

J-17060/167/2015 DDU-GKY
Government of India
Ministry of Rural Development
Department of Rural Development
(Rural Skills Division)

New Delhi, dated 15th May, 2017

Notification No. 28/2017

Subject: Quality Improvement of Training Delivery - Standards for Trainers

It is hereby reiterated that one of the critical requirements for ensuring quality in skill training, is the availability of qualified and certified Trainers. In order to ensure the availability of qualified trainers with the DDU-GKY, the Ministry had notified Trainers' profile in the revised SF 5.1 E2 of SOP Part I (ver 2.0.0).

2. In supersession to Notification No 15/2016 dated 16 March 2016, the Rural Skills Division has revised the SF form to capture all essential details of the Trainers' deployed on the DDUGKY Project of the Ministry. (Seen at Annexure). This notification supersedes the norms given in the SOP (SF 5.1 E2) (version 2.0.0) and replaces the same.

3. All PIAs who have currently been sanctioned projects under DDU GKY will ensure that all their trainers deployed on DDU GKY project shall complete the Trainer Profile form as per the Format seen at Annexure on their respective MIS system **latest by 15th June 2017**.

4. Further the SRLM and the PIA need to ensure that all trainers deployed on the project have /or acquire the minimum qualifications stipulated for the courses they teach, **latest by 1st October 2017**. These minimum qualifications will be as per those prescribed by NCVT for trainers teaching these courses. In case of Sector Skill Councils, the trainers are required to undergo the mandatory Domain Training of Trainer Programs (TOTs) by the respective Sector Skill Councils. (Where the Sector Skill Council/ NCVT has not prescribed any trainer qualification, relevant qualifications from other GOI bodies/ international bodies/ industry associations may be acquired.) Thereafter SRLMs will report any non-compliance to this as a major default by the PIA.

5. Any deviation from the same after **1st October 2017**, will be subject to default management procedures as per SOP. All State Rural Livelihood Missions/ Skill Missions (SRLMs/SSMs) to ensure that trainers of Project Implementing Agencies for all new and existing projects are duly certified at the time of due diligence. No PIA shall be permitted to commence training without certified trainers.

6. This issues with the approval of competent authority.


(S. B Tiwari)

Under Secretary to the Government of India
Tel: 23743625

To

1. All Secretaries (in-charge) of Rural Development in State Governments.
2. All State Nodal Agencies for Skill/ SRLMs
3. TSAs, NIRD and NABCONS

4. All Registered Project Implementing Agencies
5. All officials in DDU GKY Division, MoRD
6. Guard File
7. Shri Rabindra Keshari, with a request to ensure that this notification is uploaded on the web

REVISED SF 5.1E2 - Trainers' profile**I. Minimum Qualifications for Trainers**

1. The PIAs shall only hire trainers with the qualification and experience as prescribed for a specific course, by the certification agency i.e. NCVT or SSC. PIAs of the DDUGKY program running Sector Skill Council Courses shall ensure that all their Trainers have undergone the mandated Training of Trainers (ToT) of the respective Sector Skill Councils. All trainings shall be imparted by SSC approved trainers who have completed the Tot programme. It may be noted that SSCs are mandated to conduct Training of Trainers (ToT) for certification of trainers. However, if SSC has not laid down any specific criteria for trainer qualifications then the qualifications laid down by NCVT for the trade concerned, shall apply or vice-versa. If a certifying agency has not prescribed trainer qualifications for a prescribed course, and does not have trainer profiles for related trades in the same sector, then the prescription provided by an alternative certifying body of GOI (like SSC/ NCVT) may be used. In the event no GOI body is available certifications issued by industry associations or international bodies may be used.
2. The approach for understanding the requisite trainer qualification for a course / trade needs to adhere to the following order of priority :-
 - a. If a certifying agency has prescribed the requisite trainer qualification, the same shall be followed.
 - b. If a certifying agency has not prescribed trainer qualification for a specific trade but has prescribed trainer qualification for a related trade in the same sector, then such trainer qualification shall be taken as the prescribed trainer profile for the trade for which no trainer qualification is available. E.g. MDA 102 (MES Course name: Videography) can be referred to SSC Code: MES/ Q 0603 (Assistant Cameraman)
 - c. If a certifying agency has not prescribed trainer qualification for a prescribed trade and does not have trainer profiles for related trades in the same sector , then the prescription provide by an alternate certifying agency of GOI (i.e. NCVT or SSC/ Industry Associations) may be referred to and complied with and
 - d. Lastly, if none of the above apply, the Basic Qualification Criteria as detailed below may be adopted:-
 1. Minimum formal education qualification required for candidates of the particular course for which the trainer will be required to train.
 2. Trade specific qualification/certification or SSC/NCVT certificate for the specific or higher course for which the trainer will be required to train.
 3. Relevant work experience of at least 3 yrs. for training level 1 & 2 courses and at least 5 years for training level 3 & 4 courses.
 4. Should have undergone a 'ToT' program in pedagogical training techniques and should be certified in facilitation skills.

5. Should have good communication skills in English/Hindi/relevant regional language.
6. Should be conversant with operating PC/Laptop, projector and other technology gadgets used in training.

If the trainers employed by the PIA at the training center do not qualify as per the above mentioned criteria then they will not be allowed to train further at the training centre. If such cases repeat, it will be considered as a default.

II. Instructions for verification:

1. PIA OP team will verify the documents while selecting the trainers and a copy of the documents should be kept at the training center.
2. PIA Q team and TSA/SRLM will check all the documents at the time of due diligence. Similarly details of the trainers who join the centre after the previous detailed inspection will be verified.

III. Format for Trainers' Profile

Note: The PIA shall maintain the records of all the Trainers in the format mentioned below and update the same on the ERP as per the ERP functionality.

Section 1: General Information

Name of the PIA:			
Project code:			
Training centre:			
Trainer's profile			
Name			
If Trainer, Domain (course)			
If not the domain trainer or with additional skill	Computer skills Soft skills English skills Others		
Gender	Male Female Others		
Date of Birth (dd/mm/yyyy)			
Category	General SC ST OBC		
Minority Status			
Religion			
Father's/Mother's/Husband's Name			
Physical Disability	Yes o No	If Yes (please mention the category of	

		disability)	
Aadhaar no. (if any)			
Address for Communication:			
Permanent Address:			
Bank Details	Name of Bank:		
	Name of Branch:		
	Account No.:		
	IFSC Code:		

Section 2: Education qualification

Educational qualification	Board/University	Subject	Year of passing	% of marks
10th				
12th				
Graduation (please specify)				
Post-graduation (please specify)				
Other qualification (please specify if any)				

Note: If Trainer has studied less than 10th Std. please mention.

Section 3: Domain Certifications

Sl.No	Certification Obtained	Certifying Agency (SSC/NCVT/Any other approved body)	Result obtained	Year of passing
1				
2				
3				

Section 4: Certification in Training/Platform Skills (if any)

Sl.No	Certification Obtained	Certifying Agency	Duration of the Program	Key topics Covered
1				
2				
3				

Section 5: Languages Known

Languages	To read	To write	To speak

Section 6: Work Experience*(Latest 5 only from current to past)*

Sl. No.	From (month & Year)	To (month & Year)	Company Name	Designation	Last salary drawn
1					
2					
3					
4					
5					

Section 7: Current Assignment of Trainer:

1. Date of Joining current assignment with PIA(DD/MM/YYYY):
2. Full time/ Part time:

Sl. No.	From (month & Year)	To (month & Year)	Name of Sector (e.g. Retail, Automotive etc)	Name of Trade	Trade Code	Approx. number of students taught

1						
2						
3						
4						

Section 8: Details of Training of Trainer (TOT) Programs attended (if any)

Sl.No	Name of TOT Program	Date of TOT Program	Duration	Agency	Key topics Covered
1					
2					
3					

Other information (if any)