

*सिद्ध*

# TRAINING PARTNER USER MANUAL

Recognition of Prior Learning Program  
(RPL-1)

Version 1.0 | Release Date: 19<sup>th</sup> December 2024

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# 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:

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

## 1.3 System Requirements

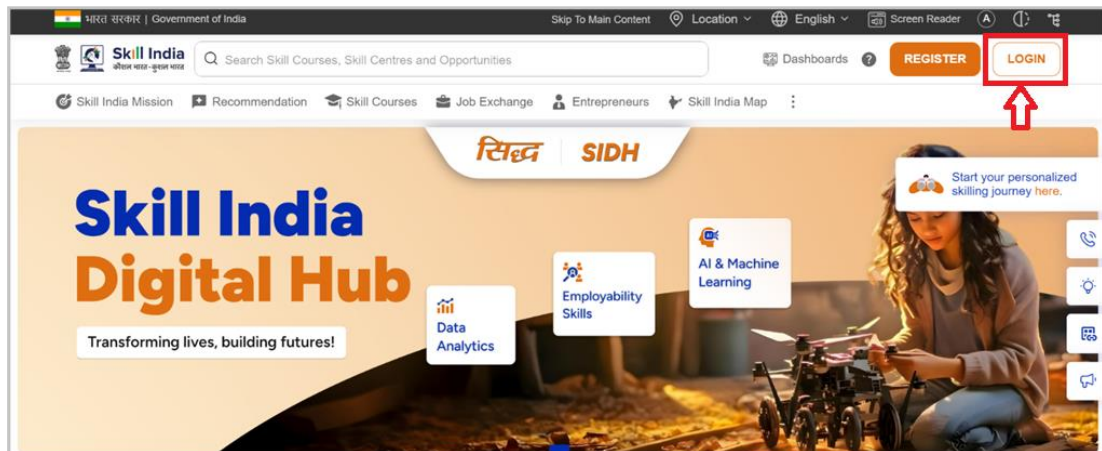
Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- 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:

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



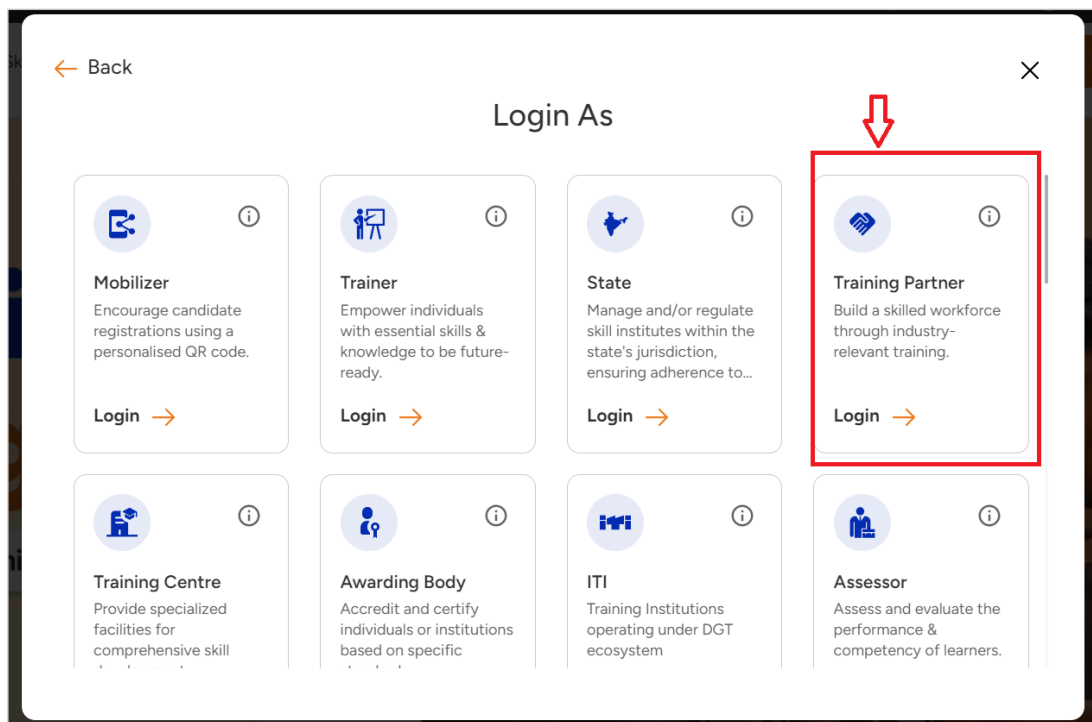
- Click on the Login button at the top right corner.



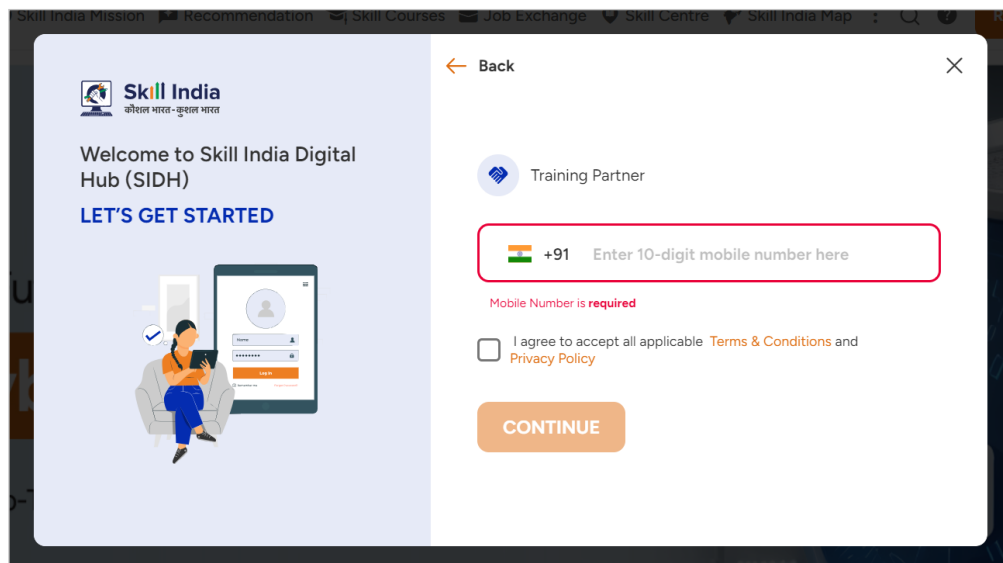
- Select "Partner" option:



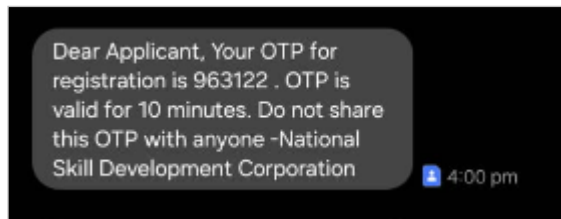
d. Click on “Login” button in Training Partner role card.



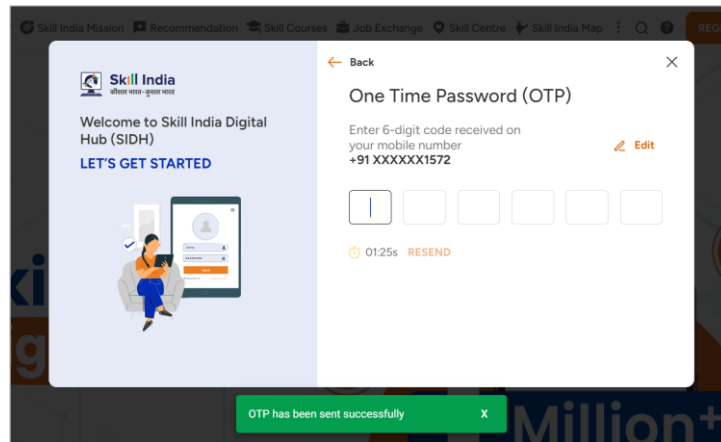
e. Enter the Mobile Number and press “CONTINUE” Button



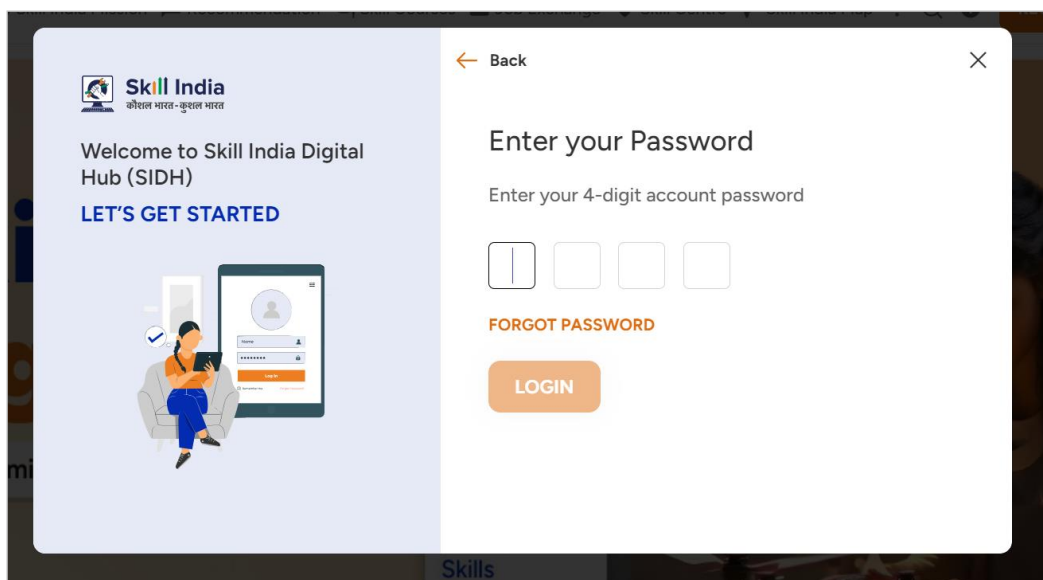
- f. Click on "Continue" button, an OTP will be received on the submitted mobile number.



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

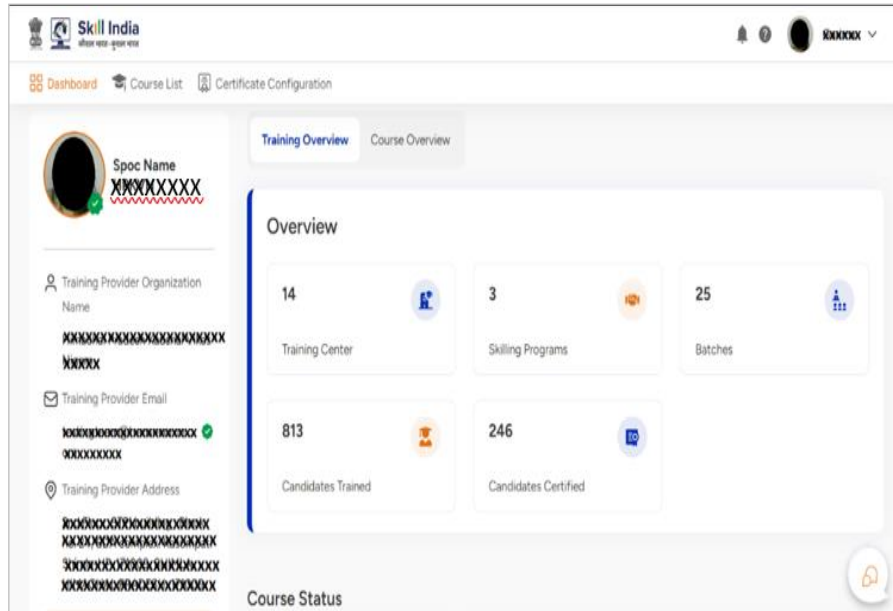


- h. Enter your four-digit account password, and then press **LOGIN** Button

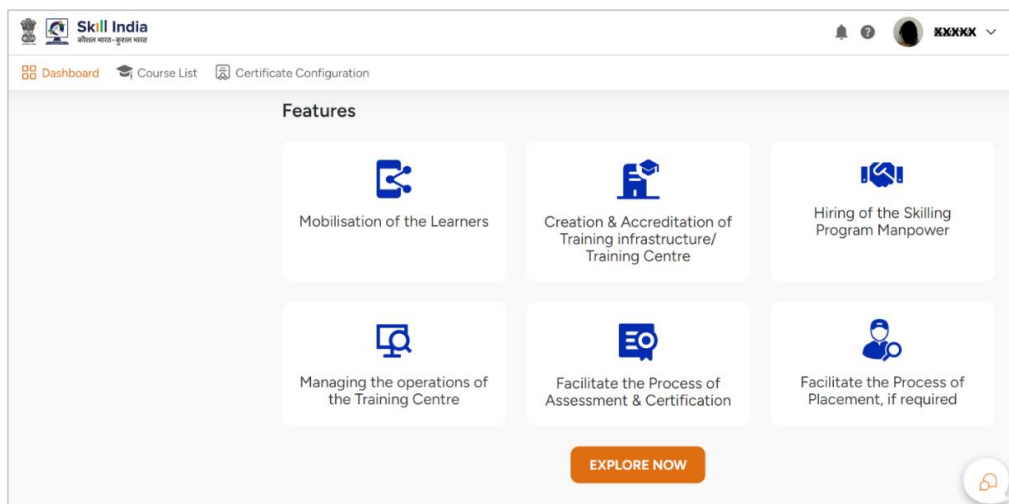


- i. After the completion of registration process Training Partner will be automatically logged in to the dashboard and with the following information
- Training Partner organization name
  - Training Partner email
  - Training Partner address

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



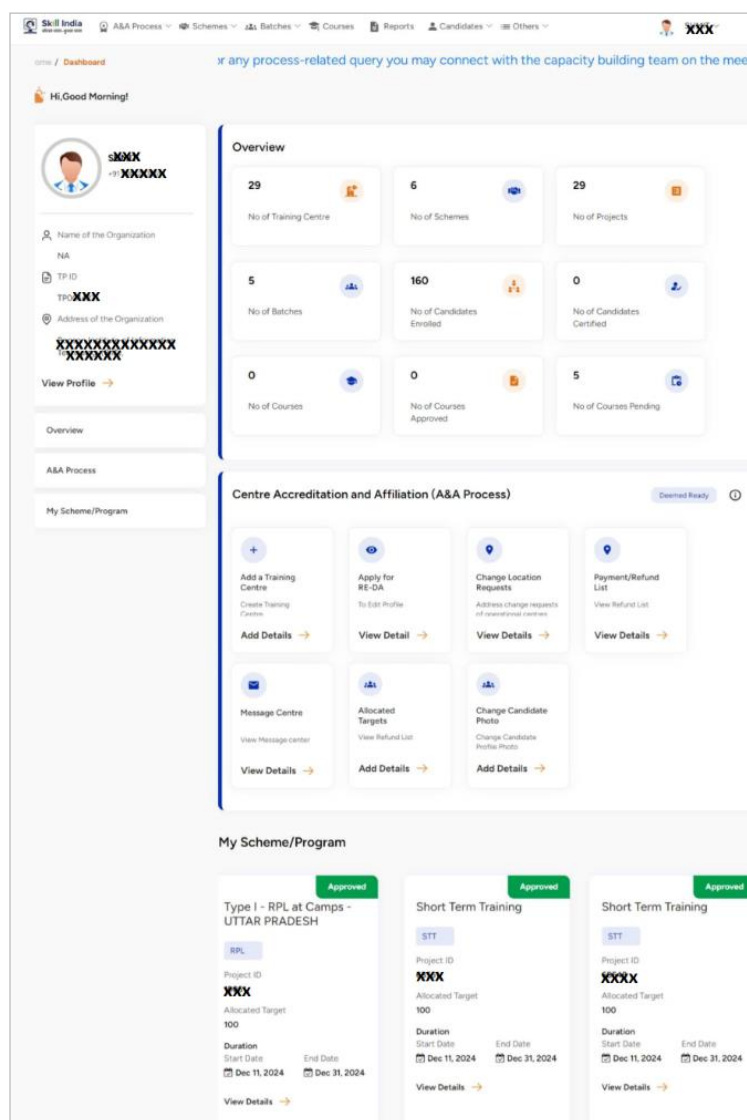
- j. Click on 'Explore Now' button at the bottom of the screen to explore the multiple features for Training Partner user at the bottom of the screen.



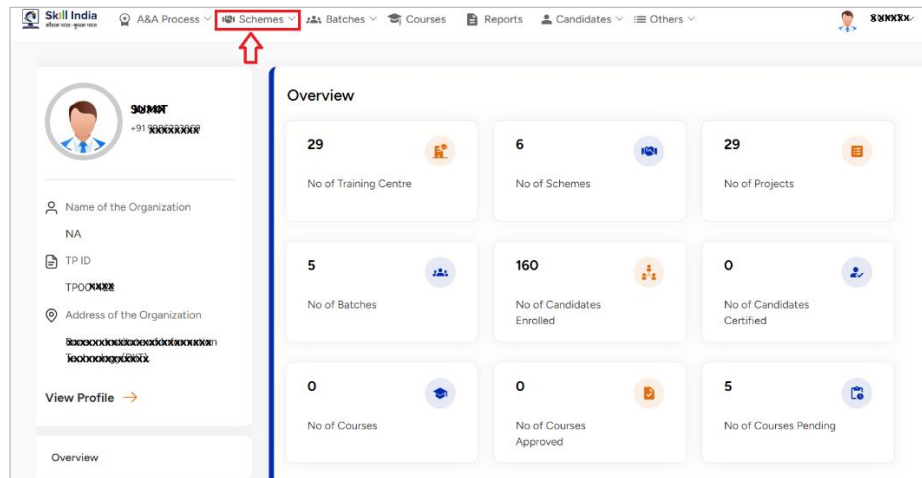
### 3 Applying Scheme

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

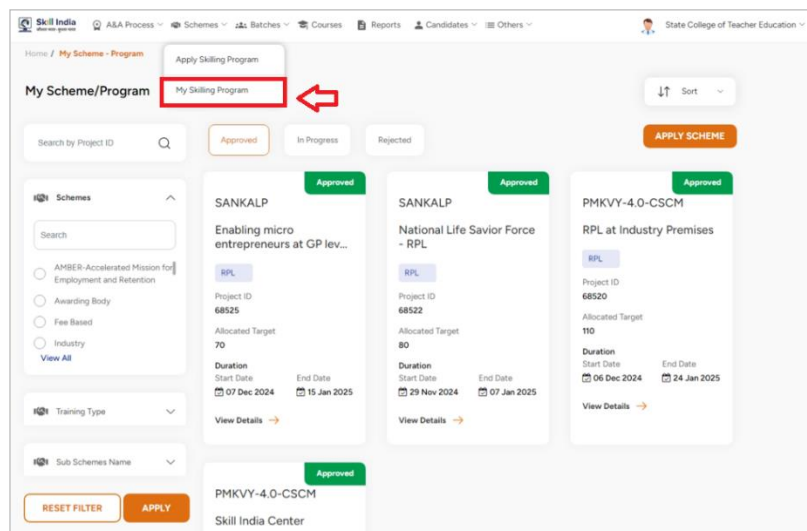
- On the left hand of the screen the profile section with organization details like TP ID, Address and options to view the profile, Overview, A&A process, and schemes/programs are available.
- The tabs in the middle of the screen comprises the details like No. of Training Centers, No. of Schemes, No. 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:



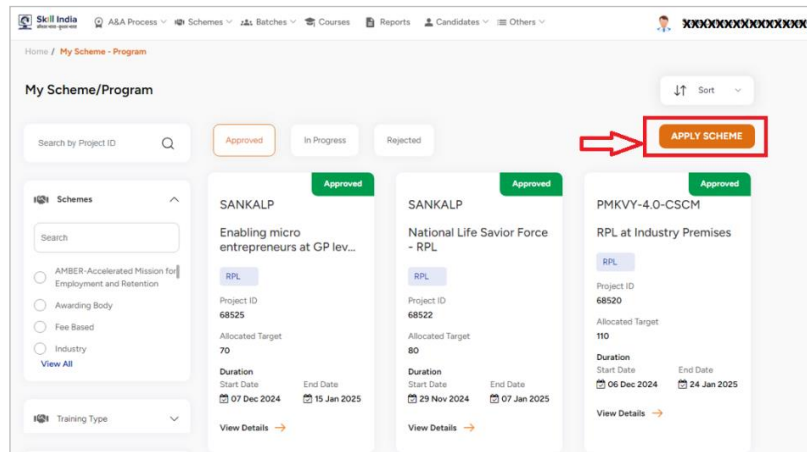
- e. Click on the **"Schemes"** tab at the top menu, it allows the user to view or manage different schemes available for training programs.



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

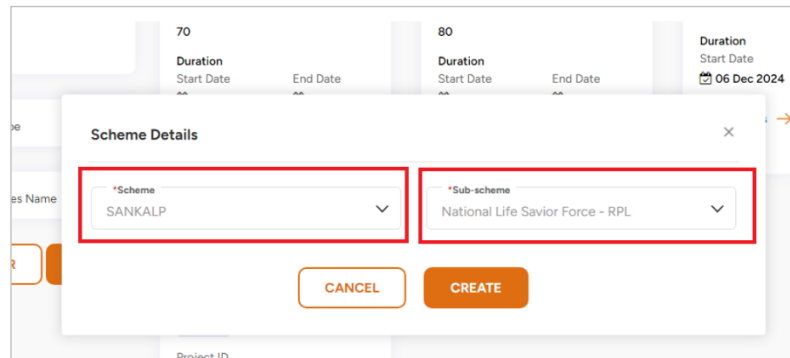


- g. A new screen will appear in that click on the **"Apply Scheme"** button through which you can apply for a specific skilling program or scheme.



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.

0%  
Completed

## Add a project

Enter all the details of Add a Project

---

**Project  
Details**

Sector Target and  
Location

Supporting  
Documents

### Project Details

\*Project Proposal ID

\*Project Name

\*RPL Type

\*Project Type

☒ Government
 ☐ Non-Government
 ☐ Government MOU

\*Minimum Batch Size

\*Maximum Batch Size

\*Agreement Date / Target Allocation Date  
Select Date

\*Project Duration in Days

Implementing Organization Name

Facilitator Organization Name

\*Total Project Target

Assessment Mode

\*Dual Logo Required?

### Add Promoter

| S.No | Name | Designation | Phone | Action |
|------|------|-------------|-------|--------|
|      |      |             |       |        |

ADD PROMOTER

BACK

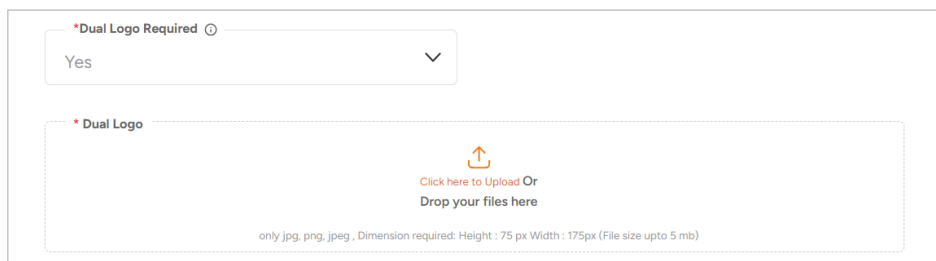
NEXT

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        | +91XXXXXXXXXX |        |

ADD PROMOTER

BACK

NEXT

- 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.

- 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:

- 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:

Project Details

Sector Target and Location

Supporting Documents

Supporting Documents

\* Signed Termsheets

Click here to Upload Or  
Drop your files here

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

\* Signed Agreement/Indemnity Bond

Click here to Upload Or  
Drop your files here

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

Download Supporting Documents

Click here to Upload Or  
Drop your files here

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

BACK

SUBMIT

- **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. Now, User (TP) will be redirected to the schemes main page with the **Approved Schemes** listing as shown below:

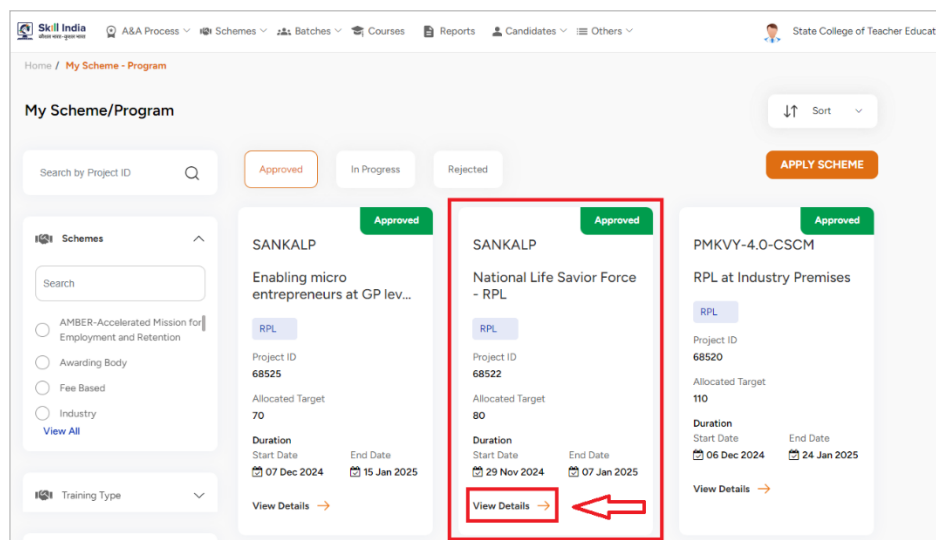
The screenshot shows the 'My Scheme/Program' page on the Skill India portal. It features a sidebar with filters for Schemes and Training Type. The main content area displays three approved schemes. The middle scheme, 'SANKALP National Life Savior Force - RPL', is highlighted with a red box, and a red arrow points to its 'View Details' link.

| Scheme Name                                        | Project ID   | Allocated Target | Duration (Start Date - End Date) |
|----------------------------------------------------|--------------|------------------|----------------------------------|
| SANKALP: Enabling micro entrepreneurs at GP lev... | 68525        | 70               | 07 Dec 2024 - 15 Jan 2025        |
| <b>SANKALP: National Life Savior Force - RPL</b>   | <b>68522</b> | <b>80</b>        | <b>29 Nov 2024 - 07 Jan 2025</b> |
| PMKVY-4.0-CSCM: RPL at Industry Premises           | 68520        | 110              | 06 Dec 2024 - 24 Jan 2025        |

**Note:** Now, Project/ Program details will be shared with the PMU for further approval, please wait for PMU action.

## 4 Add and Link Camp

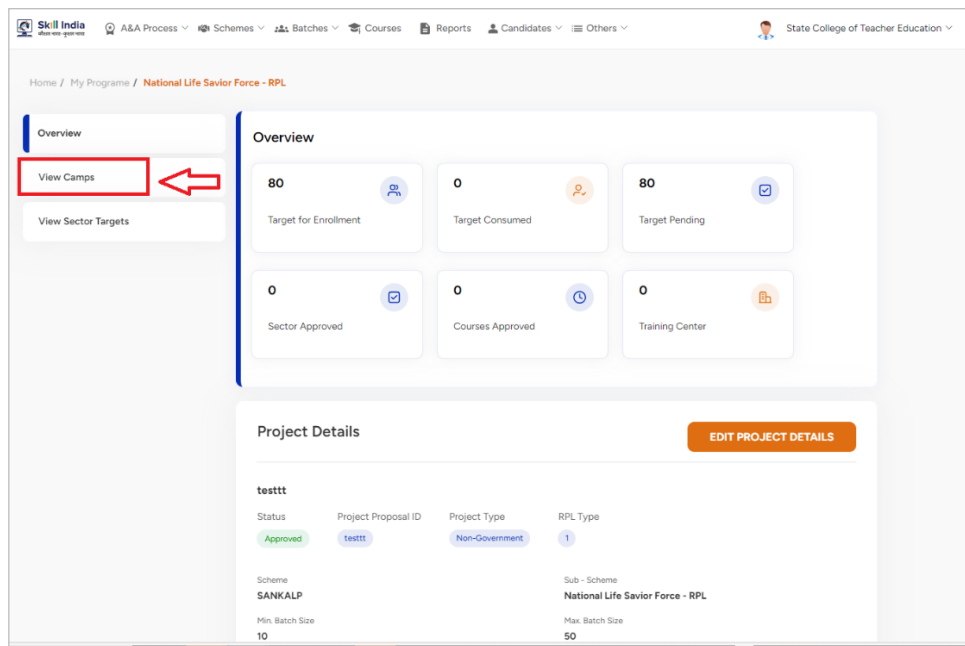
- a. Below is the home page through which will navigate to the **RPL-1** scheme, click on the “**View Details**” as shown below



- b. Now a new page will appear with the details of the selected scheme it comprises of following details:

- **View Camps:** Allows users to view detailed information about the camps associated with the project.
- **View Sector Targets:** Provides sector-specific target details for the program.
- **Overview Section:** Comprises of details like No. of Target for Enrollment, No. of Target Consumed, No. of Target Pending, No. of Sector Approved, No. of Courses Approved and No. of Training Center.
- **Project Details:** This section comprises Project details like Scheme name, Sub-Scheme Name, Min. Batch Size, Max. Batch Size, Agreement Date, Project Start Date, Project End Date, Project Duration in Days, Implementing Organization Name, Facilitator Organization Name, Total Project Target, Assessment Mode, Dual Logo Required, Dual Logo
- **Added Promoter Details:** The details such as S.No, Name, Designation and Phone

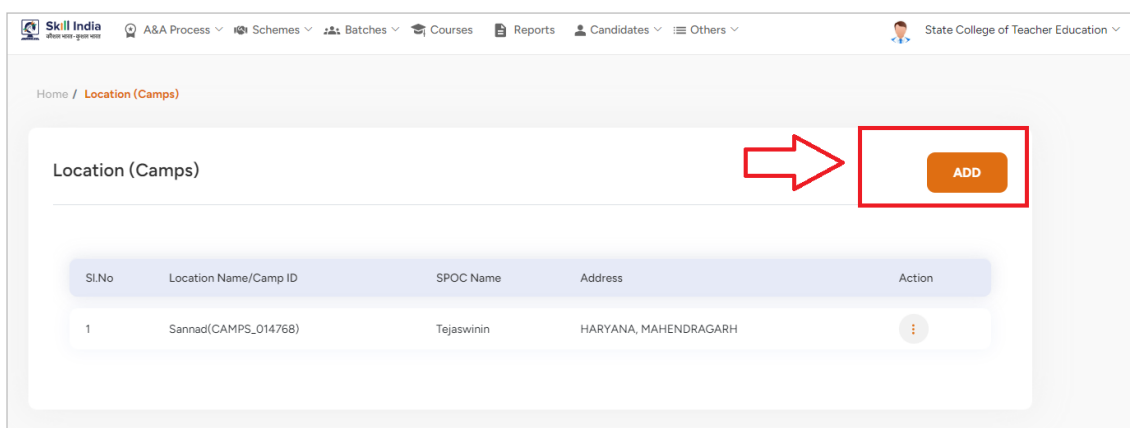
c. Click on **“View Camps”** as shown below in the screen:



d. Now a new screen will appear with Location of Camps comprising the list with fields like:

- **Sl. No:** Serial number of the camps listed in the table.
- **Location Name/Camp ID:** Displays the name of the camp and its unique identifier
- **SPOC Name:** The name of the Single Point of Contact (SPOC) for the camp
- **Address:** The address of the Camp
- **Action:** Provides options for actions through the three-dot menu icon.

e. Click on **“Add”** button as shown in the image below:

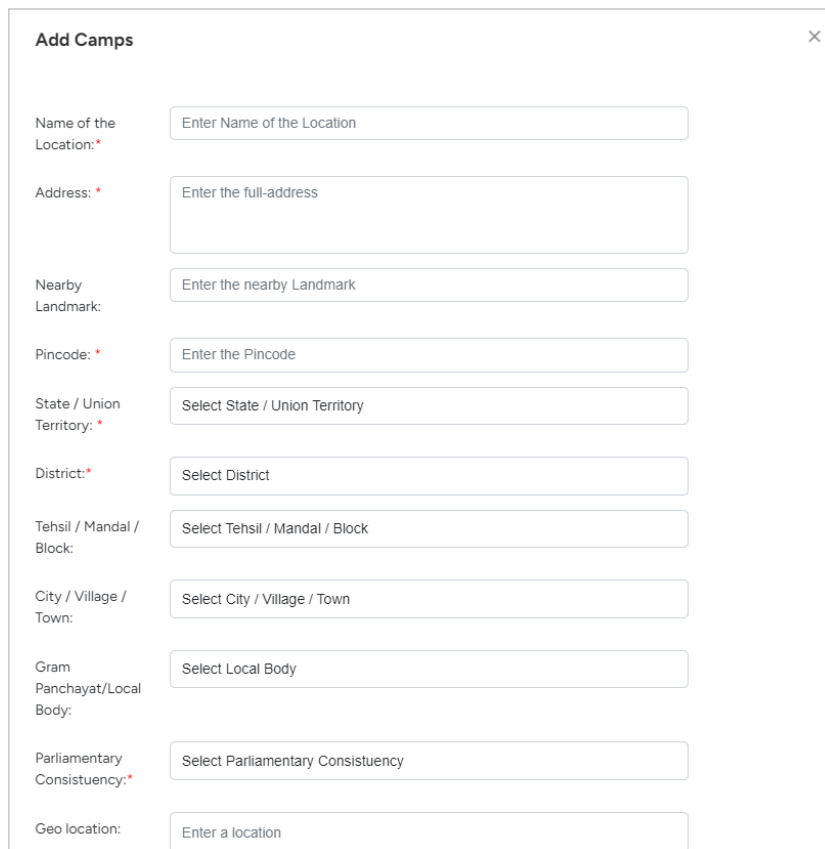


f. Form will appear to add the camp details like

- **Basic details:**

- **Name of the Location:** Input the name of the camp or location
- **Address:** Enter the complete address of the camp
- **Nearby Landmark:** Input the nearby landmark to help identify the location.
- **Pin code:** Enter the pin code of the area
- **State / Union Territory:** Select the state or union territory from a dropdown list
- **District:** Choose the district from a dropdown menu
- **Tehsil / Mandal / Block:** Select the tehsil, mandal, or block of the location.
- **City / Village / Town:** Input or select the city, village, or town.
- **Gram Panchayat / Local Body:** Select the local governing body, such as a Gram Panchayat.
- **Parliamentary Constituency:** Choose the parliamentary constituency for the location
- **Geo Location:** Enter the specific geolocation coordinates or description for the camp.

As shown in the image below:



The screenshot shows a web form titled "Add Camps" with a close button (X) in the top right corner. The form contains the following fields:

- Name of the Location:** A text input field with the placeholder "Enter Name of the Location".
- Address:** A text input field with the placeholder "Enter the full-address".
- Nearby Landmark:** A text input field with the placeholder "Enter the nearby Landmark".
- Pincode:** A text input field with the placeholder "Enter the Pincode".
- State / Union Territory:** A dropdown menu with the placeholder "Select State / Union Territory".
- District:** A dropdown menu with the placeholder "Select District".
- Tehsil / Mandal / Block:** A dropdown menu with the placeholder "Select Tehsil / Mandal / Block".
- City / Village / Town:** A dropdown menu with the placeholder "Select City / Village / Town".
- Gram Panchayat/Local Body:** A dropdown menu with the placeholder "Select Local Body".
- Parliamentary Constituency:** A dropdown menu with the placeholder "Select Parliamentary Constituency".
- Geo location:** A text input field with the placeholder "Enter a location".

- **Primary SPOC Details:**
  - **Name:** Enter the full name of the primary SPOC (required)
  - **Contact Number:** Provide the contact number of the primary SPOC (required)
  - **Email Address:** Provide the email address of the primary SPOC (required)
- **Secondary SPOC Details:**
  - **Name:** Enter the full name of the secondary SPOC
  - **Contact Number:** Provide the contact number of the secondary SPOC
  - **Email Address:** Provide the email address of the secondary SPOC
- **Add Job Roles:**
  - **Select Sector:** Choose a sector from the dropdown list (required).
  - **Select Job Role:** Choose a job role within the selected sector from the dropdown list (required)
  - **Training Target:** Specify the number of individuals targeted for training in this job role (required)
  - **Add Button:** Clicking the "Add" button appends the entered job role and training target details to the table below

As shown in the image below:

### Primary SPOC Details:

Name:\*

Contact Number:\*

Email Address:\*

### Secondary SPOC Details:

Name:

Contact Number:

Email Address:

### Add Job Roles:

Select Sector:\*

Select Job Role:\*

Training Target:\*

| Sl.No | Sector | Job Role | Training Target | Action |
|-------|--------|----------|-----------------|--------|
|-------|--------|----------|-----------------|--------|

- g. After entering the Basic Camp details, SPOC details, enter the Job Roles click on **“Add”** button as shown below, a list will populate beneath the **“Add”** button as shown below:

**Add Job Roles:**

Select Sector:\*

Select Job Role:\*

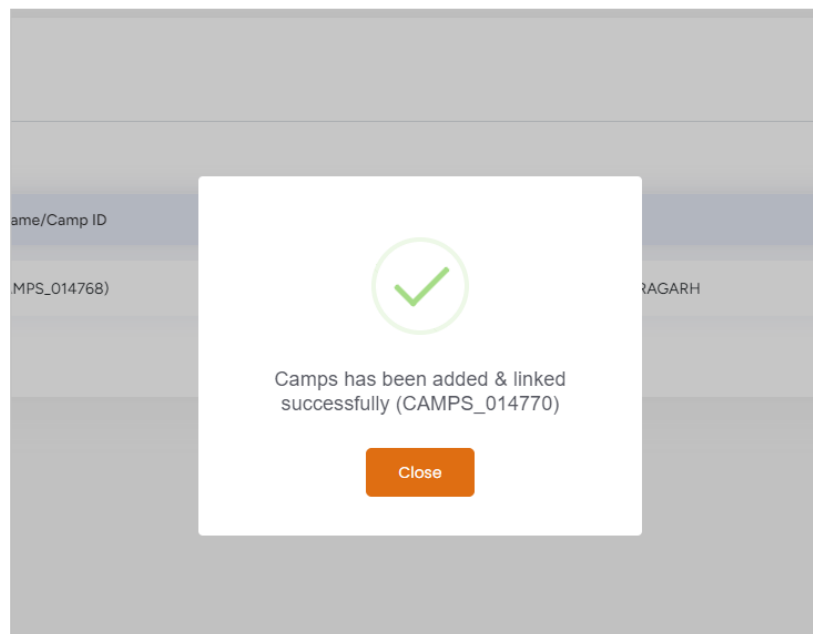
Training Target:\*

**Add**

| Sl.No | Sector | Job Role                                    | Training Target | Action |
|-------|--------|---------------------------------------------|-----------------|--------|
| 1     | Sports | Advance Lifeguard-Open WaterSPF/Q1113 -v2.0 | 10              |        |

**CLOSE** **SUBMIT**

- h. Click on **“Submit”** button a message will appear **"Camps has been added & linked successfully (CAMPS\_014770)"**: Confirms that the camp has been successfully created and linked within the system. The unique camp ID is displayed as **CAMPS\_014770** for reference. As shown below:



i. On click of Action three dot button three options will appear i.e:

- View Details
- View Targets
- Update SPOC Details

Location (Camps) ADD

| Sl.No | Location Name/Camp ID    | SPOC Name  | Address               |
|-------|--------------------------|------------|-----------------------|
| 1     | Sannad(CAMPS_014768)     | Tejaswinin | HARYANA, MAHENDRAGARH |
| 2     | CHECK CAMP(CAMPS_014770) | Chetan     | HARYANA, AMBALA       |

View Details

View Targets

Update SPOC Details

j. On selecting “**View Details**” a page will appear with details like **Camp Name, Name of the Location, Address, City/Village, Gram Panchayat/Local Body, Primary SPOC Details (Name, Phone and Email)** as shown in the image below:

**Sannad (Camps) Details : CAMPS\_014768** ×

---

**Name of the Location:**  
Sannad

**Address:**  
Dajjia, , MAHENDRAGARH, HARYANA

**City/Village:**  
N/A

**Gram Panchayat/Local body:**  
N/A

**Primary SPOC Details:**

**Name:**  
Tejaswinin

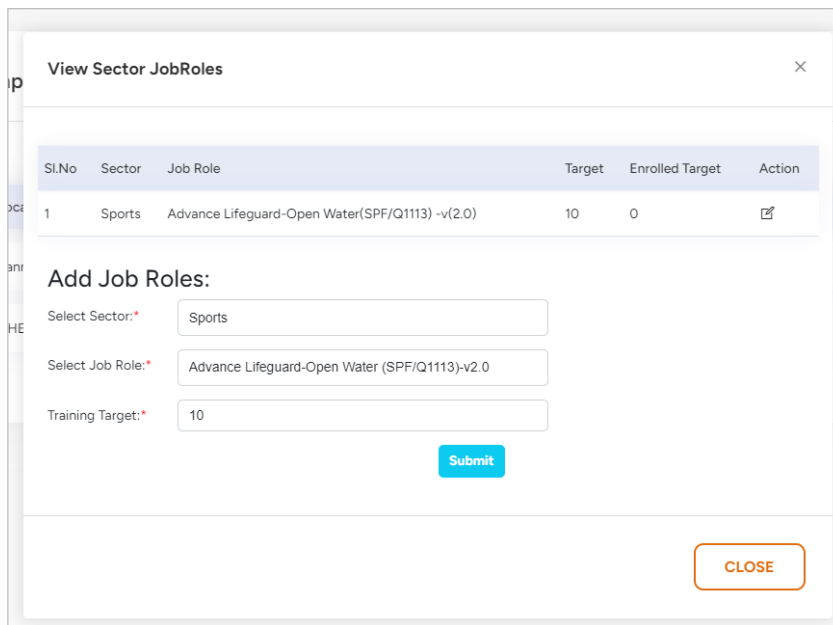
**Phone:**  
9741497838

**Email:**  
tejaswini.s@transneuron.com

CLOSE

k. On Selection of “**View Sector Job Roles**” a form will appear with the table having following fields

- **Table Section:**
  - **S.No:** Serial number of the job role entries.
  - **Sector:** The sector associated with the job role
  - **Job Role:** Name and identifier of the job role
  - **Target:** The total training target for this job role
  - **Enrolled Target:** The number of trainees currently enrolled against the target
  - **Action:** Allows users to edit or modify the job role details using the edit icon.
- **Add Job Roles Section:** Allows the addition of new job roles to the sector with the following fields:
  - **Select Sector:** Dropdown menu to select the relevant sector
  - **Select Job Role:** Dropdown menu to choose the specific job role
  - **Training Target:** Field to specify the number of trainees targeted for this job role
- **Submit Button:** Submits the entered job role and target, adding it to the table above.
- Click “**Close**” to go back to the main menu.



View Sector JobRoles

| SI.No | Sector | Job Role                                         | Target | Enrolled Target | Action |
|-------|--------|--------------------------------------------------|--------|-----------------|--------|
| 1     | Sports | Advance Lifeguard-Open Water (SPF/Q1113) -v(2.0) | 10     | 0               |        |

**Add Job Roles:**

Select Sector:\* Sports

Select Job Role:\* Advance Lifeguard-Open Water (SPF/Q1113)-v2.0

Training Target:\* 10

**Submit**

**CLOSE**

I. On selecting the Camps SPOC Details the following details will be displayed:

- Primary SPOC and Secondary SPOC Details like:
  - **Name**
  - **Contact Number**
  - **Email Address**

**Camps SPOC Details**
×

**Primary SPOC Details:**

Name: \*

Contact Number: \*

Email Address: \*

**Secondary SPOC Details:**

Name:

Contact Number:

Email Address:

Generate OTP
CANCEL

## 5 Create Batch (Camp User):

a. Now, when camp user Login, dashboard interface appears for managing schemes/programs and candidate mobilization under a specific skill development initiative or project. The section in the dashboard are as follows:

b. **Header Section:**

- **Navigation Tabs:**
  - **Dashboard:** Returns to the main dashboard view.
  - **My Schemes:** Allows access to schemes or programs the user has applied for.
  - **Candidate Marksheet:** Access to marksheets or related data for candidates.
- **User Profile:** Displays the user's profile ID (e.g., CAMPS\_014770) on the top-right corner.

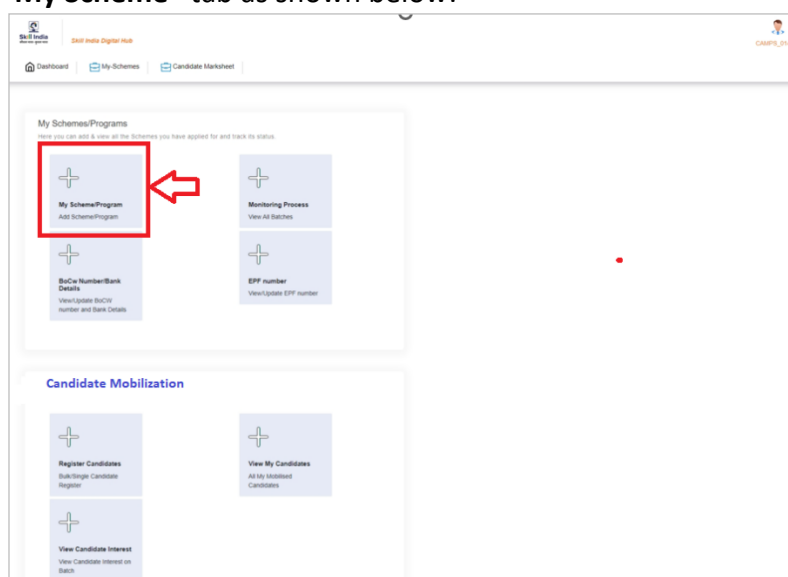
c. **Main Sections:**

- **My Schemes/Programs:** This section is focused on managing the schemes or programs the user is associated with.
- **My Scheme/Program:** Option to add a scheme or program.
- **Monitoring Process:** Allows the user to view all batches related to their schemes/programs.
- **BC/IC Number/Bank Details:** Provides access to view or update BC/IC numbers and bank details related to schemes.
- **EPF Number:** Enables viewing or updating of the Employee Provident Fund (EPF) number.

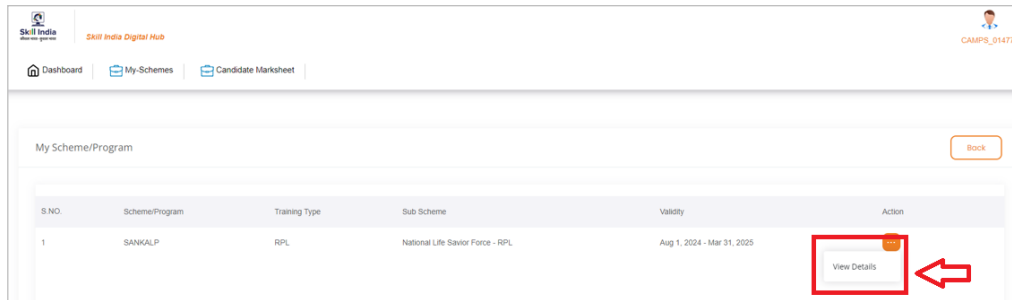
d. **Candidate Mobilization**

- **Register Candidates:** Option to register new candidates for training or schemes
- **View My Candidates:** Displays all candidates mobilized by the user or organization
- **View Candidate Interest:** Allows the user to view interest shown by candidates in specific programs or training.

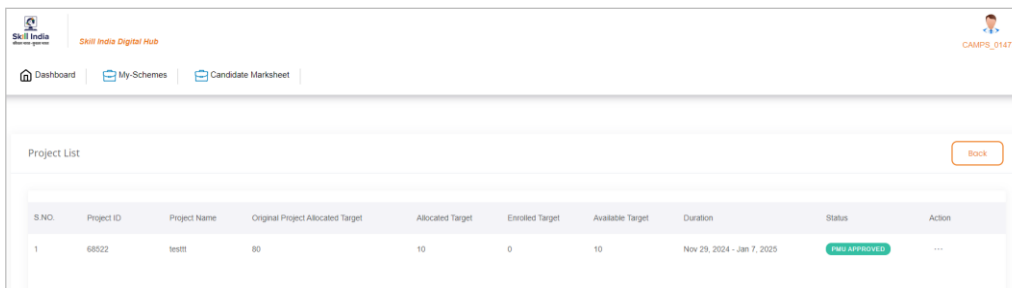
e. Click on the “My Scheme” tab as shown below:



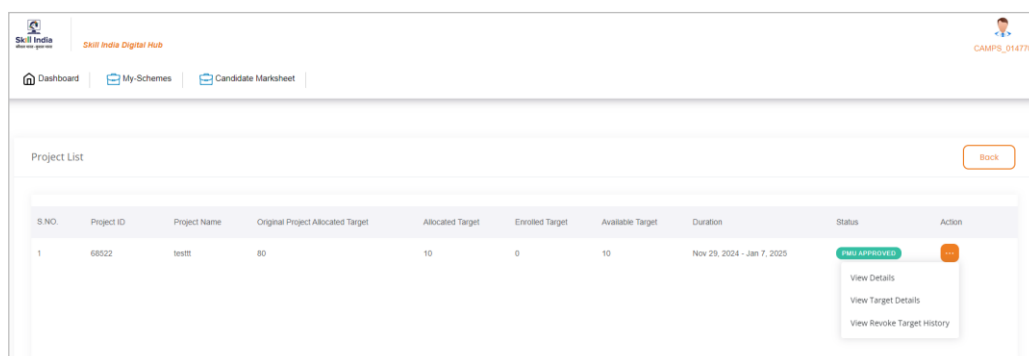
- f. Now a new page will appear comprising the Scheme/Program details like **S.No, Scheme/Program Name, Training Type, Sub Scheme, Validity and Action.**
- g. Click on the Action button of respective scheme and select “**View Details**” option as shown below:



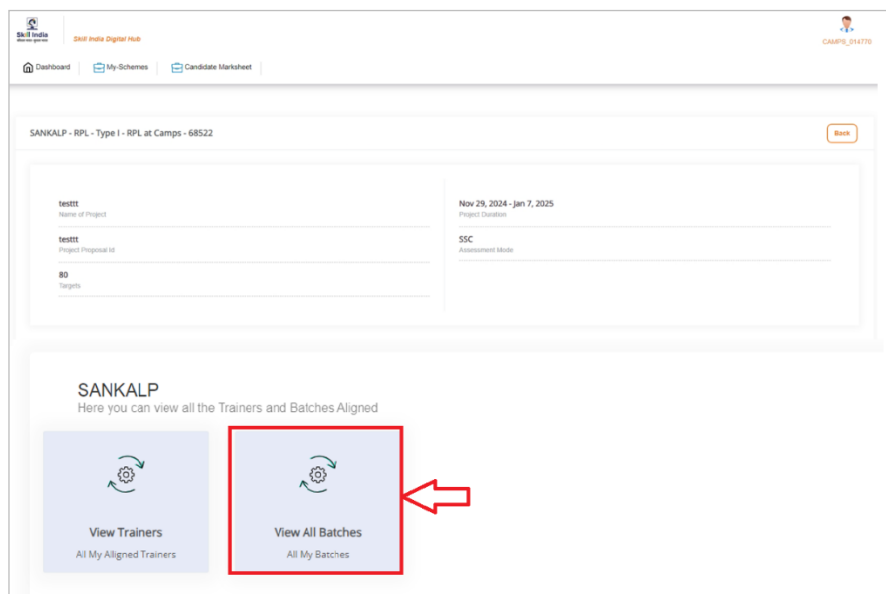
- h. Now Project list will appear for the Scheme/ Program with the details like **S.No, Project ID , Project Name, Original Project Allocated Target, Allocated Target, Enrolled Target, Available Target, Duration, Status and Action** as shown below:



- i. Click on the Action (...) button three options will appear **View Details, View Target Details and View Revoke Target Details** as shown below:



- j. Select “**View Details**” then a detailed page about the project will appear in that click on “**View all Batches**” as shown below:



- k. Now a new page will appear with all the list of Batches, the description of the page is as follows:

- **Project Details Section (Top Panel):** This section provides a summary of the project details:
  - **Name of Project:** Indicates the name of the project.
  - **Project Proposal ID:** Unique identifier for the project proposal.
  - **Targets:** Total target for the project.
  - **Project Duration:** Duration of the project.
  - **Assessment Mode:** Indicates the assessment body responsible.
- **All Batch and Job Filters (Top):** This section lists the batches and job roles under the project.
  - **Batch Start Date & End Date:** Date filters to search batches within a specific time range.
  - **Search for Batch ID:** Search bar to locate a batch by its ID
  - **Batch Type:** Dropdown to filter batches based on their type
  - **Apply/Reset Buttons:**
    - **Apply:** Applies the selected filters
    - **Reset:** Clears the applied filters
- **Table Columns (Batch and Job Roles):**
  - **S.No:** Serial number of the listed batches
  - **Batch ID/Batch:** Unique identifier(s) for the batch
  - **Awarding Body:** Name of the organization awarding the certificate for the batch

- **State/District:** Location details of the batch
- **Job Role Name:** Job role associated with the batch
- **QP Code:** Qualification Pack code for the job role
- **Batch Type:** Type of the batch
- **Batch Start Date:** Start date of the batch
- **Batch End Date:** End date of the batch
- **Batch Creation Date:** Date the batch was created in the system
- **Status:** Status of the batch
- **Ceremony Status:** Indicates if any ceremonies have occurred.
- **Actions:** Menu to edit or perform actions related to the batch.

I. Click on the “**Create Batch**” button as shown below:

SANKALP - RPL - Type I - RPL at Camps - 68522 Back

**testtt**  
Name of Project

**testtt**  
Project Proposal Id

**80**  
Targets

Nov 29, 2024 - Jan 7, 2025  
Project Duration

SSC  
Assessment Mode

All Batches and job Roles ➔ Create Batch

Batch Start Date:  Start date

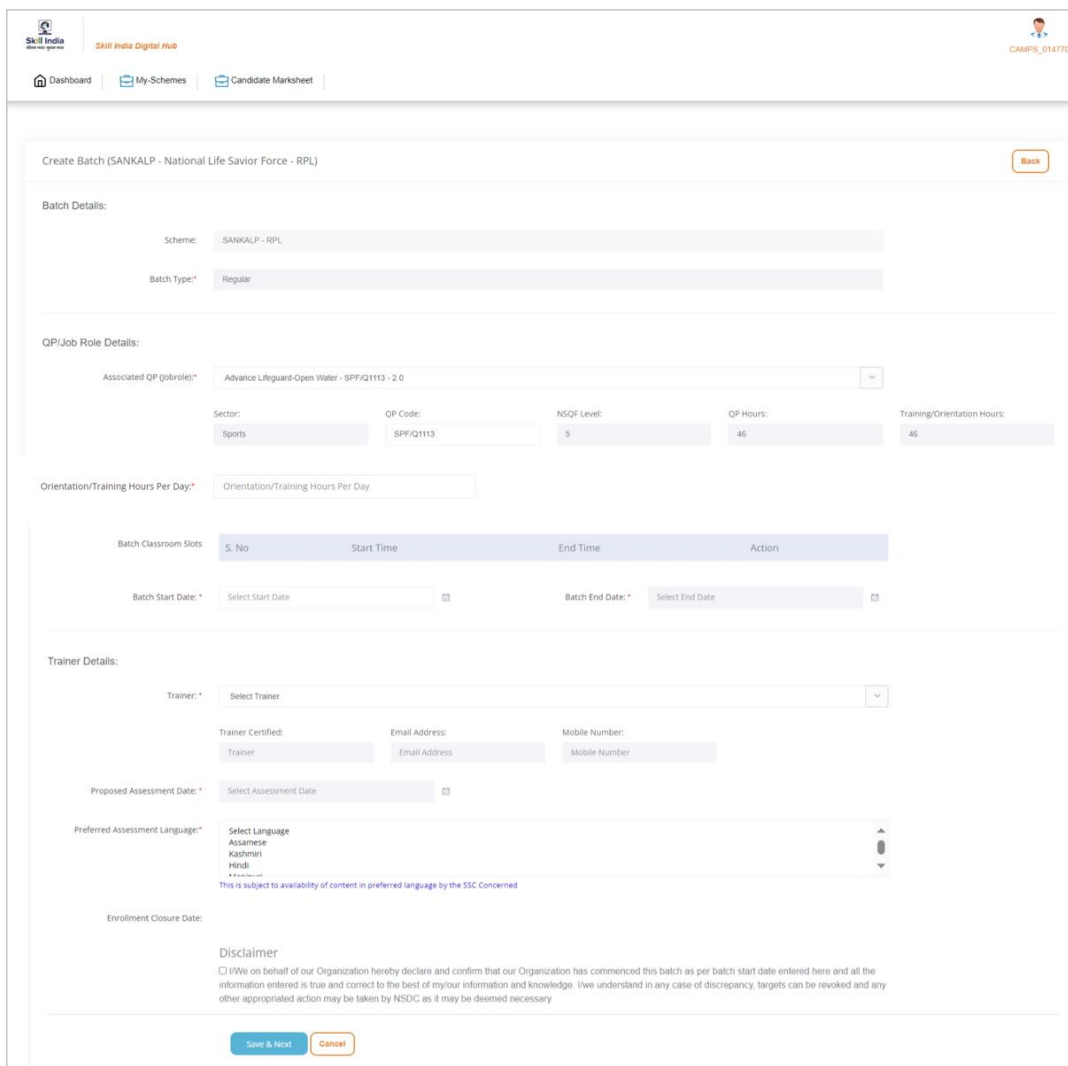
Batch End Date:  End date

Search for Batch ID:  Search

Batch Type:  Selected Batch Type Apply Reset

| S.NO. | Batch ID/Batch                                                 | Awarding Body                                                           | State   | District | Job Role Name                  | QP Code   | Batch Type | Batch Start Date | Batch End Date | Batch Creation Date | Status        | Ceremony Status | Actions |
|-------|----------------------------------------------------------------|-------------------------------------------------------------------------|---------|----------|--------------------------------|-----------|------------|------------------|----------------|---------------------|---------------|-----------------|---------|
| 1     | 2736279/RPL/17P130515/2024-2025/CAMPS_014770/SPFIQ1113/2736279 | Sports, Physical Education, Fitness & Leisure Skills Council (SPEFL-SC) | HARYANA | AMBALA   | Adventure Lifeguard-Open Water | SPFIQ1113 | Regular    | Dec 18, 2024     | Dec 29, 2024   | Dec 18, 2024        | Batch Created |                 | ...     |

m. Now a new page will appear for entering the batch related details which are divided into multiple sections described below:



**Create Batch (SANKALP - National Life Savior Force - RPL)**

**Batch Details:**

Scheme: SANKALP - RPL

Batch Type: Regular

**QP/Job Role Details:**

Associated QP (jobrole): Advance Lifeguard-Open Water - SPF/Q1113 - 2.0

Sector: Sports QP Code: SPF/Q1113 NSQF Level: 5 QP Hours: 46 Training/Orientation Hours: 46

Orientation/Training Hours Per Day: Orientation/Training Hours Per Day

**Batch Classroom Slots**

| S. No | Start Time | End Time | Action |
|-------|------------|----------|--------|
|       |            |          |        |

Batch Start Date: Select Start Date Batch End Date: Select End Date

**Trainer Details:**

Trainer: Select Trainer

Trainer Certified: Trainer Email Address: Email Address Mobile Number: Mobile Number

Proposed Assessment Date: Select Assessment Date

Preferred Assessment Language: Select Language Assamese Kashmiri Hindi

Enrollment Closure Date:

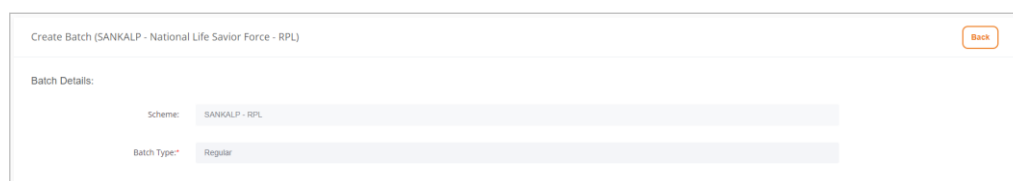
**Disclaimer**

☐ I/We on behalf of our Organization hereby declare and confirm that our Organization has commenced this batch as per batch start date entered here and all the information entered is true and correct to the best of my/our information and knowledge. I/we understand in any case of discrepancy, targets can be revoked and any other appropriate action may be taken by NSDC as it may be deemed necessary.

Save & Next Cancel

- **Batch Details:** This section contains basic information about the batch being created:

- **Scheme:** The scheme under which the batch is being created
- **Batch Type:** Dropdown to select the batch type



**Create Batch (SANKALP - National Life Savior Force - RPL)**

**Batch Details:**

Scheme: SANKALP - RPL

Batch Type: Regular

- **QP/Job Role Details:** Details about the job role associated with the batch:
  - **Associated QP (Job Role):** Name of the job role (e.g., **Advance Lifeguard-Open Water - SPF/Q1113 - 2.0**).
  - **Sector:** The sector associated with the job role
  - **QP Code:** The qualification pack code

- **NSQF Level:** The National Skills Qualification Framework (NSQF) level
- **QP Hours:** Total hours required for the qualification pack
- **Training/Orientation Hours:** Total hours allocated for training or orientation
- **Orientation/Training Hours Per Day:** Field to input daily training hours.
- **Batch Classroom Slots:** Details about the classroom schedule for the batch:
  - **Start Time and End Time:** Time slots for classroom sessions.
  - **Batch Start Date & End Date:** Select the start and end dates for the batch.

QPI/Job Role Details:

Associated QP (jobroles): Advance Lifeguard-Open Water - SPFIQ1113 - 2.0

Sector: Sports QP Code: SPFIQ1113 NSQF Level: 5 QP Hours: 45 Training/Orientation Hours: 45

Orientation/Training Hours Per Day: Orientation/Training Hours Per Day

Batch Classroom In Time: Select Start Time Batch Classroom Out Time: Select End Time Add

| S. No                 | Start Time | End Time | Action |
|-----------------------|------------|----------|--------|
| Batch Classroom Slots |            |          |        |

Batch Start Date: Select Start Date Batch End Date: Select End Date

- **Trainer Details:** Information about the trainer(s) for the batch:
    - **Trainer:** Dropdown to select the trainer for the batch
    - **Trainer Certified:** Checkbox indicating whether the trainer is certified
    - **Email Address:** Email ID of the trainer
    - **Mobile Number:** Contact number of the trainer
  - **Proposed Assessment Details:** Details about the assessment:
    - **Assessment Date:** Field to select the proposed assessment date
    - **Preferred Assessment Language:** Dropdown to select the language for assessment
  - **Enrolment Closure Date:** Field to input the date by which candidate enrolment must be closed
  - **Disclaimer:** A declaration by the organization confirming that the information provided is accurate and complies with NSDC requirements. It also acknowledges the consequences of discrepancies
  - **Action Buttons:**
    - **Save & Next:** Saves the entered details and moves to the next step
    - **Cancel:** Discards the changes and returns to the previous screen
- n. Click on the **“Save and Next”** to create the batch.

Trainer Details:

Trainer: \*

Trainer Certified:  Email Address:  Mobile Number:

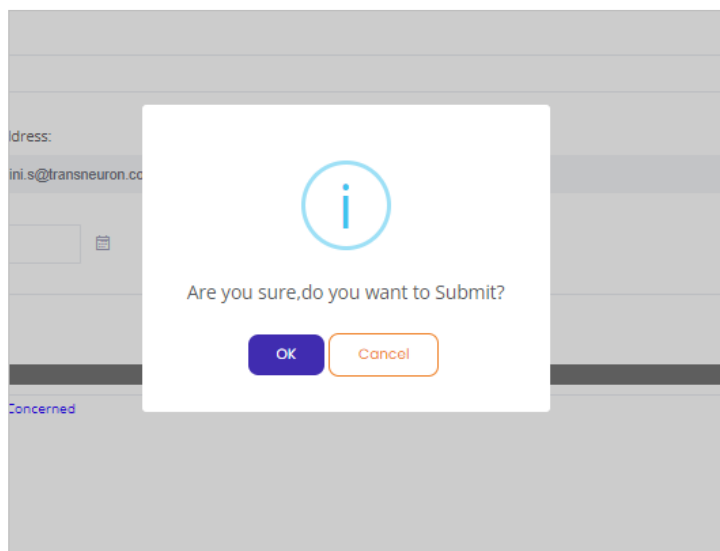
Proposed Assessment Date: \*

Preferred Assessment Language: \*   
Assamese  
Kashmiri  
Hindi  
Marathi  
This is subject to availability of content in preferred language by the SSC Concerned

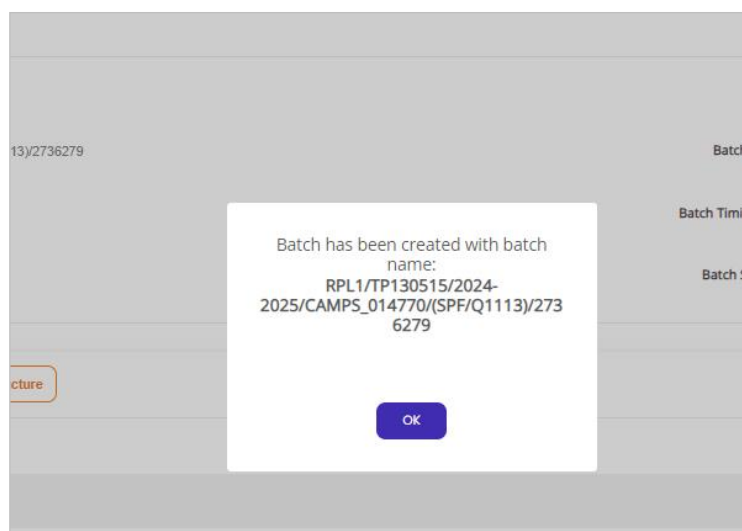
Enrollment Closure Date:

**Disclaimer**  
☐ We on behalf of our Organization hereby declare and confirm that our Organization has commenced this batch as per batch start date entered here and all the information entered is true and correct to the best of my/our information and knowledge. I/we understand in any case of discrepancy, targets can be revoked and any other appropriated action may be taken by NSDC as it may be deemed necessary.

- o. Now, a pop-up will appear with a message **“Are you sure, do you want to Submit?”** click on **“OK”**

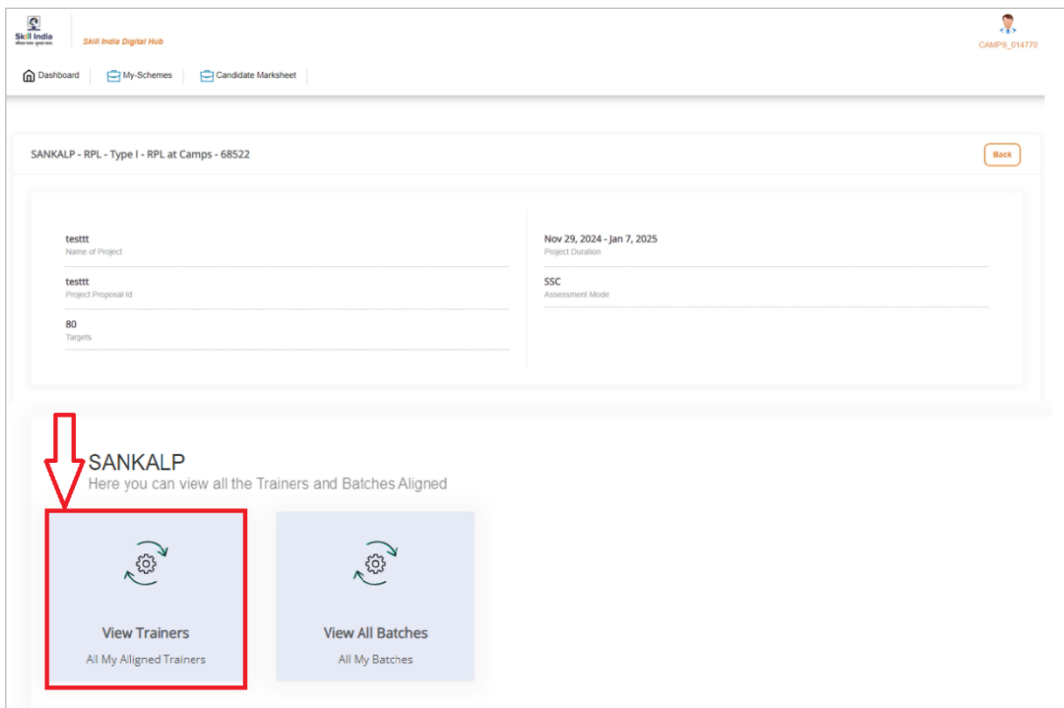


- p. On clicking **“OK”**, batch creation message will appear **"Batch has been created with batch name"**



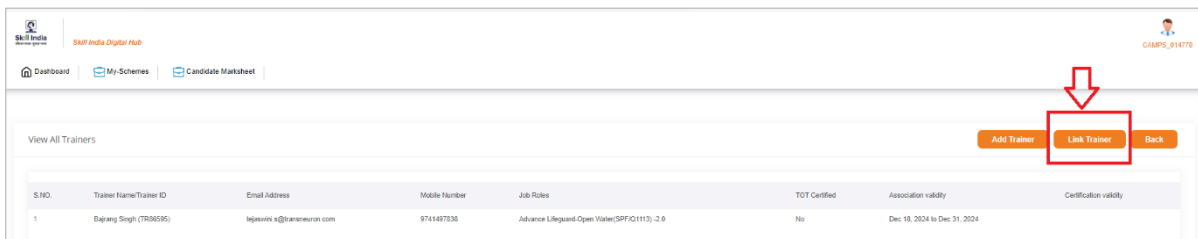
## 6 Link Trainer (Camp User):

- a. To link the trainer redirect to the Scheme page and in that select the “**View Trainers**” option as shown below in the screen:



The screenshot shows the 'SANKALP - RPL - Type I - RPL at Camps - 68522' page. Below the header, there are two main sections. The left section is titled 'SANKALP' and contains a red box around the 'View Trainers' button, which is labeled 'All My Aligned Trainers'. The right section is titled 'View All Batches' and is labeled 'All My Batches'. A red arrow points to the 'View Trainers' button.

- b. Now a new page will appear in the select the “**Link Trainer**” option as shown below:



The screenshot shows the 'View All Trainers' page. At the top right, there are three buttons: 'Add Trainer', 'Link Trainer', and 'Back'. The 'Link Trainer' button is highlighted with a red box and a red arrow points to it.

| S.NO. | Trainer Name/Trainer ID | Email Address                | Mobile Number | Job Roles                                    | TOT Certified | Association validity         | Certification validity |
|-------|-------------------------|------------------------------|---------------|----------------------------------------------|---------------|------------------------------|------------------------|
| 1     | Dejany Singh (TR06095)  | dejanysingh.s@transnexus.com | 9741467038    | Advance Lifeguard/Open Water(SPFQ1113) - 2.0 | No            | Dec 18, 2024 to Dec 31, 2024 |                        |

- c. A pop-up window will appear with **Link a Trainer** interface, which allows users to link a trainer to a specific project or job role. The details are as follows:

- **Main Form Sections:**
  - **Enter Trainer ID:** Unique identifier for the trainer
  - **Name of the Trainer:** Name of the trainer being linked
  - **Trainer Type:** Dropdown to select the type of trainer
  - **Associated Training Centre/Employer/Camps:** Displays the training center or employer associated with the trainer
- **Trainer Certified Job Roles:** This section lists all the job roles the trainer is certified for:
  - **S. No:** Serial number of the certified job roles
  - **JobRole ID:** Identifier for the job role
  - **Version:** Version of the job role
  - **JobName:** Name of the job role

- **Valid Upto:** Expiry date of the certification for each job role
- **Status:** Indicates whether the certification is valid or expired:
  - **Expired:** Red label for expired certifications.
  - **Certified:** Green label for valid certifications.

| S.No | Job Role ID | Version | Job Name                            | Valid Upto   | Status    |
|------|-------------|---------|-------------------------------------|--------------|-----------|
| 1    | THC-Q3001   | 1.0     | Food & Beverage Service - Stewards  | Mar 6, 2024  | Expired   |
| 2    | THC-Q3009   | 1.0     | Food & Beverage Service - Trainer   | Feb 24, 2025 | Certified |
| 3    | THC-Q3415   | 1.0     | Pastery/Bakery Assistant            | Feb 24, 2025 | Certified |
| 4    | THC-Q3007   | 2.0     | Food & Beverage Service - Assistant | May 30, 2025 | Certified |
| 5    | THC-Q3008   | 2.0     | Street Food Vendor - Standalone     | Jan 13, 2026 | Certified |

- **Project Job Roles: Dropdown with the list of Project Job Roles.**
    - **Selected Job Roles:** Displays the job role selected for the project
  - **Batch Dates**
    - **From Date:** Start date for the trainer's association with the batch.
    - **To Date:** End date for the trainer's association with the batch
  - **Upload Supporting Documents:**
    - Field to upload supporting documents related to the job role or project
    - **Browse Button:** Opens file explorer to select the document
    - **Upload Button:** Uploads the selected file (formats allowed: **jpg, png, jpeg, pdf**, with a maximum size of 5MB)
- d. After entering all the details click on **“Generate OTP”** as shown below:

Project Job Roles : \*

Advance Lifeguard-Open Water (SPF/Q1113 - v2.0) ▼

Selected Job Roles

Advance Lifeguard-Open Water(SPF/Q1113) 🗑

From Date: \*

18-12-2024 📅

To Date: \*

31-12-2024 📅

Upload Supporting Documents: \*

Akhsardham COLONY Browse Upload

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

Close Generate OTP

e. Now, OTP will be shared on **Registered Mobile No and Email id** as shown below:

One Time Password Verification

✓ OTP sent to registered mobile number

Enter Mobile One Time Password:

Enter Received OTP

Enter Email One Time Password:

Enter Received OTP

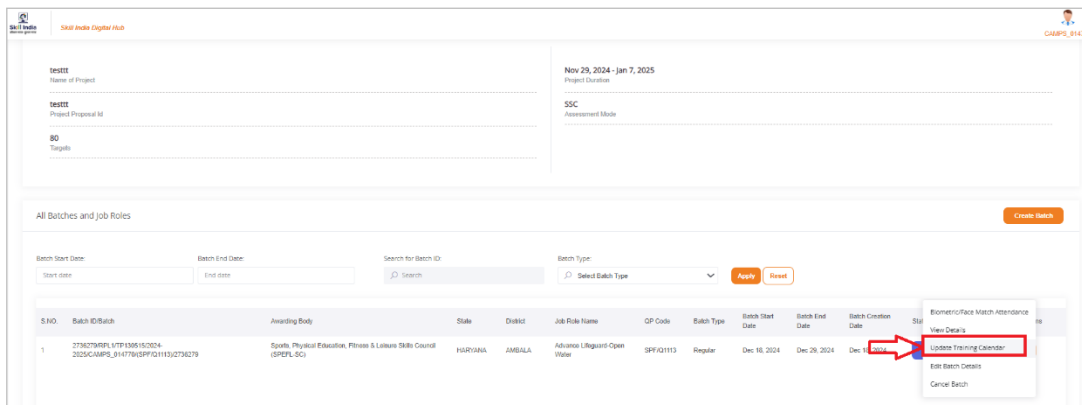
Close Verify OTP

f. Enter the OTP received on Mobile No. and Email Id, then a notification will appear showing the success message **“Trainer Linked Successfully”** as shown below:

✓ Trainer Linked Successfully

## 7 Training Calendar & Candidate Enrollment

- a. Now to add the **Training Calendar**, from the main screen of project click on Action button and select Update Training Calendar as shown below:



- b. A new page pops-up with the listing of sessions with details like **Date & Day, Session Planned, Bridge Module/Orientation, NOS Taught, Start Time, End Time, Description/Lesson Plan, Action, Total QP Hour and Total Training Calendar Hours**, enter the details required and click on **Save and Update Training Calendar** as shown below:

| Date & Day               | Session Planned | BridgeModule/Orientation | NOS Taught    | Start Time | End Time | Description/Lesson Plan | Action |
|--------------------------|-----------------|--------------------------|---------------|------------|----------|-------------------------|--------|
| Dec 16, 2024 (Wednesday) | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM | evedev                  |        |
| Dec 16, 2024 (Thursday)  | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 20, 2024 (Friday)    | OJT             | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 21, 2024 (Saturday)  | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 22, 2024 (Sunday)    | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 23, 2024 (Monday)    | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 24, 2024 (Tuesday)   | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 25, 2024 (Wednesday) | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 26, 2024 (Thursday)  | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 27, 2024 (Friday)    | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 28, 2024 (Saturday)  | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |
| Dec 29, 2024 (Sunday)    | Class           | Orientation              | About RPL (1) | 9:00 AM    | 12:00 PM |                         |        |

Select

Select Session Type

☒ Orientation
 ☐ Bridge Module

Select NOS

Select Start Time

Select End Time

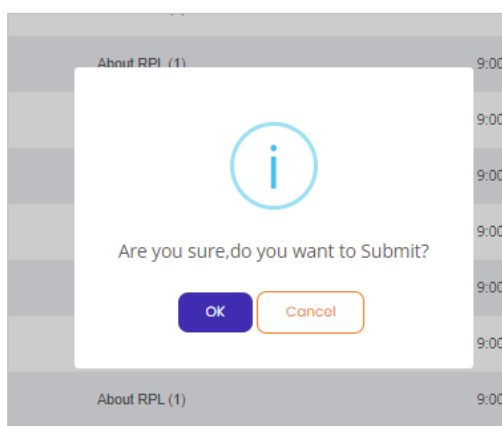
Enter Description

Add Session

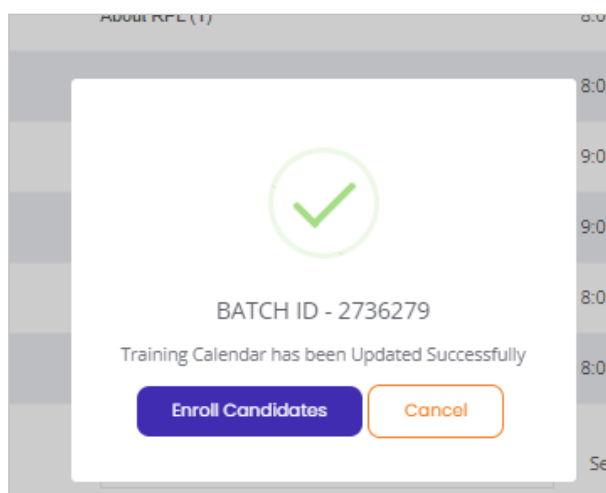
Total QP Hours: 46 hours  
Total Training Calendar Hours: 36 hours

Save & Update Training Calendar

- c. Pop-up will appear for the confirmation **“Are you Sure you want to Submit”**, click on **“OK”** option as shown below:



- d. Now a pop will appear that displays a confirmation message indicating the successful update of a batch's training calendar, now user has two options **“Enroll Candidates”** and **“Cancel”**.



- e. When user clicks on **“Enroll Candidates”**, **Enrolled Candidate List** interface appears, which provides a detailed view of the candidates enrolled in a particular batch. Below is an explanation of its components:

Enrolled Candidate List (10) Download File

Selected 0 candidates: De-Select All Submit to SSCIB

\*\* Submit to SSCIB button will enable only when Number of Enrolled Candidates List matches with Number of Candidates Selected on this screen.

| <input type="checkbox"/> | Candidate ID | Candidate Name | Gender      | Disability | State             | District | Email Address | Mobile     | Bank Details  | SECC | Migrant | Profile Photo Uploaded | Action |
|--------------------------|--------------|----------------|-------------|------------|-------------------|----------|---------------|------------|---------------|------|---------|------------------------|--------|
| <input type="checkbox"/> | CAN_33688564 | Subraannaj     | Male        | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688565 | Subraannaf     | Transgender | N/A        | ANDHRA PRADESH    | CHITTOOR | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688568 | Subraannae     | Female      | N/A        | ANDHRA PRADESH    | CHITTOOR | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688567 | Subraannam     | Male        | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688566 | Subraannai     | Transgender | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688572 | Subraannah     | Female      | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688563 | Subraannai     | Transgender | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688569 | Subraannak     | Female      | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688570 | Subraannab     | Male        | N/A        | ANDHRA PRADESH    | CHITTOOR | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |
| <input type="checkbox"/> | CAN_33688571 | Subraanneg     | Male        | N/A        | JAMMU AND KASHMIR | DODA     | test@test.com | 9130407281 | Not Available | No   | No      | No                     | ...    |

10

The table comprises of following columns:

- **Candidate ID:** Displays a unique identifier for each candidate
- **Candidate Name:** Shows the name of the enrolled candidate
- **Gender:** Indicates the gender of the candidate
- **Disability:** Displays the disability status of the candidate
- **State:** Shows the candidate's state of residence
- **District:** Displays the district of the candidate
- **Email Address:** Provides the email ID of the candidate
- **Mobile:** Shows the candidate's mobile number
- **Bank Details:** Indicates whether bank details are available
- **SECC:** Denotes inclusion in the Socio-Economic Caste Census (SECC) database
- **Migrant:** Specifies if the candidate is a migrant
- **Profile Photo Uploaded:** Indicates if a profile photo has been uploaded for the candidate
- **Action:** Provides options for additional actions like editing or deleting the candidate details:
  - **Delete:** On clicking on delete option the session details get deleted
  - **Edit:** On clicking the edit button, the session details appear in edit mode as shown in the image below:



The screenshot shows a table header for session details. The columns include: Date (19-12-2024), Class (dropdown), Orientation (radio button), Bridge Module (radio button), About RPL (1) (dropdown), 8:00 AM (time), 12:00 PM (time), Enter Description (text input), and Edit Session (button). The 'Edit Session' button is highlighted in orange.

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