

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