

# **Employment through Skills Training & Placement**

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**RCUES**

- The National Skill Development Policy issued in March 2009 states that the demand for skilled manpower by 2022 is 50 Million.
- NULM is designed to provide skills to the unskilled urban poor as well as to upgrade their existing skills.
- Skill training of the urban poor to enable them setting up self-employment ventures and for salaried jobs in the private sector.
- Intends to fill the gap between the demand and availability of local skills by providing skill training programs as required by the market.

# Objectives

- To provide an asset to the urban poor in the form of skills for sustainable livelihood.
- To increase the income of urban poor through structured, market-oriented certified courses that can provide salaried employment or self-employment opportunities which will lead to better living standards and alleviation of urban poverty on a sustainable basis.
- Ensure inclusive growth with increased contribution of skilled urban poor to the National Economy.

# Skill Training Modules

- **Skill Gap Analysis**
- The trainings should be provided as per the industry demand and as per the curriculum recognized nationally.
- The industry demand for skill can be assessed only through a comprehensive Skill Gap Analysis at city level.
- The Skill Gap Analysis (SGA) should provide a clear picture of the industry wise demand for trained manpower, nature of skills required, trades to be selected for EST&P both for wage employment as well as for self-employment.

- The SGA should state the nature and duration of the courses required for each trade for a period of 5 years.
- The Skill Gap Analysis conducted by National Skill Development Corporation (NSDC) may be referred by the State Urban Livelihoods Mission (SULM).
- The cost of conducting Skill Gap Analysis may be booked under the A&O Expenses of NULM.
- It should provide demand for employment in upcoming industries and also identify the scope for setting up of self-enterprises in local area.

# Curriculum Designing

- The skill trades should have a formal standard curriculum which is designed in accordance to the demand of the industry, need for assessment and certification requirements.
- The Ministry of Labor & Employment has designed curriculum for a list of Modular Employable Skill (MES) courses under the Skill Development Initiative Scheme, may be followed for the skill training courses.
- However, if MES courses do not have curriculum for any particular skill training then a formal curriculum may be approved by the state.

- All the standard curriculum for any training course should be designed in consultation with a competent technical agency such as Technical University / College, Directorate of Technical Education, National Skill Development Corporation, Sector Skill Councils of NSDC, etc.
- Designing of curriculum should not be left on the Skill Training Provider alone.
- All the courses should be approved by the SULM.
- The Training course modules should be in accordance to local industry demand and acceptable at state / national level. The course curriculum should be designed to ensure certification of industry standards.

# Soft Skills

- a. Soft Skills – Basic Communication skills (in English and local language), Basic computer operations (for courses other than computer training), Professional Etiquettes, etc.
- b. Financial Literacy – Orientation and awareness on savings, credit, subsidy, remittance, insurance and pensions.
- c. Other government schemes – the candidate may also be provided information regarding other government schemes (including other components of NULM) and entitlements for poverty alleviation. The ULB should facilitate access to such schemes and entitlements for the urban poor.



# Course Duration

- The course duration for all the skill training programmes would be minimum 3 months (approximately 400 hours of the technical training plus 30 hours for soft skills training) for the cost of Rs. 15,000/- (Rs. 18,000/- for North East and Special States) per candidate.
- However, depending on the trade and course module, SULM may define trainings with different duration.

# Cost & Payment Norms

- The maximum cost support provided for training under EST&P is Rs. 15,000/- per candidate.
- Cost will include cost of candidate mobilization, curriculum design, trainer's fees, raw materials required for training, assessment & certification, placement linkage, MIS and post-placement tracking of the candidates.
- No infrastructure development cost will be supported under this component.
- SULM may design the terms of payment preferably in 3 or more installments i.e. 30:50:20. The first two installments may be based on the commencement of training, completion and certification of the candidate and last 20% may be paid on the placement / enterprise development and tracking of candidates for 6 months.

# Certification

- Each successful candidate should be awarded a certificate issued by a competent agency which has acceptability in the industry. Assessment of the skills gained should be done by an independent certifying agency.
- The training agency should not be entrusted with the assessment and certification of the trainees to ensure objective assessment.
- The Certification Agency (CA) should be empanelled by the SULM based on the quality, integrity and past-record of the agency.
- Government and Semi-Government Agencies such as National Council for Vocational Training, State Council for Vocational Training, etc. involved in certification process may be accorded priority.

# Skill Training Providers (STPs)

- SULM may empanel private STPs through a bidding process. The selection criteria should be a combination of technical qualification, experience of the organization and the cost of training.
- The SULM may also directly enter into an agreement with Govt. Institutes such as Industrial Training Institutes (ITI), Polytechnic Colleges, Technical Universities, etc. with details of modalities for mobilization, training, certification, bank linkage, mandatory placement / self-employment setting up and tracking of the successful candidate.
- The empanelment of STPs should be valid for a period of 3 years based on satisfactory performance of the STPs.
- The certification of all the trainings should be provided by external independent agency and not by the STP.

# Post Training Support

- It is mandatory for the STP to provide placement / self-enterprise set-up support for minimum 50% of successfully trained candidates, inability to do so shall result into suitable penalty as provided in the terms & conditions of the contract with STPs.
- Job Placement: On successful completion of the training, the candidate shall be provided placement in suitable job by the STP within one month of completion of the training.

- Micro-enterprise: For candidates interested in setting up micro-enterprises, the STPs shall be responsible to assist in setting-up the microenterprise within 3 months of successful completion of the training.
- The STPs shall provide support for proposal writing, ensure credit from banks, provide support for availing subsidy to candidates regarding any of the micro-enterprise development schemes.
- Financial Inclusion: The STP shall also facilitate the opening of Basic Saving Bank Deposit account for all the candidates who do not have a bank account.

# Post Training Tracking

- The STP shall be required to track the successful candidates for a period of 6 months. For the candidates provided with wage employment in any industry information like appointment letter, pay package / remuneration, etc. shall be maintained and submitted to the ULB / SULM as per the terms and conditions of the contract with the STPs.

# MIS and Reporting

- For Skill Training Providers: The STP shall have the responsibility of regular reporting on progress of training, placement and micro-enterprise establishment to the ULB and SULM on a regular basis.
- The STP shall also develop and maintain online Management Information System (MIS) for recording the information of all the candidates including their contact details, candidate's bank account details, status of assessment and certification, status of the placement or setting up of a micro-enterprise, etc. on their website.



- For SULM / ULB: The SMMU at the State level and CMMU at the ULB level will closely monitor progress of activities / targets under this component, undertake reporting and evaluation.
- Under NULM, a comprehensive and robust IT-enabled NULM MIS will be established for tracking targets and achievements. States and ULBs will be required to submit their progress reports online.

# Eligibility of the Candidate

- Should be from the urban poor households only.
- Should not have undergone skill development training under the SJSRY / NULM in any other trade during the last 3 years. The candidate can however be provided advanced training on the skills acquired in any previous training.
- Should meet the minimum qualification as per requirement of the training curriculum approved by the State Executive Committee.
- The percentage of SC and ST candidates being trained should not be less than the percentage of SC and ST population in the town.
- Out of the total beneficiaries for the State/UT under EST&P; minimum 30% should be women, minimum 15% should belong to the Minority community and minimum 3% of the candidates should be differently-abled.

# Awareness Generation and Demand Creation

- The SULM & ULB should conduct mass media campaigns through newspapers, radio, television, posters, wall paintings, SHG meetings, etc. on regular basis to provide information on skill training opportunities and invite applications from the prospective candidates.
- The information regarding the courses, duration, location of training, name and details of skill training providers should be available at all the Urban Local Bodies, City Livelihood Centers and any other urban centers set-up by the government.

- The candidate should be allowed to submit ‘an intent to undertake a training’ on a plain paper with basic details such as name, age, contact details, name of the training required, Aadhar Card number or other identity document, etc.
- On submission of the Intent, the same shall be entered into a register and a receipt with unique registration number shall be issued to the applicant.
- This will create a Waiting List of prospective candidates for a specific training demanded by the urban poor.
- The ULB shall accept such intents throughout the year.

- This register shall be utilized for mobilization of the trainees as and when the demanded training commences in the city.
- The intent may be received through area offices of Municipal Corporations, Ward Offices, ULBs, Self Help Groups in the areas, Community Organizers, Area Level Federations and City Level Federations of the SHGs, office or training centers of NULM empanelled Skill Training Providers and any other NULM related institutions. The candidate should not have to travel long distances to submit 'the intent to undertake training'.

- The SULM and ULB shall ensure that candidates enlisted in the waiting list shall be informed through available communication means like SMS, letter, Public notice, SHG, ALF, etc. regarding the commencement of training program and details of location of training center, eligibility criteria, course duration, etc.
- Before the commencement of the training, a counseling session for all the prospective candidates will be arranged. During this session the prospective candidate would be briefed in detail about the available training program, eligibility criterion, etc.

- At this stage an information and application form will be filled by the beneficiaries. The form shall capture all the details such as education, BPL Status, residential address, other contact details, etc. On the basis of these documents their selection will be done for a suitable training program.
- The ULB may also provide information to the probable candidates through Monthly Job Placement Fairs, Rozgaar Melas, etc. in the slum areas.

**Thanks**