AFFILIATION PROTOCOL

FOR

TRAINING PROVIDERS:

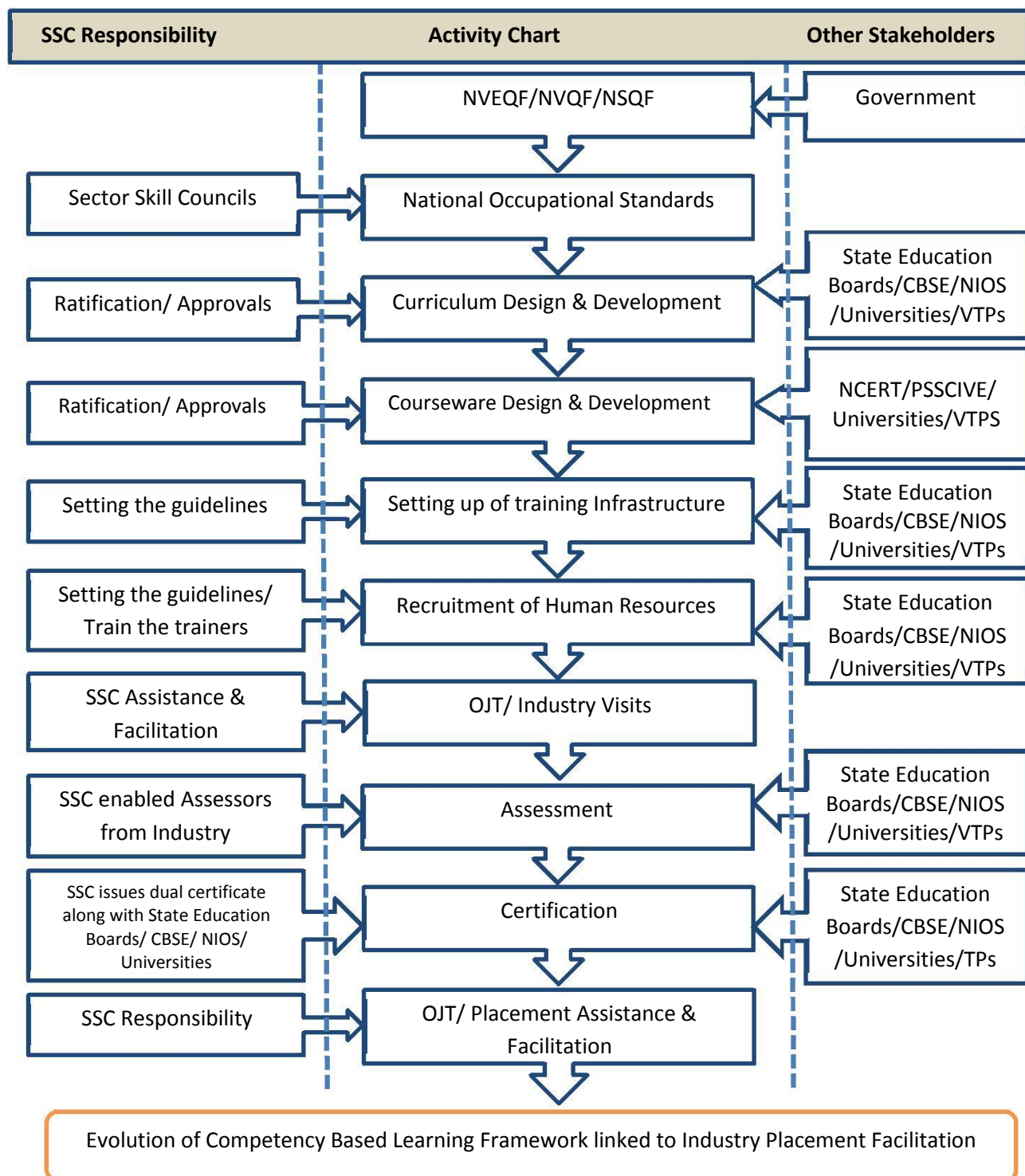## INDIAN PLUMBING SKILLS COUNCIL

CONTENT:

Introduction

Indian Plumbing Skills Council (IPSC), along with the guidelines of NSDC has developed the Affiliation Protocol for Quality Governance of Vocational Training Providers (TP). The Affiliation Protocol provides a framework for effective management and delivery of competency based Vocational Education and Training (VET) aimed at overall development of the students.

Salient Objectives of IPSC

1. Develop National Occupational Standards (NOS) that feature skill competency standards and qualifications.

2. Refine the existing curricula to align it with NOS, obtain approval from an industry led body of experts and facilitate building of delivery capacity.

3. Plan and institutionalize an effective system for training of trainers.

4. Steer the affiliation processes to enable quality assurance in training at par with international standards.

5. Create an assessment framework to award tamper proof certifications to trainees.

6. Promote academies of excellence by nurturing state of vocational training.

Model Built around National Skill Development Policy Guidelines

Following model has been built by NSDC interpreting the guidelines issued by National Skill Development policy– 2009 for the Sector Skill Councils constituted by NSDC.

SSC Responsibility	Activity Chart	Other Stakeholders
	NVEQF/NVQF/NSQF	Government
Sector Skill Councils	National Occupational Standards	
Ratification/ Approvals	Curriculum Design & Development	State Education Boards/CBSE/NIOS/Universities/VTPs
Ratification/ Approvals	Courseware Design & Development	NCERT/PSSCIVE/Universities/VTPS
Setting the guidelines	Setting up of training Infrastructure	State Education Boards/CBSE/NIOS/Universities/VTPs
Setting the guidelines/ Train the trainers	Recruitment of Human Resources	State Education Boards/CBSE/NIOS/Universities/VTPs
SSC Assistance & Facilitation	OJT/ Industry Visits	
SSC enabled Assessors from Industry	Assessment	State Education Boards/CBSE/NIOS/Universities/VTPs
SSC issues dual certificate along with State Education Boards/ CBSE/ NIOS/ Universities	Certification	State Education Boards/CBSE/NIOS/Universities/TPs
SSC Responsibility	OJT/ Placement Assistance & Facilitation	

Evolution of Competency Based Learning Framework linked to Industry Placement Facilitation

Affiliation – Reference to Context

The term Affiliation is used to define a process of establishing competence of any institution desiring of delivering vocational training from NVEQF/NVQF/NSQF level 1 to 10 which is based on National Occupational Standards (NOS) created by Indian Plumbing Skills Council (IPSC) constituted by NSDC.

Any Education Body/ Vocational Training provider (TP) can seek affiliation from Indian Plumbing Skills Council in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by IPSC will carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the needs/ requirements of delivering NOS based training.

The alignment of IPSC and a TP/ Education Body through the process of Affiliation will focus on learning and development of the learners so that they are easily employable in the sector. The process is also expected to encourage TP/Education Body to pursue continual excellence so that they are always in tune with the requirements of the sector. Thus the purpose of Affiliation is to maintain high standards of quality in delivering NOS based vocational training.

Some of the salient objectives of affiliation include:

- To assess TP institutions/ Education bodies and their programs that meet defined quality standards.
- To foster excellence in TP institutions building effectiveness in delivering NOS or competency based training.
- To establish a framework for continuous improvement and provide an opportunity to benchmark with other institutions in India and abroad.
- To facilitate developing the professional competency of the learners in tune with the requirements of the sector

IPSC by way of Affiliation will give access to the affiliating partners to a variety of benefits, such as:

- Alignment of training to NVEQF/NVQF/NSQF leading to equivalence with educational degrees, diplomas and certifications.
- Ratification of NOS based curriculum
- Access to Master Trainers of the SSC and certification of the trainers of the affiliating training provider.
- Facilitate On the Job Training (OJT) and / or Placements of the affiliating partner trainees
- Assessment of trainees on NOS based curriculum
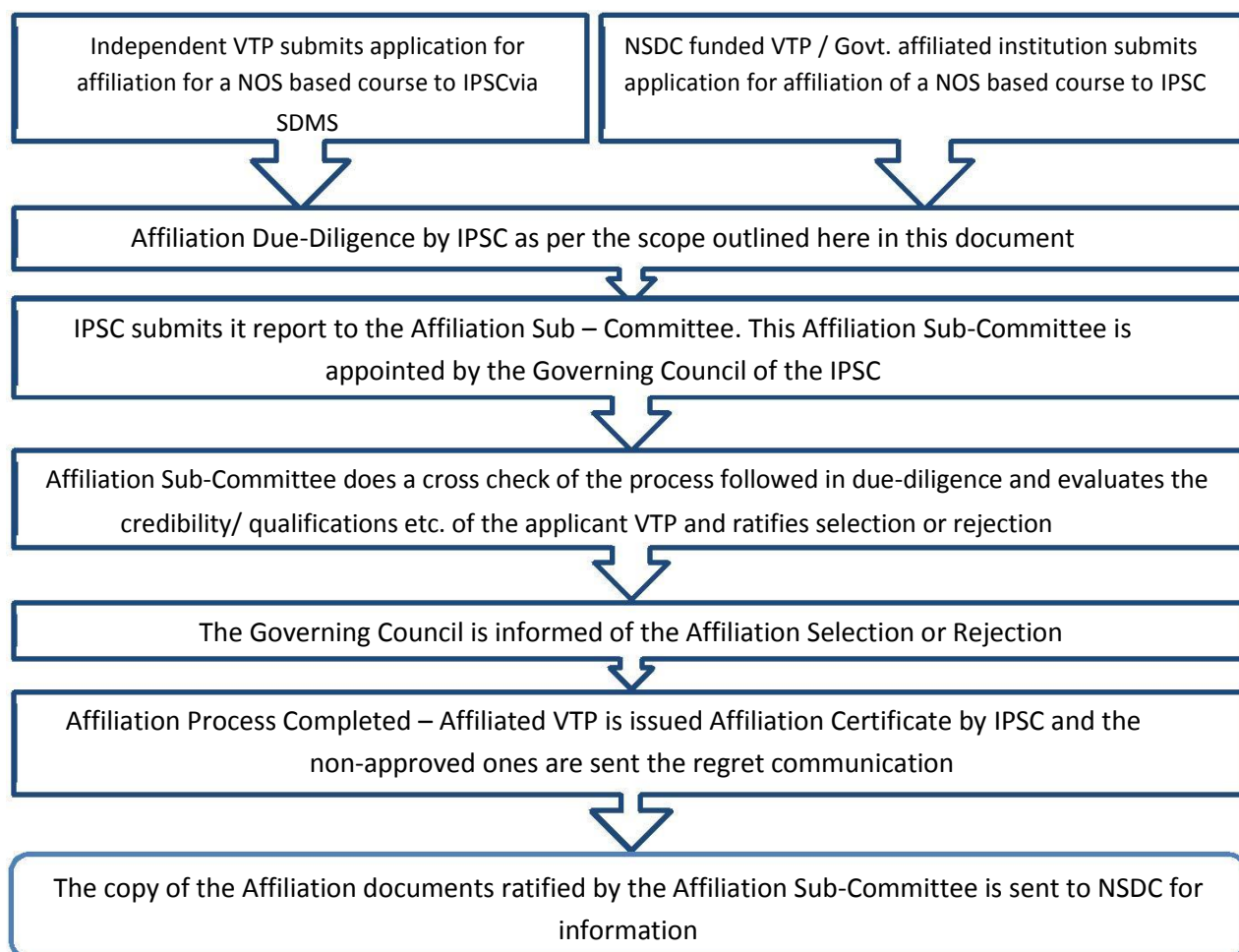- Industry recognized certification of the successful trainees.

Institutions Eligible to Affiliate to the Indian Plumbing Skills Council

1. Training Organizations/Institutions set up by NSDC funding.

2. Training Institutions set up/affiliated by Government of India
    a. ITIs/ITCs affiliated to NCVT
    b. Institutions approved by Councils under Central Government like AICTE
    c. College/ Institutes affiliated to a University set by Central or State/ UT Government or recognized by UGC
    d. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.
    e. Any other institute set up by Central or State/ UT government

3. Private Training Institutions independently operating in Vocational Space.

4. Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector.

5. Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:

    a. An organization providing training under Apprentices Act, 1961 for last three years from the date of submission of the application.
    b. An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN) and Service Tax Registration Number and audited accounts of statements at least for last one year.

Process of Affiliation

The process of affiliation is automated via SDMS system* of NSDC and is outlined as under:

Independent VTP submits application for affiliation for a NOS based course to IPSCvia SDMS	NSDC funded VTP / Govt. affiliated institution submits application for affiliation of a NOS based course to IPSC

Affiliation Due-Diligence by IPSC as per the scope outlined here in this document

IPSC submits it report to the Affiliation Sub – Committee. This Affiliation Sub-Committee is appointed by the Governing Council of the IPSC

Affiliation Sub-Committee does a cross check of the process followed in due-diligence and evaluates the credibility/ qualifications etc. of the applicant VTP and ratifies selection or rejection

The Governing Council is informed of the Affiliation Selection or Rejection

Affiliation Process Completed – Affiliated VTP is issued Affiliation Certificate by IPSC and the non-approved ones are sent the regret communication

The copy of the Affiliation documents ratified by the Affiliation Sub-Committee is sent to NSDC for information

NOTES:

1. A TP whether NSDC funded/Government affiliated or non-funded will apply for affiliation to IPSC for a NOS based course pertaining to a specific job role (Qualification Pack).

2. TP can affiliate one or more courses to IPSC. For each course corresponding to a Qualification Pack, the TP will take an affiliation from IPSC. Thus there can be multiple affiliations of a TP with IPSC.

3. TP can also take affiliations from multiple SSCs; for courses pertaining to their sector.

4. IPSC will affiliate the institution of the TP for the NOS based courses that the Institution is offering.

5. After filing the completed affiliation application accompanied with the necessary fee, by the interested TP, IPSC will affiliate the TP within 30 days subject to TP responding to clarifications sought by the IPSC, if any within 10 working days. In case the TP does not respond within the stipulated time, the application shall be deemed as closed. The TP, if further interested in affiliation will have to re-activate his application, stating reasons for delay along with the desired response sought by IPSC.

6. In case the delay is happening from IPSC side, the concerned TP will be informed of the delay stating the reasons and the expected time by which the process will be closed by the IPSC.

Structure of this Document

The clauses listed in this document can have one of the applicability:

- ✓ A clause which under common guidelines of NSDC and will be applicable to all – both for affiliating the NSDC funded partner/Government Institution and to a non-NSDC funded partner
- ❖ A clause which deals with specific requirements of an SSC to affiliate a partner - applicable to all – both for affiliating the NSDC funded partner/ Government Institution and a non-NSDC funded partner
- ➢ A clause in which an NSDC funded Vocational Training Provider (VTP)/ Government Institution is exempted but required to be satisfied by a non-NSDC funded Skill Training Provider.

While reading the clause refer to the symbols to get the context of applicability

Requirements for Affiliation

The requirements for affiliation of a Training Provider (TP) / Education Body are classified into 4 components:

Section 1: Institution and Management Profile

Section 2: Quality Aspects in Institution Governance

Section 3: Training Operations – Processes

Section 4: Performance, Measurement and Improvement

SECTION 1: Institution and Management Profile

A. *Generic guidelines about the kind of the Institution which can be affiliated*

1.1. GENERAL:

The organization which requires affiliation should have a written mission statement. The mission shall guide establishment of the training management system and the general operation of the organization.

The affiliating organization should:

- ✓ Have clearly defined **objectives** that are helpful in establishing a vocational training system.

- ✓ Have documented **processes and procedures** covering the entire gamut of vocational training including the ones relating to continual improvement of these processes and procedures.

- ✓ Physically **possess the resources** or have a documented plan of owning the resources required to run and operate a vocational training system.

- ✓ Have documented processes that will help the **management** to **review** and analyse the operational processes and procedures.
- ✓ Have a documented mechanism to ensure the applicability of the **processes and procedures to the work that has been outsourced to a third party**.

1.2. IPSC SPECIFIC REQUIREMENTS

❖ Not applicable

B. *Organization Details/ Profile of the Management Team*

1.3. GENERAL:

In this section, the factual information of the affiliating TP and its management team is gathered:

- ✓ Details of the organization applying for the proposal

- ✓ Proposed Organization Structure (SBU, SPV, Subsidiary company etc)

- ✓ Prior exposure of the affiliating organization in skill development space

- ✓ Educational qualification and experience of the management team

- ✓ Key achievements of the management team/ project team in the area of skill development

- ✓ Management committee shall identify all statutory and regulatory requirements for compliance.

The Management committee of the TP shall:

- ✓ Involve all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support processes of the Institution.

- ✓ Identify and plan for resources necessary for achieving the Institution's objectives.

- ✓ Communicate to all members of Institution the importance of meeting the requirements of interested parties as well as the applicable statutory and regulatory requirements.

- ✓ Measure the performance of the Institution in order to monitor the fulfillment of the mission and quality objectives.

1.4. IPSC SPECIFIC REQUIREMENTS
- ❖ The Institutes operational from 2 or more years:-Efforts to increase turnover, placements, training of trainers and industry Tie ups.
- ❖ New Institute :-The management efforts to build Industry links and facilitate placements, investments and Train the trainer.

C. Responsibilities and the Authority of the Operational Teams

1.5. GENERAL:

✓ **Head of the TP (Training Provider) and Key Personnel**

Head of Institution may be designated as Director/ Principal. The head of Institution shall be empowered by the management committee to carry out day to day functioning of the Institution. The management committee shall clearly describe the management structure. The head of the institution shall decide and implement the processes which support the development and deployment of the TP system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

✓ **Affiliation Coordinator**

Management committee shall appoint an existing senior staff member who, irrespective of other responsibilities, shall monitor to ensure that the requirements of these criteria are being implemented. The coordinator shall periodically report to management committee on the compliance of criteria and the need for improvement.

The coordinator shall ensure communication within the Institution on the information related to the application and relevance of the criteria in Training and support processes. The coordinator shall liaise with the affiliating SSC on all relevant matters.

1.6. IPSC SPECIFIC REQUIREMENTS

❖ None

SECTION 2: Quality Aspects in Institution Governance

2.1. GENERAL:

✓ **MISSION STATEMENT**

The Institution's mission shall be documented. This shall be consistent with needs & expectations of interested parties and applicable statutory & regulatory requirements and commitment in delivering excellence.

✓ **EXISTENCE OF OPERATIONSMANUAL COVERING THE FOLLOWING**

The institution applying for affiliation should have an Operations Document covering the following aspects:

- ✓ Background of the Institution
- ✓ Organization Structure
- ✓ Details of other affiliations, if applicable
- ✓ Industry Linkages
- ✓ Profile for senior and middle management
- ✓ Profile of trainers
- ✓ Details of infrastructure, workshop, store etc.
- ✓ Process of internal evaluation
- ✓ Placement cell and its placement record
- ✓ Training Courses/ Programs offered including a list of content and training material available
- ✓ Quality assurance mechanism

➢ **FINANCIAL RESOURCES**

The Institution shall provide financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives for long term stability.

➢ **COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS**

The Institution shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.

2.2 IPSC SPECIFIC REQUIREMENTS

- ❖ The details of Promoters will also be furnished.
- ❖ Quality Assurance Document and mechanism.

SECTION 3: Training Operations - Processes

A. Documented Process for Management of Human Resources

3.1.   GENERAL:

- ✓ Recruitment guidelines and criteria based on required competencies
- ✓ Process of reviews to identify competency gaps vis-à-vis requirement in the in-house talent
- ✓ Training and professional development plan and processes
- ✓ Maintaining records of qualifications and experience
- ✓ Motivation and enhancement of self-esteem amongst the staff

3.2.   IPSC SPECIFIC REQUIREMENTS

- ❖   None

B. Curriculum

3.3.   GENERAL:

- ✓ Process of adoption and/or development of curriculum on the basis of QP and NOS developed by the SSC
- ✓ Review process to gauge the effectiveness of the curriculum developed
- ✓ Clear demarcation of time to theory and practical as per the criteria set by regulatory bodies
- ✓ Pedagogy inclusive of time schedule and lesson plan
- ✓ Process of SME engagement in curriculum design and development
- ✓ Review process for approval of curriculum from the SSC.

3.4.   IPSC SPECIFIC REQUIREMENTS

- ❖   None

C. Content / Courseware and other Documents

3.5. GENERAL:

- ✓ Process of adoption and/or development of content / courseware on the basis of QP and NOS based curriculum approved by SSC.
- ✓ Following needs to be available confirming to the requirements mentioned in the NSDC website **http://www.nsdcindia.org/quality.aspx**
    - Train the Trainer Program
    - Modules on Soft Skills/ Health/ Hygiene and Safety – both generic and program specific
    - Syllabus/ Curriculum outline
    - Training Delivery Plan
        - Facilitators Guide (Generic Training Skills)
        - Trainer Guide (Program Specific)
        - Participant Manuals
        - Participant Feedback forms
- ✓ Review process to gauge the effectiveness of the content / courseware developed
- ✓ Process of SME engagement in content / courseware design and development
- ✓ Review process for approval of content / courseware by the SSC

3.6. IPSC SPECIFIC REQUIREMENTS

- ❖ None

D. Teaching process

3.7. GENERAL:

- ✓ Time table
- ✓ Delivery plan
- ✓ Monitoring and evaluation process of students – continuous assessments, tests, examination etc.
- ✓ Management of student evaluation records
- ✓ Lab/ workshop exposure and its linkage to theoretical delivery
- ✓ Industry visits

3.8. IPSC SPECIFIC REQUIREMENTS

- ❖ Maximum Focus will be on hands on Practical training to each trainee individually. The record of this will be maintained as evidence clearly identifying time and material used.

E. Training methodology

3.9. GENERAL:

- ✓ Documented Processes for Training
- ✓ Training aids

3.10. IPSCSPECIFIC REQUIREMENTS

- ❖ Use of simulators/ audio visual aids, models, charts drawings etc.

F. Continuous Evaluation

3.11. GENERAL:

- ✓ Methodology
- ✓ Student monitoring on learning

3.12. IPSC SPECIFIC REQUIREMENTS

- ❖ Documents to cover periodic performance of each trainee of the batch.
- ❖ Detail of corrective action required if any, for each trainee of the batch.

G. Industrial Interface

3.13. GENERAL:

- ✓ Engagement of experts from the industry (guest faculty)
- ✓ Integration of real life problems from industry and exposing it with sample solutions to the students

3.14. IPSCSPECIFIC REQUIREMENTS

- ❖ None

H. Student Development

3.15.   GENERAL:

- ✓ Imparting required soft skills training
- ✓ Guidance to students on getting placements
- ✓ Assistance/ Facilitation for OJT/ Placements

3.16.   IPSCSPECIFIC   REQUIREMENTS

- ❖ None

I.   Admissions

3.17.   GENERAL:

- ✓ Printed brochure/ prospectus covering
  - o Documented policy and procedures for admissions
  - o Concessions policy
- ✓ Process of keeping safe custody of students documents
- ✓ Student agreement with the institution at the time of admission

3.18.   IPSC SPECIFIC REQUIREMENTS

- ❖ TP should have evidence of a structured mobilization and screening strategy.
- ❖ TP should have a well thought out student counseling strategy/ services of a good counsellor.

J.   Learning Environment

3.19.   GENERAL:

- ✓ Classroom and lab aesthetics and ambience
  1. Illumination levels
  2. Ventilation requirements
  3. Housekeeping and cleanliness
  4. Weather protected

3.20.   IPSC SPECIFIC REQUIREMENTS

- ❖ None

K. Infrastructure

3.21. GENERAL:

- ✓ Land and building requirements – (either own/rented/ on lease)
- ✓ Working space requirements
- ✓ Sizes of classrooms, labs and workshops
- ✓ Associated facilities like safe drinking water, power backup etc.
- ✓ Transport facilities, if applicable

3.22. IPSC SPECIFIC REQUIREMENTS

- ❖ None

L. Health and safety

3.23. GENERAL:

- ✓ Staff training on crisis handling
- ✓ Equipment required for covering indoor and outdoor emergencies
- ✓ Fire safety
- ✓ Health policy including collection of required medical record of staff and students
- ✓ Compliance to the regulatory norms of health and sanitary conditions
- ✓ Availability of the compliance certificate from the competent authority

3.24. IPSC SPECIFIC REQUIREMENTS

- ❖ The institute should have adequate health and safety equipments for the job role (s) applied for including fire safety equipment and first aid. The staff should be trained in First Aid and use of the safety equiments.

SECTION 4: Performance Measurement and Improvement

A. *Identification of suitable indicators to monitor and measure performance such as:*

4.1. GENERAL:

- ✓ Trade Learning progress
- ✓ Workshop upkeep and modernization
- ✓ Health and safety incidences
- ✓ Feedback from employers
- ✓ Trend of employability and placement record

4.2. IPSC SPECIFIC REQUIREMENTS

- ❖ Constructive Feedback from students for the improvement of the institute.

B. *Continual Improvement on the basis of:*

4.3. GENERAL:

- ✓ Student feedback on curriculum
- ✓ Student attendance
- ✓ Drop out monitoring
- ✓ Student performance on tests
- ✓ Teacher attendance
- ✓ Placement patterns

4.4. IPSCSPECIFIC REQUIREMENTS

- ❖ Structured placement MIS for analysis and feedback

C. Management Review

4.5.   GENERAL:

- ✓ Management review meetings (MRM)
- ✓ Actions implementation on the basis of MRM
- ✓ Performance review of faculty
- ✓ Assessment of training needs of faculty by the management
- ✓ Handling of student complaint by the management and redress of the same
- ✓ Analysis of student feedback
- ✓ Analysis of results in skills assessments

4.6.   IPSC SPECIFIC REQUIREMENTS

- ❖ None

D. Documented procedure on Complaint/Feedback Handling

4.7.   GENERAL:

- ✓ Information sharing on complaint with all the stakeholders
- ✓ Acknowledgment of receipt of complaint
- ✓ Investigation process
- ✓ Closure with the complainant
- ✓ Keeping record of complaints

4.8.   IPSCSPECIFIC REQUIREMENTS

- ❖ None