

The logo is a circular emblem with a yellow border. Inside the border, the text "SAFETY SKILLS DEVELOPMENT FOUNDATION" is written in a circular path. In the center, there is a blue circle containing a white stylized 'S' and 'D' with a small flame-like shape below them. The text "CREATING COMPETENCY" is written in a smaller circular path below the central emblem.

STANDARD OPERATING PROCEDURE
(SOP)

TRAINING OF TRAINERS (ToT)

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1. INTRODUCTION

National Policy of Skill Development and Entrepreneurship 2015 envisaged the need to meet such goals and laid impetus on quality assurance in skilling. One of the critical quality control factors is the supply of quality trainers. A working group report released by National Skill Development Agency (NSDA) estimated the need for 1.7 lakhs trainers/assessors by 2022 to achieve the target as envisaged in National Policy.

2. ACRONYMS

Abbreviation	Long Form
AAs	Assessment Agencies
AB	Awarding Body
SSDF	Safety Skill Development Foundation
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
SSCs	Sector Skill Councils
TPs	Affiliated Training Partners
TC	Training Center
TOT	Training of Trainers
TOA	Training Of Assessors

3. PURPOSE AND SCOPE

This SOP deals with following aspects of conduct of training of trainers

- Eligibility criteria
- Conduct of TOT
- TOT Assessment
- TOT Certification
- Financial Closure

4. OBJECTIVE

Objective of this SOP is to bring transparency and standardization in operational procedures being followed by SSDF employees dealing with the TOT operations. This SOP will help an individual to understand and perform every operation of TOT in a standardized way.

5. ROLES AND RESPONSIBILITIES

S. No	Process Activity	Designation	Email Address
1.	Nominations, Conduct & Assessment of TOT	Manager TOT Process Owner	
2.	Approval of results	CEO	
3.	Financial Closure of scheme	Accounts	

6. DETAILED PROCEDURAL STEPS

6.1. ELIGIBILITY

Eligibility criteria for Trainer based on a combination of educational qualification and relevant industry experience will be defined on job role basis by SSDF. Persons aspiring to become Trainer needs to be eligible as per eligibility criteria.

6.2. TOT CALENDAR

TOT Calendar will be prepared quarterly and published on SSDF website well in advance. TOT calendar will be based on projected needs of the trainers for various training schemes.

6.3. NOMINATION FOR TOT

TOT will be conducted on approved Training Centre or an exclusive TOT center by SSDF. Participants will be requested to send their nomination along with supporting documents for the program as per the qualification and experience criteria of the job role. The application/nomination should include following documents:-

- Education/Qualification certificate.
- Experience certificate
- Curriculum vitae.

Eligible candidates will be informed in advance and will be asked to deposit the ToT fee one week in advance from the date of start of the ToT program.

6.4. CONDUCT OF TOT

The list of candidates participating the training of trainers program will be provided at least 5 days in advance. The ToT centre will ensure availability of training & administrative support staff for successful conduct of the ToT program.

TOT program will be generally for 10 days. However, the days can vary depending of requirements. Prescreening candidates may be conducted in advance to measure the current competency levels of the applicant candidates. The candidates will be expected to reach the training centre at least 12 hours in advance of the start of the program.

Day 1	- Documentation, inauguration, introduction.
Day 1 – 4	- NOS of the job role with emphasis on hand on exercises
Day 5 – 8	- Participants are trained on platform skills training as per Trainer QP - Formative Assessment (for Platform) conducted by master trainer on daily basis in progressive manner. The master trainer will submit formative assessment sheets to assessor along with evidences on 8 th day for final evaluation.
Day 9	- Domain assessment by SSDF affiliated AA/Industry expert as approved by CEO SSDF.
Day 10	- Platform assessment by SSDF affiliated AA/Industry expert as approved by CEO SSDF.

After completion of training, TOT centre will submit following documents in support of training –

- Participants Registration Form along with supporting documents such as qualification, experience and ID proof
- Feedback form
- Attendance sheet.
- Photographs for monitoring and quality assurance.
- Formative assessment documents.

6.5. TOT ASSESSMENT

- TOT batch will be assigned by SSDF to Assessment Agency/Industry experts who further assign the batch to assessor/Industry experts. The assigned assessor /industry expert will conduct the assessment.
- SSDF approved assessment summary sheets of domain and platform skills will be used for assessment. Photographs and videos of the assessment events will be captured as evidences by the assessor/Industry expert. The assessment criteria given in the respective QPs/ ToT guideline will be followed.
- The External assessor will submit the result and all the documentation to SSDF through assessment agency within 7 days from end date of TOT. SSDF may ask for additional documents, complete photographs and videos, if required for any particular batch.
- If any discrepancies are noticed in any surprise checks of documents and the results are not found justified, disciplinary action will be initiated against the assessor and the AA.
- TOT results will be approved by CEO, SSDF and will be published on SSDF website on 10th day from the final day of TOT program.

6.6. TOT CERTIFICATION

Trainer/Master Trainer certificates will be issues to successful trainers in following ways:-

- Participant will register themselves on Skill India Portal by using the link <https://skillindia.nsdcindia.org/direct-registration> and providing the details as per portal.

- After successful application of certificate request, certificates will be issued after approval by SSDF.
- Else, SSDF will issue trainers certificate through its portal to candidates after verification of documents.
- Successful candidate will get their certificate within two weeks of completion of the Training.

6.7. FINANCIAL CLOSURE

- TOT fee as per existing guideline will be taken from TP's or sponsoring organization. Verification of fee received from the accounts department.
- Financial noting will be prepared by TOT section and will be submitted to accounts department within 10 days of result announcement for release of payment to other stakeholders.
- 40% of the fee will be retained by SSDF towards assessment and facilitation/administration.

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

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