

Guidelines for Training Partner for Accreditation of Training Centres and continuous Monitoring

The criteria for setting up the training centre by a training partner for a specific job role of HSSC, primarily on following three parameters:

- Equipment requirement,
- Trainers' qualification
- Lab and classroom area requirement

Training partners to setup their centre as per the above requirement for the job role they had shortlisted. Training Partner to apply for affiliation on NSDC Skill India Portal (SIP)/SMART portal

The Training Partner (TP) logs into <https://skillindia.nsdcindia.org/> using the login credentials and submits necessary details for Training Partner registration and accreditation of training centres.

Centre Accreditation and Affiliation Process:

The Centre Accreditation and Affiliation comprise of following main steps:

Step 1: Training Provider (TP) Registration: Training Provider (TP) fills the Application form and pays the registration fees. Inspection Agency (IA) conducts Desktop Assessment (DA) and shares the status with TP. On being Deemed Ready (DR), the TP proceeds with Training Centre creation. This registration will be valid for 3 years from the date of getting DR status.

Step 2: Centre Accreditation Application Form (CAAF) registration and Training Centre (TC) Accreditation:

Stage 1: Training Centre (TC) fills the CAAF and submits the CAAF registration fees. IA conducts Desktop Assessment (DA) and shares the status with TC, basis which a "Letter of Registration" is shared with the TC. Post Deemed Ready status if the TC is recommended/empanelled by any donor agency/scheme, the TC shall undergo physical inspection process as mentioned below.

Stage 2: Post empanelment or recommendation the TC pays accreditation fees and applies for physical inspection. If the TC is recommended for Accreditation or Conditional Accreditation after physical inspection, the case is shared with SSC for a final review and status updation. In case a TC gets recommended for a job role other than those mentioned in the letter of registration, then the TC needs to follow stage 1 and 2 with all requisite fees for the additional job role.

Step 3: Training Centre (TC) Accreditation: HSSC reviews the inspection report of the Training Centre and accords the TC with Accreditation/ Conditional Accreditation status and TC receives an accreditation certificate.

Step 4: Training Centre (TC) Affiliation: After getting accredited/conditionally accredited status from HSSC, the TC applies for Affiliation for accredited Job Roles and pays the following fees:

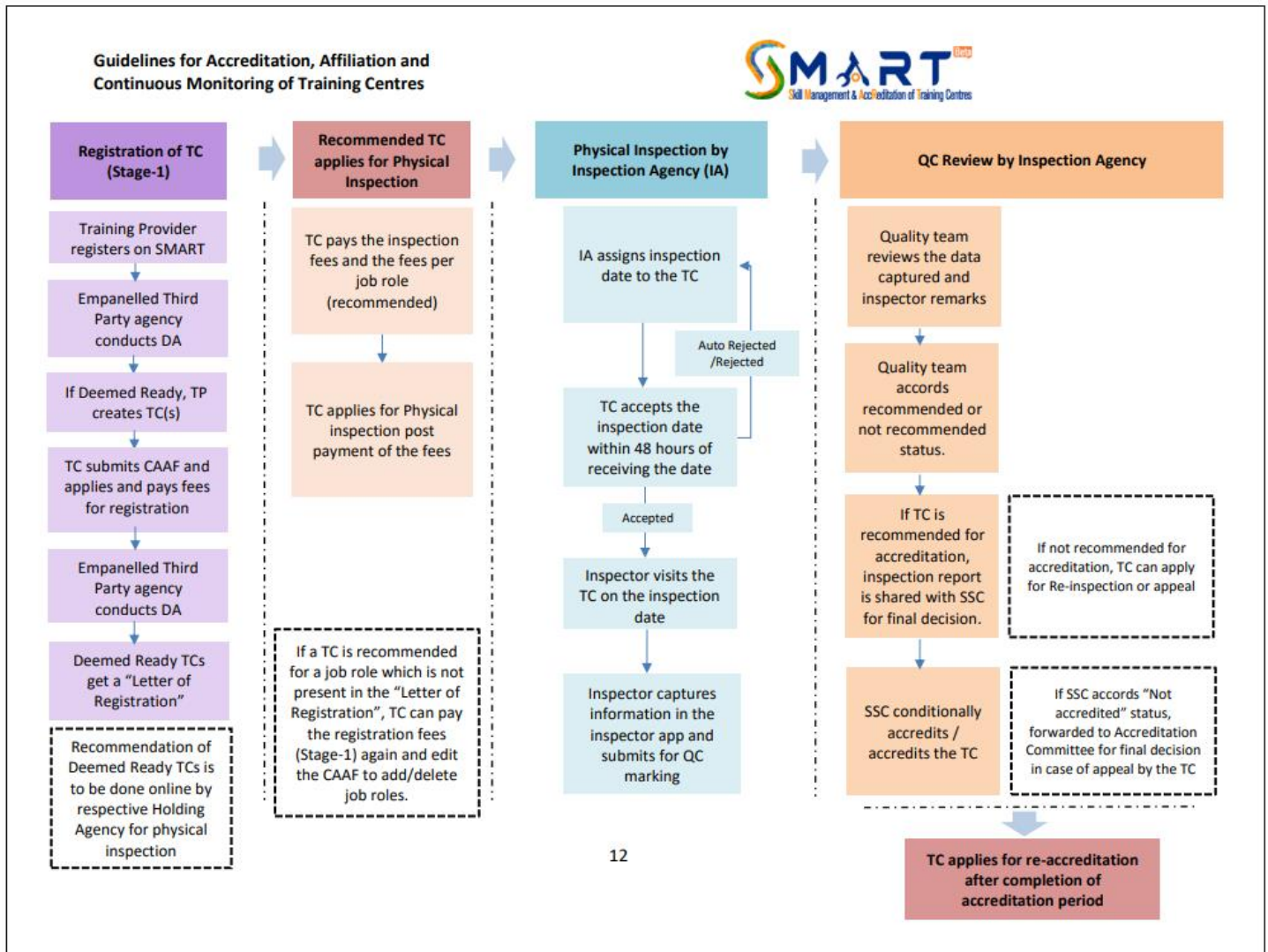
- a. Continuous Monitoring
- b. Affiliation fees

Affiliation is auto accorded to the TC after payment of affiliation fees

Step 5: Continuous Monitoring of Training Centres (TC): TC is continuously monitored on SMART/SIP as per the process and metrics. The TC shall download the mobile application from Google Play store. TC will receive quarterly push notification via the mobile application to upload certain images of the TC. Failure to do so will lead to reduction in Accreditation score of the TC. This

will impact any future allocations and disbursement of funds to the TC. The TC will then have to re-apply for physical inspection to increase the score.

Step 6: Renewal of Accreditation and Affiliation: Post 1 year from receiving the accreditation status, the TC may re-apply for Accreditation and Affiliation. This process will be available for the TC 3 months prior to expiry of accreditation status. The TP registration will expire 3 years from receiving the DR status. Post 3 years, the TP may apply for renewal of the registration on SMART.



Training Partner Details - For HSSC Records

(To be submitted on company letter head)

To,

Chief Executive Officer
Hydrocarbon Sector Skill Council
9th Floor, Kasturba Gandhi Marg
New Delhi-110001

Sub: Affiliation as a Training Partner/Training Centre with Hydrocarbon Sector Skill Council (HSSC)

1. Job Roles

I/we, express interest in affiliation as Training Partner with HSSC for the following Job role/s for fee-based programmes

Sl. No	Job Roles	Location of Training Centre (TC)	TC ID (If already provided by NSDC)	District/State
1				
2				
3				
4				
5				

(More rows to be added, if required)

2. Organisation Profile:

1	Name of Training Partner (TP)	
2	TP ID (If already provided by NSDC)	
	Type of firm (Company/Partnership/Proprietorship/ Society)	
4	Nature of current business	
5	Year of incorporation	

6	Corporate Identity Number (CIN) #			
7	Company Permanent Account Number (PAN) #			
8	Company Tax Deduction and Collection Account Number (TAN) #			
9	ITR of previous years#			
10	Organisations turnover			
11	Company contact details			
	Address			
	b. Email id:			
	c. Phone no:			
	d. Website:			
12	Availability of Trainers			
Sl No	Job role	No of trainer's	Education Detail	Experience details
a)				
b)				
c)				
d)				
e)				
(More rows to be added, if required)				

13	Contact details of Single Point of Contact (SPOC)	
	a. Name:	
	b. Designation:	
	c. Email id:	
	d. Phone no	
	a. Office no:	
	b. Mob no :	

3. Previous experience in of Skill Training/Education in oil and gas sector

S NO	Details of the Skill Training/Education program
1	
2	

4. Industry linkage for placement

S NO	Details of Industry Linkage (If any)
1	
2	

Declaration: -

1. I attest that above information is correct. I do understand that any incorrect information will result in suspension /cancellation of the organisation's accreditation with Hydrocarbon Sector Skill Council (HSSC).
2. I hereby, declare that I am aware of all the guidelines and norms of NSDC/HSSC in terms of Training Centre Accreditation, Training Delivery, Quality Assurance Process, Assessment and Certification
3. I am aware of Qualification Pack and Model Curriculum developed by HSSC for each Job Role for which Training Centre Accreditation is sought
4. I am aware of the HSSC specifications in terms of class rooms, labs, instructor qualifications, equipment for lab etc based on which Training Centre accreditation will be carried out by NSDC / HSSC or their agencies
5. I am aware that all the Trainers are to undergo TOT (Training of Trainer) which is to be certified by HSSC.

Signature of Authorised Person

Name:

Designation:

Date:

Seal of the Organisation

Note: HSSC may ask for additional data, if required for the due diligence process.