



Affiliation Process

Affiliations –

Process of establishing capability of any institution imparting/ delivering training under vocational education from NSQF level 1 to 8, based on National Occupational Standards (NOS) based Qualifications. Any society, trust, proprietorship, company/ LLP/ Government Institute/ Organization etc. can seek affiliation in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by ESSCI carry out evaluation of competence and availability of the desired infrastructure/ capability of creating the desired infrastructure matching the essentials of delivering Skill training.

Affiliation through SIP (SMART)-

SMART provides a single window IT application that focuses on the Accreditation, Affiliation and Continuous Monitoring of the Training Centres (TC) in the Skill Ecosystem and intends to address the important issues like evaluating skill providers in an objective manner, fostering excellence in Training Centres, enabling trainees to make informed choices with regard to Training Centres etc. SMART aims at convergence of efforts of all the stakeholders in the skill ecosystem in providing the standardized infrastructure. Accreditation and Affiliation through SMART covers various Central and State Government Schemes, Private initiatives, CSR etc. thus making it a scheme agnostic platform.

Direct Affiliation-

Process flow-

Activity	Description
Receipt of Request mail	TP Requests for Affiliation- Affiliations@essc-india.org
Sharing of Affiliation Form	SSC shares below annexures-below Annexures Centre and basic details- Annexure 1- Annexure-1.xlsx Demand based Proposal (ESDM/Place & Train model) – Annexure 2- Annexure-2.pdf
List of Documents (New Affiliation)	
Mandatory KYC Documents (Private Limited Company)	Type of Documents
	PAN Card of Company
	GST Certificate
	Address proof of the Entity
	Memorandum of Association (MOA) & Articles of Association (AOA)
	Certificate of Incorporation
	Copy of Cancelled Cheque
	List of Directors in company letterhead

	PAN and Aadhar Card of Directors
Mandatory KYC Documents (Trust/Society/Association/Proprietorship)	Registration Certificate of Trust / Society / Association/ MSME registration under Proprietorship
	Trust Deed / Bye-laws / Constitutional Document (If unregistered, notarized copy to be obtained)
	Copy of PAN Card- Applicable for Proprietorship
	Income Tax registration u/s 12A for entities as specified in RBI circular
	Copy of Cancelled Cheque- Applicable for Proprietorship
	Duly authenticated list of current Trustees / Office bearers on the letterhead of the entity
	PAN and Aadhar Card of Trustees or authorized signatory- Applicable for Proprietorship
	Address proof of the entity- Applicable for Proprietorship
	Beneficial Ownership declaration
	KYC documents of the authorized signatories
Documents for all above (If applicable)	TAN Card
	ITR
	Balance Sheet
	Auditor's Report
	No. of years of establishment of TP
	Prior Experience in skill development of TP
	No. of trainees passed out in last 3 years
	Affiliation with / Recognition by any other authority
	Management Team's experience in skill development (including Operation Head and Affiliation Coordinator)
	CV of all Trainers as per the Job Role Applied
Organizational Governance (If Available)	Turnover of last 3 years (CA Certificate)
	Vision and Mission statement of the organization
	Operational manual
	HR policy & Recruitment guidelines
	Visitor register
	Stock register
	Attendance registers of staff
List of Management, Employees with Organogram	
Training Methodology (If Available)	Skill based rather knowledge-based Training Program, Availability of Curriculum & Course Content in accordance with NOS (Course Content - Facilitator / Trainer's Guidebook / Learners Workbook + other teaching material), Arrangement for soft skill training minimum of 40 hrs. for each level/module
	Industry Internship Program & Industry Exposure visit as part of the Training Program
Internal Regular Assessment Process (If Available)	Internal Regular Assessment Process
Miscellaneous (If Available)	Attendance register and movement Register of trainees
	Conduct of orientation program for trainees in the beginning of the training
	Time table/batch time

Admission / Registration Procedure (If Available)	Mobilization Register + Mobilization Tools (brochure + corporate movies, mobilization campaign / conduct of vocational skill motivational awareness campaign, etc.)
	Vocational Counselling Facility
	Printed brochure / prospectus
	+ Admission / registration form
	On line admission facility through organization website
Validation of Form	ESSCI Affiliation In Charge validate the documents as per norms. For renewal only KYC is required
Proforma Invoice	Affiliation In charge share details for raising Performa invoice. Accounts department raise the same to TP (Application Fees 10,000 INR and Centre Audit Fee 10,000 INR with 18% GST per centre) (Please note the fees is not refundable) For Renewal of existing centre and Job role- 15,000 INR + 18% GST. For more than 1 centre fee of 10,000 INR + 18% GST is applicable per center
Centre Audit Form	Post receiving fee, Affiliation In charge share the audit form with TP – Annexure 3 - Annexure 3.docx (In which TP will fill details with geo-tagged photo of centre along with number of classroom/practical lab/equipment list)
Centre Audit Alignment	ESSCI affiliation in charge aligns SME/RM/Third party for the Training Center Audit – Annexure 3
Audit Procedure	SME/RM/Third party audits the center at a specified date and share the recorded video and audit report on mail with ESSCI affiliation In charge
	All the evidences must be captured on Empanelment Portal - https://play.google.com/store/apps/details?id=com.essci.empanelment
	1)Classroom Videos (At least 30 sitting)
	2)Biometric Device (In case of ESDM)
	3)CCTV Cameras
Committee Meeting and Members	4)Practical Lab Video with complete centre video
	5)Equipment Tool as per nominated job role
	Post Completing the audit process, Affiliation in charge setup committee (Below mention member) and committee will verify the KYC Documents inclusive of photo and video evidences of centre
	1)Member from Operation Team
	2)Member from Affiliation Team
	3)Member from NAPS Team
	4)Member from Accounts Team
	5)Member from Standards Team
	6)Member from BD Team
	7)Member from Audit Team
Post Meeting, Affiliation In charge required at least 4 affirmations from committee to approve the centre	
Creating of MOM and duly signed from committee with review.	
Audit Feedback with TP	After Completing the internal process, In case of any query- Affiliation in charge share feedback with Training Partner for improvement as recommended by Committee and TP need to shared required changes within 10 working days after sharing feedback. (If centre is not approved than TP can re-apply for affiliation after 90 days)

Processing for Affiliation	If TP get approved from committee, Affiliation incharge will draft a congratulation mail to TP along with MoU – Annexure 4 - Annexure 4.docx with approved centre details and along with the fees: Affiliation Fees (15,000 INR with 18% GST and Job Role Fees 5,000{per job role} with 18%GST)
	MoU should be printed on 100 Rs Stamp Paper with duly signed by TP (Authorized signatory) on every page.
	TP will courier 2 hardcopies (1 for TP's reference and 1 for ESSCI records)
MoU Signing and Issuance of TP certificate	Post receiving of Hard copies-
	MoU will be duly signed by COO -ESSCI post verification from VP- Affiliation, operations & QC
	Ensure the full fees paid by TP for affiliation process
	TP details should be updated on internal TP MIS
	All the evidences (MOM/Audit report/Photos and videos) shared with COO-ESSCI
	TP Certificate signed by COO- ESSCI- Annexure 5- Annexure 5.docx which is valid for 1 year from the date of signing
Sales Booking and Internal records	Every month affiliation sales data to be shared with accounts team for tax invoice generation
	ESSCI affiliation In charge files the documents for internal records as mentioned below
	1)TP Documents
	2)Audit Report
	4)TP certificate

1. Purpose: To affiliate a Training Partner
2. Scope: Applicable to society, trust, proprietorship, company/ LLP/ Government Institute/ Organization etc.
3. Responsibility: ESSCI Affiliation Department
4. Resources: Application Form

Roles and Responsibilities

Training Provider (TP) - Any organization being legally established as society, trust, proprietorship, company/ LLP/ Government Institute/ Organization etc. can register on SMART as Training Provider (TP). A Training Provider Registers Training Centres on SMART and acts as an umbrella organization for its respective Training Centres. It is solely the responsibility of TP and TC regarding the mode of association they establish between them while registering on SMART. The registration on SMART will be valid for 3 years. The Training Provider needs to perform following roles and responsibilities:

- Facilitate the establishment of Training Centres
- Ensure compliance with the Guidelines and related processes
- Ensure Training Centres compliance with the Guidelines and related processes

Training Centre (TC) - An entity registered and created by a TP to conduct training under various NSQF aligned job roles in accordance with the guidelines laid down by the ESSCI. These centres are established as per Accreditation and Affiliation

norms. Accreditation of a TC will be valid for a maximum of 1 year. The Training Centre needs to perform following roles and responsibilities:

- Fill the Centre Accreditation Application Form on SMART following the required process
- Apply for renewal of Accreditation status
- Comply with accreditation and affiliation and continuous monitoring process

Sector Skill Councils (ESSCs) - ESSCs is industry-led body responsible for defining the skilling needs, concept, processes, certification, and accreditation standards of their respective industry sectors. The accreditation standards are a set of practices and concepts laid down by the ESSCs pertaining to each job role, that provide guidance to the TCs on all relevant aspects of skilling. The ESSCs prescribe the National Occupation Standards (NOS) and Qualifications for the job roles relevant to their industry and ensure that these are in accordance with the National Skill Qualification Framework (NSQF). The ESSC performs following roles and responsibilities:

- Define job wise specifications like lab and trainer qualifications, equipment specifications along with the job role wise additional requirements like open space, gardening area etc.
- Review the inspection reports submitted by the IA for respective job roles and accord the final status
- Provide affiliation to centers for respective job roles