# Protocol for Online Training of Trainers' (ToT) for Up-Skilling/Re-Skilling Programme

**For the Training of Trainers (ToT) Agencies under**

## समर्थ (Samarth)
### (Only for On-line ToT for Up-Skilling/Re-Skilling)

**Developed by**

## Resource Support Agency

# TEXTILES COMMITTEE

Govt. of India, Ministry of Textiles,
P. Balu Road, Prabhadevi Chowk,
Prabhadevi, Mumbai – 400025
secy.tc@nic.in, tcrsaisds@gmail.com
www.textilescommittee.nic.in
facebook: fb.com/textilescommittee
Twitter: @TexComIndia

## DEFINITIONS / ABBREVIATIONS:

a) **Resource Support Agency (RSA):** The Textiles Committee (TC) is designated as RSA for implementation of the Samarth Scheme.

b) **Training of Trainer Agency (ToT):** An agency duly authorized and empanelled by the RSA to conduct Training of Trainers (ToT).

c) **Implementing Partner (IP):** Any interested organization duly authorized by Ministry of Textiles to conduct training of trainees under Samarth Scheme.

d) **Provisional Empanelment:** Preliminary stage of empanelment after which the agency is required to ensure the accreditation of minimum 5 Master Trainers for Apparel sector or 1 Master Trainer for Handloom/Handicraft/Jute/Knitting/Processing/Silk/Wool/Other fibers from RSA to be eligible for final Empanelled as Training of Trainers (ToT) Agency of the RSA under Samarth.

e) **Trainee:** Any citizen of India possessing an Aadhaar Card (unless exempted under Aadhaar Act, 2016) with age over 14 years or as prescribed under relevant labour law.

f) **Up-skilling:** Up-skilling can be defined as, to provide the same skill to the existing worker on higher level where he/she can better understand the machine/job, enhance its knowledge, attitude, behaviour, understand the existing machine operations/its maintenance keeping the same existing job/work but with higher level. The progression of the work is considered to be horizontal.

g) **Re-skilling:** Re-Skilling is the process of learning new-skills to do a different job, or of training people to do a different job. In this case, he/she can handle three to four machines/work in addition to its existing work/duties by imparting training of technical/domain skills, soft skills (attitude, behavior, communications). The progression of the work is vertical and essentially also include multi skilling.

h) **Candidate Trainer (CT):** A Candidate Trainer is one who meets the prescribed education qualification & industry experience and would be required to undergo **6 days** ToT programme (offline) **OR 09 days** of Online ToT programme.

i) **Trainer (T):** A Trainer is who successful passed the assessment of ToT programme and got certified with RSA under SAMARTH Scheme.

j) **Assessment (In case of ToT):** It is a way to understand the competency of trainer by the way of written test/online test, oral presentation & personal interview.

k) **Master Trainer (MT):** Person duly accredited/certified by RSA under Samarth to conduct such Training of Trainers as required by the RSA through its empanelled Training of Trainer (ToT) Agencies.

*l)* **Online ToT Protocol:** It is the sub protocol of approved master protocol for Up-skilling/Re-skilling which provides detailed guidelines to conduct online Training of Trainers' programme duly developed by the RSA under Samarth which will be amended from time to time by "RSA, TC" for the purpose of online Training of trainers under 'Samarth'.

*m)* **UID:** It the Unique Identification Number allotted by RSA to each successful trainer.

*n)* **KYMT-U/R:** Know Your Master Trainer- Up-skilling/Re-skilling

*o)* **KYT-U/R:** Know Your Trainer - Up-skilling/Re-skilling

*p)* **TC:** Textiles Committee

# TABLE OF CONTENT

# 1. BACKGROUND

The Ministry of Textiles (MoT) has introduced a new scheme titled "Scheme for Capacity Building in Textile Sector" (SCBTS) which shall be known as "समर्थ "(Samarth). The Samarth is launched with a view to transform the unskilled manpower to skilled workforce in various sub-sectors like Garment, Knitting, Processing, Manmade & Synthetic fibres and other unorganised textile sector/sub-sector and trade including traditional sectors like Jute, Silk, Handloom, Handicraft & Carpet by running the certified Skill Development Programme in these sub-sectors across the country.  The proposed scheme is with target outlay of Rs. 1300 cr. with a physical target to train 10 lakh personnel (9 lakh personnel in organised & 1 lakh personnel in traditional sectors) over the period of 3 years (2017-2020).

The MoT has designated the Textiles Committee (TC) as the Recourse Support Agency (RSA) for implementing SAMARTH. The RSA, endeavours to structure Training program for Trainers and Assessors across textile sector through this Protocol. The Protocol on Training of Trainers has been developed on a consultative approach with the aim to provide a robust model for creating quality trainers required under Samarth.

# 2. OBJECTIVES OF THE UP-SKILLING & RE-SKILLING INTERVENTION

Keeping in view the demand for skilled workforce, the MoT, Government of India is implementing Up-Skilling/Re-Skilling training under the SAMARTH Scheme with following objectives.

i.     To upgrade the skill level of existing workers/employees engaged in a textile industry in Apparel & Garmenting, Made-ups, Home furnishing for improving their skill level and productivity.

ii.    To improve the productivity and competitiveness of the industry to a level prevalent to the international standards.

# 3. RESOURCE SUPPORT AGENCY (RSA)

Textiles Committee, a Statutory body under the Ministry of Textiles, Government of India was set up by an Act of Parliament viz., 'Textiles Committee Act', 1963.  The main objectives of the Committee activities are oriented towards overall quality improvement of textiles in India. The Government of India, Ministry of Textiles has designated the Textiles

Committee as **Resource Support Agency (RSA)** for the new scheme 'SAMARTH' of the Ministry of Textiles, Government of India for providing resources in various sub-sectors like Garmenting, Knitting,  Processing, Handloom, Jute,  Silk, Technical Textiles, Wool, Others (Other fiber) and Handicrafts & Carpet, etc.

The Textiles Committee, as RSA, will be performing the following functions under the "Samarth":

i. To identify and finalize the skill development needs in consultation with Sector Skill Councils (SSCs) and industry.

ii. To standardize the course content and to develop the content.

iii. To specify the training centre's infrastructure with reference to the NSQF courses.

iv. To standardize the admission, assessment, certification and accreditation processes in consultation with the SSCs and industry to ensure consistency and acceptability by various stake holders.

v. To empanel Assessment Agencies and to monitor their performance.

vi. To conduct Training of Trainers (ToTs) and Training of Assessors (ToAs) in co-ordination with respective SSCs.

vii. To conduct the skill gap studies from time to time and build up skill data base for the industry.

viii. To study the global scenario and best practices in skilling in Textile Sector.

## 4. WHY ONLINE ToT ?

Due to pandemic situation arised due to outbreak of Corona-virus disease-2019 (COVID-19) (It is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus 2) the Government of India on 24th March, 2020 announced nationwide lockdown for 21 days to reduce the spread of Covid-19 virus. Accordingly, various State Government's extended the lockdown based on their local Covid-19 situations. Due to this pandemic, there exist large number of containment zones where non-essential activities are prohibited.  Moreover, many State Governments and/or local authorities have restricted movement of people except those involved in essential services. As a result the ongoing ToT program had to be halted. Due to current pandemic situation of COVID-19 and to avoid the spread of virus and taking into account the future trend, there is need of online teaching and e-learning. As a result, education has changed

dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. It is time that we start the online e- learning training ToT Programme and explore its benefits to meet our targets with the positive coordination and support of Training of Trainers (ToT) agencies and Implementing Partners (IP's). All individual(s)/person(s) should follow the Covid-19 guidelines of MHA, MoHFW and State Government/ local authority.

**The RSA, Textiles Committee has already published the Training of Trainers (ToT) Protocol for Up-skilling/Re-skilling dated 07th August, 2020 on Textiles Committee website ([http://textilescommittee.nic.in/](http://textilescommittee.nic.in/)) with the due approval of Ministry of Textiles.** Due to the current pandemic situation of Covid-19, the MoT has directed the RSA to develop a protocol to conduct the ToT for Up-skilling/Re-skilling through online Mode vide letter F.No. 01/07/2018-ISDS dated 07th August, 2020. It is to mention that, **the eligibility criteria, fee structures, application apply procedure, routing, general terms and rules etc. are already described in the Main approved ToT Protocol for Up-skilling/Re-skilling and this Protocol should be read along with the Main MOT approved Protocol on ToT for Up-skilling/Re-skilling in order to successfully conduct Online ToT.**

## 5. ONLINE TRAINING OF TRAINERS (ToT)

To provide efficient and effective skill development training to trainees, RSA intends to create a large pool of trainers under the Samarth Scheme. The trainer trained by notified ToT agencies/centres and certified by RSA are expected to take up training in various textiles sub-sectors/job roles like Garmenting, Knitting, Processing, Handloom, Jute, Silk, Technical Textiles, Wool, Others (Other fiber) and Handicrafts & Carpet. The trainers responsible to train the trainees must be knowledgeable and be equipped with skills to deliver training. The efficiency of the trainers would reflect the proficiency of the training they provide to the candidates in the specific job role. The training will be provided job roles wise through Online mode.

Training of Trainers (ToT) is a program for the development of training delivery skills of those who wish to become trainers in the sector/course of their preference. Supply of quality trainers is one of the most critical elements to ensure efficiency of any Skill Development Programme. A structured and detailed ToT Program for Trainers is essential to address the requirement of adequately trained trainers in the skill eco-system.

Training of Trainers (ToT) program is envisaged to focus towards:

- Orientation and alignment of trainers as per the requirement of Samarth on the respective job roles and sub-sectors.

- Development of teaching pedagogy and best practices to trainers engaged in imparting skill training to trainees in various job roles approved by the RSA.

## 5.1. Online ToT Program Structure:

Online ToT for a Candidate Trainer (CT) is an elaborate training programme that covers orientation and/or assessment on both Domain and Platform skills. The 'Online ToT module' for a CT entails the training of Domain skills and Platform skills for 8 days followed by Assessment on both the skills in 1 day. On successfully passing the Assessment, the CT would be declared a 'Certified Trainer'.

ToT agency may decide the platform (video-confernecing solution) to be used for conducting online training as a lot of platforms are available in the social media. It is clarified that RSA will not pay any extra fees/charges towards utilisation of any such platform for online TOT training.

As this is online learning programme and in view of the fact that continuous exposure to device screen, availability of stable connection and bandwidth related issues, RSA has recommended a per day schedule of 5 hours of training in the ToT Program module (3 hours morning session and 2 hours after lunch session). The structure of ToT module is given in table below:

**Table-1**

| Structure of Online ToT Module – Candidates Trainers' (CT) | | |
|---|---|---|
| **Stages of ToT** | **Duration** | **Total Duration** |
| Domain Skills training | 3 days | |
| Platform Skills training | 5 days | **09 days** |
| Assessment of Domain Skills & Platform Skills | 1 day | |

**Note:** The Maximum batch size will be of 20 candidates for Online ToT Program.

## 5.2 Steps to Nominate the CT:

**i.** The detailed procedures (duly filled & stamped KYT-U/R forms, supporting documents proofs, copy of fee receipt etc.) to nominate the CT is already mentioned in the Master ToT Protocol for Up-skilling/Re-skilling.

ii. In addition to the existing requirements specified in the approved Master TOT Protocol for Up-skilling/Re-skilling, a duly filled and stamped **declaration form** (enclosed herewith as **Annexure-I)** will have to be sent by the IP's to the RSA along with application, supporting documents proofs and fee receipts etc. in hard copy as well as **online soft copy** to designated email id (**tcrsaisds@gmail.com**). In short, IP need to send followings:

- KYT-U/R form duly filled and stamped by IP
- Supporting documents proof signed and stamped by IP
- Declaration form duly filled and stamped by IP
- Fee receipt (Online/NEFT)

**Note:** where the IP has already sent nominations earlier, they need to only submit duly filled signed & stamped Declaration form(s) to the RSA in the prescribed format via mail as well as hard copy.

**iii.** This Declaration form is an undertaking from the IP about his/her/their obligations to provide proper facilities and infrastructure at their end to enable the nominated candidates to effectively and efficaciously participate in the online training module and that RSA will not be held liable or responsible for consequences arising out of non adherence to any of the set guidelines of infrastructure bottlenecks in the conduct of the online training including failure of the nominated candidates to pass the Assessment.

**Note:** Final decision of allotment of batches & batch size will be taken by the RSA.

## 5.3 Responsibilities of IP:

**i.** IPs will have to send all nominations/applications with declaration forms to the RSA in hard copy as well as in **soft copy** to email id (**tcrsaisds@gmail.com**). IP should also ensure that the photocopies are cross checked with the originals.

**Note: :** If IP sent nominations earlier, then IP needs to submit only duly filled (with signed & stamped) declaration forms to RSA via mail as well as hard copy.

**ii.**      IP ensures that all the nominated candidates should have proper platform, smart phones/tablet/ laptops with good internet facility and working gmail email ids in coordination with allotted ToT agency.

**iii.**      At the time of Assessment, IP's need to ensure that candidates should have at least one smartphone and an additional smartphone/ tablet/ laptop with webcam with good internet facility and each candidate should have a working Gmail id. This set up is required to ensure availability of live video conferencing and to ensure assessment related work (Online test).

**iv.** The IP's/candidates & ToT agency will mutually decide & ensure the availability of proper  video conferencing platform prior to start of the training and also conduct pre-trails with candidates to avoid any technical glitches at the time of trainings.

**v.** The camera quality must be appropriate.

**vi.** The IP ensures that all the eligible nominated candidates will be present during the entire duration of online training course and no fees or charges are taken from them by the IP under any circumstances for undergoing this online TOT programme.

**vii.** IP will maintain the record and details of their nominated candidates for atleast 3 years.

**viii.** The RSA will assess individually platform skills through online video conference in coordination with ToT agency.

**ix.**, At the time of Assessment, it will be the complete responsibility of the IP to ensure availability of candidates and proper enabling environment/ infrastructure for the conduct of online assessment of candidate trainer(s) failing which the batch/ candidate will be treated as failed.

**x.** If for any reasons candidates miss out a online class due to connectivity or any other technical reason beyond the control of the candidate then IP should make sure and arrange the recordings of topics/class for its candidates to catchup. However, it is recommended that candidates should be available for the online training module on LIVE basis and resort to recordings should be only in exceptional cases or only as a supplementary exercise. if any CT fails in Assessment, the concerned nominating IP will have to nominate him/her again for Re-Assessment by paying non-refundable Re-

Assessment fee of Rs. 2,000/- + GST per CT towards conducting Re-Assessment & Certification to the Textiles Committee (only one time allow).

**5.4 Coordination with ToT Agency and Candidates:**

After checking whether the nominated candidate is eligible or not as per set eligibility criteria, the RSA will share the details of shortlisted and eligible candidates and their roll numbers with ToT agency and the IP's and also communicate the schedule of the training programme. Thereafter, the ToT agency will verify the details of candidates and coordinate with IPs and Candidates for the successful commencement and completion of the online training as per Protocol. They would also share demo videos of domain as well as platform skills so that the candidate can access these videos after the completion of day to day training and learn from it. If any candidates miss the training due to any technical issue or connectivity issue, then ToT agency will provide the recording of the lectures of the same to cope up with the batch.

All the Candidates will have to support the ToT agency on online learning platforms and understand the difficulties / problems and give maximum support to overcome challenges, if any faced by the candidates.

**Note:** ToT agency(s) ensures daily attendance of candidates and maintain records. The attendance of individuals will be shared with RSA in appropriate format duly signed and stamped by ToT agency on 7th day (in forenoon) and also on 8th day through email.

The ToT agencies have to maintain the appropriate recording/files for atleast 03 years.

**Note:** The attendance of the candidate(s) in ToT programme should be 100%, otherwise he/she is ineligible to be considered for Assessment. The final decision in this regard will be taken by RSA.

## 6. ONLINE ASSESSMENT OF CANDIDATES:

All the Candidates shall undergo an Online Assessment to be conducted by the RSA, Textiles Committee. The Assessment will be aimed at checking the extent of learning in the area of platform as well as domain skills. The candidates shall be eligible for the Assessment if he/she has attended 100% sessions.

**Note:** RSA have rights to modify / amend / take decision on any issue / documents / acceptability or rejection of applications etc. All general Terms and Conditions are clearly indicated in the Master ToT Protocol for Up-skilling/Re-skilling of RSA.

## 6.1 Methodology for Online Assessment:

For the purpose of conducting online Assessment, the following methodology will be adopted:

i. The Candidates should be available for Assessment before time of starting of test. He/She shall have to appear for online test (Domain skill) for particular course/job roles.

ii. As mentioned in previous para, each candidate(s) should be provided **two smart phones/ tablet/ laptop with good internet facility and have working Gmail id**. One smart phone is for live video conferencing and other for online test.

iii. There will be two types of test as mentioned below:

### 6.1.1 Platform skill evaluation through online viva (video conference):

Viva is one of the important stages used in the process of certified Trainer as it will help in assessing the personality, interest of field, confidence, communications skill, general attitude.

He/She will be required to give online viva (Platform skill). Based on the viva, RSA will allot marks according to their oral presentation skills. For conducting viva of candidate trainers, he/she shall have to connect on video conference link provided by the RSA individually.

### 6.1.2 Domain skill evaluation through online Test and video conference:

The online domain tests shall contain a series of multiple-choice questions to be answered in a stipulated time limit. The link of online domain test will be provided to candidates at the time of test beginning so that the candidate can open/copy the link and paste on the Google Chrome which redirect the webpage. Both Platform and Domain skill tests are designed to accurately evaluate an individual's skill set and technical knowledge specific to that particular job role(s) for which the candidate

desires to be a Trainer. A Candidate Trainer needs to specify course (s) / job role(s) for which accreditation is sought.

There are two eventualities, one, where candidates is able to access and reach to the IP center where IP center has arranged for conduct online training for candidates. This case will be called as IP wise online Training/Assessment. The other eventuality would be where candidates cannot easily approach the IP Centre in which case he/she will undergo training/ Assessment as per their convenient location. Such eventuality would be called Candidate wise online Training/Assessment.

IP wise: In this case, where candidates can go to IP center and undertake Training/Assessment, the IP should arrange a common internet facility for group training, and in case of Assessment they should provide individual smartphones/tablet/ laptops with internet connectivity and working Gmail id for each candidate. For making proper Assessment of Domain skills by the RSA, IP will ensure proper monitoring and supervision by their invigilators of the online assessment of Domain skills by RSA. The RSA will provide online test website link as well as password to such invigilator at a time of Assessment.

In the eventuality of Candidate wise online Training/Assessment, individuals can get training at their own place provided they have proper required infrastructure in terms of availability of smart phone/tablet/laptop with good Internet connectivity and working Gmail Id. At the time of Assessment, candidates must have at-least one smart phone and an additional smartphone or tablet or a laptop with good Internet connectivity with video conferencing facility to ensure that RSA is able to properly monitor the whole assessment. As mentioned above, for the Assessment of domain skills, the RSA will provide online test website link as well as password to the nominated candidate at the time of Assessment.

## 7. STEP TO OPEN LINK FOR CEP/ASSESSMENT

**Step1:** The URL/ link of online domain test will be provided to candidates before the CEP/Assessment.

**Step2:** Copy the URL/ link and paste it on URL head of Google Chrome/Safari browser etc. and then click enter. A window will open like:
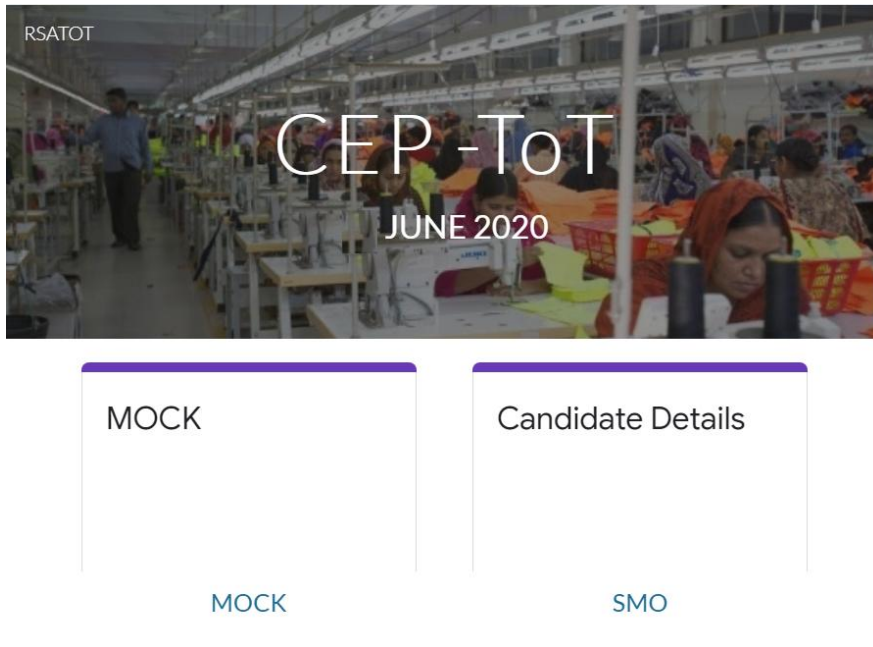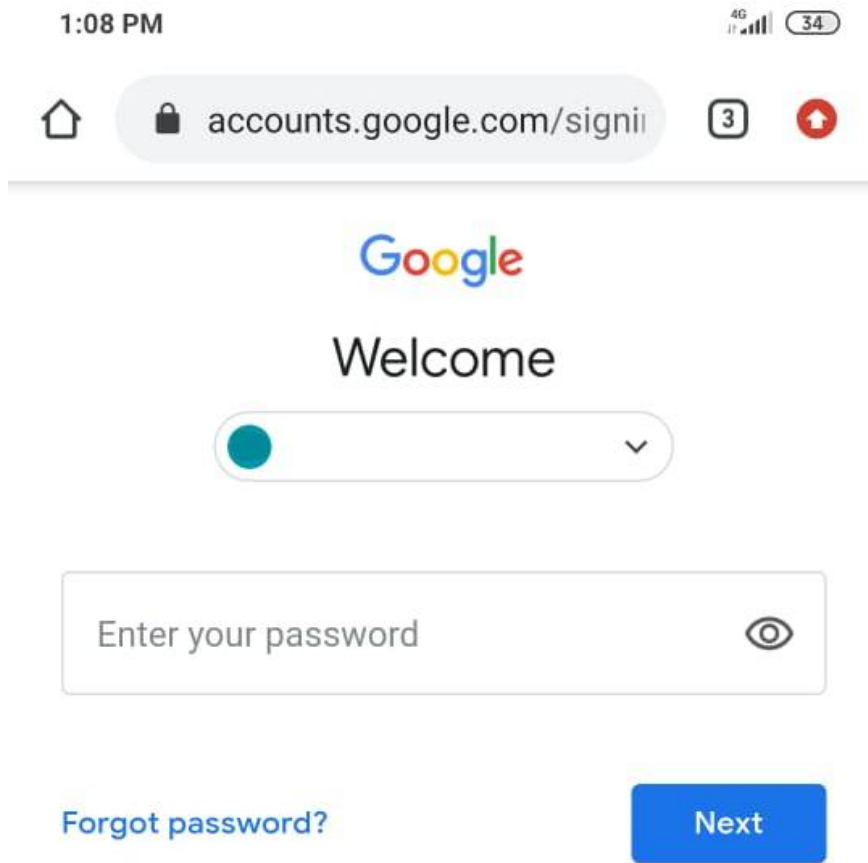


**Step 3:** Then click on the respective job roles/course icon as directed by RSA on video conferencing.
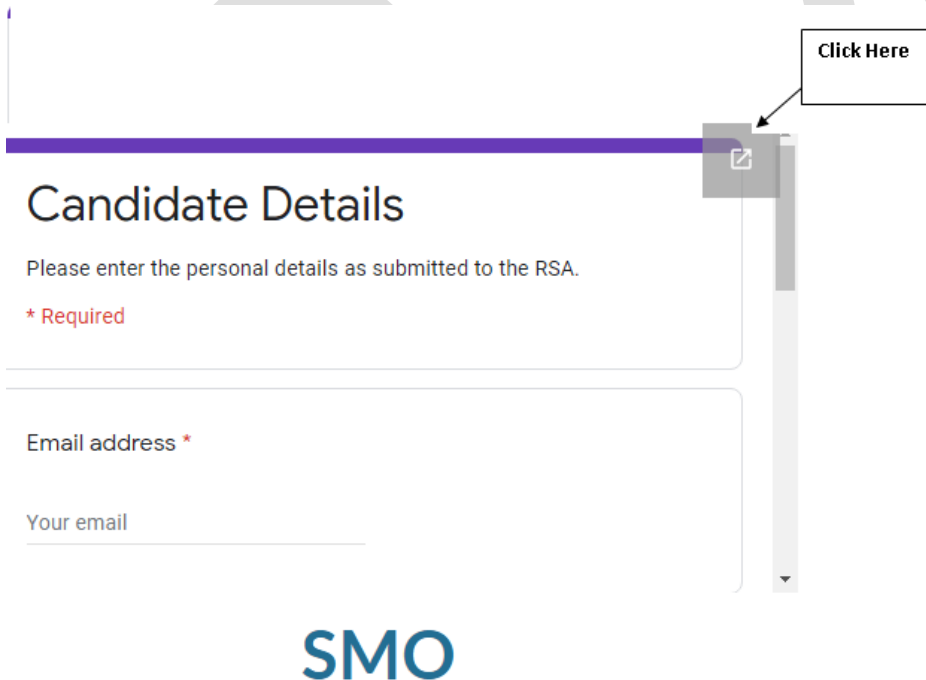
**Step 4:** After the click on job role, a window will open as given in figure below. And a PoP up will be shown as given in figure below. Here candidates have to sign in with Gmail id by inserting Gmail id and then fill password.
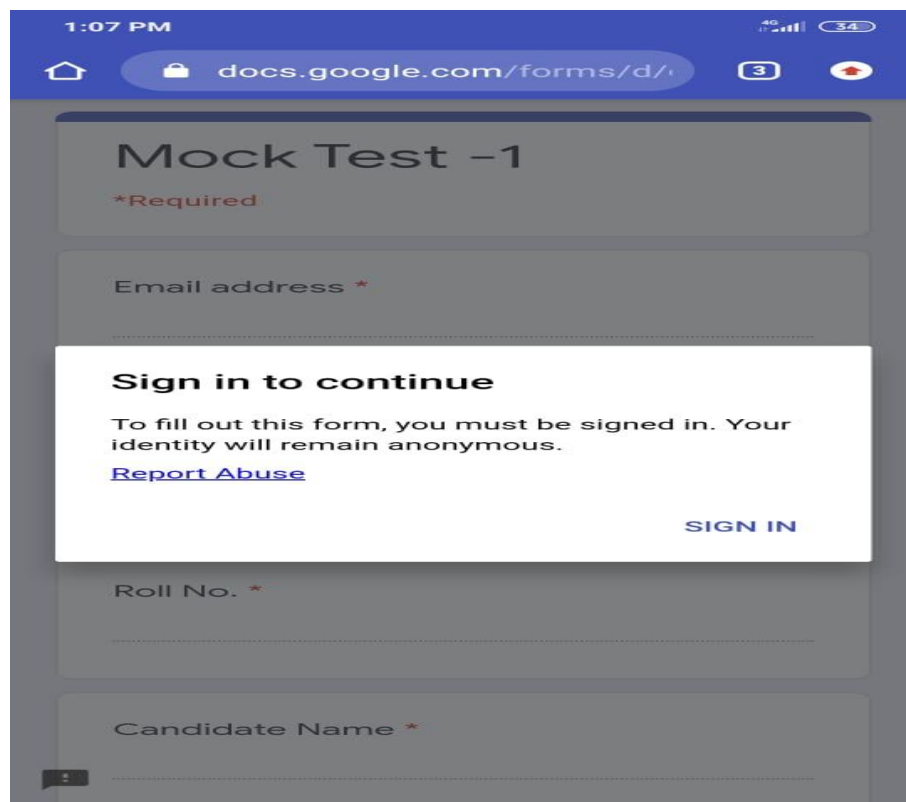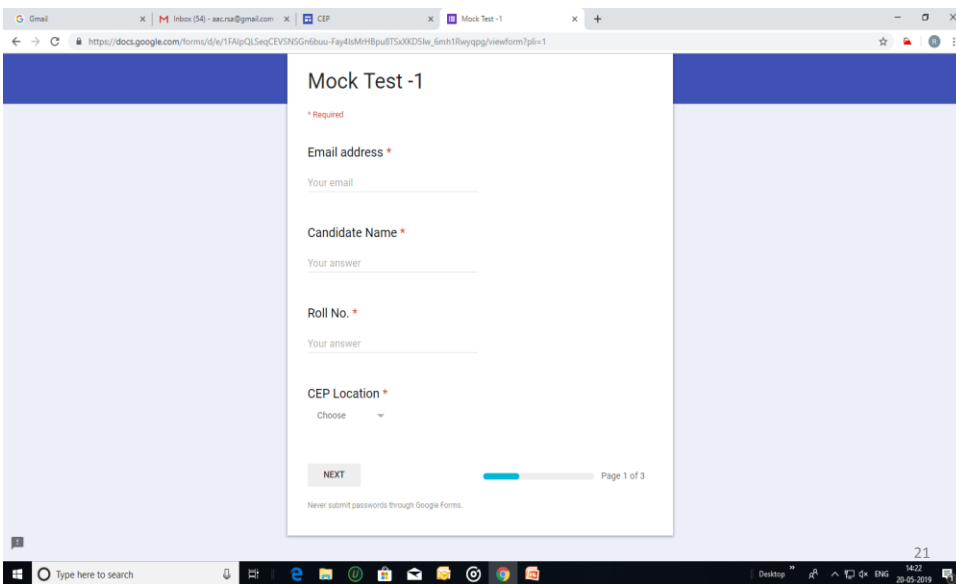
**Step 5:** After signing with the Gmail id, as shown in figure, fill the required field and click on next button.

**Resource Support Agency (RSA)**

Enter the credentials
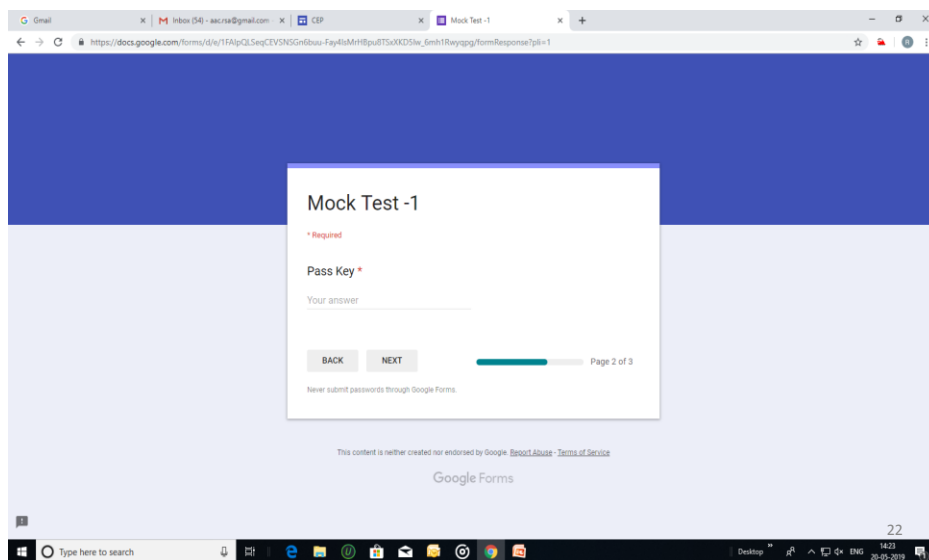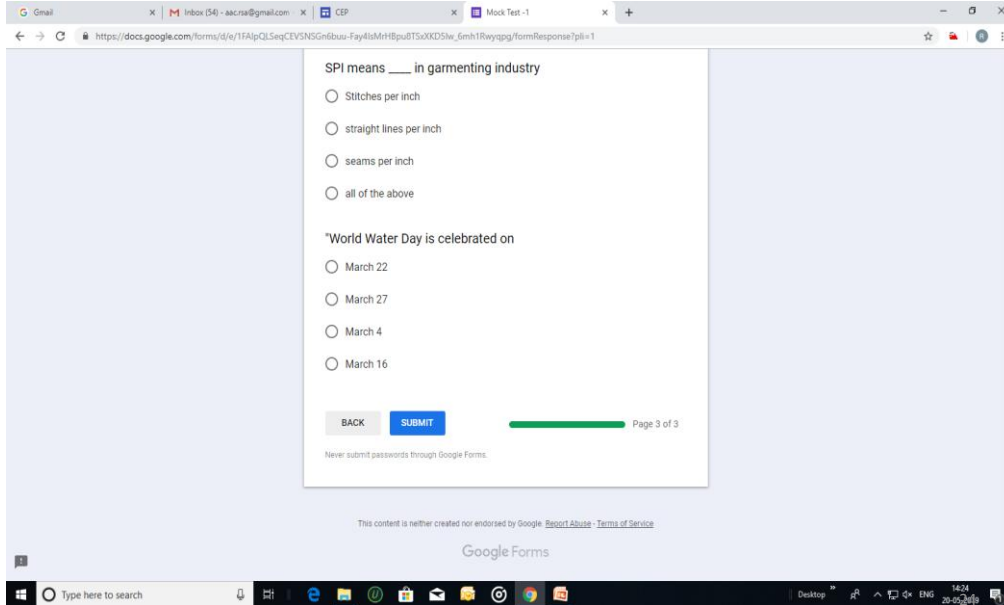
**Step 6:** After that, pass key window is open, for this, RSA will provide the pass key at the time of CEP/assessment and fill that key and press next.



**Step 7:** After that, a new window shows up which will consist of multiple choice questions which marks the beginning of your Assessment. After completing the exam press the submit button at the end.

Click on submit for final submission



**Step 8:** After pressing the submit button, a window notifying is shows successful completion of the domain test will be displayed as shown below.

Mock Test completed



## 8. BASIC ETIQUETTE REQUIRED FOR SUCCESSFUL VIDEO

## CONFERENCING

- Reach the exam centre before time given for start of exam/ assessment/training.
- Test your hardware and internet connection etc. before hand.
- Mute yourself when not speaking. Don't talk over each other.
- Keep your Identity Proof Documents with you like Aadhaar card, PAN Card, Voter Id card, Driving licence etc for verification.
- Ensure that your background is not a distraction and ensure that camera is not facing light from opposite side.
- Wear appropriate clothing.
- Maintain decorum and discipline.
- Position the camera correctly and have the right light around you.
- Don't get distracted and stay alert throughout the training.
- Keep note book, auxiliaries like pen, pencil etc. and water bottle etc. with you.
- Support ToT Agency in respect of any technical or connectivity issue arises.

## 9. POWER TO MODIFY

Notwithstanding anything said in this Protocol, the RSA has the right to modify any of the above instructions from time to time. The Training of Trainer Agencies are requested to visit the website of Textiles Committee and/or any other addresses as may be notified for updates and announcements periodically.  For any queries/clarifications and submission of applications, please contact the undersigned:

Secretary,
Textiles Committee,
Govt. of India, Ministry of Textiles
P. Balu Road, Prabhadevi Chowk
Prabhadevi, Mumbai - 400025
Tel.; 022-66527 506/507/519/608.
Email: tcrsaisds@gmail.com.
Website: www.textilescommittee.nic.in

# Declaration Form

*(The Declaration form is to be submitted on Official Letter Head by the Applicant IP for online ToT under 'समर्थ-Samarth')*

To                                                                                    Date:
**The Secretary**                                                          Place:
Textiles Committee
Govt. of India, Ministry of Textiles
P. Balu Road, Prabhadevi Chowk
Prabhadevi, Mumbai – 400 025

Dear Sir,

**Sub:** Declaration form for Online Training of Trainers (ToT) for Up-Skilling/Re-Skilling Programme under 'समर्थ-Samarth' - reg.

I/We …………………in the capacity of Implementing Partner (IP's) for Samarth Scheme have nominated candidates for the online ToT for Up-Skilling/Re-Skilling Program. I/We ensure you that we will scrupulously adhere to the Main ToT Protocol for Up-Skilling/Re-Skilling as well as the Online ToT Protocol for Up-Skilling/Re-Skilling and all the instructions/ guidelines given thereto.

2. I/We as IP under Samarth scheme would ensure that good internet facility with sufficient internet data, smart phones/Tablet/ laptop, platform will be made available to all the eligible candidates which undergo the ToT programme and two working smart phones/tablets/laptops will be made available at the time of Assessment/CEP.

3. I/We will be responsible in respect of all obligations and responsibilities of the candidates as well as IP as laid out in the Main TOT protocol for Up-Skilling/Re-Skilling and online TOT protocol for Up-Skilling/Re-Skilling and would accept all the consequences arising out of non implementation or violation of those obligations/ responsibilities and shall not hold the RSA responsible for any of it or its consequences.

4. I/We certify that all information provided in the attached application and relevant documents proofs attached are true and correct; nothing has been omitted which renders such information misleading, and all documents accompanying such nomination/proposal are true copies of their respective originals.

5. I/We as IP under the Samarth scheme shall ensure(s) that we as well as all nominated candidates would follow the Covid-19 guidelines of MHA, MoHFW and State Government/ local authorities as may be applicable from time to time.

For and on behalf of: (Company Seal)

Authorized Signatory's Signature:

Name:
Designation:
Contact No. & Email Id:
Name of IP Agency:
(Authorized Representative and Signatory)                    (Company Seal)