Guidelines for Training Partners (TPs)

1. Objective

Leather SSC has formulated these guidelines for the following objectives

- To reduce the dropouts of candidates during training
- Helps candidates/students to understand the exact information about the job role, sector, and industry
- To ensure high quality of training and delivery to the candidates
- Helps training partners to reach out to the employers/industry
- Helps candidates/students to get real-time experience
- Give 100% placements to the candidates with low or zero Capex
- Allows SSDM/Training Partners to check the real-time dashboard of candidates training, assessments, and placement data with records
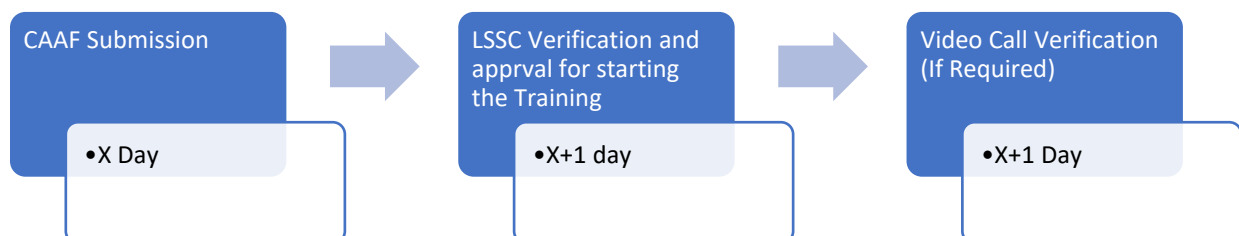-

2. Training center, Machinery and course accreditation – For Government Programs

- Any organization that meets the eligibility criteria provided by the SSDM/NSDC can be eligible for center accreditation.
- Any Organization black-listed/debarred by any Central / State Government is not eligible to apply as Training Partner/Training Center.
- On empanelment for Training Center (TC), the TP needs to choose NSQF aligned courses on Leather SSC.
- The training infrastructure, tools, and equipment should be available as per Skill India Portal (SIP)
- The detailed Training center affiliation process is available on the below link.

https://drive.google.com/drive/folders/1weAIjyS_8dZJwldKye_KTWMzx7h7qNLr?usp=sharing

3. Training center, Machinery and course accreditation – For Fee based/ CSR/ Other Programs

- The Center Accreditaion & Affliation Form (CAAF) will be shared with the TP (Consists of General Details, Facilities at the Center and Tools & Equipment Required for the Training)
- TP has to fill the CAAF form and should be shared along with pictures with the Leather SSC by email.
- The CAAF verification will take 24 hours and Approval for carrying out TC will be issued by Mail (If required Video call/Physical Verfication also be done before approval)

CAAF Submission	LSSC Verification and apprval for starting the Training	Video Call Verification (If Required)
• X Day	• X+1 day	• X+1 Day

4. Trainer prerequisites

- The Trainer should meet the eligibility criteria and requirements as per Leather SSC (ReferToT process note)
- The trainers should have a valid ToT certification on the respective job role
- In Fee based/CSR – Leather SSC will debut its Trainers (If required)

5. Training & Post Training Monitoring

- The Attendance of the candidates should be registred on daily basis (Either by AEBAS device or other Portals or by Manual attendance Register)
- The Training Partner (TP)/ Trainer has to create a whats app group and share the Candidates Group Photo with Geo Tagged – Daily (Matching with Attendance)
- Leather SSC will appoint a SPoC person for TPs services and coordination our team
- Leather SSC will help TPs Industry connections and Learning Resource Technology (LRT)
- The mobilized candidates should be as per eligibility criteria mentioned in the Qualifications
- **LSSC will help TPs to counsel the candidates, and counseling can be done by the industry also**.
- LSSC wants TPs to ensure Participant Hand Book (PHB) available to the candidate at the starting of the training program
- LSSC will also monitor the Quality Assurance (QA) Part of the training
- LSSC wants all the training centers (In industry also) to install an **MI Camera (This will help us in live monitoring of training batches), which has the advantage of audio and video live monitoring facilities and It is Mandatory.**
- Monitoring can be done using video calling to the Trainers and training progress will be checked randomly
- Each candidate should have a **Session Plan/ logbook covering their learning outcomes (provided by the Leather SSC, based on the job role applied/allotted), which is updated by Trainer & Candidate daily and shared with LSSC.**

6. Internal Assessments (IA)

- IA should be done after 60% curriculum covered
- TPs need to coordinate with LSSC to do IA using the in-house trainers
- The trainers have to conduct IA using SCALE India App (Detailed description available in the below section)
- The trainers have to facilitate Theory exam then Practical Exam
- This IA part need to be monitored and recorded for future reference (Using an MI camera)

7. Assessments Process

- The assessments will be done as per the clearance of batches from the SIP/SSDM/other Portal and as per Batch end dates (Manually – If required)
- The candidates who fulfilled the required attendance will be eligible for assessments
- The assessments will carry out by Leather SSC assigned assessors
- The whole assessment process (Theory and Practical) will be monitored using MI Camera

8. SCALE India IT platform

- The SCALE India Platform is monitoring, learning management, and assessment platform
- LSSC wants every candidate has to register on the platform before counseling.

- The registered candidate will get log in ID through this, they can access their E-Book in their local languages.
- The app is supportable for "android" available in the Playstore.

10. Branding and communications
- TPs/TCs should adhere to the Branding and Communication Guidelines.
- Proper branding of Leather SSC, NSDC, SSDM, and Skill India should be present in the training center and assessments
- The banners or standees should be printed clearly stated above brandings

11. Zero tolerance towards malpractices
- LSSC is always will not compromise on malpractices in training and assessments.

12. Grievances
- Any grievances on the training, assessments and placements needs can contact to below email and phone number

    Email: lssc@leatherssc.org

    Phone: 044-49920006

Annexure – 1: TP Application Form

About the Training Partner	DETAILS
Organisation Name	
Organisation Registered Address	
Operational Address (if any)	
Year of establishment	
Registration No./License No (If Any)	
Head of Organization Name and Position	
Email Address	
Phone Number	
Nodal Person (Name and Designation)	
Email Address	
Phone Number	
GST NUMBER	
Last 3 Years Turnover Details (if any), year wise	

Details of Previous Experience

Name of the Scheme, sponsored organization and Training Period (From – To Year)	Sector	Course Name	No. of candidates trained	No. of candidates placed	Remarks

List of Documents Required from the TP

S. No	List of Documents	Yes	No	Remarks
1	Registration Certificate			
2	GST Number			
3	PAN Number			
4	Audited Balance Sheet of last 3 year			
5	NSDC/ Other SSSC/State affliation certificate (If any)			
6	Details of Trainers available with your TPs			
7	Self attested letter for not blacklisted by SSC/SSDM/ NSDC and any other other departments/organizations.			
8	Work Orders Received regarding to previous training experience.			
9	Monitoring & Evaluation Mechanism			
10	Grievance Redressal Mechanism			

Annexure – 2: Affiliation and Accreditation Fee

Sr. No.	Details	Charges	Remarks
1	New Training Partner (TP) Affliation Fee.	*Rs. 50,000/-*	*(Non refundable), Duration one year*
2	Existing Training Partner Affiliation Fee	*Rs. 25,000/-*	*(Non refundable), Duration one year*
3	Training center Accreditation Fee	*Rs. 6,000/- per Job role*	*(Non refundable), Duration one year*
4	Training of Trainers (ToT) - New	*Rs. 11,200/- per Job Role*	*As of 2024*
5	Training of Trainers (ToT) - Existing	*Rs. 2,200/- per Job Role*	*As of 2024*