

Guidelines for Training of ToT/ToA

Version:2.0

The rise of advanced technologies has led to economic systems evolving rapidly. Along with these changes, skill sets are being disrupted and modes of training & delivery are evolving rapidly. To address the challenges posed by these changes and the rising expectations for innovative skills training by stakeholders and end-beneficiaries, there is an increased demand for online and blended learning therefore requiring trainers/assessors to harness technologies to enhance the accessibility, effectiveness and efficiency of learning and assessment.

Online Training of Trainers/Assessor/Master Trainer program is envisaged as an option for conducting training of trainers/assessors and assessors while leveraging technology/ digital skilling tools for suitable profile of Trainers/assessors.

Following sections cover the overall delivery model, duration, program components and specific modifications from classroom ToT/ToA program.

1. Eligibility of Trainer/Assessor:

Please refer to the eligibility criteria of a Assessor/trainer as per the Qualification Packs listed in Skill India Portal

<https://skillindia.nsdcindia.org/>

2. Applicability:

The Online ToT/ToA program shall be applicable for the following:

- New/existing trainers/assessors who do not have SSC certification.
- The aspirants of the online ToT/ToA program must meet the eligibility criteria defined for each job role by RCPSDC.
- The aspirants must necessarily possess the essential 'digital skills' required to undertake the online ToT/ToA program.
- Those job roles where RCPSDC has provision for conducting online assessment (covering theory and practical) for domain and platform QP.

3. Program requirements:

3.1 Eligibility check and pre-screening:

- The profile of the Trainer/Assessor along with eligibility documents have to be filled on RSDC ERP Portal and fill the tracker to be sent to RCPSDC SPOC prior to the ToT/ToA.
- A telephonic interview would be conducted through the Subject Matter Expert to assess the domain skills.
- Post positive feedback received from SME, the trainer/Assessor would be given an online assessment link to appear for the domain assessment. (This procedure can also be taken after the ToT/ToA)

3.2 IT device / Computer with camera and microphone for trainer led program through video conferencing.

3.3 Below content to be made available to Participants before the programme begins:

- ToT/ToA Session Plan
- QP-NOS of 'Trainer' & 'Assessor' of MSPSC
- Model Curriculum of Trainer/Assessor of MSPSC
- Relevant Domain specific QP-NOS

3.4 Access to the learning content will be made available to participants before the programme begins.

4. Structure of ToT/ToA:

Platform Skills Training - Online

Course Duration	Synchronous Learning Trainer Led	Asynchronous Learning Self-Learning	ToT/ToAal raining Duratio
Online Training	15 hrs (5 Days x 3 hrs)	40 hrs	55 hrs

Online ToT/ToA program would be blended with instructor led sessions interspersed with the e-content in a structured and meaningful approach.

Assessment:

SSC will create the batch on Skill India Portal basis on TOA/TOT.

The aspirant registered the profile on the Skill India portal through the training request to consider under the TOT/TOA batch.

The aspirant takes the online training of Domain and Platform training.

Post the training, the trainer/Assessor is required to take the online assessment on Platform skills (Trainer/Assessor QP) covering theory and practical components of platform skills for a trainer.

The passing criteria for both Platform and Domain assessment would be a minimum of 80%

Certification:

On successful completion and passing of domain and platform skills assessment, the trainer/Assessor get the certificate through the Skill India Portal.

Fee:

- The Online ToT/ToA fee would be Rs 5000 for platform skills training (5 Days) and Assessment & Certification – 2,000/- (applicable on both the above training model & for existing trainer/Assessor)
- The Training of ToT/ToA (New) – fee would be Rs 9000/- per trainer/Assessor for 2 days Domain Training and 7 Days platform skills training. Assessment & Certification – 2,000/- (Per Job Role)

- One-day program for the existing assessor and trainers, fee would be 2000/- (Assessment & Certification) per job role.
- Fee would be 2000/- for the assessment and certification of CIPET candidates.

Guidelines for Online Training of Master Trainer/Assessor

The master trainer conducts trainer development as well as sessions that require advanced facilitation skills. They have a key role in assuring the quality of end to end training services and providing recommendations for continuous improvement of training effectiveness.

Eligibility of Master Trainer/Assessor

- ✓ An individual who possesses a minimum of 5 years of Industry experience or is a certified Trainer on domain skills from the SSC.
- ✓ The aspirant directly applies the request for the Master trainer on basis of below criteria
 - Industry Experience – 8+ years
 - Training Experience - 5+ years
 - Education – Diploma/Graduate in engineering degree (Manufacturing)
 - Education – Diploma/Graduate in agriculture degree (Plantation)
- ✓ The master trainer will attend the training of platform skills which organized by MEPSC for the 7 days.

Role of Certified Master Trainer

1. Master Trainer must be certified by Domain SSC and/or MEPSC, depending on the job role
2. Master Trainer must ensure preparedness on e-content/ PPT/ Video/ e-books etc. as content resource for the delivery of online ToT/ToA program
3. Master Trainer must be equipped with the functionalities available on the LMS platform for smooth delivery of online ToT/ToA program
4. Master Trainer must be well-versed with the curriculum as well as the session

Certification on DOMAIN and PLATFORM SKILLS would be necessary for becoming a certified Assessor.

1. For a Certified Assessor i.e. Domain certification is necessary to be completed.
2. Passing criteria of Domain QP for Trainer/Assessor is minimum 80%marks.