

सिद्ध

MASTER TRAINER & TRAINER USER MANUAL

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Table of Contents

1	Introduction	1
1.1	Scope	1
1.2	Objective.....	1
1.3	System Requirements.....	2
2	Trainer Registration.....	3
3	Trainer Profile	15
4	Training of Trainers & Assessor Process	19
4.1	Master Trainer/Assessor Dashboard.....	20
5	Search and Apply Batches.....	26
6	View Batches.....	31
7	View Certificates Requests	36
8	Certificate Renewal Process	41

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 Trainer through the registration process on the platform. It offers step-by-step instructions to help Trainers seamlessly sign up and unlock a range of features, ensuring they can fully utilize the platform's capabilities.

1.1 Scope

The Trainer User Manual serves as a comprehensive guide to assist users in navigating the platform and successfully completing essential processes such as Trainer Registration, Trainer Dashboard, Certifications, Search and Apply, View Batches, Profile Management, Feedback and Trainer life-cycle Training of Trainers (ToT) Dashboard.

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. **Guidance for Registration:** Provide step-by-step instructions for trainers to complete the registration process
- b. **Dashboard Navigation:** Help trainers understand and utilize the features of the Trainer Dashboard effectively
- c. **Certificate Management:** Guide trainers on how to request for, upload,, and download certificates
- d. **Training Request Process:** Explain the process of adding training requests and tracking approval or rejection
- e. **Batch Enrolment:** Assist trainers in viewing and managing batches they are assigned to or enrolled in
- f. **Profile Management:** Enable trainers to edit and update their personal and professional details
- g. **Training of Trainers (ToT) Dashboard Usage:** Provide instructions on how trainers can interact with and manage ToT-related assignments
- h. **Simplified Processes:** Ensure trainers can follow clear, concise, and easy-to-understand processes for all tasks
- i. **Compliance and Reporting:** Guide trainers on meeting SSC guidelines and submitting necessary information accurately

- j. **Support and Troubleshooting:** Offer tips for resolving common issues and accessing support when needed

1.3 System Requirements

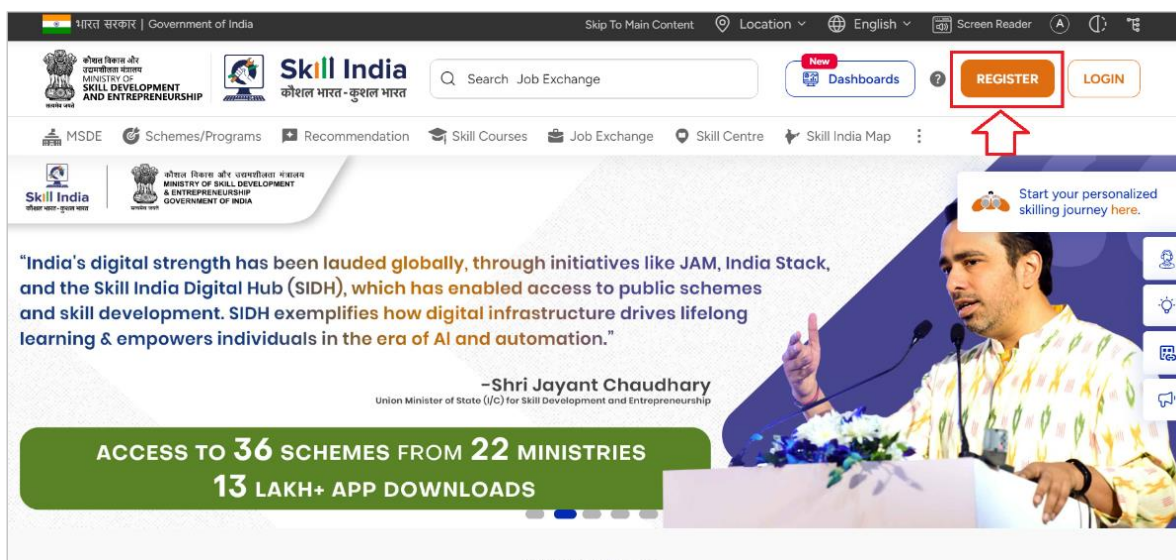
Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- 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 Trainer Registration

a. Following are the steps to visit Skill India Digital Hub:

- Make sure that the device has stable internet connection.
- Open any browser in device.
- Enter the Skill India Digital Hub URL in the address bar [Skill India Digital Hub \(SIDH\)](https://www.skillindiadigital.gov.in) (<https://www.skillindiadigital.gov.in>) and then press enter or click on go.



To Register:

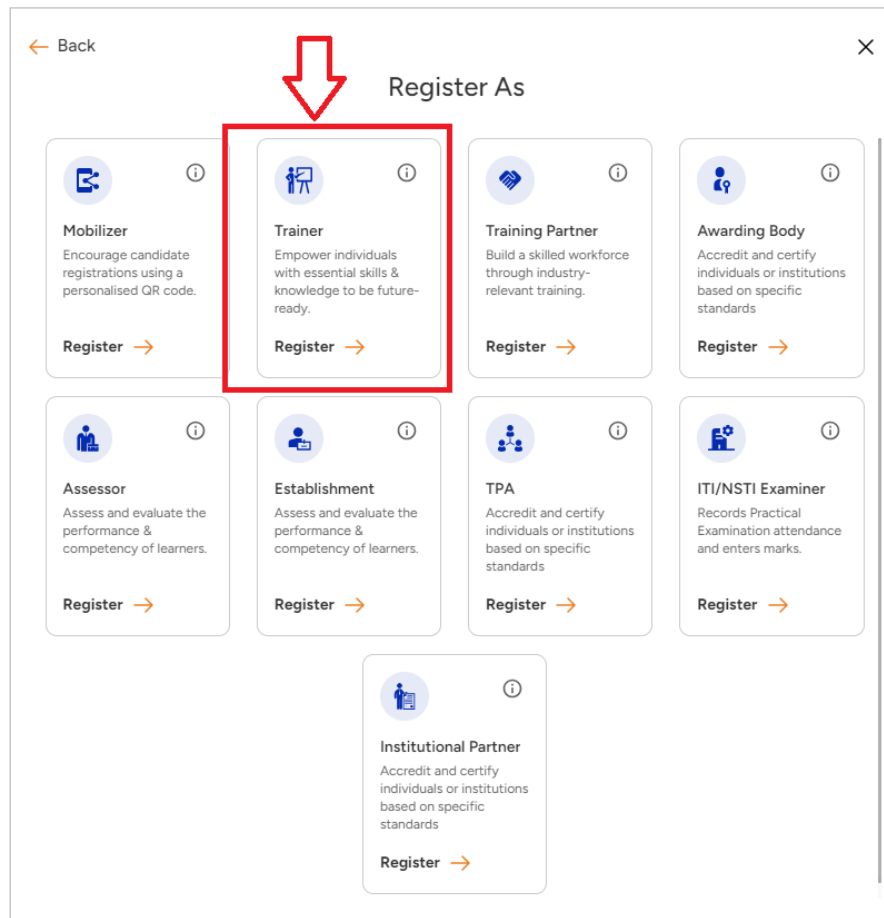
a. Click on the Register button at the top right corner.



b. Select "Partner" option:



- c. Click on “Register” button in Trainer role card.

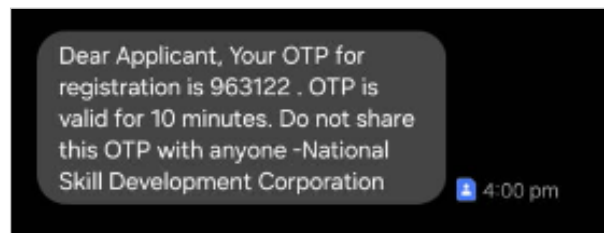


- d. Pop-up will appear having text box, enter the mobile number for the registration as the Trainer.

Note: Please enter your mobile number linked to your Aadhaar. This number will be used for all future processes, including login. Ensure you provide a number that belongs to you, remains active, and will be retained in the future.

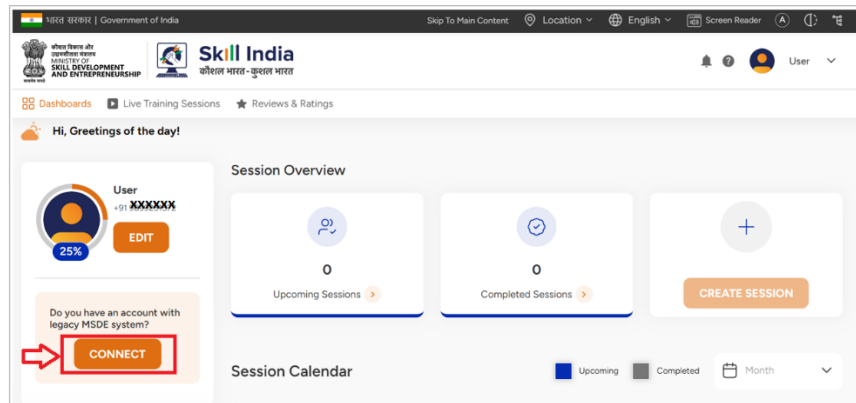
e. New screen will pop up to set an Account Password as shown below:

f. Click the 'Login' button, and an OTP will be sent to the mobile number you provided

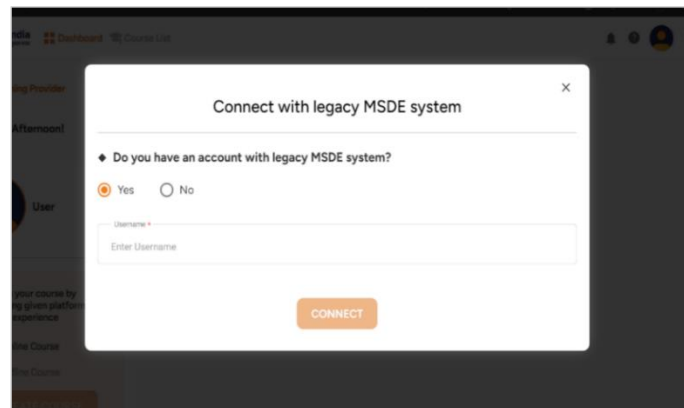


g. Enter the OTP as displayed:

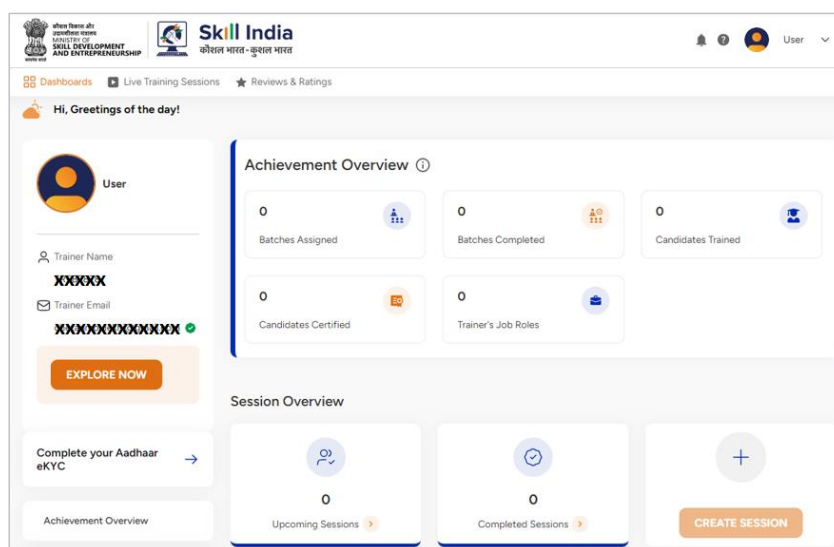
- h. On successful authentication, the user will be logged in into the application. Now click on **“Connect”** button as shown in the screen below:



- i. A pop-up window will appear prompting to connect with the legacy MSDE system. User will be asked about an existing account in the MSDE system:
- Option “Yes”:** If an old account exists (select ‘Yes’) and provide **Username** as shown below.



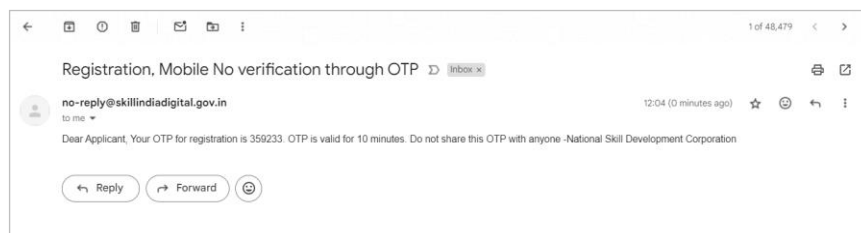
- Now, System will automatically verify the user, and user will be linked to the Legacy system and can perform activities by clicking **“Explore Now”** Button as shown below:



- ii. **Option: “No”**, If an old account does not exist, select 'No' and proceed further by submitting the email ID for further action.

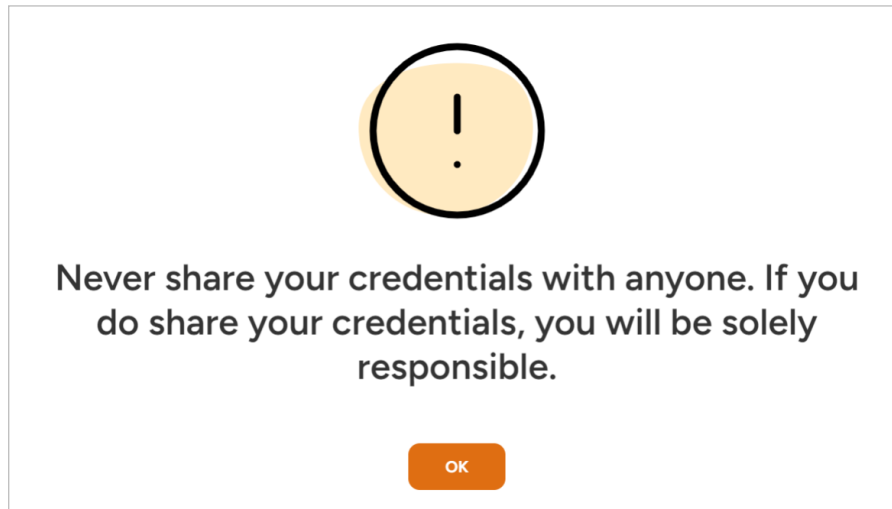
Note: Please enter your email ID. This email ID will be used for all future processes, including login and communication. Ensure you provide an email ID that belongs to you, remains active, and will be retained in the future.

- Now, an OTP will be received on the entered email ID of the Trainer as shown below:

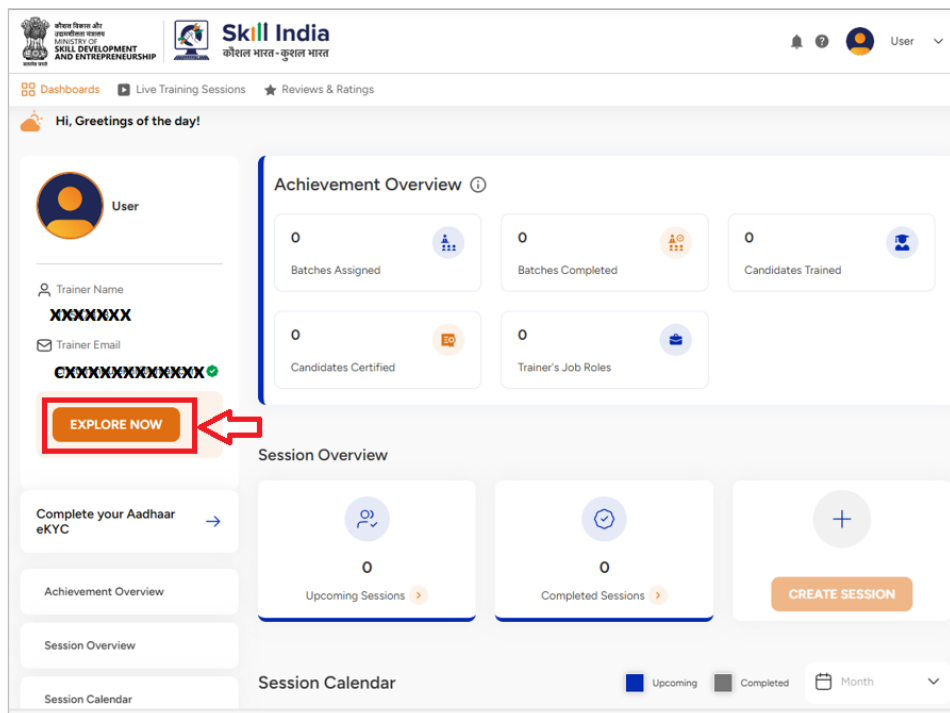


- Enter the OTP, as shown below:

- Notification will appear about not sharing the credentials as shown below:

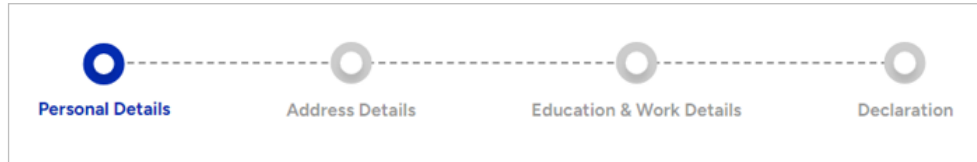


- Once the Trainer submits the OTP, the system will automatically log the user into the application. Now, User shall click on “Explore Now” to complete the Trainer profile.



j. Now Trainer Registration process is divided into the following 4 sections:

- Personal Details
- Address Details
- Education & Work Details
- Declaration



k. The Personal Details section comprises of two sub-sections:

i. Personal Details:

- Name of the Applicant: Enter the full name of the applicant.
- Gender: Select the gender of the applicant from the dropdown.
- Date of Birth: Pick the applicant's date of birth using the calendar tool.
- Religion: Select the applicant's religion from the dropdown.
- Languages Known: Enter or select the languages the applicant is proficient in.
- Category: Choose the category (e.g., General, OBC, SC/ST).
- Disability (If Any): Specify if the applicant has any disabilities.

Applicant Category: Select the category of the applicant (Trainer or Master Trainer).

ii. Virtual ID / Aadhaar / PAN Information and Photograph Info:

- Virtual ID: Tick the box if providing a virtual ID.
- Aadhaar Number: Tick the box if providing an Aadhaar number.
- PAN Number: Enter the PAN number in the given field.
- Upload PAN Document: Upload a scanned copy of the PAN document in JPG, PNG, or PDF format (max size 5MB).
- Upload Your Photograph: Upload a passport-sized photograph in JPG, PNG, or PDF format (max size 5MB)

l. Now Click "Next" proceed to the next section of the form (Address Details). The image below shows the Personal Details Section and sub-sections within it:

Trainer Registration Form

Please provide details for Trainer Registration

SAVE AS DRAFT

Personal Details

Address Details

Education & Work Details

Declaration

Personal Details

*Name of the Applicant

Enter full name

*Gender

Select Gender

*Date of Birth

Pick your Date of Birth

*Religion

Select Religion

*Languages Known

Assamese
Kashmiri
Hindi
Manipuri

*Category

Select Category

Disability (If Any)

Select Disability

*Applicant Category

Trainer
Master Trainer

Virtual ID / Aadhaar / PAN Information and Photograph Info

☐ Virtual ID

☐ Aadhaar Number

☐ PAN Number:

PAN Number

Enter PAN Number

Upload PAN Document

Click here to Upload Or

Drop your files here

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

* Upload Your Photograph

Click here to Upload Or

Drop your files here

only jpg, png, jpeg (File size upto 5 mb)

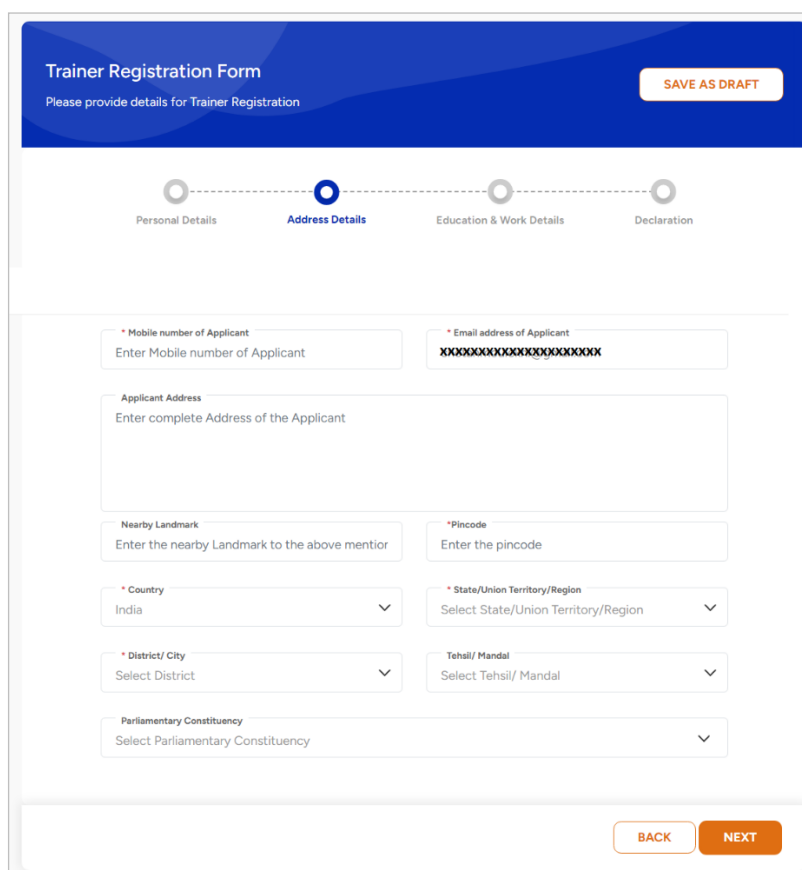
NEXT

m. This section is designed to collect the trainer's address details for the registration process. The explanation of each field along with the section image is as follows:

- **Mobile Number of Applicant:** The trainer's active mobile number for communication and verification purposes will be pre-populated from the system.
- **Email Address of Applicant:** The trainer's email address to receive important updates and notifications will be pre-populated from the system.
- **Applicant Address:** Enter the complete residential address of the trainer.

- **Nearby Landmark:** Mention a nearby recognizable landmark to help identify the location easily.
- **Pin code:** Enter the pin code corresponding to the trainer's address for precise location identification.
- **Country:** Select the country from the dropdown menu (default is "India").
- **State/Union Territory/Region:** Choose the state or union territory where the trainer resides.
- **District/City:** Select the district or city of the applicant's address.
- **Tehsil/Mandal:** Mention the tehsil or mandal of the trainer's address for further location details.
- **Parliamentary Constituency:** Select the relevant parliamentary constituency associated with the trainer's address.

After entering all the details in the page click on “Next” button for proceeding for next section i.e. Education and Work Details.



The screenshot shows the 'Trainer Registration Form' with a progress bar indicating four steps: Personal Details, Address Details (current), Education & Work Details, and Declaration. The form fields include:

- * Mobile number of Applicant: Enter Mobile number of Applicant
- * Email address of Applicant: XXXXXXXXXXXXXXXXXXXX
- Applicant Address: Enter complete Address of the Applicant
- Nearby Landmark: Enter the nearby Landmark to the above mention
- * Pincode: Enter the pincode
- * Country: India (dropdown)
- * State/Union Territory/Region: Select State/Union Territory/Region (dropdown)
- * District/ City: Select District (dropdown)
- Tehsil/ Mandal: Select Tehsil/ Mandal (dropdown)
- Parliamentary Constituency: Select Parliamentary Constituency (dropdown)

At the bottom right, there are 'BACK' and 'NEXT' buttons.

n. This section is divided into three main parts to capture the applicant's educational qualifications and work experience:

i. Education Details:

- **Education Attained:** Select the highest level of education achieved from the dropdown menu.

- Details of Education: Provide the specific details about the selected education (e.g., degree name, field of study).
 - Upload Proof Documents: Upload supporting documents, such as certificates or degrees (accepted formats: jpg, jpeg, png, pdf; max size: 5 MB).
 - Added Education Details Table: Once added, the education details appear in a table with the following columns:
 - Serial Number (S. No.)
 - Education Attained Type
 - Details of Education
 - Proof Document
 - Action (edit or delete the entry).
 - Add Education Details Button: Add the entered education information to the table.
- ii. Professional Experience:
- Select Relevant Sector: Choose the sector relevant to the applicant's professional experience.
 - View Details Button: Add or view professional experience details.
- iii. **Note:** Please ensure that the eligibility criteria for the selected job role and sector as outlined on the SIDH platform are reviewed before proceeding further.
- iv. Training Proctor Experience:
- Relevant Sector: Select the sector related to the applicant's training proctor experience.
 - Upload Curriculum Vitae or Resume: Upload the applicant's resume or CV (accepted formats: pdf, jpeg, png, jpg, docx, doc; max size: 5 MB).
 - View Details Button: Add or view training proctor experience details.
- o. After submitting the data, click on the “Next” button to proceed to the next section, i.e., Declaration, or click on the “Save as Draft” button. The image for the same is shown below:

Trainer Registration Form

Please provide details for Trainer Registration

SAVE AS DRAFT

Personal Details

Address Details

Education & Work Details

Declaration

Education Details

* Education Attained

Select Education Attained

* Details of Education

Enter the details of the above selected education

* Upload Proof Documents

Click here to Upload Or

Drop your files here

only .jpg, .png, .jpeg, .pdf (File size upto 5 mb)

ADD EDUCATION DETAILS

Added Education Details

S.No	Education Attained Type	Details of Education	Proof Document	Action

Professional Experience

Select Relevant Sector

VIEW DETAILS

Training Proctor Experience

Relevant Sector

Select Relevant Sector

VIEW DETAILS

* Upload Curriculum Vitae or Resume

Click here to Upload Or

Drop your files here

only pdf, .jpeg, .png, .jpg, .docx, .doc (File size upto 5 mb)

BACK

NEXT

TRAINER - USER MANUAL

13

- p. After click on “Next” button in the previous screen, a new page will appear for declaration, check the “I Agree” option and then hit on “Submit” button for submission of trainer registration form.

 TR5

Trainer Registration Form

Please provide details for Trainer Registration

Personal Details

Address Details

Education & Work Details

Declaration

Declaration:

Declaration undertaking:

I hereby declare that the information provided herein is true, correct and complete to the best of my knowledge. In case of any kind of misrepresentation, NSDC shall have the right to take any appropriate action, in its sole discretion, against me.

Please Note: This Registration form is intended to collect information about aspiring trainers/assessors interested in undergoing ToT/ToA program. Applicant's information shall be shared with the relevant Sector Skill Council(s) for evaluation of their profile and further process. Submission of information in this registration form for Trainer / Assessor does not entitle enrollment in Training of Trainer/ Assessor's program. NSDC shall not be held liable for rejection of any application.

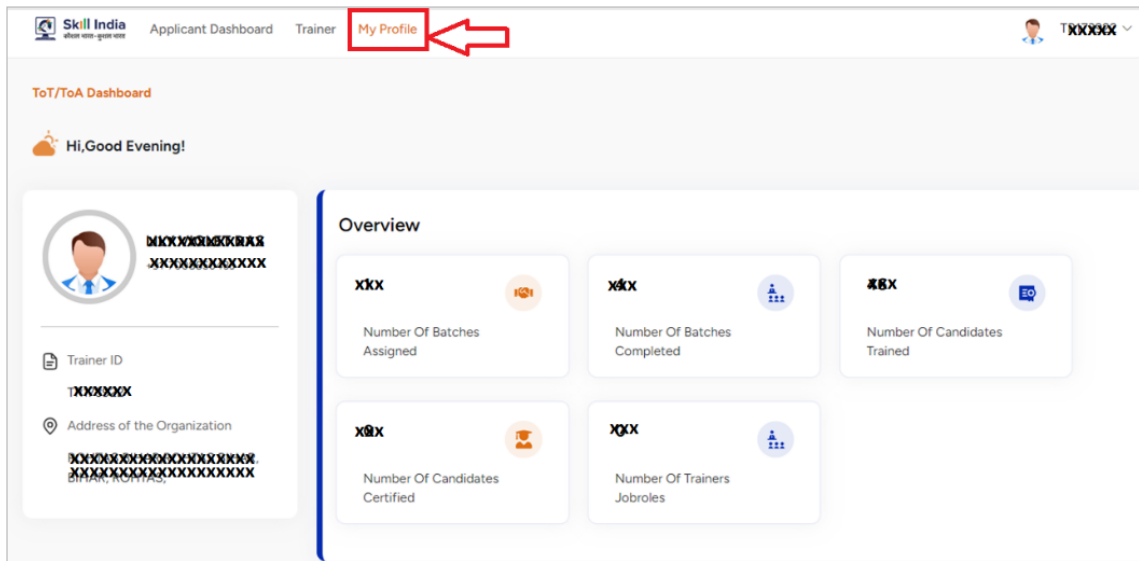
☐ I Agree

BACK

SUBMIT

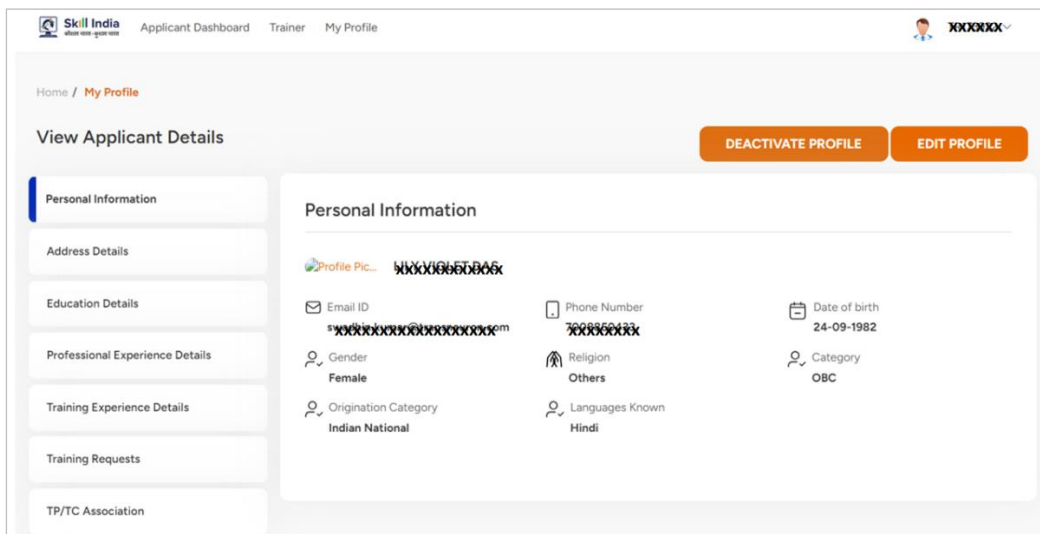
3 Trainer Profile

- a. To access your profile details, click on the "My Profile" tab located in the navigation bar. The image below shown depicts the same:



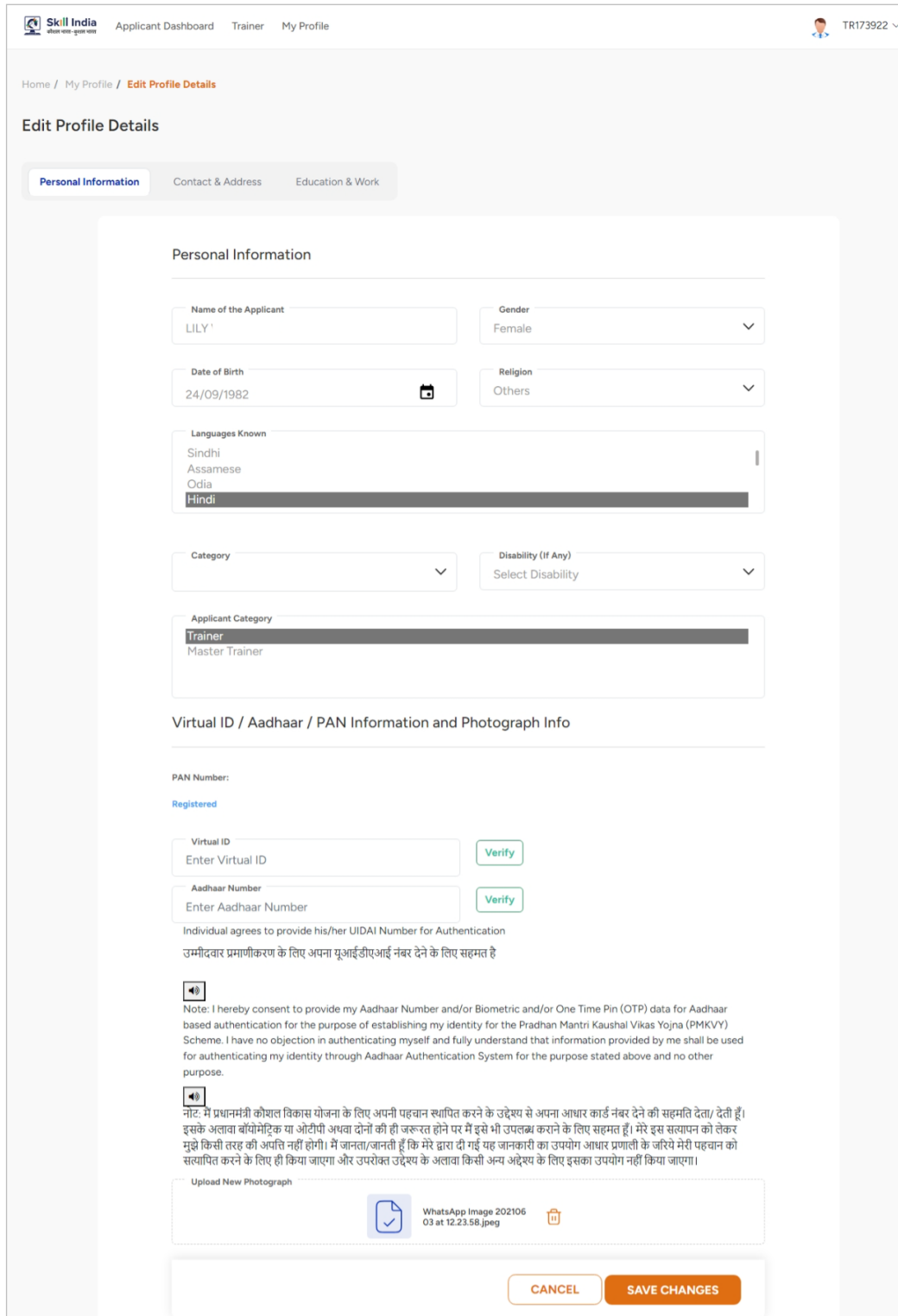
- b. The "View Applicant Details" page provides a detailed overview of the applicant's profile. This form contains various sections like:

- Personal Information
- Address Details
- Education Details
- Professional Experience Details
- Training Experience Details
- Training Requests
- TP/TC Association



c. The two action buttons in the page are as follows:

- **Edit Profile:** Enables the user to make changes to their profile information, the information sub-sections like Personal Information, Contact & Address and Education & Work turns into editable mode as shown in the image below



Skill India Applicant Dashboard Trainer My Profile TR173922

Home / My Profile / **Edit Profile Details**

Edit Profile Details

Personal Information Contact & Address Education & Work

Personal Information

Name of the Applicant: LILY Gender: Female

Date of Birth: 24/09/1982 Religion: Others

Languages Known: Sindhi, Assamese, Odia, **Hindi**

Category: Disability (If Any): Select Disability

Applicant Category: **Trainer**, Master Trainer

Virtual ID / Aadhaar / PAN Information and Photograph Info

PAN Number: Registered

Virtual ID: Enter Virtual ID **Verify**

Aadhaar Number: Enter Aadhaar Number **Verify**

Individual agrees to provide his/her UIDAI Number for Authentication
उम्मीदवार प्रमाणीकरण के लिए अपना यूआईडीएआई नंबर देने के लिए सहमत है

Note: I hereby consent to provide my Aadhaar Number and/or Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity for the Pradhan Mantri Kaushal Vikas Yojna (PMKVY) Scheme. I have no objection in authenticating myself and fully understand that information provided by me shall be used for authenticating my identity through Aadhaar Authentication System for the purpose stated above and no other purpose.

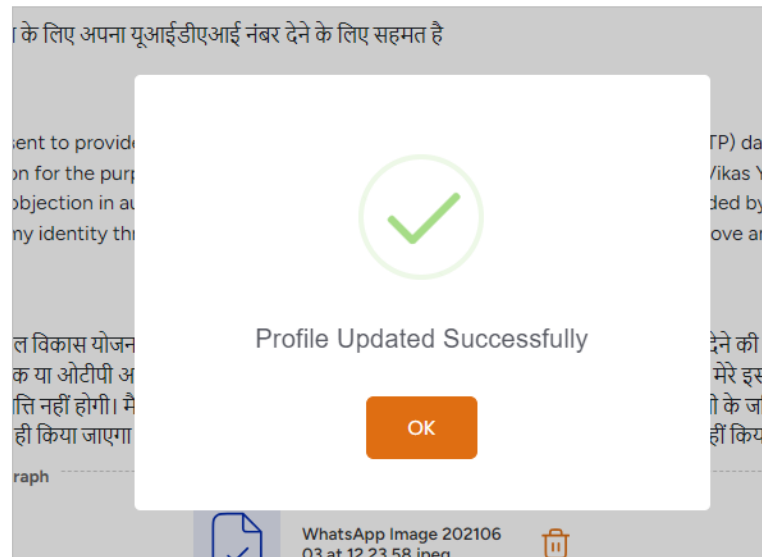
नोट: मैं प्रधानमंत्री कौशल विकास योजना के लिए अपनी पहचान स्थापित करने के उद्देश्य से अपना आधार कार्ड नंबर देने की सहमति देता/ देती हूँ। इसके अलावा बायोमेट्रिक या ओटीपी अथवा दोनों की ही जरूरत होने पर मैं इसे भी उपलब्ध कराने के लिए सहमत हूँ। मेरे इस सत्यापन को लेकर मुझे किसी तरह की आपत्ति नहीं होगी। मैं जानता/जानती हूँ कि मेरे द्वारा दी गई यह जानकारी का उपयोग आधार प्रणाली के जरिये मेरी पहचान को सत्यापित करने के लिए ही किया जाएगा और उपरोक्त उद्देश्य के अलावा किसी अन्य उद्देश्य के लिए इसका उपयोग नहीं किया जाएगा।

Upload New Photograph

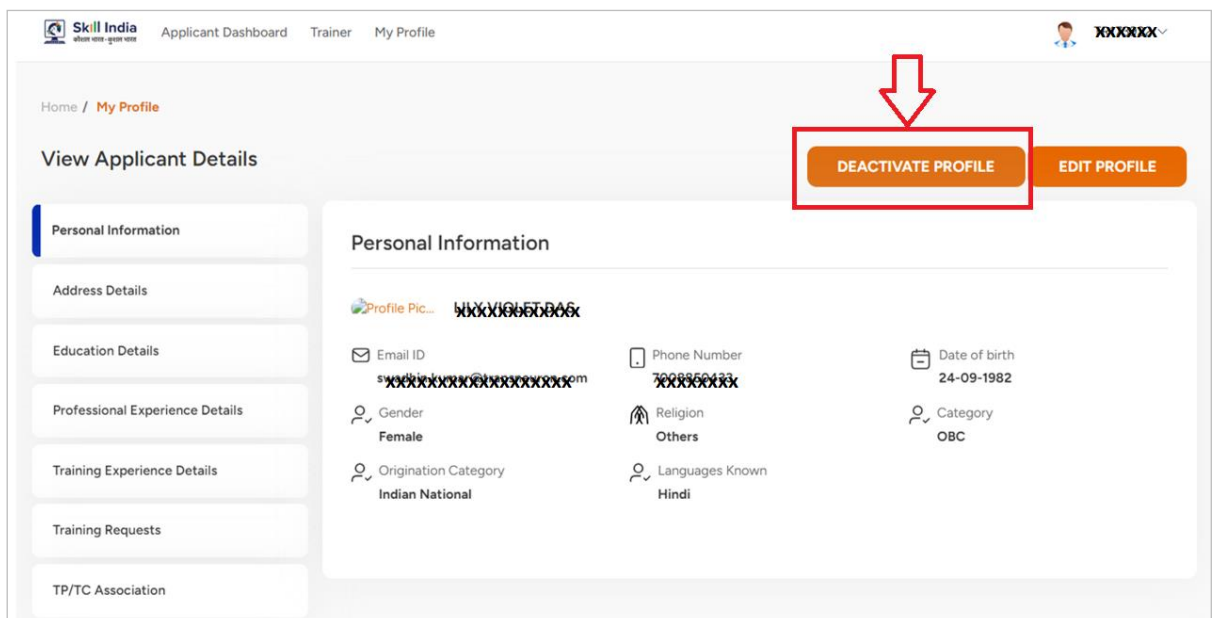
WhatsApp Image 202106 03 at 12.23.58.jpeg

CANCEL SAVE CHANGES

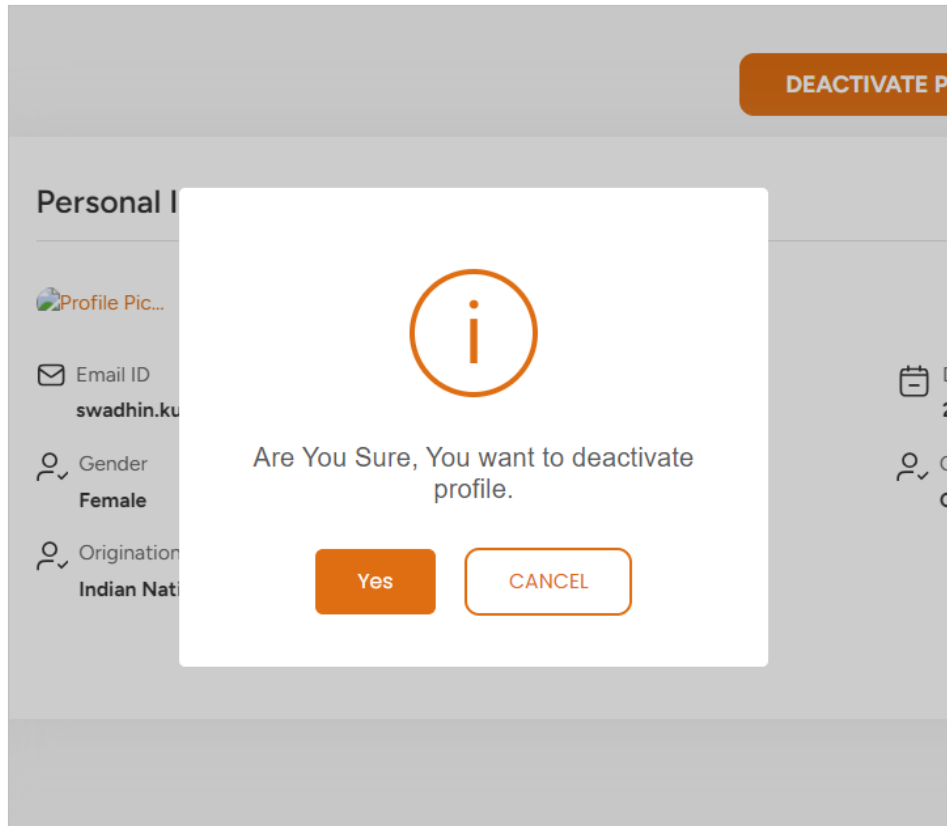
- After updating the desired information click on “Save Changes” button as shown in the image above, a success message will appear i.e. “Profile Updated Successfully” as shown in the image below:



- Deactivate Profile:** Allows the user to deactivate their account if needed, as shown in the screen below, user need to click on “Deactivate Profile” button to deactivate profile.



- Once user clicks on “Deactivate Button”, confirmation message appears saying – “Are You Sure, you want to deactivate profile”, click on “Yes” to deactivate or “Cancel”.



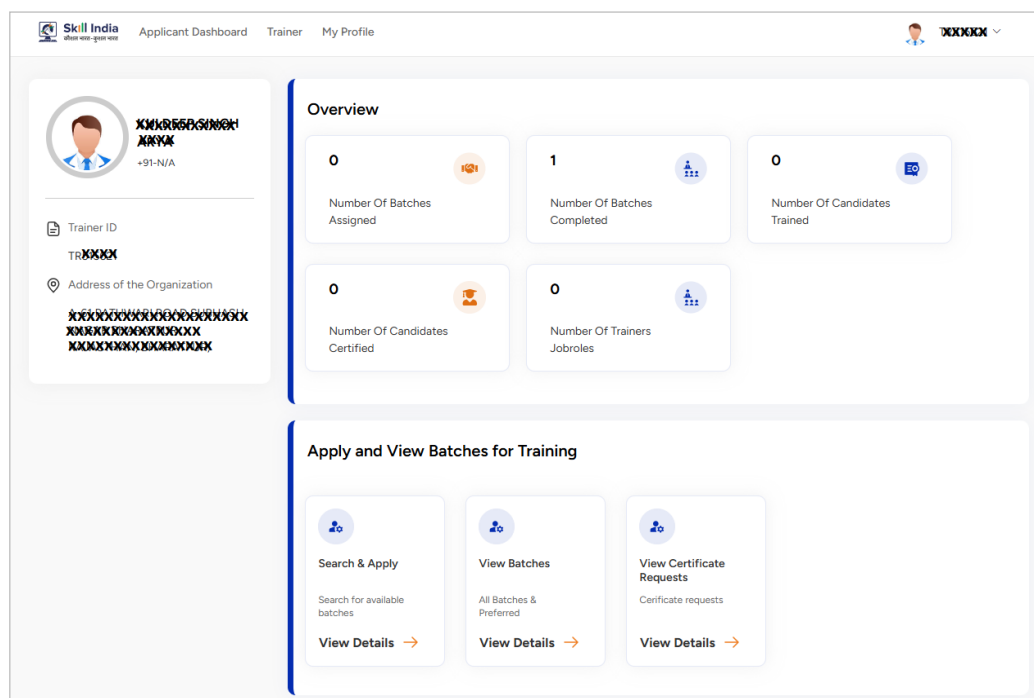
4 Training of Trainers & Assessor Process

This image displays the Dashboard page, which provides an overview of training related activities.

- Trainers conduct sessions to teach candidates specific job roles
- Master Trainers ensure that Trainers are well-equipped to deliver these sessions effectively by training them and providing ongoing support

Trainer Dashboard

- This dashboard allows trainers to monitor and manage their training activities, include applying for training opportunities, checking batch progress, and handling certification requests. When Trainer Login into the system dashboard appears as shown below:

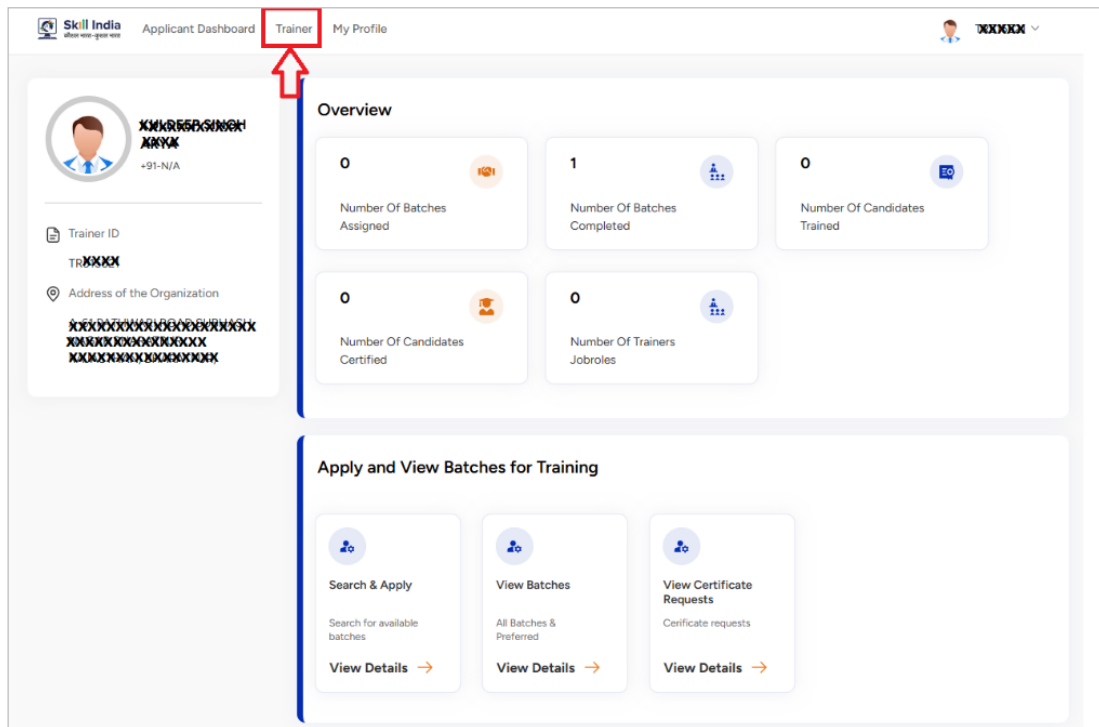


- In the overview section the details shown are as follows:
 - Number of Batches Assigned
 - Number of Batches Completed
 - Number of Candidates Trained
 - Number of Candidates Certified
 - Number of Trainers Job Roles
- Apply and View Batches for Training (Center-Bottom) section the details shown are as follows:
 - Search & Apply: Trainers can search for available batches and apply for them. The "View Details" link provides further information.
 - View Batches: Trainers can view all assigned or preferred batches by clicking "View Details."

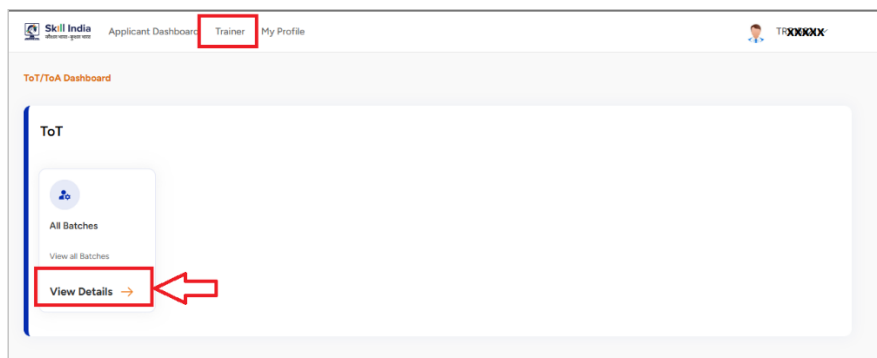
- View Certificate Requests: Trainers can view requests for certificates related to training activities.

4.1 Master Trainer/Assessor Dashboard

- The Master Trainer Dashboard provides an overview and management of assigned batches. It allows Master Trainers to view and filter batches by type, job role, location, and status while tracking pending, accepted, and rejected requests. Actions for each batch, like publishing or updating, are accessible through the dashboard for streamlined training management.
- Click on the Trainer tab as shown below in the screen:



- New page will appear which comprises of “All Batches” Card in which click on “View Details” option:

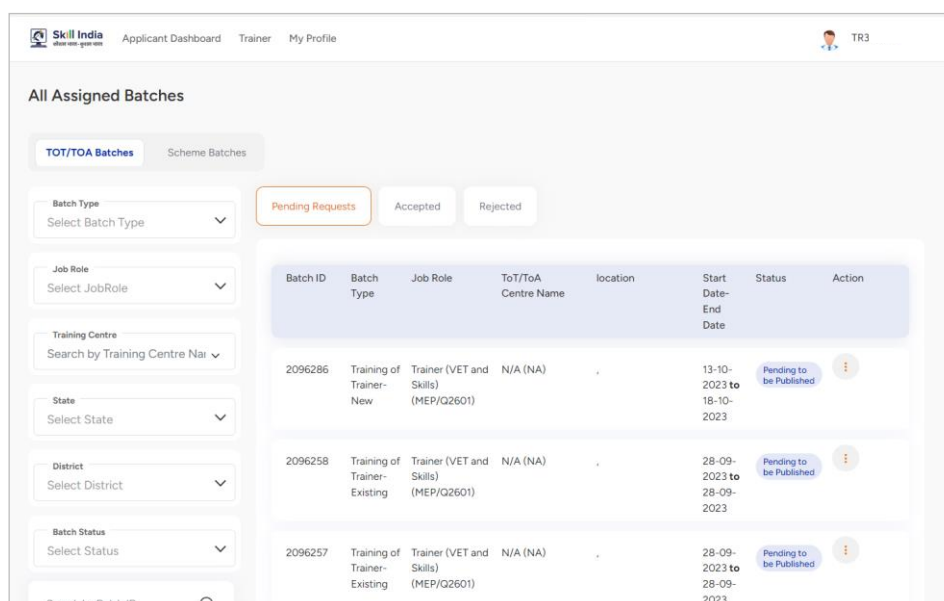


d. Now, a new page will appear, this page allows users to manage and track their assigned training batches efficiently by providing filtering, status updates, and actionable options. It serves as a central hub for trainers or assessors to handle their assigned tasks. Its components are as follows:

- **TOT/TOA Batches:** Displays batches related to Training of Trainers or Training of Assessors.
- **Scheme Batches:** Likely includes batches associated with specific schemes.
- **Filter Options (Left Panel):** Users can filter batches using the following criteria:
 - **Batch Type:** Choose the type of batch.
 - **Job Role:** Select the specific job role.
 - **Training Centre:** Search by training centre name.
 - **State:** Filter based on the state.
 - **District:** Filter by district.
 - **Batch Status:** Select based on the status of the batch.
 - **Search by Batch ID:** Enter a specific batch ID to locate it.
- **Request Tabs:**
 - **Pending Requests:** Displays batches awaiting further action.
 - **Accepted:** Shows batches that have been approved.
 - **Rejected:** Lists batches that have been declined.
- **Batch Details Table:** This table provides detailed information about the batches:
 - **Batch ID:** Unique identifier for each batch.
 - **Batch Type:** Indicates whether it's a new or existing batch.
 - **Job Role:** Specifies the associated job role.
 - **ToT/ToA Centre Name:** Shows the name of the training or assessment centre (if applicable).
 - **Location:** Displays the batch location.
 - **Start Date - End Date:** Indicates the schedule of the batch.
 - **Status:** Current batch status.
 - **Action:** Provides options (ellipsis menu) for further actions like editing or approving the batch.

The section below largely pertains to MT dashboard – this should be a separate sub-section

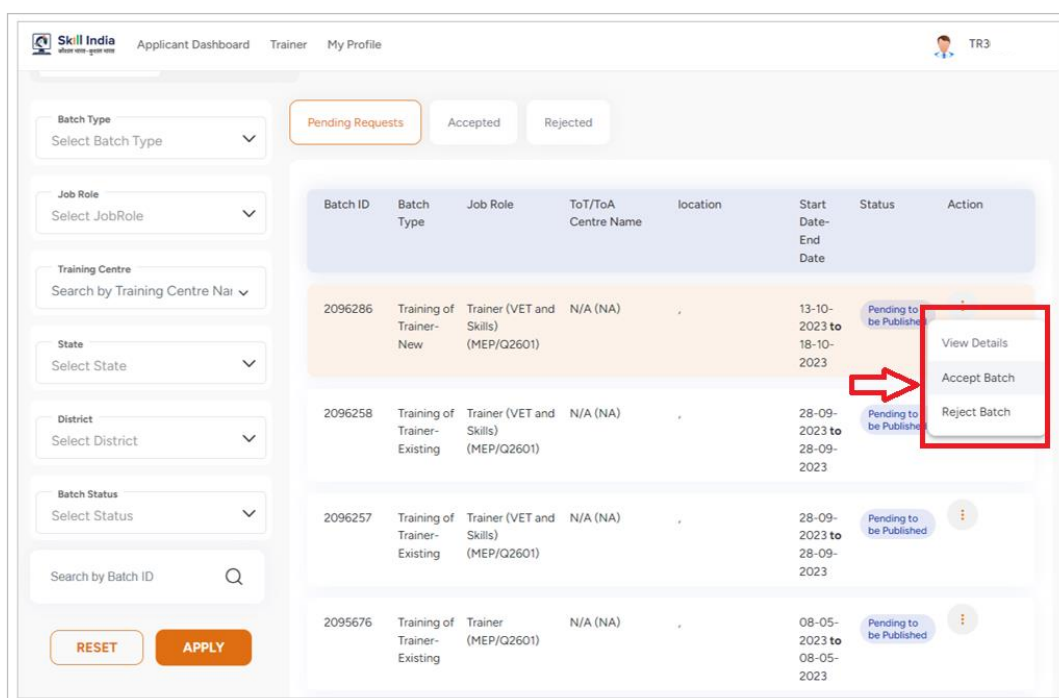
Note: If a batch needs to be trained under a specific master trainer, the SSC will assign that batch to the designated master trainer. Once the SSC completes the assignment, the batch will appear in the Pending tab of the ToT dashboard.



Batch ID	Batch Type	Job Role	ToT/ToA Centre Name	location	Start Date-End Date	Status	Action
2096286	Training of Trainer- New	Trainer (VET and Skills) (MEP/Q2601)	N/A (NA)		13-10-2023 to 18-10-2023	Pending to be Published	
2096258	Training of Trainer- Existing	Trainer (VET and Skills) (MEP/Q2601)	N/A (NA)		28-09-2023 to 28-09-2023	Pending to be Published	
2096257	Training of Trainer- Existing	Trainer (VET and Skills) (MEP/Q2601)	N/A (NA)		28-09-2023 to 28-09-2023	Pending to be Published	

a. When user expands the Action button as shown below three options appear which are specific for the Master Trainer:

- View Details
- Accept Batch
- Reject Batch



Batch ID	Batch Type	Job Role	ToT/ToA Centre Name	location	Start Date-End Date	Status	Action
2096286	Training of Trainer- New	Trainer (VET and Skills) (MEP/Q2601)	N/A (NA)		13-10-2023 to 18-10-2023	Pending to be Published	View Details Accept Batch Reject Batch
2096258	Training of Trainer- Existing	Trainer (VET and Skills) (MEP/Q2601)	N/A (NA)		28-09-2023 to 28-09-2023	Pending to be Published	
2096257	Training of Trainer- Existing	Trainer (VET and Skills) (MEP/Q2601)	N/A (NA)		28-09-2023 to 28-09-2023	Pending to be Published	
2095676	Training of Trainer- Existing	Trainer (MEP/Q2601)	N/A (NA)		08-05-2023 to 08-05-2023	Pending to be Published	

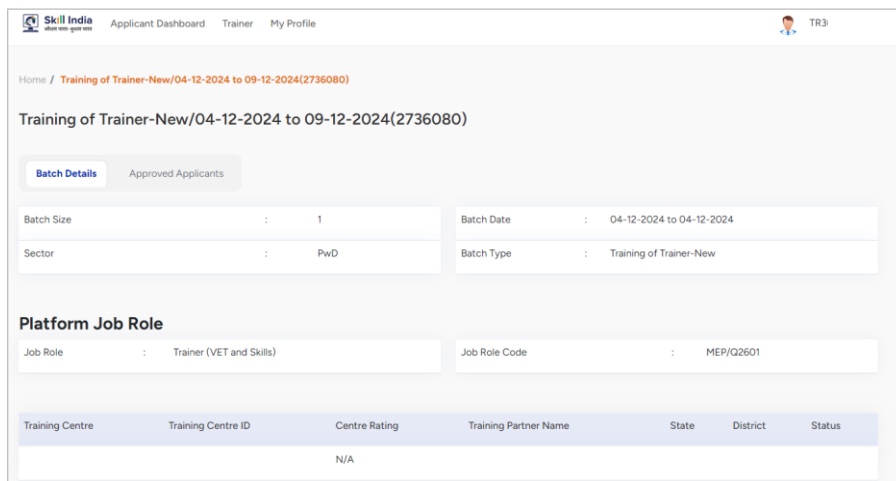
b. Click on “View Details” page will appear with following details

- Tabs:
 - Batch Details: Contains comprehensive information about the batch
 - Approved Applicants: Likely lists the participants who have been approved for the batch.

- Batch Details Section:
 - Batch Size: Indicates the total number of participants in the batch.
 - Sector: Specifies the training sector under which the batch is conducted.
 - Batch Date: Displays the start and end dates of the batch.
 - Batch Type: Identifies the type of batch, such as new or existing.
- Platform Job Role Section:
 - Job Role: Please select the platform job-role under this section
 - Job Role Code: The associated code for the job role is auto fetched
- Training Centre Information:
 - Training Centre: Displays the name of the training centre, if applicable.
 - Training Centre ID: Shows the unique identifier of the training centre.
 - Centre Rating: Indicates the rating of the training centre.
 - Training Partner Name: Displays the name of the training partner associated with the batch
 - State and District: Provide the geographical location of the training centre, such as the state and district.
 - Status: Displays the status of the batch (e.g., pending, ongoing, or completed).

Note: Once the batch is accepted by the Master Trainer, its status changes to “Pending to be published” and the Assessment Agency needs to approve it for publishing.

- c. The image below shows the above explained components of the “**View details**” section:



The screenshot shows the Skill India Applicant Dashboard. The breadcrumb trail is: Home / Training of Trainer-New/04-12-2024 to 09-12-2024(2736080). The main heading is 'Training of Trainer-New/04-12-2024 to 09-12-2024(2736080)'. There are two tabs: 'Batch Details' (active) and 'Approved Applicants'. The 'Batch Details' section contains the following information:

Batch Size	:	1	Batch Date	:	04-12-2024 to 04-12-2024
Sector	:	PwD	Batch Type	:	Training of Trainer-New

The 'Platform Job Role' section contains the following information:

Job Role	:	Trainer (VET and Skills)	Job Role Code	:	MEP/Q2601
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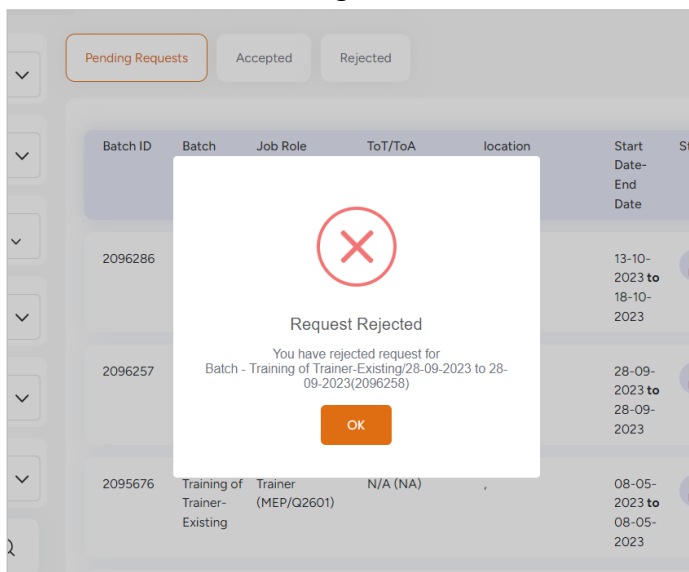
The 'Training Centre' section is currently empty, showing a table with headers: Training Centre, Training Centre ID, Centre Rating, Training Partner Name, State, District, and Status. The data row shows 'N/A'.

- d. If, user clicks on Accept Batch a pop-up appears with textbox to enter the reason for accepting batch, after entering the reason user needs to click on submit button as shown in the image below, later a confirmation message will appear:

- e. If, user clicks on Reject Batch a pop-up appears with options to reject the pre-defined list of reasons reject the batch and textbox to comment on same for rejecting the batch, after entering the reason user needs to click on submit button, as shown in the image below:

- f. After clicking Submit button a new page appears with a pop-up message "Are you sure you want to Reject?", click on "OK" option to reject the batch.

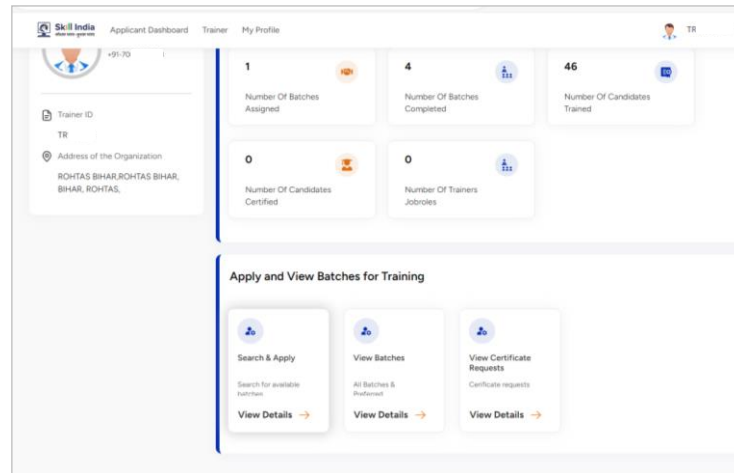
- g. On clicking **“OK”** a pop-up appears with the message **“Request Rejected”**, click **ok** again



5 Search and Apply Batches

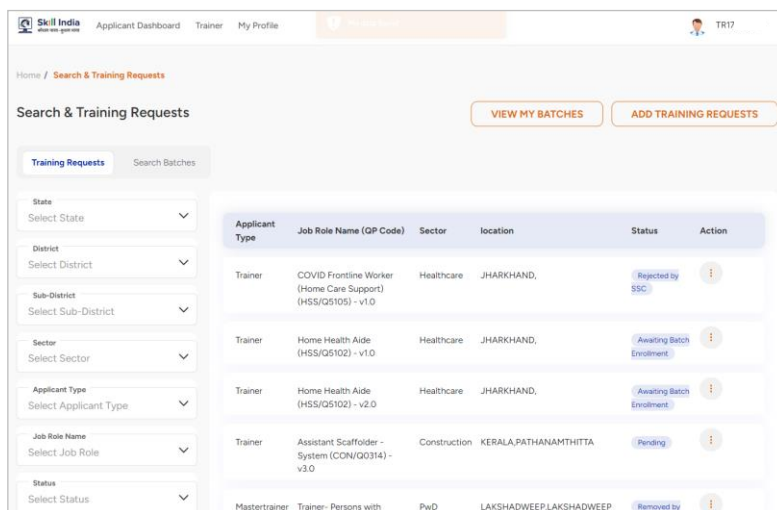
The Search & Apply Requests section enables users to manage and search for training requests effectively.

- a. In the main screen of Trainer dashboard, when user clicks on “Search & Apply” tab a new page appears, as shown in the screen below:



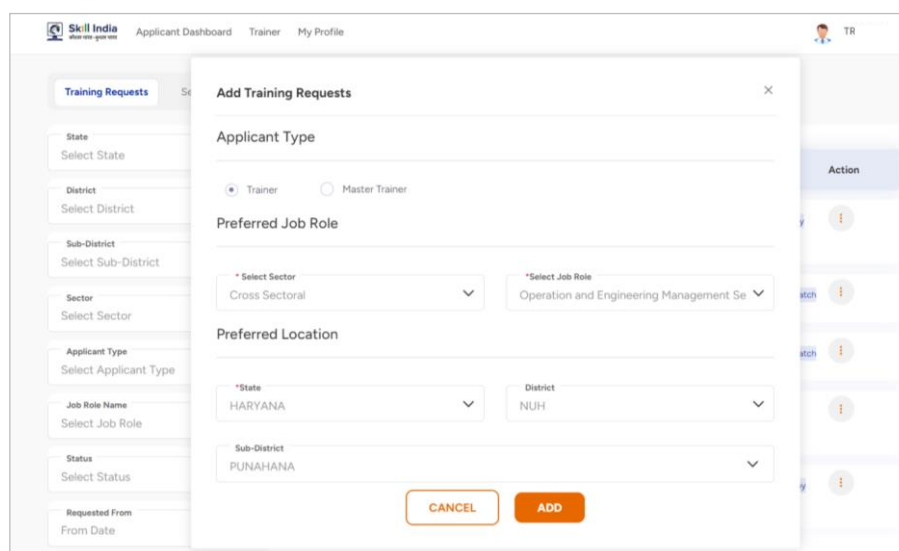
- b. The screen displays the Search & Training Requests interface, enabling users to efficiently manage and search for training requests raised by the user. The details are as follows:

- Applicant Type: Indicates whether the applicant is a Trainer or Master Trainer
- Job Role Name: Lists the job role and related details
- Sector: Specifies the sector of the training
- Location: Displays the geographic location of the training
- Status: Shows the status of the request, such as:
 - Rejected by SSC
 - Awaiting Batch Enrolment
 - Pending
 - Removed by Applicant
- Action: Offers an options menu to perform further actions like editing or viewing request details.

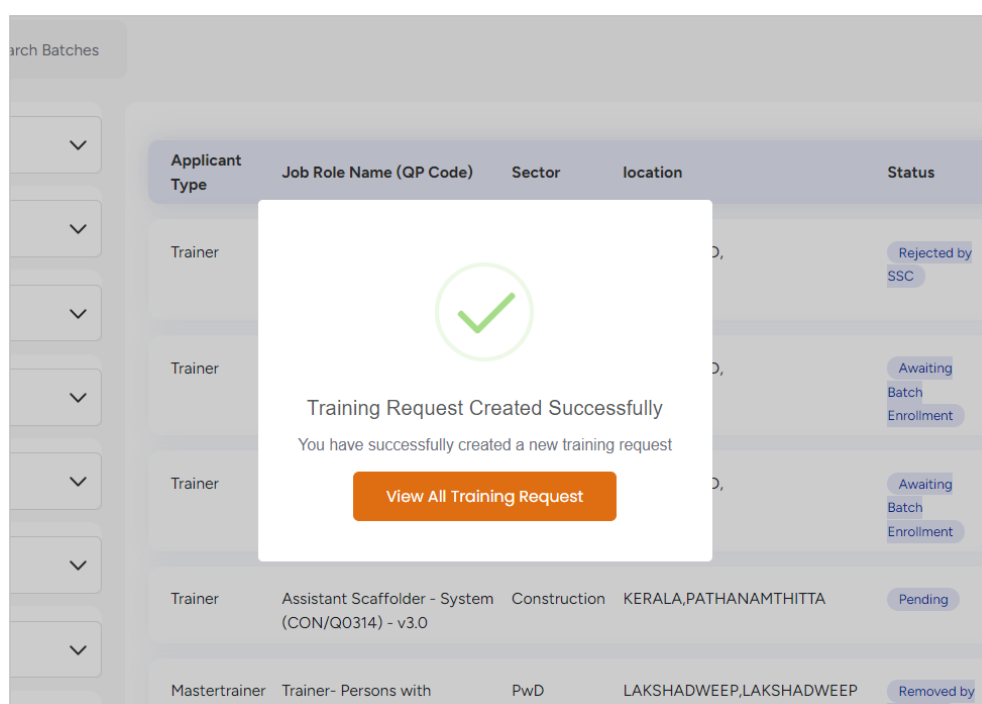


Applicant Type	Job Role Name (QP Code)	Sector	Location	Status	Action
Trainer	COVID Frontline Worker (Home Care Support) (HSS/G5105) - v1.0	Healthcare	JHARKHAND,	Rejected by SSC	
Trainer	Home Health Aide (HSS/G5102) - v1.0	Healthcare	JHARKHAND,	Awaiting Batch Enrollment	
Trainer	Home Health Aide (HSS/G5102) - v2.0	Healthcare	JHARKHAND,	Awaiting Batch Enrollment	
Trainer	Assistant Scaffolder - System (CON/G0314) - v3.0	Construction	KERALA,PATHANAMTHITTA	Pending	
Mastertrainer	Trainer- Persons with	PwD	LAKSHADWEEP,LAKSHADWEEP	Removed by	

- c. Click on Add Training Request tab, in this trainer can submit a request for a specific job role to enroll in a batch and undergo training to successfully complete the requirements for that job role.
- d. This image below displays the Add Training Requests form, which allows a trainer or master trainer to submit a request to enroll in a training program. The explanation of its components is as follows
 - Applicant Type: Radio buttons allow the user to select their type:
 - Trainer: For trainers submitting a request.
 - Master Trainer: For master trainers submitting a request.
 - Preferred Job Role:
 - Select Sector: A dropdown menu to choose the sector relevant to the job role (e.g., Healthcare, Construction, etc.).
 - Select Job Role: A dropdown menu to select the specific job role within the chosen sector.
 - Preferred Location:
 - State: Dropdown to select the preferred state for training.
 - District: Dropdown to select the district within the state.
 - Sub-District: Dropdown to specify a sub-district within the district.
 - Action Buttons:
 - Cancel: Closes the form without saving the request.
 - Add: Submits the training request with the entered details.



- e. After entering all the details in the “Add Training Requests” form click on Add button, a confirmation message: “Training Request Created Successfully” appears as shown below:



Applicant Type	Job Role Name (QP Code)	Sector	Location	Status
Trainer				Rejected by SSC
Trainer				Awaiting Batch Enrollment
Trainer				Awaiting Batch Enrollment
Trainer	Assistant Scaffolder - System (CON/Q0314) - v3.0	Construction	KERALA,PATHANAMTHITTA	Pending
Mastertrainer	Trainer- Persons with	PwD	LAKSHADWEEP,LAKSHADWEEP	Removed by

Note: Once the request is submitted, it will be marked as pending for batch enrollment and sent to the SSC for approval. If the SSC rejects the request, the status will show as "Rejected" but if approved or enrolled into a batch, the status will update to either "Awaiting Batch Enrollment" or "Fulfilled Through the Batch"

f. Now, pending requests can be removed as shown in the image below:

The screenshot shows the 'Trainer' dashboard with a list of training requests. The table has columns for Sector, Applicant Type, Job Role Name, Status, and Action. A 'Remove Training Requests' button is visible next to a pending request.

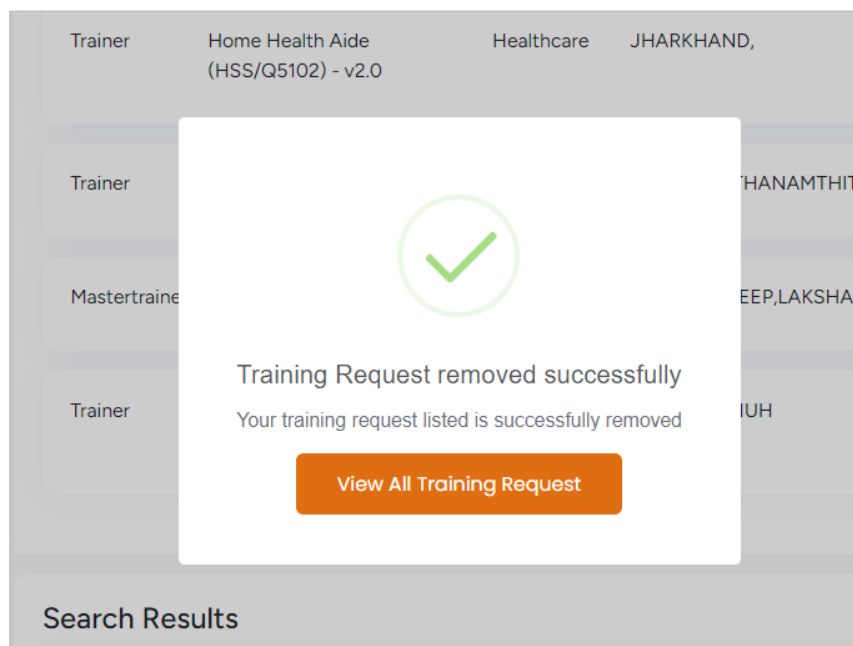
g. A confirmation dialog box appears with a message "Are you sure you want to delete the Training Request?". Click "Yes, proceed" button to confirm the deletion and removal of the training request from the system or "Cancel" to abort the action.

A confirmation dialog box with a warning icon and the text: "Are you sure want to delete the Training Request? Since you are proceeding to remove the training request which you have updated earlier". It has two buttons: "YES,PROCEED" and "CANCEL".

h. On Clicking "Yes Proceed" a pop-up appears to submit the remarks as shown below:

A pop-up form titled "Remove Training Request" with a "Remarks" section containing a text area with the text "Remove the trainer". At the bottom, there are "CLOSE" and "SUBMIT" buttons.

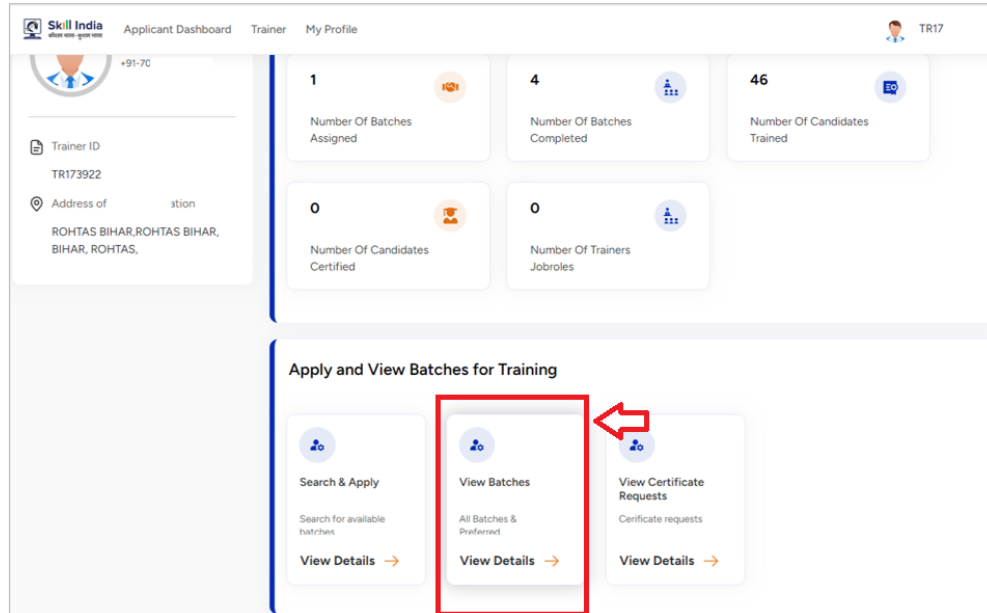
- i. After, clicking Submit button a confirmation message appears- “Training Request removed successfully” as shown below:



6 View Batches

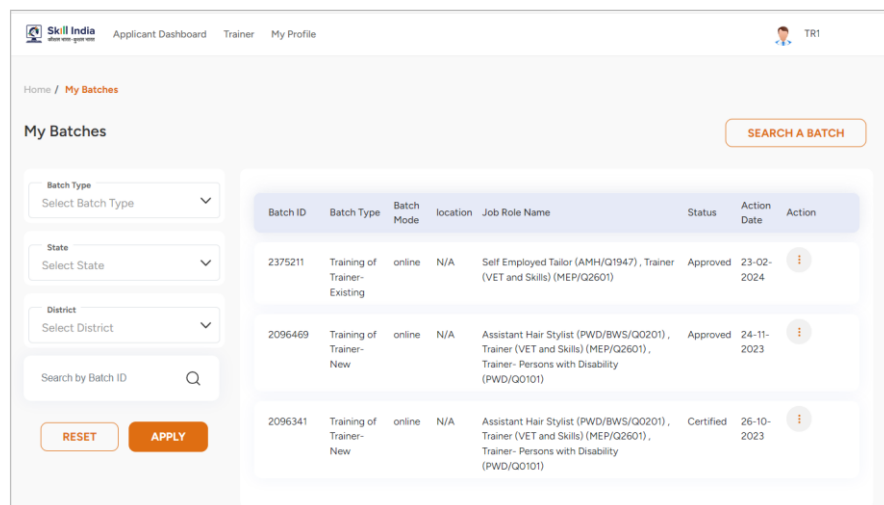
The dashboard interface where trainers can manage and view their training-related activities. The **View Batches** option is highlighted, indicating its purpose and functionality.

- a. Click on the “**View Batches**” as shown in the image below:



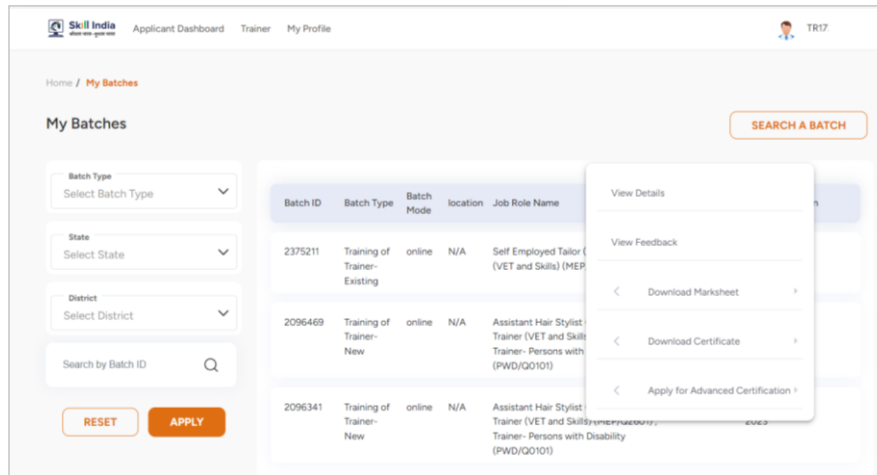
- b. The batches in which trainer was enrolled will be visible in list with fields as follows:

- Batch ID: A unique identifier for each batch
- Batch Type: Indicates whether it's a new or existing batch
- Batch Mode: Specifies the training mode
- Location: Displays the location of the training
- Job Role Name: Lists the job role and associated details for the batch
- Status: Shows the status of the batch
- Action Date: Displays the date of the latest action or update for the batch
- Action: The ellipsis menu (three dots) allows for additional actions, such as editing or viewing more details about the batch

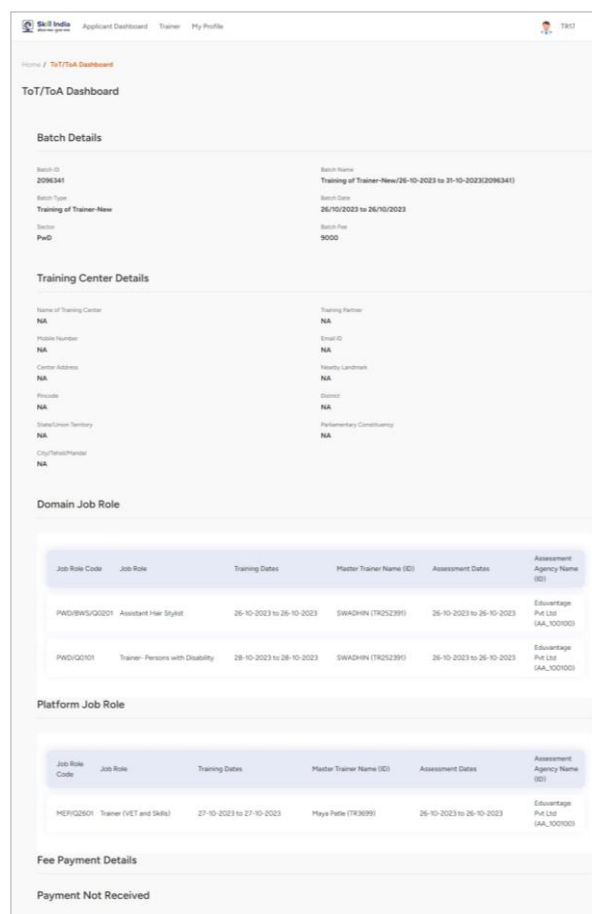


c. When the three dots under the Action column is clicked, a dropdown menu appears with several options:

- View Details
- View Feedback
- Download Marksheet
- Download Certificate
- Apply for Advanced Certification



- **View Details:** It allows user to view the details as shown in the screen below:



- **View Feedback:** Provides feedback related to the batch, including evaluations or comments from trainees or administrators.

How would you rate your experience?

Trainer ID: TR17:

Trainer Name: LILY VI

Batch ID: N/A

Batch Name: Training of Master Trainer

Batch Date: N/A to N/A

Date of Submission: 13-01-2025

Batch Mode: N/A

SEARCH TRAINING CENTRE

☐ Don't know Training Centre details

Training Centre ID: N/A

Training Centre Name: N/A

	Highly Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Highly Dissatisfied (1)
Pre-program communication (including ease of enrollment and availability of pre-read material):	☐	☐	☐	☐	☐
Content Quality of Study Materials:	☐	☐	☐	☐	☐
Quality of Training/ Assessment Location (or Training/ Assessment Platform in case of Online mode):	☐	☐	☐	☐	☐
Quality of Training and Assessment Tools, Equipment and Infrastructure:	☐	☐	☐	☐	☐
Post-program communication/ instructions (including support with Skill India Digital, OJT briefing):	☐	☐	☐	☐	☐

SEARCH MASTER TRAINER

☐ Don't know Master Trainer Details

Master Trainer ID: N/A

Master Trainer Name: N/A

	Highly Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Highly Dissatisfied (1)
Knowledge of Subject:	☐	☐	☐	☐	☐
Organization and preparation of the sessions:	☐	☐	☐	☐	☐
Presentation Style and Delivery:	☐	☐	☐	☐	☐
Usage of Examples of Practical Application:	☐	☐	☐	☐	☐
Interactive & Participative Approach:	☐	☐	☐	☐	☐
Coverage of Curriculum:	☐	☐	☐	☐	☐

Feedback on Training:

	Highly Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Highly Dissatisfied (1)
Extent of Learning:	☐	☐	☐	☐	☐
Learning Environment:	☐	☐	☐	☐	☐

SEARCH ASSESSOR

☐ Don't know Assessor Details

Assessor ID: N/A

Assessor Name: N/A

	Highly Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Highly Dissatisfied (1)
Pre-Assessment Brief:	☐	☐	☐	☐	☐
Conduct of Assessor:	☐	☐	☐	☐	☐
Overall Assessment Experience:	☐	☐	☐	☐	☐

Overall Program Rating

	Highly Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Highly Dissatisfied (1)
Overall Program Rating:	☐	☐	☐	☐	☐

Would you recommend this program to other trainers/assessors?

☐ Yes ☐ No

Comment: *

Your comments goes here...

SUBMIT FEEDBACK

CANCEL

- **Download Marksheet:** Allows trainers to download the marksheet associated with the batch, the image of marksheet is shown below:

MARKSHEET

Name : Lily Violet Das 26th October 2023

QP Name : Trainer (VET and Skills)

QP Code : MEP/Q2601

NSQF Level : 5

Sector : Management

Type : Trainer

NOS CODE	NOS NAME	NOS TYPE	MAXIMUM MARKS	MARKS OBTAINED
1. MEPIN2601	Plan and organize for facilitation of a training program	Core	100	100
2. MEPIN2602	Deliver competency based, instructor-led training sessions as per session plan	Core	100	94
3. MEPIN2604	Undertake assessment of competence as per required standards	Core	100	100
4. MEPIN2618	Facilitate learning through on-the-job or in a simulated training	Core	100	86
5. MEPIN9903	Apply health and safety practices at the workplace	Non-Core	100	80
6. MEPIN9912	Apply principles of professional practice at the workplace	Non-Core	100	87

CORE NOSs TOTAL MARKS = 380

NON CORE NOSs TOTAL MARKS = 167

OVERALL SCORE = 547

(95 % of Core + 83.5 % of Non Core)

Grade - A

No Image available

Hemant Madhusudan Nerurkar
Chairperson
Management & Entrepreneurship and Professional Skills Council

Page 1 of 1

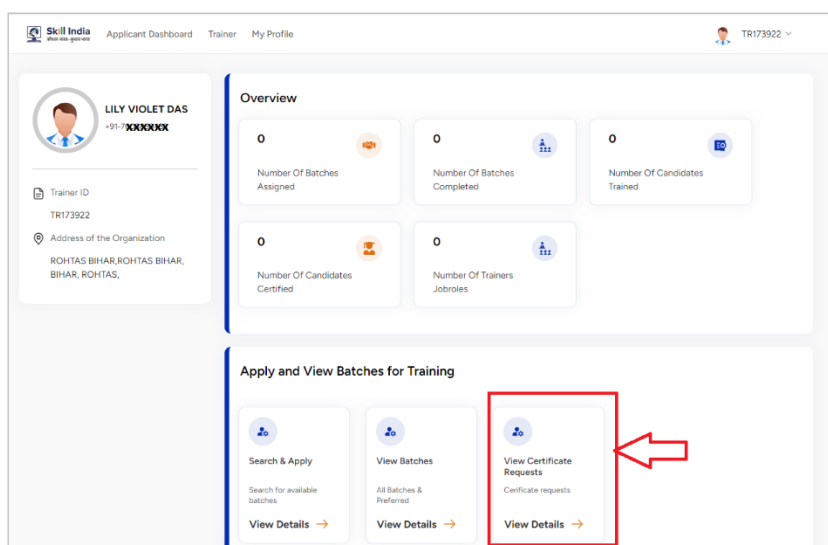
- **Download Certificate:** Enables the trainer to download the certificate for the batch once it's certified or approved.



- **Apply for Advanced Certification:** Allows the trainer to apply for advanced certifications, if eligible, based on their training and performance in the batch the fields are as follows:
 - **Sector:** Dropdown to select the relevant sector for the certification
 - **Job Role (QP Code):** Dropdown to choose the job role for which the advanced certification is being applied.
 - **Training Model:** Dropdown to select the training model
 - **Certification Type:** Dropdown to specify the type of certification
 - **Trainer/Assessor Academy:** Dropdown to select the academy offering the advanced certification.
 - **Country:** Default set to India.
 - **State and District:** Dropdowns to select the location (state and district) of the trainer or training center.
 - **Certificate ID:** Field to input the unique Certificate ID.
 - **Certificate Issued On:** Date selector to enter the issue date of the certificate.
 - **Supporting Document:** Upload option to attach supporting documents (PDF, PNG, or JPG files).
 - **Remarks to SSC:** Textbox to provide any additional remarks or comments to the Sector Skill Council (SSC).

7 View Certificates Requests

The dashboard interface where trainers can manage and view their training-related activities. The View Certificates Requests option is highlighted, indicating its purpose and functionality.

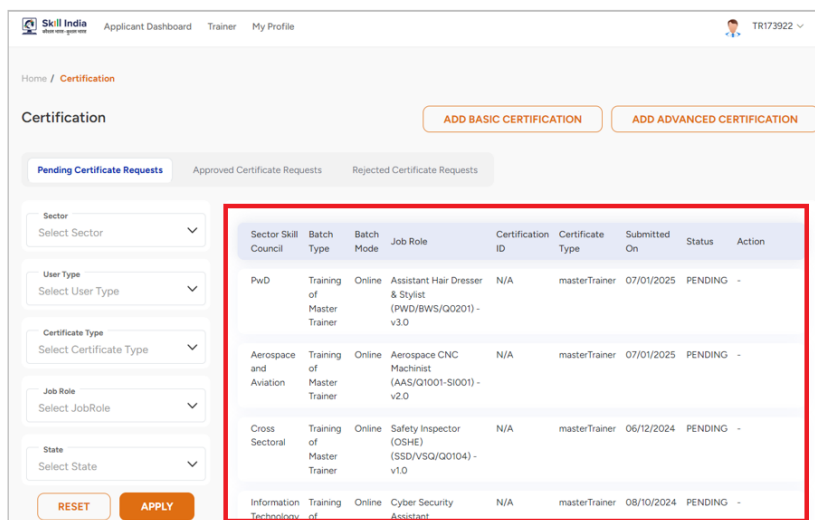


a. After click on “View Certificate Requests” Tab a new listing page appears which comprises of fields and tabs, the image for the same is shown below:

- Tabs:
 - Pending Certificate Requests: Displays all certificate requests that are currently under review.
 - Approved Certificate Requests: Shows all certificate requests that have been approved.
 - Rejected Certificate Requests: Lists all requests that have been rejected.
- Table: It provides detailed information about all certification requests:
 - Sector Skill Council: Indicates the associated SSC.
 - Batch Type: Specifies the type of batch (e.g., Training of Trainer, Master Trainer).
 - Batch Mode: Lists the mode of training (e.g., Online, Offline).
 - Job Role: Displays the job role for which certification is requested.
 - Certification ID: Lists the unique ID associated with the certification.
 - Certificate Type: Indicates whether it is a basic or advanced certification.
 - Submitted On: Shows the date when the certification request was submitted.
 - Status: Displays the status of the request (e.g., Pending, Approved, Rejected).
 - Action: Options for further actions, such as viewing details or taking additional steps.

b. This page provides a centralized interface for trainers and master trainers to efficiently manage their certification requests. It allows them to track the status of submitted

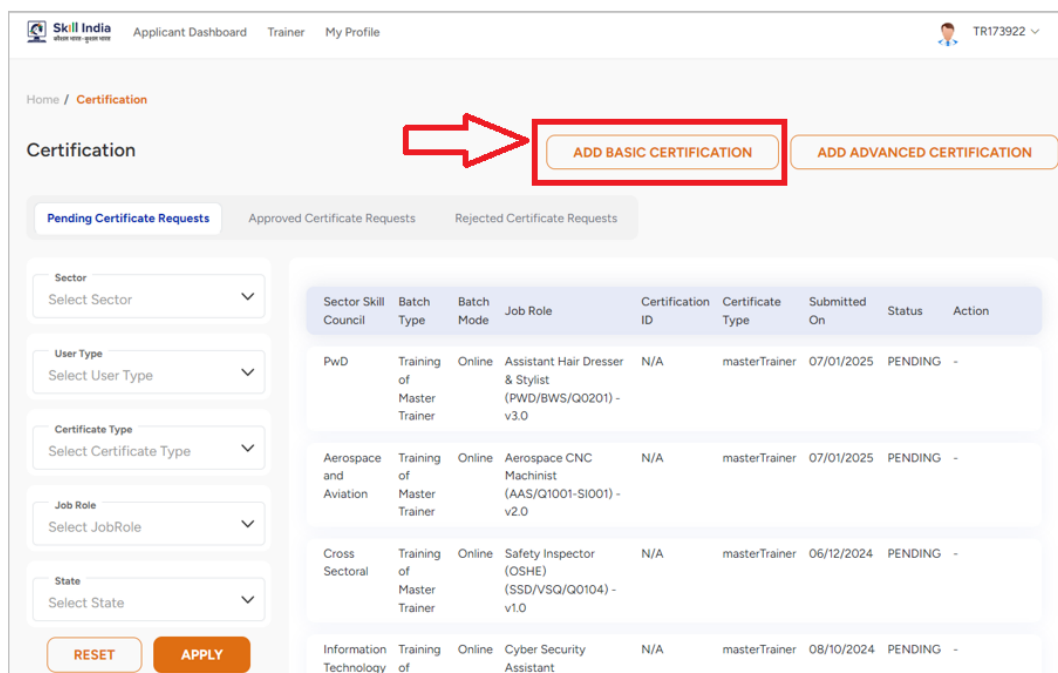
applications, submit new certification requests, and review approved or rejected certifications. The integrated filters enable users to quickly find specific requests and manage certificates with ease, ensuring a streamlined and organized process for certification management.



The screenshot shows the 'Certification' dashboard with filters on the left and a table of pending requests. The table is highlighted with a red border.

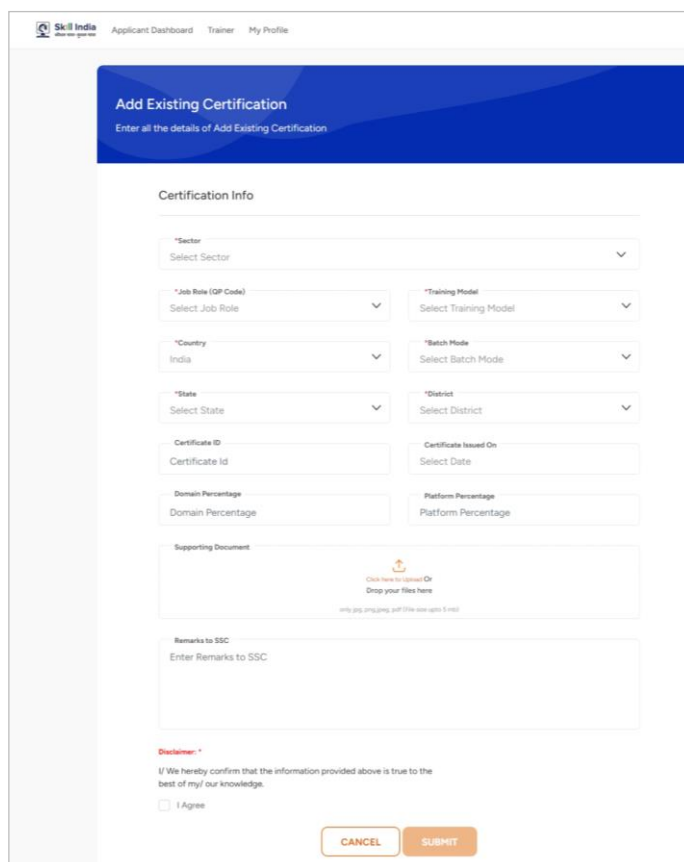
Sector Skill Council	Batch Type	Batch Mode	Job Role	Certification ID	Certificate Type	Submitted On	Status	Action
PwD	Training of Master Trainer	Online	Assistant Hair Dresser & Stylist (PWD/BWS/Q0201) - v3.0	N/A	masterTrainer	07/01/2025	PENDING	-
Aerospace and Aviation	Training of Master Trainer	Online	Aerospace CNC Machinist (AAS/Q1001-SI001) - v2.0	N/A	masterTrainer	07/01/2025	PENDING	-
Cross Sectoral	Training of Master Trainer	Online	Safety Inspector (OSHE) (SSD/VSQ/Q0104) - v1.0	N/A	masterTrainer	06/12/2024	PENDING	-
Information Technology	Training of	Online	Cyber Security Assistant	N/A	masterTrainer	08/10/2024	PENDING	-

c. Click on the “Add Basic Certification” button as shown below:



The screenshot shows the 'Certification' dashboard with the 'Add Basic Certification' button highlighted by a red arrow. The button is located at the top right of the dashboard, next to the 'Add Advanced Certification' button.

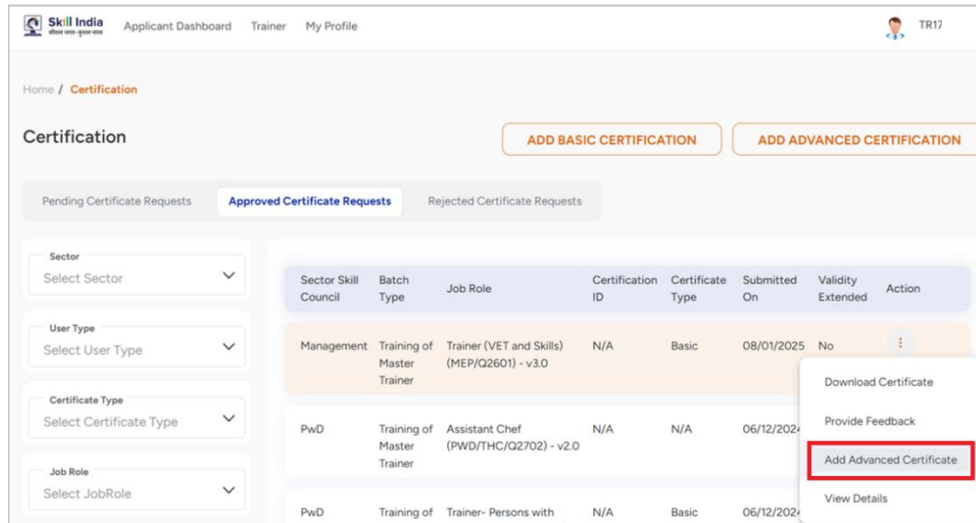
- d. A new form appears to enter the Add Existing Certification details as shown below:
- **Sector:** Dropdown to select the relevant sector of the certification (e.g., Healthcare, Construction).
 - **Job Role (QP Code):** Dropdown to choose the job role associated with the certification.
 - **Training Model:** Dropdown to specify the training model (e.g., Online, Offline).
 - **Country:** Dropdown to select the country (default is **India**).
 - **State and District:** Dropdowns to specify the location of the certification.
 - **Batch Mode:** Dropdown to indicate the mode of training (e.g., Online, Classroom).
 - **Certificate ID:** Field to enter the unique ID of the certification.
 - **Certificate Issued On:** Date picker to specify the issue date of the certificate.
 - **Domain Percentage:** Field to enter the percentage score obtained in the domain-specific exam or assessment.
 - **Platform Percentage:** Field to enter the percentage score obtained in the platform-specific exam or assessment.
 - **Supporting Document:** File upload field to attach a supporting document (e.g., certificate copy) in JPG, PNG, or PDF format, with a size limit of 5 MB.
 - **Remarks to SSC:** A textbox for users to provide additional comments or remarks for the Sector Skill Council (SSC).



The screenshot shows the 'Add Existing Certification' form within the Skill India Applicant Dashboard. The form is titled 'Add Existing Certification' and includes a sub-header 'Enter all the details of Add Existing Certification'. The form is divided into several sections:

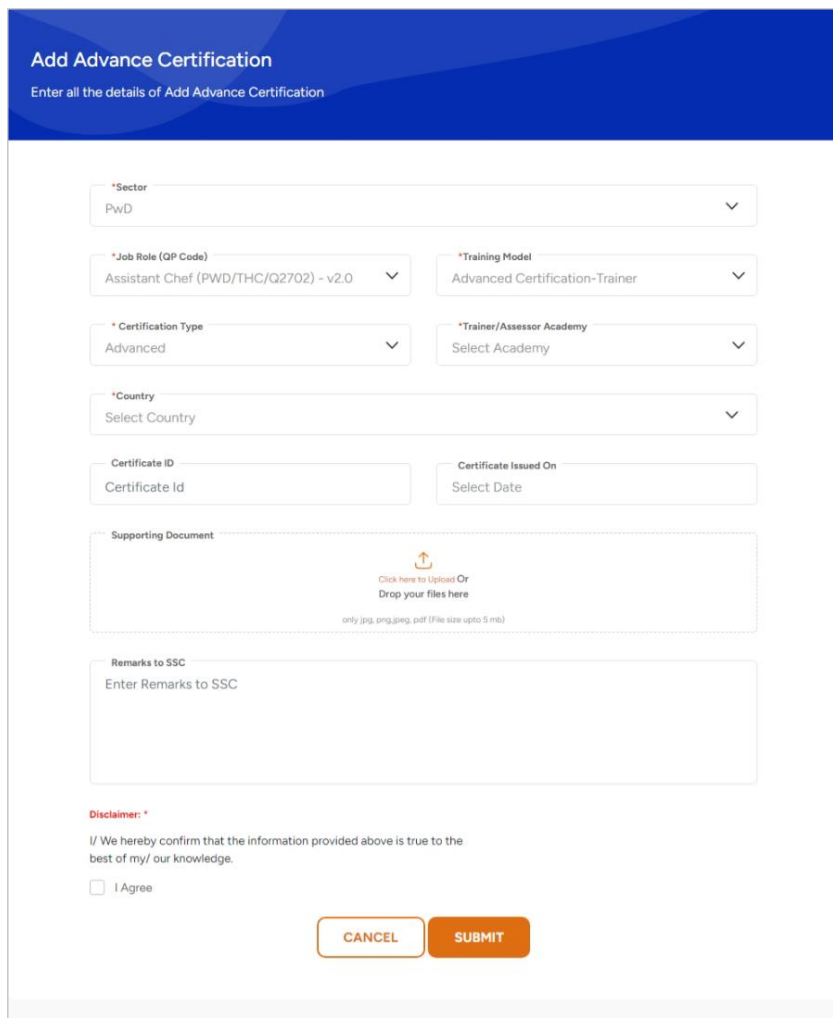
- Certification Info:** This section contains dropdown menus for 'Sector', 'Job Role (QP Code)', 'Training Model', 'Country' (pre-filled with 'India'), 'Batch Mode', 'State', and 'District'.
- Certificate ID:** A text input field for the unique ID of the certification.
- Certificate Issued On:** A date picker field to specify the issue date of the certificate.
- Domain Percentage:** A text input field for the percentage score obtained in the domain-specific exam or assessment.
- Platform Percentage:** A text input field for the percentage score obtained in the platform-specific exam or assessment.
- Supporting Document:** A file upload section with a button 'Click here to upload Or' and a text prompt 'Drop your files here'. Below this, it states 'only jpg, png, pdf files less than 5 MB'.
- Remarks to SSC:** A text area for entering remarks to the Sector Skill Council (SSC).
- Disclaimer:** A section with a red asterisk indicating a disclaimer. It states: 'I/ We hereby confirm that the information provided above is true to the best of my/ our knowledge.' Below this is a checkbox labeled 'I Agree'.
- Buttons:** At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.

- e. On clicking on Approved Certificate Requests tab new listing appears in which Add Advanced Certification is available the image for the same is as follows:



The screenshot shows the 'Skill India' Applicant Dashboard. The 'Certification' section has tabs for 'Pending Certificate Requests', 'Approved Certificate Requests' (selected), and 'Rejected Certificate Requests'. On the left, there are filters for Sector, User Type, Certificate Type, and Job Role. The main table lists certificate requests with columns: Sector Skill Council, Batch Type, Job Role, Certification ID, Certificate Type, Submitted On, Validity Extended, and Action. A dropdown menu is open for the 'Add Advanced Certification' option, showing options like 'Download Certificate', 'Provide Feedback', 'Add Advanced Certificate' (highlighted), and 'View Details'.

- f. Now select “Add Advance Certification” option via action button a new page appears as shown below:



The screenshot shows the 'Add Advance Certification' form. The header is blue with the title 'Add Advance Certification' and the instruction 'Enter all the details of Add Advance Certification'. The form contains several dropdown menus: '*Sector' (PwD), '*Job Role (QP Code)' (Assistant Chef (PWD/THC/Q2702) - v2.0), '*Training Model' (Advanced Certification-Trainer), '*Certification Type' (Advanced), '*Trainer/Assessor Academy' (Select Academy), and '*Country' (Select Country). There are also input fields for 'Certificate ID' and 'Certificate Issued On' (Select Date). A 'Supporting Document' section has a file upload icon and text: 'Click here to Upload Or Drop your files here' and 'only jpg, png, jpeg, pdf (File size upto 5 mb)'. Below this is a 'Remarks to SSC' section with a text area 'Enter Remarks to SSC'. At the bottom, there is a 'Disclaimer' section with a checkbox 'I Agree' and two buttons: 'CANCEL' and 'SUBMIT'.

The description of the fields for the above image is as follows:

- Sector: Dropdown to select the sector relevant to the advanced certification
- Job Role (QP Code): Dropdown to select the job role for which the advanced certification is being applied.
- Training Model: Dropdown to specify the training model (e.g., Advanced Certification-Trainer).
- Certification Type: Indicates that this is an Advanced certification (pre-filled).
- Trainer/Assessor Academy: Dropdown to select the academy where the training or assessment was conducted.
- Country: Dropdown to choose the country (default is India).
- Certificate ID: Field to enter the unique ID of the certification.
- Certificate Issued On: Date picker to specify the issuance date of the certification.
- Supporting Document: File upload field to attach relevant supporting documents (e.g., certification copy). Only files in JPG, PNG, or PDF formats are accepted, with a size limit of 5 MB.
- Remarks to SSC: Textbox to provide additional comments or remarks for the Sector Skill Council (SSC).

g. When Trainer clicks on the View Certificate Details following image appears:

View Certificate Details
×

Applicant ID: TR1	Applicant Name: LILY VIOL	User Type: masterTrainer
Job Role (QP Code): Trainer (VET and Skills) (MEP/Q2601) - v3.0	Country: India	State: JAMMU AND KASHMIR
District: POONCH	Certificate ID: N/A	Certificate Issue Date: 08/01/2025
Valid Till Date: 08/01/2027	Domain Percentage: 90	Platform Percentage: 90
Certificate/Provisional Certificate Document: TR173922-kbay09zrdjxivsi2.pdf	Supporting Document Details: NA	Remarks to SSC: N/A
Validity Extended: No		

CLOSE

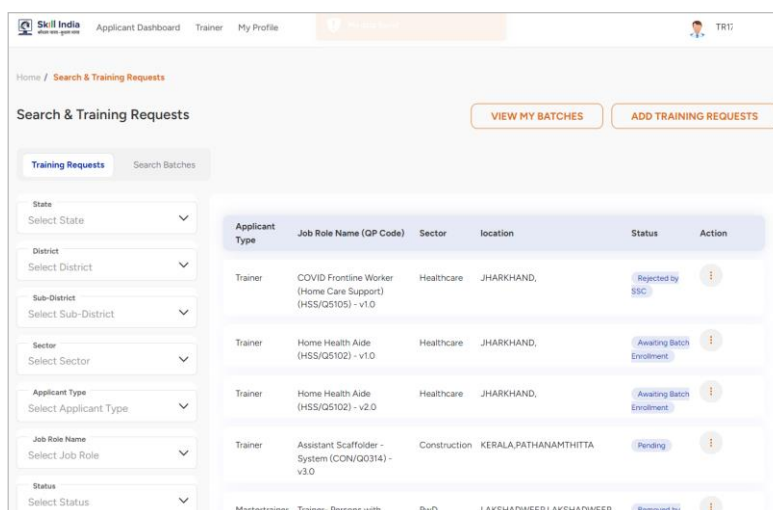
8 Certificate Renewal Process

The Certificate Renewal Process ensures that trainers maintain up-to-date certifications to meet compliance and job role requirements. Each certificate issued is valid for two years, after which it must be renewed under specific conditions.

- Certificate Expired:** In case a trainer's certificate has reached the end of its two-year validity period, it must be renewed to continue conducting training sessions.
- Job-Role version is upgraded by the awarding body:** The awarding body updates the Job Role version (for example, due to changes as per market requirements, industry standards or curriculum), in such case the trainer must renew their certification even existing certification hasn't expired yet.

In either of the above two scenarios, the user must submit a new training request for the respective Job Role and complete the Training of Trainers (ToT) program to obtain re-certification. The steps for the Adding Training Requests are as follows:

- Click on Add Training Request tab, in this trainer can submit a request for a specific job role to enroll in a batch and undergo training to successfully complete the requirements for that job role.



Applicant Type	Job Role Name (GP Code)	Sector	Location	Status	Action
Trainer	COVID Frontline Worker (Home Care Support) (HSS/G5105) - v1.0	Healthcare	JHARKHAND,	Rejected by SSC	
Trainer	Home Health Aide (HSS/G5102) - v1.0	Healthcare	JHARKHAND,	Awaiting Batch Enrollment	
Trainer	Home Health Aide (HSS/G5102) - v2.0	Healthcare	JHARKHAND,	Awaiting Batch Enrollment	
Trainer	Assistant Scaffolder - System (CON/G0314) - v3.0	Construction	KERALA,PATHANAMTHITTA	Pending	
Mastertrainer	Trainer- Persons with	PwD	LAKSHADWEEP,LAKSHADWEEP	Removed by	

- This image below displays the Add Training Requests form, which allows a trainer or master trainer to submit a request to enroll in a training program. The explanation of its components is as follows

- Applicant Type:** Radio buttons allow the user to select their type:
 - Trainer: For trainers submitting a request.
 - Master Trainer: For master trainers submitting a request.
- Preferred Job Role:**
 - Select Sector: A dropdown menu to choose the sector relevant to the job role (e.g., Healthcare, Construction, etc.).
 - Select Job Role: A dropdown menu to select the specific job role within the chosen sector.
- Preferred Location:**
 - State: Dropdown to select the preferred state for training.

- District: Dropdown to select the district within the state.
- Sub-District: Dropdown to specify a sub-district within the district.
- Action Buttons:
 - Cancel: Closes the form without saving the request.
 - Add: Submits the training request with the entered details.

- c. After entering all the details in the “Add Training Requests” form click on Add button, a confirmation message: “Training Request Created Successfully” appears as shown below:

Note: Once the request is submitted, it will be marked as pending for batch enrollment and sent to the SSC for approval. If the SSC rejects the request, the status will show as "Rejected" but if approved or enrolled into a batch, the status will update to either "Awaiting Batch Enrollment" or "Fulfilled Through the Batch"

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



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