Protocols for Affiliating Vocational Training Providers

By
Agriculture Skill Council of India (ASCI)
Affiliation – Reference to Context

The term Affiliation is used to define a process of establishing competence of any institution desiring of delivering vocational training from NVEQF/NVQF/NSQF level 1 to 10 which is based on National Occupational Standards (NOS) created by a Sector Skill Council (SSC) constituted by NSDC. For definition of NOS please refer to Annexure I of this document.

Any Education Body/ Vocational Training provider (VTP) can seek affiliation from a Sector Skill Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by an SSC will carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the needs/ requirements of delivering NOS based training.

The alignment of an SSC and a VTP/ Education Body through the process of Affiliation will focus on learning and development of the learners so that they are easily employable in the sector. The process is also expected to encourage VTP/Education Body to pursue continual excellence so that they are always in tune with the requirements of the sector. Thus the purpose of Affiliations to maintain high standards of quality in delivering NOS based vocational training.

Some of the salient objectives of affiliation include:

- To assess VTP institutions/ Education bodies and their programs that meet defined quality standards set up the SSC in delivering NOS based training.
- To foster excellence in VTP institutions building effectiveness in delivering NOS or competency based training.
- To establish a framework for continuous improvement and provide an opportunity to benchmark with other institutions in India and abroad.
- To facilitate developing the professional competency of the learners in tune with the requirements of the sector

SSCs by way of Affiliation will give access to the affiliating partners to a variety of benefits, such as:

- Alignment of training to NVEQF/NVQF/NSQF leading to equivalence with educational degrees, diplomas and certifications.
- Ratification of NOS based curriculum
- Access to Master Trainers of the SSC and certification of the trainers of the affiliating training provider.
- Facilitate On the Job Training (OJT) and / or Placements of the affiliating partner trainees
- Assessment of trainees on NOS based curriculum
- Industry recognized certification of the successful trainees.
• Participation in Government led programs at institutional and state level, aligned to NVEQF/NVQF/NSQF
• Access to the reports on the Sectorial Researches conducted by the SSC
• Participation in the various Sector Specific Seminars
• Access to International bodies available in similar space

Institutions Eligible to Affiliate to the Sector Skill Councils

1. Training Organizations/Institutions set up by NSDC funding
2. Training Institutions set up/affiliated by Government of India
   a. ITIs/ITCs affiliated to NCVT
   b. Institutions approved by Councils under Central Government like AICTE
   c. College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC
   d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
   e. Any other institute set up by Central or State/ UT government
3. Private Training Institutions independently operating in Vocational Space
4. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector
5. Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:
   a. An organization providing training under Apprentices Act, 1961 for last one year from the date of submission of the application.
   b. An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN), Service Tax Registration Number and audited financial statements of account of at least 1 year.

Structure of this Document

The clauses listed in this document can have one of the applicability:
- A clause which under common guidelines of NSDC and will be applicable to all – both for affiliating the NSDC funded partner/Government Institution and to a non-NSDC funded partner
- A clause which deals with specific requirements of an SSC to affiliate a partner-applicable to all – both for affiliating the NSDC funded partner/Government Institution and a non-NSDC funded partner
- A clause in which an NSDC funded Vocational Training Provider (VTP)/Government Institution is exempted but required to be satisfied by a non-NSDC funded Skill Training Provider.

While reading the clause refer to the symbols to get the context of applicability
Document Usage

- SSCs will use this Master Document in pdf as a reference document.
- The word document is separately available to the SSCs to modify - only in the portions where it reads SSC SPECIFIC REQUIREMENTS. Rest of the document is not to be altered by the SSCs.
- In case any SSC does not have any specific requirements to add, that column will have a statement saying – None. Under no circumstances that clause will be deleted.
- In addition SSC will put its logo at designated places
- After adding SSC specific text logo, SSCs will share this document with NSDC before final printing and issuance to the interested VTPs/ Education Bodies
- These aspects are necessary to ensure Standard Protocol across all Affiliation Documents created by various SSCs.

Requirements for Affiliation

The requirements for affiliation for a Vocational Training Provider (VTP)/ Education Body are classified into 4 components:

Section 1: Institution and Management Profile

Section 2: Quality Aspects in Institution Governance

Section 3: Training Operations – Processes

Section 4: Performance, Measurement and Improvement

SECTION 1: Institution and Management Profile

A. Generic guidelines about the kind of the Institution which can be affiliated

1.1. GENERAL:
The organization which requires affiliation from any of the SSC should have a written mission statement. The mission shall guide establishment of the training management system and the general operation of the organization.

The affiliating organization should:
- Have clearly defined objectives that are helpful in establishing a vocational training system
- Have documented processes and procedures covering the entire gamut of vocational training including the ones relating to continual improvement of these processes and procedures.
- Physically possess the resources or have a documented plan of owning the resources required to run and operate a vocational training system.
✓ Have documented processes that will help the management to review and analyze the operational processes and procedures.
✓ Have a documented mechanism to ensure the applicability of the processes and procedures to the work that has been outsourced to a third party.

1.2. SSC SPECIFIC REQUIREMENTS
✓ Physically possess the resources or have a documented plan of owning the resources required to demonstrate and practice the concerned agriculture & allied skills.

B. Organization Details/ Profile of the Management Team
1.3. GENERAL:
In this section, the factual information needs to be gathered of the affiliating VTP and its management team:
✓ Details of the organization applying for the proposal
✓ Prior exposure of the affiliating organization in skill development space
✓ Educational qualification and experience of the management team
✓ Key achievements of the management team/ project team in the area of skill development
✓ Management committee shall identify all statutory and regulatory requirements for compliance.

The Management committee of the VTP shall:
✓ Involve all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support processes of the Institution.
✓ Identify and plan for resources necessary for achieving the Institution’s objectives.
✓ Communicate to all members of Institution the importance of meeting the requirements of interested parties as well as the applicable statutory and regulatory requirements.
✓ Measure the performance of the Institution in order to monitor the fulfillment of the mission and quality objectives.

1.4. SSC SPECIFIC REQUIREMENTS
✓ SSCs can add any specific requirements that they want to be included for VTP to satisfy pertaining to their sector.

C. Responsibilities and the Authority of the Operational Teams
1.5. GENERAL:
✓ Head of the VTP (Vocational Training Provider) and Key Personnel
Head of Institution may be designated as Director/ Principal. The head of Institution shall be empowered by the management committee to carry out day to day functioning of the Institution. The management committee shall clearly describe the management structure. The head of the institution shall decide and implement the processes which support the development and deployment of the VTP system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

✓ Affiliation Coordinator
Management committee shall appoint an existing senior staff member who, irrespective of other responsibilities, shall monitor to ensure that the
requirements of these criteria are being implemented. The coordinator shall periodically report to management committee on the compliance of criteria and the need for improvement.

The coordinator shall ensure communication within the Institution on the information related to the application and relevance of the criteria in Training and support processes. The coordinator shall liaise with the affiliating SSC on all relevant matters.

1.6. **SSC SPECIFIC REQUIREMENTS**

The applicant’s Director/Principal must identify how it will ensure that the applicant will co-operate with ASCI:

1. In the conduct of audits and the monitoring of its operations;
2. By providing accurate and timely data relevant to measures of its performance;
3. By providing information about significant changes to its operations;
4. By providing information about significant changes to its ownership; and in the retention, archiving, retrieval and transfer of records consistent with ASCI’s requirements.
5. Nominate, with trainer profile for ASCI certification enabling authorization for training delivery

**SECTION 2: Quality Aspects in Institution Governance**

2.1. **GENERAL:**

- **MISSION STATEMENT**

  The Institution's mission shall be documented. This shall be consistent with needs & expectations of interested parties and applicable statutory & regulatory requirements and commitment in delivering excellence.

- **EXISTENCE OF OPERATIONS MANUAL COVERING THE FOLLOWING**

  The institution applying for affiliation should have an Operations Document covering the following aspects:

  - Background of the Institution
  - Organization Structure
  - Details of other affiliations, if applicable
  - Industry Linkages
  - Profile for senior and middle management
  - Profile of trainers
  - Details of infrastructure, workshop, store etc.
  - Process of internal evaluation
  - Placement cell and its placement record
  - Training Courses/ Programs offered including a list of content and training material available
  - Quality assurance mechanism

- **FINANCIAL RESOURCES**

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The Institution shall provide financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives for long term stability.

**COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS**

The Institution shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.

### 2.2 SSC SPECIFIC REQUIREMENTS

- **ETHICS**

  The Institution shall conduct trainings and assessment based on the principles of ethics and morality.

**SECTION 3: Training Operations - Processes**

#### A. Documented Process for Management of Human Resources

**3.1. GENERAL:**

- Recruitment guidelines and criteria based on required competencies
- Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent
- Training and professional development plan and processes
- Maintaining records of qualifications and experience
- Motivation and enhancement of self-esteem amongst the staff

**3.2. SSC SPECIFIC REQUIREMENTS**

- SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

#### B. Curriculum

**3.3. GENERAL:**

- Process of adoption and/or development of curriculum on the basis of QP and NOS developed by the SSC
- Review process to gauge the effectiveness of the curriculum developed
- Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies
- Pedagogy inclusive of time schedule and lesson plan
- Review process for approval of curriculum from the SSC.

**3.4. SSC SPECIFIC REQUIREMENTS**

- The training partner will deliver training through NOS based SSC approved curriculum & session plan.

#### C. Courseware and other Documents

**3.5. GENERAL:**

- Process of adoption and/or development of courseware on the basis of QP and NOS based curriculum approved by SSC.

- Following needs to be available confirming to the requirements mentioned in the NSDC website [http://www.nsdcindia.org/quality.asp](http://www.nsdcindia.org/quality.asp)
  - Train the Trainer Program
  - Modules on Soft Skills/ Health/ Hygiene and Safety – both generic and program specific
  - Syllabus/ Curriculum outline
  - Training Delivery Plan

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- Trainer Guide (Program Specific)
- Participant Manuals
- Participant Feedback forms
- Process of SME engagement in courseware design and development
- Review process for approval of courseware by the SSC

3.6. SSC SPECIFIC REQUIREMENTS

- The training partner will deliver training through NOS based SSC approved courseware (content).
- It is mandatory for every trainer to undergo Train the Trainer Programme organized through SSC.

D. Teaching process

3.7. GENERAL:

- Time table
- Delivery plan
- Monitoring and evaluation process of students – continuous assessments, tests, examination etc.
- Management of student evaluation records
- Lab/ workshop exposure and its linkage to theoretical delivery
- Industry visits

3.8. SSC SPECIFIC REQUIREMENTS

- The applicant has a defined strategy and procedures in place to ensure that assessment, including Recognition of Prior Learning (RPL):
  1. will meet the requirements of the relevant Training Package or materials or ASCI endorsed course or qualification pack;
  2. will be conducted in accordance with the principles of assessment and the rules of evidence;
  3. will meet workplace and, where relevant regulatory requirements; and
  4. is systematically validated.

E. Industrial Interface

3.9. GENERAL:

- Engagement of experts from the industry (guest faculty)
- Integration of real life problems from industry and exposing it with sample solutions to the students

3.10. SSC SPECIFIC REQUIREMENTS

- As per the requirement of specific segment/ job role, the following must be ensured:
  1. Industry Linkage with Agriculture, Agroforestry & Allied sectors
  2. Industry Visit

F. Student Development

3.11. GENERAL:

- Imparting required soft skills training
- Guidance to students on getting placements
- Assistance/ Facilitation for OJT/ Placements

3.12. SSC SPECIFIC REQUIREMENTS

- SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

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G. Infrastructure

3.13 GENERAL:
✓ Land and building requirements – (either own/rented/ on lease)
✓ Working space requirements
✓ Sizes of classrooms, labs and workshops
✓ Associated facilities like safe drinking water, power backup etc.
✓ Transport facilities, if applicable

3.14. SSC SPECIFIC REQUIREMENTS
✓ As per the requirement of specific segment/ job role, the following must be ensured:
  1. Equipments or Machines (if required like, Farm Mechanization Sector)
  2. Labs having soil testing

J. Health and safety

3.15 GENERAL:
✓ Staff training on crisis handling
✓ Equipment required for covering indoor and outdoor emergencies
✓ Fire safety
✓ Health policy including collection of required medical record of staff and students
✓ Compliance to the regulatory norms of health and sanitary conditions
✓ Availability of the compliance certificate from the competent authority

3.16. SSC SPECIFIC REQUIREMENTS
✓ SSCs can add any specific requirements that they want to be included for VTP to satisfy aspects pertaining to their sector.

Schedule of Various Charges* under Affiliation and Applicability

<table>
<thead>
<tr>
<th>Categories</th>
<th>Application fee</th>
<th>Affiliation fee</th>
<th>One time Audit &amp; Infrastructure Validation Fee</th>
<th>Curriculum Validation Fee</th>
<th>Affiliation Validity (In Years)</th>
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<tbody>
<tr>
<td>NSDC (Agri)</td>
<td>-</td>
<td>-</td>
<td>2000 Metro Cities / 4000 Others</td>
<td>5000/QP</td>
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<tr>
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<td>2000 Metro Cities / 4000 Others</td>
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<tr>
<td>Pvt. Institutions &amp; NSDC (Non-Agri)</td>
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<td>25000</td>
<td>2000 Metro Cities / 4000 Others</td>
<td>5000/QP</td>
<td>1</td>
</tr>
</tbody>
</table>

*PMKVY centres would be validated as per the charges mentioned under the Scheme Guidelines
*Centre Validation Fee (Except Category II) under Non-STAR/ Non-PMKVY program is Rs 10000/- per centre
*The affiliation norms, charges and affiliation duration may vary according to prescribed guidelines for monetary reward (viz. STAR Scheme) and special Government schemes (viz. Aajeevika Skills & others)*

**Process of Affiliation**

The process of affiliation along with the timelines is outlined below:

1. Any VTP or Education Body wishing to affiliate to an SSC will have to apply along with application fee payment details via SDMS (Skills Development Management System) accessible to the interested VTP from the SSC website only.

2. Post submission of the application, an SSC will take up to a maximum of 30 working days to revert back to the interested VTP on affiliation or rejection of the submitted application.

3. The process of the application, post submission at the SSC end will be as follows: The task of due-diligence will be done by the SSC directly or through a third party.
   a. The first level check on completeness of the application form will be done by the SSC and if the third party assessors are involved, forward the application to them within 2 working days of receiving the online application.
   b. SDMS system will automatically inform the VTP of the third party assessor details.
   c. The due-diligence of the VTP application will be completed by the SSC either directly or with the help of appointed third party assessor within 10 working days.
   d. The due-diligence report of recommending or rejecting affiliation will be submitted by the SSC into SDMS or the third party assessors in 2 working days post completion of the due-diligence into the SDMS system for the SSC. SSC after evaluation of the same and its comments will forward to the Affiliation Sub-Committee.
   e. The Affiliation Sub-Committee members will preview the report and will give their online acceptance or rejection within 5 working days back to SSC.
   f. SSC on receiving the Affiliation Sub-Committee recommendation will prepare an online report of Acceptance or Rejection within 3 working days.
   g. The SSC will communicate the decision to the concerned VTP within 2 working days and the copy to NSDC for information.
   h. 6 days are kept as buffer for any prescribed timelines over-flows.
   i. After filing the completed affiliation application accompanied with the necessary fee, by the interested VTP, the concerned SSC would try to affiliate the VTP within 30 days subject to VTP responding to clarifications sought by the VTP, if any within 10 working days. In case the VTP does not respond within the stipulated time, the application shall be deemed as closed. The VTP, if further interested in affiliation will have to re-activate his application, stating reasons for delay along with the desired response sought by the SSC.

4. In the event of any arbitration, the first level of appellate will be the Governing Council (GC) of the SSC.

5. In the event of applicant not satisfied with the GC decision, the same could be referred to NSDC.

6. NSDC will form a tribunal constituting the members drawn from both SSCs and NSDC funded VTPs. The members will be CEOs both from SSCs and of the VTPs.

7. The decision of this tribunal will be full and final and will be acceptable to both SSC and the applicant VTP.

8. Notwithstanding the above, the SSC has absolute and uncontrolled discretion to refuse or discontinue affiliation anytime and SSC shall not be bound to give any reason for such refusal or discontinuation.