Training of Trainers Guidelines

Under Implementation - SSC Transit 2.0
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Premise:

Training of Trainers is an important activity under SSC Transit 2.0. Also under the PMKVY 2 scheme, to ensure quality delivery of training, it is envisaged that every trainer imparting training under PMKVY 2 is SSC certified.

This guideline document outlines common process across SSCs to conduct **Training of Trainers.**

1. **Broad Steps:**
   a. Identify couple of affiliated training centres (NSDC or own) nation-wide to be designated as exclusive SSC Training of Trainers and Training of Assessor* centres.
   b. Consider activating multiple centres pan-India – the **numbers** and **locations** of such centres getting activated in the beginning should depend on the volume experience of STAR and PMKVY 1. Adequate number of centres will ensure that this activity does not become a bottle-neck under the allocated responsibilities of an SSC.
   c. The identified Training Centres should have all the **Lab Equipment** as identified in the Curriculum/s for the QP/s by the SSC
   d. Identify in these centres, the existing trainers who could be trained to be Master (Lead) Trainers. Alternatively the training partner could also recruit fresh senior professionals to be Master Trainers in the designate centres.
   e. Each SSC to ensure that Trainer Guide for the QP is ready and distributed to the attending Master Trainers.

* Training of Assessor portion – we will cover later – however the same centres would be used for Training of Assessors as well

2. Conduct of Training of Trainers of the Master Trainers by the SSC

Following are the guidelines for doing Training of the Master Trainer:

a. **First Step** – Identify professionals who could be trained as Master Trainers (Lead Trainers) in identified designate centres:

    i. Train and certify **Master Trainers (Lead Trainers)** in these affiliated training centres by the following process:

        1. This will be a two-step process – first certification on domain skills and then on how to conduct the training (platform skills)

            a. **Certification on Domain Skills**

                i. Master Trainer (Lead Trainer) should be subjected to RPL and they should secure **90%** and above in the domain skill (on the QP) on which they intend to impart training.

                ii. In the event of multiple trades, multiple RPL certifications (multiple QPs) on domains skills will have to be obtained by Master Trainer (Lead Trainer) – however the Platform Skills training will be only one

            b. **Certification on Training Skills (Platform Skills)**

                i. Those Master Trainer who qualify in RPL domain certification should be given training on Platform Skills as per Master Trainer (Lead Trainer) QP available on NSDC website (This is Level 6 QP)

                ii. Master Trainer (Lead Trainer) will then have to get certified on Platform Skills as per Master Trainer (Lead Trainer) QP.

        2. 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/MT-01** – where CSC/Q 0119 is the QP Code 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

            a. Each Master Trainer details will have to appear on NSDC and SSC website along with centre details.

b. SSC will maintain the database of the Master Trainer

3. The centre engaged in conducting Training of Trainers – at all times in their reception display such Certificate/s of the Master Trainer along with their photograph.

ii. Only qualified and SSC certified Master Trainers will conduct Training of Trainers – 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 centre including **blacklisting** them from further participation in the activity.

iii. It will also be the responsibility of the SSC to ensure that this norm is strictly adhered in the centre which is chosen for this crucial activity

3. <u>Conduct of Training of Trainers by Master Trainers</u>

a. SSC in coordination with the ToT Designate Centre will publish ToT schedule on a quarterly basis and advertise widely through its own website, PMKVY website and NSDC website

b. All those training institutions who wish to participate in programs like PMKVY 2 will necessary (mandated by PMKVY 2 policy) send in their trainers to get trained and certified. The broad model will be as follows:

i. Trainer will first be subjected to RPL and he/she should secure **80%** and above in the domain skill on which he/she intend to impart training.

ii. In the event of multiple trades, multiple RPL certifications on domains skills will have to be obtained by the Trainer however the platform skill certification will be only once.

iii. Those Trainer who qualify in RPL domain certification will be given training on Platform Skills as per Trainer QP available on NSDC website

iv. Trainer will then have to get certified on Platform Skills as per Trainer QP.

v. Each Certified Trainer will have to be given a unique-id by the SSC – linked to QP code, for instance – **CSC/Q 0119/FT-01** – where CSC/Q 0119 is the QP Code and FT- 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. FT is code for Field Trainer

vi. Each Certified Trainer details will have to appear on NSDC, PMKVY and SSC website along with centre details.

vii. The centre engaged in conducting PMKVY 2 – at all times in their reception display such Certificate/s of the Trainer along with their photograph.

viii. Any training partner found conducting PMKVY 2 training without SSC certified trainer will be blacklisted

4. Duration and Fees for Training of Trainers

a. It will be common across all SSCs and will be communicated accordingly – duration for RPL on domain skills could be for 2 days (16 Hours) and 1 day of Assessment and for the platform skills it will be for 6 days (48 hours) and 1 day of Assessment – making the total duration for 10 days including Assessment days.

b. Following fees is recommend along with training and two certifications –
   i. Rs. 5000/- for Service Level Job Roles
   ii. Rs. 6000/- for Manufacturing Job Roles
   iii. **Duration** – Total 10 Days
      1. 2 Days of RPL training on QP – Domain Certification
      2. 1 Day of RPL Assessment
      3. 6 Days of Platform Skill Training
      4. 1 Day of Assessment on Platform Skill Training

   Note:
   1. PMKVY 2 is looking at skilling 1 Crore trainees over 3 years – SSCs can make an estimate on the number of Trainers that will be required for in their sector
   2. The duration of the training and cost has been made on the basis of taking feedback from cross-section of training partners and SSCs – if it is universally felt there is need to re-look at the same – it can be re-considered to reduce or increase the fee and duration component after one quarter of operation.
   3. It will be mandatory for all training partners to trainer their trainer before they could conduct training under PMKVY 2
   4. Form a batch of 20 trainers (strictly restricted) in designated centres
   5. If a Trainer is getting certified for multiple trades – the RPL on domain skills will be separate for each trade but the platform skill training will be common. Accordingly the fees will be prorated for domain training and certification

6. Consider retaining 30% of the fee collected – which includes fee for two assessments

7. In the remaining 70% the training partner will organize for Master Trainer, Venue, Courseware Cost, Lunch Cost, maintain hygiene and other administrative costs

8. Please appreciate that Training Partner will have to do additional expenses in terms of travel, boarding and lodging expenses on their own over and above the fee we are proposing – therefore SSCs need to ensure that enough of such Training Centres are activated