

Training of Trainers (TOT) Process Note

SCOPE: Training of Trainers - RASCI Certified Trainers/ Experienced Trainers/ Fresh Trainers

Objectives:

- To ensure that each trainer is certified on National Skill Qualification Framework (NSQF)-aligned Qualifications Pack/National Occupations Standards (QP/NOS) prior to training batch commencement across skilling verticals.
- To ensure quality training delivery aligned with the QP/NOS.
- To enhance the horizon of knowledge & skills of trainees to impact employability.
- To create a cadre of competent NSQF-certified trainers in the Retail Industry for sustained learning and skill transformation.

TOT Overview:

- Defined entry level requirements – Trainers shall be permitted to undergo the TOT programme on establishing their eligibility. Eligibility criteria for trainers based on a combination of educational qualification and relevant industry experience has been defined on job role basis by RASCI.
- Training of trainers have been classified into two training models based on defined pre-screening criteria:
 - ❖ An existing trainer (Recognition of Prior Learning **[RPL Mode]**)
 - An existing trainer is the one who meets the requisite education qualification, relevant industry experience, and possess a minimum of 1 year of training experience.
 - Acknowledging the experience of an existing trainer in the Indian Vocational Education Training (VET) system, the existing trainer is required to undergo RPL mode of TOT for certification. RPL mode includes just the assessment and certification.
 - ❖ A new trainer (**Normal Mode**)
 - A new trainer is the one who meets the pre-requisite criteria defined by RASCI.
 - A new trainer would have to undergo Normal mode of TOT i.e. a 10-day long programme, wherein applicant would be oriented and certified on domain skills as well as training delivery skills (Platform skills).
- Standardized structure of TOT models and recommended fee for training and assessment
- Availability of pre-read materials
- Trainer qualification has been linked to the NSQF, getting a recognized certificate would lead to better trainer's professional recognition, higher esteem, and demonstration of competence to employers.
- Certification of TOT is a two-layered process – Layer 1 is Domain certification and layer 2 is on platform skills.
- Grading system for Trainers is provided based on the defined assessment criteria
- Standardized model for certification of Master Trainers
- Process guidance on conducting TOT program

Table I: Pre-screening Criteria - RPL Mode:

Minimum Educational	12th pass or Retail Diploma/Graduate.
Experience	<ul style="list-style-type: none"> • 12th pass with 4 years of experience in Retail Store Operations or Sales including minimum 1 year of supervisory experience OR • 12th pass with 4 years of experience in Retail Store Operations or Sales including minimum 1 year of training experience OR • Retail Diploma/Graduate with 2 years of experience in Retail Store Operations or Sales including minimum 1 year of supervisory experience OR • Retail Diploma/Graduate with 2 years of experience in Retail Store Operations or Sales including minimum 1 year of training experience

Table II: Pre-screening Criteria - Normal Mode

Minimum Educational Qualifications	12th pass or Retail Diploma/Graduate.
Experience	<ul style="list-style-type: none"> • 12th pass with 4 years of experience in Retail Store Operations or Sales OR • Retail Diploma/Graduate with 2 years of experience in Retail Store Operations or Sales

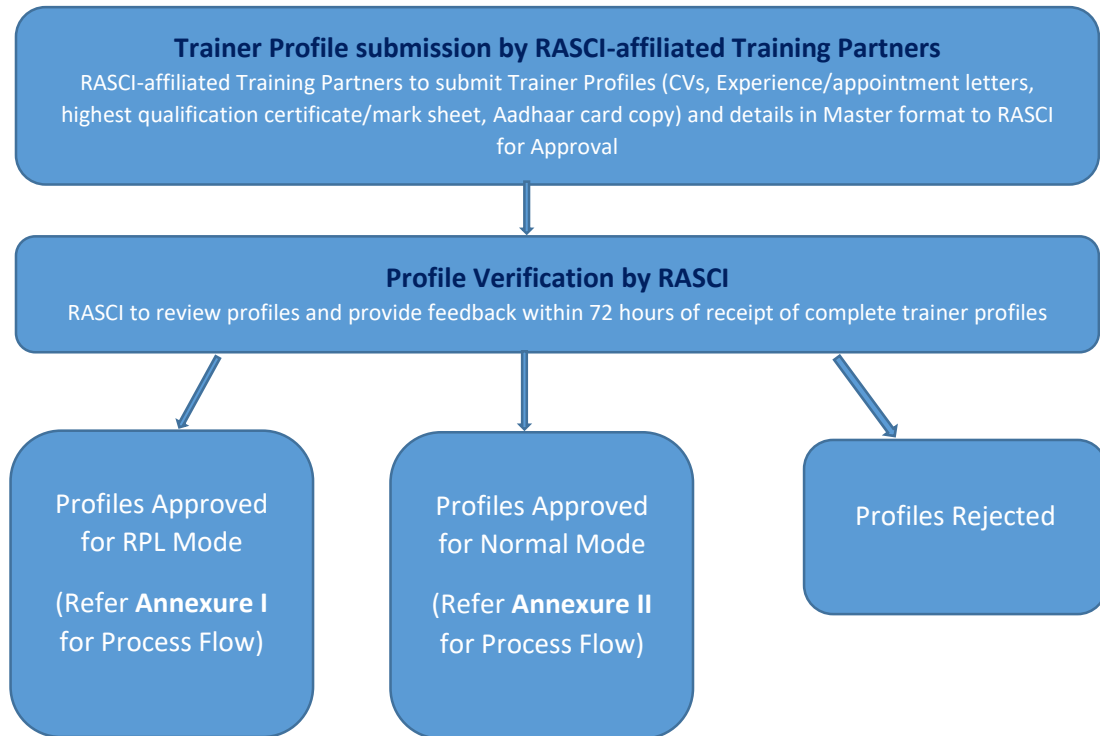
Table III: Grading Matrix for Trainers

Grade	Certification & Validity	Assessment Criteria		Remarks	Features
		Domain Score (All NSQF Levels)	Platform Score (NSQF Level 5 & 6)		
A	TRAINER – ‘A’ Grade Trainer Certification validity – 2 years	90% and Above	90% and above	Less than 90% in any one Assessment results in lower grade, as per the applicable case	<ul style="list-style-type: none"> • Refresher course after 2 years • Preference for International Skill training Centers • Possibility of better compensation
B	TRAINER – ‘B’ Grade Trainer Certification Validity – 1 year	80% to 89%	80% to 89%	Less than 80% in any Assessment results in lower grade, as per applicable case	<ul style="list-style-type: none"> • Refresher course needed after 1 year of previous certification
C	PROVISIONAL TRAINER	70% to 80%	70% to 80%	Less than 70% in any Assessment results in fail category	<ul style="list-style-type: none"> • Re-assessment within 6 months
NOT CERTIFIED	NOT CERTIFIED	Below 70%	Below 70%	-	<ul style="list-style-type: none"> • Repeat ToT

For more details, please refer Draft Guidelines On Training Of Master Trainers, Trainers And Assessors (version 3.1) issued by NSDC at

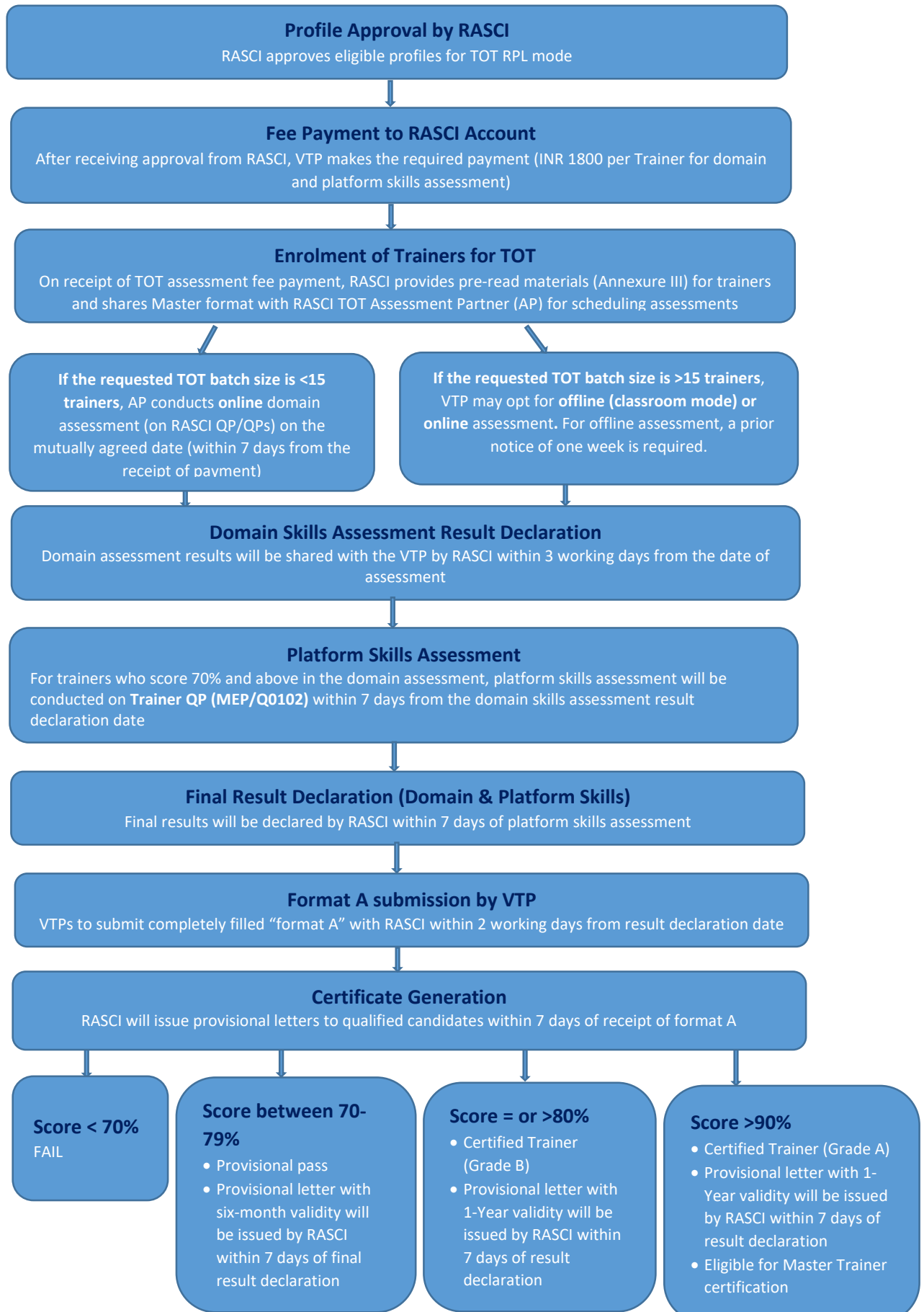
<https://www.nsdcindia.org/New/sites/default/files/files/Draft-Guidelines-on-ToT-and-ToA-V3.1-NQAF-compliant-20072017-04-08-2017.pdf>

RASCI TOT Process Flow



Annexure I

TOT RPL Mode Process Flow



Notes:

- Assessments are done in digital mode with comprehensively auditable trails
- Certificates will be issued once the TOT process is integrated into SDMS.

Table IV: Structure of TOT Model for an Existing Trainer (RPL Mode)

STRUCTURE OF ToT MODEL – EXISTING TRAINERS				
Stages of ToT	Orientation	Assessment & Certification	Duration	Fee
Domain Skills	Pre-assessment material (mandatory)	Mandatory	Minimum 1 Day recommended	<ul style="list-style-type: none"> • INR 1200 in case of digital (online) assessment • INR 1800 in case of classroom assessment at TOT center
Platform Skills	Pre-assessment material (mandatory)			

Table V: Possible scenarios for an Existing Trainer certification (RPL mode)

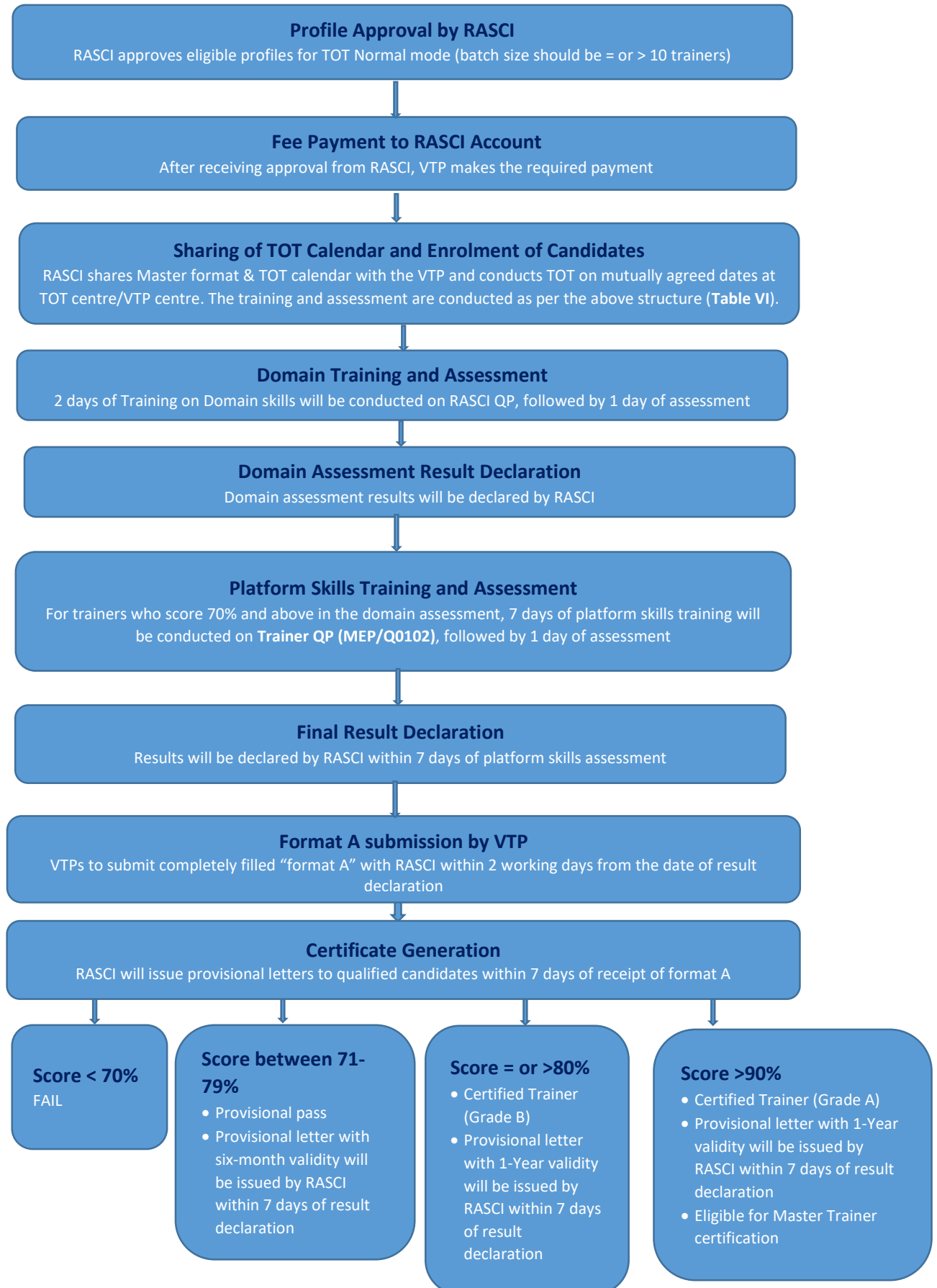
SCENARIO	DOMAIN ASSESSMENT SCORE	PLATFORM ASSESSMENT SCORE	CERTIFICATION	FURTHER ACTION
Case 1.a: Domain and Platform with 90% and above	For all NSQF levels: 90% and above	Level 5: 90% and above	Trainer Certificate (Grade A)	Qualified. CERTIFIED TRAINER
Case 1. b: Domain and Platform pass with 80% and above	For all NSQF levels: 80% to 89%	Level 5: 80% to 89%	Trainer Certificate (Grades B)	Qualified. CERTIFIED TRAINER
Case 2: Domain pass (80% and above) and platform provisionally pass (70% to 79%)	For all NSQF levels: 80% and above	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	No re-assessment. Enroll for complete TOT batch as NEW TRAINERS
Case 3: Domain Provisionally Pass (70-79%) and Platform Pass (80% and above)	For all NSQF levels: 70% to 79%	Level 5: 80% and above	Provisional Trainer authorization valid for six months	No-reassessment. Enroll for complete TOT batch as NEW TRAINERS
Case 4: Domain Provisionally Pass (70-79%) and Platform Provisionally Pass (70% to 79%)	For all NSQF levels: 70% to 79%	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	No-reassessment. Enroll for complete TOT batch as NEW TRAINERS
Case 5: Domain fail (<70%) and platform fail (<70%)	For all Levels Domain < 70%	Level 5: <70% score	No certificate and not eligible for re-assessment	Enroll for complete TOT batch as NEW TRAINERS

Annexure II
TOT Normal Mode

Table VI: Structure of TOT Model for a New Trainer (Normal Mode)

STAGES OF TOT	TRAINING/ ORIENTATION	ASSESSMENT	TOTAL DURATION	FEE
Domain Skills	2 days / 16 hrs (min)	1 day	3 days	INR 9000/candidate
Platform Skills	6 days / 48 hrs (min)	1 day	7 days	
COMPLETE TOT	8 days / 64 hrs (min)	2 days	10 days	

TOT Normal Mode (10 days) Process Flow



Notes:

- Assessments are done in digital mode with comprehensively auditable trails
- Certificates will be issued once the TOT process is integrated into SDMS.

Table VII: Possible Scenarios on Certification of a New Trainer (Normal Mode)

SCENARIO	DOMAIN ASSESSMENT SCORE	PLATFORM ASSESSMENT SCORE	CERTIFICATION	FURTHER ACTION
Case 1. a: Domain and Platform pass with 90% and above	For all NSQF levels: 90% and above	Level 5: 90% and above	Trainer Certificate – Grade A	Qualified Trainer
Case 1.b: Domain and Platform pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Trainer Certificate - Grade B	Qualified Trainer
Case 2: Domain pass (80% and above) and platform provisionally pass (70% to 79%)	For all NSQF levels: 80% and above	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	Re-assessment on platform QP within six months.
Case 3: Domain Provisionally Pass (70-79%) and Platform Pass (80% and above)	For all NSQF levels: 70% to 79%	Level 5: 80% and above	Provisional Trainer authorization valid for six months	Re-assessment on domain QP within six months
Case 4: Domain Provisionally Pass (70-79%) and Platform Provisionally Pass (70% to 79%)	For all NSQF levels: 70% to 79%	Level 5: 70% to 79% score	Provisional Trainer authorization valid for six months	Re-assessment on Domain and Platform QP within six months
Case 5: Domain pass (80% and above) and platform fail (<70%)	For all NSQF levels: 80% and above	Level 5: Less than 70%	No certificate and not eligible for re-assessment	Repeat ToT
Case 6: Platform pass (80% and above) and domain fail (<70%)	For all NSQF levels: Less than 70%	Level 5: 80% and above	No certificate and not eligible for re-assessment	Repeat ToT
Case 7: Domain fail (<70%) and platform fail (<70%)	For all Levels Domain < 70%	Level 5: <70% score	No certificate and not eligible for re-assessment	If interested, repeat the ToT modules for both Domain and Platform

ANNEXURE III

A. TEMPLATES

Download Master Format and Format A from:

<https://drive.google.com/open?id=1SL4q3RxdvAdfNUvKT9-D5Ao0bP5HuGVW>

B. PRE-READ MATERIALS

To Download Self-Learning Material, please refer: <https://drive.google.com/open?id=1p55bO-xISRuugTiXHLBp7O-r7PI4hTGp>

Link to Retail QPs: <http://rasci.in/National-Occupational-Standards.php>

Link to Trainer QP: <https://drive.google.com/open?id=1p55bO-xISRuugTiXHLBp7O-r7PI4hTGp>

Link to Facilitator guides:

Retail Trainee Associate:

https://www.nsdcindia.org/New/sites/default/files/FG_RAS_Q0103_Low%20Res_Trainee%20Associate%2023-10-17.pdf

Retail Sales Associate: https://www.nsdcindia.org/New/sites/default/files/FG-RAS-Q0104-Low%20Res%20New_Sales%20Associate-9-11-17.pdf

Distributor Salesman:

https://www.nsdcindia.org/New/sites/default/files/FG_RAS_Q0604_Low%20Res_Distributor%20Salesman%2023-10-17.pdf

C. FEE STRUCTURE

1. RPL MODE

- Assessment Fee: INR 1800 per participant

Domain QP assessment cost	Rs. 600/-
Platform QP assessment cost	Rs. 600/-
Admin cost (infra support, mobilization, one day lunch and refreshment)	Rs. 600/-
TOTAL:	Rs. 1800/-

- Any cost, above the ToT fee such as Travel, Boarding/lodging, etc. to be borne by the Parent Training center (where Trainer is currently employed) or the Trainer, in the case of freelancers.



2. NORMAL MODE

- Training fees per trainer: INR 9,000/- per QP for a 10-day program (inclusive of assessment fee)

3. HYBRID MODEL (2-day training on Domain Skills + 2-day training on Platform Skills + 1-day domain & platform skills assessment)

- Training fees per trainer: INR 5,000/- per QP for a 5-day program (inclusive of assessment fee)

D. PAYMENT PROCESS

Details for Training / Assessment Fees via NEFT / RTGS are as under and request you to send confirmation mail of the payment

at kartik.salian@rasci.in; tushar.pandya@rasci.in; affiliations@rasci.in

Name of the Account:	Retailers Association's Skill Council of India
Account No:	042694600000026
Bank Name:	YES Bank Ltd.
Bank Branch:	Sakinaka
IFSC Code:	YESB0000426

Note: Cash deposit, Cheque Deposit, or NEFT through personal bank accounts is not acceptable; payments have to be made only through NEFT / RTGS from the registered bank account of Partners.