

Training of Trainers

Healthcare Sector Skill Council

Trainer Registration Process



- **1. Register** Prospective trainers (Candidate) should register in Skill India portal.
- 2. Training Request After registration Training Request should be raised in the portal
- 3. Training of Trainer (ToT) After receiving approval from HSSC, Candidate should attend ToT Program
- 4. **Certificate Request** While undergoing "ToT" Certificate Request should be raised for respective Job role in the portal
- 5. Certificate Download After results are published successful candidates can download Certificates from the portal.

Trainer Registration



- Before undergoing "ToT" candidates should register in the portal www.skillindia.nsdcindia.org
- The registration process comprises of three steps
 - Trainer ID Creation
 - Trainer Profile Completion
 - Training Request

Trainer ID Creation



- Open browser on your desktop and enter <u>www.skillindia.nsdcindia.org</u> as shown in next slide
- Click on Login
- New Screen would appear
- Enter User Name and Password to login
- New Screen would appear requesting to change password
- Change Password
- Login using new password

Note : Do not share candidate's password with any one.

Skill India Home Page Screen Shot





How to Choose Your User Group





Trainer Personal Details



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	Skill India	Skill Development Management System			
	कौशल भारत-कुशल भारत	Register Now			
Trai	iner	What do i do here? Here you need to register with your name, email address mobile number to kick start			
Nam	e should be as per your Aadhaar	registration process.			
Ema	il Address	What next? So you will be taken to respective registration form.			
Mob	ile Number				
[I Agree the Terms and Conditions.	Need Help? Call us on 1800-123-9626			
	I'm not a robot	Or <u>Write us at</u> skillindia.helpdesk@nsdcindia.org		2	

Process for Generating OTP (one-time Password)



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Skill India

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• Healthcare

Skill Council

Skill India Home Page for Login





https://skillindia.nsdcindia.org/#tot-toa

For general queries and scheme related matters, the walk-ins are from 3 pm to 5 pm every Wedry







For Training Centre Accreditation &

Login Credentials Sent to Registered Email ID





Password Reset of Skill India Portal





Trainer Profile Completion



- New Screen would appear
- Provide "Trainer Registration Details"
 - Personal Information
 - Name of the Applicant
 - Gender
 - Date of birth
 - Languages known
 - Religion
 - Category
 - Disability
 - Enter Aadhar / Pan Information
 - Upload Photograph
 - Applicant category Select Trainer
 - Save and Next

Note : Please fill the details accurately, In case of Aadhar Info click on Verify, In case of PAN card Info please upload copy of PAN Card. Name should match the Aadhar Card or PAN Card

Trainer Registration Form



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Trair	ner Registration Form				
	PERSONAL INFORMATION	Personal Information:			
		Name of the Applicant *:	Enter full name		
	Name of the Applicant Gender Date of birth Languages Known		Name is required		
	Religion Category Disability	Gender *:	Male		~
		Date of birth *:	Pick your Date of Birth		
	CONTACT & ADDRESS DETAILS				
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	State/ Union Territory District/ City Tabail/ Mandal				

Trainer Registration Form



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	Aadhaar Number	PAN Number		
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Trainer Registration Form



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		Upload	
	Applicant Type Details:		
	Select Applicant Category * :	Trainer	^
		Master Trainer	
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Trainer Profile Completion

Skill Indla

- New Screen would appear
- Provide "Trainer Registration Details"
 - Contact and Address details
 - Mobile number of Applicant
 - Email address of Applicant
 - Address
 - Nearby Landmark
 - Pincode
 - State / Union Territory
 - District / City
 - Tehsil / Mandal
 - Parliamentary Constituency

Note : Please fill the details accurately, Name should match the Aadhar Card or PAN Card

Trainer Contact & Address Details



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Trair	ner Registration Form			
	PERSONAL INFORMATION	Contact & Address Detail	S	
•	Name of the Applicant Gender	Mobile number of Applicant:	9987012345	
	Date of birth Languages Known Religion Category	Email address of Applicant:	drvljay@outlook.com	
	Disability	Applicant Address:	Enter complete Address of the Applicant	
	CONTACT & ADDRESS DETAILS			-12
•	Mobile number of Applicant	Nearby Landmark:	Enter the nearby Landmark to the above mentioned address	
	Applicant Address Nearby Landmark Pincode	Pincode *:	Enter the pincode	
	state/ Union Territory District/ City Tehsil/ Mandal	State/ Union Territory *:	Select State/Union Territory	~

Trainer Contact & Address Details



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	Email address of Applicant Applicant Address Nearby Landmark	Pincode *:	Enter the pincode	
	Pincode State/ Union Territory District/ City Tehsil/ Mandal Parliamentary Constituency	State/ Union Territory *:	Select State/Union Territory	~
	, underender y constructiony	District/ City *:	Select District	~
	EDUCATION & WORK DETAILS	Tehsil/ Mandal:	Select Tehsil/ Mandal	~
Ì	Education Details Industrial Experience Training Experience Curriculum Vitae or Resume	Parliamentary Constituency:	Select Parliamentary Constituency	×
	TRAINING REQUESTS & ASSOCIATIONS		← Back Save & Next → Sove as Droft	
•	Preferred Job Role Preferred Location			

Trainer Profile Completion



- New Screen would appear
- Provide "Education and Work details"
 - Contact and Address details
 - Education Details Email address of Applicant
 - Industrial Experience Nearby Landmark
 - Training Experience
 - Curriculum Vitae or Resume

Note : Please upload fill the details accurately, Name should match the Aadhar Card or PAN Card

Trainer Education Details



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PERSONA	L INFORMATION	Education Details			
Name Gende Date o Langui Raligio	of the Applicant r f birth ages Known n	Education Attained *:			~
Catego Disabil	ory lity	Details of Education *:	Enter the details of the above sele	cted education type	
CONTACT	& ADDRESS DETAILS	Upload Proof Documents *:	Choose file File size upto 5 mb	Browse	
• Mobile Email a Applica Nearby Pincon	e number of Applicant address of Applicant ant Address y Landmark le		(only jpg, png, jpeg, pdf) Upload		
State/ Distric Tehsil/ Parliar	Non Territory 1/ City / Mandal mentary Constituency	Click to add Education details Added Education Details	3		

Industrial Experience Details



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	TRAINING REQUESTS & ASSOCIATIONS	Relevant Sector :	Select R	elevant Sector			v		
•	Preferred Job Role Preferred Location Declaration	Added Industrial	Experience Det	ails :0 Years 0 m	onths Total Industria	al Experience			
		S.No Relevant Sector	Details of Experience	Details of Industries	Total Industrial Experience	Proof Document	Action		
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		Training Experien	ice Details						
		Relevant Sector :	Select R	elevant Sector			~		

Curriculum Vitae/ Resume Details



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		S.No Relevant Sector	Details of Experience	Total Training Experience	Proof Document	Action		
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		Curriculum Vitae / Re	sume Details					
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		Vitae(CV) or Resume *:	File size upto 5 mb	Drowse				
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Training Request



- New Screen would appear
- Provide "Training Request and Associations"
 - Contact and Address details
 - Preferred Job Role
 - Preferred Location
 - Declaration
 - Save and Next
 - Declaration
 - Submit

Note : Based on upcoming ToT mention your ToT request with preferred location, and Job role. The qualification and experience of the trainer should match the eligibility criteria of Trainer for respective job role.

The screen logs out and request for fresh login.

Training Request



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India India	Skill Development Management Syst	tem			TR50687
•	Name of the Applicant	Training Request	ts:		
	Date of birth	Preferred Job Role:			
	Languages Known Religion Category Disability	Select Sector: *	Select Sector	~	
	CONTACT & ADDRESS DETAILS	Select Job Role: *	Select Job Role	~	
•	Mobile number of Applicant	Preferred Location:			
	Applicant Address Nearby Landmark Pincode	State/ Union Territory: *	Select State/ Union Territory	~	
	State/ Union Territory District/ City Tehsil/ Mandal Parliamentary Constituency	District/ City:	Select District/ City	~	
		Sub-District/ Tehsil:	Select Sub-District/ Tehsil	*	
		Add Training Request			

Training Request



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Skill India	Skill Development Management System			TR5068	7
	EDUCATION & WORK DETAILS	Add Training Request			
Ť	Education Details Industrial Experience Training Experience Curriculum Vitae or Resume	Added Training Request Details: Job Role Name(QP Code) Sector State District Sub-District Action			
	TRAINING REQUESTS & ASSOCIATIONS				
	Preferred Job Role Preferred Location Declaration	← Back Save & Next → Save as Draft			

Declaration & Undertaking Page



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ndia gene with	Skill Development Management Syste	User Info up	dated Successfully			TR50
Tra	ainer Registration Form					
	PERSONAL INFORMATION	Declaration:				
•	Name of the Applicant Gender Date of birth	Declaration Undertaking:	I hereby declare that the informatio of my knowledge. In case of any kind appropriate action, in its sole discreti	n provided he of misreprese ion, against me	rein is true, correct and entation, NSDC shall have e.	complete to the best the right to take any
	Languages Known Religion Category Disability		Please Note: This Registration for trainers/assessors interested in und shared with the relevant Sector Skill Submission of information in this enrollment in Training of Trainer/ As	orm is intend ergoing ToT/To Council(s) for e registration fo sessor's progra	led to collect informa oA program. Applicant's evaluation of their profile orm for Trainer / Asses am. NSDC shall not be he	tion about aspiring information shall be and further process, sor does not entitle Id liable for rejection
	CONTACT & ADDRESS DETAILS		of any application.			
i	Mobile number of Applicant Email address of Applicant Applicant Address	I Agree				

Trainer Dashboard



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Applicant Dashboard	Trainer My Profile					
ToT/ToA Dashboar	rd 命 - Dashboard					
Apply and Vi Here you can se	ew Batches for Training arch, apply and view for batches and	d the status of the batches. Downlo	oad marksheet and certificate of batches.			
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Search Search for	& Apply available batches	View Batches All Batches & Preferred	View Certificate Requests Cerificate requests			

Training of Trainers (ToT)

- Check Training Calendar
- To enroll in next ToT program, contact HSSC, and provide the Trainer ID.
- HSSC would verify the Qualification, Industrial Experience and Training Experience of the Candidate in the Skill India portal,
- If the candidate meets the eligibility criteria of Trainer for the Job role, HSSC would enroll the candidate in the ToT Batch and inform the Training location to candidate.
- After enrolling candidate pays ToT Fees of Rs 10,000 per candidate.
- Candidate attends the ToT program of 8 days.
- ToT programs includes
 - Domain Training
 - Platform Skills Training
 - Assessment

Note : Candidate should bring original certificates to ToT for verification. Candidate should attend "ToT" all the days and undergo assessment

Certification Request

- Candidate should log in to Skill India portal using his Login ID and Password
- Click on View Certificate requests
- New Screen appears
- Click on add certification new screen appears
- In Sector select Healthcare
- Select Job role for which candidate is attending ToT
- Training model Training of Trainer New
- Certificate ID, Certificate Issued on, Domain Percentage, Platform Percentage, Supporting Document, Remarks to SSC can be blank.
- Agree to Disclaimer and Submit

Note : In View Certificate Request Column Pending request should be visible, once results are published, you can view certificate on the Approved Certificate Request tab, In case of failure it would be displayed in rejected certificate request.

View Certificate Request

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Applicant Dashboard	Trainer My Profile		
ToT/ToA Dashboard	ŵ - Dashboard		
Apply and View Here you can searc	v Batches for Training :h, apply and view for batches and the status of the batches. Download marksheet and certificate of batches.		
Search & / Search for ava	Apply View Batches View Certificate Reque ailable batches All Batches & Preferred Cerificate requests	sts	

Add Certification

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Applicant Dashboard	Trainer My Profile							
Certification					$ \rightarrow $	Add Certification		
Pending Certificate Rea	quests Approved Certificate	Requests Rejected Certific	cate Requests		State			
Select Sector		~	,		 Select State 		~	
Apply Reset								
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No Data Found								

Trainer Profile Update

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Applicant Dashboard	Trainer My Profile				
	Sector: *	Select Sector Sector is required	~		
	Job Role (QP Code): *	Select Job Role	~		
	Training Model: *	Select Training Model	~		
	State: *	Select State	~		
	District: *	Select District	~		
	Certificate ID:	Certificate Id			
	Certificate Issued On:	Select Date			
	Domain Percentage:	Domain Percentage			
	Platform Percentage:	Platform Percentage			~

Sector Selection



Job Role Selection

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Applicant Dashboar	rd Trainer My Profile			
	Sector: *	Healthcare	~	
	Job Role (QP Code): *	Home Health Aide (HSS/Q5102) - v1.0	~	
	Training Model: *	Central Sterile Service Department (CSSD) Assistant (HSS/Q6202) - v1.0 Dental Assistant (HSS/Q2401) - v1.0	^	
	State: *	Diabetes Educator (HSS/Q8701) - v1.0 Dialysis Technician (HSS/Q2701) - v1.0		
	District: *	Diet Assistant (HSS/Q5201) - v1.0 Duty Manager (Patient Relation Services) (HSS/Q6104) - v1.0		
	Certificate ID:	Emergency Medical Technician (EMT) - Advanced (HSS/Q2302) - V1.0 Emergency Medical Technician-Basic (HSS/Q2301) - V1.0		
	Certificate Issued On:	General Duty Assistant (HSS/Q5101) - v1.0		
	Domain Percentage:	Geriatric Care Assistant (HSS/Q6001) - v1.0		
	Platform Percentage:	Histotechnician (HSS/Q0401) - v1.0 Home Health Aide (HSS/Q5102) - v1.0		
		Hospital Front Desk Coordinator (HSS/Q6101) - v1.0		

Training Model Selection

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Applicant Dashboard Trainer	My Profile			
	Sector: *	Healthcare	~	
Job	Role (QP Code): *	Home Health Aide (HSS/Q5102) - v1.0	~	
	Training Model: *	Select Training Model	~	
	State: *	Select Training Model Training of Trainer-New		
	District: *	Training of Trainer-Existing Training of Master Trainer		
	Certificate ID:	Certificate Id		
Cert	tificate Issued On:	Select Date		
Do	main Percentage:	Domain Percentage		
Plat	form Percentage:	Platform Percentage		

Submission of Trainer Credential

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	Remarks to SSC:	(only jpg, png, jpeg, pdf) Upload Enter Remarks to SSC			~
	Disclaimer: * ^{I/}	We hereby confirm that the information provided above is true to	o the best of my/ our knowledge.		
		Submit Cancel			l

Pending Certificate Status

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	Select S	ector	~	~		~	Select State			~		l
	Apply	Reset										
	Sr. No.	Sector Skill Cou	incil Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Submitted On	Status A	ction			
	1	Healthcare	Training of Trainer-New	Home Health Aide (HSS/Q5102) - v1	.0 Trainer	N/A	01/10/2019	PENDING				

Certification Download

- Once results are published candidate should login Skill India portal for Certificates.
- Click on Approved Certificate requests tab
- List of all the courses certified are visible
- Click on action
- Download certificate option is available, click on the same to download certificate
- In case Candidate didn't clear the Assessment the same would be visible in Rejected Certificate request

Approved Certificate Status

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Sector		ļ	User Type	Job Role		Sta	ate			
Select	Sector	~	~			Se	elect State		~	
Apply Sr. S No. C	Rosot Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Valid Till	Submitted On	Grade	Action	
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2	lealthcare	Training of Master Trainer	Diabetes Educator (HSS/Q8701) - v1.0	MasterTrainer	N/A	16/5/2019	N/A	CERTIFIED	•••	
3	lealthcare	Training of Master Trainer	Emergency Medical Technician-Basic (HSS/Q2301) - v1.0	MasterTrainer	N/A	16/5/2019	N/A	CERTIFIED		
4	lealthcare	Training of Master Trainer	Home Health Aide (HSS/Q5102) - v1.0	MasterTrainer	N/A	16/5/2019	N/A	CERTIFIED		

How to Download Certificate From Skill India Portal How to Download Certificate From Skill India Portal

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Se	lect Sector	~	~			Selet State	~
Ap Sr. No.	Ply Reset Sector Skill Council	Batch Type	Job Role Name (QP Code)	User Type	Certification ID	Submit Valid Till On	ted Grade Action
1	Healthcare	Training of Master Trainer	Front Line Health Worker (HSS/Q8601) - v1.0	MasterTrainer	N/A	16/5/2019 N/A	CERTIFIED
2	Healthcare	Training of Master Trainer	Diabetes Educator (HSS/Q8701) - v1.0	MasterTrainer	N/A	16/5/2019 N/A	Download Certificate
3	Healthcare	Training of Master Trainer	Emergency Medical Technician-Basic (HSS/Q2301) - v1.0	MasterTrainer	N/A	16/5/2019 N/A	CERTIFIED
4	Healthcare	Training of Master	Home Health Aide (HSS/Q5102) - v1.0	MasterTrainer	N/A	16/5/2019 N/A	CERTIFIED

Reject Certificate Request From Skill India Portal

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Pending C	Certificate Requests Approved Certificate Requests Rejected Certificate Requests		
Sector	User Type Job Role	State	
Select S	ector v	Select State	~
Apply Sr. No	Rosot . Sector Skill Council Batch Type Job Role Name (QP Code) User Type Cer	rtification ID Submitted On Status Action	
No Da	ta Found		
			_

Thanking You

Healthcare Sector Skill Council

