

Quality Guidelines for NSDC Training Partners

Quality Assurance team at NSDC focuses on enabling structure and consistency across skilling endeavors in the country.

All Skilling Trainings should follow the National Occupational Standards (NOS) as per the constitution of the targeted Qualification Pack (QP). To assure quality and consistency of skilling across the skill training initiatives for the varied job roles across the country, NSDC coordinates with the respective Sector Skills Councils (SSCs) for the development of the following deliverables QP-wise amongst other resources:

- Curriculum and Training Delivery Plan
- Skilling Content:
 - Participant Handbook
 - Facilitator Guides with Training Delivery Plan and Assessment Criteria

Curriculum and Training Delivery Plan

- **Curriculum:** A Curriculum consists of modules to be covered, key learning outcomes, equipment required for each module and assessment criteria. The training material is created based on the guidelines laid down in the Model Curriculum for the QP. A clearly defined **Curriculum** clearly indicate:
 - Modules (to address different aspects of the program)
 - Duration of each module (number of hours/days/weeks) and the total program.
 - Key competencies to be expected to be acquired by the incumbent at the end of the program.
 - Equipment being used for imparting training (such as tools & machinery, flipcharts, computers, projectors, whiteboards etc.,)
 - Assessment criteria as mentioned in the target QP.
- **Training Delivery Plan:** It is a detailed document that guides the planning and delivery of training program. It is also called a learning plan and is an organized description of the activities and resources that need to be used while conducting the training to achieve its learning objectives. It clearly mentions Module wise and Session wise details, such as name of the program, objectives (competencies/learning outcomes) to be achieved, duration, training aids/ equipment used and training methodology adopted for the training.

Skilling Content

Skilling content should be NOS based and clearly articulate the **Job role** for which the candidate is being trained. All the training material should go through a rigorous review cycle from the technical and instructional design perspectives to ensure that the training programme is effective and maps to an appropriate Skill level.

Training content should map to all the NOSs as mentioned in the QP. The language of the content should be simple and easily understandable by the target audience. Appropriate graphics and visual aids should be used in the courses. Required tools and practical exercises should be used to provide participants enough exposure to enable them attain the required skills for that job role.

- **Participant Handbook:** It focuses on domain knowledge and skills being imparted. There should be exercises at the end of each module or session to test understanding. Where skills are being imparted to candidates who are not literate enough, the participants manual should include a lot of visuals.

- **Facilitator Guide:** It focuses on providing handling tips to enable the facilitator deliver content effectively during the session. It also contains some additional information about the content along with detailed guidelines to conduct activities that are part of the session.

Trainer

SSCs must ensure that an adequate number of Trainers are certified on domain and platform skills. Domain Skills refer to the sector-specific skills, technical knowledge, and knowhow to perform a specific job accurately. Platform Skills refer to presentation, behavioral and soft skills that a trainer uses to transmit content effectively. Trainers must demonstrate excellent platform skills to get their messages across.

A trainer should have good communication and facilitation skills and the ability to deliver training in the vernacular/ local language where required, for ease of assimilation and should lay ample stress on health & safety measures as well as soft skills. Trainers should be assessed on an ongoing basis by the organization as well as feedback received from the participants. For a trainer to conduct sessions, he/she should be certified on QP code MEP/Q0102 - Trainer. The trainers are trained through the Training of Trainer (ToT) programs, which essentially are to be conducted by SSC trained and certified Master Trainers only. For a trainer to conduct the ToT sessions, he/she should be certified on QP code MEP/Q0101 - Lead Trainer.

Assessment

Training partners (TPs) should contact the SSC for arranging an assessor to conduct the assessment. Each SSC empanels multiple assessment agencies for conducting assessments. A training partner cannot be the Assessment Agency for that QP. When a TP initiates a training batch, the TP must upload the batch and student details into SDMS (Skill Development Management System) provided by NSDC. This also carries the assessment date. The SSC thus gets the option to allocate an appropriate Assessment Agency for the TP's batch. A specific assessor aligned to the Assessment Agency for that QP is scheduled to visit the TP location (Training Center) for the assessment. After the assessor finishes the assessment, he/she uploads the performance data onto SDMS for the assessment agency and SSC to check and approve the same.

For an assessor to conduct assessments, he/she should be certified on QP code MEP/Q0104 - Assessor. For an assessor to conduct training of assessors, he/she should be certified on QP code MEP/Q0103 - Lead Assessor.

Certification

After the assessment has been approved by the SSC, every successful candidate is awarded a certificate, which is generated by SDMS. The certificate comprises of:

- Name of the awardee & ID (Trainee ID or UID)
- Date of awarding the certificate
- QP Name, QP code and NSQF level
- Logos of Sector Skill Council and NSDC

Please find below a sample of the certificate:



Each certificate carries a unique Quick Reference (QR) code. It is similar to a bar code that can be used to verify the authenticity of the certificate.