

सिद्ध

TRAINING PARTNER USER MANUAL

Recognition of Prior Learning Program
(RPL-3)

Version 1.0 | Release Date: 17th December 2024

Table of Contents

1	Introduction	1
1.1	Scope	1
1.2	Objective.....	1
1.3	System Requirements.....	1
2	Training Partner Login process	3
3	Applying Scheme	7
4	Linked Training Center	16
5	Add Sector Target	20
6	Add Trainer	21
7	Link Trainer	29
8	Batch Creation.....	32
8.1	Batch Creation Form.....	33
8.1.1	Batch Details.....	33
8.1.2	QP/Job Role Details	33
8.1.3	Batch Classroom Slots	34
8.2	Trainer Details	35
8.3	Training Calendar.....	36
9	Candidate Enrolment.....	37

1 Introduction

Skill India Digital Hub is an initiative that offers comprehensive skill development and lifelong learning through classroom, online, and blended formats. It aligns education with industry needs, enhancing job prospects and supporting entrepreneurship. As a centralized platform, it merges government data repositories from education and employment sectors, streamlining the path for individuals to upgrade their skills and knowledge.

This user manual is designed to guide Training Partners (TPs) through the registration process on the platform. It offers step-by-step instructions to help TPs seamlessly sign up and unlock a range of features, ensuring they can fully utilize the platform's capabilities.

1.1 Scope

The user manual serves as a comprehensive guide to assist users in navigating the platform and successfully completing essential processes such as Candidate Enrolment, and Assessment Management.

The manual ensures that users have a clear understanding of each step involved, supported by detailed process flows, system requirements, and task-specific instructions.

1.2 Objective

The key objectives are as follows:

- Ease of Navigation:** Simplify complex workflows by providing clear, step-by-step instructions for platform functionalities.
- User Empowerment:** Enable users to independently handle tasks such as registration, login, batch creation, and candidate management.
- Compliance Guidance:** Offer detailed instructions to help training partners meet Accreditation & Affiliation (A&A) or Non-A&A requirements.
- Process Standardization:** Ensure all users follow a uniform approach across various processes for consistent results.
- Error Prevention:** Minimize errors through precise instructions, system requirements, and data validation guidelines.
- Enhanced Efficiency:** Streamline the platform's usage by detailing all functions, from registration to assessment and certification.
- Accessibility:** Cater to all levels of users, from beginners to advanced, through a comprehensive and user-friendly format.

1.3 System Requirements

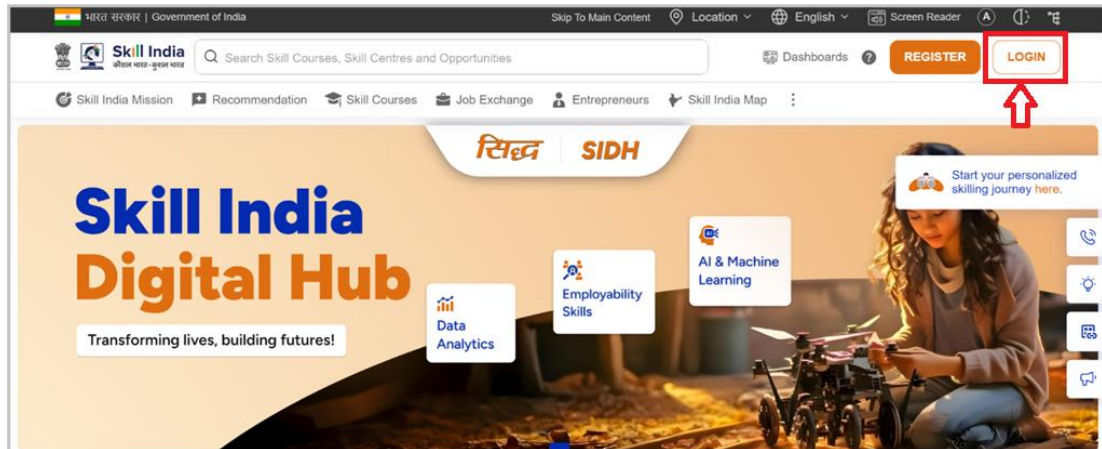
Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- a. Minimum system requirements:
 - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
 - A broadband/mobile internet connection with good speed
- b. PC specific requirements
 - Platform: Windows 8.1 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability
- c. Mac specific requirements
 - Platform: Mac OS X 10.12 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability

2 Training Partner Login process

Users can login by following steps:

- a. Visit '<https://www.skillindiadigital.gov.in/home>' and then press enter or click on go.



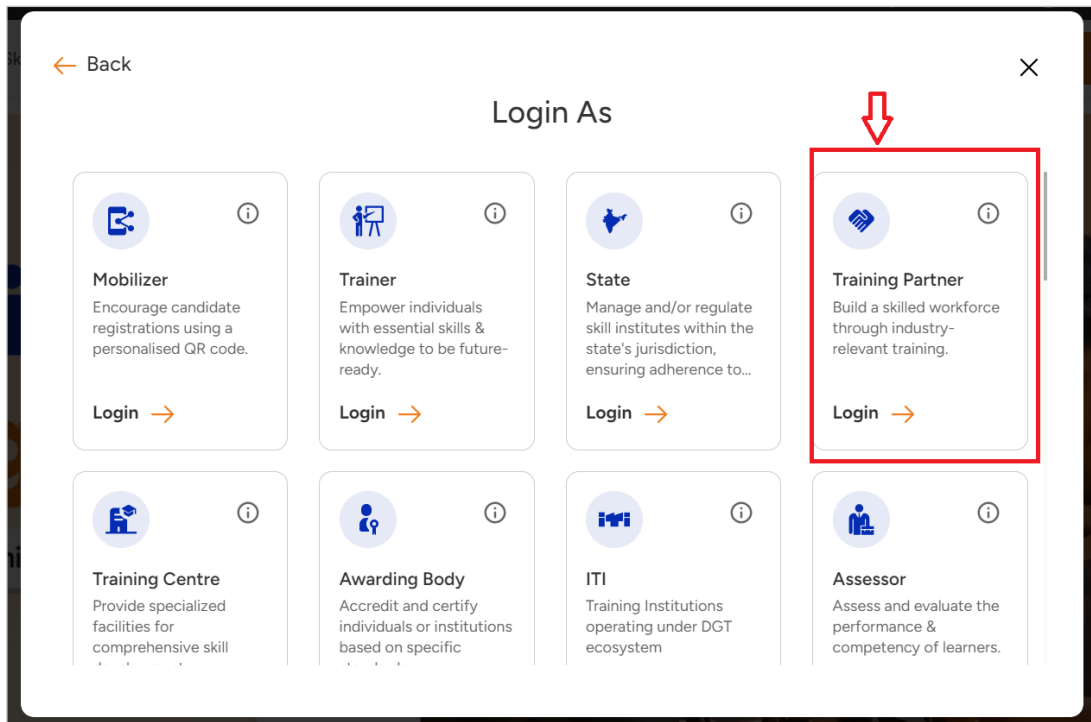
- b. Click on the Login button at the top right corner.



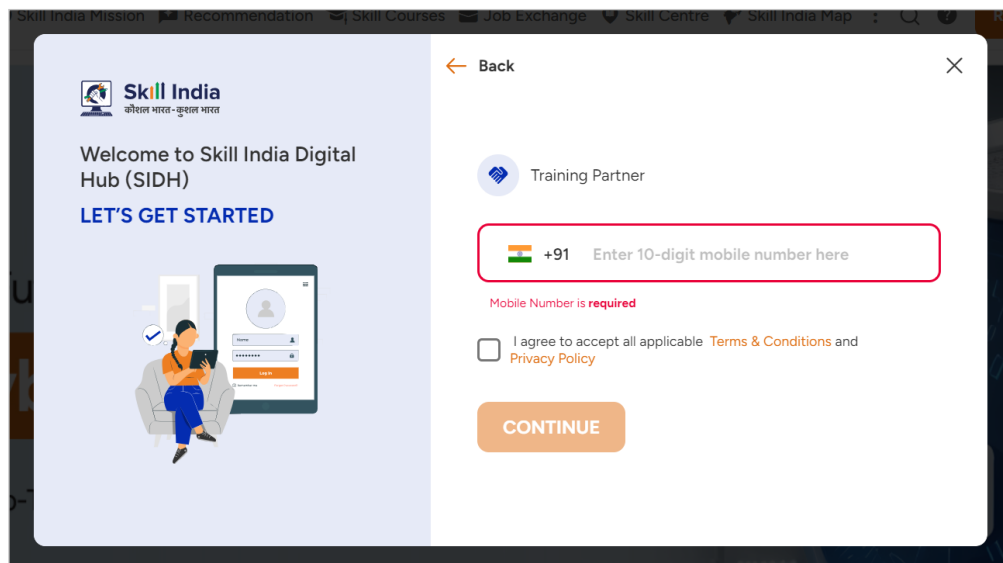
- c. Select "Partner" option:



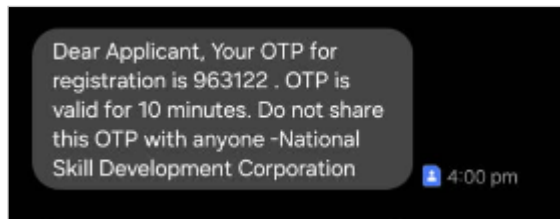
d. Click on “Login” button in Training Partner role card.



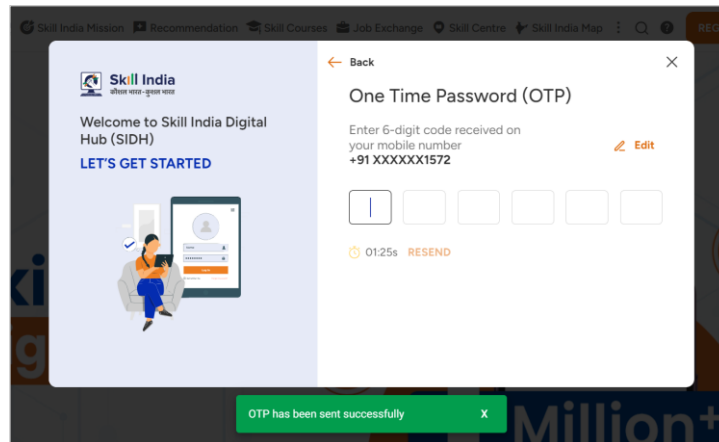
e. Enter the Mobile Number and press “CONTINUE” Button



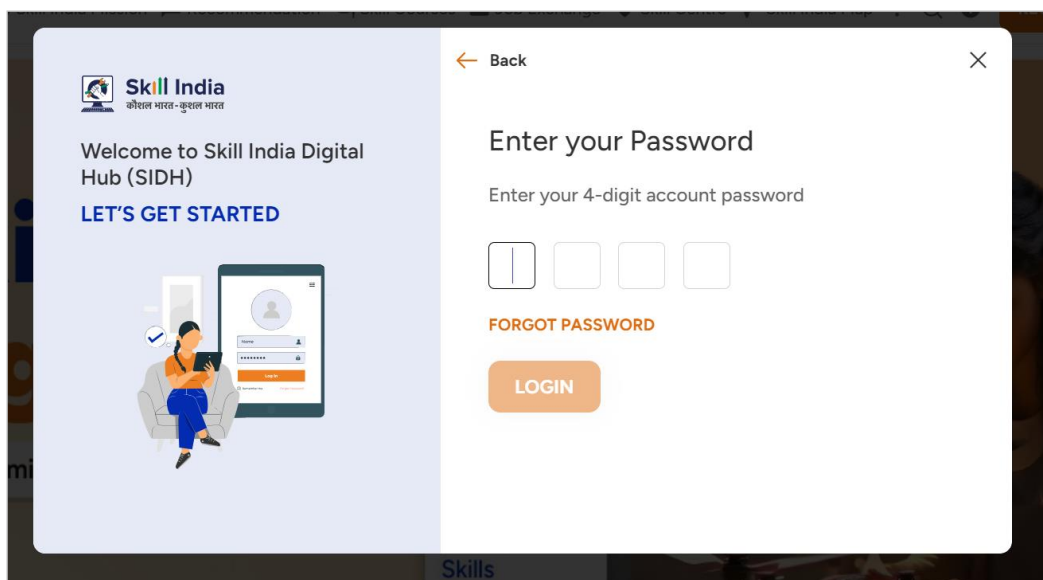
- f. Click on "Continue" button, an OTP will be received on the submitted mobile number.



- g. Enter the OTP in screen as shown below:

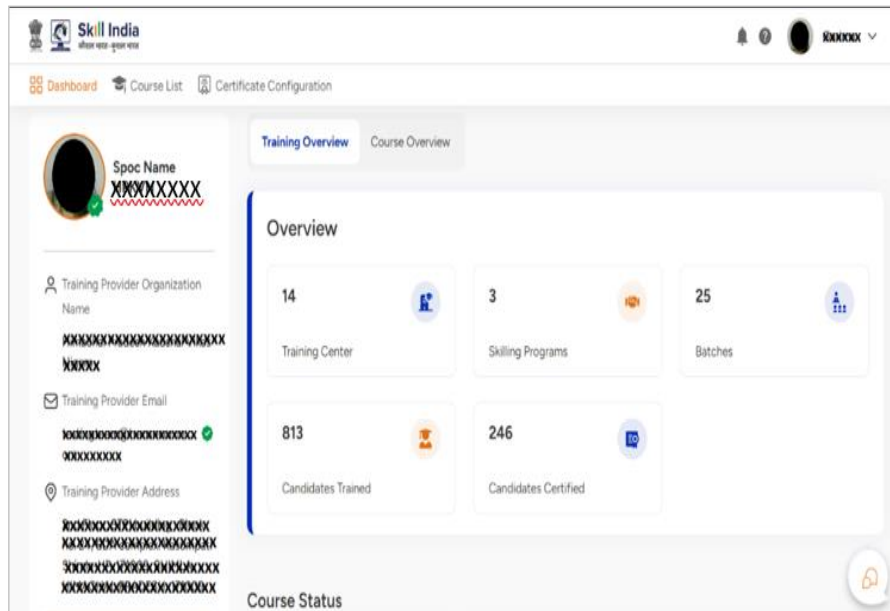


- h. Enter your four-digit account password, and then press **LOGIN** Button

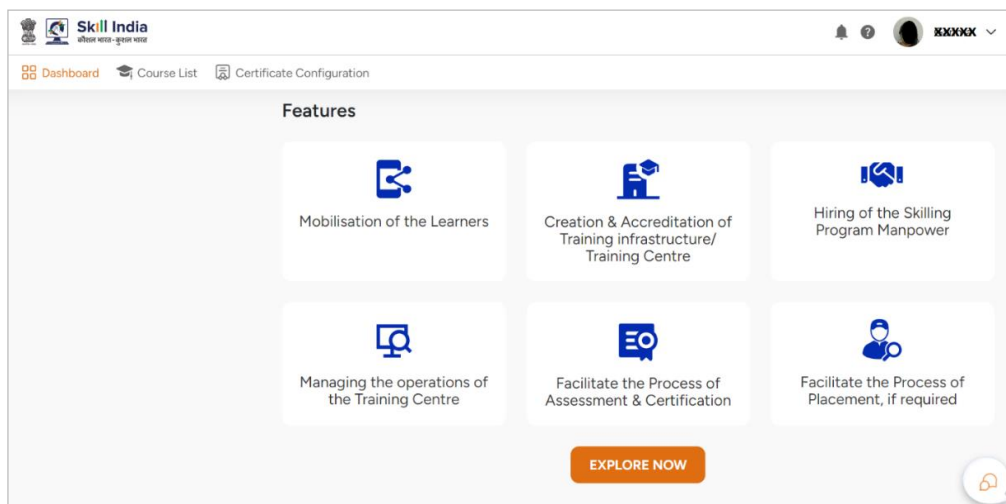


- i. After the completion of registration process Training Partner will be automatically logged in to the dashboard and with the following information
- Training Partner organization name
 - Training Partner email
 - Training Partner address

- No. of Training Center
- No. of Skilling Programs
- No. of Batches
- No. of Candidates Trained
- No. of Candidates Certified



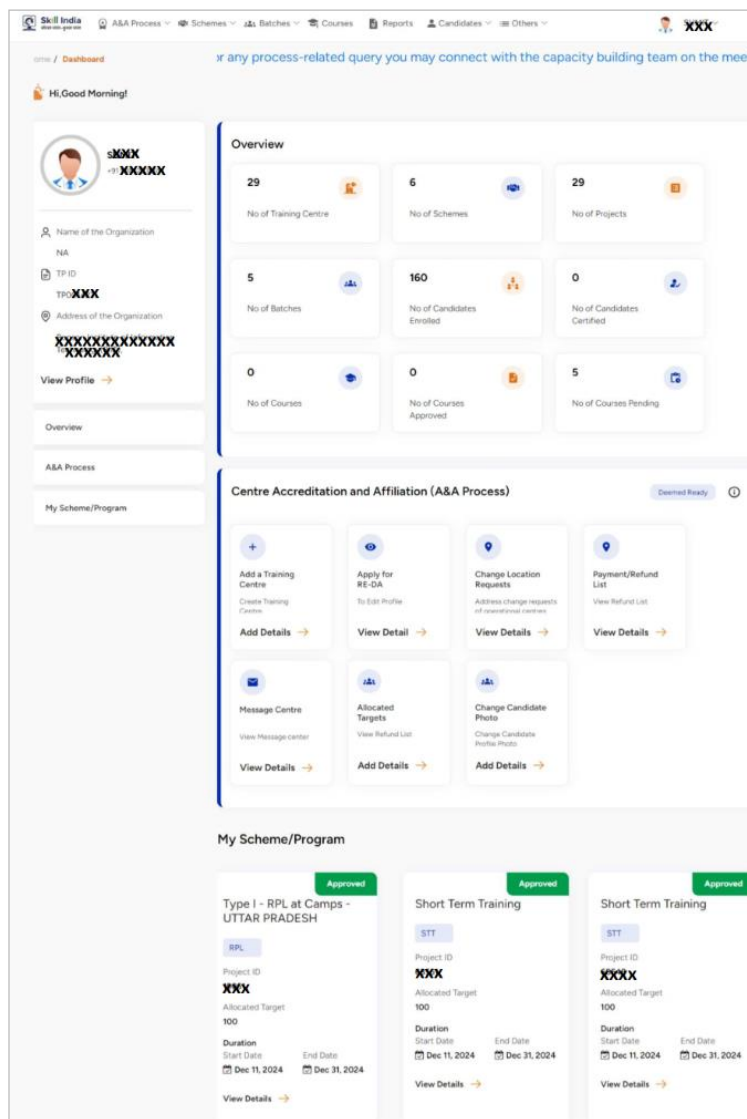
- j. Click on 'Explore Now' button at the bottom of the screen to explore the multiple features for Training Partner user at the bottom of the screen.



3 Applying Scheme

After login as Training Partner in the application, the dashboard appears which displays the key metrics and actions available to the training partner.

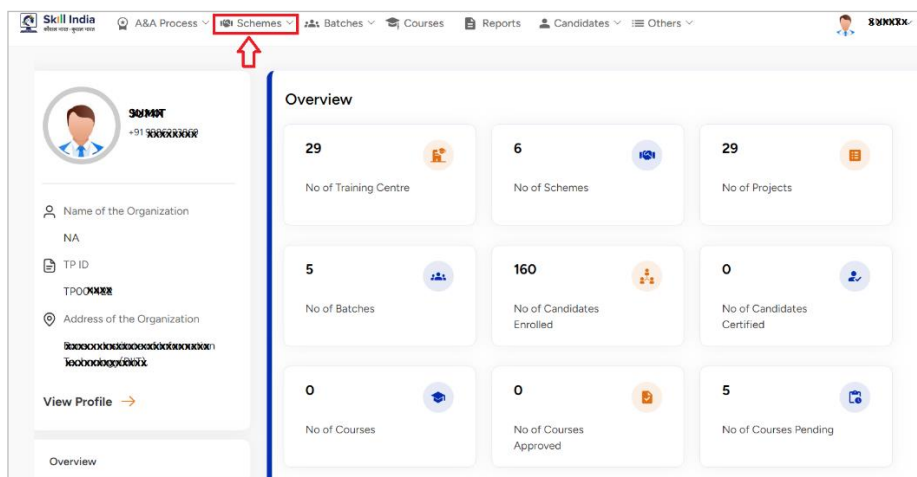
- On the left hand of the screen the profile section with organization details like TP ID, Address and options to view the profile, Overview, A&A process, and schemes/programs are available.
- The tabs in the middle of the screen comprises the details like No. of Training Centers, No. of Schemes, No. of Projects, No. of Batches, No. of Candidates Enrolled, No. of Candidates Certified, No. of Courses, No. of Courses Approved, No. of Courses Pending.
- In the middle section the option is given to **Add a Training Centre, Apply for RE-DA, Change Location Requests, Payment/Refund List, Message Centre, Allocated Targets, Change Candidate Photo.**
- My Scheme/Program:** This section lists the **schemes and programs** the Training Partner is managing, as shown in the image below:



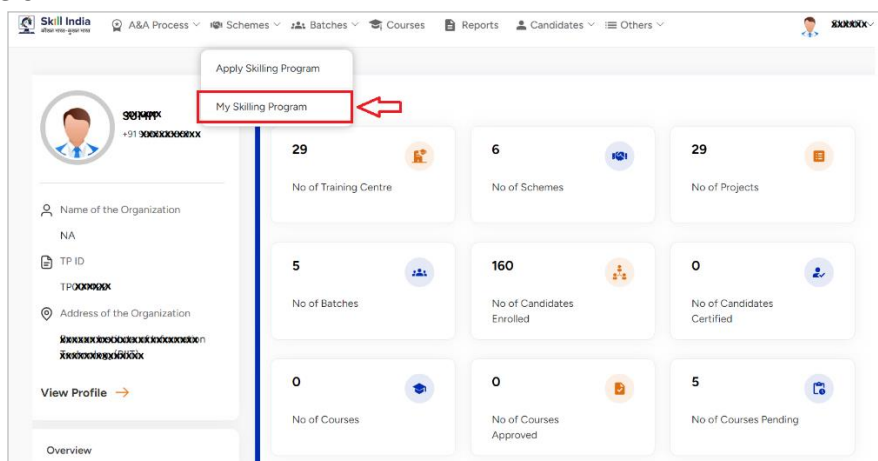
The screenshot shows the Skill India Training Partner Dashboard. The top navigation bar includes links for A&A Process, Schemes, Batches, Courses, Reports, Candidates, and Others. The dashboard is divided into three main sections:

- Overview:** A grid of nine cards showing key metrics:
 - No of Training Centre: 29
 - No of Schemes: 6
 - No of Projects: 29
 - No of Batches: 5
 - No of Candidates Enrolled: 160
 - No of Candidates Certified: 0
 - No of Courses: 0
 - No of Courses Approved: 0
 - No of Courses Pending: 5
- Centre Accreditation and Affiliation (A&A Process):** A section with eight action cards:
 - Add a Training Centre
 - Apply for RE-DA
 - Change Location Requests
 - Payment/Refund List
 - Message Centre
 - Allocated Targets
 - Change Candidate Photo
- My Scheme/Program:** A section displaying three approved programs:
 - Type I - RPL at Camps - UTTAR PRADESH:** Project ID XXXX, Allocated Target 100, Duration Dec 11, 2024 to Dec 31, 2024.
 - Short Term Training:** Project ID XXXX, Allocated Target 100, Duration Dec 11, 2024 to Dec 31, 2024.
 - Short Term Training:** Project ID XXXX, Allocated Target 100, Duration Dec 11, 2024 to Dec 31, 2024.

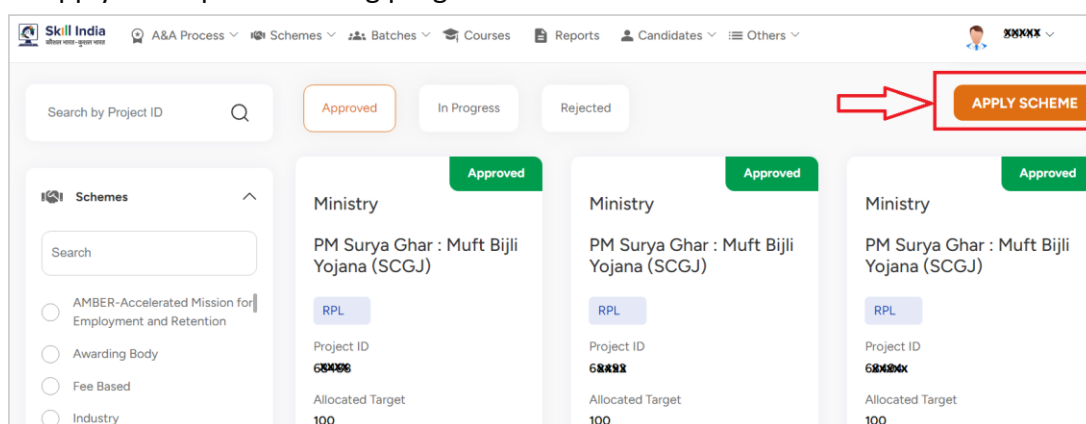
- e. Click on the **"Schemes"** tab at the top menu, it allows the user to view or manage different schemes available for training programs.



- f. Click the **"My Skilling Program"** option under the **"Schemes"** dropdown menu, as shown below:



- g. A new screen will appear in that click on the **"Apply Scheme"** button through which you can apply for a specific skilling program or scheme.



h. In the new screen select the **Scheme** and **Sub-Scheme** details,

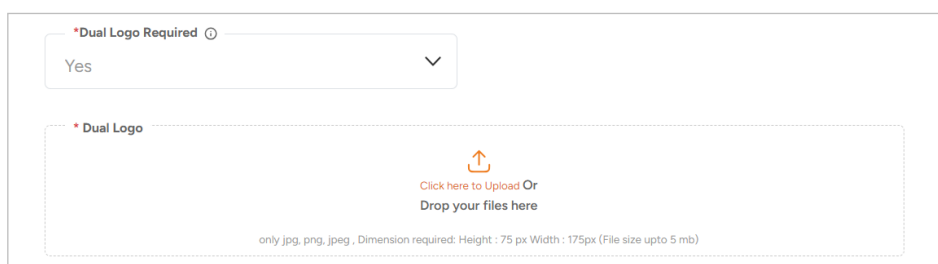
- Click **CREATE** to confirm and proceed.
- Click **CANCEL** if you wish to exit without making changes, as shown below in the image:

i. After selecting the scheme and sub-scheme, this new window appears for submitting detailed project information.

j. **Add a Project** process as shown in the previous image comprises of three sections:

- **Project Details:**

- **Project Proposal ID:** The unique ID for the project proposal.
- **Project Name:** Provide the name of the project (As approved by EC / Suggested by MSDE)
- **RPL Type:** Pre-filled as RPL at Industry Premises (Recognition of Prior Learning).
- **Project Type:** Select the type of project (As approved by EC):
 - **Government**
 - **Non-Government**
 - **Government MOU**
- **Minimum and Maximum Batch Size:** Set the minimum batch size and maximum batch size.
- **Agreement Date / Target Allocation Date:** Select the date using the calendar icon.
- **Project Duration (in Days):** Enter the project duration in days.
- **Implementing Organization Name:** Auto-filled with the organization name. (As per EC Proposals)
- **Facilitator Organization Name:** Enter the name of the facilitator organization, if applicable.
- **Total Project Target:** Enter the total number of candidates targeted for the project.
- **Assessment Mode:** Specify the assessment body.
- **Dual Logo Required:** Select "Yes" or "No" based on the project's branding requirements. When "Yes" is selected a pop-up window appears to upload the "Logo" image as shown in image below:



- **Add Promoter:** Click on the Add Promoter button, it allows users to add details of project promoters. The form comprises of following fields:
 - **Full Name (Mandatory):** Enter the promoter's full name.
 - **Designation (Mandatory):** Enter the promoter's job title or role.
 - **Mobile Number (Mandatory):** Input the promoter's mobile number.
 - **Email Address (Mandatory):** Enter the promoter's email address for contact.
 - **Upload Resume (Mandatory):** Upload the resume in PDF or DOCX format (file size up to 5 MB) or
 - **Copy Text Format:** Option to manually copy and paste the resume text.

- **Document Upload:** Use the drag-and-drop feature or click on the upload area to select the resume file.
- **Address (Mandatory):** Enter the promoter's residential or official address.
- **Actions:**
 - **CANCEL:** Exit the window without saving the details.
 - **ADD:** Save the promoter's details and add them to the list of project promoters.

×

Add Promoter

*Full Name

Enter Full Name

*Designation

Enter Designation

*Mobile Number

Enter Mobile Number

*Email Address

Enter Email Address

*Upload Resume

☒ Upload Document
 ☐ Copy Text Format

Document Upload



Click here to Upload Or
Drop your files here

File size upto 5mb (Allowed formats pdf, docx)

*Address

Enter Address

CANCEL

ADD

- List will appear with the Promotor details, click on **Next** button as shown below:

Add Promoter

S.No	Name	Designation	Phone	Action
1	XXXXXXXX	XXXX	+91XXXXXXXX	

ADD PROMOTER

BACK

NEXT

- k. A new window will appear for the **Add Sector and Target** section it is used to set **training targets** across sectors and job roles, as well as specify the geographic **states and districts** where training activities will occur.

I. The form comprises of two sub sections:

- **Add Sectors and Job Roles Target:** Click “Add Sector Target” button to add the sectors and job roles for which training targets are to be defined. The listing of the sector will appear with following parameters:
 - **Sector:** Select the industry sector for the training
 - **Job Role Name (Code):** Specify the job role name and its code.
 - **NSQF Level:** Enter the National Skills Qualification Framework level for the job role.
 - **Target:** Specify the number of candidates to be trained.
 - **Action:** Enables actions like **edit** or **delete** for the added targets.

- On click new page will appear with **Sector, Job Role, QP Code, Sub Sector, NSQF Level, Training/Orientation Hours, Total Hours, Total Target** as shown in image below:

Add Sector and Job Role

*Sector

Select Sector

*Job Role

Select the Job Role Name

*QP Code

Enter QP Code

*Sub Sector

Select Sector

*NSQF Level

Enter NSQF Level

*Training/Orientation Hours

Enter Training/Orientation Hours

*Total Hours

Enter Total Hours

*Total Target

0

CANCEL

ADD

- Select the State, District and enter the target in the “**Location**” sub section as shown in the image below:

0% Completed

Add a project

SAVE AS DRAFT

Enter all the details of Add a Project

A&A Process

Schemes

Batches

Courses

Reports

Candidates

Others

Project Details

Sector Target and Location

Supporting Documents

Add Sectors and Job Roles Target

Total Target: 100

Sector	Job Role Name (code)	NSQF Level	Target	Action
Food Processing	Baking Assistant (FIC/Q5007 - v1.0)	2.5	100	

ADD SECTOR TARGET

Location

Total Target: 0

Sl.No	State	District	Target	Action
1	DELHI	NORTH WEST	0	

*Select State

Select State

*Select District

Select District

ADD LOCATION

BACK

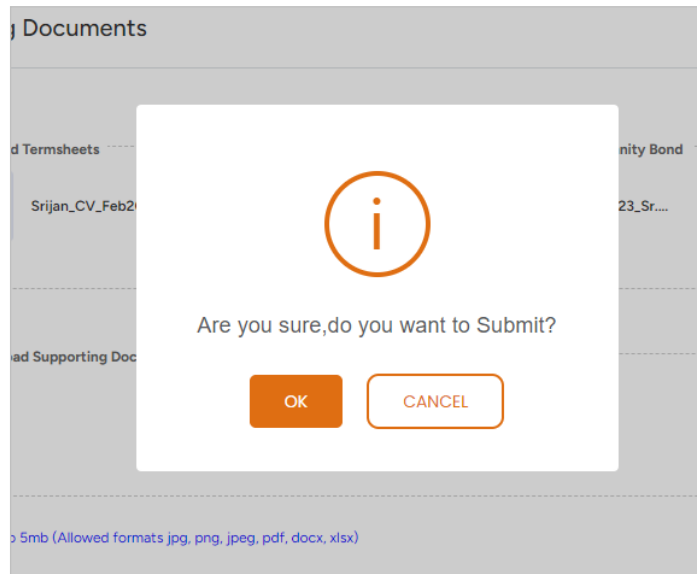
NEXT

- Supporting Documents:** This option is to upload the important documents like:

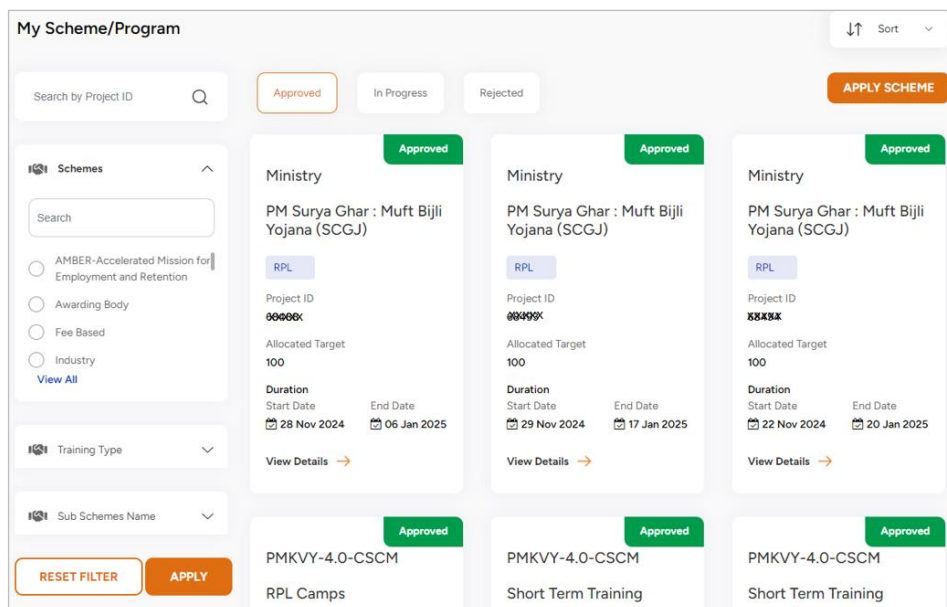
- **Signed Termsheets: File size: Up to 10 MB, allowed formats: JPG, PNG, JPEG, PDF, Action: Drag and drop the file or click to upload.**
- **Signed Agreement/Indemnity Bond: File size: Up to 5 MB, allowed formats: JPG, PNG, JPEG, PDF, Action: Drag and drop the file or click to upload.**
- **Download Supporting Documents: File size: Up to 5 MB, allowed formats: JPG, PNG, JPEG, PDF, DOCX, XLSX.**

m. After successful upload of the files click on “**Submit**” button

- n. Confirmation Pop-Up with “OK” and “Cancel” button and a message "Are you sure, do you want to Submit?", click on “OK”

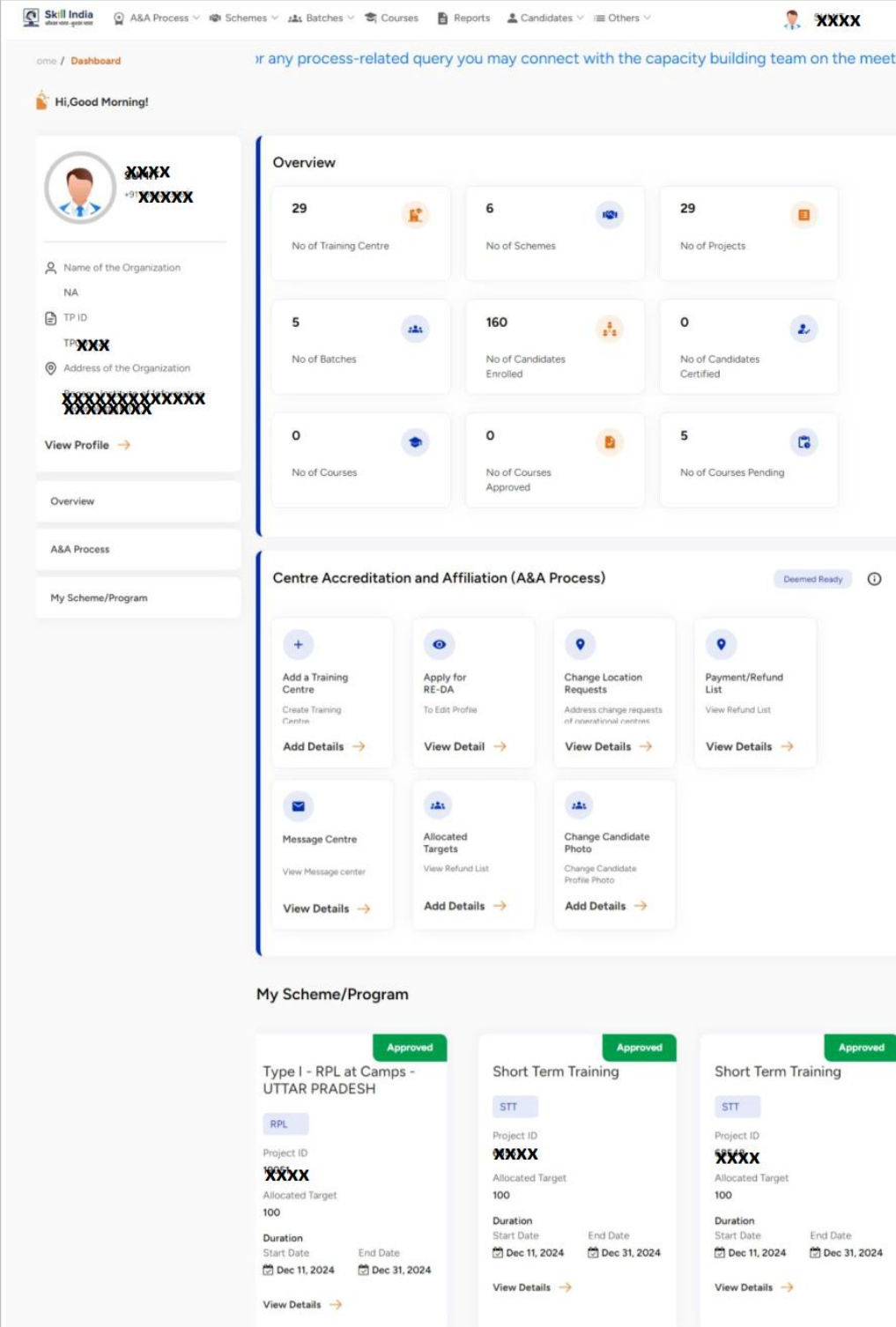


- o. User will be redirected to the schemes main page with the **Approved Schemes** listing as shown below:



4 Linked Training Center

- a. Below is the home page through which will navigate to linked training center information:



The screenshot displays the Skill India dashboard interface. At the top, there is a navigation bar with links to A&A Process, Schemes, Batches, Courses, Reports, Candidates, and Others. The user is logged in as 'XXXX'.

Overview Section: This section provides a summary of key metrics:

- 29 No of Training Centre
- 6 No of Schemes
- 29 No of Projects
- 5 No of Batches
- 160 No of Candidates Enrolled
- 0 No of Candidates Certified
- 0 No of Courses
- 0 No of Courses Approved
- 5 No of Courses Pending

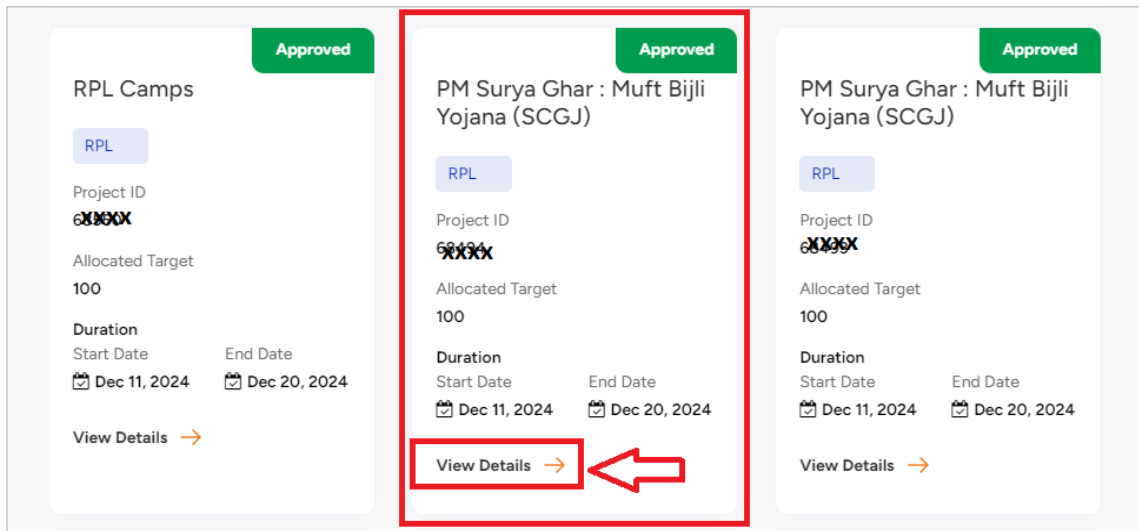
Centre Accreditation and Affiliation (A&A Process) Section: This section includes several action items:

- Add a Training Centre:** Create Training Centre, Add Details →
- Apply for RE-DA:** To Edit Profile, View Detail →
- Change Location Requests:** Address change requests of operational centres, View Details →
- Payment/Refund List:** View Refund List, View Details →
- Message Centre:** View Message center, View Details →
- Allocated Targets:** View Refund List, Add Details →
- Change Candidate Photo:** Change Candidate Profile Photo, Add Details →

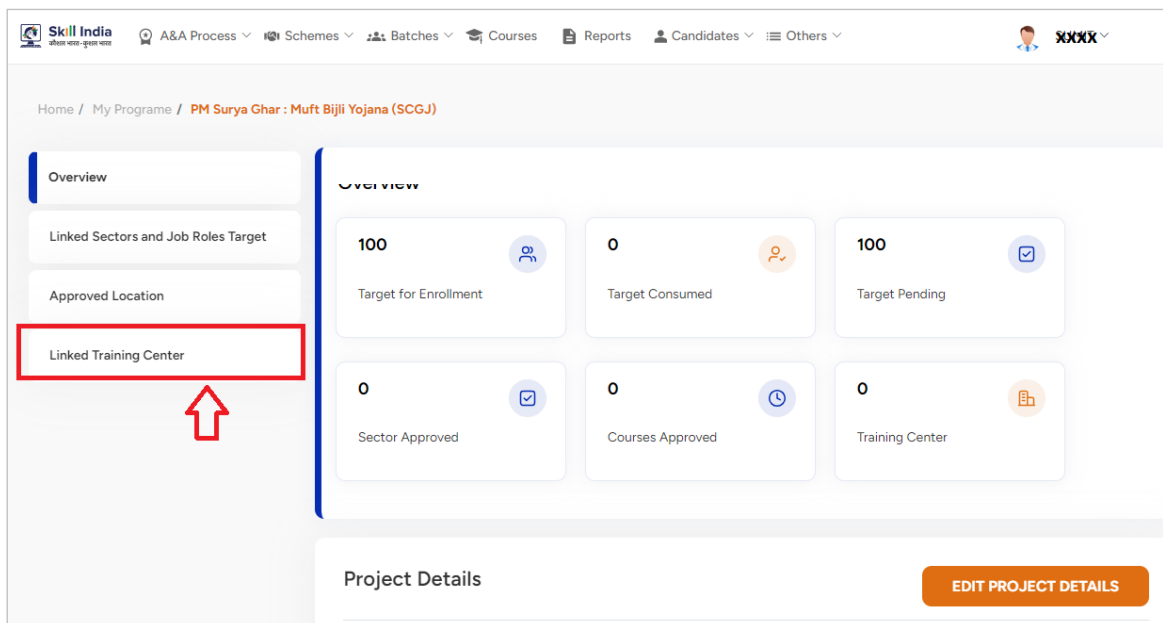
My Scheme/Program Section: This section shows details for three approved programs:

- Type I - RPL at Camps - UTTAR PRADESH:** RPL, Project ID XXXX, Allocated Target 100, Duration Dec 11, 2024 to Dec 31, 2024, View Details →
- Short Term Training:** STT, Project ID XXXX, Allocated Target 100, Duration Dec 11, 2024 to Dec 31, 2024, View Details →
- Short Term Training:** STT, Project ID XXXX, Allocated Target 100, Duration Dec 11, 2024 to Dec 31, 2024, View Details →

- b. Select the scheme for which the Training Center is to be linked as shown in the image below:

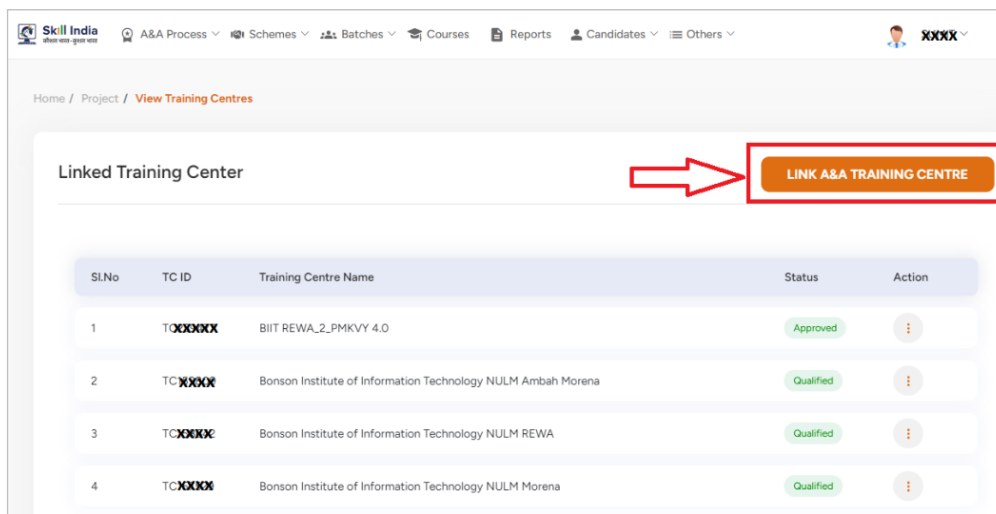


- c. A detailed page for the scheme with details like **Target for Enrollment, Target Consumed, Target Pending, Sector Approved, Courses Approved, Training Center** will appear as shown below:

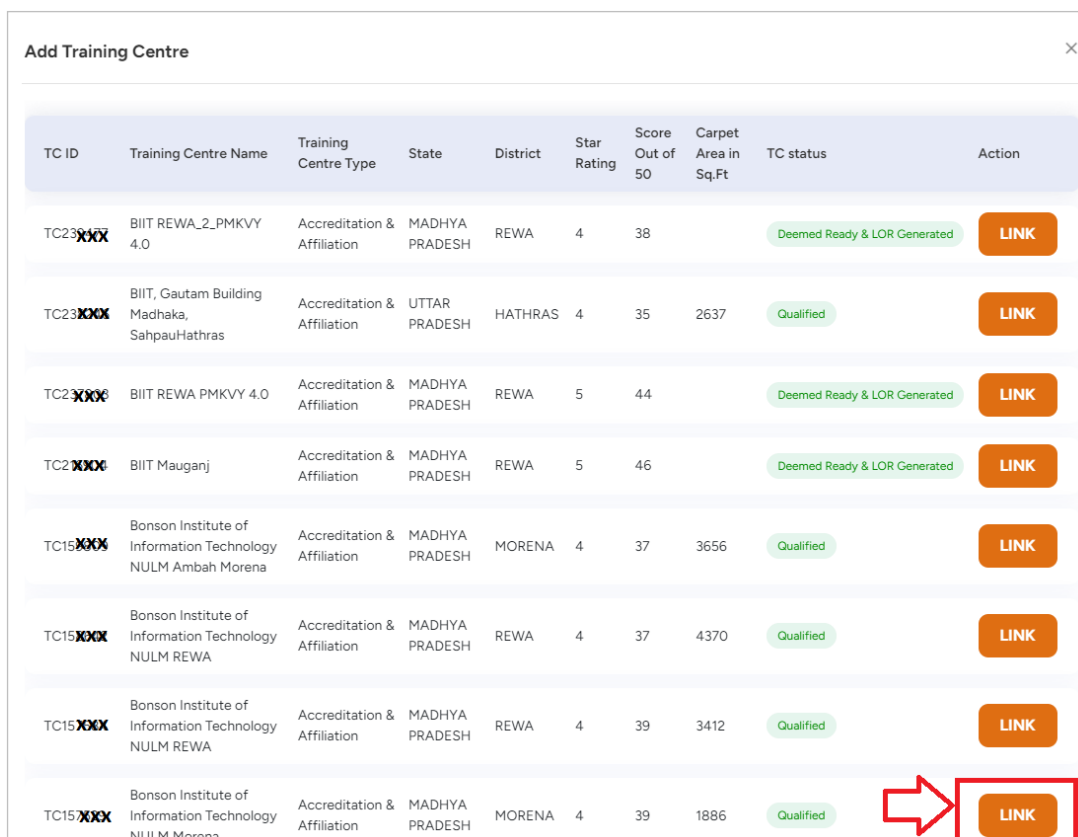


- d. Click on the “**Linking Training Center**” button a new page will appear with the list of linked training centers and their respective **TC ID, Training Center Name, Status and Action option**.

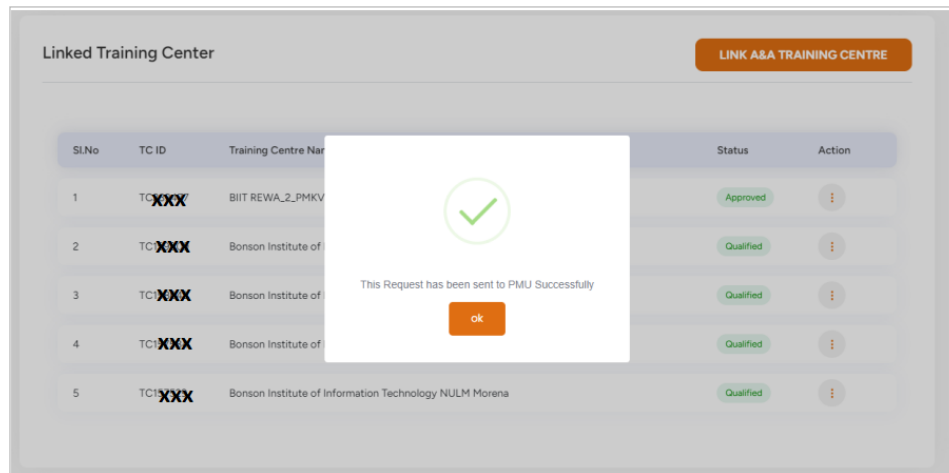
- e. On the listing page click on the “Link A&A Training Center” button as shown in the image below:



- f. New list will appear with the columns **TC ID, Training Centre Name, Training Centre Type, State, District, Star Rating, Score Out of 50, Carpet Area in Sq.Ft, TC Status, Action.**
- g. Click on the respective “Link” button against the training center to link the Training Center within the Scheme, as shown in the image below:



- h. Confirmation Popup: **"This Request has been sent to PMU Successfully"** – confirms that the request to link the training center has been successfully submitted to the Project Management Unit (PMU). Now wait for the action (Approval/ Rejection) by the PMU.

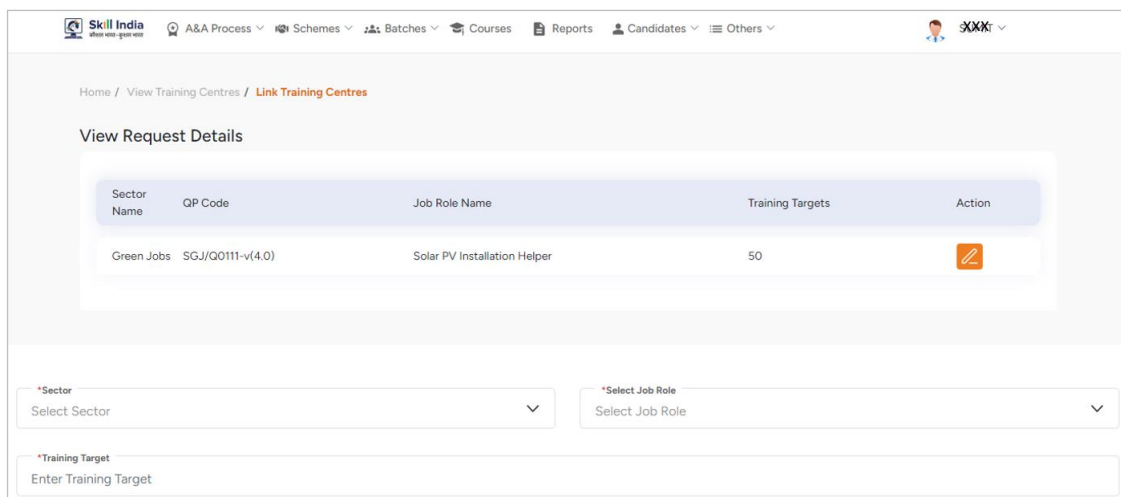


5 Add Sector Target

a. This Section allows us to

- View existing training targets linked to sectors and job roles.
- Add or modify targets by selecting a sector, job role, and entering the training target.

The image below shows the **View Request Details**:



Home / View Training Centres / Link Training Centres

View Request Details

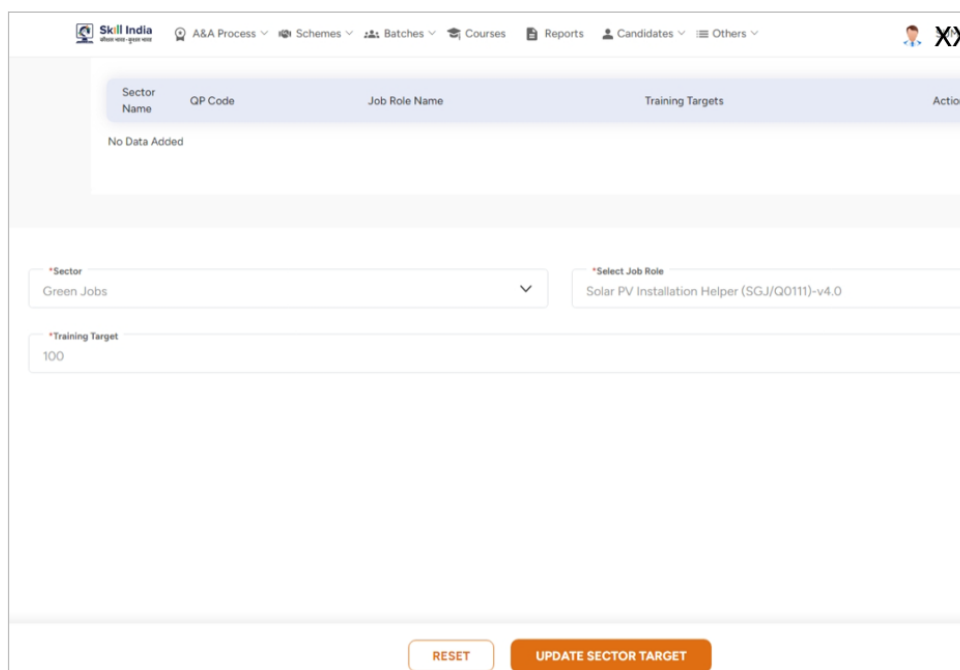
Sector Name	QP Code	Job Role Name	Training Targets	Action
Green Jobs	SGJ/Q0111-v(4.0)	Solar PV Installation Helper	50	

*Sector
Select Sector

*Select Job Role
Select Job Role

*Training Target
Enter Training Target

b. Now, select the **Sector, Sector Job Role** and enter the **Training Target** and click on the **Update Sector Target** as shown below:



Home / View Training Centres / Link Training Centres

View Request Details

Sector Name	QP Code	Job Role Name	Training Targets	Action
Green Jobs	SGJ/Q0111-v(4.0)	Solar PV Installation Helper	100	

*Sector
Green Jobs

*Select Job Role
Solar PV Installation Helper (SGJ/Q0111)-v4.0

*Training Target
100

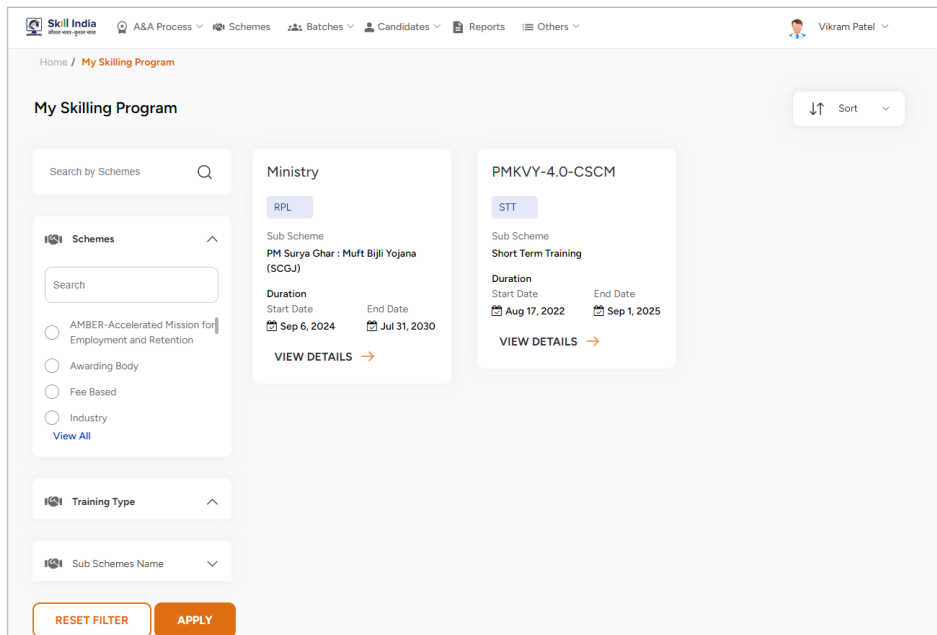
RESET UPDATE SECTOR TARGET

c. After clicking on the Update Sector Target Button, the sector Target details will be updated successfully.

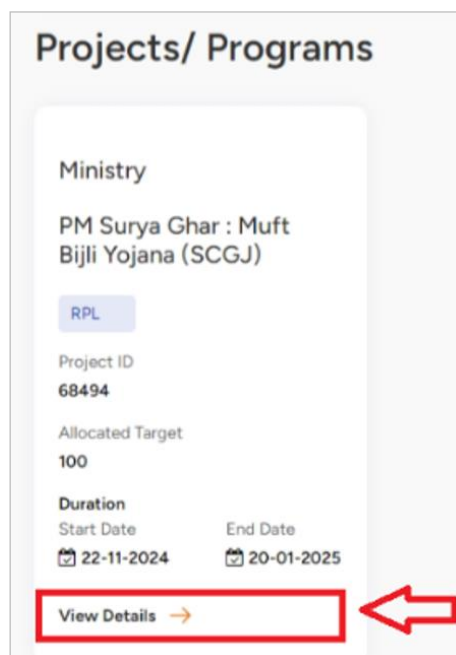
6 Add Trainer

Now to add the Trainer, the Training Center will perform the following steps:

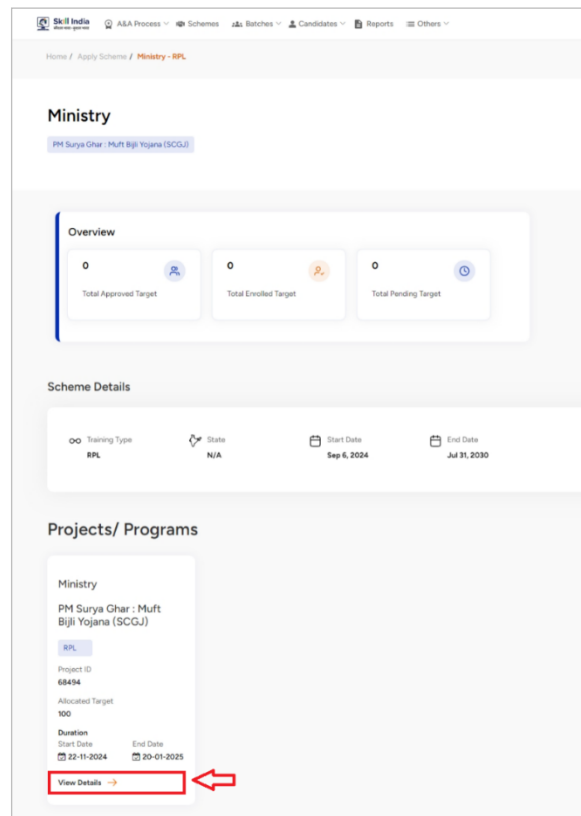
- After Login, the screen appears with the following options:
 - View all **skilling programs** assigned to them.
 - Filter programs based on scheme type, training type, or sub-scheme name.
 - Access detailed program information through the **View Details** button.



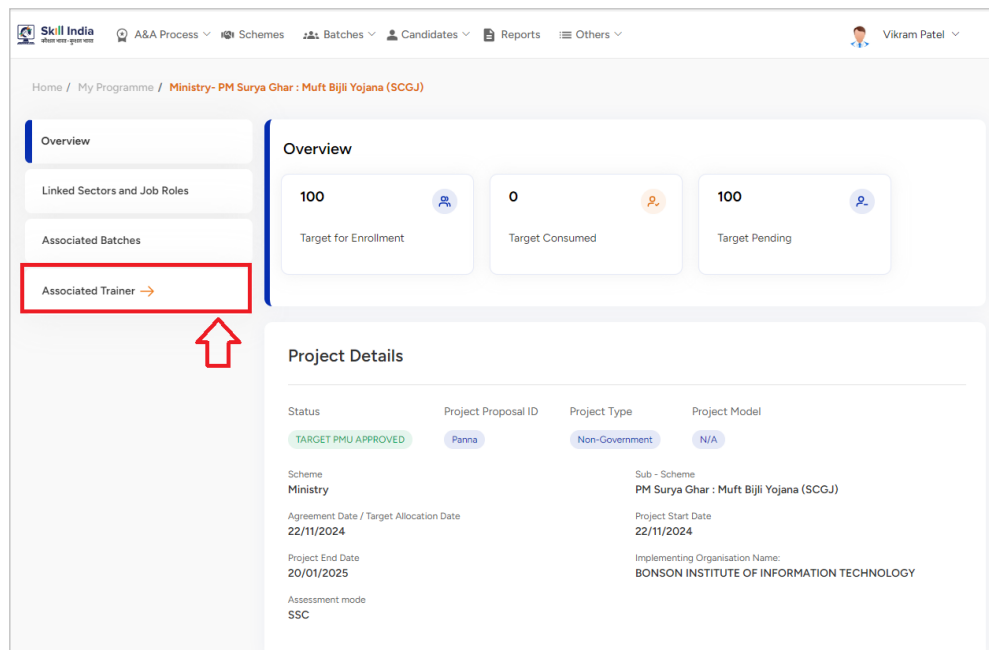
- Click on the **“View Details”** option of the respective scheme under the scheme Trainer is to be added. As shown in the image below:



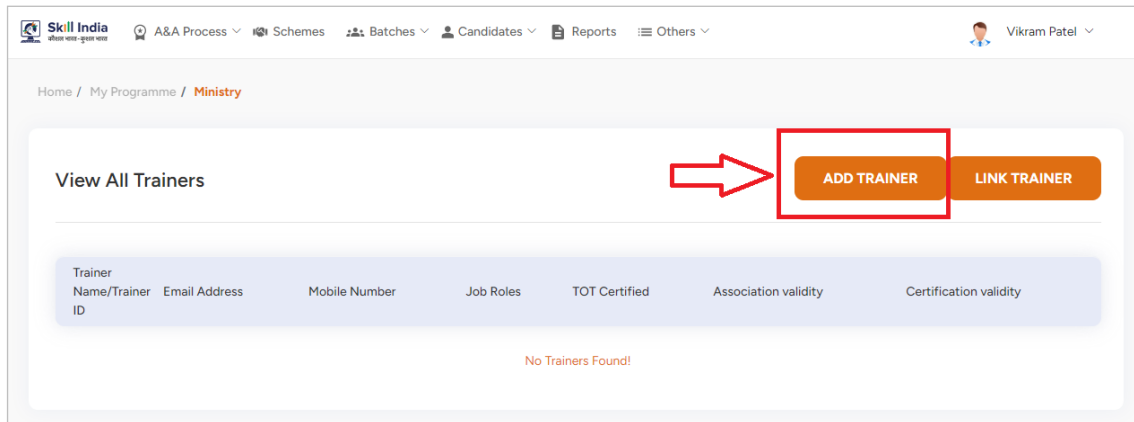
c. The main screen of the previous is shown below:



d. Now, a new page will appear in that select the “Associated Trainer” option as shown in the image below:



- e. Again, a new page will appear in that Click on the **“Add Trainer”** option as shown in the image below:



- f. The new page will appear, to add the trainer details with the four sections which are as follows:

i. Trainer Info Section:

- **Name:** Input the trainer's full name.
- **Email (Mandatory):** Provide the trainer's email address.
- **Phone (Mandatory):** Enter the trainer's phone number.
- **Date of Birth (Mandatory):** Select the trainer's date of birth using the calendar icon.
- **Gender (Mandatory):** Select gender from the dropdown.

Add Trainer

*Name
XXXXXX

*Email
XXXXXXXXXX@gmail.com

*Phone:
XXXXXXXXXX

*Date Of Birth
4-12-1996

*Gender
Male

ii. Aadhaar ID/PAN Option (Mandatory):

- Select one option:
 - Aadhaar ID
 - Virtual ID
 - PAN Number
- **Aadhaar ID (Mandatory):** Input the Aadhaar or PAN number for verification.
- **Verify Button:** Verifies the entered ID.
- **Dummy Verify Button:** Used for test verification.
- **Document Upload (Mandatory):** Upload supporting documents for the trainer's identification.
- Allowed file formats: **JPG, PNG, JPEG, PDF.**
- File size limit: **10 MB.**

Aadhaar ID/PAN Information and Photograph Information

Aadhaar ID/PAN:*

☒ Aadhaar ID ☐ Virtual ID ☐ PAN Number

Aadhaar ID:*

XXXXXXXX4222

Verified

* Document Upload


Srijan_CV_Feb2023_Sr...



iii. Trainer Experience Details:

- **Relevant Sector (Mandatory):** Dropdown to select the trainer's relevant sector.
- **Select Job Role (Mandatory):** Choose the job role aligned with the sector.
- **Experience in Year/Months (Mandatory):** Enter experience duration (years and months).
- **Details of Experience (Mandatory):** Add detailed descriptions of the trainer's work experience.
- **Upload Proof Documents (Mandatory):** Upload relevant experience proof documents.
 - Allowed formats: **JPG, PNG, JPEG, PDF.**
 - File size limit: **10 MB.**

- The image below shows the training Experience Details:

Trainer Experience Details

*Relevant Sector
Green Jobs

*Select JobRole
Solar PV Installation Helper

Experience in Year
5

*Experience in Months
11

*Details of Experience
ssdfsdfsdf

Upload Proof Documents

Srijan_CV_Feb2023_Sr...

iv. Associated Details

- From Date (Mandatory):** Select the starting date of the trainer's association.
- To Date (Mandatory):** Select the end date of the association.
- Upload Supporting Documents (Mandatory):** Upload additional documents related to association details.
- Associated Job Roles (Mandatory):** Select the job roles associated with the trainer.

The image below shows the Associated Details Parameter:

Association Details

*From Date
13-12-2024

*To Date
31-12-2034

* Upload Supporting Documents

Srijan_CV_Feb2023_Sr...

*Associated JobRoles
Select JobRole

JobRole: Solar PV Installation Helper QpCode: SGJ/Q0111 -v4.0
Delete

g. The image below shows the overall form of “Add Trainer” Process:

A&A Process
Schemes
Batches
Candidates
Reports
Others

0% Completed
Add Trainer
Enter all the details of Add Trainer

Trainer Info

Add Trainer

Name
Enter Name

Email
Enter Email

Phone:
Enter Phone Number

Date Of Birth
Select DOB

Gender
Select Gender

Aadhaar ID/PAN Information and Photograph Information

Aadhaar ID/PAN:

☒ Aadhaar ID
☐ Virtual ID
☐ PAN Number

Aadhaar ID:

Enter Aadhaar ID
Verify
Dummy Verify

Document Upload

Click here to Upload Or
Drop your files here

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

Trainer Experience Details

Relevant Sector
Select Sector

Select JobRole
Select JobRole

Experience in Year
Years

Experience in Months
Months

Details of Experience
Enter Details of Experience

Upload Proof Documents

Click here to Upload Or
Drop your files here

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

Association Details

From Date
Select Date

To Date
Select Date

Upload Supporting Documents

Click here to Upload Or
Drop your files here

File size upto 10mb (Allowed formats jpg, png, jpeg, pdf)

Associated JobRoles
Select JobRole

CANCEL
GENERATE OTP

- h. After entering the information and uploading the relevant documents click on **“Generate OTP”** button as shown in the image below:

A&A Process
Schemes
Batches
Candidates
Reports
Others

0% Completed
Add Trainer
Enter all the details of Add Trainer

Trainer Info

Add Trainer

*Name
XXXXXX

*Email
XXXXXXXXX@gmail.com

*Phone
XXXXXXXXXX

*Date Of Birth
4-12-1996

*Gender
Male

Aadhaar ID/PAN Information and Photograph Information

Aadhaar ID/PAN:

☒ Aadhaar ID
☐ Virtual ID
☐ PAN Number

Aadhaar ID:

XXXXXXXXXX4222

Verified

* Document Upload

Sejan_CV_Feb2023,Sr...

Trainer Experience Details

*Relevant Sector
Green Jobs

*Select JobRole
Solar PV Installation Helper

Experience in Year
5

*Experience in Months
11

*Details of Experience
sdfsfdfdf

Upload Proof Documents

Sejan_CV_Feb2023,Sr...

Association Details

*From Date
13-12-2024

*To Date
31-12-2034

* Upload Supporting Documents

Sejan_CV_Feb2023,Sr...

*Associated JobRoles
Select JobRole

JobRole: Solar PV Installation Helper GpCode: SGLI/Q0111 -v4.0

Delete

CANCEL
GENERATE OTP

- i. Now enter the OTP received on the register Mobile No and Email ID as shown in the image below:

One Time Password Verification

Enter Mobile One Time Password:

822811

Enter Email One Time Password:

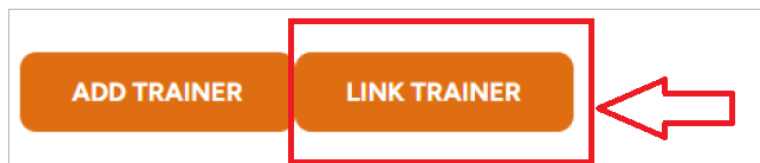
822811

CLOSE

Verify OTP

7 Link Trainer

- a. Now user will be redirected to the main window of trainer listing and select the “**Link Trainer**” button as shown in the image below:



- b. This is used to **Link Trainer** to a specific training centre, employer, or camp by associating job roles and uploading supporting documents. Enter the required information as shown in below image:

Link a Trainer

*Enter Trainer ID

TR1XXXX

*Name of the Trainer

ShXXXXXXXXXXXXXri

*Trainer Type

Regular

*Associated Job Roles

*Associated Training Centre/Employer/Camps

TC23XXXX

Selected Job Roles

XXXX

XXXXXXXXXXXXXXXXXXXX

SL.No	JobRole Id	Version	JobName	Valid Upto	
1	CONXXXX2	1.0	Assistant Electrician	Jan 10, 2024	Expired ✖
2	SGJ/Q0101	3.0	Solar PV Installer (Suryamitra)	Apr 16, 2026	Certified ✔
3	SGJ/Q0111	4.0	Solar PV Installation Helper	Nov 11, 2026	Certified ✔

*From Date

Select Start Date

*To Date

Select End Date

* Upload Supporting Documents

Click here to Upload Or

Drop your files here

File size upto 5mb (Allowed formats jpg, png, jpeg, pdf)

CANCEL

GENERATE OTP

- c. Upload the necessary document, click on “**Generate OTP**” as shown in the image below:

Selected Job Roles

Solar PV Installation Helper(SGJ/Q0111) 

SL.No	JobRole Id	Version	JobName	Valid Upto	
1	CON/Q0602	1.0	Assistant Electrician	Jan 10, 2024	Expired ✕
2	SGJ/Q0101	3.0	Solar PV Installer (Suryamitra)	Apr 16, 2026	Certified ✓
3	SGJ/Q0111	4.0	Solar PV Installation Helper	Nov 11, 2026	Certified ✓

*From Date

Select Start Date 

*To Date

Select End Date 

* Upload Supporting Documents



Srijan_CV_Feb2023_Sr.... 

UPLOAD

CANCEL

GENERATE OTP

- d. Now enter the OTP received on the register Mobile No and Email ID as shown in the image below:

One Time Password Verification

×

Enter Mobile One Time Password:

756735

Enter Email One Time Password:

381818

CLOSE

Verify OTP

e. Confirmation Pop-up will appear with a message **“Trainer Linked Successfully”**.

Home / My Programme / Ministry

✓ Trainer Linked Successfully

View All Trainers

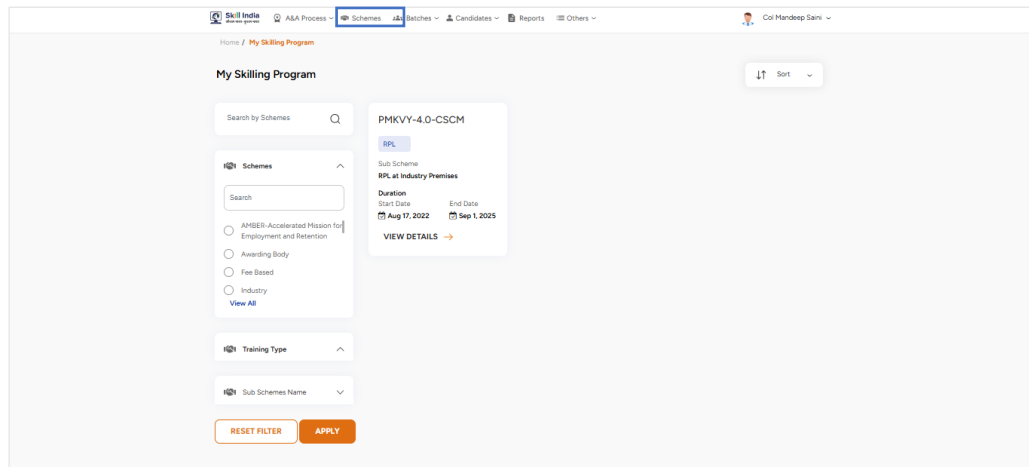
ADD TRAINER

LINK TRAINER

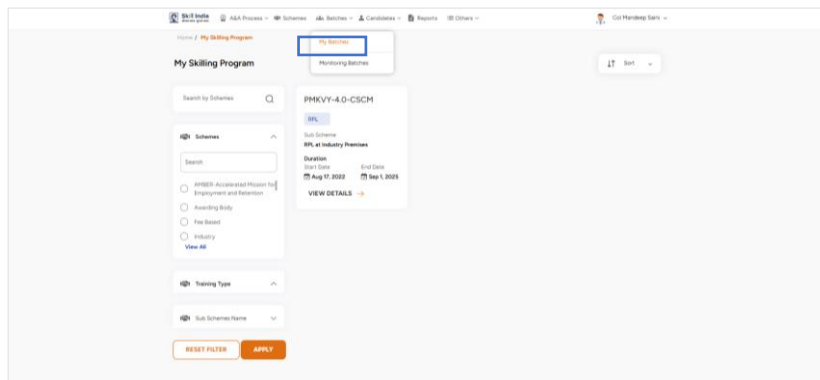
Trainer Name/Trainer ID	Email Address	Mobile Number	Job Roles	TOT Certified	Association validity	Certification validity
No Trainers Found!						

8 Batch Creation

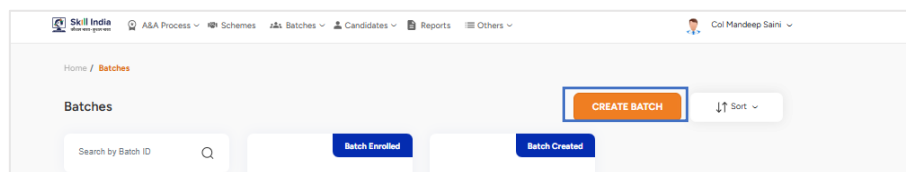
- Click on **Schemes** from the top menu.
 - This section will show all the schemes marked with the respective TC profile.



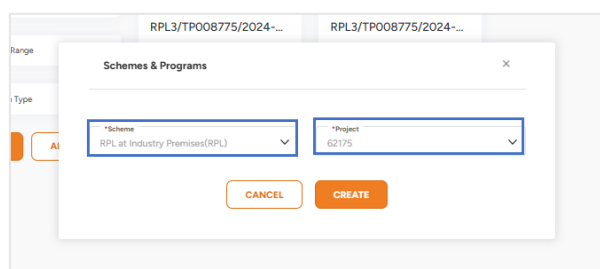
- Click on **Batches** dropdown and select **My Batches**.



- In this screen click on the **Create Batch** Button on the top right hand corner of the screen.



- In this popup click on the scheme dropdown and select **Special Project or RPL** (as per requirement) and under the Project dropdown select the Project ID, then click on **Create**.



8.1 Batch Creation Form

Next the user will see the batch creation form:

This will be divided into three sections:

- Batch Details
- QP/Job Role Details
- Batch Classroom Details

8.1.1 Batch Details

This will open the batch creation form, the batch type and Scheme would be auto filled by the system.

- Enter the Batch Size (maximum:45) and select if the batch is for a Future Skill Job Role.

The screenshot shows the 'Batch Creation' form in the Skill India portal. The form is titled 'Batch Creation' and shows a progress bar with '0% Completed'. The form is divided into two sections: 'Batch & QP/Job Role Details' and 'Trainer Details'. The 'Batch & QP/Job Role Details' section contains fields for 'Batch Type' (Regular), 'Scheme' (SP), 'Batch Size' (Enter Batch Size), 'Is this Batch For Future Skill Job role?' (Select), and 'Training Delivery Mode' (Select). The 'Trainer Details' section is currently empty.

8.1.2 QP/Job Role Details

- In the QP/Job Role Details section select the QP/Job Role

Note: The Sector, QP Code and Version, NSQF Level, QP Hours and OJT hours will be populated automatically by the system.

QP/Job Role Details

*Associated QP (Jobrole)
Select QP/Job Role

Sector
Sector

QP Code & Version
QP Code & Version

NSQF Level
NSQF Level

QP Hours
QP Hours

OJT Hours
OJT Hours

g. Fill in the **Classroom and Practical Training Hours Per day**

Note: The Classroom + Practical Training Hours per day and the OJT Hours per day can be selected between 2 to 8 hours.

Classroom + Practical Training Hours Per Day
Classroom + Practical Training Hours Per Day

* OJT Hours Per Day
OJT Hours Per Day

8.1.3 Batch Classroom Slots

- a. In the **Batch Classroom Slots** fill in the time according to the hours mentioned in the QP Hours section and click on **Add**.

Batch Classroom Slots

*Batch Classroom In Time:
Select Start Time

*Batch Classroom Out Time:
Select End Time

ADD

Sl.No.	Start Time	End Time	Action
--------	------------	----------	--------

- b. Enter the **Batch Start Date**, **Batch End Date**, and **OJT Date** details in their respective fields, then click **Next** to proceed.

*Batch Start Date
Select Start Date

*Batch End Date
Select End Date

*OJT Start Date
Select OJT Start Date

*OJT End Date
Select OJT End Date

CANCEL **NEXT**

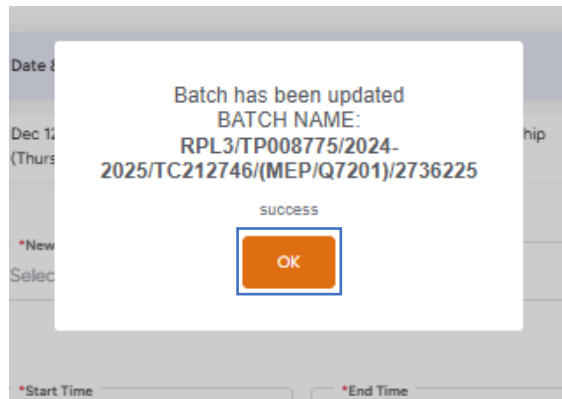
8.2 Trainer Details

- In the Trainer section select the trainer, the rest of the trainer will be populated automatically by the system.
- Then select the **Preferred Assessment Language**

- Then click on the checkbox and click on **Submit**.

- Next, the user will get a popup for confirmation and there click on Ok

- e. Then a confirmation message would appear, click on **OK**



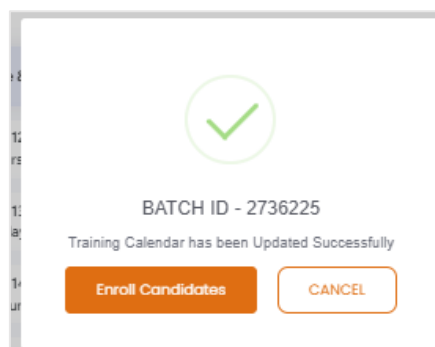
8.3 Training Calendar

- a. In the training Calendar page, fill in the New Assessment Date, Session Planned, NOS Taught, Start Time, End time and Description Plan then click on **Add**.

Note: The Training Calendar is **optional** for **Short term training and Special Projects**, but it is **mandatory** for **RPL type**.

- b. Click on **Enroll Candidates** button in the popup.

Note: For users who fall under the STT or SP projects and have not filled the training calendar need to **click on Enrollment** from the left menu.



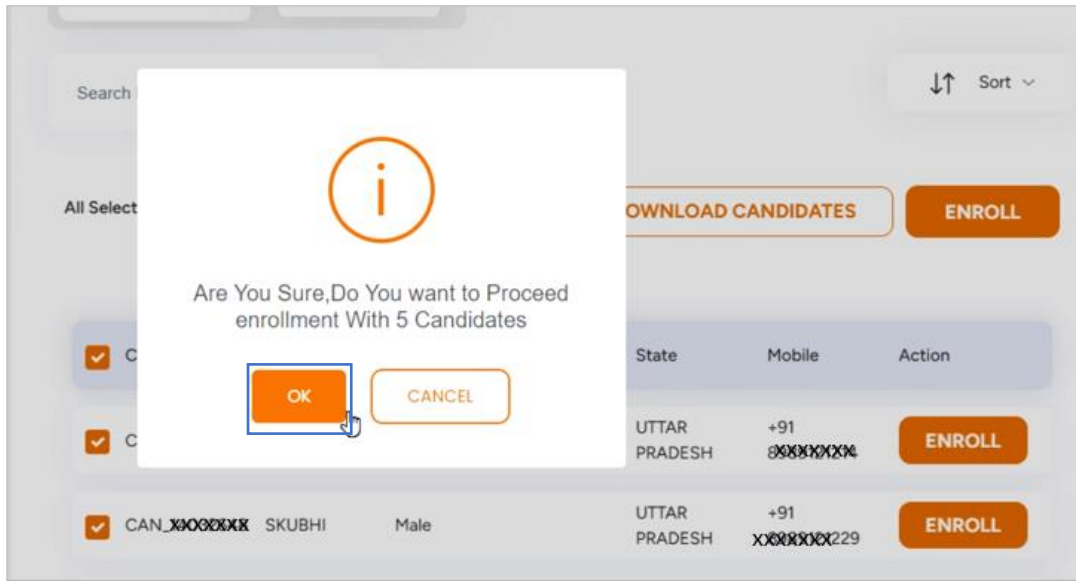
9 Candidate Enrolment

- a. This **Enrollment** section having the **Candidate List** tab provides functionalities to manage and enroll candidates into batches. Its fields include **Candidate ID, Name, Gender, State, Mobile**, and **Action** as shown in image below.
- **Candidate Interest:** This list comprises of registered candidates who has shown interest for that specific batch under the certain skilling program
 - **Candidate list:** This list comprises of the registered candidates approved by the training partner for further enrollment

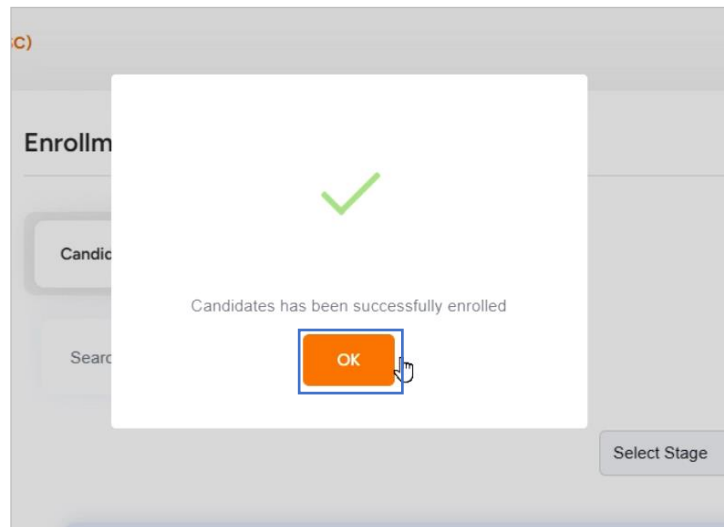
- b. Select the candidates to be enrolled by clicking the checkboxes as shown below in the screen.

☒	Candidate ID	Candidate Name	Gender	State	Mobile	Action
☒	CAN_XXXXXX6	DKUBHI	Male	UTTAR PRADESH	+91 XXXXXXX	ENROLL
☒	CAN_XXXXXX6	SKUBHI	Male	UTTAR PRADESH	+91 XXXXXXX	ENROLL
☒	CAN_XXXXXX6	TKUBHI	Male	UTTAR PRADESH	+91 XXXXXXX	ENROLL
☒	CAN_XXXXXX6	GKUBHI	Male	UTTAR PRADESH	+91 XXXXXXX	ENROLL

- c. After selecting the candidates click on the **“Enroll”** button a pop-up message will appear showing the message **“Are you sure Do you want to Proceed Enrolment with Candidates”**, as shown in the image below.



- d. Pop up will appear indicating **"Candidates have been successfully enrolled."** Click **“OK”**



Scan the QR Code to download the **Skill India Digital App**



If you face any issues, please visit
<https://support.nsdcindia.org/portal/en/newticket>