



Standard Operating Procedures

for

Implementation

of

Skill Training Program

Shaped by

All India Society of Education

SOP: Scenario of Implementation of Skill Training Program

OBJECTIVE

The objective of this SOP is to define standard criteria for implement of various skill training programs, mobilization strategy, conduction of training & placement opportunities for beneficiaries.

EXPOSURE

The initial phase of any assignment includes skill gap assessment, employability potential assessment, aspiration mapping Survey of Target Group, Counselling & Awareness Generation Programme, Mobilization, Selection & Freezing of Target group as per the project guideline, setting up of required infrastructure near to the mobilized candidates, engagement of teacher as per the guide line of Basic Open Schooling, engagement of trainer as per the Modular Employable Skill (MES) and National Skills Qualification Frame Work (NSQF) guideline, deployment of doctors for the regular heath check-up, and for the life skill training programme, deployment of efficient placement team for conduction industrial seminar/workshop for students, conducting Job Fair , Resume Making, hosting of resume in the National Employment Exchange Portal i.e. National Career Centre, Regular Counselling and hand holding after placement for the student, so that they can adopt the office environment. Creation of incubator centre for beneficiaries starting their own venture by providing basic marketing technique for selling their product, providing opportunities to meet with venture Capitalist and various govt/private microfinance agencies.

The precise steps of skill training program are as follows:

i. Mobilization & Selection :

- Awareness building within the target community for the opportunities available under programs.
- Identification of deprived individual and counseling base mobilization for interested beneficiaries.
- Aptitude based selection of contestants through Counseling of youth & their parents.
- Raise awareness and sensitization for health and life skills.
- Exposure visits of mobilizers for course related sector for practical exposure and for better understanding of sector.

- Communication materials i.e. Standee, Canopy Banner, Flex, Motivational Movies, Pamphlets, Brochures etc. will be developed in Regional Language.
- Develop project screenplay for mobilizers.
- Mobilization through awareness camps.
- Group discussion and meeting with leaders in villages.
- Weekly or Fortnightly reviews of field team so that their concerns and challenges related to mobilization and address on time.
- Meeting with Parents and Community.

ii. Counseling

- Counsel candidates and analysis their background.
- Counsel candidates for scheme benefits and opportunities.

iii. Skilling

- The Skilling for target group as per their capability for development of their up-gradation and self-employment opportunity.
- Imparting knowledge, industry linked skills and attitude that enhance employability.

iv. Employment & Linkage

- Providing jobs that can be verified through methods that can stand up independent scrutiny, and which pays above minimum wages.
- Round about support to individual so employed for sustainability after placement.

v. Post Placement Support

- Provide post placement support for candidates after placement in organization.
- Direct interaction with employer to known candidate's performance and feedback of employers.

METHODOLOGY TO IMPLEMENT TRAINING PROGRAM

Flow Chart



The ground based technology constructed methodology planned to be adopted for implement the program and to spread the benefits to the right aspirants for better consequences of programs:-

1.1 MOBILIZATION, COUNSELLING AND SELECTION

Mobilization, counseling and selection of precise candidate's activities undertake before training.

1.1.1 Mobilization

The quality of candidates mobilized has a significant impact on retention during education & training as well as in the jobs they are placed in as well career progression.

To mobilize candidate's Information Education & Communication - IEC strategy would be implement through various ways:-

- i. Outreach or Media Campaign** would aware more & more target community according the program. The resources of campaign are print media, mass media, social media etc.
- ii. Mass Awareness Program** would conduct across the district or area of skill training centres where local announcements through loud speakers, door – to – door visits, mobile vans etc.
- iii. Community Meeting** would be helpful to interact with community directly and get their opinions & suggestions as task.
- iv. Parents Meeting** allow both parents and candidates to understand benefits of scheme and support each other during education, training and if placement happens to be in a location distant from their place of residence.
- v. Religion Leader/ Community Leader/ Gram Panchayats** play a vital role to reach out to target community especially school dropouts & women within their jurisdiction. All outreach efforts are to target school drop – outs, undergraduate college drop – outs, unemployed, unskilled labor, women etc.

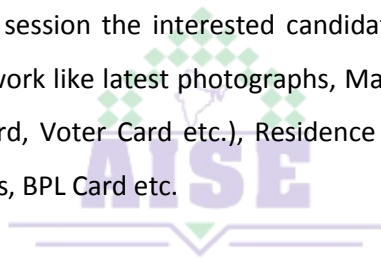
1.1.2 Counseling & Selection

Counseling Sessions would be conducted on centers by counselors either in group or one to one. During counseling session students' background and interest of candidates would be analyzed. The key points of counseling to know about candidates are as under:-

- a. 1st Generation Student
- b. School Dropout Status
- c. Career Scope
- d. Family Background
- e. Family Income and sources of income

At the end of session introduce or aware candidate with requirement of skilled manpower in their area on the basis of skill gap.

After counseling session the interested candidate will provide and complete their documentation work like latest photographs, Maximum Qualification Proof, Identity Card (Aadhar Card, Voter Card etc.), Residence Proof (Electricity Bill, Aadhar Card etc.), Bank Details, BPL Card etc.



1.2 SKILLING & TRAINING

1.2.1 Enrolment

The candidate enrolls in a short-term skill training program with a minimum 03 months duration. The final list of candidates would be uploaded on the MIS Portal in batches format and profile of skill trainer's job role wise.

1.2.2 Counseling

The trainees would need to develop their skill education to upgrade their ability and be able to earn livelihood.

Through counseling session trainees will know about skill training program, difference in academic education & skill training, day plans, model curriculum, interact with skill trainers etc.

1.2.3 Skill Training

a. Infrastructure

The well-established skill training centers of AISE provide the skill training as per collective norms. The every training center prescribed as below:-

- i. Furniture, Layout, Branding.
- ii. Domain Lab, classroom and IT facilities
- iii. Training aids
- iv. Geo – tagged time – stamped aadhar authenticated biometric attendance facility for both trainer and trainee in training center.
- v. Fire safety equipments
- vi. First aid, Hygiene, drinking water, pantry and washrooms facility separately for male & female.
- vii. Internet and email access of good speed.
- viii. Access control facilities
- ix. Power back up
- x. Projection and copying equipment
- xi. CCTV recording facilities in classroom, labs and common areas.

b. Trainers

The trainers of AISE possess the knowledge, skills and attitude needed to be a good trainer in her/her domain. All the trainers has been tested and verified by the Q team of AISE and they certify by respective sector skill councils as TOT trained trainers.

c. Content

The course curriculum and training would be imparted as per National Skill Qualification Framework (NSQF)/ Sector Skill Council (SSC). In addition, we would develop course content which is in tune with the requirement of industry/ trade.

The training and course contents would be facilitate learning by candidates who may not exposure to English and module for the soft skills, communication and IT also available in contents.

The contents are also available in soft format in order the trainees easily access with the help of mobile through media groups and use it to revise or improve themselves.

d. Methods

With the help of modernized and advanced laboratories, classrooms with smart boards, updating of learning resources in form of books, e-books, e-journal, CDs, projectors, audio visual tools etc. and tailor made course curriculum by experts for different sectors according to required contents as per qualification package of each sector will be available for each trainee.

- **Classroom Education**

The coaching in the classroom is one of the most effective ways to bring out the best in trainees, to develop their talents and strengths, to build skills and confidence and to nurture learning. During the coaching through powerful technique of listening and questioning help trainees to sort their queries instantly.

- **Online Support**

With classroom coaching the online support would be providing to the trainee like soft notes, educational videos etc. which would be help to understand the concepts quickly.

- **Practical Preparation**

The trainers would support and guide trainees in their practical examination preparation like preparation of project or practical file.

The recording of attendance of trainees and trainers through aadhar enabled biometric attendance system. The duration of the training program is min 03 months and time period of per day class is min 04 hrs & max. 08 hrs.

1.2.4 Soft Skill, English & IT Training

Trainees would have the Soft Skill, English & IT Training after domain training. Soft Skills include reading, writing, speaking, team work, learning, work ethic, financial literacy, time management etc.

1.2.5 Health & Fire Safety

For safety and security health awareness and fire safety modules would be provide to trainees which includes personal hygiene, first aid, sanitation, emergency evacuation and fire etc.

1.2.6 On – Job Training

After completion of the training program trainees would be placed for On – Job Training for at least 15 to 20 days where the trainees able to interact and experience with real situations of profession and closely they known and learn market requirements.

1.3 ASSESSMENT & CERTIFICATION

i. Internal Assessments

To pick up the skills of trainees regular internal assessment would be conduct by trainers in form of announced and unannounced quizzes, assignments and other types of tests like oral or written. The questions asked, answers given and marks obtained by each trainee kept as their performance record.

ii. Skills Certification

Assessment and Skill Certification would be done by third party agencies / SSC. The assessments based on model curriculum and examine the skills, knowledge and attitude level of each trainee. Third Party would be SSC or NCVT empanelled organization/ agency.

1.4 CAREER COUNSELLING

The career counseling session would conduct for successfully certified trainees and conscious them about scope of jobs, placement opportunities available in market, benefits of placement except salary etc.

1.5 MENTORSHIP AND PLACEMENTS

AISE has mentorship – cum – placement cells at each training center which would be responsible to organize Placement /Rozgar Mela/ Job Fair with the support of local bodies/ SSCs/ employers etc where employers and trainees interact each other.


Mentorship – cum – placement cells develop better placement linkages, on – board corporate, and other local connects to facilitate placements.

The placement of the successful trainees would be done within three months of their certification. The placed trainee's continue their employment for minimum three months and they get regular monthly wages at or above the minimum wages. With all of it trainees get benefit through various other schemes like Employee State Insurance (ESI) Scheme, Provident Fund (PF) etc.

In case of self-employment trainees would be guide and support in their financials, legally, marketing etc and introduce them with various government scheme for the newly start-ups like Start Up India, for financial support Mudra Banking etc.

1.6 POST PLACEMENT SUPPORT

After the placement of trainees post placement support would be provide to trainees and track their job status where Mobile top-up is best way for placement tracking.

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- The logo for AISE (All India Skill Education) features a stylized map of India in the center, surrounded by a grid of green diamonds. Below the map, the letters 'AISE' are written in a bold, purple, sans-serif font.
- a. **Through Post – Placement supports** we are regularly in touch with trainees and know feedback about their jobs. If any kind of support they required from our side like in salary, in social etc. so placement team would support them.
 - b. **Surprise Visit**

Placement team would do surprise visit in employer office where candidate has been placed to update with real status.
 - c. **Employer Feedback**

Regular interaction or meeting with employer for their feedbacks for trainees and know the performance of trainees.