

**Dear Stakeholders,**

**We have created the 1<sup>st</sup> Draft of the Guidelines for the Recognition of Prior Learning (RPL) under Pradhan Mantri Kaushal Vikas Yojana (2016 -2020).**

**Request you to kindly go through the guidelines and provide your valuable inputs (if any) on [PMKVYfeedback@nsdcindia.org](mailto:PMKVYfeedback@nsdcindia.org) latest by 1800 hours -24<sup>th</sup> June 2016.**

**Regards,**

**RPL Team - PMKVY**

***Note:*** Any suggestions/feedback would be taken into consideration post discussion with the PMKVY Steering Committee.

**Provide Feedback at [PMKVYfeedback@nsdcindia.org](mailto:PMKVYfeedback@nsdcindia.org)**

**Draft Guidelines**  
**Recognition of Prior Learning (RPL)**  
**Under**  
**Pradhan Mantri Kaushal Vikas Yojana (PMKVY)**  
**(2016-2020)**

**Dated: 17<sup>th</sup> June 2016**

**Provide Feedback at [PMKVYfeedback@nsdcindia.org](mailto:PMKVYfeedback@nsdcindia.org)**

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Recognition of Prior Learning – An initiative of the Government of India, Ministry of Skill Development and Entrepreneurship, under Pradhan Mantri Kaushal Vikas Yojana – Implemented by the National Skill Development Corporation.

## **1. BACKGROUND**

**1.1** Government of India, Ministry of Skill Development and Entrepreneurship (MSDE) had launched Pradhan Mantri Kaushal Vikas Yojana (PMKVY) in the year 2015. The objective of this Skill Certification scheme is to enable a large number of Indian youth to take up industry-relevant skill training which will help them in securing a better livelihood. Individuals with prior learning experience or skills will also be assessed and certified under Recognition of Prior Learning (RPL). The RPL Component of the Scheme mainly focuses on individuals engaged in unregulated sectors.

**1.2** The objectives of RPL are primarily three-fold: (i) to align the competencies of the unregulated workforce of the country to the standardized National Skills Qualification Framework (NSQF), (ii) to enhance the career/employability opportunities of an individual as well as providing alternative routes of access to further and higher education and (iii) to provide opportunities for the reduction of inequalities based on privileging certain forms of knowledge over others.

**1.3** The Scheme hopes to achieve 25 lakh certifications under RPL over a duration of 4 years (2016-2020). In accordance with these Guidelines, Sector Skill Councils (SSCs) or any other designated agencies [hereby known as Project Implementing Agencies (PIAs)] shall implement RPL Projects under the aegis of the National Skill Development Corporation (NSDC).

**1.4** These Guidelines are effective from .....2016. Any revisions made to the Guidelines will be uploaded on the official website of PMKVY, [www.pmkvyofficial.org](http://www.pmkvyofficial.org).

**1.5** Definitions of terms and expansions of acronyms used in this document are listed in Annexure 1.

## 2. PROJECT TYPES

2.1 PIAs shall implement RPL through any of the 3 Project Types mentioned in Table 1 below. The Project Types differ according to their Target Group.

**Table 1: The 3 RPL Project Types**

Sn.	PROJECT TYPE	TARGET GROUP	5 STEP RPL PROCESS	EXAMPLES
1.	RPL Camps	<i>RPL in a location where workers of a particular sector are consolidated (i.e. Industrial/Traditional Clusters)</i>	STEP 1: Mobilisation STEP 2: Pre-Screening & Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification and Payout (STEPS 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster)	Automotive Cluster of Mumbai-Pune, Garment Manufacturing Cluster of Tiruppur (Tamil Nadu), Footwear Cluster of Agra
2.	Employers' Premises	<i>RPL on-site at an employers' premises</i>	STEP 1: Mobilisation STEP 2: Pre-Screening & Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 1-5 to take place with employers' premises)	Rashtrapati Bhavan, Raj Bhavans, Various Private Sector Companies
1.	RPL Centres	<i>RPL at designated centres for geographically scattered workers who need to be mobilised</i>	STEP 1: Mobilisation STEP 2: Pre-Screening & Counselling STEP 3: Orientation STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 2-5 to take place at a designated RPL Centre within the mobilising zone)	Street Food Vendors, Hairstylist, Beauticians, Cobblers, Tailors

2.2 PIAs shall submit proposals to undertake the certification of RPL candidates in any of the Project Types mentioned above. For more information on the proposal submission process refer to Section 8 of these Guidelines.

2.3 All RPL candidates shall undergo the same 5 STEP RPL Process (i. Mobilization, ii. Counseling & Pre-Screening, iii. Orientation, iv. Final Assessment and v. Certification & Payout).

2.4 PIAs are to note, unless otherwise specified, the implementation modalities and the stakeholders involved under each STEP may vary per Project Type. Refer to Section 4 of these guidelines for more information.

### 3. ELIGIBLE BENEFICIARIES

RPL is applicable to any candidate of Indian nationality who:

- a. On the date of enrolment, fits the minimum age criteria as per the QP requirements
- b. Possesses an Aadhaar Card [Verifiable Alternate IDs such as PAN or Voter ID may be applicable for certain states in the North East Region (Refer Annexure 1)] and a bank account
- c. Fits the Pre-Screening Criteria defined by the SSC for the respective job role

### 4. RPL PROCESS

**Table 2: The 5 STEP RPL Process**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Mobilisation	Counselling & Pre-Screening	Orientation	Final Assessment	Certification & Pay-Out

#### 4.1 STEP 1 - MOBILISATION

- 4.1.1. For Project Types 1 and 3, PIA may engage a Mobilizing Agency (i.e. Associations / NGOs / Training Partner) to assist in on-ground mobilization of potential candidates to RPL Camps/RPL Centers.
- 4.1.2. For Project Type 2, mobilization of employees is to be undertaken by the employer engaged.
- 4.1.3. PIAs are to take note of the different implementation modalities and stakeholders engaged in each Project Type listed in Table 3 below.

**Table 3: Differences in Implementation Modalities and Stakeholders per Project Type**

PROJECT TYPE 1 (RPL Camps)	PROJECT TYPE 2 (Employers' Premises)	PROJECT TYPE 3 (RPL Centers)
<p>a. PIA to identify Industrial/Traditional Clusters to conduct RPL.</p> <p>b. PIA to identify job roles in which RPL can be conducted in the clusters selected.</p> <p>c. PIA to decide the duration of the RPL Camp based on the availability of eligible beneficiaries.</p> <p>d. PIA to conduct RPL Camp at a prominent locality within each cluster.</p> <p>e. PIA to mobilise potential candidates to RPL Camps. PIA may engage a Mobilising Agency (i.e. Associations / NGOs / Training Partner) to assist in on-ground mobilisation of potential candidates.</p> <p>f. The RPL Camp is to be branded according to RPL Branding Guidelines (see Annexure 2).</p> <p>g. PIA to ensure the presence of MPs, MLAs, DMs, SDMs, DLOs, Chief Judicial Magistrates, Municipal Commissioners and/or District Employment Officers at the RPL Camp's inauguration.</p>	<p>a. PIA to tie up with Employers.</p> <p>b. PIA to identify job roles for which RPL may be conducted within the employer's premises.</p> <p>c. Employers are to mobilise their employees to participate in RPL.</p> <p>d. Employer's Premises is to be branded according to the RPL Branding Guidelines (see Annexure 2).</p>	<p>a. PIA to identify job roles and geographies for conducting RPL.</p> <p>b. PIA may engage a Mobilising Agency (i.e. Associations/NGOs/ Training Partners) to assist in mobilising potential candidates.</p> <p>c. The Mobilisation Agency is to invite potential candidate to a designated RPL Centres in the area.</p> <p>d. The designated training centre has to be in a prominent locality and have been accredited and affiliated under PMKVY.</p> <p>e. The RPL Centre is to be branded according to the RPL Branding Guidelines (see Annexure 2).</p>

## 4.2 STEP 2 - COUNSELLING & PRE-SCREENING

For all Project Types the following Pre-Screening and Counselling guidelines shall be adopted:

**4.2.1** PIAs shall engage Training Partners as RPL Facilitators to conduct the Counselling and Pre-Screening of candidates. PIAs are to ensure that only RPL Facilitators who are certified trainers (i.e. SSC approved trainers who have completed the Train the Trainer (TOT) programme) are approved for participation.

**4.2.2** Potential candidates shall be counselled by RPL Facilitators on the following:

- What is PMKVY?
- What is RPL (i.e explanation of the 5 STEP RPL process)?
- How will Skill Certification according to NSQF help in transforming the candidate's life?

Further, the Induction Video on RPL under PMKVY should be shown to the candidates at this stage.

**4.2.3** After counselling, the RPL Facilitator is to conduct a robust and thorough pre-screening of the candidate to ascertain which job role the candidate's prior knowledge and experience matches most and to identify gaps in the knowledge of the candidate for that particular job role. The Pre-Screening process shall have 2 Parts:

**PART 1:** Collection of Supporting Documentation/Evidence from the Candidate [SSCs to specify the personal information required (as per the SDMS) and the supporting documentation that may be available for the job role].

**PART 2:** Candidate Self-Assessment [SSCs in partnership with participating Assessment Agency is to design a self-assessment sheet for each job role (Questions are to be based on the core NOSs of the job role). A candidate should take no longer than 15 minutes to complete the self-assessment].

**4.2.4** Candidates shall be enrolled under the scheme upon the completion of Counselling and Pre-Screening. At the time of enrolment, it is mandatory for candidates to have valid Aadhaar Numbers [or Alternate IDs in the case of Jammu & Kashmir and applicable North East States (Refer Annexure 1)] and Bank Accounts. If a candidate does not have an Aadhaar Number and/or Bank Account, the PIA is required to facilitate the same prior to the candidate's enrolment under the Scheme.

### 4.3 STEP 3 – ORIENTATION

For all Project Types the following Orientation guidelines shall be adopted:

**4.3.1** PIAs are to ensure that each enrolled candidate undergoes Orientation. The Orientation shall be imparted by RPL Facilitators and shall include the following activities:

**Table 4: Orientation Activities (Minimum Duration)**

Sn.	Activity	Minimum Duration
1.	Domain Training (i.e. clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health & Safety)	3 Hours
2.	Soft Skills and Entrepreneurship Tips Specific to Job Role	2 Hours
3.	Familiarization to Assessment Process and Terms	1 Hour

**4.3.2 Bridge Course Option:** Where appropriate, PIAs may propose Bridge Courses be imparted to candidates instead. Refer to Section 6 of these Guidelines for more information on Bridge Courses under RPL.

**4.3.3** Where required, the PIA may provide a job-role specific orientation kit to the candidates.



#### 4.4 STEP 4 - FINAL ASSESSMENT

For all Project Types the following Assessment guidelines shall be adopted:

**4.4.1** PIA is to identify SSC (or the successor National Board for Skill Certification) empanelled Assessment Agencies to conduct the candidates' Final Assessment. There should be no overlap in the functions of the Assessment Agency and the RPL Facilitator engaged for the project.

**4.4.2** The Assessment Agency engaged shall grade RPL candidates as per the NSQF to ascertain their competency in a particular job role. Upon completion of the assessment, each candidate shall be allotted a grade basis his/her achievement, either Pass Grades – A/B/C or Fail Grade – D. Table 5 below indicates the percentage breakdown.

Percentage Score on Job Role	Allotted Grade
0% - 24%	D
25% - 49%	C
50% - 74%	B
75% -100%	A

**4.4.3** The Aadhaar number of each assessor is to be validated by the PIA and uploaded on the SDMS before the start of the Final Assessment. PIAs are to ensure that the Assessment Agencies/Assessors engaged for a project adhere to the following:

- a. All assessors to carry their Photo IDs at all times during the assessment.
- b. Before the start of assessment, all candidates are to receive an assessment orientation. The assessment orientation should include an explanation of the assessment process, assessment format and a familiarisation of the candidate to the assessment technology used.
- c. Assessments have to be conducted in local languages. Language, communication and expression used in the assessment should be understandable and appropriate to the candidate. Special arrangements may be made for candidates who cannot read and write or express their inability to use the assessment technology provided.
- d. The Assessment Agency will also review the evidence submitted by the candidate (i.e. confirm the identity of the candidate, physical verification of the documentation provided by the candidate).
- e. Final Assessment results should be uploaded by Assessment Agency on the SDMS within 2 days of the Assessments completion.

**4.4.4** It is encouraged, however not mandatory, that PIAs engage Assessment Agencies with an Assessor Tracking Mobile App. This mobile app will assist the PIA in the monitoring the entire assessment process via:

- a. Real time location and tracking of Assessors registered on the SDMS for the project and,
- b. Capturing high quality pictures and videos, attendance sheets, candidate wise pictures and other documents that may be required before the issuance of Skill Certificates.

**4.4.5** Towards the end of Final Assessment, candidates are to fill up a standardised Candidate Feedback Form. The template provided in Annexure 3 is to be translated and given to the candidate in his/her local language. PIAs are to keep the filled Candidate Feedback Forms for a minimum of 2 years.

#### **4.5 STEP 5 – CERTIFICATION & PAYOUT**

For all Project Types the following Certification & Payout guidelines shall be adopted:

**4.5.1** Within 5 days of the Final Assessment, candidates are to be notified of their Grade and provided details for the collection of the Skill Certificate and/or Mark Sheet at a designated area and time. If the mobile number of the candidate is captured, then the PIA should notify the candidate via SMS of the aforementioned details.

**4.5.2** Candidates with Pass Grades (i.e. A, B and C) shall be eligible for Certification. Pass Grade Candidates shall be issued a Skill Certificate indicating the Grade attained, a NOS based Mark-Sheet and a payout amount of Rs. 500. Only candidates with a valid Aadhaar numbers [(or Alternate IDs in Jammu & Kashmir & applicable North East States (Refer Annexure 1))] will be eligible for the Skill Certificate.

**4.5.3** Candidates with Fail Grade (i.e. D) shall not be eligible for certification. Fail Grade candidates shall be given the NOS based Mark-Sheet only.

**4.5.4** For Project Type 2, it is highly encouraged, that the logo of the Employer be placed on the Skill Certificate issued to the candidate. PIAs to negotiate the same with Employers.

**4.5.5** Upon collecting their Skill Certificate and/or Mark-Sheet:

- a. Pass Grade Candidates are to be briefed on the re-skilling/up-skilling opportunities available to them and
- b. Fail Grade Candidates are to be briefed on the fresh training opportunities available to them.

**4.5.6** Only certified candidates shall receive the payout amount of Rs. 500. The payout will be directly disbursed to the candidate's bank account. Only candidates with valid bank details will be considered by NSDC for the processing of the payout amount.

## 5. BRANDING AND PUBLICITY

**5.1** Branding undertaken in Project Types 1, 2 and 3 shall be in accordance to the RPL Branding Guidelines (see Annexure 2).

**5.2** PIAs shall publicise/promote all RPL projects conducted through the following mediums:

- a. Print Media (i.e. advertisements in local newspapers, photo opportunities and press releases)
- b. Outdoor Advertising (i.e. wall paintings, installation of out-door hoardings & posters in populated areas)
- c. Electronic media (i.e. SMS, Whats App, Pictures and Videos on Facebook, Youtube, Twitter, NSDC/PMKVY/SSC/Trade Associations Websites)
- d. Local Radio Stations and Community Radio Stations.

## 6. BRIDGE COURSE OPTION

**6.1** PIAs may propose Bridge Courses to be imparted to candidates instead of the Standardized Orientation Activities listed in Section 4.3.1 of these Guidelines.

**6.2** Where the Candidate Self-Assessments for a particular project consistently reveals major competency gaps, a Bridge Course based on modular curricular may be imparted for the candidates to acquire those competencies.

**6.3** The bridge course proposed is to be between 40 to 60 hours duration and based on core NOSs of the job role.

## 7. PROJECT FUNDING

**7.1** PIAs shall be funded for the implementation of RPL projects along the following slabs:

**Table 5: Project Funding**

SECTORS	PROJECT FUNDING PER CANDIDATE
Manufacturing Sector	Rs. 2,500
Service Sector	Rs. 2,000

**7.2** Payouts will be directly transferred to the PIA’s bank account as per the below milestones:

**Table 6: Tranche Payout to PIA**

Tranches	% of Total Cost Per Candidate (see Table 5)	Output Parameters
1	30%	On Enrolment of Candidate
2	70%	On Successful Certification of Candidate

There will be adjusted payments for Candidates who drop out or fail the Final Assessment post the disbursement of 1<sup>st</sup> tranche. The corresponding amount shall be adjusted in subsequent tranche.

Upon receipt of the bank reconciliation report indicating failed transactions of the amount paid-out to candidates, the corresponding amount (of Rs. 2500 or Rs. 2000) shall be adjusted in the last payout to the PIA for the project. Post the project’s completion, any undue payment shall be recovered from the PIA.

**7.3** Out of the payout disbursed to the PIA, the following fee is to be paid by the PIA to the Assessment Agencies identified for each project:

**Table 7: Assessment Fee Paid to the Assessment Agency**

Assessment Fee Per Candidate	
Manufacturing Sector	Service Sectors
Rs. 1200	Rs. 800

**7.4** For audit purposes, PIAs shall open a different Bank Account for each Project and all financial transactions by PIA for a given project must be undertaken from the project specific bank account only.

**7.5** PIAs approved to impart Bridge Courses will be reimbursed the additional cost incurred for imparting the training as per Common Norms, as notified and amended from time to time (Refer Annexure 4).

## **8. PROJECT SANCTION**

### **8.1 PROJECT PROPOSAL SUBMISSION**

To undertake the certification of RPL candidates in any of the Project Types defined under Section 3 of these Guidelines, interested PIAs shall submit proposals in the given Project Template (see Annexure 5).

In a year, PIAs may propose a maximum of 4 Projects. Each Project may undertake RPL for a maximum of 3 job roles.

All proposals are to be submitted to NSDC as per the instructions specified in the Project Template.

### **8.2 PROPOSAL REVIEW**

A Sub-Committee shall be appointed to evaluate and perform a financial and technical due diligence on the feasibility of the proposal submitted.

### **8.3 TARGET ALLOCATION**

Projects successfully approved by the Sub-Committee shall be allocated targets for implementation of the project. The Sub-Committee may adjust the targets proposed by the PIA based on the evaluation of the Project Proposal.

NSDC may undertake alterations in targets allotted basis periodic reviews and evaluation of the project's performance in accordance to the Monitoring Framework (see Section 9 below).

## **9. MONITORING FRAMEWORK**

**9.1** RPL shall come under the purview of the Monitoring Framework of PMKVY. Approved projects shall be evaluated mid-way after the project's official start date. The review date will be specified at the time of the project's approval.

**9.2** The project shall also be evaluated through Field Visits by the NSDC or a designated agency on the following parameters:

- a. Branding and appropriateness of RPL Venue
- b. Publicity of Project
- c. Mobilization Process
- d. Counselling & Pre-Screening Process

- e. Orientation Process
- f. Assessment Process
- g. Achievements on Target Utilization and Adherence to Prescribed Timelines
- h. Other parameters as in sanctioned project proposal

**9.3** Based on the Project Review, NSDC shall propose to the Sub-Committee if the targets allocated should be adjusted.

**9.4** PIAs are to also send to NSDC video clippings and clear photographs showing candidates undergoing their Final Assessment.

**9.5** Upon Certification, PIAs shall post on their respective websites the list of Certified Candidates (Job-Role Wise & Grade-Wise).

## **10. PROJECT AUDIT REPORT**

**10.1** PIAs shall appoint an independent third party auditor for each project. Post completion of the project, PIAs shall get all the expenditures under the project properly audited.

**10.2** Project Audit Reports shall be submitted by the PIA to NSDC within 3 months of projects completion.

## ANNEXURE 1: Glossary

- a. **MSDE**-Ministry of Skill Development and Entrepreneurship is Ministry of Government of India to coordinate all skill development efforts across the country.
- b. **NSDC** – The National Skill Development Corporation (NSDC) has been instituted to foster private sector initiatives in skill development. It is a Private Public Partnership (PPP) organization with representatives of Government and Industry Associations on its Board.
- c. **PMKVY** – Pradhan Mantri Kaushal Vikas Yojana (PMKVY) is the flagship scheme of MSDE. The objective of this Skill Certification scheme is to enable a large number of Indian youth to take up industry-relevant skill training which will help them in securing a better livelihood. Individuals with prior learning experience or skills will also be assessed and certified under Recognition of Prior Learning (RPL). NSDC is the designated implementing agency of PMKVY.
- d. **RPL** – Recognition of Prior Learning (RPL) is the process of recognising previous learning, often experiential, towards gaining a qualification.
- e. **SSCs** – Sector Skill Councils (SSCs) are industry-led bodies, who would be responsible for the defining the skilling needs, concept, processes, certification, accreditation of their respective industry sectors. The SSCs shall prescribe the NOSs and QPs for the job roles relevant to their industry, classify the Job Roles and shall work with the NSDA to ensure that these are in accordance with the NSQF.
- f. **PIA** – The Project Implementing Agency (PIA) is the SSC or designated agency undertaking the project.
- g. **NSQF** – The National Skill Qualification Framework (NSQF), would be a descriptive framework that organizes qualifications according to a series of levels of knowledge, skills and aptitude. These levels are defined in terms of learning outcomes i.e., the competencies which the learners must possess regardless of whether they were acquired through formal, non-formal or informal education and training. It is, therefore, a nationally integrated education and competency based skill framework that will provide for multiple pathways both within vocational education and vocational training and among vocational education, vocational training, general education and technical education, thus linking one level of learning to another higher level to enable a person to acquire desired skill levels, transit to the job market and return to skill development to further upgrade their skill sets.

- h. **NOSs** – National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In their essential form, NOSs describe functions, standards of performance and knowledge/understanding.
- i. **SDMS** – The Skill Development Management System (SDMS) is the IT solution that has been developed and maintained by the NSDC
- j. **Payout** – The amount that is to be paid out to the Candidate or PIA.
- k. **Aadhaar ID in North East Region** – Aadhaar IDs are not available in multiple states in the North East Region. To facilitate the coverage, Alternate Identity Proofs (IDs) such as PAN Card or Voter Card may be accepted instead of the Aadhaar ID in the 6 states namely Nagaland, Manipur, Mizoram, Arunachal Pradesh, Assam and Meghalaya. Variation from the process shall not be permitted for the remaining states namely Sikkim and Tripura as these states have almost complete Aadhaar coverage.



## ANNEXURE 2: RPL Branding Guidelines

In Formulation Stage

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## ANNEXURE 3: Candidate Feedback Form

### RPL Candidate Feedback Form

<b>Candidate Name:</b>		<b>RPL Location:</b>	
<b>Job Role:</b>		<b>Center Id:</b>	
<b>RPL Start Date:</b>		<b>Aadhaar Number* :</b>	
<b>RPL Facilitator's Name:</b>		<b>Mobile No:</b>	

**A. MOBILISATION** ( Kindly tick one option ,if not ,please specify other)

Particulars	Mobilizing Agency	Newspaper Advertisement	Radio Advertisement	Any other, Please specify
How did you come to know about RPL under PMKVY?				

**B. AWARENESS ON PMKVY?** ( Kindly tick one option )

Particulars	YES	NO
Were you briefed about PMKVY by the RPL Facilitator?		
Did you watch the PMKVY Induction Video?		
Were you briefed about NSQF by the RPL Facilitator?		
Did the RPL Facilitator explain the RPL Assessment and Certification Process?		
Are you aware of the payout you will receive after successful certification?		

**C. PRE SCREENING** ( Kindly tick one option )

Particulars	YES	NO
Were u given a Candidate Self-Assessment sheet to fill?		
Was the self-assessment useful in identifying the gaps in your current knowledge of the job role?		

**D. ORIENTATION** ( Kindly tick one option )

Particulars	YES	NO
Were you given a job role specific kit?		
Was adequate time provided for questions & discussions and clearing doubts during the orientation?		
Were soft skills, health and safety and entrepreneurship tips provided to you by the RPL		

Facilitator?		
Were the instructions given at the time of Orientation easy to follow?		
How many items did you receive in the job role specific kit? <i>(Please specify the number)</i>		

**E. FINAL ASSESSMENT** ( Kindly tick one option )

Particulars	YES	NO
Did you receive an assessment orientation?		
Was the assessment conducted in your regional language?		

**F. RPL VENUE** ( Kindly tick one option )

Particulars	YES	NO
Was the RPL Venue easy to reach?		
Was the RPL Venue good in terms of space, lighting and cleanliness?		

**G. OVERALL EXPERIENCE** ( Kindly tick one option )

	Excellent	Good	Average	Poor
How would you rate overall experience of RPL?				

**Candidate's Signature:**

**Date:**

## ANNEXURE 4: Common Norms Base Training Cost

Common Norms and its Amendment (MSDE's Gazette Notification dated 20<sup>th</sup> May 2016) outlines the base costs per candidate for different Sectors in various job roles.

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## ANNEXURE 5: Project Proposal Template

### RPL PROJECT PROPOSAL

**Project Type <NUMBER>:**

**“PROJECT TITLE”**

#### Instructions for preparing a RPL Project Proposal

- Please read all the instructions carefully.
- Kindly provide relevant information in the given order of this template.
- Separate applications need to be submitted for more than 1 project.
- The application will consist of 5 Sections:  
**1) Project Overview, 2) Project Execution, 3) Project Monitoring, 4) Project Financials & 5) Annexures**
- Under Sections, there may be Sub-Headers, to which the applicant needs to provide the relevant information. Headers and Sub-Headers are accompanied by text in grey color font that give brief descriptions of the information required by the applicant.
- Applicant is required to provide information under all the Headers and Sub-headers indicated in this template. In addition, the applicant is required to provide enclosures along with the proposal wherever indicated.
- The Project Proposal may undergo several rounds of review and revisions before final approval by the Sub-Committee. Please be informed that submission of this application does not mean or indicate any commitment of approval/allocation of targets for the project.
- Applicant is required to submit 3 printed copies of the Project Proposal to NSDC, along with a cover letter signed duly by the CEO of the Applicant’s organization. A soft copy via email shall also be submitted to [PMKVY@nsdcindia.org](mailto:PMKVY@nsdcindia.org).

#### SECTION 1: PROJECT OVERVIEW

a. Project Title:	
b. Name of Sector Skill Council (SSC):	
c. Name of Mobilization Agencies:	
d. Name of RPL Facilitators’ Organization :	
e. Name of Assessment Agencies:	
f. Name of Project Auditing Firm:	
g. Project Locations:	
h. Proposed Start Date:	
i. Proposed End Date:	
j. Project Duration (maximum 1 Year):	
k. Total Targets Required:	
l. Job Role(s):	

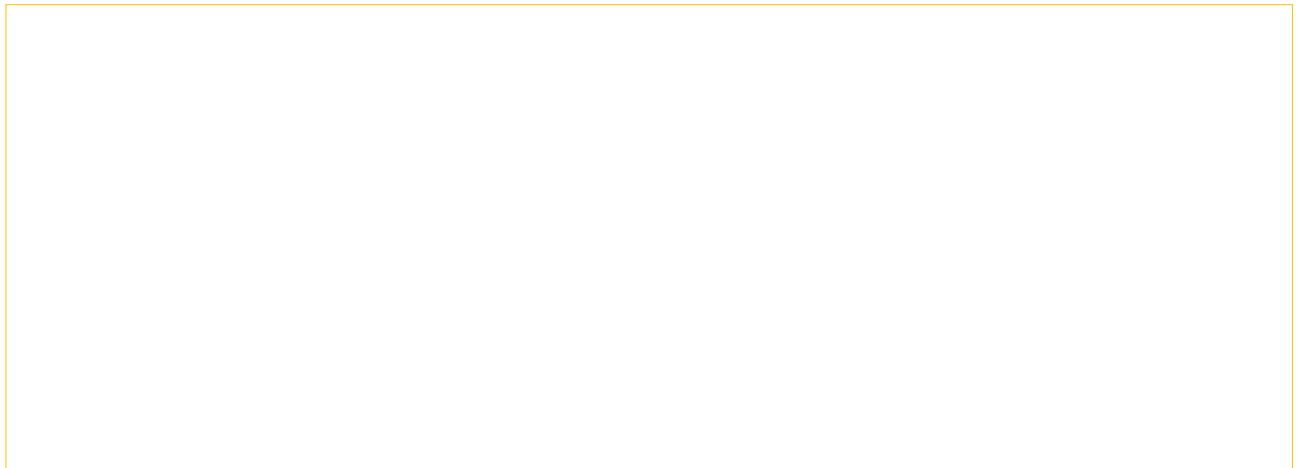
### **1.1. Statement of Purpose:**

*Describe the purpose / need / rationale/objective for the project.*

*What need/problem is this project designed to address?*

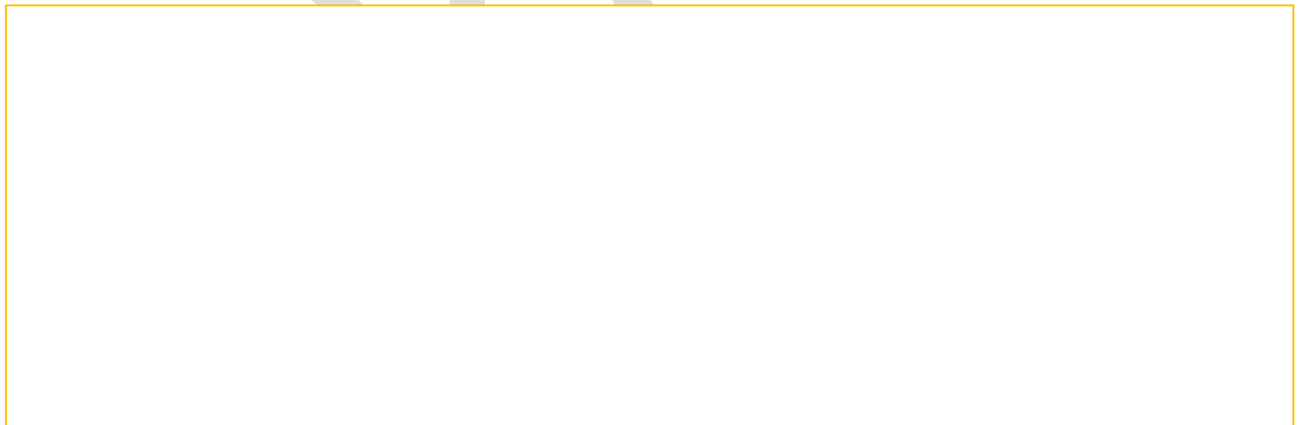
*How does the proposal relate to other relevant national development strategies and policies?*

*How was the need for this project determined?*



### **1.2 Scope & Scale of Project:**

*Describe in brief the overall scope, scale, targets and stakeholders involved in the implementation of the project.*



### **1.3 RPL Locations:**

Specify the locations in which RPL shall be conducted.

S.no	Location of RPL	Provide Location Details (i.e. Description of industry/traditional cluster targeted)
1.		
2.		
3.		

## 1.4 Project Beneficiaries:

Describe who the target beneficiaries are and how many are expected to undergo RPL. Specify the gender, age –group, and work profile of persons, etc.

S.no	RPL Camp (Location)	Target Beneficiaries (in location RPL Camp is proposed)
1	RPL (Location)	1. 2.
2	RPL (Location)	1. 2.
3	RPL (Location)	1. 2.

## 1.5 Partner Organizations

Specify participating organizations. As per guidelines, the RPL Facilitator Organization & Assessment Agencies shall not be the same. Applicant is to attach as Annexures detailed profiles of each organization engaged in respective RPL Camps planned (kindly refer to Section 5.1, 5.2, 5.3 for further instructions)

S.no	Partner Organizations	Provide Organizations' Name
<b>RPL (Location)</b>		
1	Mobilization Agency	1. 2.
2	RPL Facilitator Organization	1. 2.
3	Assessment Agency	1. 2.
4	Others (Pls. Specify if any)	1. 2.
<b>RPL (Location)</b>		
1	Mobilization Agency	1. 2.
2	RPL Facilitator Organization	1. 2.
3	Assessment Agency	1. 2.
4	Others (Pls. Specify if any)	1. 2.
<b>RPL (Location)</b>		
1	Mobilization Agency	1. 2.
2	RPL Facilitator Organization	1. 2.
3	Assessment Agency	1. 2.
4	Others (Pls. Specify if any)	1. 2.

Specify the details of the agency appointed as an independent auditor for the Project.

<b>Auditing Agency To Be Appointed</b>
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S.no	Name of Firm	Contact Information

## 1.6 RPL Targets Required

Specify the RPL targets (job-role wise) required for each RPL Location. As per guidelines, each proposal can undertake RPL for a maximum of 2-3 job roles.

S.no	RPL Camp	RPL Targets Required (i.e. Provide numbers)
1	RPL (Location)	
2	RPL (Location)	
3	RPL (Location)	
<b>Total Targets Required</b>		

## SECTION 2: PROJECT IMPLEMENTATION

### 2.1 Duration, Time Line & Job Roles

Specify the duration, time line and job roles for which RPL will be undertaken for each RPL Camp.

S.no	RPL (Location)	Duration (i.e. days)	Start Date	End Date	Job Role(s)
1	RPL (Location)				1. 2.
2	RPL (Location)				1. 2.
3	RPL (Location)				1. 2.

### 2.2 Mobilization Activity Plan (Not Applicable to Project Type 2 Applicants)

Specify activities to be undertaken as part of mobilization (include time-line, participating agencies and proposed outcome of each activity.)

S.no	Mobilization Activity	Start Date	End Date	Agencies Involved	Proposed Outcome
<b>RPL (Location)</b>					
1	Name of Activity 1				
2	Name of Activity 2				
3	Name of Activity 3				
<b>RPL (Location)</b>					
1	Name of Activity 1				
2	Name of Activity 2				
3	Name of Activity 3				
<b>RPL (Location)</b>					
1	Name of Activity 1				
2	Name of Activity 2				
3	Name of Activity 3				

### 2.4 Pre-Screening Format and Candidate Self-Assessment Sheet



Applicant to submit pre-screening format and candidate self-assessment sheet for each RPL Job Role undertaken as Annexures (Refer to Section 5.4 for further instructions)

## 2.5 Orientation Content

As per the RPL Guidelines, the Orientation of each candidate shall include the following:

Sn.	Activity	Minimum Duration
1.	Domain Training (i.e. clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health & Safety)	3 Hours
2.	Soft Skills and Entrepreneurship Tips Specific to Job Role	2 Hours
3.	Familiarisation to Assessment Process and Terms	1 Hour

Applicants are to specify the topic and subtopics to be covered under each of the aforementioned areas, the duration for each topic and expected outcome.

For the provision of Bridge Course, a sperate modular circular needs to be provided. The modular circular is to also include the above mentioned Orientation activities.

S.no	Topic & Subtopics	Duration (Hrs)	Agency Responsible	Outcome
<b>Job Role Name</b>				
1				
2				
3				
<b>Job Role Name</b>				
1				
2				
3				
<b>Job Role Name</b>				
1				
2				
3				

## 2.6 Job-Role Specific Kit (Not a Mandatory Provision)

List the items that will be given as part of the job-role specific kit to candidates during orientation.

NAME OF JOB-ROLE	LIST OF ITEMS IN KIT
1.	a. b. c. d.
2.	
3.	

## 2.7 Certificate and Mark-sheet Collection

Specify the location where candidates will be able to collect hard copies of their graded-certificates & mark-sheet and the medium through which these candidates will be notified regarding their certificate and mark-sheet collection.

<b>RPL (Location)</b>	
a. Location identified for Certificate & Marksheet Collection	
b. Medium through which Candidates will be Intimated	
<b>RPL (Location)</b>	
a. Location identified for Certificate & Marksheet Collection	
b. Medium through which Candidates will be Intimated	

## 2.9 Media Coverage

Describe what efforts will be made to ensure that the project receives sufficient media coverage on the following platforms: Print, Electronic (Radio and TV) & Social Media.

<p><i>Description of Publicity Plan</i></p> <p>Specify names of local newspapers, TV channels, radio stations and social media platforms that will be engaged and in what way.....</p>	
a. Print Media	
b. Outdoor Advertising	
c. Digital (Social Media/ Electronic Media/etc.)	
d. Radio	

## SECTION 3: PROJECT MONITORING

### 3.1 Team from Applicant Organization Overseeing On-ground Implementation

Kindly specify the individual/team from the applicant side that will be overseeing the on-ground implementation.

Team From Applicant Organization				
SN.	Name	Designation	Email	Phone Number
1.				

### 3.2 Process Level Monitoring By Applicant Agency

Kindly specify the monitoring mechanisms by which each process will be checked by the applicant organization.

RPL (LOCATION)			
S.no	Process	Time of Completion	Monitoring Mechanism
1	Mobilization		
2	Counselling		
3	Pre- Screening		

4	Enrolment/Batch Upload		
5	Orientation		
6	Distribution of Job-Role Specific Kit		
7	Post-Orientation Feedback Form		
8	Formal Assessment		
9	Assessment Result Upload		
10	Certification on SDMS		
11	Certificate, Marksheet & Insurance Collection		
12	Media Coverage & Compilation		
13	Other, please specify		
14	Other, please specify		

## SECTION 4: PROJECT FINANCIALS

Applicant should indicate how the project fund per candidate (i.e. Rs. 2000 or 2500) will be utilized. Please find below an example of the breakdown:

S.no	Cost Head	Cost Per Candidate (Rs.)
<b>RPL (LOCATION)</b>		
1	Mobilization	
2	Orientation	
3	Payout to Assessment Agency (fixed at Rs.800/600 depending on sector)	
4	Job Role Specific Kit, Certificate & Mark-sheet	
5	Branding and Publicity	
<b>Total Cost Per Candidate</b>		

## SECTION 5: ANNEXURES

List of Annexures required to be submitted with Project Proposal:

### 5.1 Profile of RPL Facilitator Organisation (max 2 pages)

Provide the profile of each RPL Facilitator Organization participating in each RPL location in the template below. Kindly include the following:

- Name of the Organisation:
- Brief description of the Organisation's overall geographical coverage and capabilities: (i.e. Details of Training Centers, Labs, Equipment's, Infrastructure available in terms of capacity, size, quality and geographical spread)
- Brief Description of how and why Organization was selected for this Project:
- Key Points of Contact from the Organisation:

Name	Designation	Mobile Number	Email	Address
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## 5.2 Profile of Assessment Agencies/Assessors (max 2 pages)

Provide the profile of each Assessment Agency participating in each RPL location in the template below. Kindly include the following:

- Name of the Organisation:
- Brief Description of the Organisation's overall geographical coverage and capabilities: (i.e. Geographical Spread and Details of Assessors, Tools & Technology available in terms of type, quality)
- Brief Description of how and why the Organisation was selected for this Project:
- Key Points of Contact from the Organisation:

Name	Designation	Mobile Number	Email	Address

## 5.3 Profile of Mobilisation Agency (max 2 page)

Provide the profile of each Mobilisation Agency participating in each RPL location in template below. Kindly specify the following:

- Name of the Organisation:
- Brief Description of the Organisation's overall geographical coverage and capabilities:
- Brief Description of how and why the Organisation was selected for this project:
- Key Points of Contact from the Organisation:

Name	Designation	Mobile Number	Email	Address

## 5.4 Pre-Screening Format & Candidate Self-Assessment Sheet for each Job Role

Provide the pre-screening format and candidate self-assessment sheet to be used for each RPL Job Role to undertaken (Questions are to be based on the core NOSs of the job role as well as any other criteria as defined by the SSC for the project).