

# **AFFILIATION NORMS FOR TRAINING SERVICE PROVIDERS**

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**Additional Skill Acquisition Programme**  
*A joint Initiative of Higher Education and General Education Departments*

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## **Introduction**

Additional Skill Acquisition Programme (ASAP), a flagship educational initiative of the Government of Kerala, started its journey on 26th July 2012 as part of the State Skill Development Project (SSDP) to address the issue of educated unemployment in the State. The idea is to build a pool of new generation industry-ready skilled personnel who can cope up with the sweeping changes in the labour market. Programme intends to play a catalytic role in enriching and transforming the learning environments by endowing students with critical competencies to thrive in a knowledge based economy.

The skill training programme nurture and motivate students to add values to educational achievements and thereby become a valuable asset to the global industry. The programme has already touched the lives of thousands, including those from the vulnerable sections.

As ASAP is moving on to the second phase of expansion process, ASAP is planning to expand its training centres by utilising the facilities of PSUs and other spaces available in the Govt. and Aided institutions, Training Organizations/Institutions set up by Govt. funds, Training Institutions set up/affiliated by Government of India, Private Training Institutions independently operating in Vocational Space, Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector, Company/Firm/Society/Trust etc.. As ASAP moves progressively towards becoming a knowledge economy, it must meet the aspirations of youth and aim towards skilling them with the best possible standards. The skill development of the working population is currently one of the top priority of ASAP. This is evident by the exceptional progress ASAP has made over the years in the skill development sector; however, there is dire need for a comprehensive ecosystem to impart quality skills to the youth in order to meet global standards.

In this regard, it is pertinent to create synergies between such stakeholders of the skill ecosystem, to coordinate and streamline multiple skill development programmes undertaken by ASAP. It is of critical importance that the process impacting the quality of training at the Skill Development Centres (SDCs) are aligned with the ASAP Standards. In view of this, the guidelines for Accreditation/ Affiliation have been formulated for the Skill Ecosystem. These guidelines shall help in meeting the following objectives:

- a. To meet the challenge of skilling with speed and quality standards.

b. To align various skill development programmes to common standards and process, and allow reduction in multiplicity of norms and parameters that result in avoidable difficulties in implementation of the schemes.

c. To increase the capacity and capability of the existing system in order to ensure equitable access for all.

d. To foster excellence in Skill Development Centres, building effectiveness in delivering competency based training, and to enable trainees and other stakeholders to make informed choices with regard to Skill Development Centres.

### **About Affiliation/Accreditation**

The term affiliation is used to define a process of establishing competence of any institution desiring of delivering vocational training from NVEQF/NVQF/NSQF level 1 to 10 which is based on National Occupation Standard created by Additional Skill Acquisition Programme (ASAP). Any Education Body / Vocational Training Provider / PSU / Education Institution / Industry can seek affiliation/accreditation from Additional Skill Acquisition Programme of India in delivering the requisite elements of a NOS based vocational training. The affiliation process conducted by ASAP will carry our evaluation of competence and availability of the desired infrastructure/capability of creating the desired infrastructure matching the needs/requirements of delivering NOS based training.

The alignment of ASAP and a TP/Education Body/Industry etc. through the process of Affiliation will focus on learning and development of the learners so that they are easily employable in the sectors. The process is also expected to encourage TP/Education Body/PSU etc. to pursue continual excellence so that they are always in tune with the requirements of the sectors. Thus the purpose of Affiliation is to maintain high standards of quality in delivering NOS based vocational training.

### **Institution Eligible to Affiliate to the Additional Skill Acquisition Programme**

- 1) Training Organization / Institutions set up by Private entities
- 2) Training Institutions set up/affiliated by Govt. of India/Kerala
  - a. ITIs/ITCs affiliated to NCVT
  - b. College/Institutes approved by Councils under Central Government / State Govt. affiliated to a University set by Central or State / UT Government or recognized.

c. Schools / Institutes approved by Central or State Boards of Secondary Education (or equivalent) or Boards of Technical Education.

d. Any other institute

3) Private Training Institutions independently operating in Vocational Space.

4) Public Sector Undertakings

5) Training institutions set up by private companies/industry to meet the skilled manpower requirement for in-house needs or for the sector.

6) Company/Firm/Society/Trust with 2years of experience in the particular sector / any other sector which the evaluation committee finds it eligible by meeting the specification and requirement specified in the document.

## **Affiliation/Accreditation Process**

### **1) Institution/Centre Management**

The organization which requires affiliation should have a written mission statement. The mission shall guide establishment of the training management system and the general operations of the organization/center.

The Affiliation/Accreditation organization should:

i) Have clearly defined objectives that will be helpful in establishing a vocational training system.

ii) Have documented processes and procedures covering the entire gamut of vocational training including the ones relating to continual improvement of these processes and procedures.

iii) Physically possess the resources or have a documented plan of owning the resources required to run and operate a vocational training system.

iv) Have documented processes that will help the management to review and analyse the operational processes and procedures.

v) Have a documented mechanism to ensure the applicability of the processes and procedures.

### **2) Organization Details/Profile of the Management Team**

The factual information of the affiliating organization/center/TP and its management team should be provided:

i) Details of the organization applying for the proposal.

ii) Prior exposure of the organization in skill development/education.

- iii) Educational qualification and experience of the management team.
- iv) Key achievements of the management team/project team in the area of skill development.
- v) Management committee shall identify all statutory and regulatory requirements for compliance.

### **3) Responsibilities and the Authority of the Operational Teams**

#### **i) Head of Institution/Center/TP and Key Personnel**

Head of Institution may be designated as Director/Principal. The head of institution shall be empowered by the management committee to carry out day to day functioning of the Institution. The management committee shall clearly describe the management structure. The head of the institution shall decide and implement the processes which support the development and deployment of the Institution/center system. The responsibility and authority for all personnel involved in key functional areas shall be defined and communicated within the Institution.

#### **ii) Affiliation/Accreditation Coordination**

Management committee shall appoint an existing senior staff members who, irrespective of other responsibilities, shall monitor to ensure that the requirements of these criteria are being implemented. The coordinator shall periodically report to management committee on the compliance of criteria and the need for improvement.

The coordinator shall ensure communication within the Institution on the information related to the application and relevance of the criteria in Training and support processes. The coordinator shall liaise with ASAP on relevant matters.

### **4) Existence of Operations Manual Covering the Following**

The institution applying for affiliation should have an Operations Document covering the following aspects:

- a) Background of the Institution
- b) Organization Structure
- c) Details of other affiliations, if applicable
- d) Industry Linkages
- e) Profile of senior and middle management
- f) Profile of trainers

- g) Details of infrastructure, workshop, store etc.
- h) Process of internal evaluation
- i) Placement cell and its placement record
- j) Training courses/programs offered including a list of content and training materials available
- k) Quality assurance mechanism
- l) Management Information system of the institution if any

## **5) Financial Resources**

The Institution shall provide financial resources which shall be capable of sustaining a sound vocational educational program consistent with its stated mission and objectives for long term stability.

## **6) Teaching Process**

- i. Time Table
- ii. Delivery Plan
- iii. Monitoring and Evaluation process of students – Continuous assessments
- iv. Management of student evaluation records
- v. Lab/Workshop exposure and its linkage to theoretical delivery
- vi. Industry visits

## **7) Training of Trainers**

Training of Trainers will expose participants to strategies and methods for skill training for a high impact experiential learning. Separate modules in the five day programme cover industry domain and platform skills required for trainers depending upon the course. It is mandatory that only trainers certified by ASAP after the Train the Trainer Programme be assigned to training batches.

### **Trainer deployment**

- a) Selection of Trainers: Training partners will be responsible for selection of trainers. Graduates with reasonably good communication skills and having a minimum of 2 year industry experience in the relevant sector can be considered for the position of trainer for the skill courses.
- b) Train the Trainer Programme by ASAP: Trainers profile has to be shared with ASAP for facilitating the Train the Trainer Programme. A five day training programme will be arranged

by ASAP in a convenient location in which Master Trainers of ASAP would train the prospective Trainers.

c) Assessment and certification of Trainers: Trainers who complete training and score more than 60% marks will be eligible to be certified as trainers for the ASAP skill courses.

### **Important points**

1. Training agencies should intimate the requirement of training at least one month in advance
2. Profile of trainers shortlisted for training should be forwarded to the ASAP along at least three weeks prior to the scheduled date of training. ASAP will scrutinize the trainer profiles and match them with the requirement.
3. Participants will be intimated about the training venue and schedule by the Trainers Training Division of ASAP
4. Participants will be evaluated on their platform and technical skills before qualifying them for the training.
5. Those who score the minimum required grade will be certified and recommended for taking classes.

### **8) Training Material / Curriculum / Syllabus**

Each ASAP course has five mandatory course materials, namely Syllabus, Participant Handbook, Trainers Guide, Quality Framework, Assessment Guide and Practical Workshop Guide for technical courses. Soft copy of the materials will be shared with Training Agency who in turn will print sufficient number of copies based on demand for the skill courses. Also, these materials will be available for download in the ASAP Management Information System (MIS). ASAP content has to be used in the same form and cannot be modified in any manner.

### **9) Continuous Evaluation**

The training centre/Institution should adhere to the process and frequency of the internal evaluation mentioned in the Quality framework of ASAP.

### **10) Industrial Interface**

The training centre/Institution should engage experts from the industry (Guest Faculty) of the selected job role to expose the real life problems from industry with sample solutions to students.

### **11) Assessment, Internship and Certification**

The Training partner should submit the training progression status and eligible list of students for final assessment to ASAP at 75% and 100% of the training respectively. Final assessment will be conducted by ASAP after the details are shared by the training partners.

Internship for the trainees can be commenced 1 week after training completion/in case of integrated internship should be done along with the training.

Certification for successful students will be issued by ASAP only after the confirmation of internship completion from respective industries and report from Training Partners.

**\*Attaching below a sample copy of Prospectus developed for Junior Correspondent Course**



**Affiliating as Training  
Partner for Junior  
Correspondent Course  
(NSQF Level 5)**

**ADDITIONAL SKILL  
ACQUISITION PROGRAMME  
(ASAP)**



## **Introduction**

Additional Skill Acquisition Programme (ASAP), a flagship initiative of the Department of Higher Education, Government of Kerala, started as part of the State Skill Development Project (SSDP) to address educated unemployment in the State. Equipping the young population with skills at cutting edge, in a bid to alleviate unemployment is the major objective of the programme.

## **Objectives of ASAP**

- 1) Impart quality skill training to young population by partnering with industry to address educated unemployment
- 2) Develop National Occupational Standards (NOS) that feature skill competency standards and qualifications.
- 3) Aligning demand-based curricula with NSQF to raise quality of skill training.
- 4) Collate labour market information with respect to number of people getting direct and indirect employment in various areas of industry.
- 5) Create database of the current and future skill requirements, both in terms of numbers as well as types of skills and investigating the underlying reason of skill gaps.
- 6) Plan and institutionalize an effective system for training of trainers and assessors.
- 7) Steer the affiliation process to enable quality assurance on training in par with international standards.
- 8) Responsibly ensure quality training and conduct fair assessments.
- 9) Certification of the trained manpower as per NOS and align with NSQF levels.
10. Skill training to the community through Community Skill Parks

## **National Skill Qualification Framework (NSQF)**

The NSQF was introduced in 2013 as a single unified framework for all qualifications. It is a competency-based skill framework that is operationalized through the National Skills Qualification Committee (NSQC) chaired by Chairman, NSDA and comprising of representatives from Central Ministries, States, Awarding Bodies and Sectoral Experts. As per the NSQF notification, the NSDA is required to approve and notify NOSs and QP prepared by the Sector Skill Councils as well as address all transitional issues for all qualifications predating the NSQF. The NSDA is laying down a clear, standard and transparent process for the approval of qualifications by the NSQC in order to discharge its functions under the NSQF Notification.

## **Why ASAP Courses?**

ASAP has been in skill development from 2012 and have so far trained nearly 1,00,000 students across Kerala. ASAP skill courses are unique as domain specific content is combined with foundation module that covers communication & IT skills along with mandatory on the job training through industry internship. In a bid to

create specific skill courses for the needs of the state as well as that of the future industry ASAP has initiated to develop qualifications for national accreditation. Two courses of ASAP have been registered in National Qualification Register (NQR). The courses are listed below:

- i) Junior Correspondent (NSQF level 5)
- ii) Communicative English Trainer (NSQF level 6)

The National Qualifications Register is the official national public record of all qualifications aligned to NSQF levels, qualification pathways and accrediting authorities. The National Qualifications Register is the official national public record of all qualifications aligned to NSQF levels, qualification pathways and accrediting authorities.

Based on the notification (No. 8/6/2013-Invt) published by skill ministry of India it is mandatory that all skill courses should be aligned under NSQF before 2020 after which the skill courses which are not yet aligned to NSQF will not be valid. In this present scenario NSQF alignment of all skill courses offered in India have become the need of the hour and those students who successfully complete these courses will get a nationally accredited certificate which is widely accepted all over India. Moreover, if NQR is made equivalent to Qualification registers in any other country, the courses registered under NQR will get International acceptance in the long run.

The strength of ASAP in addressing all areas of the training cycle as well as its focus on quality makes its courses and methods one of the best in the skill development landscape in the country.

### **Junior Correspondent Course**

The Level 5 course is designed to make trainees proficient in theoretical and practical knowledge to be successful correspondents in print media organizations. Total duration of the course is 450 hours which includes 180 hours (Foundation Module) + 60 hours (theory) + 60 hours (practical) + 150 hours (internship in newspaper organizations).

#### **The course would equip learners:**

1. To get acquainted with the journalism courses and have better job or higher education opportunities in journalism especially to work as a Stringer/part time correspondent/liner.
2. To plan a career in media industry.
3. To provide a strong foundation in print, electronic and new media.
4. To get adequate exposure in editing, media management, public relations, advertising, media laws, current affairs and ethics apart from News Reporting.
5. In the theoretical and practical inputs needed to be successful as a stringer/part time correspondent/liner.

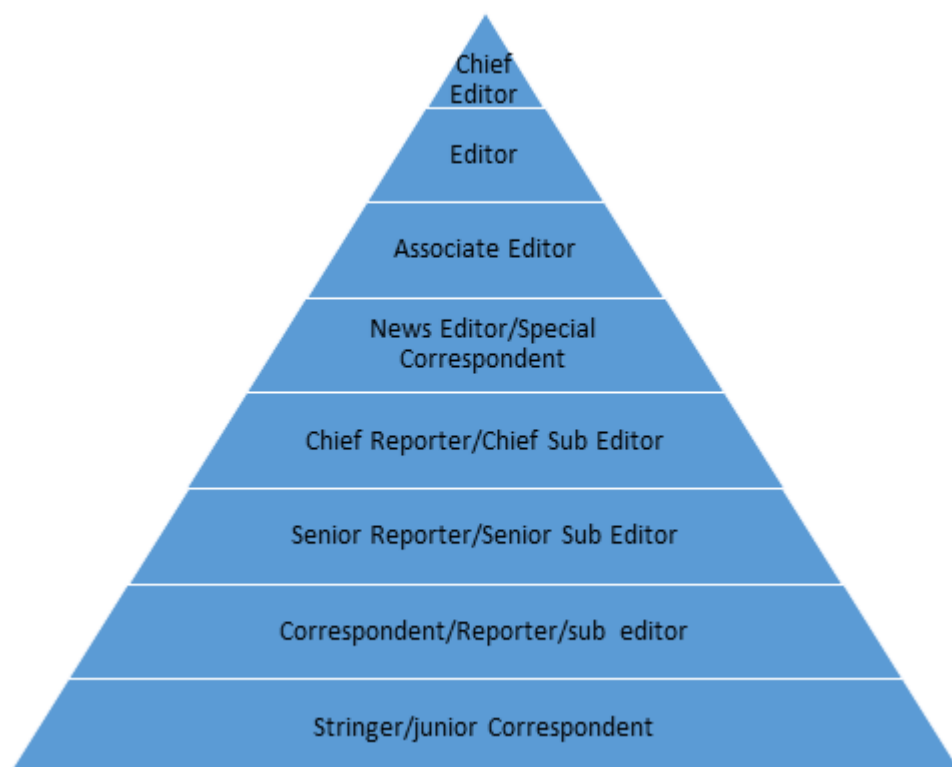
**Eligibility:** Any graduates in Arts stream and 10+2 equivalent students undergoing graduation in arts stream or those with more than 2 years' experience as local reporter (in which case, Recognition of Prior Learning will be needed as per Annexure 8) are eligible for joining the course.

### **Academic avenues**

After successful completion of degree along with certificate course in journalism, students are eligible for enrolment for the following courses:

1. P.G DIPLOMA IN JOURNALISM AND MASS COMMUNICATION
2. P.G DIPLOMA IN T.V JOURNALISM AND MASS COMMUNICATION
3. P.G DIPLOMA IN PUBLIC RELATIONS AND JOURNALISM
4. MASTER OF COMMUNICATION AND JOURNALISM After the successful completion of course, students are eligible to work as Stringer/ Junior Correspondent. They are employed by newspapers and can work as reporter in remote areas.

### **Job progression:**



ASAP courseware including syllabus, Quality Framework (QF), Participant Handbook, Trainer Manual and Assessment Manual will have to be used for conducting training for the course.

## **Course syllabus**

<b>Title of unit or other component</b>	<b>Mandatory/ Optional</b>	<b>Estimated learning hours</b>
1. 1.Foundation module · Communicative English · Information Technology	Mandatory	100 + 80
2. Reporting · Writing and Editing	Mandatory	60+24
3. General Knowledge and Current Affairs	Mandatory	18
4. Web journalism	Mandatory	3
5. Photojournalism	Mandatory	3
6. Media laws and ethics	Mandatory	12
7. Internship	Mandatory	150

More details about the course curriculum is available at [http://nqr.gov.in/qualifications-register/search?field\\_qualification\\_title\\_value=communicative+english+trainer&field\\_anticipated\\_volume\\_of\\_trainee\\_value=](http://nqr.gov.in/qualifications-register/search?field_qualification_title_value=communicative+english+trainer&field_anticipated_volume_of_trainee_value=)

## **Certification of Trainees**

Certificate having logos of Skill India, Government of Kerala and ASAP will be issued to the eligible trainees.

**TABLE 1**

<b>TYPE OF ASSESSMENT</b>		<b>WEIGHTAGE</b>	
<b>CONTINUOUS &amp; COMPREHENSIVE EVALUATION</b>	<b>ATTENDANCE</b>	<b>10%</b>	
	<b>STUDENTS INVOLVEMENT</b>	<b>ASSIGNMENT</b>	<b>10%</b>
		<b>INTERNAL EXAM</b>	<b>10%</b>
<b>PRACTICAL/LABWORK/APPRENTICESHIP/HANDS ON EXPERIENCE BY THE INDUSTRY</b>		<b>30%</b>	
<b>SKILL PROFICIENCY TEST BY THE INDUSTRY/ASSESSMENT AGENCY</b>		<b>40%</b>	
<b>TOTAL</b>		<b>100%</b>	

## **Training of Trainers:**

Training of Trainers will expose participants to strategies and methods for skill training for a high impact experiential learning. Separate modules in the five day programme cover industry domain and platform skills required for trainers depending upon the course. It is mandatory that only trainers certified by ASAP after the Train the Trainer Programme be assigned to training batches. One batch of Junior Correspondent Course requires minimum of 4 domain trainers and one soft skill trainer with the following qualification.

<b>Trainer</b>	<b>Educational Qualification</b>	<b>Experience</b>
Domain Trainer	Post Graduate diploma/degree in journalism	2 years' experience in media
Soft Skill Trainer	Any Graduate with good communication skills	2 years' experience in soft skill training

**Training Fee:** Training and certification of trainer will cost an amount of Rs.15,000/- per head. Training of Trainers will be conducted for a minimum batch size of 20 participants. In case of batch size falling below 20, the cost of training will be borne by the training partner.

**Assessment and Certification of trainer:** Trainers scoring a minimum of 60% in the continuous assessment during training of trainers will be eligible to be certified as trainers. Certificate having logos of Skill India, Government of Kerala and ASAP will be issued to the eligible trainers.

#### **MACHINERIES, EQUIPMENT AND TOOLS REQUIRED FOR THE CONDUCT OF TRAINING:**

##### Equipment List

<b>Sl No.</b>	<b>Equipment</b>	<b>Condition - Preferable / Mandatory</b>
1	Audio Visual equipment	mandatory
2	Remote class room facility for guest classes	Preferable
3	Camera	mandatory

##### Consumables List

<b>Sl No.</b>	<b>Consumables</b>	<b>Quantity</b>
1	Newspapers	2-3 per batch

\*Availability of these should be ensured while physical inspection

### Fee structure:

Sl No	Category	Fees (In Rs)	Multiples
<b>Pre-Affiliation*</b>			
1	Application Fee	15000/-	One Time
2	Physical Inspection Fee	10000/-	For every visit per skill Centre annually (can be done for multiple job roles in single visit)
<b>Post –Affiliation**</b>			
1	Annual Affiliation Fee	10000/-	per skill center annually
2	Administration Cost which include quality monitoring (Assurer Visit) visit and MIS usage	2500	Per each batch enrolled
3	Job Role Curriculum Compliance	5000	Per job role in a year
4	Training & Certification of Trainer	15000/-	Per Head
5	Assessment & Certification of Trainee	1500 per job role	
6	Re - Payment of Site Inspection Fee	5000 per Visit	
7	Application Re-Activation Fee	10000/-	

\*If training institute is eligible for fee exemption (pre-affiliation) according to any scheme, then they have to attach the supporting documents with application form. Failing this, they would be liable for remission of fees.

\*\*The training institute who are eligible for fee exemption (pre-affiliation) according to any scheme, are also liable to remit fees for activities post affiliation time to time without any conditions.

### **Important Instructions**

1. Please read carefully the prospectus and the information given in the application form before filling it up.
2. It may be noted that the 'Applicant' here refers to the Training partner who runs the day to day operations of the proposed Training Centre.
3. This application should be filled in English language only, by typing/writing in block letters with black ink.
4. All financial information should be provided in Indian Rupees.
5. Application format has to be downloaded from website and duly filled and sent to ASAP by post/hand.
6. Applications not accompanied by DD/Cheque for the registration fee will be summarily rejected.
7. Documentary proof wherever mentioned and additional proof available with applicants may be attached along with application.
8. Where application is incomplete or false information is given in the application, ASAP reserves the right to cancel the application without notice.

**IMPORTANT DATES\*:**

SL NO	PARTICULARS	TIMELINES
1	Initial scrutiny of application	1 week from receipt of application
2	Training centre audit	2 week after initial scrutiny
3	Publishing result	7 days after receipt of audit report
4	MOU Signing with ASAP	Within 1 week after publishing result
5	Training of Trainers(ToT) by ASAP	As per request from Training Partners(Should be completed before 10 days of the training commencement)
6	Submission of training progression status to ASAP	75% of training completion
7	Submission of eligible candidates for Final Assessment and detailed training report to ASAP	100% of Training completion
8	Final Assessment	3 weeks after course completion
9	Commencement of Internship for trainees	Can be commenced 1 week after training completion/in case of integrated internship should be done along with the training
10	Publishing of Final Assessment Result by ASAP	1 month after Final Assessment



11	Submission of Internship Completion Report by Training Partners to ASAP	Within 10 days after Internship completion
12	Issue of Certificates by ASAP(Only after submission of Internship reports by TSP)	15 days from submission of Internship report

\*In case of special circumstances the timelines are subject to change in which case proper intimation will be given.

### **Guidelines:**

1. The application form has to be downloaded from the official website of ASAP. ([www.asapkerala.gov.in](http://www.asapkerala.gov.in))
2. The duly filled application form has to be sent along with the DD and other supporting documents to the address mentioned here:  
"The CEO,  
Additional Skill Acquisition Programme, 3<sup>rd</sup> Floor, Trans Towers,  
Vazhuthacaud, Thiruvananthapuram – 695014"

### **Instructions for filling the form**

1. Select the course for which application is submitted for
2. Full name of the agency
3. Type of agency(whether private or government)
4. Location of the training centre(Whether Rural/Urban)
5. Agency details: 1) Agency address with pin code ii) Details of applicant like NOC/PAN CARD/whether applicant is blacklisted
6. Details of authorised contact person of the agency (Mobile/landline number, designation and ID proof).
7. Furnish the area of expertise in which training was conducted- skill/academics
8. Mention the sector in which skill training was conducted with a brief description of the training mode and Period of Experience. The period of experience may be correctly mentioned as per the work and furnish the experience document/ certificate. Training partners should furnish the experience details in training like-Details of Number of Trainees enrolled, trained, assessed and certified.
9. Building details of the training centre with facilities should be detailed with valid supporting documents.
10. Industry details where Internship was facilitated with valid certificate from Industry certifying the facilitation of internship
11. Furnish details of the trainers in the pool and their experience in the field with signed resume as supporting document.
12. Specify Tool List with Quantity required for training a batch of size 30, to conduct the training

13. Furnish the gross revenue for the last three consecutive financial years with audited reports.
14. Training partners should give a write up of the total implementation plan of the proposed course.
15. The declarations shall be ticked mandatorily and duly signed by the authorised person.

### APPLICATION FORM

1. **COURSE APPLIED FOR:**
2. **AGENCY NAME:**
3. **TYPE OF AGENCY (Government/Private):**
4. **LOCATION(Urban/Rural):**
5. **AGENCY DETAILS**

**I. ADDRESS (With Pin code):**

Sl No	Particulars	Norms(YES/NO)
	Whether applicant has been debarred/blacklisted	
	Whether NOC from State Directorate received	
	PAN Card	
	Is website of the organization functional?	

**\*Furnish the supporting documents in hard copy**

**6. DETAILS OF AUTHORISED CONTACT PERSON:**

- Name
- Designation
- Email ID
- Phone number
- ID Proof (hard copy to be submitted)

**7. FIELD OF EXPERTISE (Skill/Academic):**

**8. TRAINING DETAILS:**

Sl. No	Course/ Program in which training was undertaken	Sector/Industry corresponding to the course/job-role	Duration(Year of Commencement to Year of completion)	No of trainees			
				Enrolled	Trained	Assessed	Certified

\*Hardcopy of the supporting documents in order to prove the Experience in Training to be submitted

**9. DETAILS OF INDUSTRY ASSOCIATION WHERE INTERNSHIP WAS FACILITATED/ARRANGED**

Sl. No	Name of Course in which Internship was arranged/facilitated	Name of Sector in which Internship was arranged/facilitated	Name and Address of Internship Centres	Year in which internship was conducted /facilitated	Duration of Internship


\*Hard copy of supporting documents to be submitted proving Industry certifying facilitation of Internship for the trainees

**10.AVAILABLE TRAINER POOL DETAILS :**

<b>Sl. No</b>	<b>Name of Trainer</b>	<b>Qualification</b>	<b>Experience in skill training in respective field (Years)</b>	<b>Academic Experience</b>	<b>Industry Experience</b>

\*Supporting Documents like letter of appointment, resume etc to be submitted.

**11. ANNUAL GROSS REVENUE FOR LAST 3 FINANCIAL YEARS (FY):**

<b>Sl. No</b>	<b>Particulars</b>	<b>FY_</b>	<b>FY_</b>	<b>FY_</b>
1	Gross Revenue from Skill training/ other Training			

\*Hard copies of the Audited financial reports for three consecutive financial years to be submitted.

**11. APPROACH AND METHODOLOGY TOWARDS SUCCESSFUL COMPLETION OF PROPOSED TRAINING:**

**Training partners should give a detailed write up of the implementation plan of the proposed course :**

**1.Training Centre with the facilities**

**2.Details of trainers proposed to handle training for the same job role(Signed resume of trainers)**

**3.Plan of execution of Syllabus(Training Calendar)**

**4.Internship centres sought for the proposed training**

**5.Placement arrangements planned for the trainees**

**12. DECLARATION :**

I/we hereby certify and agree that:

- I/We have carefully read and understood all criteria for accreditation of Training Partners seeking affiliation. The conformity with requirements of the accreditation criteria has been verified by us at our end. We confirm that the information provided in support of this application is correct to the best of our knowledge and belief.
- I/ We will comply with all the latest norms and if any violation found, appropriate action shall be initiated.
- I/ We are aware that the norms prescribed in this manual are only illustrative in nature, it has to be ensured that all safety norms shall be adhered to.
- I/ We will regularly check ASAP web portal and follow the instructions from time to time after submitting the application. I undertake that ASAP will not be responsible for negligence on my/our part once any information is updated on the web portal and I fail to check the same.
- I/ We will adhere to the latest syllabus updated by ASAP and its guidelines.
- I/we have all tools and equipment required for the conduct of training applied for, as per the norms.
- I/ We will recruit qualified staff/faculty required for the applied trades, as per the norms.
- If any information or document submitted by the applicant is false, ASAP has the right to cancel my application without notice besides taking appropriate legal action against the applicant including blacklisting the applicant. If accredited, we commit to intimate ASAP immediately of any changes in the status where information regarding such changes if not declared may affect the consideration for accreditation of the institute.
- I am aware that 'Application Fee/ the Centre Audit Fee once paid is 'non-refundable'. In case of surrender of 'Application' by applicant after the payment of respective fee, the fee amount shall not be refunded to the applicant.

I am aware that, mere submission of an application does not ensure 'Accreditation' of the ASAP.

**\*Note: The declarations shall be ticked mandatorily**

<b>SIGNATURE</b>	
<b>NAME</b>	
<b>DESIGNATION</b>	
<b>AGENCY NAME</b>	
<b>DATE</b>	

\*\*\*\*\*

Applications complete in all respects should reach the address mentioned here before 5 pm on the last date mentioned in the advertisement. Applicants must submit a non-refundable application fee in form of a Cheque or Demand Draft, drawn in favour of '**Additional Skill Acquisition Programme**' payable at Thiruvananthapuram.

All supporting documents, as given in the application form shall be submitted as hardcopy along with the application form to ASAP Secretariat, either in person or through post.

\*Queries regarding the submission of Application form and documents can be sent to [bd@asapkerala.gov.in](mailto:bd@asapkerala.gov.in)