

## 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 – Classroom Mode/Digital 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 (classroom) or 11-day (online) 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:**

NSQF Level 1 to 4:

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

NSQF Level 5 and above:

Minimum Educational Qualifications	Retail Diploma/Graduate.
Experience	<ul style="list-style-type: none"> <li>• 5 years of experience in Retail Store Operations or Sales including minimum 2 years of supervisory experience</li> <li><b>OR</b></li> <li>• 5 years of experience in Retail Store Operations or Sales including minimum 2 years of supervisory training experience (who has trained team leaders and above <b>or</b> has functioned as a master trainer)</li> </ul>

**Table II: Pre-screening Criteria - Normal Mode**

NSQF Level 1 to 4:

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

**Table III: Grading Matrix for Trainers**

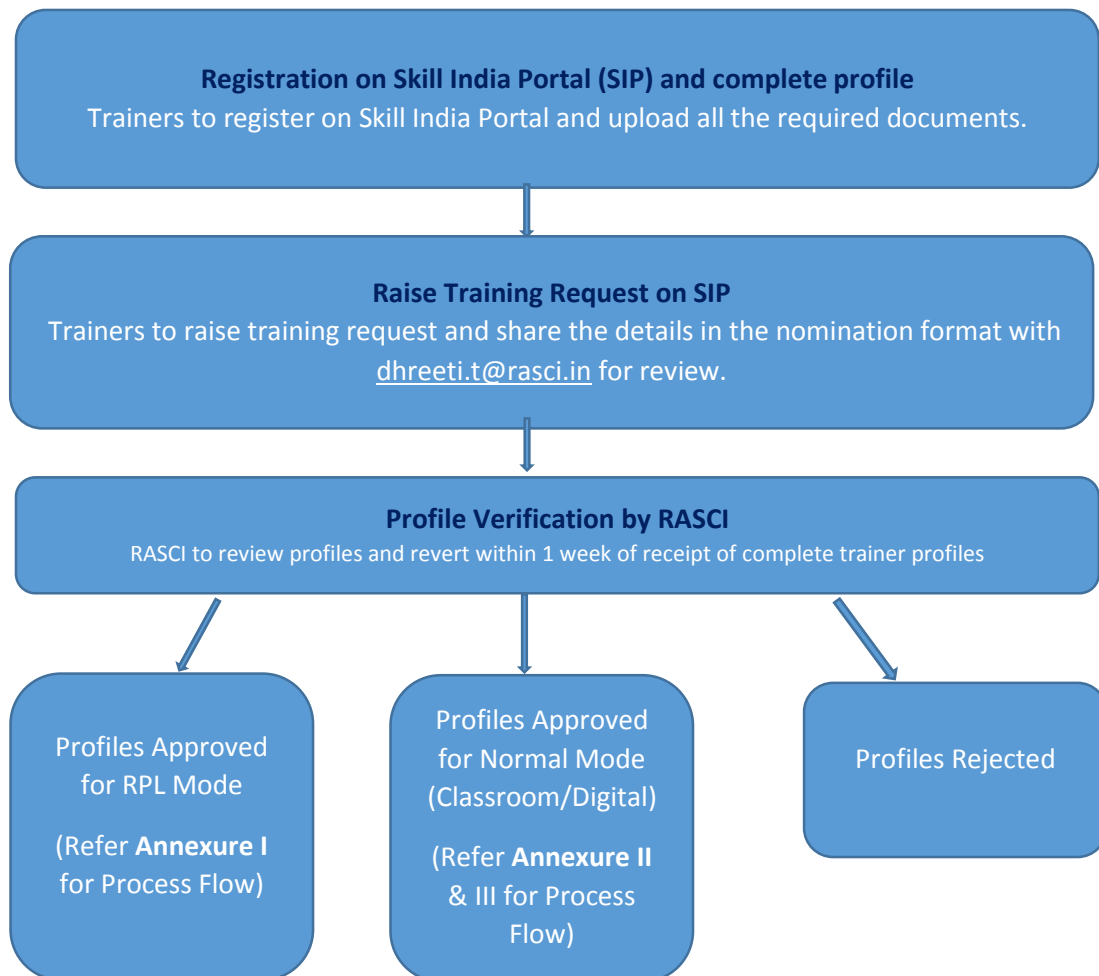
Grade	Certification & Validity	Assessment Criteria		Remarks	Features
		Domain Score (All NSQF Levels)	Platform Score (NSQF Level 5 & 6)		
A	TRAINER – 'A' Grade	90% and Above	90% and above	Less than 90% in any one Assessment results in lower grade, as per the applicable case	<ul style="list-style-type: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

**Note:** The provisional certification option is no more available.

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

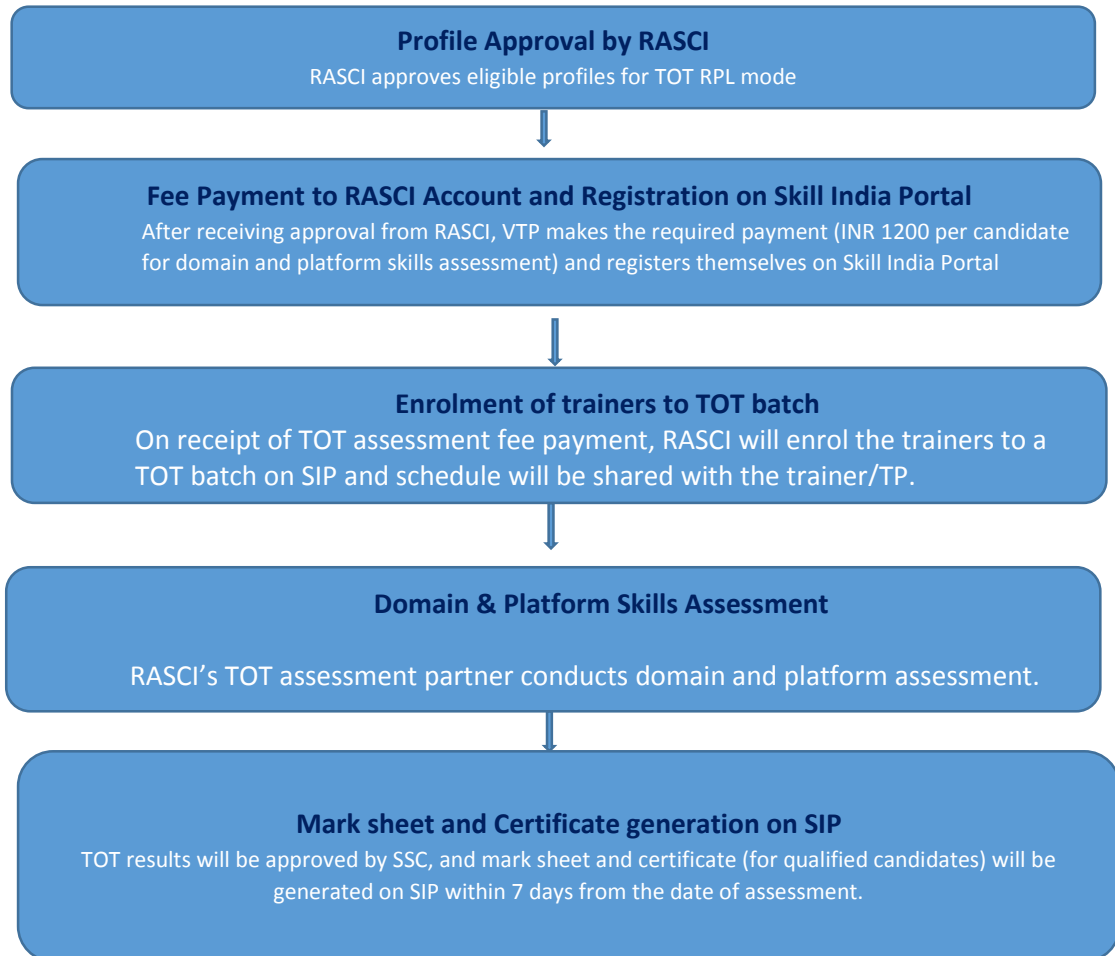
**<https://www.nsdcindia.org/New/sites/default/files/files/Draft-Guidelines-on-ToT-and-ToA-V3.1-NQAF-compliant-20072017-04-08-2017.pdf>**

## RASCI TOT Process Flow



## **Annexure I**

### **TOT RPL Mode Process Flow**



**Notes:**

- **Assessments are done in digital mode with comprehensive auditable trails**

**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"> <li>• INR 1200 in case of digital (online) assessment</li> <li>• INR 1800 in case of classroom assessment at TOT center</li> </ul>
Platform Skills	Pre-assessment material (mandatory)			

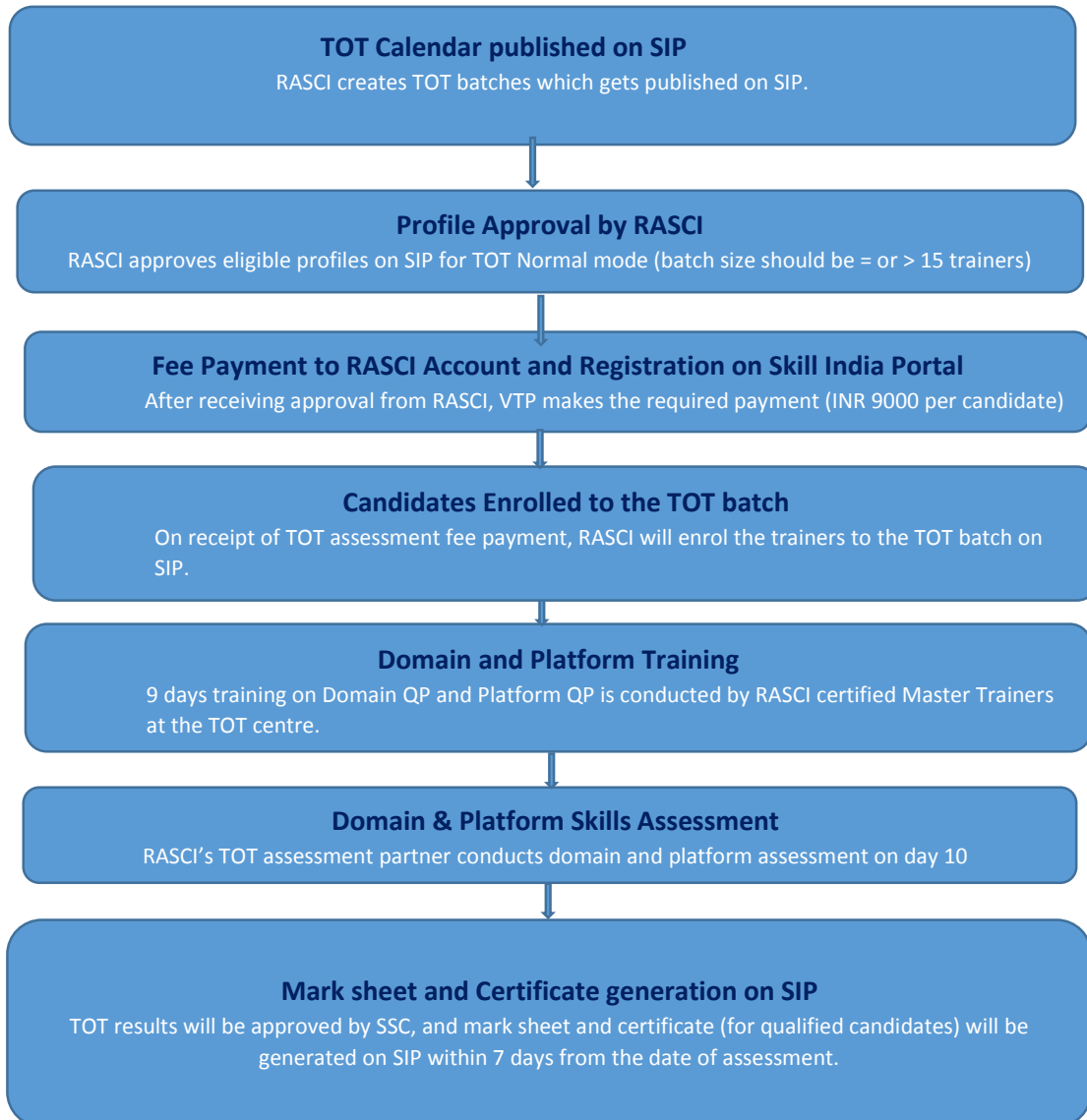
**Annexure II**

**TOT Normal Mode**

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

STAGES OF TOT	TRAINING/ ORIENTATION	ASSESSMENT	TOTAL DURATION	FEE
Domain Skills	3 days / 16 hrs (min)	1 day	3 days	INR 9000/candidate
Platform Skills	6 days / 48 hrs (min)		7 days	
COMPLETE TOT	9 days / 64 hrs (min)	1 day	10 days	

### **TOT Normal Mode (10 days) Process Flow**



**Notes:**

- **Assessments are done in digital mode with comprehensively auditable trails**

**ANNEXURE III**

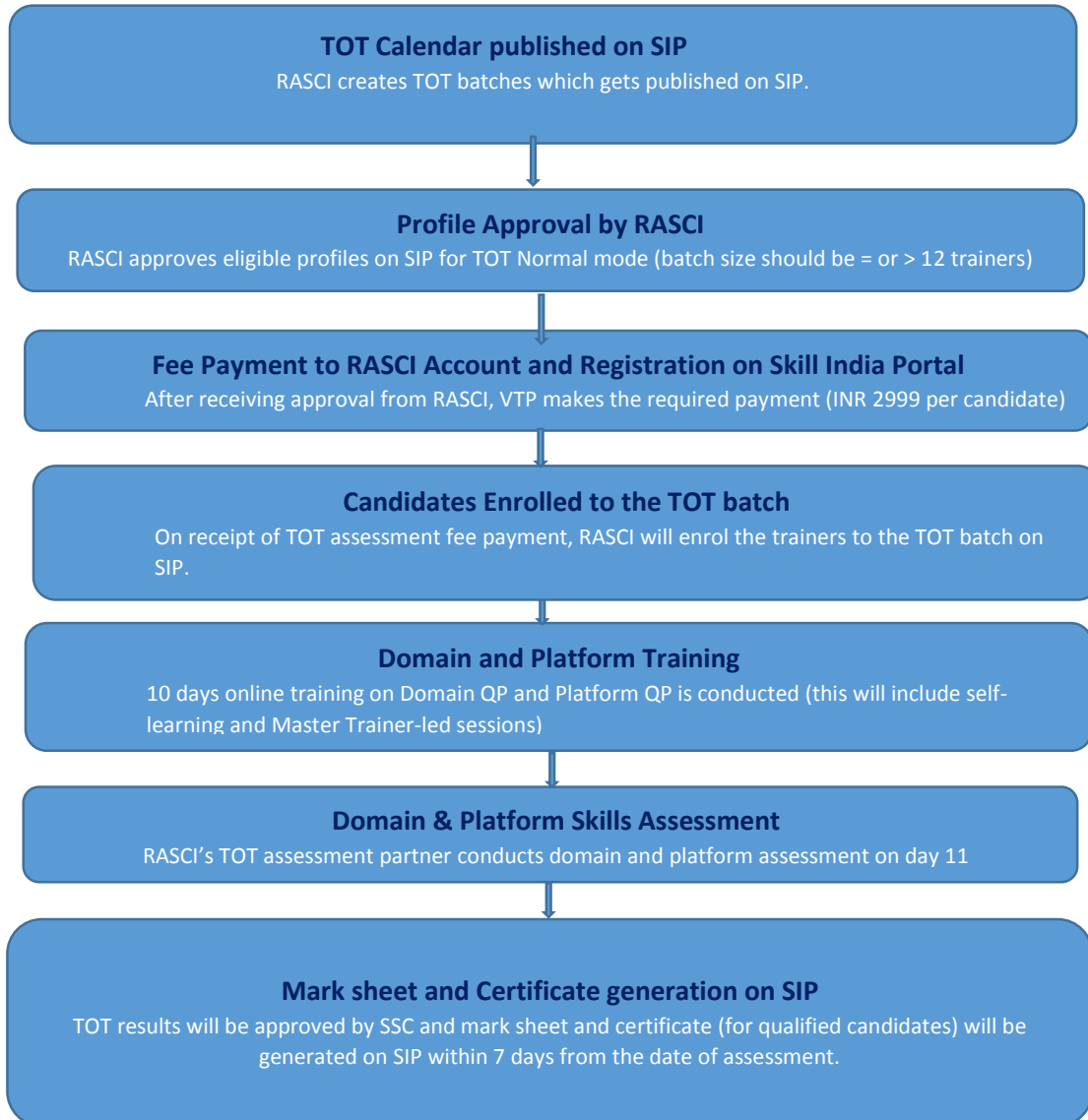
**Digital/Online Mode TOT (Blended Learning)**

**Table VI: Structure of TOT Model for a New Trainer (Digital/Online TOT - Blended Learning)**

<b>STAGES OF TOT</b>	<b>TRAINING/ ORIENTATION</b>	<b>ASSESSMENT</b>	<b>TOTAL DURATION</b>	<b>FEE</b>
Domain Skills	4 days		4 days	INR 2999/candidate
Platform Skills	6 days		6 days	
COMPLETE TOT	11 days		1 day	



### TOT Digital/Online Mode (11 days) Process Flow



## **ANNEXURE IV**

### **A. TOT Nomination format:**

**To download TOT Nomination format, please refer**

<https://drive.google.com/file/d/1FmE9blcANM7A-KmDpj0AFEFJsp0JCKJM/view?usp=sharing>

**To Register on SIP, please visit**

<https://skillindia.nsdcindia.org/>

**Relevant user manuals:**

<https://skillindia.nsdcindia.org/tot-user-Manuals>

### **B. PRE-READ MATERIALS**

**To Download Self-Learning Material, please refer:** <https://drive.google.com/open?id=1p55bO-xlSRuugTiXHLBp7O-r7PI4hTGp>

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

**Link to Trainer QP:** <https://drive.google.com/open?id=1p55bO-xlSRuugTiXHLBp7O-r7PI4hTGp>

**Link to Facilitator guides:**

1. Retail Trainee Associate
2. Retail Sales Associate
3. Distributor Salesman

<https://drive.google.com/open?id=1SfcGxzMPuGZXVnn8o-gPTYQGDNUec9CY>

### **C. FEE STRUCTURE**

**1. RPL MODE – INR 1200/-**

**2. NORMAL CLASSROOM MODE**

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

• 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.



### **3. DIGITAL/ONLINE MODE (Blended Learning)**

- Training fees per trainer: INR 2,999/- per QP for an 11-day program (inclusive of assessment fee)

### **D. PAYMENT PROCESS**

Details for Training / Assessment Fee payments via NEFT / RTGS are to be shared with [dhreeti.t@rasci.in](mailto:dhreeti.t@rasci.in)

Name of the Account: Retailers Association's Skill Council of India

Account No.: 911020057091434

Bank Name: Axis Bank

Bank Branch Name: Andheri East, Mumbai

IFSC Code: UTIB0000328