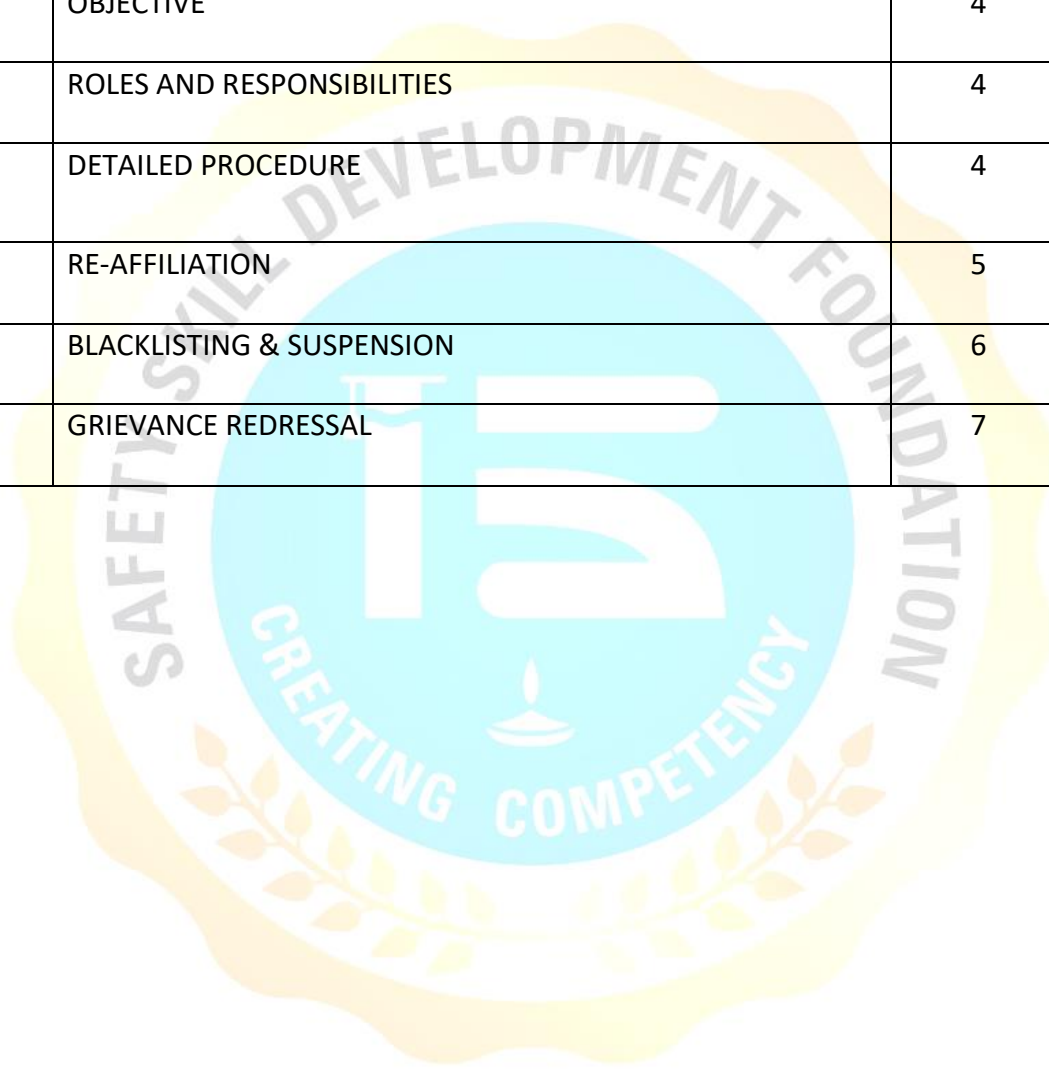

POLICY

AFFILIATION OF TRAINING PROVIDER



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POLICY : TRAINING PROVIDER AFFILIATION**(SAFETY SKILL DEVELOPMENT FOUNDATION)****1. INTRODUCTION**

A. The term Affiliation of Training Provider is used for completion of a process of establishing competence of any Institution desiring of delivering Vocational Training as per NSQF level which is based on the Qualification Pack/National Occupational Standards (QP/NOS) created by Safety Skill Development Foundation (SSDF).

B. An Education Body/Vocational Training Provider (VTP)/Industry body can seek affiliation from a Safety Skill Development Foundation (SSDF) in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by SSDF will carry out evaluation of competences and availability of the desired Infrastructure and capability of creating the desired infrastructure matching the needs/requirements of delivering QP/NOS based training.

2. ACRONYMS

Abbreviation	Long Form
SSDF	Safety Skill Development Foundation
AAs	Assessment Agencies
ABs	Awarding Bodies
CSSM	Central sponsored state managed
CSCM	Central Sponsored Central Managed
NSDC	National Skill Development Corporation
NOS	National Occupational Standards
NSQF	National Skill Qualification Framework
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PIAs	Project Implementation Agencies
QPs	Qualification Packs
RPL	Recognition Prior Learning
SIP	Skill India Portal
STT	Short Term Training
TPs	Training Providers
TC	Training Centre
TOT	Training of Trainers
TOA	Training of Assessors

3. PURPOSE AND SCOPE

The alignment of VTP/Education body with Safety Skill Development Foundation through the process of affiliation will focus on learning and development of the learners so that they are easily employable in the industry. The process is also expected to encourage VTP/Education Body to pursue continual excellence so that they are always in tune with the requirement of the industry needs. Thus, the purpose of affiliation of Training Provider is to maintain high standards of quality in delivering QP/NOS/Course based vocational training.

4. OBJECTIVE

Some of the Salient Objectives of Affiliation include:

- (a) To assess VTP Institution and Educational bodies and their programs that meet defined quality parameter set by SSDF in delivering the training.
- (b) To foster excellence in VTP Institutions infrastructure effectiveness in delivering QP/NOS or competency-based training.
- (c) To establish a framework for continuous improvement and provide an opportunity to benchmark with other institutions in India and abroad.
- (d) To facilitate developing the professional competency of the learners in tune with the requirement of the industry.

5. ROLES AND RESPONSIBILITIES

S. No	Process Activity	Responsibility	
1.	Maintenance of Policy	Manager, BD (Process Owner)	affiliation@ssdfindia.org
2.	Changes & Approvals	CEO	aksingh@ssdfindia.org

6. DETAILED PROCEDURE

6.1 Institutions Eligible for Affiliation

- (a) Industry/Association/Employer/Contractor/Institutions working in the sector or skill ecosystem.
- (b) Training Institutions set up/affiliated by GoI, NSDC, SSDMs, AICTE, and NCVET etc.
- (c) College/Institutes affiliated to university set by central or state/UT Government or recognised by UGC.
- (d) Schools/Institutes approved by central or state Boards of Secondary Education (or equivalent) or Boards of Technical Education.
- (e) Any other institute set up by central or state/UT Government.

- (f) Private Training Institutions independently operating in vocational space.
- (g) Training Institutions set up by private companies to meet the skilled manpower requirement according to needs of the industry/sector.
- (h) Any registered VTP or TPA under NAPS
- (i) Any registered legal entity in India, having Permanent Income Tax Account Number (PAN) and audited ITR of at least 1 year.

6.2 Documents Required for Affiliation.

- (a) Proof of registered legal entity in India
- (b) PAN/TAN/GST in the name of organization
- (c) Cancelled cheque of organization
- (d) Audited ITR of latest assessment year
- (e) Applicant's profile for experience in the industry or Skill ecosystem, if any.

6.3 However, the above criterion may be relaxed pertaining to SSDF's regional representation/aspiration. CEO-SSDF's discretion & approval in this matter will be sought & recorded.

6.4 Applications will be accepted throughout the year. No financial limit is specified to attract new & promising TPs.

6.5 Conflict of Interest - A Training Provider cannot ordinarily be appointed as an Assessment Agency & if such case arises, CEO-SSDF's discretion & approval in this matter will be sought & recorded.

6.6 Evaluation of Documents

- (a) Documents submitted by applicant will be evaluated by Business Development team.
- (b) Financial documents will be evaluated by accounts department.
- (c) The evaluations may be verified by the quality team for quality assurance.

6.7 Training Centre Accreditation—Training Centre accreditation will be carried out in accordance with SOP on the issue.

6.8 Affiliation

- (a) Based on documents evaluation by BD team/accounts and their recommendation CEO approval will be taken for affiliation.
- (b) Applicant will be asked to deposit Affiliation fee @ Rs. 6000/- per job role for new affiliation as well as re-affiliation.
- (c) A MoU cum SLA will be signed between SSDF & Training Provider.
- (d) An Affiliation Certificate will be issued by SSDF.

- (e) Validity of affiliation will be for one year from the date of issue of the certificate. Re-affiliation can be initiated by TP on expiry of the duration.

7. RE-AFFILIATION

Following process and documents will be required for Re-affiliation:

- 7.1 TP needs to apply one month before expiry of affiliation and must share training details summary of last one year.
- 7.2 If required documents are not submitted on time, affiliation will be deemed to have expired post validity date.
- 7.3 If re-affiliation is sought by TP in later months, within one-year post certificate validity expiry, the affiliation date will be renewed from the date of affiliation expired and not from the date sought.
- 7.4 If application is received after one year, it will be treated as a fresh application and will be processed accordingly.

8. BLACKLISTING/SUSPENSION

- 8.1 If TP is suspended, it will not be allowed to start training during the period of suspension
- 8.2 If TP is blacklisted by SSDF, its re-affiliation will only be considered after one year from the date of Blacklisting as fresh TP with valid justification.

9. GRIEVANCE REDRESSAL

Any grievance/appeals in the process of affiliation will be dealt by grievance committee of SSDF. The decisions approved by the CEO, SSDF will be final and binding.

-----End of Document-----

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