



Training Provider Assessment Procedure

Electronics Sector Skills Council of India

1. Introduction

Electronics Sector Skills Council India (ESSCI) has developed the Affiliation Criteria for Quality Assurance of Training Providers (TPs). The Affiliation criteria provides framework for the effective management and delivery of the competency based Vocational Education and Training (VET) aimed at overall development of the students.

2. Purpose

The propose of this document is to assess if the training provider has the necessary capability, sufficient experience and necessary tools to train the trainees as per Qualification Packs (QP's) & National Occupational Standards (NOSs) as given in Annexure. The list of job roles is going to be enhanced in future and the list of QPs and NOSs will be updated accordingly.

3. Scope

The criteria is applicable only for the assessment of the training providers to ensure that their training ecosystem is well equipped to train as per QP's & NOSs.

4. Objectives

Affiliation is a process of establishing the competence of TP's in delivering the requisite elements of vocational training and its ability to carry out evaluation of competence acquired by the students. Affiliation focuses on learning, self-development and encourages TP's to pursue continual excellence. Affiliation helps in recognizing TP's and professional programs affiliated with these institutions for a level of performance, integrity and quality which entitles them to the confidence of the stakeholders and community they serve.

The purpose of introducing the assessment program for a course conducted by TP is to uphold a minimum standard of quality which meets expectations of the various stakeholders of the training ecosystem. Some of the salient objectives include;

1. To assess institutions and their programs that meet the defined quality standards;
2. To foster excellence in Training Ecosystem in delivering competency based education and training by ensuring high quality infrastructure including equipment & Laboratory for hands-on learning.
3. To establish framework for continuous improvement and provide opportunity to benchmark with other institutions.
4. To facilitate developing professional competency of the students.

5. To ensure high standard in training of trainers.

5. General Guidelines

1. This protocol has been developed to evaluate and affiliate Training partner for the purpose providing skill development training to the specific job role
2. The training for the job roles is conducted through affiliated training partners. Compliance of the training to the National Occupational Standards pertaining to the job role is ensured by ESSCI
3. Training partner shall ensure that Training of the Trainees carried out in a professional and unbiased manner so the Training scheme achieves its objective of mutual acceptance and global exchange of personal
4. ESSCI reserves all rights to amend this protocol, procedures and fees etc. as it may deem fit
5. All information provided by the applicants can be verified at any stage during or after assessment process

6. Procedure:

1. Submission of duly filled Training partner protocol application form with application fee of Rs.5000/-
2. Evaluation of ESSCI & award of Provisional Affiliation
3. Submission of QP / NOSs aligned curriculum and course content for the selected job roles along with the Affiliation fee & curriculum alignment fee
4. Training partner to start mobilization to immediately start the training after affiliation
5. Curriculum and course content review by ESSCI and Industry and addressing of gaps by Training partner
6. Center visit to check the required infrastructure along with industry person
7. Grant of Affiliation by ESSCI
8. Time duration of affiliation is 30 days

7. Fee Structure:

1. Application fee : Rs.5000 /- to be submitted along with the completed application form
2. Affiliation fee : Rs.20,000/- for single centre or Rs.45,000/- for multiple centres after review by the ESSCI and acceptance of Application
3. Curriculum alignment fee: Rs.5000/- per job role
4. The certificate will be valid for 1 year from the date of issue

8. Process, Compliances and Records

Applicant to confirm availability of the under mentioned process, compliance and documents. These will be checked during On-site visits

1. Operational manuals;
 - a. Background of Institution
 - b. Organization structure
 - c. Profile of Trainers
 - d. Industry linkages
 - e. Profile of Senior and middle management
2. Compliance of Statutory and regulatory requirement
3. Guidelines for Recruitment of Trainers
4. Professional development plan for Faculty
5. Availability of administrative support staff
6. Composition of Training packages
 - a. Content
 - b. Training manual
 - c. Training guide
 - d. Training Delivery plan
 - e. Feedback Forms and review mechanism
7. Library for students
8. Adherence to health and safety norms
 - a. Training on staff of crisis handling & handling of firefighting equipment
 - b. Availability of firefighting / safety equipment
 - c. Awareness on Health policy, periodic medical checks
 - d. Adherence to the company safety drills and health programs
9. Management review
 - a. Management review meetings and action perusal
 - b. Faculty review
 - c. Complaints and redressal system
 - d. Feedback analysis from students or faculty or employees
 - e. Result analysis review

9. Evaluation

The evaluation of the training provider is done by ESSCI is based on a number of factors as given below:

1. Number of years in operations
2. Experience in Electronics training in currently defined job roles
3. Experience in Training (Similar to 3 but non- electronics)
4. Pan India reach in terms of number and spread of centers.
5. Industry Tie-up for Training
6. Industry Tie-up for Placement
7. Placement Record
8. In-house content development
9. In-house system for periodic train the trainer program & assessment of in-house master trainers
10. Availability of In-house Master Trainers
11. Activity to mobilize trainees
12. Track record in facilitating on-the-job training

10. Periodic Review

1. To evaluate Training partner's continuing conformance to ESSCI & NSDC criteria and the effective implementation of the procedures, ESSCI shall normally conduct an annual surveillance for,
 - a. Administrative procedure, practices and records



- b. Review of Training procedure and framework
 - c. Review of feedback received from trainees, faculty, employees
2. ESSCI may conduct surprise assessment for any duration of the approved period

11.Re-assessment of Training partner

1. ESSCI shall carry out re-assessment after 1 year. However if ESSCI decides to follow new standards, re-assessment could be earlier than this.
2. ESSCI shall carry our re-assessment of the office procedure, documentation and at least one complete training process to verify compliance with the prescribed criteria
3. The Training partner shall apply for its re-assessment enclosing the necessary papers and the fee after 1 year from the date of initial affiliation

12.Suspension or Cancellation of Affiliation

ESSCI may suspend or cancel an affiliation of the course because of any of the followings, but not be limited to,

1. Non-compliance or violation of the ESSCI requirement
2. Providing insufficient or incorrect information to ESSCI
3. Failure to report any major changes in the training methodology
4. Non-payment of ESSCI fees, assessment fees and agreed upon expenses
5. Any other condition deemed appropriate by ESSCI
6. Failure to maintain confidential information as agreed
7. Influencing Assessment partner on the assessment question, results and any other relationship with Assessment partner

13.Affiliation

Training Partners will be affiliated with ESSCI for the job roles specified for one year for STAR Scheme after ESSCI clears their application after due diligence on evaluation.

14.Addition of Job roles for the Affiliated Training Partner

Following details to be provided for additional Job roles by the Affiliated Training Partner

- 14.1 Curriculum - Annexure II
- 14.2 Session Plan – Annexure III
- 14.3 Master Trainer CV
- 14.4 Trainer details – Annexure IV
- 14.5 Lab tool list – Annexure VI
- 14.6 Month wise plan – Annexure VII
- 14.7 Check list points to be provided against Annexure V as per below

Assessment of Additional Course(s) offered by Affiliated Trainer Partner				
S no.	Documents	Yes/ No	Value	List/details
5	Tie-ups with Industry for On-The-Job Training (OJT)	Yes <input type="checkbox"/> No <input type="checkbox"/>		List the Companies
6	Tie-ups with Companies for Placement for current job roles List	Yes <input type="checkbox"/> No <input type="checkbox"/>		List the Companies
7	Placement record- % of Trainees Placed till date			

8	Content development (In-house or Outsourced) details			
	a) In-house content development	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	b) Number of Resources			
	c) Average Years of Content Development Experience (Years)			
9	Number of In-house Master Trainers with average number of years of experience in the job roles (List Names, Years)			
12	Facility available for on the job training:			
	a) Lab. Facility for Hands-on Training	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	b) Number of Days for On-The-Job-Training (Days)			
19	Courseware-Trainees (As per NOS)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
21	Course curriculum (As per NOS)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
22	List of Equipment tools as per NOS	Yes <input type="checkbox"/> No <input type="checkbox"/>		
23	Training Calendar	Yes <input type="checkbox"/> No <input type="checkbox"/>		
25	List of Master Trainers (with CV)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
26	Trainer details (with CV)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Annexure – I: JOB ROLES

List of Job roles applied

Annexure –II: Curriculum

“Include the Job role”

CURRICULUM/ SYLLABUS

This program is aimed at training candidates for the job of an “Include the job here” in the “Electronics” Sector/Industry and aims at building the following key competencies amongst the learner

1.	5.
2.	6.
3.	
4.	

This course encompasses four out of four National Occupational Standards (NOS) of “Include the job here” Qualification Pack No “ **enter the QP number**” issued by “ Electronic Sector Skill Council of India”.

S. No.	Topic/Module	Duration (in Hours & Days)	Key Learning Outcomes	Corresponding NOS Code
1		Days / Hours		
2		Days / Hours		
3		Days / Hours		
4		Days / Hours		
5		Days / Hours		

Annexure – III: Session Plan

Program Name:						
Name of the Client:						
Version No.		Version update date:				
Pre-requisites to Training						
Training Outcomes		By the end of the program, the participants would have achieved the following competencies:				
		1				
		2				
		3				
Sl.No.	Module	Sessions	Objectives	Methodology	Training Tools / Aids	Duration (Hrs/Days)

Annexure – IV: Trainer Details

Name	Designation	Qualification	Area of Experience with Duration	Total Industry Experience	Teaching experience

Training Provider Affiliation Protocol

Sno.	Documents	Yes/ No	Value	List/details
1	Total number of Years of operation (Years)			
2	Number of job roles in which Electronics Training is done for multiple batches			List the number of Job Roles, including the No. of Years)
3	Number of job roles in which Non-Electronics SSC training is done for multiple batches			(List of SSCs, Nos. of job roles, No. of Years)
4	State-wise Distribution of number of Training Centres where training could be conducted as below: (enter values)			
	a) Number of Training Centers			
	b) Number of States with just one center			
	c) Number of States with two or more centers			
5	Tie-ups with Industry for On-The-Job Training (OJT)	Yes <input type="checkbox"/> No <input type="checkbox"/>		List the Companies
6	Tie-ups with Companies for Placement for current job roles List	Yes <input type="checkbox"/> No <input type="checkbox"/>		List the Companies
7	Placement record- % of Trainees Placed till date			
8	Content development (In-house or Outsourced) details			
	a) In-house content development	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	b) Number of Resources			
	c) Average Years of Content Development Experience (Years)			
9	Number of In-house Master Trainers with average number of years of experience in the job roles (List Names, Years)			
10	Periodicity of re-training and assessment of trainers (Months)			
11	Mobilization of resources			
	a) In house	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	b) Outsourced	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	Facility available for on the job training:			
	a) Lab. Facility for Hands-on Training	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	b) Number of Days for On-The-Job-Training (Days)			
13	List of own branches	Yes <input type="checkbox"/>		

		No <input type="checkbox"/>		
14	List of Franchise branches	Yes <input type="checkbox"/> No <input type="checkbox"/>		
15	PAN & IT return	Yes <input type="checkbox"/> No <input type="checkbox"/>		
16	Audited balance sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>		
17	Registration certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
18	Copy of affiliation certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>		
19	Rent agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>		
20	Courseware-Trainees (As per NOS)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
21	Courseware-Trainers (As per NOS)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
22	Course curriculum (As per NOS)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
23	List of Equipment tools as per NOS	Yes <input type="checkbox"/> No <input type="checkbox"/>		
24	Training Calendar	Yes <input type="checkbox"/> No <input type="checkbox"/>		
25	Process flow chart	Yes <input type="checkbox"/> No <input type="checkbox"/>		
26	List of Master Trainers (with CV)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
27	Trainer details (with CV)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
28	List of students who have been placed till date along with the company names	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Annexure – VI: Lab Tool List

Tools List as per NOS per Center (Name of job role)			
Sno.	List of tools	Quantity	Tool per student will be trained
1			
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3			
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