

# Guidelines for Recognition of Prior Learning(RPL) with Best in Class Employer



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## 1. Background and Objective

- It is estimated that only 4.69% of the total workforce in India has undergone formal skill training as compared to 68% in UK, 75% in Germany, 52% in USA, 80% in Japan and 96% in South Korea.
- While there is an urgent need for skill-based training for jobs across the country, the absence of sufficient training avenues prevents the people entering the workforce to acquire skill training and certification through formal channels. As a result, most of the skill acquisition takes place through informal channels such as family occupation, on-the-job training under master craftsman, etc. These skills go unrecognized as they are not acquired through formal means and are never formally recognized. This prevents them from accessing formal employment opportunities, utilizing their experience for further taking up educational course and other progression opportunities in the formal system.
- Recognition of Prior Learning (RPL) is a certification framework – which will assess those who have acquired skills informally and then recognize them with a formal certification. The certification will not only allow us to recognize their skills but also help them access future opportunities in the formal ecosystem.
- RPL was first launched as a component under Pradhan Mantri Kaushal Vikas Yojana (PMKVY) 2015-16. After learning from the implementation of the pilot phase of PMKVY, it was relaunched under PMKVY 2016-20. The target under PMKVY 2016-20 is to conduct RPL of 40 lakh people in workforce.

Currently, RPL is being implemented in PMKVY 2016-20 in project mode with the following type of projects allowed in the PMKVY 2016-20 guidelines:

1. RPL Camps
  2. Employer's Premises
  3. RPL Centre's
- A new type of RPL category is being envisaged under PMKVY 2016-20 to ensure certification of skills available in the organized sector with best in class employers. This will help achieve certification at scale while ensuring its economy and quality of certification.

### Objective

- In order to enhance the industry acceptability of RPL certification and extend the outreach of the scheme directly to reputed employers/industries across sectors, it is proposed to introduce “RPL with Best in Class Employers”.
- MSDE and NSDE through this project type, would like to ensure wider outreach to the large uncertified workforce across the country, primarily in organized sector, through direct partnerships with Sector Skill Councils and industry/ corporates.
- Collaboration with the top employers shall help to enhance credibility of certification and help to promote mobility of the workforce across the sector.
- Industry will also benefit from their workforce being certified under National Skill Qualification Framework (NSQF)
- Achieve economy and scale through a simplified procedure of assessment through manager/ supervisor/ departmental head for the other employees of his/her department
- Co-branded certification to incentivize the industry



## 2. Guidelines

- This category of the scheme shall focus on flexible direct collaboration with top reputed employers in different sectors through Sector Skill Councils.
- Top of the line large employers are expected to be selected by SSCs under this category with the mandate to certify their workforce across their different areas of operations.
- The aim is to put the top employer in the center of the activities and extend the NSQF certification to the large uncertified workforce existing across employers in various sectors.
- Project shall look to utilize Top chef/ Departmental Head/ Supervisors/Workshop Managers/Senior Supervisors/Master Trainers of employers as 'Employer Assessor'. SSCs will link with them for orientation and conduct of assessment.
- Employer and SSC shall work together to map the competencies of the employees with the respective job roles under NSQF. In case, there is a requirement of a specific job role, SSC shall undertake development of standards for a new job role and align it with NSQF
- SSCs will be the main link for approaching the industry, orienting the assessor and beneficiaries and organizing the assessment and certification.
- Post successful completion of the assessments by the Employer Assessor, SSC shall issue certificates aligned to NSQF.
- Certificate shall be co-branded by incorporating the logo of the employer.
- The project approval to be simplified with the least requirement of documents and approvals. Initial target, industry/ corporate, job roles, duration and financial approvals to SSC by MSDE and flexibility to change job roles and industry within approved financials.
- A pilot to be launched with few sectors to understand the impact and simplify process.

## 3. Implementation Strategy

Flow of Activities



\*Assessment – Two types of Assessment are provisioned. Details given in the section 3.5





### 3.1 Sensitization and Onboarding of Eligible Employers

- Sector Skill Councils will be given flexibility to define the eligibility of the employers as the Best-in-Class employer in their respective sectors. Indicative eligibility criteria is mentioned at Annexure 6.1.
- SSC to notify NSDC and MSDE after finalization of the eligibility criteria and should also publish the same in the public domain before submission of projects under RPL type 4. Sector Skill Councils to provide these details within 30 days from the official notification of the guidelines.
- SSCs are encouraged to approach the industries/ businesses of their Governing Council members and other top-rated industry in their sector.
- Sector Skill Council will approach the eligible industry and finalize the job roles and tentative targets for the project type.

### 3.2 Identification of Employer Assessor & Employees

- Employers shall identify 'Employer Assessor' across their departments.
- The employer will identify employee supervisors such as Departmental Head/ Top chef//Workshop Managers/Senior Supervisors/Master Trainers as 'Employer Assessor'.
- 'Employer Assessor' shall be an experienced employee having required qualification and minimum experience of the job role being assessed.
- Employer will also categorize their employees industrial job role wise and share the list of number of employees with the SSC for project submission.
- Employer and SSC to identify/map the industrial job roles to the NSQF aligned job roles, Qualification Packs and National Occupational Standards.
- QP-NOS at NSQF Level 3 and above will be preferred under this project type. In certain cases, NSQF Level 2 may also be included.
- Employee shall also further classify the employees with less than one year of experience and more than one year of experience.

### 3.3 Project Submission & Approval

- Sector Skill Council will submit the proposal to NSDC for processing the project. Proposal template is provided at Annexure 6.2
- The proposal to include details of the employer, employees, employer assessor qualifications, list of job roles, implementation plan etc.
- Proposal shall be screened at NSDC and forwarded to Executive Committee (EC) of PMKVY at MSDE. Details of the project implementation mobilization, orientation, assessment & certification will be evaluated by EC for financial approvals.
- Post the approval from Executive Committee, SSC shall be provided a go ahead for the implementation of the project.

### 3.4 Employer Assessor Orientation

- Post the approval, Sector Skill Council's Master resources shall conduct an orientation for the identified 'Employer Assessor' on National Skill Qualification Framework, Qualification Packs (QPs) & National Occupational Standards (NOS).



- SSC shall also orient the Employer / 'Employer Assessor' on the process for capturing the details of the employees in the prescribed format.
- Orientation on filling the result sheets will be done by the SSC, to be duly filled by the 'Employer Assessor' and shared with the SSC for certificate generation.

### 3.5 Assessment

- Two categories of assessment will be undertaken for the Best-In-Class employers utilized the 'Employer Assessors'.
- The categories are divided based on the number of years of experience of the employees.

	<b>Option 1</b> <u>No Exam – Supervisor Self-Assessment</u>		<b>Option 2</b> <u>Internal Exam – Supervisor Assessment</u>	
Eligibility	Employer	Type A	Employer	Type A
	Employee	> 1 Year Experience	Employee	< 1 Year Experience
Assessment Criteria	Internal		SSC	
Question Bank	Internal		SSC	
Conduct of Assessment	Internal		Internal	
Sharing of Results	Employer will send a sheet of NOS marks to SSC		Employer will send detail NOS marks to SSC	
Certification	SSC to generate		SSC to generate	

### 3.6 Certification

- Employer Assessor' shall forward the results to the SSC in the prescribed format provided by the Sector Skill Council.
- Sector Skill Council will issue the co-branded secured certificate and share the same with the employer
- Employer will conduct a certification distribution ceremony at the employer premises to distribute to the certificate to the employees.



Draft Certificate



Employer Logo to be Incorporated in the certificate

## 4. Financials

- The following financials are proposed to be provided to SSCs for the activities undertaken by them for the project type.
- The cost to cover the following:
  - o Advocacy and onboarding the Employers
  - o Submission of Project Template
  - o Orientation of Employer Assessor
  - o Provision of Assessment Criteria & Question Bank (If Applicable)
  - o Generation of Certificates

\*Per Candidate Payout (Indicative)

Option 1		Option 2	
<u>No Exam – Supervisor Self-Assessment</u>		<u>Internal Exam – Supervisor Assessment</u>	
SSC	Rs. 500	SSC	Rs. 800

- o The above mentioned payout is indicate the ceiling cost and the SSCs can have a more competitive costing as per the method of assessment and provisions made.
- o The payout will be given to SSC on a per batch basis, post the successful certification of the employees.



- Accidental Insurance to all the certified candidates for 3 years under this as per PMKVY guidelines.
- Reward money of INR 500 to the certified candidates through Direct Benefit Transfer (DBT)

## 5. Role & Responsibilities of the Stakeholders

### Sector Skill Council

- Onboarding and sensitization of employers for this RPL Project Type
- Finalization of Sectors, Job Roles for the certification of employees and targets for the project
- Project preparation and submission to NSDC
- Orientation of the 'Employer Assessors' regarding NSQF and assessment criteria of the concerned job roles
- Certification of employees and upload on the SDMS for distribution to the concerned employees

### Employer

- Work with SSCs for finalization of sectors and job Roles
- Identification of eligible employees for the project and scheduling of the assessment
- Assessment and grading of the employees by the 'Employer Assessors' on the laid down guidelines
- Result Upload on SDMS to enable certification

### National Skill Development Corporation

- Screening & approval from the Executive Committee of PMKVY for the project type
- Overall monitoring of the project as per PMKVY guidelines
- Facilitation of onboarding the projects on SDMS
- Release of financial costs as per the mentioned timelines.

### Ministry of Skill Development & Entrepreneurship

- Provide policy support and guidance over the course of implementation of the project
- Periodically review the progress of the project implementation to ensure that the project is in accordance with the broad outline laid out in various guidelines and policies.

## 6. Annexure

### 6.1 Eligibility Criteria

- Employer Eligibility (Indicative)
- Eligibility criteria for each sector will be decided by the concerned SSC. The indicative parameters are given below and are not exhaustive
  - o Turnover
  - o Number of employees
  - o Listed on BSE/NSE



- o Years of operations
- o Awards/ recognition
- o Any other
- SSC shall be providing their categorization of the Best on Class Employer and accordingly the same will be incorporated in the guidelines sector wise.
- Employee Eligibility (Indicative)
- Eligibility criteria for each sector will be decided by the concerned SSC. The indicative parameters are given below and are not exhaustive
  - o Employees on payroll and contractual workers of the eligible employer
  - o Not already certified under NSQF
  - o Working with the employer for minimum One Year
  - o Other mandatory requirements as per the PMKVY guidelines
- SSC shall be providing their categorization of the eligible employees and accordingly the same will be incorporated in the guidelines sector wise.

## 6.2 Proposal Submission Template

### SECTION 1: PROJECT OVERVIEW

<b>a. Project Title:</b>	
<b>b. Name of the proposing Sector Skill Council</b>	
<b>c. Name of Best in Class Employer/s</b>	<ol style="list-style-type: none"> <li>1. Name of Participating Employer 1</li> <li>2. Name of Participating Employer 2</li> </ol> (Details of all employers to be included)
<b>d. Eligibility Criteria for Best in Class Employer/s</b> <i>Mention the list of criteria fulfilled by the employer/s</i>	(Mention employer wise eligibility criteria)
<b>e. Project Locations/ district and states covered:</b>	<<number>> of RPL Locations across <<number>> states States covered: <ol style="list-style-type: none"> <li>1. Location 1 and State 1</li> <li>2. Location 2 and State 2</li> </ol>
<b>f. Job Role(s) Proposed:</b>	<ol style="list-style-type: none"> <li>1. Name of Job Role 1 as Per QP (Job Role Code) (NSQF Level)</li> <li>2. Name of Job Role 2 as Per Qualification Pact (Job Role Code) (NSQF Level --- )</li> </ol>
<b>g. Total RPL Targets Proposed:</b>	<<number>>
<b>h. Project Duration (max. 12 months):</b>	<<number>> months



Section 2 : Locations and Job Role Details

Employer Wise Details (Add different tables for the different employer)

S.no	State	District	Location Name	Address	Job Role Names (NSQF Level)	Proposed target per job role (in numbers)
1.						
2.						
3.						

Section 3: Details Of The Best In Class Employer

Fill different tables for different employers

Name of Employer:				Supporting Documentation Required:	
Details of the Promoters				1. Certificate of Incorporation	
Brief background of the Promoters				2. PAN Card	
Official Website of Employer:				3.	
Name of SPOC:	Designation of SPOC:	Contact Number of SPOC:	Email ID of SPOC:		
a. Year of Incorporation:	(Certain details based on the eligibility criteria set by SSC to be incorporated)				





#### Section 4: Proposed Financials

S. no.	Expense Head	Sub Head	Proposed amount per candidate in Rs. (Subject to Max. Ceiling)	Remarks (description and justification of expense head)
1	<b>Advocacy and Onboarding of Employers</b>	Sub-cost head name		
		Sub-cost head name		
2	<b>Employer Assessor Orientation</b>	Sub-cost head name		
		Sub-cost head name		
3	<b>Assessment &amp; Certification</b>	Sub-cost head name		(Assessment Orientation fees applicable for project type 2)

#### Section 5: Template For Details Of Employer Assessor

S.no	State	District	Location Name	Job Role Names (NSQF Level)	Name of Employer Assessor	Designation	No. of years of Experience	Educational / professional qualification
1								
2.								
3.								

#### Section 6: Template For Details Of The Employees

S.no	State	District	Location Name	Job Role Names (NSQF Level)	Total Number of Employees	Employees (<1 Year Experience)	Employees (>1 Year Experience)	Permanent / contractual
1								
2.								
3.								



