

## Frequently Asked Questions (FAQs) for Trainer

<b><u>1</u></b>	<p><b>What is a Training of Trainers program (ToT)?</b></p> <p>Training of Trainers (ToT) is a program for the development of training delivery skills of those who wish to become trainers in the sector of their preference and aligns them with the National Skill Qualification Framework (NSQF) anchored at NSDA under the leadership of Ministry of Skill Development and Entrepreneurship (MSDE), Govt. of India.</p>
<b><u>2</u></b>	<p><b>Why does a Skill Trainer need to undergo ToT program?</b></p> <p>A Skill trainer needs to go undergo the ToT program for: (i) his competency enhancement (ii) to be certified on desired skills as a part of the ToT program (iii) under PMKVY and other schemes, it is mandatory to be certified by the SSCs under the ToT.</p>
<b><u>3</u></b>	<p><b>What are the kinds of ToT models available for trainers?</b></p> <p>There are two kinds of ToT models available for trainers:</p> <ol style="list-style-type: none"> <li>1. ToT for a New trainer</li> <li>2. ToT for an Existing Trainer</li> </ol>
<b><u>4</u></b>	<p><b>What is meant by the ‘ToT model for new trainer’?</b></p> <p>The ‘ToT model for a new trainer’ entails the training of domain QP and platform skills along with the assessment on both within a period of 10 days, given that the trainer already meets the criteria set by SSCs on educational qualification and industry experience.</p> <p>On passing both the assessments with a minimum score of 80%, the trainer becomes a ‘Certified Trainer’.</p>
<b><u>5</u></b>	<p><b>What is meant by the ‘ToT model for the existing trainer’?</b></p> <p>The ‘ToT model for an existing trainer’ is the ToT model applicable for Trainers with prior training experience, minimum 500 hours.</p> <p>The ToT entails only the assessment and not the training on domain QP and platform skills assessment given that the trainer already meets the criteria set for the educational qualification and industry experience and has a minimum training experience of 500 hours.</p>

	On passing both the assessments with a minimum score of 80%, the trainer becomes a 'Certified Trainer'. Any mark below 80% would require the trainer to enrol for the 'ToT model for new trainer' if he wishes to.
<b><u>6</u></b>	<b>Where can I find the information on the upcoming ToT programs?</b>  Updated information on ToT programs is available on <a href="http://www.takshashila.nsdcindia.org">www.takshashila.nsdcindia.org</a> under the tab "Training Calendar". For specific queries/requirements, one may directly contact the respective Sector Skill Council (SSC).
<b><u>7</u></b>	<b>How can I contact the Sector Skill Councils?</b>  The link <a href="https://www.nsdcindia.org/New/sector-skill-councils-0">https://www.nsdcindia.org/New/sector-skill-councils-0</a> will provide you with the necessary contact information.
<b><u>8</u></b>	<b>I'm not a trainer and I wish to become one. Am I eligible?</b>  Any person who fulfils the eligibility criteria for Trainers defined by SSCs (covering educational qualification for each domain job and relevant industry experience) can become a trainer. Post eligibility match, the trainer must undergo the ToT program on the relevant domain job roles. For the information on educational qualification and industry experience, please click on <a href="http://www.takshashila.nsdcindia.org">www.takshashila.nsdcindia.org</a> , under 'Guidelines Section', refer the document 'Eligibility Criteria for Trainers'.
<b><u>9</u></b>	<b>How can I enrol for a ToT?</b>  To enrol for a ToT, please contact the respective Sector Skill Council. The contact details are available at: <a href="https://www.nsdcindia.org/New/sector-skill-councils-0">https://www.nsdcindia.org/New/sector-skill-councils-0</a> .
<b><u>10</u></b>	<b>Is there any age limit to enrol for the ToT?</b>  To enrol for a ToT, you should be in the bracket of the working age limit. However, there is no upper age limit.
<b><u>11</u></b>	<b>Can I enrol for multiple job roles?</b>  Yes, you may enrol for multiple job roles depending upon the batch composition prepared by the Sector Skill Councils. It would be necessary to meet the eligibility criteria for the job roles that you wish to enrol for.
<b><u>12</u></b>	<b>Which documents will I be required to submit at the time of the registration?</b>  You will be required to submit the following documents at the time of the registration: documents supporting your highest educational qualification, class 10 <sup>th</sup> and 12 <sup>th</sup> class

	certificates, Aadhaar card, any other identity proof, work certificates for relevant industry experience and work certificate for training experience (if applicable).
<b><u>13</u></b>	<b>Is any identity proof to be submitted at the time of the registration?</b>  Yes, submission of identity proof is mandatory, preferably your Aadhaar card.
<b><u>14</u></b>	<b>What is the eligibility criteria for me to enrol in a ToT?</b>  The detailed list of Trainer's qualification and industry experience for job roles can be found at: <a href="http://www.takshashila.nsdcindia.org">www.takshashila.nsdcindia.org</a> > Guidelines Section > Eligibility Criteria for Trainers.
<b><u>15</u></b>	<b>Whom should I contact for ToT fee payment and other finance related queries?</b>  For all your ToT fee related queries, please contact the respective Sector Skill Council (SSC), under which you wish to receive the training. The contact details of SSC are available on <a href="https://www.nsdcindia.org/New/sector-skill-councils-0">https://www.nsdcindia.org/New/sector-skill-councils-0</a> .
<b><u>16</u></b>	<b>What does the ToT cost include?</b> ToT cost includes the following: one-time assessment on Domain & Platform skills, study material, lunch & refreshment, training through SSC certified Master Trainer, usage of ToT center infrastructure & consumables and administration support.  Travel, accommodation, and other personal expenditure are not covered in the ToT fee.
<b><u>17</u></b>	<b>What are the expected outcomes of the ToT?</b>  By the end of the ToT, the trainers will be able to: <ul style="list-style-type: none"> <li>• Understand and identify parts of a NOS in domain QP and trainee handbook;</li> <li>• work effectively through the use of quality systems, ethics and safety practices;</li> <li>• determine professional development needs and prepare a development plan;</li> <li>• design competency based training Session Plans and deliver sessions to the plan;</li> <li>• demonstrate effective training delivery tailored for learner needs; and,</li> <li>• Identify, support and coach learners with special needs.</li> </ul>
<b><u>18</u></b>	<b>What is the validity of the certificate issued to me?</b>  The certificate which will be issued to you will be valid for 2 years.

<p><b><u>19</u></b></p>	<p><b>What is the duration of the ToT program for a new trainer?</b></p> <p>The duration of the ToT is a total of 10 days (64 hours). The break-up of the hours is: 16 hours for domain skills training (2 days for the training and 1 day for assessment) which will be followed by 48 hours for platform skills training (6 days for the training and 1 day for the assessment).</p> <table border="1" data-bbox="331 577 1453 936"> <thead> <tr> <th colspan="4">Structure of ToT model for a New Trainer</th> </tr> <tr> <th>Stages of ToT</th> <th>Training/ Orientation</th> <th>Assessment</th> <th>Total Duration</th> </tr> </thead> <tbody> <tr> <td>Domain Skill</td> <td>2 days/ 16 hours (min)</td> <td>1 day</td> <td>3 days</td> </tr> <tr> <td>Platform Skill</td> <td>6 days/ 48 hours (min)</td> <td>1 day</td> <td>7 days</td> </tr> <tr> <td><b>Complete ToT</b></td> <td><b>8 days/ 64 hours (min)</b></td> <td><b>2 days</b></td> <td><b>10 days</b></td> </tr> </tbody> </table>	Structure of ToT model for a New Trainer				Stages of ToT	Training/ Orientation	Assessment	Total Duration	Domain Skill	2 days/ 16 hours (min)	1 day	3 days	Platform Skill	6 days/ 48 hours (min)	1 day	7 days	<b>Complete ToT</b>	<b>8 days/ 64 hours (min)</b>	<b>2 days</b>	<b>10 days</b>
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<p><b><u>20</u></b></p>	<p><b>What is the duration of the ToT program for Trainers with prior training experience (existing trainer)?</b></p> <p>Minimum training of 1 day is recommended for the existing trainers who already possess minimum training experience of 500 hours in the skill ecosystem. The assessment would take place for both the domain QP and the platform skills.</p>																				
<p><b><u>21</u></b></p>	<p><b>What is the minimum educational qualification required to enrol for the ToT?</b></p> <p>The educational qualification has been outlined by the Sector Skill Council for each domain job. You can find the information at <a href="http://www.takshashila.nsdcindia.org">www.takshashila.nsdcindia.org</a> &gt; Guidelines Section &gt; Eligibility Criteria for Trainers.</p>																				
<p><b><u>22</u></b></p>	<p><b>Do I need to have any minimum months or years of training experience?</b></p> <p>There are two types of trainers identified basis training experience:</p> <p><u>Existing Trainer</u> - If you have already been a part of the skill ecosystem, minimum 500 hours (or two batches of 250 hours each) of training experience with documentary proof of the same.</p> <p><u>New Trainer</u> – If you have less than 500 hours or nil training experience in the skill eco-system.</p>																				
<p><b><u>23</u></b></p>	<p><b>If I have prior training experience in the skill eco-system, will my prior training experience be considered for relaxation in ToT?</b></p> <p>Yes, if you have a minimum of 500 hours of training experience in related occupation (existing</p>																				

	<p>trainer), “ToT model for an existing trainer” would suit your needs as you will not be required to go through the training and can directly sit for the assessment. The duration and fee for this ToT model is relaxed.</p>
<b><u>24</u></b>	<p><b>What is meant by provisional certification/ authorization?</b></p> <p>Provisional certification/ authorization is provided when the marks obtained in one or both the assessments fall between 70 to 79%. Provisional certification is a time-bound approval which is valid for 6 months to conduct trainings in the training centres. During these 6 months, the candidate is expected to clear the re-assessment with desired passing criteria to become a ‘Certified Trainer’.</p>
<b><u>25</u></b>	<p><b>I have not received certificate for the course. Whom should I contact?</b></p> <p>If you have not received your certificate after having completed the ToT, please contact the respective Sector Skill Council.</p>
<b><u>26</u></b>	<p><b>Will the training content/ study material be provided for the ToT?</b></p> <p>Yes, the training material would be provided to you at the time of enrolment or when the ToT starts.</p>
<b><u>27</u></b>	<p><b>What constitutes the study material for the ToT?</b></p> <p>The study material for the ToT would include a trainee handbook, facilitator’s guide, and platform skills handbook.</p>
<b><u>28</u></b>	<p><b>What constitutes domain skills?</b></p> <p>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.</p>
<b><u>29</u></b>	<p><b>What constitutes platform skills?</b></p> <p>Platform Skills refers to presentation behaviours that a trainer uses to transmit content effectively. Platform skills training is based on ‘Trainer’ QP housed with Management, Entrepreneurship, and Professional services SSC.</p>
<b><u>30</u></b>	<p><b>How long does the certification process take?</b></p> <p>ToT results will be communicated by the Sector Skill Councils within 7 working days from the day of the assessments.</p>

<p><b><u>31</u></b></p>	<p><b>What does a ‘refresher course’ mean?</b></p> <p>A ‘refresher course’ is an advanced level training program which would be applicable for only ToT certified trainers. It is envisaged that refresher courses would support trainers in their career progression.</p>
<p><b><u>32</u></b></p>	<p><b>How can I enrol for a re-assessment?</b></p> <p>To enrol for a re-assessment, please get in touch with the respective Sector Skill Council(s) to know about the re-assessment possibilities. Re-assessments can be taken within 6 months from the day of the declaration of the results of the previous assessment.</p>
<p><b><u>33</u></b></p>	<p><b>If I fail to pass the assessment in the first attempt and wish to reappear, will I have to go through the entire ToT again and pay the fee again?</b></p> <p>If you fail to clear both the assessments (domain and platform) (less than 70% in both), you will be required to go through the ToT again by paying the entire fee to become a ‘Certified Trainer’.</p>
<p><b><u>34</u></b></p>	<p><b>What is the minimum percentage needed to be certified as a ‘Certified Trainer’?</b></p> <p>To become a ‘Certified Trainer’, you will need to clear both the assessments (domain and platform) with at least 80% marks.</p>
<p><b><u>35</u></b></p>	<p><b>What is the time frame window to register as a trainer before the commencement of the ToT?</b></p> <p>You must aim to get registered for a ToT program at least a week before the start of the ToT batch, as provided in the training calendar. For registration process and other information, please contact the respective SSC.</p>
<p><b><u>36</u></b></p>	<p><b>What would be the cost involved if I want to undergo re-assessment for the domain or the platform QP?</b></p> <p>To undergo re-assessment for the domain or platform QP assessment, you would have to bear the assessment cost for each QP. However, no training fee would be required to be paid in such cases.</p>
<p><b><u>37</u></b></p>	<p><b>What is the minimum percentage needed in domain skills for the direct enrolment in platform skills?</b></p> <p>For direct enrolment in platform skills, you need to have scored minimum 80% marks in your domains skills assessment.</p>
<p><b><u>38</u></b></p>	<p><b>If I am unable to attend the ToT for one or two days, is there a way those hours can be compensated for within the training period?</b></p>

	No. There is no provision to compensate for the hours of training under the ToT that you're unable to attend.
<b><u>39</u></b>	<b>Is there any minimum attendance percentage required to sit for the assessment?</b>  It is advised that all the sessions in the training program (ToT) should be attended. Ideally, we look forward to having 100% attendance for assessment.
<b><u>40</u></b>	<b>Under what circumstances will I have to repeat the ToT?</b>  You will have to repeat the ToT if one of the following situations arise:  <u>Case I:</u> If your score in the domain QP assessment is 80% and above but less than 70% in the platform skills assessment.  <u>Case II:</u> If your score in the platform skills assessment is 80% and above but less than 70% in the domain QP assessment.  <u>Case III:</u> If your score in the domain QP assessment and platform skills assessment is less than 70%.  However, in the case of existing trainers, you will have to repeat the ToT if you fail to score minimum 80% marks in both the domain QP and platform skills assessment.
<b><u>41</u></b>	<b>Whom should I contact if the training calendar isn't available on the site?</b>  If the training calendar isn't available on the site, please contact the respective SSC.
<b><u>42</u></b>	<b>Whom should I contact if I can't find a suitable batch in the training calendar?</b>  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.
<b><u>43</u></b>	<b>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?</b>  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.
<b><u>44</u></b>	<b>Which all NSQF levels are offered in the ToT?</b>

	NSQF levels 1-4 job roles are offered in the ToT. However, 'Trainer QP' used in platform skills is NSQF level 5 QP.									
<b><u>45</u></b>	<b>Is there any gap between the completion of the ToT and the day of the assessment?</b>  No. The ToT program is a continuous 10-day program and hence, there is no gap between the completion of the ToT and day of the assessment.									
<b><u>46</u></b>	<b>Will I receive separate certificates for domain and platform skills training?</b>  No, a combined certificate would be issued for both the assessments for which you wish to become the trainer.									
<b><u>47</u></b>	<b>Whom should I report to if I'm unsatisfied with the quality of the training being given to me?</b>  If you feel unsatisfied with the quality of the training that you're receiving under the ToT, please let us know at: <a href="mailto:tot@nsdcindia.org">tot@nsdcindia.org</a> .									
<b><u>48</u></b>	<b>Can I re-appear for the assessment as many times as I wish to?</b>  Yes, you may appear for the re-assessment as many times you wish to within the period of provisional authorization i.e., 6 months.									
<b><u>49</u></b>	<b>What is the fee structure of the ToT?</b>  <table border="1" data-bbox="242 1339 1244 1500"> <thead> <tr> <th></th> <th><b>New Trainer</b></th> <th><b>Existing Trainer</b></th> </tr> </thead> <tbody> <tr> <td><b>Technical Job Role</b></td> <td>Rs. 11000</td> <td>Rs. 2000</td> </tr> <tr> <td><b>Non-Technical Job Role</b></td> <td>Rs. 9000</td> <td>Rs. 1800</td> </tr> </tbody> </table>		<b>New Trainer</b>	<b>Existing Trainer</b>	<b>Technical Job Role</b>	Rs. 11000	Rs. 2000	<b>Non-Technical Job Role</b>	Rs. 9000	Rs. 1800
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<b><u>50</u></b>	<b>Can I be allowed to undergo the training of only one set of skills – domain or platform?</b>  No. A complete ToT entails training for both sets of skills.									
<b><u>51</u></b>	<b>Is there a provision to take a break between the training for the two sets of skills?</b>  No, there is no such provision. You are required to complete the training within the period of 10 days as stated above.									
<b><u>52</u></b>	<b>Is it necessary to complete both the assessments to become a 'Certified Trainer'?</b>									



	<p>Yes, in order to become a 'Certified Trainer', it is mandatory to undergo the training for both sets of skills.</p>
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