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GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



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National
Skill Development
Corporation

Transforming the skill landscape

GUIDELINES FOR INDIA INTERNATIONAL SKILL CENTERS (IISC)



IISC

INDIA INTERNATIONAL
SKILL CENTRE

MAKING SKILLED INDIA WORLD READY

Version 1.5

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GUIDELINES

INDIA INTERNATIONAL SKILL CENTERS (IISC)

ABOUT THE DOCUMENT

- This document shall serve as the overall guidelines for the operationalization of the India International Skill Centers
- This document highlight the processes which are relevant to the IISCs and are different from the SOPs of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and Pravasi Kaushal Vikas Yojana (PKVY)
- IISCs shall follow the Process Guidelines of the respective schemes of PMKVY and PKVY for all the various other tenets not mentioned in this document for the smooth operations of the centers.

BACKGROUND

- Government of India is keen to bridge the global shortage of labor force in the coming years by reaping the demographic dividend of young Indian labor force.
- To meet this objective, Ministry of Skill Development & Entrepreneurship under the “Skill India” Mission is setting up India International Skill Centre (IISC) to provide skill trainings and certification benchmarked to International Standards.
- Ministry of Skill Development & Entrepreneurship and Ministry of External Affairs signed a Memorandum of Understanding (MoU) on 2nd July 2016 to implement Pravasi Kaushal Vikas Yojana (PKVY), a scheme designed to offer skill development to Indians seeking jobs overseas. The MoU institutionalize a framework to provide skill training to lakhs of Indians who go abroad to work every year.
- This is an important step towards the realization of Prime Minister's vision of transforming India into the skill capital of the world.

CONCEPT

- India International Skill Centers shall be set up through the National Skill Development Corporation (NSDC) and shall be implementing the Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and Pravasi Kaushal Vikas Yojana (PKVY) to youth seeking global mobility for jobs.
- IISCs shall be state of the art centers equipped with lab infrastructure to deliver International benchmarked training and certification programs.
- IISCs to be setup at the International Migrating pockets of the country for equipping trainees looking to migrate overseas.
- Pre Departure training modules to be part of the trainings at IISCs which shall make the trainees adjust to the culture and environment of the migrating country.
- IISCs shall look to develop placement linkages to international countries through direct tie ups with Employers or Recruitment Agents approved by the Ministry of External Affairs.

TRAINING MODEL

- IISC centers shall be implementing skill training programme under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and Pravasi Kaushal Vikas Yojana (PKVY) to youth seeking global mobility for jobs.
- Indian National Occupational Standards benchmarked to International Vocational Qualifications (IVQs) will be delivered at the centers to train trainees as per international standards to promote easier mobility. These qualifications shall be based on international standards of skills and provide increased mobility to learners. This will benefit the learners as it will expose them to international standards in skills and will help them to understand the industry regulations; health & safety and technical standards at international level.
- Ministry of External Affairs (MEA) shall provide support for Pre-Departure Orientation Training, which includes language and soft skills training modules.
- Overall training module would be followed by assessment and certification. Sector Skill Councils would collaborate with International awarding bodies like City & Guilds for assessments and certifications on the IVQs. Successful candidates would be provided a joint certificate between the Indian and International Awarding Organisation.
- All the tenets of the PMKVY and PKVY will be followed end to end. This shall include the processes not defined specifically in this guideline.
- IISC centers would be required to have direct engagement with State Skill Missions and the State Government overseas placement Missions for placement support.

VARIANT 1 : Training on Transnational Skill Standards – Fresh Entrants

- India International Skill Centers are envisaged to provide complete training and certification programme to youth intending to migrate overseas for work. Training capsule would entail :
 - Domain skill benchmarked to International Standards
 - Language skill
 - International Country specific orientation skill
 - Digital Literacy modules

VARIANT 2: Finishing Skills for Experienced Youth

- India International Skill Centers may also submit proposal to provide finishing skill training and certification programme for experienced candidates intending to migrate overseas for work. Training capsule would entail :
 1. RPL on domain skills bridge training
 2. Pre-departure orientation training:
 - Language skill
 - International Country specific orientation skill
 - Digital Literacy modules
- In order to access funding for this model of trainings, IISCs to submit a separate proposal to PMKVY 2 RPL Steering Committee.
- FINISHING SKILLS funding to include RPL bridge training, Pre Departure Orientation Training, Assessment & Certification and International Placement incentives.

STAKEHOLDERS

The following are the key stakeholders in the effective implementation of the India International Skill Centers:

- Ministry of External Affairs
- Ministry of Skill Development & Entrepreneurship
- National Skill Development Corporation
- Sector Skill Council
- Training Partners
- Digital Literacy Partners

RESPONSIBILITY MATRIX:

S. No.	Stakeholder	Responsibilities
1	Selected Training Center (TC)	<ul style="list-style-type: none"> • Training centers should be accredited (as PMKVY guidelines) and affiliated by the respective Sector Skill Council for the proposed QP. • Training partner would have to collaborate with Sector Skill Council for technical support in center preparedness, curriculum and content and overall training assessment process. • Training partner to ensure center is adequately equipped with recommended infrastructure, domain lab, computer lab, team of qualified trainers and content for the specific job role. • Training centers must be complied with common look and feel of the center i.e. branding guidelines • Training partner must provide Trainee Uniform, Trainee Welcome Kit and Trainee Handbook to each candidate enrolled. • Training partner would ensure certification of trainers on Indian and IVQ standards for the respective job roles. Training of Trainers on PDOT module would be required. • Training partner would be responsible for implementing training programme along with mobilization and counselling of prospective candidates, as guided by the SSC/NSDC from time to time. • Training partner to undertake mobilization of appropriate candidates ensuring best-fit for training resulting into international mobility • Ensure timely completion of training batch and IT related compliance on SDMS. To upload details of the placed candidates on SDMS. The TCs should upload details of the placed candidates as and when the candidate is placed • Training partner must independently tie-up with international employers and government recognized recruitment agencies for placement opportunities. • Training partner to develop strong connect with State governments Skill Missions for additional support for mobilization and placement • Maintain database of beneficiaries – ‘trainee docket file’ for every trainee

2	Sector Skill Councils (SSC)	<ul style="list-style-type: none"> • Sector skill Council to completely align Indian standards with International standards for the identified job roles. • Sector Skill Councils to follow Centers Accreditation Guidelines for the Skill eco-system. • Sector Skill Councils to ensure completion of affiliation process of IISC in a timely manner • Sector Skill Council along with City & Guilds (Awarding body) would conduct assessment and certification of IISC trainees. • Sector Skill Council to support IISC centers in placement linkages. • Sector Skill Council to ensure availability of Trainee Handbook on Indian standards for the identified job roles. • SSCs to provide sufficient batches for TOT of IISC Trainers for identified job roles on Indian Standards. • Provide technical support and guidance to IISC, wherever required.
3	International Awarding Body (AB)	<ul style="list-style-type: none"> • AB to provide assessment strategies and processes to SSCs for internationally benchmarked standards for the identified job roles • AB to provide complete content – Trainee Handbook and Trainer’s Guide on internationally aligned job roles to respective SSCs • AB to participate in IISC center due-diligence process of training center facility, wherever required • AB to offer joint certification to IISC trainees along with respective Sector Skill Councils • AB to offer TOT for Master trainers on internationally aligned standards for the identified job roles
4	International Digital Literacy Partner	<ul style="list-style-type: none"> • Support IISC training centers on International Digital literacy module with the following - <ul style="list-style-type: none"> – Provide Training plan on digital literacy module – Provide information on computer lab requirements – Provide content and study material for digital literacy module – Conduct assessment and certification of trainees on digital literacy module

6	National Skill Development Corporation (NSDC)	<ul style="list-style-type: none"> • Provide branding support/ guidelines for proposed IISC • Facilitate collaboration of SSCs with awarding body – City & Guilds • Provide project management unit support in implementation the PMKVY through IISC • Coordination with ICDL/Microsoft for technical support on Digital Literacy module to the IISCs • Along with MSDE, collaborate with MEA for pre-departure module • Facilitate MEA’s support in tie-up with recruitment agencies
7	Ministry of Skill Development & Entrepreneurship (MSDE)	<ul style="list-style-type: none"> • Policy and regulation • Coordinate with MEA for development of Pre-departure module • Facilitate MEA’s support in tie-up with recruitment agencies • Support funding of IISC trainees under PMKVY and PKVY schemes
8	OIA Division - Ministry of External Affairs (MEA)	<ul style="list-style-type: none"> • To get pre-departure training module and curriculum developed for use at all IISCs • Support Training of Trainers (ToT) programme on pre-departure module • Facilitate linkages with reliable govt. and private recruitment agencies for job opportunities

FUNDING AND COST OF TRAINING

- Funding for IISC will follow complete transparent funding of skill training without any intermediaries and payouts will be directly transferred to the stakeholders' account.
- All the costs will be linked to the Common Norms issued by the Government of India and will be updated in case of any changes.
- The following head of costs shall be covered under the IISC :
 - **Domain Training Costs**
The per candidate base costs for different sectors will be either INR 28.9, INR 34.7 or INR 40.4 as per the trainings in various job roles/sectors defined in the three different categories defined in the SOP document – Per hour Base Costs for Trades/Sectors. Differential cost could be considered in cases of training centers with high-end equipment aligned with international standards.
 - **Pre Departure Orientation Training Costs**
Per candidate base costs for pre-departure training module will be INR 28.9 per hour per student in the training center. Pre-departure training cost is same cost applicable under all courses.
 - **Assessment & Certification Fees**
 - SSCs and International Awarding Organization shall be directly paid the Assessment & Certification Fees post the successful completion of the assessment on the basis of the total number of trainees assessed.
 - The price point for the International Awarding Organization will be finalized in consultations with the International body and may differ from one Organization to the other. However the upper limit to the assessment and certification to International Awarding organisation is capped at Rs. 3300/- per trainee with the maximum of Rs. 3000/- being given to the International Awarding Organisation.
 - In addition for sectors where International Certification on IT is required like hospitality, Retail etc., ICDL training material and certification (IVQ) cost will be additional – Rs 1200/- per candidate.
- **For Variant 2** trainings, PMKVY guidelines on the bridge training will be followed. Rest of the cost heads will be the same.

Fund Disbursement

- Funds to the Training Partner's will be directly transferred to the TC's bank account as defined in the table below :

1	30%	On commencement of the training batch against validated candidates
2	50%	On successful certification of the trainees
3	20%	Outcome based on placements *

*Placement requirement: Placement of 70% of the batch – domestic and/or international. Out of 70% placements, IISCs to ensure international placement of minimum 25% of the batch.

For every successful international placement, Training partner would be awarded with incentive, subject to submission of all required proofs as specified in the guidelines in the document.

- There will be adjusted payments for the candidates who drop out post disbursement of the first tranche. The amount disbursed to the TP against a dropped or failed candidate in the first tranche shall be adjusted in the subsequent tranches.
- Candidates **will not be allowed** to enroll a second time in the same or different course at the IISC.
- Annual reconciliation of payments disbursed against each candidate certified and placed by the TP shall be undertaken before disbursement of the final tranche. Any excessive payment shall be adjusted and released or recovered from the TP.

PROCESSES

MOBILIZATION PROCESS:

- IISC training centers shall conduct various outreach campaigns across the districts in which they are located. The out-reach campaign may comprise a combination of door-to-door visits, mobile vans, and interaction with community-based groups and local leadership.
- Under IISC, Candidates having passports will be preferred for the enrolment of batches. Candidates will also need to sign an undertaking regarding their intent for international mobility for employment. If the candidate does not seek to travel overseas post the training, the candidate will be liable to give the entire cost of training to the Training Partner.
- All outreach efforts are to target school drop-outs and undergraduate college drop-outs. Mass enrollment of trainees shall not be allowed under the Scheme. Kaushal Melas should be conducted in coordination with State/Local representatives at least once every six months, in accordance with the Kaushal and Rozgar Mela Guidelines (under PMKVY). TCs are required to ensure that their mobilization efforts are visible on print, outdoor and digital media platforms, in accordance with the Branding and Communication Guidelines.

Mobilization process:

- Developing Mobilization strategy
 - Identifying the stakeholder group
 - Developing the key messaging
 - Selecting the right messaging dissemination mode
- It is mandatory for IISC candidates to have an Aadhaar ID and bank account details during the enrollment process. System of recording the trainees and trainers attendance through Biometric attendance system would be made mandatory.
 - IISC is applicable to any candidate of Indian nationality who is unemployed, school or college dropout, or as identified by the Sector Skill Council (SSC) for their respective job roles. The existing mobilization goals to that effect are, therefore, expected to meet the following objectives:
 - Spread awareness about IISC to the community at large.
 - Identify the suitable beneficiaries in accordance with the Scheme guidelines.
 - Counsel the identified candidates and enroll them under the courses best matched with their aptitude.
 - Training center would be responsible for entering details of candidates on Skill Development Management System (SDMS) and follow compliances required from time-to-time throughout life-cycle of the beneficiary in training. Process Manual for SDMS working would be provided to all selected IISCs.

IISC TRAINING CENTER SELECTION:

- IISC centers are independent centers, not clubbed with skill development programme patronized by other Ministries and state government (like NULM, DDU-GKY etc...)
- IISC Training centers would be identified on the basis of Expression of Interest (EOI) wherein center selection would be based on set parameters clearly stated in the EOI document.
- To conduct trainings under IISC, centers have to be accredited and affiliated as per guidelines defined in the SOP document – Centre Accreditation and Affiliation Guidelines. The pilot phase centers shall also be needed to undergo this accreditation and affiliation at an early date specified by NSDC.
- IISC centers would have common look and feel as per the branding guidelines issued by NSDC. Ensuring that center is adequately equipped with necessary infra, team of qualified trainers and curriculum for an International level training.

IISC INFRASTRUCTURE REQUIREMENTS:

1. Overall look and feel of the center must be clean, hygienic and as per branding guidelines
2. Domain Lab should be set up as per list of equipment mentioned in model curriculum of the job role; ensure availability of all listed equipment in the lab
3. Training Center must provide Trainee Handbook to enrolled trainees and Trainer's Guide to trainers.
4. For technical trades, a workshop area should be demarcated separately
5. Safety instructions for working in domain lab should be clearly mentioned for trainees
6. Functional Computers with internet facility of min 4 mbps would be required for running Pre-departure training (PDOT) online module
7. Computer lab with functional computers (at-least 10 systems).
Guidance:
 - Systems to be used in the ratio of 1:1 – Computer: Trainee
 - multiple shifts could be adopted for computer usage
 - Each computer must have headsets compatible with systems to run Audio-Visual for PDOT Training
8. Center classrooms must be well-lit and well ventilated
9. Classrooms with proper siting arrangement with chairs and table, preferable wooden with table-like arrangement
10. Center must have proper and regular supply of electricity
11. Sufficient number of clean Toilets must be available at centers
12. For trainees mobilized from distant places, residential facility should be provided to such candidates for free. Residential facility provision would be funded under PMKVY as per common norms.
13. Center must maintain all important documents like copy of lease agreement, copy of process manuals and trainee documents
14. Center and hostel must have bio-metric attendance mechanism and process

MANPOWER REQUIREMENTS:

- a. Team Strength: Center must have at least one trainer for each job role; One counsellor and One center in charge
- b. SSCs are mandated to conduct Training of Trainers (ToT) for certification of trainers
- c. All trainings shall be imparted by SSC approved trainers who have completed the ToT programme.
- d. Trainers should be certified on Domain QP and Platform QP as per Indian standards and IVQs
- e. Center in charge must possess complete awareness and knowledge of PDOT module for smooth facilitation in the training

BRANDING GUIDELINES

India International Skill Centers should adhere to the Branding and Communication Guidelines. Any deviation from the norms will be dealt with as per the monitoring framework of the Scheme.

The following branding shall needed to be followed at every IISC Center:

1. **Exterior Centre Branding** (Position: Front Façade of Training Centre @ Main Entrance, Size: 5ftx20ft)
2. **Exterior Signage** (Back Lit) (Position: Front Façade of Training Centre@ Main Entrance , Size: 8ftx4ft, Material: Star Flex (Pasted on Iron Frame) & Back Lit (Good Quality Tubes)
3. **Signage behind reception** (Position: Behind Reception Desk, Size: Depending on Wall, Material: Digital Print on 5mm Sun Board
4. **Tent Card at Reception** (Position: On Reception Desk, Size: 7inx9in, Material: Digital Printing on Imported Art Paper (300 GSM) with inside spine for standing
5. **Standee** (Position : Standee at Reception Areas, Classrooms and Corridors Size: 3ftx6ft , Material: Star Flex)
6. **Poster 1** (Position: On walls in the waiting area, corridors, Size: 17inx22in , Material: Digital Printing on Imported Art Paper (300 GSM)
7. **Poster 2** (Position : Catchment Area/around centers, Size: 17inx22in , Material: Digitally Printed Vinyl)
8. **Course Marketing Booklet** (Size: 10cmx14cm , Material: Imported Art Paper (130 GSM)
9. **Safety Instructions Poster** (Position: On walls in the clasroom and labs , Size: 17inx22in , Material: Digital Printing on Imported Art Paper (300 GSM)
10. **Job Roles Poster** (Position: On walls in the clasroom and labs , Size: 17inx22in , Material: Digital Printing on Imported Art Paper (300 GSM)

The link of the standard collaterals will be shared with the IISC Training Partners

TRAINING DELIVERY

- Training would be imparted on the Indian National Occupational Standards benchmarked to International Standards.
- The model curriculum and content for the respective Qualification Packs (QPs) benchmarked to International standards shall be developed by SSCs and approved by NSDC.
- The Infrastructure Requirements will be laid down in the model content. IISC Training Partners to ensure the adequate lab setup at IISC.
- All candidates shall to be provided the course curriculum booklet of this course along with the Induction kit.
- As per the approved model curriculum candidates would also undergo the specified number of hours of pre departure orientation trainings.
- It is mandatory for the candidates to have an Aadhaar ID during the enrollment process; the bank account details, however can be uploaded later.
- It is mandatory for the trainees to maintain 70% attendance to be eligible to appear in the assessments.
- System of recording the trainees' and trainers' attendance through Biometric attendance system would be made mandatory
- SSCs are mandated to conduct Training of Trainers (ToT) for certification of trainers. All trainings shall be imparted by SSC approved trainers who have completed the ToT programme.
- Training Duration
 - Domain Skill - Depends on the Job Role. Will be specified in the Model Content
 - Pre Departure Training Module – Approx. 160 Hours
- During the Training, IISC shall also facilitate the candidates for applying for Passports (If they do not have already) as soon as they enrol and providing assistance information on applying for Visa's as part of the Pre Departure Training Modules.

ASSESSMENT & CERTIFICATION

- The trainings at IISC will be followed by Assessment & Certification on the International Standards.
- Indian Sector Skill Councils shall tie up with the International Awarding Organisations (Such as City & Guilds) to deliver International Certifications to candidates under the IISCs.
- SSC and International Awarding Body to create the assessment guide for the Qualifications and gives guidance or provides the platform for evidence collection of formative and summative assessments.
- SSC and International Awarding Body shall build a team of assessors. These assessors are recruited and trained as per the agreed competency levels.
- SSC and International Awarding Body shares process for collection of evidence by Trainers. The evidences will be collected as learner assessment record book. These are internal Assessments conducted by the Trainers at periodical intervals in line with the Lessons plans.
- Trainees will be assessed on the assessment guide for the International Qualifications.
- Trainers will also collect evidences as learner assessment record book. These are internal Assessments conducted by the Trainers at periodical intervals in line with the Lessons plans.

- SSC and International Awarding Body will conduct the training for assessors and conducts assessments. SSC and International Awarding Body will also do an annual review on the assessors and will share the same with SSC.
- Post the successful completion of the Assessments, Candidates to get the Joint Certification of the Indian Sector Skill Council and the International Awarding Organisation.

PLACEMENT FACILITATION & PROCESS:

- IISC centers will be required to have mentorship-cum-placement cells. IISCs are encouraged to organize Placement/ Rozgar Melas with support from the SSCs.
- Placement is a critical objective under IISC. IISC Centers should facilitate placement opportunities for the trainees through the following models
 - IISC should explore direct linkages with the International Employers to facilitate placement of Trainees. Demand should be gathered from International Employers and the IISC should aim to facilitate maximum employment through this route.
 - State Governments have set up Recruitment Agencies (Such as Overseas Manpower Company Andhra Pradesh Limited (OMCAP), Rajasthan State Livelihood Development Corporation (RSLDC) etc.) or Government Approved Private Recruitment Agents to facilitate Overseas Placements. IISCs should establish engagement with State Governments Recruitment Agencies for reliable placement opportunities, as these would be one of the potential channels for placements.
- IISC to successfully place (within India and/or abroad) minimum 70% of the certified candidates within three months of completion of the training. Out of 70% of the batch placement, at least 25% to be placed abroad in pre-defined wage employment.
- Training partners would be provided incentive amount of Rs. 10,000/- per successful international placement. This is subject to submission of proper documents required as per guidelines.
- IISC/Recruitment Agent will not be allowed to put Any Charges for facilitation of Employment above the incentive provided as part of the scheme.
- In case of wage employment, IISCs need to provide a valid proof of placement. The following documents are considered valid proof of employment:
 - i. Appointment letter issued by the employer
 - ii. A letter issued by the employer with details like the placed candidate name, date of joining and cost to company (CTC)
 - iii. Salary certificate
 - iv. Salary slips issued by the employer
 - v. Salary payment proof (NEFT details, bank account statement, or passbook entries) showing the monthly credit details
 - vi. Valid passport and visa for the candidate

MONITORING AND TRACKING PROCESS:

- Rigorous continuous monitoring system linked to a Consequence Management Framework will be applicable to ensure adherence to quality standards and guidelines of the Scheme. A third party agency would undertake continuous monitoring of all the TCs. An effective grievance redressal mechanism will be put in place. Helpline numbers will also be provided on the website.
- In order to monitor India International Skill Centers, various methodologies as mentioned in the Skills Ecosystem Guidelines, such as Self-Audit Report (SAR), call validations, surprise visits, and monitoring through SDMS shall be used. The States shall also be empowered to monitor the Scheme, the details of which shall be defined in the Monitoring Framework of PMKVY.

PHASE 1

CENTRE DETAILS – PILOT PHASE

In the initial phase, 50 centers are slated to be open under this initiative in this year. The following centers are part of the pilot across the eight sectors Domestic Workers, Retail, Tourism & Hospitality, Capital Goods, Healthcare, Construction, Automotive and Security

Sl. No.	Location	Training Partner	Tentative Job Roles
1	Ajmer, Rajasthan	IL&FS	Commercial Vehicle Driver
2	Allahabad, Uttar Pradesh	Empower Pragati	Electrician General
			General Mason
3	Araria, Bihar	Moti Babu Institute of Technology (MBIT)	MIG Welder
4	Chandigarh, Punjab	INSCOL	General Duty Assistant
5	Gorakhpur, UP	LabourNet	General Mason
6	Hyderabad, AP/ Telangana	Syncroserve Global Solutions	Sales Associate
			General Duty Assistant
			F & B Service – Steward
7	Kochi, Kerala	Force 10 Protection Services Pvt. Ltd.	Unarmed Security Guard
8	Kochi, Kerela	MWT	General Duty Assistant
9	Kolkatta, WB	Quivan Skill Empowerment	General Mason
10	Lucknow, UP	Mahendra	Sales Associate
			Food & Beverage - Steward
11	Lucknow, UP	SWACA	F & B Steward
			General Duty Assistant
			MIG Welder
12	Maharajganj, UP	Quivan Skill Empowerment	General Mason
13	Navi Mumbai, Maharashtra	AnupTech	MIG Welder
14	Ranchi, Jharkhand	Prayas JAC	General Housekeeper
15	Varanasi, UP	SWACA	Sales Associate
			F & B Steward
			General Duty Assistant
			Unarmed Security Guard
16	Varanasi, UP	Orion Edutech	MIG Welder
			Sales Associate
			F & B Service - Steward
			General Duty Assistant