



TOT/TOA PROCESS

Information/Instructions on TOT/TOA Execution Process



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SKILL COUNCIL FOR MINING SECTOR

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SKILL COUNCIL FOR MINING SECTOR

TOT/ TOA Guidelines

- ❖ As most of the TOT/ TOA related documents including Quarterly Calendar, Approved TOT/TOA Center List, List of Programs, Program Wise Fee Structure, Field Trainer/ Assessor QPs, List of TOT/TOA qualified Trainers/Assessors, List of Certified Trainers/Assessors are being uploaded and updated regularly on SCMS website, should be referred by everyone as and when required.
- ❖ Trainings shall be scheduled and organized as per SSC planned numbers/ Industry demand of Trainers and Assessors and shall be published in the form of Training Calendar at the end of each quarter for next quarter. Partners are requested to plan their nominations accordingly matching to their self-operational requirements. Any additional requests for conducting TOT/ TOA shall not be accepted other than special projects received. Hence utmost care is requested at partners' end to ensure smooth availability of certified Trainers/ Assessors with them through better planning. The responsibility of same completely lies with the partner organizations.
- ❖ Trainings shall be organized at SCMS approved Training Centers only and the list of all such approved centers is available on SCMS website including their Spoc name, contact number and e-mail id. However, SCMS is making all its efforts towards establishing/ approving more centers so as to have regional presence for same. All such new centers will be added and updated to the list on website.
- ❖ Domain and Platform trainings are planned separately as well. Specially TPs (Not Abs) are suggested to get their candidates clear Domain first and then send them for Platform Trainings. However, partners are free to choose from the list of programs available on SCMS website according to their plan of availability of certified manpower with them
- ❖ Training and Assessment fee structure for all the available programs is made available at SCMS website for better clarity and smooth processing. The SCMS bank account details for fee deposits is also mentioned in the Fee Structure Document. All the partner organizations are requested to deposit the due fee in advance.

- ❖ Batch Cancellations/ Amendments required if any shall be done at least 7 days before the start of a batch. Post that the program should be taken as frozen for execution. The information on same shall be updated in calendar on website. As no personal mails shall be written to partners in this regard, all partners are requested to re-confirm the program schedule for any change on 7th day before batch start. Any travel reservations made can be re-aligned thus.
- ❖ Nominations can be made only up till 7 days before the batch start. Post same no new nominations will be accepted for the upcoming batch. Nominations to be made only for the job roles planned for the batch. Nominations should be treated confirmed only and only if accepted by SCMS via a reply confirmation mail depending on the no. of seats available in the batch. As the maximum batch size is frozen for 20 candidates now, the process of first come first shall be applicable. Post confirmation from SCMS Training and Assessment fee as applicable should be deposited in full within 2 days. In lack of same the nominations may be deemed to be cancelled and allocation may happen to any other waitlisted candidates. Respective partner shall be responsible for any such cancellations.
- ❖ SCMS shall no more review the CVs sent along with the nominations. To nominate eligible and competent candidate complying with the eligibility criteria mentioned in the Eligibility Criteria Document available on SCMS website is the responsibility of partner. However, all the candidates are required to bring one photocopy of the CV at the time of Viva. SCMS shall reject all such candidates not meeting the eligibility criteria at the time of Certifying them. Hence it is a complete prerogative of a partner to nominate the eligible candidates only.
- ❖ For Existing Trainer/ Assessor category necessary proof of required experience as per the details given in the 'Types of Programs' available on SCMS website should be submitted by the partner/candidate at the time of Assessment. Lack of same may cause rejection of a candidate.
- ❖ All participants need to reach the training venue well before the start time. Any delay post lunch break on first day shall not be allowed for the session. Partners need to ensure all the travel and stay arrangements accordingly and preferably to reach the training location at least one day before the training start day.
- ❖ The Assessments will happen in the combination of a Written Test and a Viva (Practical where ever applicable) for both Platform and Domain. For example, if a candidate has opted for 3 job roles, he/she would be required to take 3 written tests for the 3 job roles and a viva for those 3 job roles. In case program includes Platform assessment, one written test on platform followed by one viva on platform skills shall be mandatory. All candidates to produce a valid Government Issued ID proof at the time of assessments.
- ❖ Candidates scoring more than or equal to 80% (Written + Viva) in any job role opted or platform skills shall be declared as pass or qualified in that job role or platform skill

independently. Candidates scoring between 70 to 79% shall be given the Provisional Authorization by SCMS to carry on the Training/ Assessment as the case may be. However, this provisional authorization shall be valid only for six months from the date of assessment and the candidate need to re-appear for assessment again (No repeat training required). All candidates scoring less than 70% shall have to reappear the complete training program.

- ❖ Domain and Platform Assessments are to be seen independently. Once qualified for platform or a Job Role in domain, need not to reappear for same again. Later the candidate can join only domain or only platform component as the case be. The repeat assessment taking candidates (scoring between 70% to 79%) can join directly the next training session on the assessment day with prior written permission of SCMS and by paying assessment fee only.
- ❖ Any fee paid for the candidate nominated who could not attend the program because of any reason shall not be refundable in any manner. However, it may be adjusted with any other future nominations at the sole discretion of SCMS. Partner shall not have any right on same and should treat the fee as lapsed. Fee on account of rejections for late attendees shall also seek same treatment.
- ❖ Usually results shall be declared and updated on SCMS website within 7 days of assessments. However, depending on any pending actions from the partner/ candidate side like provisioning of experience certificate for the Existing Trainer/ Assessor category, the result may be withheld for that candidate till the time of submission of appropriate documents.
- ❖ Certifications is an ongoing activity and along with Certificate release a list of certified trainers/ assessors shall be published on SCMS website. The same shall be updated regularly. Usually Certification shall happen within 7 days from the date of result declaration but only for those candidates who qualify both domain and platform. Rest all shall be provisionally authorized to carry on the training/assessment. As soon as the provisionally authorized trainers/ assessors qualifies the other pending assessment, he/she shall be certified and updated on website.
- ❖ Please note that all the above certifications for Assessors/ Lead Assessors/ Trainers/ Lead Trainers are valid for 2 years or till expiry of the QP whichever is earlier and 6 months for Provisional Assessors/ Provisional Trainers from the date of Certification. Provisionally Authorized Assessors/ Trainers need to re-appear for assessments. Post expiry of validity in all cases a re-certification needs to be applied.

