



Management & Entrepreneurship and Professional Skills Council (MEPSC)



Selection Process for Super Trainers

Need of Trainers: Brief

The government of India has an ambitious target of skilling 400 million people by 2022. National Policy of Skill Development and Entrepreneurship 2015 envisaged the need to meet such goals and laid impetus on quality assurance in skilling. One of the critical quality control factors is the supply of quality trainers and assessors.

The current scenario of trainers and assessors in skilling eco-system falls significantly short of the growing demand for skills training and assessment. There is a lack of adequate regulatory and quality framework, which has led to the deployment of inadequately qualified and trained trainers in the system, thereby affecting the overall quality of skilling.

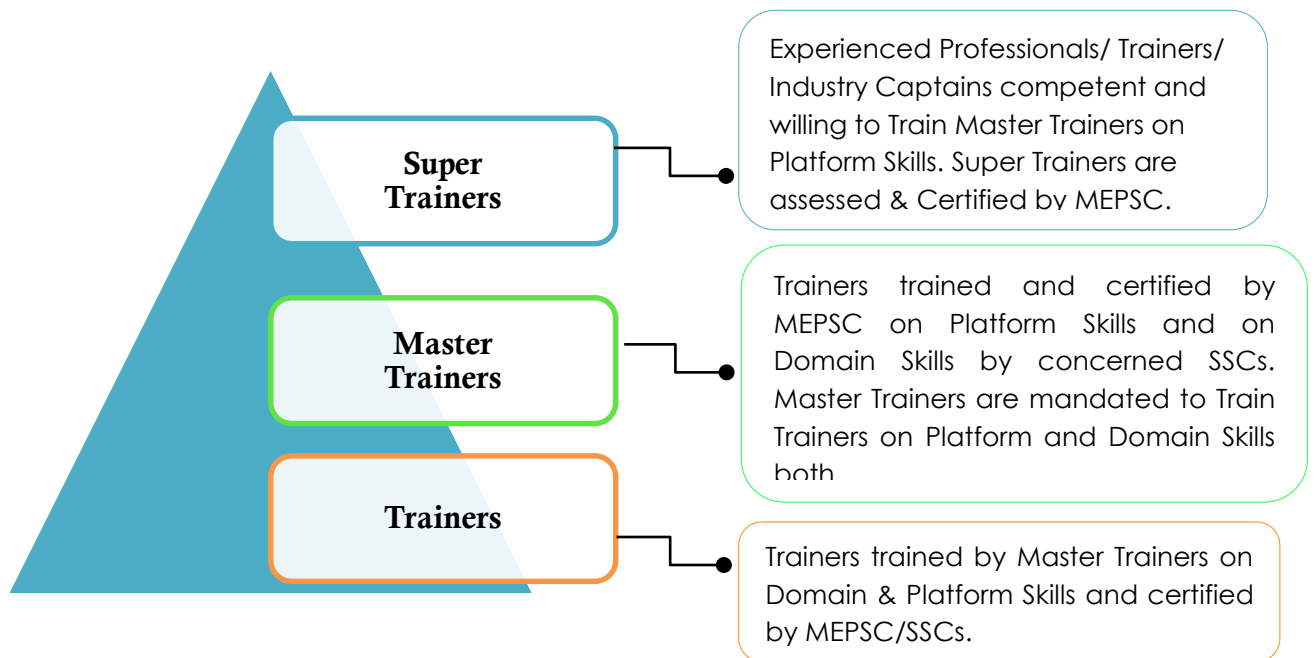
Even Trainers and assessors who are currently operating in the skill eco-system don't see VET training as a sustainable career option. A flagship skill development scheme under Skill India Mission, Pradhan Mantri Kaushal Vikas Yojana (PMKVY), funded by Ministry of Skill Development and Entrepreneurship (MSDE) being implemented through National Skill Development Corporation (NSDC) mandates skill training only through SSC certified trainers. Thereby, increasing demand for certified trainers and Master Trainers.

A working group report released by National Skill Development Agency (NSDA) estimated the need for 1.7 lakhs trainers by 2022 to achieve the target as envisaged in National Policy. Sector Skill Councils (SSCs) have been directed to ensure the development of skilled trainers through delivery and certification of trained trainers and assessors which would be utilized in running Skill India Mission. Due to diverse sectors, SSCs have been following different models of Training of Trainers (ToT) which varies drastically in content, duration, fee and outcome. This diversity led to a lack of consistency and confidence on ToT models. In order to bring standardization and uniformity in Training of Master Trainers, the Management & Entrepreneurship and Professional Skills Council (MEPSC) has been mandated by the develop a pool of Super Trainers to skill and certify the Master Trainers on Platform Skills.

Who are Super Trainers?

Super Trainers are the senior industry captains/professionals who possess the experience & competency and skills to Train Master Trainers on Platform/Delivery Skills. Training of Master trainers through Super Trainers is vital as Master Trainers are solely responsible to further Train the Trainers.

Hierarchy of Trainers in Skilling Ecosystem



In order to equip the Master Trainers with the imperative skills like Training Delivery, Facilitation practices, Evaluation of a training program, Training the Trainers, Leading and coordinating services etc. it is important to impart them quality training through skilled and certified Super Trainers.

Selection and Certification of Super Trainers:

The objective of the Super Trainer Selection and Certification process is to identify, select and certify the top most layer of the trainers/industry professionals/mentors from the industry, who wish to make a remarkable and meaningful contribution to the training fraternity.

Eligibility Criteria:

- Masters equivalent or Professionals having relevant qualifications in any domain/ function/ sector
- The applicant should have delivered training sessions of at least 200 hrs of training or must have conducted one Train the Trainer or equivalent programme of minimum 3 days in addition to training sessions of at least 150 hrs (Proof of trainings conducted in past needs to be attached with the Application Form).

Selection Process:

The process of selection, nomination and certification shall be done as under:

STEP 1 All the eligible individuals shall apply and submit the attached Application Form (Annexure I) along with the required annexures as mentioned in this document.

STEP 2 MEPSC shall carryout desk appraisal of all the Applications/CVs/attachments received. Shortlisted applicants shall be informed about their presentation slots (mock training session).

STEP 3 – MEPSC will organize a mock session, wherein the applicant will deliver a training session on any relevant topic (trainable) of 20 mins, which will be assessed by a panel of experts for training skills. The applicant will also prepare and submit a lesson plan for his session as per the format attached (Refer Annexure II), indicating distribution of time, which will also be assessed.

STEP 4 – Followed by Mock Training delivery, applicant will be interviewed by the panel to mainly to verify his past performance Assessment.

The applicants shall be assessed on the following competencies/parameters:

• Relevance to the delivery topic	• Delivery Skills and Pedagogical approach	• Training methodology
• Participant handling skills	• Communication Skills & Time Management Skills	• Use of Audio/ Visual aids/Technology
• Presentation Skills	• Monitor, evaluate and facilitate transfer of learning	• Mentoring, Coaching and Tutoring Skills

Note:

- i. All applicants shall asked to bring their training modules used in any two of the training programs delivered in last one year including the following:
 - Structure of a one day training program on any topic for given audience
 - Activities /experiences/ games/ case studies, handouts used
 - A small write up on training tools and methods used
 - Sample presentation (PPTs)used
 - Feedback of the participants covering the following:

• The relevance of the content	• Participant Handling Skills
• Content Delivery Skills	• Use of Audio/ Visual aids/ Technology
• The duration of the training	• Time Management Skills
• The delivery of the training	• Learning Activity Design Skills
• The extent of participation	• Communication Skills

Fee Details:

S. No.	Fee Type Fees (in INR)	Fees **	Periodicity
1	Application Fee	5000	one time (non-refundable)
2	Registration Fee	5000	one time (Non- Refundable, if applicants are shortlisted for Mock Session and Interview)
3	Annual Fee	10000	Will be refunded if the applicant is not selected and affiliated as Super trainer with MEPSC

** Taxes as applicable. Service Tax @ 15% is applicable as on date.

Important Instructions:

- Shortlisting of Applications and Empanelment as Super Trainer with MEPSC is subject to approval of Super Trainer Selection Committee/Panel of Experts.
- The Application Fee is applicable to all those who submit the Super Trainer Application Form.
- Registration Fee is applicable to all those who would be shortlisted for Mock Session/Interview. If, for any unforeseen reasons the applicants fail to appear for Mock Session and Interview, the fee will be forfeited.
- Annual Fee is applicable to all those who would be selected as Super Trainers by the Committee/Panel of experts after the mock session and interview.
- All applicants have to submit a cheque amounting Rs 20,000 + Service Tax @ 15%(*applicable as on date*) at the time of submitting the application.
- If the applicants are not shortlisted for Mock Session & Interview, the Registration and Annual fee would be refunded.
- If the applicants are not selected after the mock session and interview, only the Annual Fee would be refunded.
- The DD/Cheque has to be in favour of:
“Management & Entrepreneurship and Professional Skills Council”, payable at New Delhi.
- The Applications with all supporting documents have to be submitted in hard and soft copy (in DVD) both at the below given address.
- In the event of incomplete documents/information/annexures, the application may be rejected.

Assessment Criteria & Weightage:

The assessment and evaluation of trainers would be under three sections. The evaluation marks for Section 1, 2 & 3 would be 50, 100, 50 respectively

SECTION 1: Model Training Module (Maximum Marks – 50)

Evaluation Criteria/Parameters

Sno	Modules of Trainings Conducted	Marks
1	Structure of a training program on any topic for given audience	10
2	Activities /experiences/ games/ case studies, handouts to be used	10
3	Write up on training tools and methods proposed to be used	10
4	Sample presentations (PPTs) etc.	10
5	Feedback	10
		Total- 50

SECTION 2: Mock Training Delivery Session (Maximum Marks – 100)

Sno	Evaluation Criteria/Parameters	
	Model Training Module	15
	Participant Handling Skills	10
	Use of Audio/ Visual aids/ Technology	15
	Content Delivery Skills using a right pedagogical approach	15
	Time Management Skills	10
	Learning Activity Design Skills	15
	Communication Skills	15
	Learning Impact Assessment Skills	5
		Total- 100

SECTION 3: Interview (Maximum Marks – 50)

Super Trainer Requirement - Lesson Plan
(To be submitted by the applicant along with the Application)

Name:

Date:

Title of learning session:

Aim: (what you want to happen after the training)

Objectives of workshop (what you will cover during it)

Timing:

Introduction – main points	Expanded Notes	Equipment and exercises
I Interest and attention N Need (personal and organisational) T Timings R Range (agenda) and context O Objectives		
Development – main points	Expanded Notes	Equipment and Exercises
Objective Development – Main points		

Conclusion – main points	Expanded Notes	Equipment and exercises
<p>Questions</p> <p>What next?</p> <p>What do you want the learners to do?</p> <p>References: handouts/books</p> <p>Tests – formal or quiz</p>		

Equipment and materials	
Flip chart, coloured cards, glued paper	
Laptop, LCD projector, laser pointer, presenter	



Application Form for Empanelment of Super Trainer

Paste
Passport
Photograph

State.....

Training Area of Expertise.....
(Mention Trade)

1. Personal Details

Name of The Candidate	(First Name)	(Surname)
Address	Permanent	Present
Mobile :		
Telephone- Residence		
Telephone- Office		
Email Address		
Date of Birth		
Sex	(Male/Female)	
Marital Status	Married/Unmarried	

2. Academic Qualification: (Enclosed self- attested copy of certificate)

Qualification/ Degree	Year of Completion	Institution (Universities, College, School)	Division
Master's Degree			
Graduation			
H.S			
H.S.L.C			

3. Other trainings/ qualifications including relevant short training courses

(Add separate sheets/supporting documents or attested copy of certificates and mention Annexure number here)

Name of the course	Year of Completion	Duration of the course	Name of the Institute/ University/ Accreditation body	Diploma/ Certificate

7. Language Proficiency (Please tick in the appropriate box)

Language	Ability to converse			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other (Pl Specify)									

8. References:

Reference 1	Reference 2
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9. Bank Details of Applicant(For fee refund, in case the applicant does not get selected):

Account Holder Name	Name of the Bank.....	Branch Name
Branch Code	Bank Account No.....	IFSC Code

Declaration

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

Date:
Place:

Signature of the Applicant