Frequently Asked Questions (FAQs) for Master Trainers

1	**What is Training of Master Trainers (ToMT) program?** Training of Master Trainers programme is designed to provide opportunities to Master Trainers (who are domain experts with rich industrial/sectoral experience) for the development of training delivery skills as per National Skill Qualification Framework (NSQF).
2	**How many types of ToMT are available and their duration?** Following are the types of ToMT programs that a Master Trainer needs to undergo: 1. Domain Certification by SSC – This program is conducted by respective Sector Skill Council (SSC) in order to align the domain expert with NSQF requirements, familiarization with National Occupational standards, assessment standards and other related information. This training is mandatory for all Master Trainers, as a pre-requisite for conducting training program for other trainers (ToT) and assessors (ToA) in the skill eco-system. 2. Certification on Training Delivery Skills – This program is offered and conducted by Management Sector Skill Council, focusing on enhancement of training delivery skills to facilitate, create and manage a learner based environment. Training of Master Trainers to provide advanced facilitation skills towards the end to end training as per the qualification pack for 'Lead Trainer'. This training is mandatory requirement for all SSC certified Master Trainers.
3	**Why does a Master Trainer need to undergo a ToMT?** A: Master Trainers certified on the two programs (listed above) is a pre-requisite for conducting any ToT/ ToA programs.

Table within row 2:

Type of ToMT	Training	Assessment	Total duration
Domain certification by Sector Skill Council	3 days	1 day	4 days
Certification on Training Delivery Skills	4 days	Formative assessment	4 days

4	**Why does a Master Trainer need to undergo a ToMT?**
	Master Trainers certified on the two programs (listed above) is a pre-requisite for conducting any ToT/ ToA programs.
5	**Where can I find the information on the upcoming ToMT programs?**
	Updated information on ToT programs is available on www.takshashila.nsdcindia.org under the tab "Training Calendar". For specific queries/requirements, one may directly contact the respective Sector Skill Council (SSC) https://www.nsdcindia.org/New/sector- skill-councils-0.
6	**What is the eligibility criteria for undergoing Training of Master Trainer (ToMT) program?**

Master Trainers are domain experts who are required to conduct training programs for aspiring trainers/assessors along with up-skilling of existing trainers and assessors, as per the case. In order to become a Master Trainer, one needs to be:

1. SSC certified domain expert (Master trainer on the functional job role); and,

2. Should meet the entry requirements on minimum educational qualification and relevant sectoral work experience as defined in the table below along with minimum 5 years of training experience.

Educational Qualification	Training Experience in related occupation (mandatory)	Relevant Industrial/ Sectoral Experience*
Diploma	Minimum 5 years	Minimum 5 years
Graduate	Minimum 5 years	Minimum 3 years
Post-graduate	Minimum 5 years	Minimum 2 years
Not applicable (Special Cases)	Minimum 8 years	Recognised experience in the sector/ associated with institute of repute

*Industrial/sectoral experience and training experience could be concurrent)

7	**How can I enrol for a ToMT?**
	To enrol for a ToMT, please contact the respective Sector Skill Council. The contact details are available at: https://www.nsdcindia.org/New/sector-skill-councils-0.
8	**Is there any age limit to enrol for ToMT?**

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	To enrol for a ToMT, you should be in the bracket of the working age limit. However, there is no upper age limit.
9	**Can I enrol for multiple job roles?** Yes, you may enrol for multiple job roles depending upon the batch composition prepared by the Sector Skill Councils. Meeting the eligibility criteria for the job roles that you wish to enrol for is also a necessary condition. Please contact the respective Sector Skill Council at https://www.nsdcindia.org/New/sector-skill-councils-0 for further information.
10	**Which documents will I be required to submit at the time of the registration?** You will be required to submit the following documents at the time of the registration: documents supporting your highest educational qualification, class 10th and 12th class certificates, Aadhaar card, any other identity proof, any other relevant certificates, work certificates for relevant industry experience and work certificate for training experience.
11	**Is any identity proof to be submitted at the time of the registration?** Yes, submission of identity proof is mandatory, preferably your Aadhaar card.
12	**Whom should I contact for fee payment and other finance related queries?** For all your ToMT fee related queries, please contact the concerned Sector Skill Council (SSC), under which you wish to receive the training. The contact details of SSC are available on https://www.nsdcindia.org/New/sector-skill-councils-0.
13	**What does the ToMT cost include?** ToMT cost includes the following: one-time assessment, study material, lunch & refreshment, usage of ToT center infrastructure & consumables and administration support. Travel, accommodation, and other personal expenditure are not covered in the ToMT fee.
14	**What are the expected outcomes of the ToMT on Training delivery skills?** By the end of the ToMT, the Master Trainers will be able to: • Develop and enhance own training, facilitation and learning practices • Prepare to facilitate learning sessions and help reflect and improve practice through appropriate evaluation

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	• Facilitate learning sessions using appropriate training methods, learning enabling techniques and use of ICT
`15	**What is the validity of the certificate issued to me?** The certificate which will be issued to you will be valid for 2 years.
16	**I have not received certificate for the course. Whom should I contact?** If you have not received your certificate after having completed the ToMT, please contact the respective Sector Skill Council. You may write a mail to the respective SSC with a copy of the same to be sent at tot@nsdcinda.org.
17	**What constitutes domain skills?** Domain Skills refers to the sector-specific skills, technical knowledge, and the know-how to perform a specific job accurately. Domain skill training is based on the qualification packs (QP) developed by the respective SSC.
18	**How long does the certification process take?** ToMT results will be communicated by the Sector Skill Councils within 7 working days from the day of the assessment.
19	**I appeared for the ToMT but I have failed to pass the assessment. What can I do?** In case you fail to clear both the assessments (domain and platform) (less than 90%), you will be required to enrol for the ToMT again through the SSC to become a 'Certified Master Trainer'.
20	**How can I enrol for a re-assessment?** No re-assessment is permitted in case a Master Trainer fails to pass the assessment with the desired score. However, if the candidate wishes to, he may enrol for a new ToMT.
21	**What is the minimum percentage needed to be certified as a 'Certified Master Trainer'?** To become a 'Certified Master Trainer', you will need to clear the assessments with at least 90% marks.

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22	**What is the time frame window to register as a trainer before the commencement of the training?** You must aim to get registered for a ToMT program at least 10 days before the start of the ToMT batch, as provided in the training calendar. For registration process and other information, please contact the respective SSC.
23	**Under what circumstances will I have to repeat the ToMT? (percentage)** Any score below 90% in both assessments (domain and platform) will require you to repeat the ToMT.
24	**Whom should I contact if I can't find a suitable batch in the training calendar?** If you're unable to find a batch according to your preference, please contact the respective SSC or consider looking up the training calendar for the following month. The contact details are available at: https://www.nsdcindia.org/New/sector-skill-councils-0.
25	**I have the required number of years of experience required but with a gap in between. Would I still be eligible to undergo the training?** Yes, you will be eligible to undergo the training as it is the total years of work experience which is considered irrespective of a gap in between. The Sector Skill Council, however, would need documentary proof of your work experience.
26	**Which all NSQF levels are offered in the ToMT?** NSQF levels 1-4 job roles are offered in the ToMT. However, 'Lead Trainer' QP used in platform skills is NSQF level 6.
27	**Whom should I report to if I'm unsatisfied with the quality of training being given to me?** If you are not satisfied with the quality of the training that you're receiving under the ToT, please let us know at: tot@nsdcindia.org .
28	**Can I be allowed to undergo only one set of skills – domain or platform?** No. A complete ToT entails training for both sets of skills.
29	**How many ToT/ToA can a Master Trainer conduct at a given point in time?**

A certified Master Trainer can conduct one ToT or ToA program on the suitable job role at a given point in time.