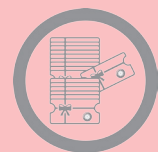
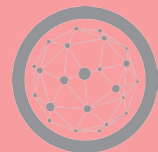




Accelerating Skills through Vouchers

An Implementation Guide

Institute Empanelment



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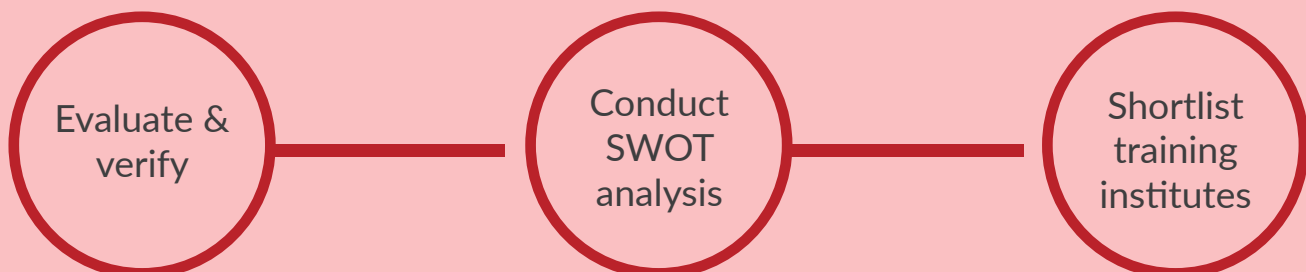
INSTITUTE EMPANELMENT INTRODUCTION

This module lays down the directive for the Institute Empanelment component of the Vikalp skill voucher project. It details the steps for identifying and empanelling training institutes and includes an orientation presentation, the empanelment form for institutes and the draft MoU between the institute and the funder. The Institute Empanelment process comprises of three key steps.

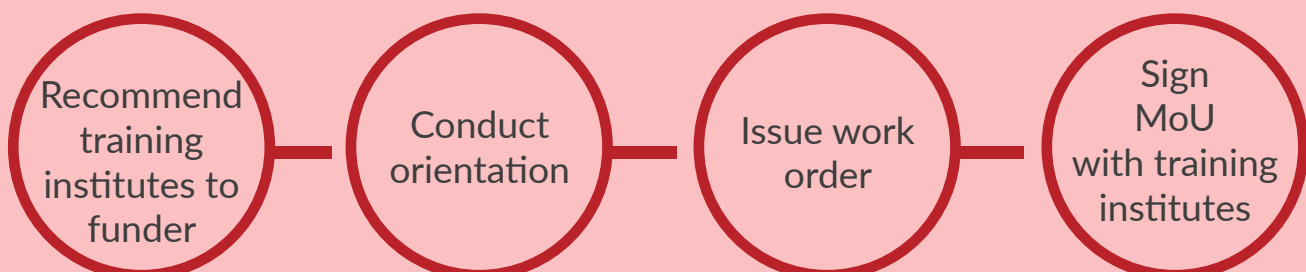
Step 1: Application rollout



Step 2: Internal shortlisting

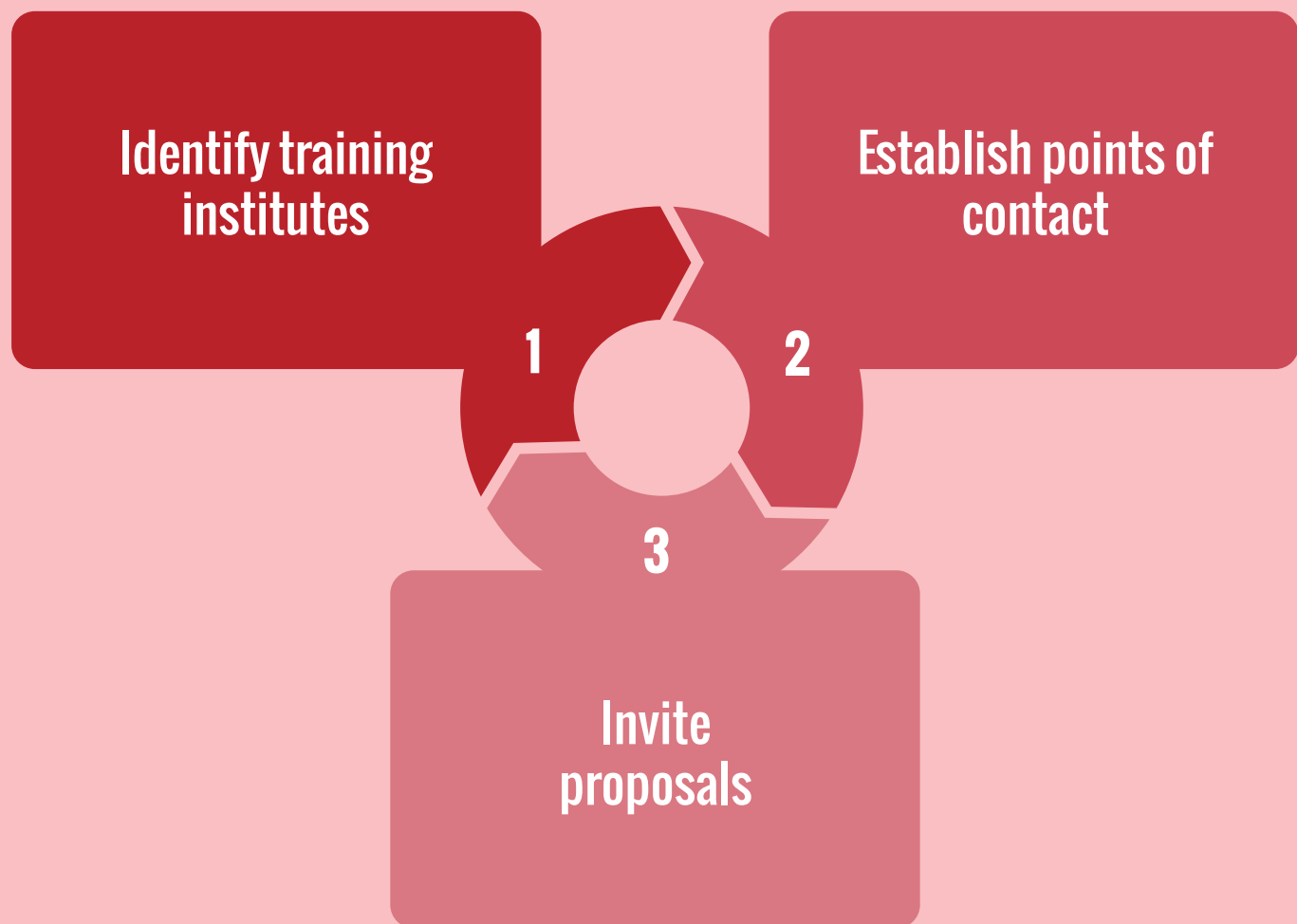


Step 3: Recommendation to funder & orientation



STEP 1

APPLICATION ROLLOUT



Institute Empanelment begins with the process of inviting applications from training institutes for the project. The Operation Associate will prepare a list of prospective training institutes after establishing their credibility through internet research, established reports and news coverage and their status as National Skill Development Corporation (NSDC) partners and NSDC's STAR scheme recipients, and through any other source necessary.

After a comprehensive list is prepared, the Operation Associate will:

- **Research** the training institutes and the courses offered for identified sectors of the project
- **Establish** first point of contact with the training institutes via calls/ emails
- **Provide** the training institutes with the application kit comprising of empanelment criteria (**Annexure 1**) and empanelment form (**Annexure 3** on CD), along with project collaterals such as brochure, postes and banners
- **Receive** and analyse the proposals

STEP 2 INTERNAL SHORTLISTING

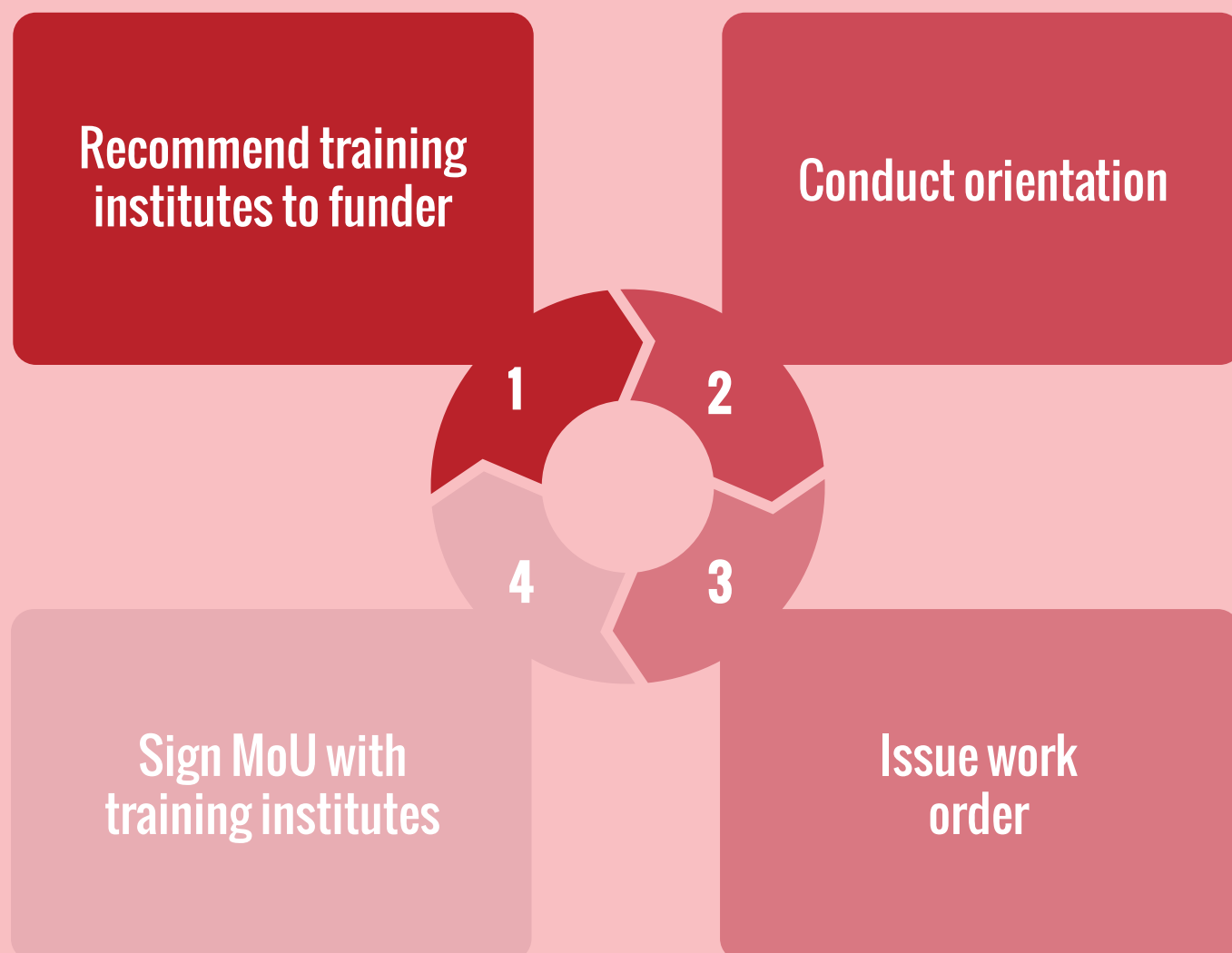


Once the applications have been received, the internal short listing begins. This involves:

- **Field visits** to the training institutes' premises
- **Verification** of information & data submitted in the application
- **Evaluation** of the ratio of course fee to expected salary; negotiation with the institutes if the ratio is more than 3:1
- **Clarifications** and revisions in the application by the training institutes, if required
- **SWOT analysis** of the training institutes (**Annexure 2**)
- **Finalisation of the recommendation** list for the funder
- **Finalisation of the date** for empanelment
- **Communication** to the shortlisted institutes
- **Rejection mails** to the non-qualifying institutes

STEP 3

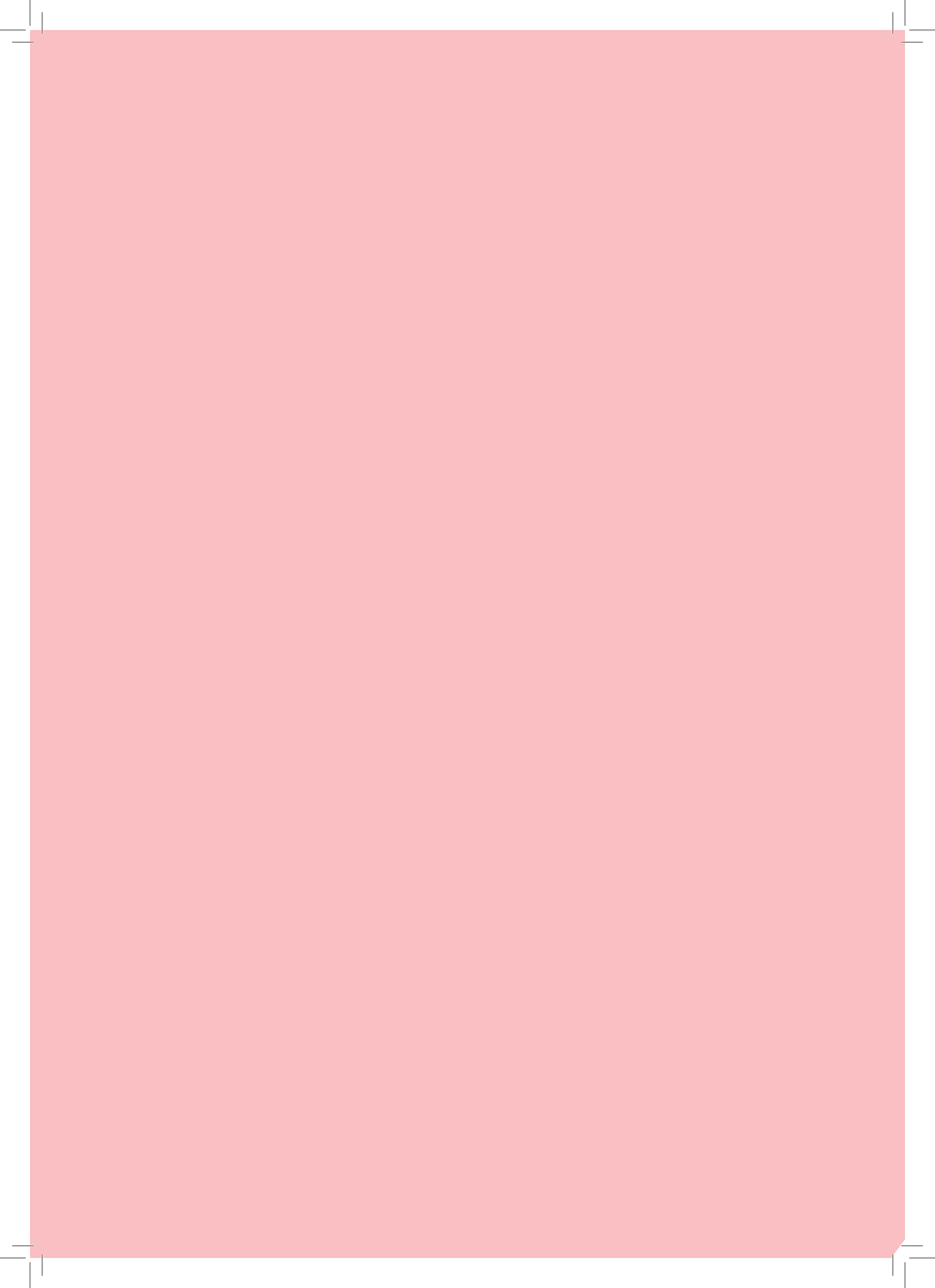
RECOMMENDATION TO FUNDER & ORIENTATION



After the final list of training institutes is presented to the funder, the project orientation for the institutes is conducted. The orientation (presentation on CD - **Annexure 4**) covers:

- Project objectives
- Monitoring requirements
- Joint mobilisation planning
- Prospective challenges
- Project expectations

The training institutes will then be issued work orders with a cap on the number of students per course per location. The number of vouchers to be issued will be equal to the number of students finalised for each course. A formal MoU is signed between the funder and the training institute. Guiding outlines for the MoU in the form of a draft is provided in **Annexure 5** on CD.





Pragati picks the perfect training.

“The level of training is as good as was promised during the career mela - we have teachers from institutes like Manipal University and they really work to make sure we understand. I am lucky to get this quality of training for such a low fee. I wasn’t sure about this course at first, but my participation at the career mela helped me make the final choice.”

-Pragati Gaikwad, 21, is an Arts graduate and is training in IT Hardware & Networking under Vikalp.