
DRAFT GUIDELINES ON
TRAINING OF TRAINERS (TOT),
TRAINING OF ASSESSORS (TOA)
AND
CERTIFICATION OF MASTER TRAINERS
(COMT)

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PREMISE:

Training of Trainers (ToT) programme is envisaged to focus towards orientation and alignment of trainers and assessors with National Skill Qualification Framework (NSQF) including orientation towards occupational standards and qualification packs for relevant job roles. Along with it, Training of Trainers/assessors initiatives should be guided towards development of teaching pedagogy, best practices and assessment criteria's in trainers engaged in imparting skill training of job roles at training centers.

Training of Trainers (ToT) is an important activity for Sector Skill Councils as stated in SSC Transit 2.0 policy document. Along with it, under the PMKVY 2.0 (2016-2020) scheme SSCs are mandated to conduct Training of Trainers (ToT) for certification of trainers. All trainings shall be imparted by SSC approved trainers who have completed the ToT programme.

This guideline document outlines common process across SSCs to conduct **Training of Trainers (ToT)**, **Training of Assessors (ToA)** and **Certification of Master Trainers (CoMT)**.

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BROAD REQUIREMENTS:

- a. Each SSC will identify adequate number of affiliated training centers nation-wide to be designated as SSC Training of Trainers and Training of Assessor centers. SSC to ensure that lack of such centers does not become a bottle-neck in conducting the activity.
- b. 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.
- c. Any established Training Institutes of repute, identified by SSC to conduct ToT may be exempted from accreditation and affiliation process, as per discretion of the SSC. This is an exception in unique cases of infra hiring. SSC would have to ensure all necessary infra is available at such locations.
- d. The SSC designated centers ToT centers should have experienced and qualified trainers who could be trained and elevated to the status of Master Trainer by the SSC. Alternatively the training partner could also recruit/engage fresh senior professionals to be Master Trainers in these designate centers.
- e. SSC to ensure that Trainee Handbook and Trainer Guide for the QP is ready and distributed to the attending Trainers and Master Trainers.
- f. SSCs must plan ToT & ToA Calendar on a quarterly basis covering maximum locations and requirements expected in PMKVY2.0, RPL and other skilling programs.
- g. SSCs to ensure quality assurance on ToT/ToA by controlling the TOT Calendar and withdrawing non-compliant 'SSC Designated ToT/ToA centers' from the calendar
- h. ToT & ToA Calendar must be published on SSC website as well.
- i. SSCs to ensure certificates for trained trainers and assessors are generated through SDMS only. No other certification is permitted. Each certified trainer will be given two of certificates one on the domain and the other on the platform skills.
- j. Please note: Trainers Trained as per ToT Guidelines V1 release date 7th March 2016 would be accepted and would require to be uploaded on SDMS. In addition to that, Trainers who are certified only on domain skills would also have to complete platform skills certification, to be called as qualified trainer and assessor.
- k. All TOT programs wherein only domain certification has been completed would have to conduct platform skills certification as well, to complete the TOT process.
- l. Certified assessors must be provided in the skill eco-system as per TOA guidelines provided below. Till the time 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.
- m. 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.

TRAINING OF TRAINERS (ToT)

Trainers in skilling eco-system must meet trainer’s qualification criteria set by respective SSCs under model curriculum/ and in accreditation and affiliation guidelines. Trainers have been classified into two categories-

1. An Existing Trainer
2. A New Trainer

PRE-REQUISITE OF EXISTING TRAINERS:

A trainer must fulfill all requirements mentioned below in order to be categorized as an “Existing Trainer”:

- a. Trainer who fulfills job-role wise eligibility criteria of a ‘TRAINER’ set by the respective SSC covering educational qualification & relevant industry experience.
- b. The trainer must have training experience of **minimum 200 hours** in skilling ecosystem (i.e. skill trainings across NSDC training partners, SSC affiliated Training partners and State Skill Development Mission skill trainings). 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. Please refer ‘Steps for Conducting TOT’ on page 7, for the detailed process

TABLE A: STRUCTURE OF TOT MODEL – EXISITING TRAINERS			
STAGES OF ToT	TRAINING/ ORIENTATION (DAYS/ hours)	ASSESSMENT (DAYS)	TOTAL
Certification on Domain Skills	2 days / 16 hrs	1 day	3 days
Certification on Platform Skills	6 days / 48 hrs	1 day	7 days
COMPELTE ToT	8 days / 64 hrs	2 days	10 Days

PRE-REQUISITE OF NEW TRAINERS:

Pre-requisites for a New Trainer: New Trainer is the one who:

- a. Fulfills job-role wise eligibility criteria of a ‘TRAINER’ set by the respective SSC covering educational qualification & relevant industry experience.
- b. Trainer **with less than 200 hours** of training experience in skill ecosystem

TABLE B: STRUCTURE OF TOT MODEL – NEW TRAINERS			
STAGES OF ToT	TRAINING/ORIENTATION (DAYS/ Hrs)	ASSESSMENT (DAYS)	TOTAL (DAYS)
Certification on Domain Skills	2 days/ 16 hrs	1	3 days
Certification on Platform Skills	11 days / 88 hrs	1	12 days
COMPLETE ToT	13 days/ 104 hrs	2	15 Days

STEPS FOR CONDUCTING ToT:

Certification on DOMAIN and PLATFORM SKILLS would be necessary 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:

- 1.1 Intending to certify Trainer will be registered at the designated center for the purpose, with full fee deposited at the time of enrolment.
- 1.2 The designated center will allocate Domain Certification center in the city/nearby city of the incumbent
- 1.3 The incumbent could be part of PMKVY RPL training happening in the city or could be part of exclusive batch formed for the purpose
- 1.4 Post completion of the training, RPL assessment would be conducted – the result will be uploaded by the assessment agency under the Trainer category

REQUIREMENTS: Domain certification must necessarily fulfill following requirements:

- a. 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)
- b. 'Trainee Handbook' to be essentially provided during domain orientation.
 - i. For PMKVY Trainers – mandatory to be provided
 - ii. For NON-PMKVY Trainers – SSC must strive to develop 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.
- c. Assessment on domain QP to be conducted by SSC designated Assessor/ appointed assessment agency.
- d. Passing criteria of domain QP for both trainer is minimum 80% marks (in aggregate).
- e. Post completion of the domain training and assessment – the incumbent could proceed to attend platform training in the designate 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 Trainer certificate will be awarded to the incumbent only on getting 80% marks (in aggregate) in both the QPs independently.
- g. It is advisable to have at least one day of industry shop floor visit.

1. PART 2 –

ABOUT CERTIFICATION ON PLATFORM SKILLS:

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

- 2.1 Attend the platform skill training in the designate enrolled center post completion of the domain training
- 2.2 Lateral entry into platform skill training for those trainers/assessors who have domain certificate at minimum 80% pass marks.

REQUIREMENTS: Platform certification must necessarily fulfill following requirements:

- Platform skills part includes QP orientation including practice sessions within the ToT duration, leading to learning and improvement on training pedagogy.
- Management SSC shall provide TRAINER QP by November, 2016. Till the time, revised TRAINER QP is not available, SSCs are suggested to conduct platform skills training on the existing TRAINER QP. **The Platform Skills QP for ‘Trainer’ is MEP/Q0102 available on NSDC website www.nsdcindia.org/nos**
- This part of TOT is to be conducted at SSC designated TOT center.
- **Breakup of 6 days under platform skills orientation:**
 - **4 days of platform skills** to be dedicated on ‘Trainer Handbook’. SSCs have to develop internally and provide ‘QP Trainer Handbook’ as per format / template approved by NSDC. In 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.

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

For multiple QP certification – While covering multiple QPs in one ToT programme, the incumbent must get separate certificates for as many QPs covered in the TOT programme.

ToT Programme Fee in such cases would be:

1. TOT programme fee as provided in guidelines (for 10 days) +
2. no. of additional QPs X assessment cost (SSC is free to reduce this cost depending on economies of scale)

ToT PROGRAMME FEE

TABLE C: FEE FOR ToT (inclusive of applicable taxes)

	End-to-End ToT Programme (Complete programme on training of trainers covering domain and platform skills along with assessment and certification on both)	Lateral Entry in ToT programme (Only platform skills - When participant is interested in becoming a trainer and already has a valid domain QP certification with more than 80% score.)
ToT FOR EXISTING TRAINERS	Non-technical job roles (10 DAYS): Rs. 9,000/- per person (including two assessments) Technical (10 DAYS): Rs.11,000/- per person (including two assessments)	Lateral Entry Platform Skills Fee (7 DAYS): Rs. 7000/- per person (includes one assessment on Platform skills)
ToT FOR NEW TRAINERS	Non-technical job roles (15 DAYS): Rs. 12,000/- per person (including two assessments) Technical (15 DAYS): Rs. 14,000/- per person (including two assessments)	Lateral Entry Platform Skills Fee (12 DAYS): Rs.10,000/- per person (includes one assessment on Platform skills)

In case of Re-assessment, only Assessment fee should be charged and no other amount should be charged.

TABLE D: The above mentioned TOT fee covers following elements:

Sl. No.	Cost Heads
1	Cost of Training Center infrastructure (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	Trainee Handbook, Trainer's Handbook and platform skills handbook
8	Assessment and certification – 2 QPs (domain and platform)
9	Admin cost

TABLE E: TOT Fee Distribution pattern among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SECTOR SKILL COUNCIL	15% of the ToT cost as admin fee + Prescribed Assessment Fee (for two QPs– One domain & one platform), will be paid by the SSC designated TOT center to the concerned SSC before the commencement of Training
2	SSC Designated TOT Center	Balance to be retained by the SSC designated TOT center to cover the cost and their operating margins
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

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ASSESSMENT & CERTIFICATION SCENARIOS:

TABLE F: ASSESSEMENT 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 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 6 months	Re-assessment on platform QP 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	Provisional Trainer authorization valid for 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% score	Provisional Trainer authorization valid for 6 months	Re-assessment on Domain and Platform 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 ToT modules for both Domain and Platform

PROVISIONAL AUTHORIZATION: Is a temporary letter issued by SSC to trainers' provisionally passing assessment, as per cases specified in the table F. This authorization would be issued by respective SSC through SDMS and would be **valid for 6 months** from the release date of the letter.

LATERAL ENTRY AND RE-ASSESSMENT:

SSCs have to include **lateral entry** and **QP Re-assessment** cases in ToT batches.

1. **PLATFORM SKILLS LATERAL ENTRY in TOT** is applicable for only platform skills training, provided a valid domain certification on the same QP is provided to SSC during enrollment.
2. **RE-ASSESSMENT** implies appearing only for assessment without any training support on the QP.

Eligibility conditions for lateral entry are provided below:

Platform Skills Lateral entry: When participant is interested in becoming a trainer and already has a valid domain QP certification with more than 80% score.

TABLE G: LATERAL PLATFORM CERTIFICATION

LATERAL ENTRY CASES	DOMAIN ASSESSMENT	PLATFORM ASSESSMENT	RESULT
PLATFORM LATERAL ENTRY FOR THOSE TRAINERS AND ASSESSORS WHO HAVE DOMAIN CERTIFICATE WITH 80% AND ABOVE	Valid certificate is submitted for the domain QP	Scores 80% and above	Trainer Certificate
	Valid certificate is submitted for the domain QP	Scores below 80%	Provisional Trainer Certificate provided this is not re-assessment. In case of re-assessment case – no certificate

RE-ASSESSMENT:

SSC is required to create provision for enrolling **Re-assessment cases** on Domain or Platform Skills QP in ToT batches. This is applicable to the participants having a valid Provisional trainer certificate only i.e. 6 months of **previous assessment** on the QP.

These re-assessment cases would be those who do not need training support or hand-holding in TOT batch but are interested in only appearing for assessment. Hence, engagement for such case is limited for **one day of assessment**.

Re-assessment cases should be charged only the **assessment Cost** on the specific QP and no other amount to be charged by SSC

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 cycle will have to be repeated.

IMPORTANT INSTRUCTIONS:

- a. The Parent Training provider must pay ToT fee for the nominated trainers in advance to the organizing SSC designated TOT centers at the time of enrolment in a batch.
- b. Responsibility of TOT batch creation rests with respective SSC designated ToT center. Once a batch is finalized, ToT data must be shared by the designated ToT NODAL CENTER with the concerned SSC
- c. Any cost, above the ToT fee such as Travel, Boarding/lodging to be borne by the Parent Training center (where Trainer is currently employed) or trainer himself.
- d. In case of freelancer trainer, ToT cost to be borne 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. 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
- g. Only qualified and SSC certified Master Trainers will 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.
- h. SSCs can withdraw trainings planned from designated ToT center, in the event of service quality issues reported/observed by concerned SSC.
- i. **PWD SPECIALIZED TRAINER**: For Trainers interested in training PwD batches, he/she would have to undergo an additional PwD trainer training capsule as a ‘top up programme’. PwD ‘top up programme’ would be conducted at the identified centers by PwD SSC.

CERTIFICATION OF MASTER TRAINER

TABLE H: CERTIFICATION OF MASTER TRAINERS

MASTER TRAINER TOT	ORIENTATION	ASSESSMENT	TOTAL
Two Certifications: Domain & Platform QP	3 days: 1 day of domain skills orientation 2 days of platform skills orientation	1 day (two assessments)	4 days

The Master Trainer must meet pre-qualification requirement of both domain QP as well as Platform QP, set by respective SSC.

The domain QP assessment as well as platform QP assessment must be cleared with min. 90% marks in both QPs. On scoring 90% and above in assessment, the Master Trainer would be issued certificate of being a Master Trainer by the respective SSC.

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

Pre-Qualification for Domain QP Master Trainer:

A Master Trainer can undergo certification for Master Trainer provided the below mentioned criteria on the following parameters is fulfilled. Below given matrix recommends minimum requirements of education qualification, industry experience and training experience, to be followed by SSC.

TABLE I: PRE-QUALIFICATION MATRIX OF MASTER TRAINER (minimum requirements)

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

I. CERTIFICATION ON DOMAIN QP (MASTER TRAINER TOT)

- SSC to appoint a designated resource (in-house resource or outsourced) with appropriate industry & training experience, for conducting orientation of Master Trainers.
- 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
- Certification of Master Trainer to be conducted at SSC designated center.
- The domain QP assessment for master trainer to be cleared with minimum 90% marks.
- No provisional certificate to be issued in Master Trainer TOT.
- On scoring 90% and above in assessment, the Master Trainer would be issued a certificate by the respective SSC.
- Master Trainer certificate validity: 2 Years/ validity of QP, whichever is earlier
- SSCs must strive to create certified Master Trainer available in geographical distributed areas. With minimum 6 Master Trainers – one for North, East, West, Central, South 1 and South 2

II. CERTIFICATION ON PLATFORM SKILLS QP:

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

MASTER TRAINER TOT PROGRAMME FEE:

TABLE J: FEE FOR MASTER TRAINER

MASTER TRAINER TOT	TRAINING	ASSESSMENT	TOTAL	COST
CERTIFICATION OF MASTER TRAINER	3 days	1 day	4 days	Rs. 5,000/- per Master Trainer

TABLE K: Below listed cost elements have been accounted while calculating Master Trainer TOT Cost:

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 – support by SSC

TABLE L: Cost distribution pattern among stakeholders:

S. No.	Stakeholders	Distribution
1	SECTOR SKILL COUNCIL	50% of the TOT Cost : inclusive of prescribed Assessment Fee (for two QPs appeared by Master Trainer – One domain & one platform), will be paid by the SSC designated TOT center to the concerned SSC before the commencement of training
2	SSC Designated TOT CENTER	Balance to be retained by the ToT designate center to cover the cost and their operating margins
3	ASSESSMENT AGENCY	Assessment fee portion will be paid by SSC to the assessment agency on their mutually agreed terms, from SSCs share of costs

IMPORTANT INSTRUCTIONS:

- The Parent Training provider must pay fee for 'Certification of Master Trainer' for the nominated Master trainer in advance to the organizing SSC at the time of enrolment in a batch.
- Responsibility of Master Trainer batch creation rests with respective SSC. Once a batch is finalized, the relevant data must be shared to the designated TOT CENTER by the concerned SSC.
- 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 case of freelancer trainer, ToT cost to be borne by the respective individual.

TRAINING OF ASSESSOR (ToA)

Assessors in skilling eco-system must meet assessor’s qualification criteria set by respective SSCs. Assessors have been classified into two categories-

1. An Existing Assessor
2. A New Assessor

PRE-REQUISITE OF EXISTING ASSESSORS:

An assessor must fulfill all requirements mentioned below in order to be categorized as an “Existing Assessor”:

- a. Trainer must fulfill job-role wise eligibility criteria of an ‘Assessor’ set by the respective SSC covering educational qualification & relevant industry experience.
- b. The assessor must have assessment experience of **minimum 5 batches (with 20 students each) or 100 students across batches**, in skilling ecosystem (i.e. skill trainings across NSDC training partners, SSC affiliated Training partners and State Skill Development Mission skill trainings). Incumbent should be able to produce a valid work experience certificate as documentary proof of the same at the time of enrolment for ToA.

TABLE M: STRUCTURE OF TOA MODEL – EXISTING ASSESSORS				
STAGES OF ToA	TRAINING/ ORIENTATION	ASSESSMENT	TOTAL (DAYS)	TOA FEE
Domain Skills	Flexible	Mandatory	4 days	Rs. 5000/- including assessment cost and applicable taxes
Platform skills	Mandatory	Mandatory		

TOTAL DURATION – 3 DAYS/ 24 hours + 1 day for assessment

PRE-REQUISITE OF NEW ASSESSOR:

Pre-requisites for a New Assessor: New Assessor is the one who:

- a. Fulfills job-role wise eligibility criteria of an ‘Assessor’ set by the respective SSC covering educational qualification & relevant industry experience.
- b. No assessment experience or does not meet existing assessor (assessment) criteria.

TABLE N: STRUCTURE OF TOA MODEL – NEW ASSESSORS				
STAGES OF ToA	TRAINING/ ORIENTATION (DAYS)	ASSESSMENT (DAYS)	TOTAL (DAYS)	TOA FEE
Domain Skills	2 days (mandatory)	1 day (domain and platform)	6 days	Rs. 7000/- including assessment and applicable taxes
Platform skills	3 days (mandatory)	QP mandatory assessment)		

TOTAL DURATION – 5 DAYS/ 40 hours + 1 day for assessment

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

- Intending to certify assessors will be registered at the designated center for the purpose, with full fee deposited at the time of enrolment.

REQUIREMENTS: 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 during domain orientation. 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 (in aggregate).
- Post completion of the domain assessment – the incumbent could proceed to attend platform skills orientation in the designate center where he/she was enrolled.
- It is not necessary to wait for the result of the domain QP to proceed for the platform skill orientation – as the final assessor certificate will be awarded to the incumbent only on getting 80% marks (in aggregate) in both the QPs independently.
- TOA venue as designated by the SSC.

PART 2 – ABOUT CERTIFICATION ON PLATFORM SKILLS:

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

REQUIREMENTS: Platform certification must necessarily fulfill following requirements:

- Platform skills part includes QP orientation including practice sessions within the ToA duration, leading to learning and improvement in assessment process.
- 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**
- **Platform skills orientation to be dedicated on assessment of job roles** - SSCs must provide study material/handbook for assessor and **Generic platform skills**
- Orientation including time management, resource constraint, assessment strategy, assessment planning, specific information

FEE: TOA PROGRAMME

TABLE O: TOA PROGRAMMEE FEE

STAGES OF ToA	TOTAL (DAYS)	TOA Fee
EXSITING ASSESSOR	4 days	Rs. 5000/- including assessment cost and applicable taxes
NEW ASSESSOR	6 days	Rs. 7000/- including assessment and applicable taxes

Applicable Assessment Cost:

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

4. Technical job roles Rs. 800/- per candidate
5. Non-Technical job roles Rs. 600/- per candidate
6. Platform skills Rs. 600/- per candidate

For multiple QP certification – While covering multiple QPs in one ToA programme, the incumbent must get separate certificates for as many QPs covered in the TOA programme.

ToA Programme Fee in such cases would be:

3. TOA programme fee as provided in guidelines (for specified days) +
4. no. of additional QPs X assessment cost (SSC is free to reduce this cost depending on economies of scale)

In case of Re-assessment, only Assessment fee should be charged and no other amount should be charged.

TABLE P: The above mentioned TOT fee covers following elements:

Sl. No.	Cost Heads
1	Cost of Training Center infrastructure (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	Trainee Handbook, Trainer's Handbook and platform skills handbook
8	Assessment and certification – 2 QPs (domain and platform)
9	Admin cost

TABLE Q: TOA Cost Distribution pattern among stakeholders:

Sl. No.	Stakeholders	Distribution
1	SECTOR SKILL COUNCIL	15% of the ToA cost as admin fee + Prescribed Assessment Fee (for two QPs appeared– One domain & one platform), will be paid by the SSC designate center to the concerned SSC before the commencement of Training
2	SSC Designated TOA Center	Balance to be retained by the ToA designate center to cover the cost and their operating margins
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

TABLE R: ASSESSMENT CRITERIA FOR EXISTING AND 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 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

RE-ASSESSMENT:

SSC is required to create provision for enrolling **Re-assessment cases** on Domain or Platform Skills QP in ToT batches. This is applicable to the participants having a valid Provisional trainer certificate only i.e. 6 months of **previous assessment** on the QP.

These re-assessment cases would be those who do not need training support or hand-holding in TOT batch but are interested in only appearing for assessment. Hence, engagement for such case is limited for **one day of assessment**.

Re-assessment cases should be charged only the **assessment Cost** on the specific QP and no other amount to be charged by SSC

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 cycle will have to be repeated.

IMPORTANT INSTRUCTIONS:

- a. The Parent assessment organization must pay ToA fee for the nominated assessors in advance to the SSC designated TOA centers at the time of enrolment in a batch.
- b. Responsibility of TOA batch creation rests with respective SSC designated ToA center. 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.
- d. In case of freelance, ToA cost to be borne by the respective individual.
- e. 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.
- 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 will 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 trainings planned from designated ToA center, in the event of service quality issues reported/observed by concerned SSC.
- i. **PWD SPECIALIZED TRAINER:** For Assessors interested in training PwD batches, he/she would have to undergo an additional PwD Assessor training capsule as a ‘top up programme’. PwD ‘top up programme’ would be conducted at the identified centers by PwD SSC.

SDMS PROCESS:

Following instructions must be followed in uploading TOT batches on SDMS:

- a. TOT batches must be created and uploaded by the SSC Designated TOT Center on SDMS, using its log-in ID
- b. TOT batches must be uploaded on NON-PMKVY RPL section using the excel template dedicated for the same, available on SDMS
- c. SSC to follow all steps in approving, assessment and certification of the batch on SDMS as done for any NON-PMKVY RPL batch process.
- d. Once the batch is assessed as per the assessment criteria set for various TOT Models, the SSC must issue certificate to successfully certified trainers
- e. Along with the certificate, all successful trainers must be issued a Trainer card as per template designed by NSDC.
- f. Certificate design would be same as used for NON-PMKVY RPL certificates

CAREER PROGRESSION OF A TRAINER

Career progression of a trainer is expected to infuse aspiration in the profession. Overall career progression of a trainers may depend on the size of the training partner / training center. Ideally, the progression should be in the following order:

- i. **Demonstrator** – An aspirant with minimum 2 years of industry technical experience
- ii. **Junior Trainer** – Min 6 months of training experience
- iii. **Trainer** – Min 1 year of training experience along with min education qualification and relevant industry experience. Must also undergo Training of Trainer certification
- iv. **Senior Trainer** – A trainer in skilling eco-system with min 4 year of training experience, with necessary TOT certification
- v. **Master Trainer** – Min. 8 years of training experience and having undergone Master Trainer certification
- vi. **Faculty coordinator** – 8 years of training and 1 year of administrative experience
- vii. **Training coordinator / HOD** – 10 years of training experience and 2 years' administrative experience
- viii. **Vice principal** – 12 years of teaching and 2-3 administrative experience
- ix. **Principal** – 14 years of training and 3-4 administrative experience

Note: Trainers undergoing TOT capsule with PwD SSC will be designated as – “Inclusive Trainer”. The inclusive trainers would be provided additional certificate by PwD SSC.

TOT and certification for Faculty coordinator and above level would be worked out in due course of time.

RESPONSIBILITIES OF THE STAKEHOLDERS

A. PARENT TRAINING PARTNER:

- a. Nominate trainers as per criteria for TOT batches.
- b. Pay the decided ToT/ToA fee for the nominated trainers to the Designated Training centers conducting ToT.
- c. It is the responsibility of parent TP to classify trainers into Existing Trainer and New Trainer category, as per criteria provided in the document.
- d. Cost of travel, boarding and lodging etc. over and above what is accounted in ToT fee should be met by the parent TP/ trainers.

B. SSC:

- a. Select a TOT nodal center (s) on as per SSC criteria
- b. Check the documents/ proofs provided by trainers before enrolling in ToT batch.
- c. Shortlist nominated trainers and finalize database of trainers nominated for a specific TOT batch. Further, pass-on TOT batch details to the nodal center
- d. To provide a unique ID number to each trainer undergoing TOT as per the provided nomenclature.
- e. To provide a training calendar and publish on the website and further share the same with NSDC on monthly basis.
- f. Develop and ensure availability of QP based faculty guide
- g. Facilitate industry visit for TOT batch of trainers, wherever required
- h. To detail the illustrative list of topics for trainers teaching / training practice sessions jointly with the nodal center
- i. To detail the illustrative list of topics for trainer's platform skills practice exercise jointly with the nodal centers
- j. Coordinate the assessments and ensure uploading of results on SDMS on timely basis
- k. Generate certificate in within 5 working days of result uploads
- l. Maintain the database of all trainers with results including those issued provisional certificates on the website.
- m. Platform skills trainer's guide to be provided by Management SSC

C. SSC DESIGNATED TOT NODAL CENTRE:

- a. Ensure the center is ready in all respects to receive the trainers batch as per pre-decided criteria
- b. Upload the trainer batch on SDSM
- c. Facilitate trainers 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 trainer and conduct seamless platform skill training
- f. Co-ordinate with Management SSC in advance to conduct platform skills assessments in ToT batches
- g. Facilitate assessment body to conduct platform skills assessment with management skill councils' certified assessors
- h. Coordinate industry visit in association with the SSC

- i. Maintain internal records of performance of all trainers during the training process and provide the same to respective SSC on monthly basis.

D. ASSESSMENT BODY:

- 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 assessment results on timely basis
- d. Upload the final results within 10 days of submission of project work by trainers in coordination with SSC

E. SDMS / NSDC

- a. Suitably make provision in SDMS to generate provisional certificate to trainers
- b. Suitably make provision to generate two (02) certificate for successful trainers – domain and platform.

QUALITY ASSURANCE ON TOT BY SSC:

- a. SSCs must identify TOT Nodal Centers through proper Due Diligence basis the criteria set for such centers
- b. SSCs must stay updated with eligibility criteria for trainers to be nominated for TOT programme
- c. SSC to ensure monitoring of the assessment process to restrict unethical practice by Assessors
- d. SSCs are required to maintain Trainer's performance records (continuous assessments conducted at ToT Nodal Centers)
- e. SSCs must ensure uploading of final results within 10 days of ToT 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.

Central repository of trainers (portal)

SSCs would have to maintain database of certified trainers and assessors on the SSC website essentially capturing following details:

- i. Name of the Trainer / Assessor
- ii. Contact details and address
- iii. Recent passport size photo
- iv. Certification number with date and validity of the certificate
- v. Name of the job role
- vi. Aadhaar number

Certificate/ Skill Card

- i. Trainer Certificate would be generated online via SDMS as per the template designed and approved by NSDC and MSDE.
- ii. Every qualified Trainer would be issued a skill card. The Trainer Card would be generated from SDMS.