



सत्यमेव जयते

# Training of Trainers' Protocol

For the Training of Trainers (ToT) Agencies under

समर्थ (Samarth)

Developed by

Resource Support Agency



## TEXTILES COMMITTEE

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## **DEFINITIONS / ABBREVIATIONS:**

- a) **Resource Support Agency (RSA):** The Textiles Committee (TC) is designated as RSA for implementation of the Samarth Scheme.
- b) **Training of Trainer Agency (ToT):** An agency duly authorized and empanelled by the RSA to conduct Training of Trainers (ToT).
- c) **Implementing Partner (IP):** Any interested organization duly authorized by Ministry of Textiles to conduct training of trainees under Samarth Scheme.
- d) **Provisional Empanelment:** Preliminary stage of empanelment after which the agency is required to ensure the accreditation of minimum 5 Master Trainers for Apparel sector or 1 Master Trainer for Handloom/Handicraft/Jute/Knitting/Processing/Silk/Wool/Other fibers from RSA to be eligible for final Empanelled as Training of Trainers (ToT) Agency of the RSA under Samarth.
- e) **Trainee:** Any citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age over 14 years or as prescribed under relevant labour law.
- f) **Candidate New Trainer (CNT):** A Candidate New Trainer is one who meets the prescribed education qualification & industry experience and would be required to undergo **5 days** ToT programme (offline).
- g) **Candidate Existing Trainer (CET):** A Candidate Existing Trainer is one who is trained and approved by any of the textile related SSC's (valid ToT certificate with minimum 6 months validity remaining) and meets the prescribed education qualification, industry experience. Such applicants do not require to undergo through 4 days ToT program of 5 days but would need to undergo 1 day Assessment.
- h) **Trainer (T):** A Trainer is one who has successfully passed the assessment of ToT programme and got certified with RSA under SAMARTH Scheme.
- i) **Assessment (In case of ToT):** It is a process to evaluate the competency of a trainer by way of written test/online test and/or viva.
- j) **Master Trainer (MT):** Person duly accredited/certified by RSA under Samarth to conduct such Training of Trainers as required by the RSA through its empanelled Training of Trainer (ToT) Agencies.
- k) **ToT Protocol:** A document which provides detailed guidelines to conduct Training of Trainer duly developed by the RSA under Samarth as amended from time to time by the RSA for the purpose of Training of trainers under 'Samarth'.

- l) **UID:** It the Unique Identification Number allotted by RSA to each successful trainer.
- m) **KYMT:** Know Your Master Trainer
- n) **KYT:** Know Your Trainer
- o) **TC:** Textiles Committee

RSA

## **1. BACKGROUND**

The Ministry of Textiles (MoT) has introduced a new scheme titled “Scheme for Capacity Building in Textile Sector” (SCBTS) which shall be known as “समर्थ” (Samarth).

The Samarth is launched with a view to transform the unskilled manpower to skilled workforce in various sub-sectors like Garment, Knitting, Processing, Manmade & Synthetic fibres and other unorganised textile sector/sub-sector and trade including traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet by running the certified Skill Development Programme in these sub-sectors across the country. The proposed scheme is with target outlay of Rs. 1300 cr. with a physical target to train 10 lakh personnel (9 lakh personnel in organised & 1 lakh personnel in traditional sectors) over the period of 3 years (2017-2020).

One of the critical quality control factors is the supply of quality trainers and assessors. A structured and detailed Training program for Trainers and Assessors becomes essential to address the requirement of adequately trained trainers and assessors in the skill eco-system. The MoT has designated the Textiles Committee (TC) as the Recourse Support Agency (RSA) for implementing SAMARTH. The RSA, endeavours to structure Training program for Trainers and Assessors across textile sector through this Protocol. The Protocol on Training of Trainers has been developed on a consultative approach with the aim to provide a robust model for creating quality trainers required under Samarth.

## **2. OBJECTIVES OF THE SCHEME**

Keeping in view, the demand for skilled workforce, the Ministry of Textiles, Government of India is implementing 'Samarth' with the following objectives.

- i. To provide demand driven, placement oriented National Skills Qualification Framework (NSQF) compliant skilling programmes to incentivize and supplement the efforts of the industry in creating jobs in the organized textile and related sectors; covering the entire value chain of textiles, excluding Spinning & Weaving.
- ii. To promote skilling and skill up-gradation in the traditional sectors of handlooms, handicrafts, sericulture and jute.
- iii. To enable provision of sustainable livelihood either by wage or self employment to all sections of the society across the country.

## **3. RESOURCE SUPPORT AGENCY (RSA)**

Textiles Committee, a Statutory body under the Ministry of Textiles, Government of India was set up by an Act of Parliament viz., 'Textiles Committee Act', 1963. The main objectives of the Committee activities are oriented towards overall quality improvement of textiles in India. The Government of India, Ministry of Textiles has designated the Textiles Committee as **Resource Support Agency (RSA)** for the new scheme 'SAMARTH' of the Ministry of Textiles, Government of India for providing resources in various sub-sectors like Garmenting, Knitting, Processing, Handloom, Jute, Silk, Technical Textiles, Wool, Others (Other fiber) and Handicrafts & Carpet, etc.

The Textiles Committee, as RSA, will be performing the following functions under the "Samarth":

- i. To identify and finalize the skill development needs in consultation with Sector Skill Councils (SSCs) and industry.
- ii. To standardize the course content and to develop the content.
- iii. To specify the training centre's infrastructure with reference to the NSQF courses.

- iv. To standardize the admission, assessment, certification and accreditation processes in consultation with the SSCs and industry to ensure consistency and acceptability by various stake holders.
- v. To empanel Assessment Agencies and to monitor their performance.
- vi. To conduct Training of Trainers (ToTs) and Training of Assessors (ToAs) in co-ordination with respective SSCs.
- vii. To conduct the skill gap studies from time to time and build up skill data base for the industry.
- viii. To study the global scenario and best practices in skilling in Textile Sector.

#### **4. TRAINING OF TRAINERS (ToT)**

To provide efficient and effective skill development training to trainees, RSA intends to create a large pool of trainers under the Samarth Scheme. The trainer trained by notified ToT centres and certified by RSA are expected to take up training in various textiles courses/job roles like Garmenting, Knitting, Processing, Handloom, Jute, Silk, Technical Textiles, Wool, Others (Other fiber) and Handicrafts & Carpet. The trainers responsible to train the trainees must be knowledgeable and be equipped with skills to deliver training. The efficiency of the trainers would reflect the proficiency of the training they provide to the candidates in the specific job role.

Training of Trainers (ToT) is a program for the development of training delivery skills of those who wish to become trainers in the course of their preference. Supply of quality trainers is one of the most critical elements to ensure efficiency of any Skill Development Programme. A structured and detailed ToT Program for Trainers is essential to address the requirement of adequately trained trainers in the skill eco-system. Therefore, this Protocol has been developed to provide a robust road map for creative quality trainers after due consultation with stakeholders.

Training of Trainers (ToT) program is envisaged to focus towards:

- Orientation and alignment of trainers as per the requirement of Samarth on the respective job roles and sub-sectors.
- Development of teaching pedagogy and best practices to trainers engaged in imparting skill training to trainees in various job roles approved by the RSA.

#### 4.1. Sub-Sectors / Scope:

For the purpose of ToT program, following sub groups have been made based on broad classification of sub-sectors as mention in table below.

**Table-1**

S. No.	Group of Sub-Sectors	Broad Classification of Sub-Sectors
1	Garmenting	Garmenting courses
2	Knitting	Knitting courses
3	Processing	Processing courses
4	Handloom	Textiles & Handloom courses
5	Handicrafts & Carpet	Handicrafts & Carpet courses
6	Jute	Jute courses
7	Silk	Silk courses
8	Technical Textiles	Technical Textiles courses
9	Wool	Wool courses
10	Others (Other Fiber)	Other fibers, etc.

**Note :** All training will be conducted course wise

The objective of the Protocol is to provide a robust, standardized and scalable model for training, assessing and certifying Trainers required under Samarth for imparting training of courses developed/adopted by RSA and aligned to NSQF.

RSA, in consultation with industry, has already developed/adopted and standardized several industry relevant courses under the Samarth Scheme. Detail of the segment wise courses developed/adopted and aligned with NSQF is available on <http://www.textilescommittee.nic.in>. Depending upon employability and criticality of job role(s), more industry relevant job roles are being identified whose course curriculum would be developed / adopted and will be aligned with NSQF as per requirement. Only the courses which are aligned with NSQF and approved by the RSA will be available to the IP for training of trainees.



In addition to the core course content developed by the RSA for various courses offered under Samarth, a common module of 30 hours on soft skills is also included in all such courses. The soft skills component will deal with issues like safety in production centre, cognitive or emotional empathy, cleanliness at work place, attitude to deliver a work, ethical communication, importance of health and hygiene in work place, time management, team work, language skill, personal habit, leadership traits, sexual harassment at workplace, labor laws and computer literacy etc. in order to meet the overall objective of the 'Samarth' scheme, RSA will develop/adopt some other courses as relevant to the scheme.

#### **4.2. Education Qualification & Experience Requirements:**

As per approval of Ministry of Textiles (MoT), RSA published the PUBLIC NOTICE No. SAMARTH/RSA-CAT/28/2019 (ToT Protocol), dated 20<sup>th</sup> February, 2020 on Textiles Committee website and also sent to all the IP's and in with the MoT's letter No. 11/02/2020-Samarth dated 12<sup>th</sup> May, 2021, certain changes have been carried out in the relevant protocols with the approval of the Ministry of Textiles, Govt. of India. The modified educational qualification & experience criteria of the trainers for different levels of courses under Samarth are given below:

<b>For Level 1 and 2 courses</b>
<ul style="list-style-type: none"> <li>• 10<sup>th</sup> pass with 8 years of experience</li> <li>• 12th/ B.A./B.Com/B.Ed. etc pass with 7 years of experience</li> <li>• ITI with 5 years of experience</li> <li>• Diploma in engineering/Graduate in Science with 3 years of experience</li> <li>• Graduate in engineering with 1 year of experience</li> </ul>
<b>For Level 3 and 4 courses</b>
<ul style="list-style-type: none"> <li>• ITI with 10 years of experience</li> <li>• Diploma in engineering/Graduate in Science with 5 years of experience</li> <li>• Graduate in engineering with 2 years of experience</li> </ul>
<b>For Level 5 and above</b>
<ul style="list-style-type: none"> <li>• Diploma in engineering/Graduate in Science with 7 years of experience</li> <li>• Graduate in engineering with 3 years of experience</li> </ul>

**Note:** All training will be conducted course wise.

## **5. TYPE OF TRAINERS & ELIGIBILITY CRITERIA FOR ToT**

The Trainers has been classified into two categories based on defined experience:

- i. Candidate Existing Trainer (CET)
- ii. Candidate New Trainer (CNT)

### **5.1. Candidate Existing Trainer (CET):**

A Candidate Existing Trainer is one who is trained and approved by any of the textile related SSC's (valid ToT certificate with minimum 6 months validity remaining) and meets the prescribed education qualification, industry experience (as per para 4.2 above). Such applicants do not require to undergo through 4 days ToT program of 5 days but would need to undergo 1 day Assessment. The CET who fulfil above requirements is exempted from 4 day Training of 5 days ToT but shall required to undergo 1 day Assessment (both Domain skills as well as Platform skills) and have to passed the Assessment successfully to become RSA Certified Trainer under Samarth Scheme.

### **5.2. Candidate New Trainer (CNT):**

A Candidate New Trainer is one who meets the prescribed education qualification & industry experience (as per para 4.2 above), would be required to undergo **5 days** ToT programme. The CNT who fulfil above requirements would have to undergo **5 days** ToT programme conducted at any pre-defined ToT centre wherein the applicant would be trained and assessed on domain skills and training delivery skills (Platform skills).

**Note:** Both CET and CNT shall have to pass the assessment (Domain skills and Platform skills) to become RSA approved Certified Trainer under Samarth. The nomination of the candidature will be cancelled at any stage if the information given is found incorrect or observed any deviation from set criteria. Such nomination may be resubmitted with relevant fee and proper documents meeting the criteria. IPs shall diligently check the authenticity of documents and also confirm that the candidates are meeting the required criteria. In case of any lack of documents/not fulfilling eligibility criteria, etc. then he/she will not be eligible to undergo ToT module hence their application will be rejected without any intimation and have to apply again afresh. Also the replacement of nominated applications will not be allowed and no fees will be returned.

**5.3. Scope of Candidate Trainers:** The prequalification requirement for CET/CNT is already explained above. The aspiring candidates can opt for training in any one course of sub-sector Garmenting, Knitting, Processing, Handloom, Jute, Silk, Wool, Technical Textiles and other fibers at a time under the Samarth scheme depending upon the educational qualification and experience mentioned in Para-4.2 above. Accordingly the candidate trainer through IP needs to indicate the course for which he/she intends to be trained as Trainer in the Know Your Trainer (KYT) Form (Annexure-2) i.e. course wise ToT will be conducted.

## **6. FEE STRUCTURE OF ToT**

**6.1. Fee Structure for CET:** Since an eligible CET accredited by any of the Textile related SSCs have to undergo only 1 day Assessment (CEP) at RSA, the concerned IP nominating the CET need to pay a non-refundable Accreditation fee of Rs. 2,000/- + GST<sup>1</sup> per CET directly to the Textiles Committee along with the application(s) (KYT) for the 1 day Assessment. However, if any CET fails in assessment, the concerned IP will need to pay a non-refundable Re-assessment fee of Rs. 2,000/- + GST per CET towards conducting Re-assessment & Certification to Textiles Committee. If he/she fails again in Re-assessment then the concerned IP will have to nominate him/her again **afresh** as a Candidate New Trainer (CNT) along with a non-refundable CNT Accreditation fee of Rs. 5,000/- + GST levied on the IP (i.e. IP's share of 50%) to the Textiles Committee for ToT program of 5 days.

**6.2. Fee Structure for CNT:** The total fees for conducting a 5 days ToT programme comprising of 1 day on domain skill, 3 days on platform skill and 1 day Assessment is Rs. 10,000/- + GST. Out of this fee, as approved by the Ministry of Textiles (MoT), 50% i.e. Rs. 5,000/- + GST is to borne by the nominating IPs and the rest of the fees will be borne by RSA from grant approved by the MoT. Accordingly, the IP nominating a trainer need to pay a non- refundable accreditation fee of only Rs. 5,000/ + GST per fresh CNT directly to the Textiles Committee along with the application(s) (KYT) and relevant supporting documents. The Textiles Committee (RSA), in turn, will remit Rs. 7,000/- + GST per CNT to the empanelled ToT Agency after ascertaining that the proper domain and platform skill training is given via its assessments against invoice raised. Thus, the ToT agency

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<sup>1</sup> GST: at present 18% GST

will get Rs. 7,000/- + GST per training of a CNT.

However, if any CNT fails in Assessment, the concerned nominating IP will have to pay non-refundable Re-Assessment fee of Rs. 2,000/- + GST per CNT towards conducting Re-Assessment & Certification to the Textiles Committee. If he/she again fails in Re-Assessments, then concerned IP will have to nominate him/her again **afresh** along with non-refundable Re-ToT fee of Rs. 10,000/- + GST payable to the Textiles Committee for Re-ToT program (No subsidy from MoT will be applicable in such cases).

The fee structure comprising of training and duration for CNT is given in table below:

**Table-2**

Stages of ToT	Training of Trainer Module	Duration	Fees in Rs.
<b>Candidate New Trainers (CNT)</b>	a) Domain skills (1 day) b) Platform Skills (3 days) c) Assessment (1 day)	5 days	As per MoT approval, ToT agency will get Rs. 7000/- + taxes per Candidate New Trainer as training fees against invoice and RSA will get @ Rs. 3000/- per Candidate New Trainer towards handling of applications, Assessment & Certification activities under SAMARTH from grant received from the Ministry of Textiles (MoT).

The IP can either pay the fee through Demand Draft (DD) in favour of Textiles Committee payable at Mumbai or can do an **online money transfer (Preferable)**. The bank detail of the Textiles Committee for making the payments is given below:

**Table-3**

<b>Name of the Account Holder</b>	<b>TEXTILES COMMITTEE</b>
Account No	10865756128
Bank Name	State Bank of India
Branch	Worli (North)
IFSC Code	SBIN0000290
Account Type	CURRENT A/C
BRANCH Code	0290
MICR Code of bank	400002088

**Note 1:** The payment receipt / Demand Draft (DD) along with covering letter (clearly indicating fees against each individual names, Aadhaar No. and previously allotted roll No. of proposed Candidate Existing Trainer, etc.) should be shared with The Textiles Committee (RSA) in hard copy as well as via email.

**Note 2:** IP's who have already paid relevant fees for their Trainer(s) to undertake the ToT / for Assessment should get training / Assessments of their Trainer(s) within 3 months otherwise fee paid by the IP's shall be forfeited. In such case, IP's will have to apply again afresh along with prescribed fees.

## **7. TRAINING OF TRAINER (ToT) FOR CET**

Training of Trainers (ToT) programme for a CET comprises of 1 day Assessment. Trainers shall be permitted to undergo the ToT programme/assessment only on establishing their eligibility as prescribed.

### **7.1. Procedure to Apply:**

The eligibility criteria for CET is elaborated at Para 4 & 5 above. IPs shall apply along with prescribed fees for eligible CET to the RSA, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai-400025 in soft copy ([tcrsaisds@gmail.com](mailto:tcrsaisds@gmail.com)) as well as in hard copy (self attested by CET) duly signed and stamped by IP on all documents as the prescribed Know Your Trainer (KYT) (Annexure-2) format along with all supporting documents (viz. SSC approved valid ToT certificate, education proofs, industry experience, Aadhaar Card, PAN Card and two passport size photos).

The IP while forwarding the KYT of the Candidate Existing Trainer should enclose proper documentary proofs in support of claim of experience & education qualifications.

## 7.2. ToT Program Structure for Candidate Existing Trainer (CET):

ToT Program module for Candidate Existing Trainer is given in table below:

**Table-4**

<b>Structure of ToT Module – Existing Trainers</b>			
<b>Stages of ToT</b>	<b>Orientation</b>	<b>Assessment &amp; Certification</b>	<b>Duration</b>
Domain Skills & Platform Skills	Only Assessment (mandatory)	Mandatory	1 day

**Note:** Assessment of Domain Skills will be carried out through Written/Online Test.

Assessment of Platform Skills will be carried out through Oral Presentation/Viva.

**7.3. Addition of Scope for CET:** The RSA **certified CETs** who meet the eligibility criteria and wish to add additional course/job roles to their scope of training may do so by submitting a fresh KYT form and other relevant documents like certificate from SSC (valid ToT certificate with 6 months validity remaining) in the proposed course/job roles, education certificates etc. to RSA along with the payment of additional non-refundable Scope enhancement fees of Rs. 2,000/- + GST to RSA for scope enhancement of certified CET, for which the certified CET trainer need to undergo a 1 day Assessment. ToT agency will not get any charges against this. IP's shall also enclose payment receipt/DD to the Textiles Committee while forwarding the KYT form.

## **8. TRAINING OF TRAINER (ToT) FOR CNT**

ToT for a CNT is an elaborate training program that covers orientation & assessment on both - Domain and Platform skills. The ToT module for a CNT entails the training of Domain skills and Platform skills and then the assessment on both within a period of 5 days. On passing the assessment, the trainer becomes a 'Certified Trainer'.

### **8.1. Procedure to Apply:**

The eligibility criteria for fresh CNT is elaborated at Para 4 & 5 above. IPs shall apply (after checking the eligibility criteria with due diligence) for ToT program with details of

eligible CNT to RSA, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai-400025 in soft copy ([tcrsaisds@gmail.com](mailto:tcrsaisds@gmail.com)) as well as hard copy (self attested by CNT) duly signed and stamped by IP's on all documents as per prescribed Know Your Trainer (KYT) (Form-13) (Annexure-2) format along with all supporting documents (viz. Education proofs, Industry & Training Experience, Aadhaar Card, PAN Card and Two passport size photos) **along with non-refundable ToT accreditation fee of Rs. 5,000/- plus GST (at present 18 %) per Candidate New Trainer.**

**Note:** If application of CNT/CET is found to be incomplete / not eligible i.e. rejected, then fee will not be refunded/adjusted with new application. Then IP need to apply afresh along with prescribed fee which is non-refundable.

### 8.2. ToT Program Structure for a CNT:

ToT Program module for Candidate New Trainer is given in table below:

**Table-5**

Stages of ToT	Training/Orientation	Total Duration
Domain Skills	1 day	<b>5 days</b>
Platform Skills	3 days	
Assessment	1 day	

**8.3. Addition of Scope for CNT:** The RSA **certified CNTs** who wish to add additional course/job role to their scope of training may do so by submitting fresh KYT form along with previous roll number allotted and payment receipt and other relevant documents like qualification, etc. to the Textiles Committee. For this, IP need to pay non-refundable scope enhancement fee of Rs. 4000/- + 18% GST to Textiles Committee for scope enhancement of certified CNT, for which the certified CNT trainer needs to undergo a 1 day domain skill training and 1 day Assessment at the ToT center. The ToT agency will get Rs. 2,000/- + GST per certified CNT (for scope enhancement) for providing 1 day domain skill and arranging Assessment.

## **9. ASSESSMENT & CERTIFICATION OF CET & CNT**

All the CET as well as CNT shall undergo an assessment to be conducted by the Textiles Committee at nominated ToT centres / Textiles Committee offices. The assessment will be to check the extent of learning in the area of platform as well as domain skills.

### **9.1. Methodologies for Assessment:**

The following methodologies will be adopted for the assessment of both CET and CNT:

(i) He/She shall have to appear for written/online test (Domain skill) for particular course/job roles.

(ii) He/She will be required to give viva (Platform skill). Thus, Assessment of both Candidate Trainer (Existing and New) shall comprise of.

(a) Domain skill evaluation through written/online Test

(b) Platform skill evaluation through viva

#### **9.1.1 Domain skill evaluation through written/online Test:**

This test is to assess the technical knowledge of the Trainers meant for Training to the trainees under the Samarth Scheme for the applied different course(s). The Trainer can get certification as Trainer in any one or more than one course(s) in which he/she has applied only on successfully clearing the Assessment.

The written/online tests shall contain a series of multiple choice questions to be answered in a stipulated time limit. Both Platform and Domain skill tests are designed to accurately evaluate an individual's skill set and technical knowledge specific to that particular job role(s) for which the candidate desires to be a Trainer. A Candidate Trainer needs to specify course (s) / job role(s) for which accreditation is sought.

#### **9.1.2 Platform skill evaluation through viva:**

Viva is one of the important stages used in the process of certified Trainer as it will help in assessing the personality, interest of field, confidence, communications skill, general attitude.



**9.2. Marks Distribution Parameter (Total Marks-100):** The marks distribution is given in table below:

**Table-6**

S.No.	Evaluation Method	Marks Allotted (Maximum 100)	Qualifying Marks (Minimum)	Qualifying Marks % (Minimum)
1	Domain Skill - Written/online test	40	60 (Overall)	60% (Overall)
2	Platform Skill Evaluation – Oral Presentation cum interview	60		
	<b>Total</b>	<b>100</b>		

**Note:** Minimum overall passing criteria of CET/CNT for qualifying Assessment is 60%.

**Note:** 100% attendance of candidate Trainer in classes is compulsory.

Those fresh Candidate Trainers (CNT/CET), who have failed in assessment, have only one additional chance to re-appear for the re-assessment of Domain Skill (written/online test) and Platform skill (viva). In such cases, IPs needs to pay additional non-refundable re-assessment fee of Rs. 2000/- plus GST (at present 18 %) to Textiles Committee. After qualifying the assessment, he/she shall be awarded certificate for conducting training.

Those Candidate Trainers who again failed in Re-Assessment have to apply afresh as a New Trainer through their IP's.

## **10. TRAINER CERTIFICATION CODE NO (UID):**

Each of the Certified Trainer will be assigned Unique Identification (UID) code number for the purpose of identification. The Certified Trainer can conduct Training in their relevant job roles/course only as per UID/information provided by the RSA. The Trainer conducting training other than his/her defined course/job roles will be treated as a deviation from Training of Trainer Protocol and this may lead to cancellation of certification of Trainer or/and such trainer will be blacklisted for conducting training under

Samarth scheme or/and any necessary action will be taken by RSA. Training of Trainers (ToT) certificate will be provided to Trainers who has successfully passed the Assessment. The validity of such certificate will be 2 years from the date of issue of certificate / date of Assessment or till the completion of the SAMARTH Scheme, whichever is earlier.

## **11. TRAINING OF TRAINER (ToT) AGENCY**

The ToT Agency is an agency duly authorized and empanelled by the RSA to conduct Training under Samarth Scheme. The empanelled ToT Agency under Samarth Scheme during its period of empanelment under RSA, shall not be involved in any of the activities related to the IP other than that mentioned in this Protocol.

**Note:** ToT agency(s) are required to conduct ToT program for Trainer(s) as per RSA calendar/instructions.

**11.1. Availability of Standardized Content:** While conducting the ToT program, the ToT agency must ensure that following contents to be provided to the participants (Trainers):

- Participant Handbook of the relevant domain skills.
- Facilitator guide on the relevant domain skills.
- Participant Handbook on the Platform Competencies.
- Any other material.

**11.2. ToT Centre Infrastructure:** The empanelled ToT agency shall ensure adequate number of training centres nationwide. There should be minimum one ToT centre per state in at least one state. The Infrastructure requirement for a ToT centre are prescribed by the RSA and given in ToT RFP dated 07<sup>th</sup> August, 2018.

**11.3. Verification of CNT at ToT center:** According to intimation, the Candidate Trainers will make themselves available at prescribed location of ToT centre along with all the required original documents as well as photocopies of them. They are also required to bring photo copy of KYT form which was submitted to RSA via IPs earlier. ToT agency will check & verify the original documents of CNT as per eligibility criteria. They shall retain one set of self attested photo copies of these documents with **counter sign of verifier/checker** on all documents like Aadhaar card, educational proofs, experience proof, KYT form, IP's name & address, confirmation letter and contact details of

Candidate Trainers for a period of 5 years minimum.

## **12. ACCREDITATION OF MASTER TRAINERS**

Master Trainers are training professionals who are highly competent in teaching pedagogy and are responsible for training the trainers. Those seeking a Master Trainer License in the skilling ecosystem (i.e. Qualification Packs-based training) are now expected to solicit licence from the relevant Sector Skill Council. A Certified Master Trainer is a pre-requisite for conducting any ToT programs. A Certified Master Trainer is needed to conduct training for batches of Trainers (aspirants). The eligibility criteria and fee structure of Master Trainer are already defined earlier in ToT RFP dated 07<sup>th</sup> August, 2018.

### **12.1. Verification of Candidate Master Trainer's Original Documents:**

Candidate Master Trainers who are already accredited (valid certificate) by any Textile related Sector Skill Councils (SSCs) need not to clear CEP test. Candidate Master Trainers nominated by ToT agencies, will be called for CEP (other than SSC approved & valid certificate accredited under RSA) and such candidate Master Trainers need to carry her/his relevant original documents such as educational qualification & experience certificates, PAN card, Aadhaar Card for the verification purpose. If the documents are found materially deficient or inconsistent in any aspect or fraudulent, the candidate will not be considered for further evaluation. The decision of RSA in this regard will be final.

### **12.2. Competency Evaluation Programme for Master Trainer:**

The applicant Master Trainer shall have to clear the Competency Evaluation Program (CEP) of the RSA well announced from time to time. The Competency of Master Trainer is very critical assessment process. The CEP will therefore intend to understand the depth of knowledge in general and subject in particular skill, presentation skill, way of teaching, attitude and aptitude of Candidate Master Trainer (CMT). Therefore, CEP includes;

- (i) Written Test/Online test
- (ii) Oral Presentation cum interview

**Note:** Overall passing criteria of Master Trainer (without SSC approved) for CEP is minimum 70% marks; failed candidate shall have to apply afresh for accreditation along with applicable non-refundable fee.

### **12.2.1 Written Test/Online Test:**

The written test/Online test is designed to accurately evaluate an individual's skill and technical knowledge specific to that particular(s) sub-sector for which the candidate desires to be a Master Trainer like Garment sub-sector. Candidate Master Trainer need to specify sub-sector (s) for which accreditation is sought. The tests contain series of multiple choices and short answer questions to be answered in a stipulated time limit.

Any Candidate Master Trainer can get accreditation for training in any one sub-sector or all sub-sectors based on his/her qualifications, experience, eligibility criteria and performance in CEP and scope of agency which will be decided by RSA.

### **12.2.2 Oral Presentation cum interview:**

Presentation shall be oral presentation i.e. without PPT. Master Trainer should be a good presenter/orator. The oral presentation includes: teaching methodology, proper volume, enthusiasm, confidence level and the way of explanation. Candidate Master Trainer can select any topic within sub-sector for oral presentation in front of RSA. The oral presentation should be of about 10-20 minutes.

Personal Interview is one of the important stages used in the process of accreditation of Master Trainer as it will help in assessing the personality, interest of field, confidence, communications skill, general attitude and whether the candidate Master Trainer's qualifications and experience meet with training requirements.

**12.3. Master Trainer- Evaluation Criteria/Parameters (Total Marks-100):** The Master Trainer- Evaluation Criteria/Parameters is given in table below:

**Table-7**

<b>S.No.</b>	<b>Evaluation Method</b>	<b>Marks Allotted (Maximum 100)</b>	<b>Qualifying Marks (Minimum)</b>	<b>Qualifying Marks % (Minimum)</b>
<b>1</b>	Written test/Online test	40	70	70%

2	Oral Presentation cum interview	60	(Overall)	(Overall)
	<b>Total</b>	<b>100</b>		

### **13. AWARDING OF ACCREDITATION TO MASTER TRAINER**

The candidate Master Trainer who successfully clears the CEP will be awarded with the accreditation code/certification. The RSA shall allot specific codes/Unique Identification Code(UID) to that Accredited Master Trainer clearly indicating the relevant sub-sector to which the Accredited Master Trainer is eligible to carryout training under Samarth. The RSA will intimate the results along with UID of accredited Master Trainer to the respective Empanelled ToT agencies. Accreditation/Continuation of accreditation of the Master Trainer will be at the sole discretion of the RSA. Accreditation of Master Trainer is valid till the end of the year i.e. 31<sup>st</sup> December (Calendar year) in which year that Master Trainer will be accredited. Thereafter the accreditation can be renewed by paying a specific fee as declared by RSA from time to time. However, any Master Trainer who approaches for renewal of accreditation should have conducted at least training of 3 batches during the period of Accreditation or prescribed by RSA.

### **14. ASSOCIATION OF MASTER TRAINER WITH ToT AGENCY**

A Master Trainer can be empanelled under one ToT agency at a time. A Master Trainer who is found to be conducting training for any other ToT agencies, his/her accreditation shall stand cancelled with immediate effect without any prior intimation. Such Master Trainer will be blacklisted from conducting any further training under 'Samarth' scheme.

### **15. PROCEDURE FOR CHANGE OF ToT AGENCY BY ACCREDITED MASTER TRAINER**

The Accredited Master Trainer shall have liberty to change their original ToT agency, subject to fulfilling the following requirements.

- i. A Master Trainer has to submit formal resignation (either hand copy/email) to the concerned ToT agency with which he/she is still empanelled.
- ii. The Master Trainer shall get NOC from the concerned ToT agency.
- iii. After that, Master Trainer can be eligible to apply to new ToT agency.

The RSA shall cancel the accreditation code (UID code) allotted to the Master Trainer for previous ToT agency. Such Master Trainer can apply for fresh accreditation through another empanelled ToT agency as per procedure outlined for accreditation of Master Trainer in this Protocol. The Master Trainer, who already cleared the CEP, need not have to clear it again but concerned ToT agency will have to nominate him/her afresh by submitting all the necessary documents viz. KYMT form, copy of NOC, supporting documents of education and experience along with non-refundable ToT agency change fee of Rs. 1000/- plus applicable GST (At present 18 %) per Master Trainer for getting the new accreditation code with the new ToT agency.

## **16. MASTER TRAINERS' MIDTERM TRAINING BY ToT AGENCY**

The ToT agency shall have to conduct training programmes periodically for Accredited Master Trainer to keep them updated with contemporary developments in the area of Skill training either in-house or through some other professional agency(s) under advance intimation to the RSA. The RSA at its discretion can witness such midterm training or seek video footage/photos. In any case the ToT agency is required to send a detailed report on such training programmes including photographs and video footage to the RSA. The number of training conducted/sponsored by ToT agency shall be considered while evaluating performance of ToT agency.

## **17. ADDITION OF SCOPE OF MASTER TRAINER**

The empanelled ToT agency is authorized to undertake the training of courses which are approved by the RSA under 'Samarth'. New Job Roles as and when added by the RSA will be available for training under Samarth. The empanelled ToT agencies are liable to undertake training on pan India basis in un-served areas if instructed by the RSA. At the time of initial empanelment, RSA will allot state and sub-sector (i.e. scope) to ToT agency for undertaking training activities. The scope in terms of number of state can be enhanced as long as the requirement of availability of required accredited Master Trainer in that particular state is met. The scope in different sub-sectors of the Mater Trainer can be enhanced by paying requisite non-refundable scope enhance fee of Rs 1000/- plus applicable GST (at present 18% GST). In this case, CEP will be conducted at prescribed place(s) and date(s). If he/she passes in the CEP, then RSA TC will provide modified

UID/Code to relevant Master Trainer. If he/she fails to pass in the CEP, the concerned ToT agency will have to nominate him/her again for enhance scope by paying requisite fee, if ToT agency wants so.

## **18. VIDEOGRAPHY OF THE TRAINING PROGRAM**

It will be obligatory for the ToT agency and its centre to ensure that the whole process of Training and Assessment of Trainers shall be covered under CCTV. Such CCTV footage of the entire training program and assessment process is mandatorily to be retained by the ToT agency for a minimum period of one year. Photograph of the Master Trainer along with trainer & participants batch has also to be invariably maintained.

## **19. SURPRISE VISITS**

The RSA, Textiles Committee is authorised to have randomly surprised visit/inspection to any of the training centres of ToT agency. At the time of surprise checks, the RSA official(s) will monitor the overall training activities and verify whether the ToT Protocol is being followed during training. RSA can view/check following:

- The proper functioning of the training centres
- The compliance of earlier checks
- Check the documentation
- Punctuality of Master Trainer and Candidate Trainer
- The methodology adopted by Master Trainer during the Training
- Knowledge of local language of Master Trainer and comfort level of Candidate Trainers.
- Assess the quality of training
- Check attendance of Trainers
- Check availability of Master Trainer
- ID cards of Mater trainer
- Availability of infrastructure
- Overall performance of training centre
- Or any other point

On the basis of surprise check reports, and depending upon non-conformities observed

in implementation of ToT Protocol, if found any abnormality or discrepancy, RSA,TC has power to cancel the training program or cancel the empanelment of Master Trainer or cancel the empanelment of ToT agency, according to level of abnormalities. Master Trainer whose empanelment has been cancelled will be blacklisted for any further Training program. With reference to the intensity of such repetitive incidents, RSA, TC can cancel the empanelment of ToT agency without any prior intimation.

## **20. ALLOCATION OF BATCHES**

To meet the target under Samarth, Implementing Partners will propose Candidate Trainers to RSA, for training purpose. The batches will be decided by RSA in consultation with ToT agency according to specialization/Job roles of Candidate Trainer willing to undergo that particular job role training.

The allotment of batches of Candidate Trainer to ToT agency will depend on following point:

- Previous experience of ToT agency and their scope in various sub-sectors
- Presence of ToT centres in number of states
- Number of certified Master Trainer empanelled with ToT agency
- Number of in-house training/workshop or training by professional agency(s) conducted for Master Trainers to enhance their skill
- Feedback of Trained Trainer at the time of assessment by RSA
- Affiliation of ToT agency with other schemes/certification like ISO.
- Occurrence and level of abnormality or discrepancy in ToT program

**Note:** Final decision of allotment of batches will be taken by the RSA.

**20.1. ToT Calendar:** The ToT calendar will be approved by the RSA on quarterly basis covering maximum locations and requirements of Samarth. ToT calendar will be published and regularly updated on the Textiles Committee website ([www.textilescommittee.nic.in](http://www.textilescommittee.nic.in)). RSA would ensure the quality on ToT by controlling the calendar through withdrawal of non competent “ToT Centres” from running any further ToT program. RSA reserves the right to cancel, modify the ToT calendar as per felt needs.



## **21. GENERAL INSTRUCTIONS**

- i. Applications received without the prescribed fee shall not be considered and will be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted.
- ii. Lack of documents submitted by IP's / ToT agency will be considered as incomplete documentation and therefore SUMMARILY REJECTED and further, no request for consideration of such applications will be entertained.
- iii. The information furnished by the IP's in CET's/CNT's applications will be verified against original documents by the ToT agency at the beginning of ToT program. During verification of documents, if it is found that any information furnished by the IP's in the application is wrong, the candidate's application will be rejected forthwith. The IP & candidates should ensure that they have furnished correct information in the application form.
- iv. Upon completion of ToT program, the ToT agencies are required to upload the names of CNT, their course/job role, attendance particulars of CNT, batch number & batch period and their Master Trainer details to the Textiles Committee designated e-mail id ([tcrsaisds@gmail.com](mailto:tcrsaisds@gmail.com)).
- v. RSA will not be liable to pay any expenses toward travel, lodging, boarding and other logistic expenses of trainers under any circumstances to the ToT Agency/IPs/Candidate trainers towards Training of Trainers under Samarth.
- vi. ToT agency shall maintain the records of attendance of Trainers and Master Trainers i.e. biometric attendance system and also maintain the attendance register (including name, code, sign by the Trainers and Master Trainer) duly verified by the head of training centre for a period of 5 years. RSA could ask to ToT agencies to show/send the record of attendance proof. 100% attendance of candidate Trainer in classes is compulsory.
- vii. **Instruction while attending the program or filling KYMT/KYT form:**
  - a) The photograph should be pasted in original with white background and 70% of area of photograph should be covered by face with cross-signature on photo of candidate.
  - b) Specimen signature of Master Trainer/Trainer in prescribed box in KYMT form

/KYT form are mandatory.

- c) The authorized representative of ToT Agency / IP's shall append his/her signature with stamp of office to validate its genuineness.
- d) Each application of Candidate Trainer (CET/CNT) must accompany with non-refundable application fee as described above and with supporting documents also.
- e) Candidates have to self attest all the required documents/proofs submitted by them.
- f) If any fraud is detected, such candidate / IP's / ToT agency empanelment with RSA under Samarth will be cancelled after giving them due chance to represent.
- g) Please attach a self attested photo copy of following documents
  - i) Aadhaar card
  - ii) PAN card
  - iii) Proof of Qualification in textiles related field.
  - iv) Proof of Experience
- h) After due scrutiny, RSA call eligible Candidate Trainer (CET/CNT) for further program.
- i) **Dropped out/ absent Trainer from the ToT programme** - Replacing of the trainer details may be considered only if the withdrawal is on account of the reasons beyond the control of IP/candidate trainer and only before commencement of the ToT Programme
- j) **Trainer's experience certificate** - Where it is not possible to get experience certificate from previous employer(s), it has now been decided to accept the experience certificate issued in the form of prescribed Undertaking by the current employer as a proof of trainer experience subject to current employer taking the onus of the certification being issued. The Undertaking should be signed by the authorized signatory of the IP and the IP will be solely responsible for the authenticity of the certification of experience of the said trainer.

**Note:** Experience cum declaration certificates format is provided below.

**Note:** RSA have rights to modify / amend / take decision on any issue / documents / acceptability or rejection of applications etc.

## **22. POWER TO MODIFY**

Notwithstanding anything said in this Protocol, the RSA has the right to modify any of the above instructions from time to time. The Training of Trainer Agencies are requested to visit the website of Textiles Committee and/or any other addresses as may be notified for updates and announcements periodically. For any queries/clarifications and submission of applications, please contact the undersigned:

Secretary,  
Textiles Committee,  
Govt. of India, Ministry of Textiles  
P. Balu Road, Prabhadevi Chowk  
Prabhadevi, Mumbai - 400025  
Tel.; 022-66527 506/507/519/608.  
Email: [tcrsaisds@gmail.com](mailto:tcrsaisds@gmail.com).  
Website: [www.textilescommittee.nic.in](http://www.textilescommittee.nic.in)





**Experience Certificate cum Declaration**

(The Experience Certificate cum Declaration form is to be submitted on Official Letter Head by the Applicant Implementing Partners (IP) under 'समर्थ-Samarth')

(This format is applicable only in case of declaration of previous organizations experience of proposed trainer)

Date: \_\_\_\_\_

This is to certify that Mr/Miss/Mrs \_\_\_\_\_ is working in our organization w.e.f. \_\_\_\_\_ to \_\_\_\_\_ in the \_\_\_\_\_ field . The overall relevant experience is as mentioned below:

Sr. No.	Experience In	Area of Specialization	Total Experience (Years)
1	Our Organization		
2	Previous Organizations		
3	Total Experience in Years		

- 1) I/We certify that all information provided regarding relevant previous experience as well as current working experience of the candidate is true & correct and verified by us.
- 2) I/We as IP under the Samarth scheme shall ensure(s) that we will be solely responsible for authenticity of this certificate of experience and all in respect of all obligations and responsibilities of the candidate's regarding previous working experience as well as current working experience will lay on the undersign and the IP.
- 3) The undersigned will be liable for prosecution in case any of the information provided above is found to be incorrect.

Authorized Signatory's Signature:

Name:

Designation:

Contact No. & Email Id:

Name of IP Agency:

For and on behalf of: (Company Seal)