

4 TRAINING DESIGN AND PLANNING

4.1 TRAINING PLAN

Overview

| Item | Description |
|--------------------------------|--|
| Purpose | To create an aggregate hourly plan for domain and non-domain skills and their distribution between class room and on the job training which totals to the mandated number of hours. The training in non-domain should be allocated between PIAs normal training centre and finishing and work readiness centres located at the places of concentrated high employment ¹ . |
| Reference to guidelines | No specific provision |
| Prerequisite | Any time after uploading of Sanction order (I ₂) and 15 days before commencement of training in the particular trade |
| Time for completion | 15 days before commencement of training in the particular trade |
| Resource/s | As per SF 4.1A: Plan of training |
| Process owner/s: | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|---|--|---------------------------|
| PIA OP team | To submit aggregate plan of hourly distribution of training, giving break up of domain and non-domain skills spread over class room and on the job training | To be submitted 15 days before commencement of the training in the trade | SF 4.1A: Plan of Training |
| PIA Q team | Verify and certify that the course content is uploaded at the web site for all domains | Verified within 3 days and issue compliance | |
| For APS | | | |
| SRLM | Verify and certify that the course content is uploaded at the web site | Within 7 working days of receipt of information | |
| For YPS | | | |

¹Training plan should match with the daily training hours indicated in the project application form of the PIA. Residential courses should mandatorily be held for eight hours in a day. Daily training hours for non-residential courses are flexible and PIA can teach them for any duration less than eight hours provided it is indicated in the application form and approved by the empowered committee.

| Actor | Action | Time for completion | Relevant Documents |
|-------|---|---|--------------------|
| CTSA | Verify and certify that the course content is uploaded at the web site. | Within 7 working days of receipt of information | |

4.2 DOMAIN CURRICULUM

Overview

| Item | Description |
|--------------------------------|---|
| Purpose | To ensure that the domain curriculum is: <ul style="list-style-type: none"> As per modules prescribed by NCVT Either aligned as per SSC prescribed NOS-QP module or the proposed module has prior approval of SSC |
| Reference to guidelines | Para 3.2.2.2.3, page 29 |
| Prerequisite | Any time after uploading of Sanction order (I ₂) and 15 days before commencement of training in the particular trade |
| Time for completion | 15 days before commencement of training in the particular trade |
| Resources | As per SF 4.2A: Domain curriculum content and equipment |
| Process owner: | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|--|---|--|
| PIA OP team | To submit an approved course plan as per procedures followed by NCVT/SSC | To be submitted 15 days before commencement of training program | SF 4.2A: Domain curriculum content and equipment |
| PIA Q team | Verify and certify that the course content is uploaded at the web site for all domains | Verified within 3 days and issue compliance | |
| For APS | | | |
| SRLM | Verify and certify that the 3 rd party certified course content is uploaded at the web site for all domains | Within 7 working days from the time programme is uploaded | |
| For YPS | | | |
| CTSA | Verify and certify that the 3 rd party certified course content is uploaded | Within 7 working days from the time | |

| Actor | Action | Time for completion | Relevant Documents |
|-------|---------------------------------|-----------------------|--------------------|
| | at the web site for all domains | programme is uploaded | |

4.3 NON DOMAIN CURRICULUM

Overview

| Item | Description |
|--------------------------------|--|
| Purpose | To develop enforceable standards for curriculum for Soft skills, Computer skills and English skills |
| Reference to guidelines | Para 3.2.2.2.3, page 29 |
| Prerequisite | Any time after uploading of Sanction order (I ₂) and 15 days before commencement of first training |
| Time for completion | 15 days before commencement of training in the particular trade |
| Resources | As per SF 4.3A: English skills content, SF 4.3B: Computer skills content and SF 4.3C: Soft skills content |
| Process owner: | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|--|---|--|
| PIA OP team | To submit a course plan as per standards prescribed by DDU-GKY for English, Computer and Soft skills | To be submitted 15 days before commencement of training program | SF 4.3A: English skills content, SF 4.3B: Computer skills content and SF 4.3C: Soft skills content |
| PIA Q team | Verify and certify that the course content is uploaded at the web site for all domains. | Verified within 3 days and issue compliance | |
| For APS | | | |
| SRLM | Verify and certify that the course content is uploaded at the web site for all domains. | Within 7 working days of receipt of information. | |
| For YPS | | | |
| CTSA | Verify and certify that the course | Within 7 working days | |

| Actor | Action | Time for completion | Relevant Documents |
|-------|--|----------------------------|--------------------|
| | content is uploaded at the web site for all domains. | of receipt of information. | |

4.4 FINISHING AND WORK READINESS MODULE

Overview

| Item | Description |
|--------------------------------|--|
| Purpose | To ensure high rate of success in placement and retention |
| Reference to guidelines | Para 3.2.2.2.5, page 29 |
| Prerequisite | Any time after uploading of Sanction order (I ₂) and 15 days before start of training. |
| Time for completion | 15 days before start of first training |
| Resources | As per SF 4.4A:Finishing and work readiness module |
| Process owner: | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|--|--|---|
| PIA OP team | To submit a course plan as per standards prescribed by DDU-GKY for finishing and work readiness curriculum content | To be submitted 15 days before commencement of training program. | SF 4.4A:Finishing and work readiness module |
| PIA Q team | <ol style="list-style-type: none"> 1. Verify and certify that the course content is uploaded at the web site for all domains. 2. Check whether schedule is followed during centre visits | Verified within 3 days and issue compliance | |
| For APS | | | |
| SRLM | <ol style="list-style-type: none"> 1. Verify and certify that the course content is uploaded at the web site for all domains. 2. Check whether schedule is followed during centre visits | Within 7 working days of receipt of information. | |
| For YPS | | | |

| Actor | Action | Time for completion | Relevant Documents |
|-------------|--|--|--------------------|
| CTSA | 1. Verify and certify that the course content is uploaded at the web site for all domains. 2. Check whether schedule is followed during centre visits | Within 7 working days of receipt of information. | |

4.5 ACTIVITY CUM LESSONPLANNER

Overview

| Item | Description |
|--------------------------------|--|
| Purpose | Daily activity plan for entire course duration including class room and on the job training |
| Reference to guidelines | No specific provision |
| Prerequisite | Any time after uploading of Sanction order (I ₂) and 15 days before commencement of training in the particular trade |
| Time for completion | 15 days before commencement of training in the particular trade |
| Resources | As per SF 4.5A: Activity cum lesson planner |
| Process owner: | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|---|---|--------------------------------------|
| PIA op team | To submit activity cum lesson planner | 15 days before commencement of the training programme | SF 4.5A: Activity cum lesson planner |
| PIA Q team | Verify and certify that the course content is uploaded at the web site for all domains. | Verified within 3 days and issue compliance | |
| For APS | | | |
| SRLM | Verify and certify that the course content is uploaded at the web site for all domains. | Within 7 working days of receipt of information. | |
| For YPS | | | |
| CTSA | Verify and certify that the course content is uploaded at the web site for all domains. | Within 7 working days of receipt of information. | |

4.6 ON THE JOB TRAINING (OJT) PLAN

Overview

| Item | Description |
|--------------------------------|--|
| Purpose | To acclimatise a trainee to actual job conditions |
| Reference to guidelines | Para 3.2.2.4, page 29 |
| Prerequisite | Should be part of the activity cum lesson planner for the domain. Candidate should have completed the class room training as per activity cum lesson planner |
| Time for completion | Before placements |
| Resources | SF 4.6A: On the job training plan for the batch, SF 4.6B: On the job training confirmation letter for candidates, SF 4.6C: OJT completion certificate for candidates and SF 4.6D: Verification for OJT |
| Process owner: | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|---|--|---|
| PIA OP Team | <ul style="list-style-type: none"> • Prepare an OJT plan along with potential employers • Collect OJT letter from the industry/ company • Collect certificate of employer on successful completion of OJT <p>To ensure the coverage of OJT topics in the class room for the candidates who could not get OJT offer</p> | <ul style="list-style-type: none"> • Submit within 20 days of batch freezing day OJT plan for each candidate • Update the web-link with candidate details within 2 days of joining OJT | SF 4.6A: On the job training plan for the batch, SF 4.6B: On the job training confirmation letter for candidates and SF 4.6C: OJT completion certificate for candidates |
| PIA Q Team | <ul style="list-style-type: none"> • Ensure and certify that candidates data is correctly uploaded • Verify OJT as per sample checks | Start inspections after 4 days of joining OJT | SF 4.6D: Verification for OJT |
| For APS | | | |
| SRLM | <ul style="list-style-type: none"> • Check on Q team certification • Verify Q team checks on sample basis (Mode of check) | To verify that the PIA has uploaded the programme correctly. | SF 4.6D |
| For YPS | | | |

| Actor | Action | Time for completion | Relevant Documents |
|-------|---|--|--------------------|
| CTSA | <ul style="list-style-type: none"> • Check on Q team certification • Verify Q team checks on sample basis (Mode of check) | To verify that the PIA has uploaded the programme correctly. | SF 4.6D |

4.7 OUTLINE OF ASSESSMENT AND CERTIFICATION

PIA will have to conduct internal and external assessment of the candidates (please refer to chapter 5 for details). PIA should ensure that all the eligible candidates appear for external assessment and at least 80% of candidates clear the assessment test and become eligible for certification by NCVT/SSC. PIA should provide another chance to the failed candidates to appear for assessment test at its own cost.

It may, however, be noted that pass percentage has no bearing on instalment release as instalment release is linked to training and placement. Success in assessment will only be used for grading the PIAs and not for release of instalment.

Candidates who are not eligible for certification as per rules of the certifying body (NCVT/SSC) should also be assessed. The assessment should be conducted by agencies empanelled with NCVT/SSC and follow the same assessment procedure as followed for assessment of NCVT/SSC candidates. If these candidates clear the assessment test PIA should arrange certification from the assessment body. This will be of help to the candidates in their future endeavours.

The PIA can change the certifying body with prior approval of MoRD (Please refer to MoRD notification no. 19/2014 dated 19th August 2014)

4.8 PROTOCOL FOR MANAGING TABLETS AND ELECTRONIC CONTENT

Overview

| Item | Description |
|--------------------------------|---|
| Purpose | To increase the interest among candidates towards self-learning modules |
| Reference to guidelines | Para 3.2.2.5, page 33 |
| Prerequisite | Should be part of approved application form |
| Time for completion | Continuous process |
| Resources | SF 4.8A: Protocol for distribution of tablets , SF 4.8B: Daily distribution of Tablets and SF 5.2A: Training centre inspection form |

| Item | Description |
|---------------|-------------|
| Process owner | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|----------------|--|--------------------------------|--|
| PIA OP Team | <ul style="list-style-type: none"> To maintain tablets along with electronic content as per standards prescribed by DDU-GKY To issue separate tablet to each candidate every day | Before start of training | SF 5.1D1: Due diligence of a training centre |
| | | Daily | SF 4.8A: Daily distribution of Tablets |
| PIA Q Team | <ul style="list-style-type: none"> Ensure that electronic content has been uploaded as per sample checks Confirmation of distribution of tablets | As per the inspection schedule | SF 5.1D1 |
| For APS | | | |
| SRLM | <ul style="list-style-type: none"> Check on Q team certification Verify Q team checks | As per the inspection schedule | SF 5.1D1 |
| For YPS | | | |
| CTSA | <ul style="list-style-type: none"> Check on Q team and SRLM certification Verify Q team and SRLM checks | As per the inspection schedule | SF 5.1D1 |

4.9 DISTANCE EDUCATION USING LIVE STUDIO BASED BROADCASTS

Overview

| Item | Description |
|-------------------------|---|
| Purpose | To train candidates in topics that are difficult to teach by developing good quality course content that can be standardized and replicated |
| Reference to guidelines | Para 3.2.2.11, page 34 |
| Prerequisite | Should be part of approved application form and the activity cum lesson planner for the domain |
| Time for | As per the activity cum lesson planner |

| Item | Description |
|----------------------|--------------------------------------|
| completion | |
| Resources | SF 4.5A: Activity cum lesson planner |
| Process owner | PIA OP team |

Activities

| Actor | Action | Time for completion | Relevant Documents |
|--------------------|---|--------------------------------|--------------------------------------|
| PIA OP Team | <ul style="list-style-type: none"> To maintain online system with projector/TV-screen for the classroom To deploy relevant teaching software To maintain summary report of lectures delivered using live studio based broadcast by master trainers | Daily | SF 4.5A: activity cum lesson planner |
| PIA Q Team | <ul style="list-style-type: none"> Ensure and certify that at least 30% training has been provided through broadcasts by master trainers/ training has been provided as per activity cum lesson planner To be verified on the basis of summary report | As per the inspection schedule | SF 4.5A |
| For APS | | | |
| SRLM | Check and verify as per requirement. | As per the inspection schedule | SF 4.5A |
| For YPS | | | |
| CTSA | <ul style="list-style-type: none"> Check on Q team and SRLM certification Verify Q team and SRLM checks | As per the inspection schedule | SF 4.5A |

4.10 LIST OF STANDARD FORMS IN CHAPTER 4

SF 4.1A: PLAN OF TRAINING

SF 4.2A: DOMAIN CURRICULUM CONTENT AND EQUIPMENT

SF 4.3A: ENGLISH SKILLS CONTENT

SF 4.3B: COMPUTER SKILL CONTENT

SF 4.3C: SOFT SKILLS CONTENT

SF 4.4A: FINISHING AND WORK READINESS MODULE

SF 4.5A: ACTIVITY CUM LESSON PLANNER

SF 4.6A: ON THE JOB TRAINING PLAN FOR THE BATCH

SF4.6B: ON THE JOB TRAINING CONFIRMATION LETTER FOR CANDIDATES

SF 4.6C: OJT COMPLETION CERTIFICATE FOR CANDIDATES

SF 4.6D: VERIFICATION FOR OJT

SF 4.8A: DAILY DISTRIBUTION OF TABLETS