EOI invited from CSVTU affiliated colleges / institutes to act as TOT (training of trainers) / TOA (training of assessors) centres under "Swami Vivekanand Yuva Kaushal Setu" (an initiative of CSVTU for skill development)

REF:- CSVTU / SVYKS / EOI / Aug 19-1   **Date:- 05 Aug 2019**

Last date of submitting EOI – 19 August 2019.

Chhattisgarh Swami Vivekanand Technical University (CSVTU) envisages to empanel its affiliated colleges to act as TOT (training of trainers) / TOA (training of assessors) centres under the scheme "Swami Vivekanand Yuva Kaushal Setu" (an initiative of CSVTU for skill development).

The State of Chhattisgarh is abundant in human resource to cater skilled manpower demand in various sectors. The youth of Chhattisgarh are skilled and aspires to join various sector but knowledge and skill has not been recognised yet. CSVTU initiated a scheme Swami Vivekanand Yuva Kaushal Setu for bridging this gap.

Chhattisgarh Swami Vivekanand Technical University (CSVTU) through this letter intends to inform the details of this scheme to its affiliated colleges with expectation of their participation in the project.
Web Portal: www.svyks.in, www.csvtu.ac.in

For any query email us on- svyksetu@gmail.com or Contact between: 11.00 AM to 4.00 pm on +91-8871118722.

The proposal may be submitted in prescribed format to the -

Project Head,
Swami Vivekanand Yuva Kaushal Setu
CSVTU old Campus,North Park Avenue,
Sector 8, Bhilai, Chhattisgarh-490009

EOI invited from CSVTU affiliated colleges / institutes to act as TOT (training of trainers) / TOA (training of assessors) centres under "Swami Vivekanand Yuva Kaushal Setu" (an initiative of CSVTU for skill development)

REF:- CSVTU / SVYKS / EOI / Aug 19-1   **Date:- 05 Aug 2019**

Last date of submitting EOI - 19 August 2019.

EOI Document

1. **MAJOR PRIORITIES & OBJECTIVES OF THE PROJECT**
   1.1. The major priority of project "Swami Vivekanand Yuva Kaushal Setu" is to bridging the gaps between essential needs of an individual to earn livelihood with dignity and to fill demand of appropriate workforce in the country. It is also intended to increase access to ways for recognition of prior learning. Many times an individual is forced to go through an organization or system in order to avail recognition of their skill; on the other hand Chhattisgarh is the first state which gives right to skill to the youth, extensively RPL is an inseparable part of skill development chain. Skill Certification will enable a large number of Chhattisgarh youth to take up industry-relevant skill certification that will help them in securing a better livelihood. Individuals with prior learning experience or skills will be assessed and certified under the Recognition of Prior Learning (RPL) Scheme. RPL mainly focuses on the individuals engaged in unregulated sectors. Thus the desired approach in recognition of prior learning will be flexible, easy accessible and scalable, while continuing to be precise and effective.

   1.2. **Objectives of "Swami Vivekanand Yuva Kaushal Setu" - Recognition of prior learning (RPL) of workforce in informal education system are:-**
      1.2.1. To build up a self-sustained model to give individuals an option to progress through education and training and gain recognition of their prior learning and experiences.
      1.2.2. To align the competencies of the un-regulated workforce of the country to the standardized National Skills Qualification Framework (NSQF),
      1.2.3. To enhance the career/employability opportunities of an individual as well as provide alternative routes to higher education.
      1.2.4. To provide opportunities for reducing inequalities based on privileging certain forms of knowledge over others.
   1.3. RPL shall be undertaken by Training Agency (TAs) and Direct Training & Testing Centres (DTTCs) through any of the three project types specified in this guidelines document. Assessment of Skills acquired by candidate will be carried by Assessment agency through Assessors.
   1.4. Any revisions made to these Guidelines will be uploaded on the official website of SVYKS, **www.svyks.in**. All stakeholders are advised to regularly check for update/ amendments / changes, if any.

2. THE 5-STEP RPL PROCESS

2.1. All RPL candidates shall undergo the same 5-step RPL process (i. Mobilisation, ii. Counseling and Pre-Screening, iii. Orientation, iv. Final Assessment and v. Certification).

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Mobilisation	Counselling & Pre-Screening	Orientation	Final Assessment	Certification

3. PROJECT TYPES

3.1. The SVYKS shall implement RPL through any of the three project types mentioned in Table. The project types differ according to their target group.

3.1.1. The 3 RPL Project Types

S.No	Project	Target Group	5-Step RPL Process
1	RPL Camps	RPL in a location where workers of a particular sector are consolidated (such as Industrial and Traditional Clusters)	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification (STEPS 2-5 to take place at a temporary RPL Camp set up by TTC within the cluster)
2	Employer's Premises	RPL on-site at an employer's premises	STEP 1: Mobilisation STEP 2:Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification (Steps 1-5 to take place within employer's premises)
3	RPL Centres	RPL at designated centres for geographically scattered workers who need to be mobilised	STEP 1: Mobilisation STEP 2: Pre-Screening and Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification

			(Steps 2-5 to take at a designated RPL Centre within the mobilising zone)

4. **COURSES (MODULE) DETAILS:**

   4.1. For Swami Vivekanand Yuva Kaushal Setu Programme the courses (modules) will be developed by expert team constituted by empanelling sector experts attached with PMU as per the need & requirement of the region and also courses (modules) available with National Qualification Registers (NQR), National Skill Qualification framework – Qualification pack (NSQF- QP), DGT or from appropriate body will be taken for Programme. PMU will propose any new Course (module), syllabus, duration and fee to Apex Committee. After approval of Apex committee the courses (modules) will be published / advertised in SVYKS portal.

   4.2. For TTCs list of Minimum required tools, Lab, Infrastructure and other standards will be uploaded in website.

5. **FUNDS FOR THE SVYKS PROJECT:**

   5.1. RPL fees collected from Capable Candidate specified for desired course for RPL Certification.

   5.2. SVYKS shall also make efforts to mobilise funds for RPL from various CSR funds, Government and no- government funding and donations. These funds will spend on RPL of under privileged candidates preferably via Training Agencies. For these candidates Training agencies/TTCs cannot charge any RPL fees or as per direction of SVYKS.

   5.3. As per project specific requirements the fund can also be given to DTTC.

6. **TRAINING AGENCY (TA) & Direct TRAINING CUM TESTING CENTERS (DTTC)**

   6.1. Training Agency (TA) & Direct Training cum Testing Centres (DTTC) are agencies who will conduct orientation training through Training cum Testing centres (TTC). The Training & testing centres will also act as guidance cum counselling centres.

   6.2. For multiple centers under one umbrella, registration as TA will be preferred so that TA will later propose for multiple TTCs under them.

   6.3. Direct Training cum Testing Centres (DTTC):
   For organisations/Institutes who wish for a single Training cum Testing centres (TTC) a Direct TTC option is provided for registration of single DTTC. In this option they cannot propose more than one centre on single application. These Direct TTCs are allowed to propose only project type 3 of RPL (RPL centre).

   6.4. TAs, DTTCs will be registered and empanelled by SVYKS. A special focus will be given to develop TTCs in remote and inaccessible areas. All TAs and DTTCs will be empanelled by SVYKS after verification of documents and satisfactory onsite inspection of the proposed TTC.

   6.5. TTCs will help in Identify Potential area, Industrial/Traditional clusters to set up to conduct training and testing, Mobilising potential candidates, Counselling and pre-screening and Orientation training to candidate.

   6.6. TTCs should be easily accessible, equipped with Tools & equipment's required for orientation training and assessment of candidates.
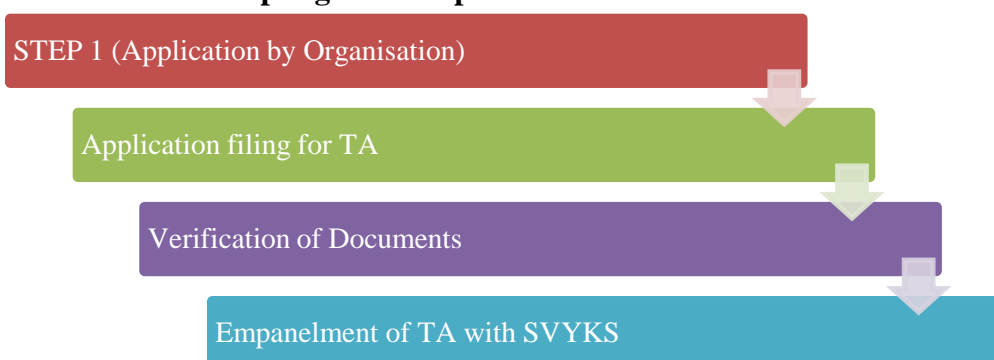
6.7. TTCs to assist in mobilising potential candidates and invite potential candidates to the designated Centres in the area.

6.8. All TTCs should have trainers having SVYKS certified Training of Trainers certificate.

6.9. All TA/DTTC will be required to submit a Course Handout/ Presentation for each course/ module they applied for empanelment. This Course Handout/ Presentation can be submitted after TTC approval and before allotment of batches for the first time in any particular course/module.

6.10. Submitted Course Handout/ Presentation of each course/module by any TA/DTTC will not be considered under copyright property to respective TA/DTTC and can be used by any party / stakeholder of the project for any educational purpose in this or any other project.

6.11. Exams will be conducted at TTCs, by expert Assessors.

6.12. Training agency (TA) is allowed to register more than one centre (TTC) and will implement any or all of three project types of RPL 1, 2 and 3 i.e. RPL camp, RPL at Employer's premises and RPL centre. However small agencies are allowed to register only one direct centre (Direct-TTC) and will implement project type 3 - RPL centre. They need fresh registration for every new TTC.

6.13. Training and testing Agency (TA) - The parent organisation can add upto maximum of 100 TTC under its umbrella. Thereafter the parent organisation shall have to make a fresh registration with appropriate affiliation fee as mentioned in Annexure A of SVYKS Guidelines.

6.14. Direct Training cum testing center (Direct-TTC)- The parent organisation can add only one TTC under its umbrella. Thereafter the parent organisation shall have to make a fresh registration with appropriate registration fee as mentioned in Annexure A of SVYKS Guidelines
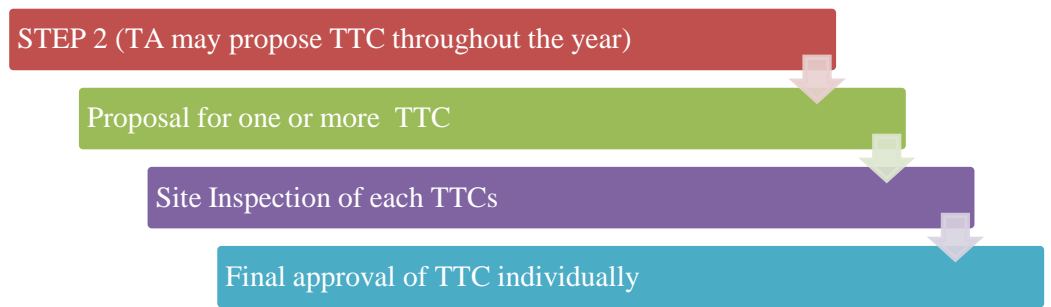
7. EMPANELEMNT PROCESS OF TA AND DIRECT TTC (BRIEF DESCRIPTION)

This process will be implemented in 2 steps -

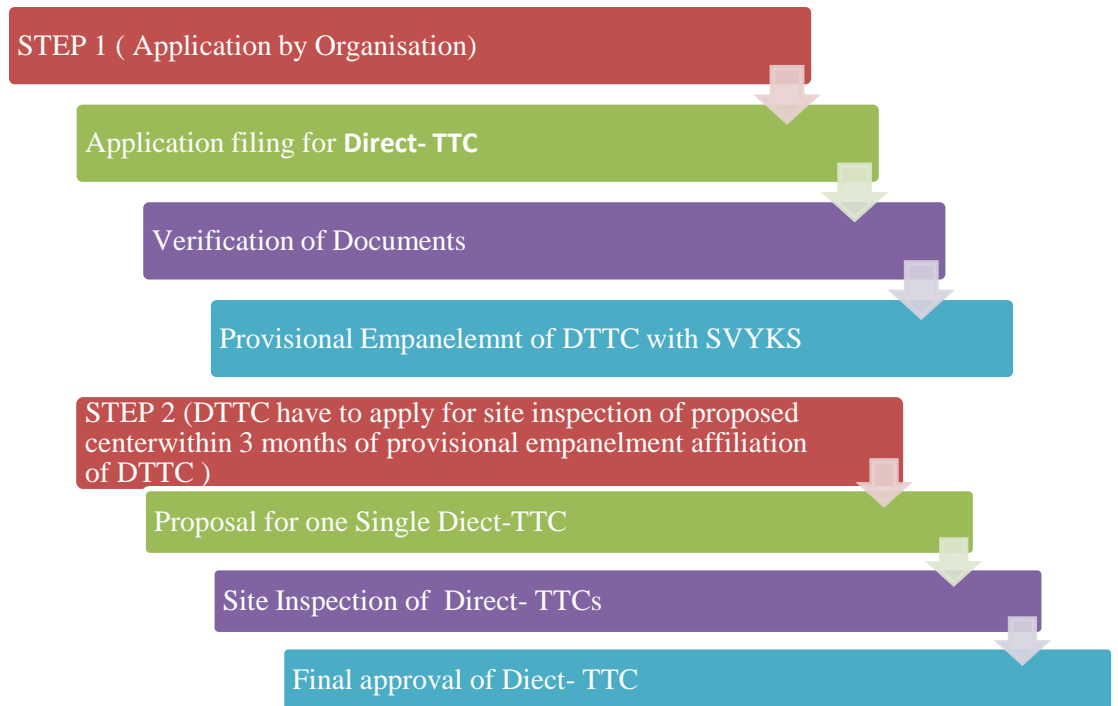### 7.1. Registration process of TA

7.1.1. There are two step registration process is followed:

STEP 1 (Application by Organisation)

Application filing for TA

Verification of Documents

Empanelment of TA with SVYKS

STEP 2 (TA may propose TTC throughout the year)

Proposal for one or more TTC

Site Inspection of each TTCs

Final approval of TTC individually

7.2. **Registration process of Direct- TTC**

    7.2.1. There are two step registration process is followed:

STEP 1 (Application by Organisation)

Application filing for **Direct- TTC**

Verification of Documents

Provisional Empanelemnt of DTTC with SVYKS

STEP 2 (DTTC have to apply for site inspection of proposed centerwithin 3 months of provisional empanelment affiliation of DTTC)

Proposal for one Single Diect-TTC

Site Inspection of Direct- TTCs

Final approval of Diect- TTC

8. EMPANELEMNT PROCESS OF ASSESSMENT AGENCY (BRIEF DESCRIPTION)

8.1. Assessment Agency will be empanelled by PMU to assess competency of candidates at given testing centers. All Assessment Agency needs to deploy qualified assessors. All assessors should have SVYKS Training of Assessor (ToA) certification. Preparation of question paper, assessment, result uploading will be carried by Assessing Agency.

8.1.1. Registration process of Assessment Agency

Application fililng for Assessment agency
Verification of Documents
final approval after successful compliance
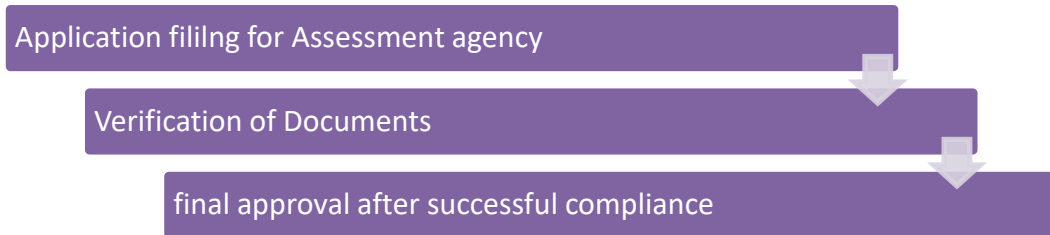
9. **The ToT / ToA Centers**

Training of Trainers (ToT) and Training of Assessors (ToA) are an essential stage in terms of quality assurance in throughout the training and assessment mechanism.

9.1. **Training of Trainers (ToT):** is a procedure of evaluating any proposed candidate as a trainer in respective course (QP – qualification pack) of a sector before accepting them to be deployed in a designated RPL training center for conducting counselling, perform orientation training and assisting assessments.

9.2. **Training of Assessors (ToA):** is a procedure of evaluating any proposed candidate as an assessor in respective course (QP – qualification pack) of a sector before accepting them to be deployed for conducting assessments on designated RPL training centers.

9.3. Establishment of ToT/ToA testing centers

9.3.1. Any CSVTU affiliated institute / college shall participate to become ToT / ToA facilitation center by filling application against CSVTU notification in this regards under the scheme SVYKS.

9.3.2. Through the application in prescribed format the desirous institute / college must ensure the availability of appropriate infrastructure, qualified man power and other required facilities.

9.3.3. SVYKS will shortlist institutes based on available infrastructure and other facilities.

9.3.4. The number of institutes to be empaneled as ToT/ToA testing center will determined by SVYKS Apex Committee.

9.3.5. Registration Fee ToT/ToA centers were illustrated in SVYKS guideline earlier although it is mentioned under point 9.6 and 9.7 of this section as well.

9.3.6. The selected institute / college must sign a declaration cum indemnity bond with SVYKS to become empaneled ToT / ToA center.

9.4. Execution of ToT/ToA program

9.4.1. Any SVYKS empaneled TA / DTTC / AA or any other govt./non-govt. organization shall be able to propose aspirants for ToT / ToA program.

9.4.2. SVYKS will announce ToT/ToA program schedule time to time and aforesaid organizations will have to keep themselves updated regarding the upcoming schedules.

9.4.3. Empaneled or interested organization will need to propose their aspirants in SVYKS prescribed format or through the SVYKS portal with due diligence.

9.4.4. Received application will be processed by SVYKS to accept or decline candidature of any aspirants as per defined eligibility criteria in NSQF guideline.

9.4.5. It is desirable from eligible aspirants to follow the defined procedures, rules and regulation of SVYKS in all aspects.

9.4.6. List of aspirants and schedule will be provided to authorized ToT / ToA center for conducting ToT/ToA program with due diligence.

9.4.7. Responsibilities of authorized ToT/ToA centers are to –

    9.4.7.1. Mobilize selected aspirants

    9.4.7.2. Propose Master Trainers (as per NSQF)

    9.4.7.3. Get master trainers approved from SVYKS by attending an orientation organized by SVYKS for master trainers.

    9.4.7.4. Prepare and provide orientation handbook

    9.4.7.5. Conduct orientation as per guideline and schedule

    9.4.7.6. Conduct evaluation test

    9.4.7.7. Check and prepare result of evaluation

    9.4.7.8. Perform any other relevant activity as suggested or directed by Head PMU.

9.4.8. Any institute which are empaneled as TA /DTTC/ AA will not be able for facilitating ToT/ToA to their own employees or concerned associates.

9.5. The detailed ToT / ToA guideline and code of conduct shall be provided separately to empaneled ToT / ToA centers. (if or whatever in necessary).

9.6. ToT/ToA center empanelment fees –

All mentioned fees are non-refundable once empanelled, although the empanelment fee will be refunded to applying institute / college after deduction of Rs 25000/- (twenty five thousands) in case of non-affiliation.

S.NO.	Type	Centre Affiliation Fees
1	Only for ToA/ToT Center	INR 2,00,000/-

9.7. Master Trainer Orientation Fee –

All mentioned fees are non-refundable

S.NO.	Type	Level	Orientation Fees
1	For New Master Trainer	For all Level	INR 3,000/- per course/module
2	For Certified Master Trainer from SSC or SVYKS notified agency	For all Level	INR 1,000/- per course/module

9.8. The applicant institute / college is also advised to go through the Annexure- A for detailed ToT/ ToA policy.

10. FEE SUBMISSION AND DEADLINE FOR EOI

10.1. Desirous organization may either apply online by visiting www.svyks.in or filling the prescribed format attached with this document as Annexure B

10.2. The empanelment fee must be submitted either online through svyks portal or by submitting a DD in the name of "Swami Vivekanand Yuva Kaushal Setu, Bhilai" payble at Bhilai.

10.3. The proposals must be submitted to The Project Head, SVYKS at the address

    Project Head,
    "Swami Vivekanand Yuva Kaushal Setu"
    Chhattisgarh Swami Vivekanand Technical University
    Old campus, North park Avenue, Sector 8, Bhilai, Chhattisgarh

not later than the 15 days from the date of relese of this EOI. In the event of the specified date for the submission of EOI being declared a holiday for SVYKS, the EOI will be received up to the appointed time on the next working day.

10.4. **The HVC, CSVTU** may, at his discretion extend the deadline for submission of proposals, in which case all rights and obligations of the **HVC, CSVTU** and applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

10.5. Any proposal received by SVYKS after the deadline for submission of proposals will be rejected and/or returned unopened to the applicant.

10.6. SVYKS, Bhilai will not be responsible for any postal delay, non-receipt of proposal in due date and time for whatsoever reason.

11. SELECTION AND EMPANELMENT:

11.1. All EOI received on or before the last date of closing the EOI are scrutinised and all document will be checked. The institute / college having successfully clear scrutiny process would be awarded empanelment of ToT/ToA centre based on a merit list (against furnished details as per Annexure – B of this document) prepared by SVYKS.

11.2. This merit list will contain the names of only those institutes / colleges which will clear the scrutiny process.

11.3. The number of ToT/ToA centre for empanelment be determined by the **HVC, CSVTU** at his sole discretion, however, rest institute / college in the merit list may call upon in sequential order if –

11.3.1. The selected institute / college for empanelment fail to fulfil the empanelment process in part or whole.

11.3.2. The empanelled institute / college (as ToT / ToA centre) get de- empanelled if they found guilty either for any of the reasons defined in the "Corrupt and Fraudulent Practices" section of this document or for violating SVYKS guideline (with all amendments) at any stage.

11.3.3. The empanelled institute / college wish to withdraw their status as ToT / ToA centre after one year of date of empanelment by illustrating the appropriate reasons from their side. However, considering the illustrated reason as appropriate and allowing them to get de- empanelled be determined by the **HVC, CSVTU** at his sole discretion.

12. CORRUPT OR FRAUDULENT PRACTISES

12.1. The SVYKS will reject a proposal if it determines that the applicant organization has engaged in corrupt or fraudulent practices while participating in the selection process.

12.2. The applying Organization shouldn't be black listed anywhere in India for whatsoever reason and for project of any type & nature.

12.3. Providing the false information at any stage will lead to rejection of proposal.

12.4. Failing to perform defined and desired service with due diligence or violating SVYKS guideline may lead to suspension / withdrawal of empaneled ToT/ToA center. Such decision shall be made by Apex Committee or its Chairman on recommendations of secretary apex committee or Director of Execution (SVYKS).

13. **DISPUTE REDRESSAL AND POWER OF AMENDING THE EOI DOCUMENT**
    In the event of any dispute or difference arising regarding EOI document or any special condition of the document, the same will be refereed to VC, CSVTU for final decision and will be binding to all. HVC shall also have the power to amend any clause of the document before opening of the proposals and the same shall be notified to publically via official website and/or leading News Papers.

14. Note – The applicant institute / college is advised -
    14.1. To read Annexure A carefully to understand details of ToT/ ToA policy.
    14.2. To either use the prescribed format of application provided in Annexure B of this document or apply through the SVYKS portal by visiting www.svyks.in
    14.3. To go through the SVYKS Guideline (available at www.svyks.in)
    14.4. To attach the proof of fee payment with the application if apply through svyks portal.
    14.5. To check website of CSVTU and SVYKS regularly for any update regarding this EOI.

Annexure A - SVYKS TOT/TOA Policy

1. **Training of Trainers**

   MODEL 1: TRAINING OF AN EXISTING TRAINER

   A) Eligibility criteria for an Existing Trainer:

   An Trainer fulfilling below listed eligibility criteria for a particular job role would be allowed to follow an Existing Trainer ToT model.
   - Educational qualification: as per Job Role applied
   - Relevant industry/work experience: as per Job Role applied

   B) ToT program structure for an Existing Trainer:

STRUCTURE OF ToT MODEL –AN EXISTING TRAINER			
Stages Of ToT	Training Orientation (Days)	Assessment (Days)	Duration (Total Days)	ToT FEE (inclusive of assessments and applicable taxes)
Domain Skills & Training Skills	1 days (mandatory)	1 day (Same day after Orientation – Mandatory)	1 days	Fee applicable for ToT for an New Trainer is provided in **Appendix 1**

   C) Assessment and Certification – ToT Model for an Existing Trainer:

   Under ToT model for an Existing Trainer, the incumbent is a 'certified Trainer' when certification on domain skills and Training Skills is passed with minimum 60% score in both evaluations.

   Those who clear evaluation with at least 60% score get certified as Trainers in their area of domain. Those who do not clear evaluations (scores between 40%-59%), automatically fall in Model 2 ToT (details provided in following sections). Declaration of results and issue of letters/certificate (as applicable).

   **There is no criteria of reassessment in this mode

   D) Process and necessary instructions for conducting ToT program for an existing Trainer:

   Applicants, ToT designated training centers, and parent assessment agencies must understand and follow the process laid out for conducting ToT program. As following the common process for conducting ToT model would result in the smooth operation of the process.

MODEL 2: TRAINING OF A NEW TRAINER

ToT model for a new Trainer is an elaborate training program that covers orientation & certification on both domain and Training Skills.

A) Eligibility criteria for a New Trainer:

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

- Educational qualification: as per Job Role applied
- Relevant industry experience: as per Job Role applied
- Assessment experience: Not Required

B) ToT program structure for a New Trainer:

STRUCTURE OF ToT MODEL –A NEW TRAINER				
Stages Of ToT	Training Orientation (Days)	Assessment (Days)	Duration (Total Days)	ToT FEE(inclusive of assessments and applicable taxes)
Domain and Training Skills	1 days (mandatory)	1 day (Following to domain and Training Skills - mandatory)	2 days	Fee applicable for ToT for an New Trainer is provided in **Appendix 1**

C) Assessment and Certification – ToT Model for a New Trainer

Under ToT model for a New Trainer, the incumbent is a 'certified Trainer' when minimum orientation hours are attended, and assessment is passed with minimum 60% score in evaluation of domain skills & Training Skills.

'Trainer' in their area of domain are those who will not clear evaluation with desired passing marks could be consider for re-assessment (within 6 months of the previous assessment

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 evaluation cost on the specific QP and no other amount to be charged. The incumbent could re-appear any number of times to get 60% score in domain and Training Skills within six months of first evaluation – beyond which the complete ToT program would have to be repeated.

D) Process and necessary instructions for conducting ToT program for a New Trainer:

Applicants, ToT designated training centers, and parent assessment agencies must understand and follow the process laid out for conducting ToT program. As following the common process for conducting ToT model would result in the smooth operation of the process.

PROCESS OF ENROLLMENT FOR ToT PROGRAM:

Enrolment Process to be followed -

(i)   Applicants who want to register for ToT program shall get information provided by SVYKS in ToT Calendar. In the process of registration, applicants must submit their complete profile along with required proofs, as per format provided by SVYKS.

(ii)   SVYKS to check details provided by applicants and ascertain their eligibility as an EXISTING TRAINER or a NEW TRAINER.

(iii)   Eligible applicants must ensure advance TOT Fee payment to SVYKS for timely participation in ToT program.

(iv)   Trainers should be given at least 7 days before appearing in the program.

PROCESS FOR CONDUCTING ToT PROGRAM:

Certification on DOMAIN and TRAINING SKILLS would be necessary for becoming a certified Trainer. Batch Size: Not exceeding 30 candidates

CERTIFICATION PROCESS FOR SINGLE QP:

For becoming a certified Trainer, both domain and training certification is necessary to be completed. Each candidate must necessarily fulfil following requirements:

- RPL training on domain skills - orientation of Trainer with features and requirements ofthe specific domain QP following duration provided in table, using job role Qualification pack (QP)
- 'Trainee Handbook' to be essentially provided to incumbents.
- Training on domain QP to be conducted by Master Trainers. Even, Master Trainer should be qualified for conducting ToT, as per SVYKS discretion.
- Passing criteria of domain QP for each evaluation is minimum 60% marks
- Domain and Training Skill evaluation preferably carried on same or next day with evaluation duration of 2 hrs each QP.
- Parent Assessment Agencies are suggested to use TRAINER QP. The QP for 'TRAINER' is available on NSDC website www.nsdcindia.org/nos

CERTIFICATION PROCESS FOR MULTIPLE QPs:

For becoming a certified Trainer, both domain and assessment certification is necessary to be completed. In case, if candidate wish to apply for multiple QPs the candidate must need to –

- Appear in all orientation against their applied QPs, however they are exempted to appear in training orientation for once only.
- Similarly, the applicant need to qualify all evaluation against applied QPs.
- This procedure will be adopted and processed only when candidate will apply for multiple QPs in a single application to appear in ToT program otherwise they will considered as fresh application and need to go through the defined process from the beginning.
- A candidate may appear in maximum of 2 evaluation per day in case if he/she will apply for multiple QPs.
- Rest will remain same as described in certification process for single QP section.

FEE - ToT FOR AN EXISTING TRAINER

Fee - ToT for an Existing Trainer	
Non-technical job role ToT – Rs. 1800/- per candidate	Technical job role ToT - Rs. 2000/- per candidate

FEE - ToT MODEL FOR NEW TRAINERS

Fee - ToT for an New Trainer	
Non-technical job role ToT – Rs. 2500/- per candidate	Technical job role ToT - Rs. 3000/- per candidate

FEE – for reappearing in evaluation only

Fee - ToA for an New Assessor	
Non-technical job role ToA – Rs. 600/- per candidate	Technical job role ToA - Rs. 700/- per candidate

- Fee is inclusive of evaluation and applicable taxes
- Any cost, above the ToT fee such as Travel, Boarding/lodging to be borne by the Parent Organization (where Trainer is currently employed), or the Trainer, in the case of freelancers.
- There is no criteria of Recounting and Revaluation against evaluation.

The above mentioned ToT fee covers following elements:

Sl. No.	Cost Heads
1	Training Center infra (One classroom, domain Lab & a computer lab)
2	Cost of consumables
3	Domain & Training Skills certified Master Trainer fee
4	Logistics related to the Master trainer
5	Lunch and refreshment to participants for proposed days
6	Content - Domain QP Trainee Handbook and Trainer QP handbook
7	Onetime assessment and certification (domain and Trainer QP)
8	Processing Fee

Fee Breakup

SN	Fee Head	Non Tech - Existing	Tech - Existing	Non Tech - New	Tech - New
1	ToT/ToA Training Centre Infrastructure	1100	1200	1500	1800
2	Processing expense of SVYKS	700	800	1000	1200
	Total	1800	2000	2500	3000

For Evaluation Only / QP / evaluation

SN	Fee Head / Evaluation	Non Tech	Tech
1	ToT/ToA Training Centre Infrastructure	350	400
2	Processing expense of SVYKS	250	300
	Total	600	700

2. **Training of Assessors**
   MODEL 1: TRAINING OF AN EXISTING ASSESSOR

   B) Eligibility criteria for an Existing Assessor:
   An Assessor fulfilling below listed eligibility criteria for a particular job role would be allowed to follow an Existing Assessor ToA model.
   - Educational qualification: as per Job Role applied
   - Relevant industry/work experience: as per Job Role applied

   E) ToA program structure for an Existing Assessor:

STRUCTURE OF ToA MODEL –AN EXISTING ASSESSOR				
Stages Of ToA	Training Orientation (Days)	Assessment (Days)	Duration (Total Days)	ToA FEE(inclusive of assessments and applicable taxes)
Domain Skills & Assessment Skills	1 days (mandatory)	1 day (same day with Orientation – Mandatory)	1 days	Fee applicable for ToA for an New Assessor is provided in **Appendix 2**

   F) Assessment and Certification – ToA Model for an Existing Assessor:
   Under ToA model for an Existing Assessor, the incumbent is a 'certified Assessor' when certification on domain skills and assessment skills is passed with minimum 60% score in desired evaluation.

   Those who clear evaluation with at least 60% score get certified as Assessors in their area of domain. Those who do not clear evaluation (secures 40%-59%) automatically fall in Model 2 ToA (details provided in following sections). Declaration of results and issue of letters/certificate (as applicable).

   **There is no criteria of reassessment in this mode
   G) Process and necessary instructions for conducting ToA program for an existing Assessor:
   Applicants, ToA designated training centers, and parent 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 operation of the process.

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 assessment skills.

E) 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 per Job Role applied
- Relevant industry experience: as per Job Role applied
- Assessment experience: Not Required

F) ToA program structure for a New Assessor:

STRUCTURE OF ToA MODEL –A NEW ASSESSOR				
Stages Of ToA	Training Orientation (Days)	Assessment (Days)	Duration (Total Days)	ToA FEE(inclusive of assessments and applicable taxes)
Domain and Assessment Skills	1 day (mandatory)	1 day (Followed by domain and assessment skills - mandatory)	2 days	Fee applicable for ToA for an New Assessor is provided in **Appendix 2**

G) 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 evaluation is passed with minimum 60% score in evaluation test of domain & assessment skills.

'Assessor' in their area of domain are those who will not clear evaluation with desired passing marks could be consider for re-assessment (within 6 months of the previous assessment

Re-assessment cases would be those who do not need training support or hand-holding in a ToA batch but are interested in only appearing for evaluation. Hence, engagement for such case is limited for one day of evaluation. Re-assessment cases should be charged with additional evaluation cost on the specific QP and no other amount to be charged. The incumbent could re-appear any number of times to get 60% score in domain and assessment skills within six months of first evaluation – beyond which the complete ToA program would have to be repeated.

H) Process and necessary instructions for conducting ToA program for a New Assessor:
Applicants, ToA designated training centers, and parent 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 operation of the process.

PROCESS OF ENROLLMENT FOR ToA PROGRAM:

Enrolment process to be followed -
(v)   Applicants who wish to register for ToA program shall gather information provided by SVYKS in ToA Calendar. In the process of registration, applicants must submit their complete profile along with required proofs, as per format provided by SVYKS.
(vi)   SVYKS to check details provided by applicants and ascertain their eligibility as an EXISTING ASSESSOR or a NEW ASSESSOR.
(vii)   Eligible applicants must ensure advance TOA Fee payment to SVYKS for timely participation in ToA program.
(viii) Assessors should be given at least 7 days before appearing in Program.

PROCESS FOR CONDUCTING ToA PROGRAM:

Certification on DOMAIN and ASSESSMENT SKILLS would be necessary for becoming a certified assessor. Batch Size: Not exceeding 30 candidates

CERTIFICATION PROCESS FOR SINGLE QP:
For becoming a certified assessor, both domain and assessment certification is necessary to be completed. Each candidate must necessarily fulfil 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.
*   Assessment on domain QP to be conducted by Master Trainers. Even, Master Trainer should be qualified for conducting ToA, as per SVYKS discretion.
*   Passing criteria of domain QP for each evaluation is minimum 60% marks
*   Domain and Assessment skill evaluation preferably carried on same or next day of orientation with evaluation duration of 2 hrs each QP.
*   Parent Assessment Agencies are suggested to use ASSESSOR QP. The QP for 'ASSESSOR' is available on NSDC website www.nsdcindia.org/nos

CERTIFICATION PROCESS FOR MULTIPLE QPs:

For becoming a certified assessor, both domain and assessment certification is necessary to be completed. In case, if candidate wish to apply for multiple QPs the candidate must need to –
*   Appear in all orientation against their applied QPs, however they are exempted to appear in assessment orientation for once only.
*   Similarly, the applicant need to qualify all evaluation against applied QPs.
*   This procedure will be adopted and processed only when candidate will apply for multiple QPs in a single application to appear in ToA program otherwise they will considered as fresh application and need to go through the defined process from the beginning.
*   A candidate may appear in maximum of 2 evaluation per day in case if he/she will apply for multiple QPs.
*   Rest will remain same as described in certification process for single QP section.

FEE - ToA FOR AN EXISTING ASSESSOR

Fee - ToA for an Existing Assessor	
Non-technical job role ToA – Rs. 1000/- per candidate	Technical job role ToA - Rs. 1000/- per candidate

FEE - ToA MODEL FOR NEW ASSESSORS

Fee - ToA for an New Assessor	
Non-technical job role ToA – Rs. 2000/- per candidate	Technical job role ToA - Rs. 2500/- per candidate

FEE – for reappearing in evaluation only

Fee - ToA for an New Assessor	
Non-technical job role ToA – Rs. 600/- per candidate	Technical job role ToA - Rs. 700/- per candidate

- Fee is inclusive of assessments and applicable taxes
- Any cost, above the ToA fee such as Travel, Boarding/lodging to be borne by the Parent Organization (where Assessor is currently employed), or the Assessor, in the case of freelancers.
- There is no criteria of Recounting and Revaluation.

The above mentioned ToA fee covers following elements:

Sl. No.	Cost Heads
1	Training Center infra (One classroom, domain Lab & a computer lab)
2	Cost of consumables
3	Domain & Assessment skills certified Master Trainer fee
4	Logistics related to the Master trainer
5	Lunch and refreshment to participants for proposed days
6	Content - Domain QP Trainee Handbook and Assessor QP handbook
7	Onetime assessment and certification (domain and assessor QP)
8	Processing Fee

Fee Breakup

SN	Fee Head	Non Tech - Existing	Tech - Existing	Non Tech - New	Tech - New
1	ToT/ToA Training Centre Infrastructure	600	600	1200	1500
2	Processing expense of SVYKS	400	400	800	1000
	Total	1000	1000	2000	2500

For Evaluation Only / QP / evaluation

SN	Fee Head / Evaluation	Non Tech	Tech
1	ToT/ToA Training Centre Infrastructure	350	400
2	Processing expense of SVYKS	250	300
	Total	600	700

SWAMI VIVEKANAND YUVA KAUSHAL SETU (SVYKS)

Annexure B - Affiliation form for TOT/TOA Centres

A. General Profile

1 Name of Institute : _____

2 Type of Institute (Tick which is applicable)

☐ Govt. ☐ Private

☐ Other (specify) _____

3 Full Address of Institute : _____

_____

City : _____ District : _____ Pin Code : _____

4 Contact No. 1. _____ 2. _____

5 Email Id : _____

6 Web site : _____

(Please attach affiliation proof with CSVTU - Attachment-1)

B. Contact Person

1 Head of Institute : _____

2 Contact No. 1. _____ 2. _____

4 Email Id : _____

5 Name of Head : _____

6 Email Id : _____

(Attach a self signed letter on letter head from Head of the Institute as proof - Attachment-2)

C. Details to be furnish -

1 Tick all which are available -

☐	Number of Theory Classroom	
☐	Number of Labs	
☐	Office Setup (Yes/No)	
☐	Proposed Number of Master Trainers	
☐	Course Material / Library (Yes/No)	
☐	Tools & Equipment (Yes/No)	
☐	Projector (Yes/No)	
☐	Internet (Yes/No)	
☐	First Aid (Yes/No)	
☐	Fire Extinguisher (Yes/No)	
☐	Parking(Yes/No)	
☐	Washroom for Men & Women (Yes/No)	
☐	List of Feasible courses (QP/module) as per QP/module) as per list of proposed courses available in SVYKS website	

} Please Attach Layout as attachment - 3

Please Attach list in prescribed format as attachment-4

Please Attach Photographs as attachment - 5

Please Attach Proof as attachment - 6

Please attach list as attachment - 7

☐	Ability of Conducting online assessment with appropriate setup (Yes/No)		If Yes, Please attach proof as Attachment -8
☐	Execution Mechanism		Please Attach as attachment - 9
☐	Quality Assurance Strategy		Please Attach as attachment - 10
☐	Proposed Turnaround time Per batch (Completion Time)		Please Attach as attachment - 11 (if require)

☐   Others   _____

(Please Attach Necessary wherever required)

D. Application fee Details

1   ☐ DD   ☐ NEFT   ☐ RTGS   ☐ IMPS

2   DD No./NEFT/RTGS/IMPS Transaction No.   : _____

3   Date of Payment   : _____

4   Issuing Bank   : _____

5   Amount   : _____

(Please Attach on saparate envelope on top of the application)

Declaration: I hereby affirm that I have carefully read & understand this EOI along with SVYKS guideline & we are agree with all the terms & condition of this EOI. I also declare that all furnished information in this application is true to my knowledge & belief.

Date :

Name & Signature of Head of the
Institute with Seal & date

SWAMI VIVEKANAND YUVA KAUSHAL SETU

Format for Submitting List of Proposed Master Trainers -

S.No.	Name of Master Trainer	Highest Qualification	Proposed for Sector/s	Date of Birth	Contact No	E-Mail id