



STANDARD OPERATING PROCEDURE ACCREDITATION OF TRAINING CENTRE

SAFETY SKILL DEVELOPEMENT FOUNDATION

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Authorization: This document, Governing Council Guidelines, has been duly reviewed and approved in accordance with the SSDF's governance and policy framework. By signing below, the authorized official endorses the guidelines set forth in this document and authorizes its implementation.

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1. Introduction:

In the rapidly evolving landscape of skill development, ensuring that Training Centres adhere to the highest standards of quality and efficiency is paramount. The Safety Skill Development Foundation (SSDF) has established this Standard Operating Procedure (SOP) to define and standardize the guidelines and processes for the accreditation of Training Centres. This accreditation is based on Qualification Packs (QPs), National Occupation Standards (NOSs), developed by SSDF. The SOP is applicable across a wide array of skill programs, including those supported by the government, the industry, and self-funded initiatives.

The primary objective of this accreditation process is to ensure that the Training Centres provide quality education and training that meet the current industry demands. By implementing a rigorous accreditation framework, SSDF seeks to guarantee that all trainees acquire the necessary skills and knowledge in a structured and supportive learning environment. This not only enhances the credibility of the Training Centres but also ensures that the workforce emerging from these centres is competent and job ready.

SSDF's Centre Accreditation is a thorough quality assurance process that entails a detailed evaluation of Training Centres against a set of predefined parameters established by SSDF. These parameters include, but are not limited to, the presence of certified trainers, the adequacy of tools and equipment, the suitability of classrooms and labs, and the overall learning environment in relation to the specific SSDF qualifications the Training Provider (TP) intends to offer. This process is essential for preserving the integrity and effectiveness of the training programs.

The accreditation process involves a dual mechanism. First, there is an element of self-evaluation by the Training Centre itself, wherein the centre assesses its own compliance with the required standards. Following this, SSDF conducts a mandatory accreditation assessment, which may be carried out by SSDF's own staff or through a third-party Assessment Agency (AA). This evaluation is designed to verify whether the Training Centre meets the qualitative standards prescribed by SSDF.

The accreditation of Training Centres by SSDF is a critical component of the skill development ecosystem. It ensures that the training imparted is of the highest quality, thereby contributing to the creation of a skilled workforce that is capable of meeting the demands of the modern workplace. Accreditation creates an ongoing commitment to excellence and encourages Training Centres to continuously improve their processes, infrastructure, and teaching methodologies. By fostering a culture of continual self-assessment and external validation, SSDF ensures that accredited Training Centres are always aligned with the latest industry standards and best practices.

This SOP, SSDF aims to establish a transparent, consistent, and effective accreditation process that upholds the values of quality, accountability, and excellence in training.



2. About SSDF:

The Safety Skill Development Foundation (SSDF) represents a cornerstone in the ecosystem of vocational education and training, specifically in the domain of safety within various industries. As a non-profit organization, it is registered under Section 8 of the Company Act 2013 and holds the distinguished recognition as an Awarding Body by the National Council for Vocational Education and Training (NCVT), under the auspices of the Ministry of Skill Development & Entrepreneurship. The inception of SSDF, under the sponsorship of ASK-EHS Engineering & Consultants Private Limited, was motivated by the vision to forge an industry-aligned skill ecosystem. This vision encompasses the development of National Occupational Standards (NOS), comprehensive training delivery systems, assessment methodologies, and certification processes. These elements are harmoniously aligned with the National Skill Qualification Framework (NSQF) and the New Education Policy of the Government of India, aiming to fulfil the skill requirements of industries and maintain the global and technological competency of safety professionals.

Salient Objectives of SSDF

- A. Industry-Specific Standard Development:** Tailoring NOS and qualifications to accurately reflect the evolving needs of the industrial sector, ensuring that the workforce remains competitive on a global scale.
- B. Curriculum Innovation and Adaptation:** Crafting and continuously refining content and curricula to mirror industry demands and technological advancements, thereby fostering an adaptive and forward-thinking approach to vocational education.
- C. Regulatory Endorsements and Approval:** Navigating governmental processes to achieve official endorsement for NOS and qualifications, thereby legitimizing and standardizing skill development endeavours.
- D. Comprehensive Training and Assessment Framework:** Establishing a cohesive infrastructure for the delivery of training, assessment, and certification, alongside a dedicated program for the professional development of trainers.
- E. Recognition of Prior Learning (RPL):** Implementing a systematic process for recognizing and certifying the pre-existing skills of professionals and workers, thereby valuing and integrating their contributions into the formal skill development framework.
- F. Vocational Training and Employment Promotion:** Advocating for and supporting the establishment of institutions and academies that specialize in vocational training, thereby enhancing employment opportunities within the industry.
- G. Skilling Institution Development:** Leading the charge in the establishment of centres dedicated to vocational education and training, ensuring a robust and accessible skill development network.
- H. Creating International Benchmarking:** Establishing Global Standards, with the objective of establishing EHS Qualifications that meet international benchmarks, making them recognized in various countries and facilitating global career opportunities for graduates.



3. ACRONYMS

Abbreviation	Long Form
SSDF	Safety Skill Development Foundation
NSDC	National Skill Development Corporation
NCVET	National Council for Vocational Education and Training
ABs	Awarding Bodies
NOS	National Occupational Standards
NSQF	National Skill Qualification Framework
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
QPs	Qualification Packs
RPL	Recognition Prior Learning
SIDH	Skill India Digital Hub
TPs	Training Partners
TC	Training Centre
AAs	Assessment Agencies

4. PURPOSE AND SCOPE.

The purpose of this Standard Operating Procedure (SOP) is to establish a clear and standardized framework for the accreditation of Training Centres by the Safety Skill Development Foundation (SSDF). This SOP is designed to ensure that Training Centres meet the necessary quality standards in delivering education and training aligned with SSDF's Qualification Packs (QPs), National Occupation Standards (NOSs), and the National Skill Qualification Framework (NSQF) levels. By setting forth these guidelines, SSDF aims to enhance the credibility and effectiveness of Training Centres, ensuring that they provide high-quality training that meets current industry demands and prepares trainees to be competent and job ready.

This SOP applies to all Training Centres seeking accreditation from the Safety Skill Development Foundation (SSDF) across various skill development programs, including those supported by government initiatives, industry partnerships, and self-funded efforts. It encompasses the full range of accreditation activities, including the evaluation of Training Centres against SSDF's predefined quality standards. These standards cover aspects such as the availability of certified trainers, the adequacy of tools and equipment, the suitability of classrooms and labs, and the overall learning environment in relation to the specific SSDF qualifications offered by the Training Centre. This SOP is applicable to both new Training Centres seeking accreditation for the first time and existing centres undergoing re-accreditation.



5. The objectives of this policy are:

The objective of this Standard Operating Procedure (SOP) is to establish a clear and consistent framework for the accreditation of Training Centres by the Safety Skill Development Foundation (SSDF). This SOP aims to:

- A. Ensure Quality Training:** Guarantee that all accredited Training Centres meet high standards of quality in delivering education and training aligned with SSDF's Qualification Packs (QPs), National Occupation Standards (NOSs), and the National Skill Qualification Framework (NSQF) levels.
- B. Standardize Accreditation Process:** Provide a standardized and transparent accreditation process that evaluates Training Centres based on predefined criteria, including trainer qualifications, infrastructure, learning environment, and administrative capabilities.
- C. Enhance Credibility and Accountability:** Strengthen the credibility of Training Centres by ensuring they adhere to SSDF's quality standards, thereby fostering accountability in the delivery of skill development programs.
- D. Promote Continuous Improvement:** Encourage Training Centres to engage in ongoing self-assessment and continuous improvement, ensuring they remain aligned with the latest industry standards and best practices.
- E. Support Industry and Workforce Development:** Contribute to the creation of a skilled and competent workforce by ensuring that Training Centres provide relevant and effective training that meets the current and future demands of the industry.
- F. Facilitate Compliance:** Ensure that all Training Centres comply with SSDF's standards and regulatory requirements, thereby maintaining the integrity and effectiveness of the skill development ecosystem.

6. Roles and Responsibilities of SSDF Management

The Safety Skill Development Foundation (SSDF) plays a critical role in ensuring the effective implementation and ongoing management of policies related to vocational training and assessment. The organization's structure is designed to facilitate clear accountability and efficient process management. Below are the key roles and responsibilities within SSDF concerning the maintenance of policy, and oversight of changes and approvals:

S. No	Process Activity	Responsibility
1.	Maintenance of Policy	Process Owner, SSDF: yajuvendra@ssdfindia.org
2.	Changes & Approvals	CEO, SSDF: aksingh@ssdfindia.org

Detailed Responsibilities

A. Maintenance of Policy (Process Owner, SSDF)

- I. Responsibility:** The designated Process Owner within SSDF is responsible for the maintenance, review, and update of all policies related to training provider affiliation, assessment protocols, and other procedural guidelines.



II. Activities:

- a. Regularly review policies to ensure they align with current educational standards, industry needs, and regulatory requirements.
- b. Engage with stakeholders, including training providers, assessment agencies, and industry representatives, to gather feedback and insights for policy improvement.
- c. Coordinate with internal departments within SSDF to ensure policies are effectively implemented and adhered to.

B. Changes & Approvals (CEO, Chairman, SSDF)

I. **Responsibility:** The CEO or Chairman of SSDF holds the ultimate authority for approving changes to policies, strategic direction, and overarching procedures related to the organization's mission and objectives.

II. Activities:

- a. Evaluate recommendations for policy changes or updates, considering their impact on the organization's goals and the vocational training ecosystem.
- b. Approve policy changes, ensuring they contribute to the enhancement of training quality, compliance with regulatory standards, and alignment with industry trends.
- c. Communicate approved changes to relevant stakeholders, ensuring transparency and facilitating a smooth transition to new or updated policies.

These roles and responsibilities underscore SSDF's commitment to maintaining high standards of vocational training and assessment, promoting continuous improvement, and ensuring that policies remain relevant to the evolving demands of the workforce and industry.

7. Accreditation Criteria and Process:

The Safety Skill Development Foundation (SSDF) has established a set of accreditation criteria to ensure that Training Centres meet the required standards for delivering high-quality training. These criteria are designed to assess various aspects of the Training Centre's capabilities and infrastructure to guarantee that they are well-equipped to provide training aligned with SSDF's Qualification Packs (QPs), Standalone NOS, Micro Credentials. The accreditation criteria include the following:

A. Trainer Qualifications and Competency

- I. **Certified Trainers:** The Training Centre must employ trainers who are certified by SSDF. Trainers must possess the relevant qualifications and industry experience aligned with the specific QPs/NOSs they are assigned to teach.
- II. **Trainer-to-Trainee Ratio:** The Training Centre must maintain an appropriate trainer-to-trainee ratio as prescribed by SSDF to ensure effective learning.

B. Infrastructure and Facilities

- I. **Classrooms and Labs:** The Training Centre must provide suitable classrooms and labs equipped with the necessary tools, equipment, and technology to support the training programs. The environment should be conducive to learning and aligned with the requirements of the specific SSDF qualifications.



- II. Tools and Equipment: The Training Centre must have adequate and up-to-date tools and equipment relevant to the training programs being offered. These should meet the industry standards specified by SSDF for each qualification.
- III. Safety and Compliance: The Training Centre must adhere to all safety regulations and standards, ensuring a safe environment for trainees and staff.
- IV. Common facilities: The training center must have common facilities for trainees like washrooms separately for ladies 7 gents, drinking water, recreational facilities etc.

C. Learning Environment

- I. Training Materials: The Training Centre must provide access to relevant and up-to-date training materials like QP, curriculum, Trainee participants handbooks, digital resources etc. These materials must align with the SSDF-approved curriculum.
- II. Support Services: The Training Centre must offer adequate support services to trainees, including counselling, career guidance, and access to additional resources as needed.
- III. Assessment and Evaluation: The Training Centre must have a robust system for assessing and evaluating trainee progress, including formative assessments that align with SSDF's standards.

D. Administrative and Operational Capabilities

- I. Record Keeping: The Training Centre must maintain accurate records of trainee enrolment, attendance, assessments, and certifications. These records must be readily available for review by SSDF or an authorized third-party Assessment Agency (AA).
- II. Management and Governance: The Training Centre must demonstrate effective management and governance structures to ensure the smooth operation of training programs. This includes compliance with SSDF's policies and procedures.

E. Self-Evaluation and Continuous Improvement

- I. Self-Evaluation: The Training Centre must regularly conduct self-evaluations to assess its compliance with SSDF's standards. This involves reviewing the effectiveness of training delivery, infrastructure, and overall operational processes.
- II. Continuous Improvement: The Training Centre must demonstrate a commitment to continuous improvement by implementing changes based on self-evaluations, feedback from trainees and staff, and the findings of SSDF's accreditation assessments.

F. Accreditation and Compliance

- I. Accreditation Assessment: The Training Centre must undergo a mandatory accreditation assessment conducted by SSDF or a third-party Assessment Agency (AA) to verify compliance with the above criteria.
- II. Compliance with SSDF Standards: The Training Centre must meet all SSDF accreditation standards and maintain compliance throughout the accreditation period. Non-compliance may result in the revocation of accreditation.



These criteria are designed to ensure that all SSDF-accredited Training Centres provide high-quality training that meets industry demands, thereby contributing to the development of a skilled and competent workforce.

Accreditation Process:

A. Application Submission

- I. **Initial Application:** Training Centres interested in obtaining SSDF accreditation must submit a formal application along with the required documentation to SSDF as per the SOP guidelines. The application should include detailed information about the centre, including infrastructure, its location, management structure, and the qualifications it intends to offer.
- II. **Documentation:** The application must be accompanied by all necessary documentation, such as proof of infrastructure, trainer qualifications, tools and equipment, and any other relevant information required by SSDF.

B. Preliminary Review:

- I. **Document Verification:** SSDF will conduct a preliminary review of the submitted application and documentation to ensure all necessary information is provided and meets the basic eligibility criteria.
- II. **Initial Feedback:** If any discrepancies or missing information are identified during the preliminary review, SSDF will notify the Training Centre, providing an opportunity to address these issues before proceeding to the next stage.

C. On-Site Assessment

- I. **Assessment Planning:** Upon successful completion of the preliminary review, SSDF will schedule an on-site inspection. This assessment may be conducted by SSDF's own staff or a designated third-party Assessment Agency (AA).
- II. **On-Site Visit:** During the on-site assessment, the evaluators will visit the Training Centre to verify the accuracy of the self-evaluation report and assess the centre's compliance with SSDF's accreditation criteria. This includes inspecting classrooms, labs, tools, equipment, and other facilities, as well as interviewing trainers and staff.

D. Inspection Report and Recommendations:

- I. **Compilation of Findings:** After the on-site visit, the evaluators will compile an assessment report detailing their findings. The report will include observations on the Training Centre's strengths, areas of non-compliance, and recommendations for improvement.
- II. **Review by SSDF Accreditation Committee:** The assessment report will be reviewed by the SSDF Accreditation Committee, which will evaluate the findings and decide regarding the accreditation status of the Training Centre.

E. Accreditation Decision:

Decision Outcomes: Based on the assessment report and the recommendations of the Accreditation Committee, SSDF will make one of the following decisions:

- I. **Full Accreditation:** The Training Centre meets all SSDF standards and is granted full accreditation for a specified period.



- II. **Conditional Accreditation:** The Training Centre is granted accreditation with certain conditions or required improvements to be made within a specified timeframe.
- III. **Provisional Accreditation:** The Training Centre is given provisional accreditation, subject to further review after addressing significant areas of non-compliance.
- IV. **Denial of Accreditation:** The Training Centre does not meet the required standards and is denied accreditation. The centre may reapply after addressing the identified issues.

F. Issuance of Accreditation Certificate:

- I. If accreditation is granted, SSDF will issue an accreditation certificate to the Training Centre. This certificate will specify the accreditation period and the qualifications the centre is authorized to offer under SSDF standards.

G. Monitoring and Re-accreditation:

- I. **Ongoing Monitoring:** SSDF will conduct periodic monitoring visits to ensure that accredited Training Centres maintain compliance with SSDF standards throughout the accreditation period.
- II. **Re-Accreditation:** Before the expiration of the accreditation period, Training Centres must undergo a re-accreditation process to renew their accreditation status. This process involves a re-evaluation based on the current accreditation criteria and any updated standards.

Training centres are encouraged to use the accreditation process as an opportunity for self-assessment and continuous improvement. Compliance with the accreditation criteria and ensures that training centres are well-equipped to provide high-quality vocational training, thereby enhancing the employability of graduates and meeting the skill needs of the industry.

Training Centre Accreditation is integral to upholding the quality and integrity of vocational training programs, ensuring that they meet the stringent standards set by SSDF and contribute positively to the skill development ecosystem.

8. Conditions and eligibility for TC accreditation

Training Centres should meet the following conditions:

- A. The applicant for accreditation of training centres of affiliated must be an affiliated training partner of SSDF.
- B. Any Training Centre of affiliated training partner whose accreditation period has been elapsed and want to continue training.
- C. Validity of accreditation of a TC will be two years from the date of accreditation or validity of affiliation of training partner whichever is earlier.

9. Detailed TC accreditation procedural steps

- A. **Affiliation and Accreditation under PMKVY schemes:-** For affiliation and accreditation under PMKVY schemes Training Partner/ Organisation needs to follow the [SMART guidelines](#) for Accreditation, Affiliation and Continuous Monitoring of Training Centres.



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 SSDF:

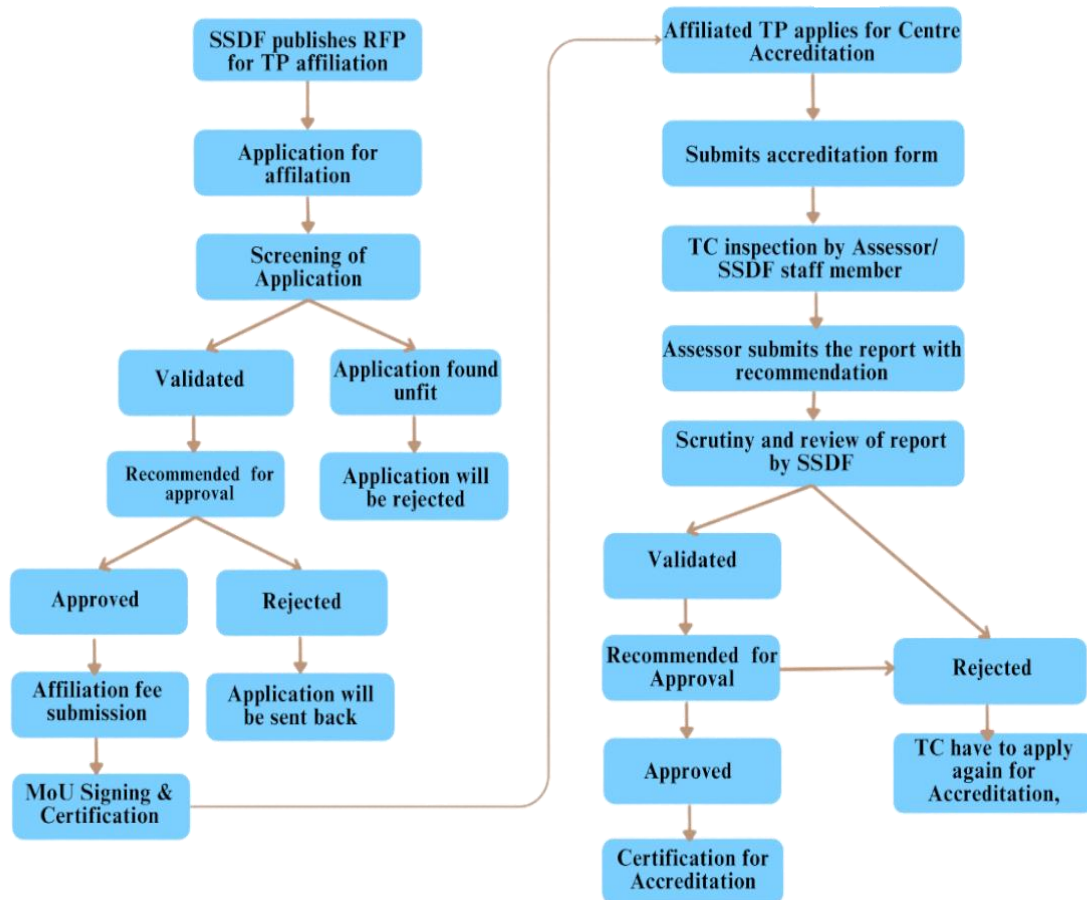
- i. Applicants will send request through an Email expressing interest in accreditation of their TC by SSDF that too Job Role wise on operations@ssdfindia.org, The applicant also give confirmation that their Training Centre is ready in all respects as per the standards laid down by SSDF and also suggest a date of accreditation.
- ii. SSDF will ask for the Training Centre accreditation fees per job role and per visit.
- iii. The Training Centre will be aligned for inspection by 3rd Party Assessment Agency affiliated with SSDF /SME/ SSDF staff member. SSDF will assign the task of accreditation to the third party/AA or SSDF staff member. The AA will further assign the same to their SSDF certified Assessor in the particular occupation/ Job Role to inspect the training centre.
- iv. The deputed assessor will go for the inspection of the Training Centre as per the date given by the Training Partner/ Organisation/ Institution/ Centre. The assessor will carry out check of all the Tools, Equipment's, Infrastructure and other allied requirements.
- v. After carrying out inspection of the training centre, the assessor will submit the Inspection Report to that effect to SSDF within 48 hours after inspection, duly signed and stamped by the assessor and the assessment agency.
- vi. The Inspection Report will be checked and scrutinised by SSDF on receipt of the same from the assessment agency. The Inspection Report will be preserved by SSDF.
- vii. If some discrepancies are reported by the inspector, the Training Partner/ Organisation/ Institution/ Centre will be asked to comply with and ask for a fresh date for the re-inspection of the training centre. The accreditation fees will have to be paid by the organisation for re-inspection.
- viii. In case the report is found FIT, the Accreditation Certificate to that effect will be issued by SSDF within 5 days and send it to the concerned Organisation and Training Centre ID will be generated on SIDH.
- ix. Training 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.



Process Flow chart for TP Affiliation and TC Accreditation:

This detailed accreditation process is designed to foster a process to enable only competent and dedicated training centres, contributing to the overarching goal of enhancing the quality and accessibility of vocational training are allowed to carry out the training. SSDF’s structured approach to accreditation ensures transparency, fairness, and the maintenance of high standards to skill the workforce according to industry needs.



10. Updating & Revision

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

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