastructure (classroom, domain Lab & a computer lab)
2	Cost of consumables
4	Platform Skills Master Trainer fee
5	Travel cost of platform skills master trainer
6	Lunch and refreshment for proposed days
7	Facilitator's Guide and Platform skills handbook
8	Assessment and certification – 1 QP (platform QP)
9	Admin cost

ToT FEE DISTRIBUTION:

ToT Fee distribution among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SSC DESIGNATED ToT CENTER	The cost of training is paid by the organizing SSC basis the mutually agreed financial terms and scope of work between the two parties.
2	SECTOR SKILL COUNCIL	Prescribed Assessment Fee (for two QPs– One domain & one platform) to be retained by the concerned SSC
3	ASSESSMENT AGENCY	Assessment agencies to be paid by SSC on their mutually agreed terms from their share of costs

Annexure 8

FEE: MASTER TRAINER ToT PROGRAMME

FEE FOR MASTER TRAINER

	TRAINING	ASSESSMENT	TOTAL	COST
CERTIFICATION OF MASTER TRAINER – Domain & Platform Skills	3 days	1 day	4 days	Rs. 5,000/- per Master Trainer

Below listed cost elements have been accounted while calculating Master Trainer ToT Fee:

Sl. No.	Cost Heads
1	Cost of Training Center infra (One classroom, a Lab & a computer lab)
2	Cost of consumables
3	Domain Master Trainer fee
4	Platform Skills Master Trainer fee
5	Lunch and refreshment
6	Trainer's Handbook on domain QP and platform QP
7	Assessment and certification – 2 QPs
8	Admin cost

Master Trainer certification fee distribution:

Sl. No.	Stakeholders	Distribution
1	SSC DESIGNATED ToT CENTER	The cost of training is paid by the organizing SSC basis the mutually agreed financial terms and scope of work between the two parties.
2	SECTOR SKILL COUNCIL	Prescribed Assessment Fee (for two QPs– One domain & one platform) to be retained by the concerned SSC
3	ASSESSMENT AGENCY	Assessment fee portion will be paid by SSC to the assessment agency on their mutually agreed terms, from their share of costs

Annexure 9

PROCESS FOR CERTIFICATION OF A MASTER TRAINER

CERTIFICATION ON DOMAIN QP (MASTER TRAINER ToT)

- A. SSC to appoint a designated resource (in-house resource or outsourced) with appropriate industry & training experience, for conducting orientation of Master Trainers.
- B. Master Trainer ToT must cover orientation towards NSQF in general. Along with it, orientation of QP/NOS, in particular, covering performance criteria, assessment strategy, and assessment criteria
- C. Certification of Master Trainer to be conducted at SSC designated ToT center.
- D. The assessment criteria of domain QP assessment for Certification of Master trainer is minimum 90% marks.
- E. No provisional certificate to be issued in Master Trainer ToT.
- F. On scoring 90% and above in assessment, the Master Trainer would be issued certificate by the respective SSC.
- G. Master Trainer certificate validity: 2 Years/ validity of QP, whichever is earlier
- H. SSCs must strive to create certified Master Trainer available in geographically distributed areas. With minimum 6 Master Trainers – one for North, East, West, Central, South 1 and South 2

CERTIFICATION ON PLATFORM SKILLS QP:

- a. SSC to appoint a designated resource (could appoint an in-house resource or outsourced) with appropriate industry & training experience, for conducting platform skills part.
- b. ToT for Master Trainer must cover QP/NOS, in particular, covering both performing criteria, assessment strategy and Assessment criteria
- c. The assessment criteria for Platform QP assessment for certification of Master Trainer is min. 90% marks.
- d. No provisional certificate to be issued in Master Trainer ToT
- e. On scoring 90% and above in assessment, the Master Trainer would be issued a certificate by the respective SSC.
- f. The QP code to be followed for platform QP is **MEP/Q0101** – ‘Lead Trainer,’ available on NSDC website
- g. Master Trainer certificate validity: 2 Years or the validity of QP, whichever is earlier
- h. Management SSC must strive to create certified Platform Skills Master Trainer available in geographically distributed areas. With minimum 1 Master Trainer/region

IMPORTANT INSTRUCTIONS:

- a. The Parent Training provider/Master Trainer to pay a fee for ‘Certification of Master Trainer’ in advance to the organizing SSC at the time of enrolment in a batch.
- b. The responsibility of Master Trainer batch creation rests with respective SSC. Once a batch is finalized, the relevant data must be shared with the designated ToT CENTER by the concerned SSC.
- c. Any cost, above the Master Trainer ToT fee such as Travel, Boarding/ lodging, etc. is to be borne by the Parent Training center (where Trainer is currently employed). In the case of the freelance trainer, ToT cost to be assumed by the respective individual.
- d. Each Master Trainer (Lead Trainer) will have to be given a unique -id by the SSC – linked to QP code – For example, **CSC/Q 0119/281016/MT-01** – where CSC/Q 0119 is the QP Code, 281016 is the date of certification in the format of DDMMYY and MT- 01 is the code for Master Trainer with serial number 01. Next Master Trainer will be number 02 for the same QP so hence and so forth

Annexure 10

FEE - ToA FOR AN EXISTING ASSESSOR

Non-Technical Job roles:		Technical Job roles:	
Assessment cost non-technical domain QP	Rs. 600/-	Assessment cost Technical domain QP	Rs. 800/-
Assessment cost on platform QP	Rs. 600/-	Assessment cost on platform QP	Rs. 600/-
Admin cost (infra support, mobilization, one day lunch and refreshment)	Rs. 600/-	Admin cost (infra support, mobilization, one day lunch and refreshment)	Rs. 600/-
TOTAL fee per candidate	Rs. 1800/-	TOTAL fee per candidate	Rs. 2000/-

Applicable Assessment Cost:

Assessment cost would be applicable as per Common norms for RPL process, listed below:

1. Technical job roles Rs. 800/- per candidate
2. Non-Technical job roles Rs. 600/- per candidate
3. Platform skills Rs. 600/- per candidate

ToA Cost distribution among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SSC DESIGNATED ToA CENTER	The cost of training is paid by the organizing SSC basis the mutually agreed financial terms and scope of work between the two parties.
2	SECTOR SKILL COUNCIL	Prescribed Assessment Fee (for two QPs– One domain & one platform) to be retained by the concerned SSC
3	ASSESSMENT AGENCY	Assessment fee portion will be paid by SSC to the assessment agency on their mutually agreed terms, from their share of costs

Annexure 11

ASSESSMENT AND CERTIFICATION SCENARIOS FOR ToA OF AN EXISTING ASSESSOR

SCENARIO	DOMAIN ASSESSMENT SCORE	PLATFORM ASSESSMENT SCORE	CERTIFICATION	FURTHER ACTION
Case 1: Domain and Platform pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Assessor Certificate	Qualified Assessor
Case 2: ** Domain pass (80% and above) and platform provisionally pass (70% to 79%)	For all NSQF levels: 80% and above	Level 5: 70% to 79% score	Provisional Assessor authorization valid for 6 months	Enroll for complete ToA as NEW ASSESSOR
Case 3: ** Domain Provisionally Pass (70-79%) and Platform Pass (80% and above)	For all NSQF levels: 70% to 79%	Level 5: 80% and above	Provisional Assessor authorization valid for 6 months	Enroll for complete ToA as NEW ASSESSOR
Case 4: ** Domain Provisionally pass (70-79%) and Platform provisionally pass (70% to 79%)	For all NSQF levels: 70% to 79%	Level 5: 70% to 79%	Provisional Assessor authorization valid for 6 months	Enroll for complete ToA as NEW ASSESSOR
Case 5: Domain fail (<70%) and platform fail (<70%)	For all Levels Domain < 70%	Level 5: <70% score	No certificate and not eligible for re-assessment	If interested, Enroll for complete ToA as NEW ASSESSOR

****Re-assessment** is not permitted in the case of existing assessors

Annexure 12

PROCESS FOR CONDUCTING EXISTING ASSESSORS ToA PROGRAM:

Certification on DOMAIN and PLATFORM SKILLS would be necessary for becoming a certified assessor. **Batch Size: Not exceeding 20 trainers**

PART 1 –CERTIFICATION ON DOMAIN SKILLS:

For becoming a certified assessor, part 1 i.e. domain certification is necessary to be completed.

Process for Domain certification - must necessarily fulfill following requirements:

- RPL on domain skills - orientation of assessor with features and requirements of the specific domain QP following duration provided in table, using job role Qualification pack (QP)
- ‘Trainee Handbook’ to be essentially provided to incumbents. In case, Trainee Handbook is not available for the specific job role, SSC would be responsible for providing provisional study material to incumbents.
- Assessment on domain QP to be conducted by Master Assessor. Even, Master Trainer should be qualified for assessment of ToA, as per SSC discretion.
- Passing criteria of domain QP for both assessors is minimum 80% marks (aggregate of NoS).
- Post completion of the domain assessment – the incumbent could proceed to attend platform skills assessment at the designated center where he/she was enrolled.

PART 2 – CERTIFICATION ON PLATFORM SKILLS:

For becoming a certified assessor, part 2 i.e. platform skill certification is necessary to be completed.

Process for Platform certification must necessarily fulfill following requirements:

- Platform skills assessment is mandatory to be completed.
- SSCs are suggested to conduct platform skills assessment on ASSESSOR QP. The Platform Skills QP for ‘ASSESSOR’ is MEP/Q0104 available on NSDC website www.nsdcindia.org/nos
- Passing criteria of platform QP for assessors is minimum 80% marks (aggregate of NoS).

Annexure 13

FEE - ToA MODEL FOR NEW ASSESSORS

STRUCTURE OF ToA MODEL – NEW ASSESSORS				
Stages Of ToA	Training/ Orientation	Assessment (Days)	Total (Days)	ToA Fee
Domain Skills	2 days (mandatory)	1 day	6 days	Non-technical Job roles: Rs. 5000/- Technical Job roles: Rs. 7000/-
Platform skills	3 days (mandatory)	(domain and platform QP mandatory assessment)		

(Inclusive Of Assessments and Applicable Taxes)

The above mentioned ToA fee covers following elements:

Sl. No.	Cost Heads
1	Cost of Training Center infra (One classroom, domain Lab & a computer lab)
2	Cost of consumables
3	Domain Master Trainer fee
4	Platform Skills Master Trainer fee
5	Travel cost of platform skills master trainer
6	Lunch and refreshment for proposed days
7	Domain QP Trainee Handbook and platform skills handbook
8	Assessment and certification – 2 QPs (domain and platform)
9	Admin cost

ToA Cost distribution among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SSC DESIGNATED ToT CENTER	Cost of training is paid by the organizing SSC basis the mutually agreed financial terms and scope of work between the two parties.
2	SECTOR SKILL COUNCIL	Prescribed Assessment Fee (for two QPs– One domain & one platform) to be retained by the concerned SSC
3	ASSESSMENT AGENCY	Assessment fee portion will be paid by SSC to the assessment agency on their mutually agreed terms, from their share of costs

Annexure 14

ASSESSMENT AND CERTIFICATION SCENARIO FOR ToA OF A NEW ASSESSOR

SCENARIO	DOMAIN ASSESSMENT SCORE	PLATFORM ASSESSMENT SCORE	CERTIFICATION	FURTHER ACTION
Case 1: Domain and Platform pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Assessor Certificate	Qualified Assessor
Case 2: Domain pass (80% and above) and platform provisionally pass (70% to 79%)	For all NSQF levels: 80% and above	Level 5: 70% to 79% score	Re-assessment on platform skills within 6 months	Re-assessment on platform skills within 6 months
Case 3: Domain Provisionally Pass (70-79%) and Platform Pass (80% and above)	For all NSQF levels: 70% to 79%	Level 5: 80% and above	Re-assessment on domain skills within 6 months	Re-assessment on domain QP within 6 months
Case 4: Domain Provisionally pass (70-79%), and Platform provisionally pass (70% to 79%)	For all NSQF levels: 70% to 79%	Level 5: 70% to 79%	Re-assessment on domain skills and platform skills within 6 months	Re-assessment on both QP within 6 months
Case 5: Domain fail (<70%) and platform fail (<70%)	For all Levels Domain < 70%	Level 5: <70% score	No certificate and not eligible for re-assessment	If interested, repeat the ToA for both Domain and Platform

Note: Provisional authorization is not applicable in the case of ToA program.

Annexure 15

PROCESS OF CONDUCTING NEW ASSESSOR ToA:

Certification on DOMAIN and PLATFORM SKILLS would be necessary for becoming a certified Assessor. **Batch Size: Not exceeding 20 trainers**

PART 1 – ABOUT CERTIFICATION ON DOMAIN SKILLS:

For a certified assessor, part 1 i.e. domain certification is necessary to be completed.

Process for Domain skills certification - must necessarily fulfill following requirements:

- a. RPL on domain skills - orientation of assessor with features and requirements of the specific domain QP following duration provided in table, using job role Qualification pack (QP)
- b. Training content to be essentially provided during domain orientation.
- c. Assessment on domain QP to be conducted by SSC designated resource/ appointed assessment agency.
- d. Passing criteria of domain QP for assessor is minimum 80% marks (aggregate of NoS).
- e. Post completion of the domain training and assessment – the incumbent could proceed to attend platform training in the designated center where he/she was enrolled.
- f. It is not necessary to wait for the result of the domain QP to proceed for the platform skill training – as the final Assessor certificate will be awarded to the incumbent only on getting 80% marks (in aggregate) in both the QPs independently.

PART 2 – ABOUT CERTIFICATION ON PLATFORM SKILLS:

For a certified assessor, part 2 i.e. platform skill certification is necessary to be completed.

Process for Platform skills certification must necessarily fulfill following requirements:

- Platform skills part includes QP orientation including practice sessions within the ToA duration, leading to learning and thereby improvement in assessment practice.
- SSCs are suggested to conduct platform skills training on the existing ASSESSOR QP. The Platform Skills QP for 'ASSESSOR' is MEP/Q0104 available on NSDC website www.nsdcindia.org/nos

- Passing criteria of platform QP for assessor is minimum 80% marks (aggregate of NoS).

IMPORTANT INSTRUCTIONS:

- a. The Parent assessment organization/ assessor must pay ToA fee in advance to the organizing SSC at the time of enrolment in a batch.
- b. The responsibility of TOA batch creation rests with respective SSC. Once a batch is finalized, ToA data must be shared by the SSC designated ToA center with the concerned SSC
- c. Any cost, above the ToA fee such as Travel, Boarding/lodging to be borne by the Parent Training center (where Trainer is currently employed) or trainer himself. In the case of freelance, ToA cost to be borne by the respective individual.
- d. Each Certified Assessor will have to be given a unique id by the SSC – linked to QP code, for instance – **CSC/Q 0119/281016/A-01**: where CSC/Q 0119 is the QP Code, 281016 is date of certification in the format (DDMMYY) and A- 01 is the number code for Assessor with serial number 01. Next Assessor will be number 02 for the same QP so hence and so forth.
- e. ToA organizing SSC must necessarily maintain a detailed database of trained assessors.
- f. Apart from Assessor certificate, qualified Assessor will also be provided with an Assessor Card – which is a must for Assessor to wear when on duty
- g. Only qualified and SSC certified Master Trainers/Assessors would conduct ToA Batches planned by SSCs – no other trainer should be used for conducting Training of Assessor batches. Violation of the above-stated norm will result in serious repercussions on the concerned ToA designate center including **blacklisting** them from further participation in the activity.
- h. SSCs can withdraw training planned from designated ToA center, in the event of service quality issues reported/observed by concerned SSC.

Annexure 16

LIST OF MEMBERS OF SSC WORKING GROUP

Following members have contributed in focused group discussions held for various elements of the ToT/ToA guidelines.

1. Mr. N. K. Mohapatra (CEO, Electronics SSC)
2. Col. Inder Gahlaut (CEO, Capital Goods SSC)
3. Dr. Praveen Saxena (CEO, Green Jobs SSC)
4. Dr. J.V. Rao (CEO, Textiles and Handloom SSC)
5. Mr. Gurpal Singh (CEO, Furniture & Fittings SSC)
6. Mr. Anup Srivastava (CEO, Skill Council for Persons with disabilities)
7. Col. Anil Pokhriyal (CEO, Management & professional services SSC)
8. Dr. S. S. Arya (CEO, Agriculture SSC)
9. Ms. Annu Wadhwa (CEO, Beauty & Wellness SSC)
10. Mr. Ashish Jain (CEO, Healthcare SSC)
11. Mr. Vinod Behari (CEO, Power SSC)
12. Mr. Deb Prakash Das (Representative, Automotive SSC)
13. Dr. Roopak Srivastava (CEO, Apparel, Made-ups and Furnishing SSC)
14. Mr. Nishant Sharma (Representative, Domestic worker SSC)
15. Ms. Jyoti Joshi (Representative, Tourism & Hospitality SSC)
16. Mr. James Raphael (CEO, Retailer's Association Skill Council of India)
17. Dr. Sandhya Chintala (CEO, IT/ITeS SSC)
18. Gen. Majumdar (COO, Security SSC)
19. Mr. Rajiv Mathur (Head – Standards & QA, NSDC)
20. Ms. Bhumika Malhotra (Analyst, NSDC)