



सत्यमेव जयते

Training of Trainers' Protocol for Up-skilling / Re-skilling

For the Training of Trainers (ToT) Agencies under

समर्थ (Samarth)

Developed by

Resource Support Agency



TEXTILES COMMITTEE

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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, behavior, 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.
- i) **Trainer (T):** A Trainer is one who has successfully passed the assessment of ToT programme and got certified with RSA under SAMARTH Scheme.
- j) **Assessment (In case of ToT):** It is a process to evaluate the competency of a trainer by way of written test/online test and/or viva.
- 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) **ToT Protocol:** A document which provides detailed guidelines to conduct Training of Trainer's duly developed by the RSA under Samarth as amended from time to time by the RSA for the purpose of 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 for Up-skilling/Re-skilling
- o) **KYT-U/R:** Know Your Trainer for Up-skilling/Re-skilling
- p) **TC:** Textiles Committee

RSA

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).

One of the critical quality control factors is the supply of quality trainers and assessors. A structured and detailed Training program for Trainers and Assessors becomes essential to address the requirement of adequately trained trainers and assessors in the skill eco-system. 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.

The productivity and quality of Indian Garment industry especially in the MSME sector is required to be enhanced considerably to bring it in line with the world’s best if India is to emerge as the topmost player in the Textile & Apparel sector. One of major determinant of productivity in Garment industry is the Human capital and the second factor is the technological advancement. The new technology advancements in manufacturing machineries is promising exciting new ways to enhance productivity of the industry.

In current scenario, the Garment industry is in much need of multi skilled workforce, in terms of workers who can do multiple operations on a machine as well as multiple operations on different types of sewing machines. The new skills required to

thrive in this new era are in short supply, forcing companies to examine their workforce capabilities. The skill gap in existing workforce in Indian Textile & Apparel industry is a threat to business growth. Re-skilling, Up-skilling could be an important solution to bridge the skill gap in existing workforce. The way forward is to go for a structured Re-skilling & Up-skilling intervention for existing workforce. This will enhance the competitiveness of Indian garment industry in the international market, fetching more business.

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. 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 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 (Job role wise). 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.

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 ecosystem. Therefore, this Protocol has been developed to provide a robust road map for creative quality trainers after due consultation with stakeholders.

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.

4.1. Type of Skilling:

4.1.1. Up-skilling: The process of learning new-skills or of teaching workers new skills. It focuses more on improving worker's skills so they can work within the same job. Unlike re-skilling that requires to earn a completely new certification, up-skilling will require an employee to enhance their value to his/her organization by improving their current skill set. Thus, with reference to SAMARTH, up-skilling will mean to provide the same skill to the existing worker supervisor, managers as the case may be, on higher level where he/she can better understand the machine/job, enhance its knowledge, attitude, behavior, understand the existing machine operations/its maintenance keeping the same existing job/work but with higher proficiency. The progression of the work is considered to be horizontal.

For example: The up-skilling training given to existing Sewing Machine Operator of level 2 will lead to Sewing Machine Operator of level 4 with higher knowledge and capabilities.

4.1.2. Re-skilling: The process of learning new-skills so you can do a different job, or of training people to do a different job. Re-skilling focuses more on creating new-skill so that employee or individual can do a different job. Typically, re-skilling is a program that requires employees to be sent to a college or trade school to earn a degree or certification in a different field. After the completion of this skilling, the employee will once again become employable. Thus, under the SAMARTH this mean multi skill training of employee to handle three to four machines/work in addition to its existing work, supervisor, managers as the case may be, by imparting training of domain skills, attitude, behavior, soft skills, QMS, PACE skills etc. Here the progression in skill is vertical & essentially also includes Multi-skilling.

For example: if the Sewing Machine Operator is given training of Double needle lock stitch, Flat lock, Button hole, Button attachment m/c, use of folders, guides, attachments etc. or additional 3-4 machine operation, then he/she is capable to work as multitasking with better quality and productivity output will be treated as Re-skilling. Also if Sewing Machine Operator takes up the training for Supervisor or line master, it will be treated as Re-skilling.

The objective of the Protocol is to provide a robust, standardized and scalable model for training, assessing and certifying Trainers required under Samarth for imparting training

of courses developed/adopted by RSA and aligned to NSQF. RSA, in consultation with industry, has already developed/adopted and standardized several industry relevant courses under the Samarth Scheme. Detail of the segment wise courses developed/adopted and aligned with NSQF is available on <http://www.textilescommittee.nic.in>. Depending upon employability and criticality of job role(s), more industry relevant job roles are being identified whose course curriculum would be developed / adopted and will be aligned with NSQF as per requirement. Only the courses which are aligned with NSQF and approved by the RSA will be available to the IP for training of trainees.

For the purpose of Up-skilling/Re-skilling program, list of courses is updated on Textiles Committee or SAMARTH website. In addition to the core course content developed by the RSA for various courses offered under Samarth, a common module of 30 hours on soft skills is also included in all such courses. The soft skills component will deal with issues like safety in production centre, cognitive or emotional empathy, cleanliness at work place, attitude to deliver a work, ethical communication, importance of health and hygiene in work place, time management, team work, language skill, personal habit, leadership traits, sexual harassment at workplace, labor laws and computer literacy etc. in order to meet the overall objective of the 'Samarth' scheme, RSA will develop/adopt some other courses as relevant to the scheme.

4.2. Education Qualification & Experience Requirements:

As per approval of Ministry of Textiles (MoT), RSA published the PUBLIC NOTICE No. SAMARTH/RSA-CAT/28/2019 (ToT Protocol), dated 20th February, 2020 on Textiles Committee website and also sent to all the IP's. As per public notice/MoT approval, the educational qualification & experience of the trainers for different levels of courses under Samarth are given below:

For Level 1 and 2 courses
<ul style="list-style-type: none"> • 12th pass with 7 years of experience • ITI with 5 years of experience • Diploma in Engineering/Graduate in Science with 3 years of experience • Graduate in Engineering with 1 year of experience

For Level 3 and 4 courses
<ul style="list-style-type: none"> • ITI with 10 years of experience • Diploma in Engineering/Graduate in Science with 5 years of experience • Graduate in Engineering with 2 years of experience
For Level 5 and above courses
<ul style="list-style-type: none"> • Diploma in Engineering/Graduate in Science with 7 years of experience • Graduate in Engineering with 3 years of experience

Note: All training will be conducted course wise.

5. ELIGIBILITY CRITERIA OF TRAINER FOR ToT

5.1. Candidate Trainer (CT):

A Candidate Trainer is one who meets the prescribed education qualification & relevant industry experience (as per para 4.2 above). The CT who fulfils the prescribed requirements would have to undergo **6 days** ToT programme conducted at any pre-defined ToT centre through online/offline modes wherein the applicant would be trained and assessed on domain skills and training delivery skills (Platform skills).

Note: CT shall have to pass the assessment (Domain skills and Platform skills) to become RSA approved Certified Trainer under Samarth. The nomination of the candidature will be cancelled at any stage if the information given is found incorrect or observed any deviation from the prescribed criteria. Such nomination may be resubmitted with relevant fee and proper documents meeting the criteria. IPs shall diligently check the authenticity of documents and also confirm that the candidates are meeting the required criteria. In case of any lack of documents/not fulfilling eligibility criteria, etc. then he/she will not be eligible to undergo ToT module hence their application will be rejected without any intimation and have to apply again afresh.

5.2. Scope of Candidate Trainers: The prequalification requirement for CT is already explained above. The aspiring candidates can opt for training in only one course at a time from among the available courses under Up-Skilling/Re-Skilling under the Samarth scheme depending upon prescribed educational qualification and experience.

Accordingly the Candidate Trainer, through IP, needs to indicate name of only one course at a time for which he/she intends to be trained as Trainer in the Know Your Trainer for Up-skilling/Re-skilling (KYT-U/R) Form (Annexure-2).

6. FEE STRUCTURE OF ToT

6.1. Fee Structure for Candidate Trainer (CT) : The total non-refundable fees for conducting a 6 days ToT programme comprising of 2 days on domain skill, 3 days on platform skill and 1 day Assessment is Rs. 12,000/- + GST¹. This non-refundable fee of Rs. 12,000 + GST (Per candidate) has to be borne by the nominating IPs & needs to pay directly to the Textiles Committee account and also need to send application(s) (KYT-U/R) along with copy of all relevant supporting documents and fee receipt(s) with signed and stamped. The Textiles Committee (RSA), in turn, will remit Rs. 9,000/- + GST per CT to the empanelled ToT Agency after ascertaining that the proper domain and platform skill training is given via its assessments against invoice raised, thus, the ToT agency will get Rs. 9,000/- + GST per CT training. The RSA will retain Rs. 3000/- + GST per CT towards handling of applications (Rs. 1000/- + GST), Assessment & certification activities (Rs. 2000/- + GST).

However, 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. If he/she fails again in Re-Assessment, then concerned IP will have to nominate him/her again **afresh** along with non-refundable Re-ToT fee of Rs. 12,000/- + GST payable to the Textiles Committee for Re-ToT program.

The fee structure comprising of training and duration is given in table below:

¹ GST: At present 18% GST

Table-1

Stages of ToT	Training of Trainer Module	Duration	Fees in Rs.
ToT for Candidate Trainers (CT)	a) Domain skills (2 days) b) Platform Skills (3 days) c) Assessment (1 day)	6 days	ToT agency will get Rs. 9,000/- + GST per Candidate Trainer as training fees against invoice and RSA will get @ Rs. 3000/- + GST per Candidate Trainer towards handling of applications (Rs. 1000/- + GST), Assessment & Certification activities (Rs. 2000/- + GST) under SAMARTH.

The IP can pay the fee in favour of Textiles Committee through online money transfer as per bank details of the Textiles Committee as given below:

Table-2

Name of the Account Holder	TEXTILES COMMITTEE
Account No	10865756128
Bank Name	State Bank of India
Branch	Worli (North)
IFSC Code	SBIN0000290
Account Type	CURRENT A/C
BRANCH Code	0290
MICR Code of bank	400002088

Note 1: The payment receipt along with covering letter (clearly indicating fees against each individual names, Aadhaar No. and previously allotted roll No. of proposed Candidate Trainer (if any), etc. should be shared with the Textiles Committee (RSA) in hard copy & soft copy (on email tcrsaisds@gmail.com).

Note 2: IP's who have already paid relevant fees for their Trainer(s), has to undertake the ToT / Assessments of their Trainer(s) within 3 months otherwise fee paid by the IP's

shall be forfeited. In such case, IP's will have to apply again afresh along with prescribed fees.

7. TRAINING OF TRAINER (ToT) FOR CT

ToT for a CT is an elaborate training program that covers orientation & assessment on both - Domain and Platform skills. The 'ToT module for a CT entails the training of Domain skills and Platform skills and then the assessment on both within a period of 6 days. On passing the assessment, the trainer becomes a 'Certified Trainer'.

Note: In case the ToT is conducted on-line, it will have to be conducted as per the approved Online ToT protocol, if any.

7.1. Procedure to Apply:

The eligibility criteria for fresh CT is elaborated at Para 4 & 5 above. IPs shall apply (after checking the eligibility criteria with due diligence) for ToT program with details of eligible CT to RSA, Textiles Committee, P. Balu Road, Prabhadevi, Mumbai-400025 in soft copy & hard copy (self attested by CT) duly signed and stamped on all documents as per prescribed Know Your Trainer for Up-skilling/Re-skilling (KYT-U/R) (Form-14) (Annexure-2) format along with all supporting documents (viz. Education proofs, Industry & Training Experience, Aadhaar Card, PAN Card and Two passport size photos) **along with non-refundable ToT accreditation fee of Rs. 12,000/- plus GST (at present 18 %) per Candidate Trainer.**

Note: If application of CT is found to be incomplete / not eligible i.e. rejected, then fee will not be refunded/adjusted with new application. Then IP need to apply afresh along with prescribed fee which is non-refundable.

7.2 ToT Program Structure for a CT:

ToT Program module for Candidate Trainer is given in table below:

Table-3

Stages of ToT	Training/Orientation	Total Duration
Domain Skills	2 days	6 days
Platform Skills	3 days	
Assessment	1 day	

7.3 Addition of Scope for CT: The RSA certified CTs who wish to add additional course to their scope of training may do so by submitting fresh KYT-U/R form along with previous roll number allotted and payment receipt and other relevant documents like qualification, relevant experience etc. to the RSA, Textiles Committee. For this, IP need to pay non-refundable scope enhancement fee of Rs. 5000/- + GST to Textiles Committee for scope enhancement of certified CT, for which the certified CT trainer needs to undergo 2 days domain skill training and 1 day Assessment at the ToT center. The ToT agency will get Rs. 3,000/- + GST per certified CT (for scope enhancement) for providing 2 days domain skill training and RSA will retain Rs. 2000/- + GST towards 1 day Assessment.

8. ASSESSMENT & CERTIFICATION OF CT

All the CT shall undergo an assessment to be conducted by the RSA at nominated ToT centres / Textiles Committee offices. The assessment will be to assess the extent of learning in the area of platform as well as domain skills.

8.1. Methodologies for Assessment of CT:

The following methodologies will be adopted for the assessment of CT:

- (i) He/She shall have to appear for written/online test (Domain skill) for applied course.
- (ii) He/She will be required to give viva (Platform skill) either offline/online. Thus, Assessment of Candidate Trainer shall comprise of
 - (a) Domain skill evaluation through written/online Test

(b) Platform skill evaluation through viva/ or online viva

8.1.1 Domain skill evaluation through written/online Test:

This test is to assess the technical knowledge of the Trainers meant for Training to the trainees under the Samarth Scheme for the applied course from among the RSA approved courses under Up-Skilling/Re-Skilling. The Trainer can get certification as Trainer in any one course at a time in which he/she has applied only on successfully clearing the Assessment.

The written/online tests shall contain a series of multiple choice questions to be answered in a stipulated time limit. Both Platform and Domain skill tests are designed to accurately evaluate an individual's skill set and technical knowledge specific to that particular course for which the candidate desires to be a Trainer. The IP nominating their Candidate Trainer needs to specify only one course at a time for which accreditation is sought.

8.1.2 Platform skill evaluation through viva either Offline/Online:

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.

8.2. Marks Distribution Parameter (Total Marks-100): The marks distribution parameter for CT is given in table below:

Table-4

S.No.	Evaluation Method	Marks Allotted (Maximum 100)	Qualifying Marks (Minimum)	Qualifying Marks % (Minimum)
1	Domain Skill - Written/online test	40	70 (Overall)	70% (Overall)
2	Platform Skill Evaluation – Oral Presentation cum interview	60		
	Total	100		

Note: Minimum overall passing criteria of CT for qualifying assessment is 70%.

9. TRAINER CERTIFICATION CODE NO (UID):

Each of the Certified Trainer will be assigned Unique Identification (UID) code number for the purpose of identification. The Certified Trainer can conduct Training in their relevant job roles/course only as per UID/information provided by the RSA. The Trainer conducting training other than his/her defined job roles will be treated as a deviation from Training of Trainer's Protocol for Up-Skilling/Re-Skilling and this may lead to cancellation of certification of Trainer or/and such trainer will be blacklisted for conducting training under Samarth scheme or/and any necessary action will be taken by RSA. Training of Trainers (ToT) certificate will be provided to Trainers who have successfully passed the Assessment. The validity of such certificate will be 1 year from the date of issue of certificate / date of Assessment or till the completion of the SAMARTH Scheme, whichever is earlier.

10. TRAINING OF TRAINER (ToT) AGENCY

The ToT Agency is an agency duly authorized and empanelled by the RSA to conduct Training under Samarth Scheme. The empanelled ToT Agency under Samarth Scheme during its period of empanelment under RSA, shall not be involved in any of the activities related to the IP other than that mentioned in this Protocol.

Note: ToT agency(s) are required to conduct ToT program for Trainer(s) as per calendar, date of batch announced by the RSA.

10.1. Availability of Standardized Content: While conducting the ToT program, the ToT agency must ensure that following contents to be provided to the participants (Trainers):

- Participant Handbook of the relevant domain skills.
- Facilitator guide on the relevant domain skills.
- Participant Handbook on the Platform Competencies.
- Any other material.

10.2. ToT Centre Infrastructure: The empanelled ToT agency shall ensure adequate number of training centres nationwide. There should be minimum one ToT centre per state in at least one state. The Infrastructure requirement for a ToT centre are prescribed by the RSA and given in Appendix-I.

10.3. Verification of CT at ToT center: According to intimation, the Candidate Trainers will make themselves available at prescribed location of ToT centre along with all the required original documents as well as photocopies of them. They are also required to bring photo copy of KYT-U/R form which was submitted to RSA via IPs earlier. ToT agency will check & verify the original documents of CT as per eligibility criteria. They shall retain one set of self attested photo copies of these documents with **counter sign of verifier/checker** on all documents like Aadhaar card, educational proofs, experience proof, KYT-U/R form, IP's name & address, confirmation letter and contact details of Candidate Trainers for a period of 5 years minimum.

11. ACCREDITATION OF MASTER TRAINERS

Master Trainers are training professionals who are highly competent in teaching pedagogy and are responsible for training the trainers. Those seeking a Master Trainer License in the skilling ecosystem (i.e. Qualification Packs-based training) are now expected to solicit licence from the relevant Sector Skill Council. A Certified Master Trainer is a pre-requisite for conducting any ToT programs. A Certified Master Trainer is needed to conduct training for batches of Trainers (aspirants). The eligibility criteria and fee structure of Master Trainer are already defined earlier in ToT RFP dated 07th August, 2018 (http://textilescommittee.nic.in/archives?type=tenders_advertisement&page=1).

11.1. Verification of Candidate Master Trainer's Original Documents:

Candidate Master Trainers who are already accredited (valid certificate) by any Textile related Sector Skill Councils (SSCs) need not to clear CEP test and such Master Trainer is treated as Accredited Master Trainer. Candidate Master Trainers nominated by ToT agencies, will be called for CEP (other than textile related SSCs approved & valid certificate accredited under RSA) and such candidate Master Trainers need to carry her/his relevant original documents such as educational qualification & experience certificates, PAN card, Aadhaar Card for the verification purpose. If the documents are found materially deficient or inconsistent in any aspect or fraudulent, the candidate will not be considered for further evaluation. The decision of RSA in this regard will be final.

11.2. Competency Evaluation Programme for Master Trainer:

The applicant Master Trainer shall have to clear the Competency Evaluation Program (CEP) of the RSA well announced from time to time. The Competency of Master Trainer is very critical assessment process. The CEP will therefore intend to understand the depth of knowledge in general and subject in particular skill, presentation skill, way of teaching, attitude and aptitude of Candidate Master Trainer (CMT). Therefore, CEP includes;

- (i) Written Test/Online test
- (ii) Oral Presentation cum interview

Note: Overall passing criteria of Master Trainer (without SSC approved) for CEP is minimum 70% marks; failed candidate shall have to apply afresh for accreditation along with applicable non-refundable fee.

11.2.1 Written Test/Online Test:

The written test/Online test is designed to accurately evaluate an individual's skill and technical knowledge specific to that particular(s) course for which the candidate desires to be a Master Trainer. Candidate Master Trainer need to specify all course(s) for which accreditation is sought. The tests contain series of multiple choices and short answer questions to be answered in a stipulated time limit.

Any Candidate Master Trainer can get accreditation for training in any course or all courses based on his/her qualifications, relevant experience, eligibility criteria and performance in CEP and scope of agency which will be decided by RSA.

11.2.2 Oral Presentation cum interview:

Presentation shall be oral presentation i.e. without PPT. Master Trainer should be a good presenter/orator. The oral presentation includes: teaching methodology, proper volume, enthusiasm, confidence level and the way of explanation, etc. Candidate Master Trainer can select any topic within course for oral presentation in front of RSA. The oral presentation should be of about 10-20 minutes.

Interview is one of the important stages used in the process of accreditation of Master Trainer as it will help in assessing the personality, interest of field, confidence,

communications skill, general attitude and whether the Candidate Master Trainer's qualifications and experience meet with training requirements.

11.3. Master Trainer- Evaluation Criteria/Parameters (Total Marks-100): The Master Trainer- Evaluation Criteria/Parameters is given in table below:

Table-5

S.No.	Evaluation Method	Marks Allotted (Maximum 100)	Qualifying Marks (Minimum)	Qualifying Marks % (Minimum)
1	Written test/Online test	40	70 (Overall)	70% (Overall)
2	Oral Presentation cum interview	60		
	Total	100		

12. AWARDING OF ACCREDITATION TO MASTER TRAINER

The candidate Master Trainer who successfully clears the CEP will be awarded with the accreditation code/certification. The RSA shall allot specific codes/Unique Identification Code(UID) to that Accredited Master Trainer clearly indicating the relevant course(s) to which the Accredited Master Trainer is eligible to carryout training under Samarth. The RSA will intimate the results along with UID of accredited Master Trainer to the respective Empanelled ToT agencies. Accreditation/Continuation of accreditation of the Master Trainer will be at the sole discretion of the RSA. Accreditation of Master Trainer is valid upto 31.03.2021 or upto end of SAMARTH programme, whichever is earlier. Thereafter the accreditation can be renewed by paying a specific fee as declared by RSA from time to time. However, any Master Trainer who approaches for renewal of accreditation should have conducted at least training of 3 batches during the period of Accreditation or prescribed by RSA.

13. ASSOCIATION OF MASTER TRAINER WITH ToT AGENCY

A Master Trainer can be empanelled under one ToT agency at a time. A Master Trainer who is found to be conducting training for any other ToT agencies, his/her accreditation shall stand cancelled with immediate effect without any prior intimation. Such Master

Trainer will be blacklisted from conducting any further training under 'Samarth' scheme.

14. PROCEDURE FOR CHANGE OF ToT AGENCY BY ACCREDITED MASTER TRAINER

The Accredited Master Trainer shall have liberty to change their original ToT agency, subject to fulfilling the following requirements.

- i. A Master Trainer has to submit formal resignation (either hand copy/email) to the concerned ToT agency with which he/she is still empanelled.
- ii. The Master Trainer shall get NOC from the concerned ToT agency.
- iii. After that, Master Trainer can be eligible to apply to new ToT agency.

The RSA shall cancel the accreditation code (UID code) allotted to the Master Trainer for previous ToT agency. Such Master Trainer can apply for fresh accreditation through another empanelled ToT agency as per procedure outlined for accreditation of Master Trainer in this Protocol. The Master Trainer, who already cleared the CEP, need not have to clear it again but concerned ToT agency will have to nominate him/her afresh by submitting all the necessary documents viz. KYMT-U/R form, copy of NOC, supporting documents of education and experience along with non-refundable ToT agency change fee of Rs. 1000/- plus applicable GST (At present 18 %) per Master Trainer for getting the new accreditation code with the new ToT agency.

15. ADDITION OF SCOPE OF MASTER TRAINER

The empanelled ToT agency is authorized to undertake the training of courses which are approved by the RSA under 'Samarth'. New Job Roles as and when added by the RSA will be available for training under Samarth for which separate scope extensions as mentioned earlier will apply. The empanelled ToT agencies are liable to undertake training on pan India basis in un-served areas if instructed by the RSA. At the time of initial empanelment, RSA will allot state and course to ToT agency for undertaking training activities. The scope in terms of number of state can be enhanced as long as the requirement of availability of required accredited Master Trainer in that particular state is met. The scope in different courses of the Mater Trainer can be enhanced by paying requisite non-refundable scope enhance fee of Rs 1000/- plus applicable GST (at

present 18% GST). In this case, CEP will be conducted at prescribed place(s) and date(s). If he/she passes in the CEP, then RSA TC will provide modified UID/Code to relevant Master Trainer. If he/she fails to pass in the CEP, the concerned ToT agency will have to nominate him/her again for enhance scope by paying requisite fee, if ToT agency wants so.

16. VIDEOGRAPHY OF THE TRAINING PROGRAM

It will be obligatory for the ToT agency and its centre to ensure that the whole process of Training and Assessment of Trainers shall be covered under CCTV. Such CCTV footage of the entire training program and assessment process is mandatorily to be retained by the ToT agency for a minimum period of one year. Photograph of the Master Trainer along with trainer & participants batch has also to be invariably maintained.

17. SURPRISE VISITS

The RSA, Textiles Committee is authorised to have randomly surprised visit/inspection to any of the training centres of ToT agency. At the time of surprise checks, the RSA official(s) will monitor the overall training activities and verify whether the ToT Protocol is being followed during training. RSA can view/check following:

- The proper functioning of the training centres
- The compliance of earlier checks
- Check the documentation
- Punctuality of Master Trainer and Candidate Trainer
- The methodology adopted by Master Trainer during the Training
- Knowledge of local language of Master Trainer and comfort level of Candidate Trainers.
- Assess the quality of training
- Check attendance of Trainers
- Check availability of Master Trainer
- ID cards of Mater trainer
- Availability of infrastructure
- Overall performance of training centre

- Or any other point

On the basis of surprise check reports, and depending upon non-conformities observed in implementation of ToT Protocol, if found any abnormality or discrepancy, RSA,TC has power to cancel the training program or cancel the empanelment of Master Trainer or cancel the empanelment of ToT agency, according to level of abnormalities. Master Trainer whose empanelment has been cancelled will be blacklisted for any further Training program. With reference to the intensity of such repetitive incidents, RSA, TC can cancel the empanelment of ToT agency without any prior intimation.

18. ALLOCATION OF BATCHES

To meet the target under Samarth, Implementing Partners will propose Candidate Trainers to RSA, for training purpose. The batches will be decided by RSA in consultation with ToT agency according to specialization/Job roles of Candidate Trainer willing to undergo that particular job role training.

The allotment of batches of Candidate Trainer to ToT agency will depend on following point:

- Previous experience of ToT agency and their scope in various course(s)/sub-sector
- Presence of ToT centres in number of states
- Number of certified Master Trainer empanelled with ToT agency
- Number of in-house training/workshop or training by professional agency(s) conducted for Master Trainers to enhance their skill
- Feedback of Trained Trainer at the time of assessment by RSA
- Affiliation of ToT agency with other schemes/certification like ISO.
- Occurrence and level of abnormality or discrepancy in ToT program
- Any other factors as decided by RSA.

Note: Final decision of allotment of batches will be taken by the RSA.

18.1. ToT Calendar: As per need felt, the ToT calendar will be approved by the RSA on quarterly basis covering maximum locations and requirements of Samarth. ToT calendar will be published and regularly updated on the Textiles Committee website (www.textilescommittee.nic.in) (as per need felt). RSA would ensure the quality on ToT by controlling the calendar through withdrawal of non competent “ToT Centres” from running any further ToT program. RSA reserves the right to cancel, modify the ToT calendar as per felt needs.

19. GENERAL INSTRUCTIONS

- i. Applications received without the prescribed fee shall not be considered and will be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted.
- ii. Lack of documents submitted by IP's / ToT agency will be considered as incomplete documentation and therefore SUMMARILY REJECTED and further, no request for consideration of such applications will be entertained.
- iii. The information furnished by the IP's in application(s) will be verified against original documents by the ToT agency at the beginning of ToT program. During verification of documents, if it is found that any information furnished by the IP's in the application is wrong, the candidate's application will be rejected forthwith. The IP & candidates should ensure that they have furnished correct information in the application form.
- iv. Upon completion of ToT program, the ToT agencies are required to upload the names of CT, their course/job roles, attendance particulars of CT, batch number & batch period and their Master Trainer details to the Textiles Committee designated e-mail id (tcrsaisds@gmail.com).
- v. RSA will not be liable to pay any expenses toward travel, lodging, boarding and other logistic expenses of trainers under any circumstances to the ToT Agency/IPs/Candidate trainers towards Training of Trainers under Samarth.
- vi. ToT agency shall maintain the records of attendance of Trainers and Master Trainers i.e. biometric attendance system and also maintain the attendance register (including name, code, sign by the Trainers and Master Trainer) duly verified by the head of training centre for a period of 5 years. RSA could ask to

ToT agencies to show/send the record of attendance proof. 100% attendance of candidate Trainer in classes is compulsory.

vii. Instruction while attending the program or filling KYMT-U/R OR KYT-U/R form:

- a) The photograph should be pasted in original with white background and 70% of area of photograph should be covered by face with cross-signature on photo of candidate.
- b) Specimen signature of Master Trainer in prescribed box in KYMT-U/R form / KYT-U/R form is mandatory.
- c) The authorized representative of ToT Agency / IP's shall append his/her signature with stamp of office to validate its genuineness.
- d) Each application of Candidate Trainer must accompany with non-refundable application fee as described above and with supporting documents also.
- e) Candidates have to self-attest all the required documents/proofs submitted by them.
- f) If any fraud is detected, such candidate / IP's / ToT agency empanelment with RSA under Samarth will be cancelled after giving them due chance to represent.
- g) Please attach a self attested photo copy of following documents
 - i) Aadhaar card
 - ii) PAN card
 - iii) Proof of Qualification.
 - iv) Proof of Experience
 - v) Payment proof(s)
- h) After due scrutiny, RSA call eligible Candidate Trainer for further program.

Note: RSA have rights to modify / amend / take decision on any issue / documents / acceptability or rejection of applications etc.

20. 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 after consultation with the Ministry. 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
Facebook: fb.com/textilescommittee
Twitter: [@TextComIndia](https://twitter.com/TextComIndia)

Note: Please follow us on social media at facebook (fb.com/textilescommittee) and Twitter handle ([@TextComIndia](https://twitter.com/TextComIndia)).

Infrastructure requirement for ToT programme

1. A well ventilated, cleaned and suitably illuminated separate class room measuring not less than 10 Sq.ft. per trainee.
2. A separate practical area (having requisite machinery for training) with not less than 10 Sq.ft. per trainee or sufficiently earmarked area designated for practical training in the industry not less than 10 Sq.ft. per trainee.
3. The class room shall be equipped with
 - a. Study chairs for accommodating all trainees
 - b. Dias for the Training Assistant (Desirable)
 - c. White board/ Black Board with duster and markers
 - d. LCD projector with screen
 - e. Computer/laptop connected to LCD projector with speakers
4. Two Computer systems for use by Training Assistants and trainees (Desirable).
5. A library with at least 20 relevant titles for use by Training Assistants and trainees (Desirable)
6. Separate washroom facility for male and female
7. Ramps, Lifts and Toilets for differently-abled people, wherever required.
8. Availability of firefighting equipments
9. Availability of first aid facility
10. Availability of minimum of 2 numbers of dustbins.
11. Clean Drinking Water Facility
12. A Training Kit comprising of official Course booklet, pen, pencil, writing pad, etc. to be provided to each trainee in a particular batch
13. Wherever require relevant Machine (if machine not required that compulsorily Machine line diagram) with machine to training ration as prescribed in the RSA document for Infrastructure Requirements for Implementing Partners for each course.



FORM - 14
KNOW YOUR MASTER TRAINER – UP-SKILLING/RE-SKILLING (KYMT-U/R)



RESOURCE SUPPORT AGENCY

Scheme for Capacity Building in Textiles Sector - समर्थ (Samarth)
of Ministry of Textiles, Government of India

(To be filled in capital letters only)

PREFERRED RSA JOB ROLE/COURSE TO BE OPTED FOR TRAINING				Please Attach recent pass port size Photo and sign across it.
NAME OF MASTER TRAINER				
ADDRESS OF MT				
MT MOBILE NUMBER AND MAIL-ID				
MT QUALIFICATION (Please attach attested copy of proof of qualifications)				
NO. OF YEARS OF EXPERIENCE IN TRAINING FIELD (Please attach valid proof)				
NO. OF YEARS OF EXPERIENCE IN INDUSTRIAL FIELD (Please attach valid proof)				
WHETHER TOT CERTIFIED (If Yes, Specify Name Of Agency (Please attach valid proof)				
WHETHER APPROVED BY ANY TEXTILE RELATED SSC? YES/NO (If Yes, Specify Job Role) (Please attach valid proof)				
AMOUNT PAID, TRANSACTION NO. & TRANSACTION DATE				
AADHAAR No.				
PAN CARD No.				
MASTER TRAINER SPECIMEN SIGNATURE	1	2	3	
NAME OF ToT AGENCY				
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP				
FOR RSA USE ONLY				
VERIFIED BY				
APPROVED BY				
ALLOTTED CODE OF MT (UID)				
*Attach relevant documents proofs of eligibility criteria viz. education proofs, experience proofs, ToT proofs, SSC Proofs (if applicable), Aadhar card photocopy, PAN card Photocopy etc.				



FORM - 15
KNOW YOUR TRAINER – UP-SKILLING/RE-SKILLING
(KYT-U/R)



RESOURCE SUPPORT AGENCY
Scheme for Capacity Building in Textiles Sector - समर्थ (Samarth)
of Ministry of Textiles, Government of India
(To be filled in capital letters only)

PREFERRED RSA UP-SKILLING JOB ROLE/COURSE TO BE OPTED FOR TRAINING WITH COURSE CODE (please write one course at a time)	Please Attach recent pass port size Photo and sign across it.		
NAME OF TRAINER			
ADDRESS OF TRAINER			
TRAINER MOBILE NUMBER AND MAIL-ID			
TRAINER QUALIFICATION (Please attach attested copy of proof of qualifications)			
RELEVANT EXPERIENCE (In Years) (Please attach valid proof)			
PROPOSED STATES FOR TRAINING			
WHETHER APPROVED BY ANY TEXTILE RELATED SSC? YES/NO, IF YES, SPECIFY JOB ROLE (Please attach valid proof)			
AMOUNT PAID, TRANSACTION NO. & TRANSACTION DATE			
AADHAAR No.			
PAN CARD No.			
TRAINER SPECIMEN SIGNATURE	1	2	3
NAME OF IMPLEMENTING PARTNER			
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP			
FOR RSA USE ONLY			
VERIFIED BY			
APPROVED BY			
ALLOTTED CODE OF TRAINER (UID)			
*Attach relevant documents proofs of eligibility criteria viz. education proofs, experience proofs, ToT proofs (if applicable), Aadhar card photocopy, PAN card Photocopy etc.			