

Process Manual for Horizontal Support to SCPwD by Domain SSCs

A. Overview

Skill Council for Persons with Disability {SCPwD} is horizontal Skill Council. It will select suitable job roles of Domain Sector Skill Councils {SSCs} and shall correspondingly adopt the entire Qualification Pack {QP} developed by the Domain SSCs without any modifications except for the eligibility criteria, wherever applicable.

SCPwD will append each QP with an Expository serving to expound information regarding diverse training needs specific to type of disability. Training providers will use this Expository to develop training methodology and to align it with the respective QPs. SCPwD may devise the Assessment Methodology and Training Methodology to suit a specific disability without altering the Assessment Criteria of the QP.

SCPwD will similarly append each QP of Trainers, Assessors, and Counsellors with a disability specific Expository serving to expound information regarding diverse training needs for different disabilities enabling them to become inclusive Trainers, Assessors, and Counsellors.

Domain SSCs shall support SCPwD for interacting with various industry partners in the respective industries.

In view of the above, it becomes imperative to put in place the process of adoption of QPs, industry validation for Expository, partnership with Training Providers, Affiliation of Trainers in relation to infrastructure, affiliation with Assessment Agencies, assessment & certification and any other matters connected and incidental thereto.

B. Process

Accordingly, the following process shall be operative with immediate effect:

I. Pre-formulation Stage

SCPwD shall

1. Identify sectors in which it will operate
2. Adopt QPs of Domain SSCs of National Skill Qualification Framework {NSQF} without any modifications except for the eligibility criteria, particularly with regard to Educational Qualifications, wherever applicable, to suit the specific needs of PwD.
3. Issue an RFP & appoint related Consultants for creation of Expository and Endorsements as applicable.
4. Make a National Occupational Standards {NOS} Committee/ Task Force to support SCPwD to map the gaps in related disabilities.
5. SCPwD need not develop an Occupational Map {OM} since the OMs of the Domain SSCs already exist.
6. Validate Functional Analysis of existing QPs. Each QP will be mapped to suit the Disability of the candidate.
7. Obtain QPs from respective Domain SSCs and develop an Expository.

Note: Domain SSCs shall provide QPs in Word format to prepare Expository and Assessment Methodology.

8. Shall organize industry support and validation for each Expository following due process.
10. Retain the original QP ID & Name as per the Domain SSC

II. Expository

1. SCPwD shall create Expository on identified QPs keeping in view the specific needs of PwDs
2. Each Expository shall carry a title “Expository of SCPwD for ___” {suffixed by the original title of the QP}
3. Each Expository shall have a mention “Suitable for ___ Disability”
4. The QP to which Expository is appended will have an Internationally Recognized Disability Symbol in line with other logos on its first page.
5. Expository thus created shall be appended to the corresponding QPs
6. The Expository will clearly specify QP-wise:
 - i. Eligibility criteria in terms of age, minimum educational qualification and experience, if any applicable
 - ii. Disability wise Training Methodology
 - iii. Applicable tools according to the disability
 - iv. Assessment Methodology/Guidelines
7. Expository shall carry the logo of both the SCPwD and of the Domain SSC.

III. Affiliation Protocol

1. While SCPwD shall be responsible for establishing its own stakeholders list for seeking industry validation, Domain SSCs shall support SCPwD in working with their industry links/ organizations or stakeholders for seeking required validations wherever needed
2. Domain SSC shall support SCPwD with Domain Infrastructure and Equipment Requirements {Affiliation Document in word format} per QP in order to affiliate Trainers. However, SCPwD will organize additional required infrastructure for ToTs and for training PwDs.
3. Trainers shall be independently affiliated to SCPwD irrespective of their affiliation with Domain SSC or otherwise for training of PwD.
4. Affiliation Protocol Document of the Domain SSC shall be shared by Domain SSC in MS Word format with SCPwD on need basis
5. Domain Certified Assessment Bodies will conduct centre Audits, with an undertaking from the TP with regard to Domain Equipment compliance.

IV. Train the Trainer {ToT}

1. Trainers of Domain SSCs shall support SCPwD with Domain Certified Trainers possessing Domain skills.
2. Domain SSCs shall make Certified Master Trainers available to TPs/ SCPwD in order to conduct Disability Specific ToT. Trainers from organisations other than SSCs Domain trainers, will be certified/assessed for RPL by SSCs.
3. SCPwD shall develop Expository for QPs for dovetailing delivery skills of such Trainers.
4. Upon PwD specific training skills being provided by SCPwD, such trainers will become Inclusive Master Trainers {IMT}. IMTs will get dual certification from SCPwD & Domain SSC

5. Dual certification shall mean use of Domain SSC logo along with SCPwD logo on the certificate. However, signatures of SCPwD shall appear on this certificate
6. Domain SSCs shall assist SCPwD in working with the existing organizations for conducting ToTs
7. Trainee Handbook created by Domain SSC will have internationally recognized Disability Symbol on its Cover Page, along with Training Tools from the Expository Appended to it.
8. Upon mutual consent with certain SSCs, SCPwD may propose an independent trainer who will be trained by respective SSC for Domain Certification.
9. Domain SSC shall conduct ToT for SCPwD affiliated TPs as a CSR initiative without any charges.
10. Domain SSC shall offer 4/5 seats to SCPwD on above lines whenever they conduct their own ToT/ ToA programmes.

V. Assessments

1. SCPwD can affiliate Assessing Bodies empanelled with Domain SSCs and Domain SSC will waive off the due diligence process since the same has already been conducted at the time of empanelment.
2. Assessment Body will facilitate SCPwD with the assessment Rubric along with Question Bank pertaining to the Domain SSCs.
3. SCPwD shall conduct training of Assessors to equip them with PwD Assessment Skills.
4. SCPwD may revise Assessment Methodology keeping in view the specific need for PwD

VI. Certification

1. Logo of both the Domain SSC and SCPwD shall appear on the certificate.
2. SCPwD will ensure compliance with requirements of Domain Certified Trainer, Domain Certified Assessors for Centre Audit and Assessments.
3. Signatures of both the Domain SSC and SCPwD shall appear on the Certificate.
4. Certificate will have the title of the QP.
5. SCPwD shall generate certificate.

VII. Time Line

1. Domain SSC shall support with documents within 07 days of receipt of request from SCPwD respectively for QP, Affiliation Protocol, ToT and/or any other matter
2. SCPwD shall create the Expository within 15 days of receipt of documents from Domain SSC
3. Upon required approvals on the Expository, SCPwD shall append the same to the corresponding QPs and host on its website.

VII. Outside Assessment & Certification Jobs

1. Compliance with the above for alignment to QP/NOS, Domain Certified Trainer, Domain empanelled Assessor will enable SCPwD to use the Domain Logo on their certificates for training pertaining to any scheme.

