

# **STANDARD OPERATING PROCEDURE**

## **ACCREDITATION OF TRAINING CENTRE**



## INDEX

S. NO	Particulars	Page No.
1.	INTRODUCTION	
2.	ACRONYMS	
3.	PURPOSE AND SCOPE	
4.	OBJECTIVE	
5.	ROLES AND RESPONSIBILITIES	
6.	CONDITION WHEN TC ACCREDITATION REQUIRED	
7.	DETAILED PROCEDURE STEPS	
8.	FINANCIAL NOTINGS	
9.	UPDATING & REVISION	

## 1. INTRODUCTION

a. This SOP is to lay down and bring out the guidelines & processes for Training Centre Accreditation for AEEHS on QP/NOS basis and as per National Skill Qualification Framework level under various skill programmes run with Government support, Industry support and self-funded programmes under NCEVT and Recognition Prior Learning (RPL).

b. Centre Accreditation is a quality assurance process under which required parameters of Training Centres are evaluated. It is of importance to ensure that the trainees are provided quality training, thereby creating the requirement to have a well-defined validation process of the Training Centres. Accreditation focuses on learning, self-development and encourages the Training Centre to pursue continual excellence. The process involves a combined mechanism of self- evaluation by the Centres and evaluation by AEEHS, through its staff or 3<sup>rd</sup> party to determine if prescribed qualitative standards are met by the Training Centre.

## 2. ACRONYMS

Abbreviation	Long Form
AAs	Assessment Agencies
ABs	Awarding Bodies
CSSM	Central sponsored state managed
CSCM	Central Sponsored Central Managed
AEEHS	ASK Education of Environment Health & Safety
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	Affiliated Training Partners
TC	Training Centre
TOT/TOA	Training of Trainers/Assessors

## 3. PURPOSE AND SCOPE.

a. Centre Accreditation process helps in effective management and delivery of the competency-based training aimed at overall development of the trainees. Accreditation ensures that the Training Centre has met prescribed qualitative standards which have been pre-set by AEEHS. With this aim, it is imperative that the trainees have confidence in the quality of training provided by the Training Centres.

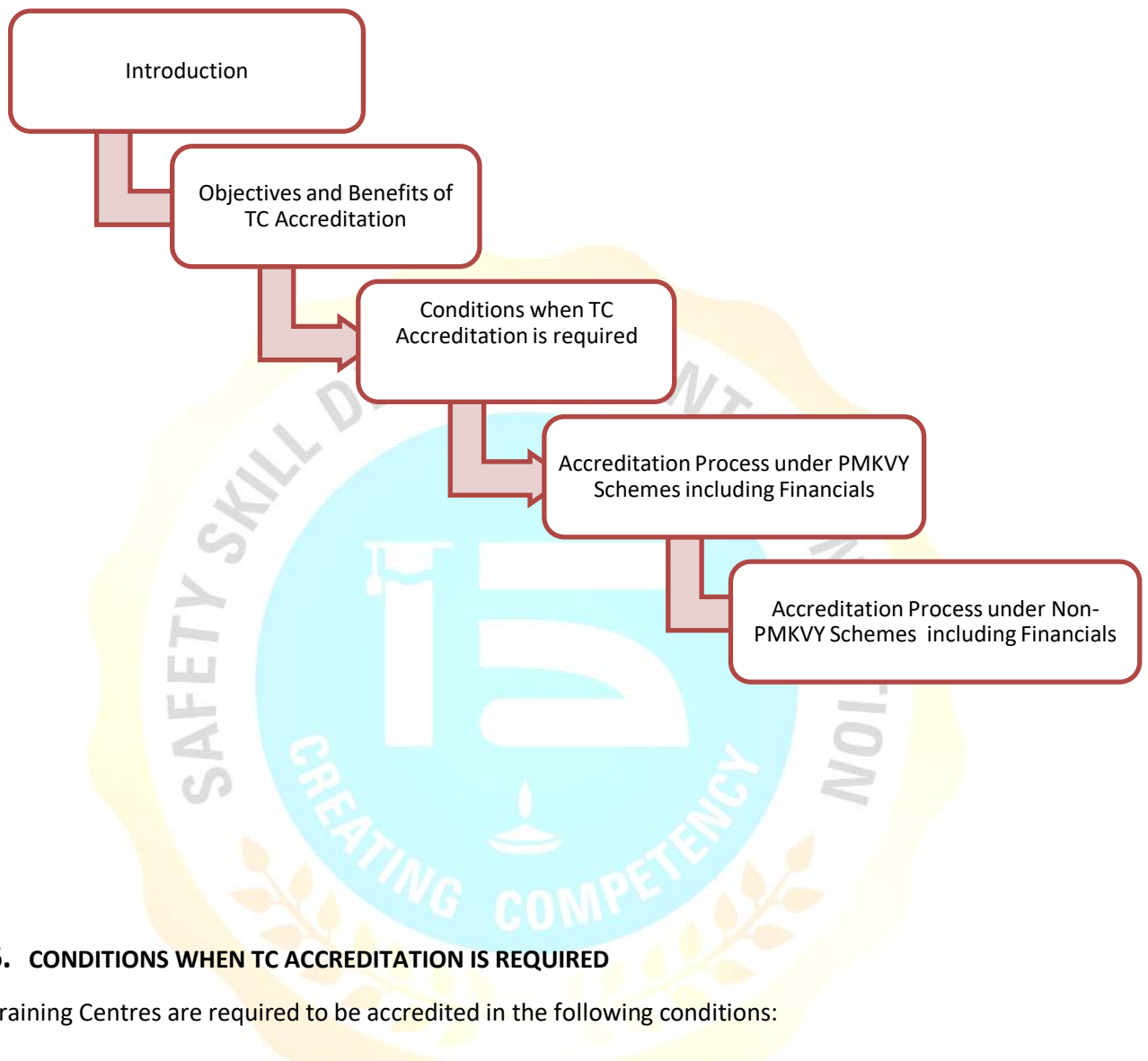
b. Only those Training Partners becomes eligible for affiliation with respect to specific job roles who have their Training Centre Accredited as per the standards laid down by the AEEHS.

#### 4. OBJECTIVE

Objective of this SOP is to monitor compliance to standards and norms by training centres in an objective manner, to foster excellence in training centres through a rating- based approach thereby ensuring effective and competency-based training.

#### 5. ROLES AND RESPONSIBILITIES

S. No	Process Activity	Responsibility	Email Address
1.	TRAINING ACCREDITATION PROCESS	Executive/Manager, BD	
		Manager BD (Process owner)	



## 6. CONDITIONS WHEN TC ACCREDITATION IS REQUIRED

Training Centres are required to be accredited in the following conditions:

- Any new Government/ Private Organisation/Institution who is desirous of being the Training Partner with AEEHS and require imparting training on NSQF aligned courses, under any Job Role developed by AEEHS, on the particular training centre.
- Any Training Centre whose accreditation date has been elapsed and want to continue training.
- Training Centre needs accreditation as per scheme guideline under which Training Partner wants to participate.
- Validity of accreditation of a TC will be one year from the date of accreditation is approved.

## 7. DETAILED PROCEDURE STEPS

- a. **Affiliation and Accreditation under PMKVY schemes**;- The following procedure will be adopted for affiliation and accreditation of TC under PMKVY Scheme:
- TCs will be registered on Smart Portal.
  - Once the TC is registered and accepted on Smart Portal, the status of TC will be shown as **Deemed Ready** and if not then **Deemed Not Ready**.
  - The TC will be aligned by Smart Team for its accreditation by their representative and the TC will be inspected whether the Infrastructure, tools & Equipments, Trainer and other mandatory requirement are met as laid down in the PMKVY Guidelines.
  - Inspection Report to that effect will be submitted to NSDC Smart Team by the representative deputed for the purpose of status FIT or UNFIT for accreditation.
  - If the TC is found UNFIT, second chance will be given to the TC for making up of discrepancies and the TC will be visited again by the presentative of NSDC after six months for which TC will have to be paid accreditation fees again.
  - If the TC is found UNFIT again, the same is being rejected. If the status report of representative shows FIT, complete Inspection Report containing availability of Tools & Equipments, Infrastructure, Trainer and other mandatory requirements as per the PMKVY Guidelines, captured by the representative are being uploaded on Smart Portal by Smart Team and viewed to AEEHS for Accreditation/Conditional Accreditation based on the Inspection Report.
  - The Inspection Report uploaded on Smart Portal is viewed and being perused at AEEHS Quality Team and if all requirements are met according to the standards, the TC will be accredited for one year within seven days from the date it is viewed on Smart by AEEHS.
  - If some discrepancies are observed by AEEHS Quality Team, the TC is being Conditional Accredited till the time the discrepancies are makeup.
  - Once the TC is accredited or conditional accredited by AEEHS, TC will pay Job Role wise affiliation fee which comes to accounts section directly and the same will be checked by both the end i.e. Account and Quality Team for its correctness and accountability. Once the payment is made Job Role wise, certificate will be system auto generated and goes to the TC concerned and the status of TC changed on Smart Portal and viewed in the category of accredited TC on the Smart Portal.
  - The following financial are involved in this process:
    - Registration fees @ Rs 10000/- which will be paid to the NSDC by the TP.
    - Accreditation fees @ Rs 12000/- per TC will be paid to the NSDC by the TC.
    - Affiliation fees @ 6000/- per Job Role coming to AEEHS will be booked directly by the Accounts Department in consultation with Quality Team.
- b. **Accreditation under Non-PMKVY schemes**. The following process will be followed by the Training Partners/Organisations who are desirous to get their Training Centre accredited for being the Training Partner with AEEHS:
- Applicants will sends request through an Email expressing interest in accreditation of their TC by AEEHS that too Job Role wise on [operations@AEEHSdnai.org](mailto:operations@AEEHSdnai.org), The applicant also give confirmation that their Training Centre is ready in all respects as per the standards laid down by AEEHS and also suggest a date of accreditation.

- AEEHS will ask for the Training Centre accreditation fees worth Rs 12000/- per occupation and per visit.
  - The Training Centre will be aligned for accreditation by 3<sup>rd</sup> Party Assessment Agency who is affiliated with AEEHS. AEEHS will assign the Training Centre which is required to be accredited, with the Assessment Agency. The assessment Agency will further assign the same to their AEEHS certified Assessor in the particular occupation/Job Role to inspect the training centre.
  - The deputed assessor will go for the inspection of the Training Centre as per the date given by the Training Partner/Organisation/Institution. The assessor will carry out check of all the Tools, Equipments, Infrastructure and other allied requirements as per the guidelines on the subject, available on link, that too Job Role wise <https://www.AEEHSndia.org/knowledge-bank/training-provider/>.
  - After carrying out inspection of the training centre, the assessor will submit the Inspection Report to that effect to AEEHS within seven days after inspection, duly signed by the assessor and the assessment agency.
  - The Inspection Report will be checked and scrutinised by AEEHS on receipt of the same from the assessment agency. The Inspection Report will be preserved by AEEHS.
  - If some discrepancies are reported by the assessor, the Organisation will be asked to comply with and ask for a fresh date for the re-inspection of the training centre. The accreditation fees worth Rs 12000/- will have to be paid by the organisation again.
  - In case the report is found FIT, the Accreditation Certificate to that effect will be issued by AEEHS within 24 hours and send it to the concerned Organisation and Training Centre ID will be generated on SIP.
  - Training on any Training Centre will be permitted only on accredited Training Centre with affiliate Training Provider
- c. In some cases where Government/State schemes under PMKVY/Non-PMKVY Schemes, training centres will be accredited as per their Guidelines.

## 8. FINANCIAL NOTINGS

The following financial will be involved for accreditation of Training Centre, which will be paid in advance directly to AEEHS by the organisation concerned through NEFT:

- Rs 12000/- as Accreditation fees and will be ensured by Operations under Business Development.
- The above amount will be booked on a Note, prepared by AEEHS on approval by CEO, in consultation with Accounts Department and amount will be booked as follows:
  - CDDCI share Rs 4000/-.
  - Assessment Agency share Rs 8000/-.
- Financial note will be prepared by Business development and will be booked within 3 days of completion of approval of accreditation.

## 9. UPDATING & REVISION

The above SOP will be updated or revised based on the latest development being taken place from time to time.

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



**Address:**

ASK Education of Environment, Health & Safety  
CPB 103 & 104, Block-4B, DLF Corporate Park, Phase-III  
MG Road, Gurugram-122002, Near Guru Dronacharya Metro  
Tele – 0124-4513915 to 18, Email – [admin@AEEHSndia.org](mailto:admin@AEEHSndia.org)  
Web site : [www.AEEHSndia.org](http://www.AEEHSndia.org)