

Table 4: Steps a PIA should take to access and administer Aajeevika Skills resources – Table 3 (links to 1.5.4)

| Step | AAP |
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| 1 | Undertake Skill Gap Analysis (SGA): Though there may be national level skill gap assessments and GP level youth databases, the PIA should make its own assessment and take responsibility for it because once a project is sanctioned subsequent change of targets will not ordinarily be possible. |
| 2 | Identify Prospective Employers Following the SGA or before it the PIA should tie up with prospective employers the number of people they need for each trade and the kind of knowledge, skill and attitude they require in their employees. |
| 3 | Attend PIA training programs: Both the SRLM and NIRD will be organising training programs for PIA staff on project preparation and quality monitoring. PIA staff should attend these programs to ensure that they are able to submit proposals complete in all respects and conduct quality audit of training centres and work placements. |
| 4 | <p>Prepare and Submit Project Proposals: Project proposals should be prepared using Aajeevika Skills formats and submitted online to the SRLM. The formats for submitting proposals can be assessed from http://nrlmskills.in.</p> <p>While submitting projects, the PIA shall clearly provide cost estimates as for their project under the following sub heading</p> <ul style="list-style-type: none"> a. Boarding & Lodging charges in case of residential courses, and Food and To & Fro charges in case of non-residential courses. b. Post placement support c. PC tablet d. Uniforms e. distance learning <p>(ii) Costs accruing to the Trainers</p> <ul style="list-style-type: none"> a. Salary for Q Team b. Salary for Trainers |
| 5 | Respond to Queries: Quickly respond to queries that the SRLM may have. Online submission is the preferred mode. Till such time that this facility is not available emails may be used. |
| 6 | <p>Text of the MOU: Once the EC of the SRLM approves the proposal, the PIA will have to enter into an MOU with the SRLM. The text of this should be agreed before the EC meeting so that the MOU is executed within 48 hours of the EC minutes being issued. The cost of the stamp paper for executing the MOU will be borne by the PIA.</p> <p>A month wise plan indicating the number of people (category wise including SC/ST/ Minority/Women) to be trained over the entire project duration has to be provided by the PIA as part of the project proposal and will be part of the MOU</p> |
| 7 | Execute MOU: Within 48 hours of the PAC meeting minutes being issued the MOU |

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| | between SRLM and PIA should be signed. The format of MOU can be accessed from http://nrlmskills.in . | |
| 8 | Establish Training Centres and get it certified by SRLM or TSA: Establish training centres and labs for practical training. Ensure that trainers have the required knowledge, skills and attitude to be Aajeevika Skills trainers. Before going to the next step the Q team of the PIA should inspect and certify the training centre using protocols specified by NIRD. Where women trainers are being trained, there should be at least one women manager/ trainer. | |
| 9 | Mobilise: Use a GP saturation approach. Offer counselling services to all residents between the ages 18 to 35 who have been identified as being poor. In the case of PTGs the upper age limit is 45 years. Special groups such as manual scavengers, victims of human trafficking etc. may be allowed to enrol if they are above 16, provided they become 18 by the time they finish training including on the job training if any. | |
| 10 | Counsel and select: Aajeevika Skills beneficiaries come from poor families and often have very little idea about the scope and nature of work in each sector. It is therefore important that beneficiaries and their parents receive good quality counselling. | |
| 11 | <p>Ensuring Quality Training and Placement</p> <ul style="list-style-type: none"> • Use geo-tagged, time stamped biometric attendance at start and end of each training day. • Online inventory check each morning when training centre opens and closes • Periodic quizzes and tests with safeguards to prevent impersonation. Publish results in the PIA MIS and organise remedial classes for those who score poorly. • Install video audio recorders in each classroom and labs. Ensure that the PIA's Q team reviews these recordings each month and scores each trainer. Use these results to run remedial classes for trainers. • Ensure timely payment of allowance to trainees for daily food, transport/lodging • Ensure adequate and timely payment of trainer remuneration • Ensure that monthly and end of project targets for SC/ST, minorities and women are met. • Ensure that advisories issued by PIAs own Q teams, SRLM and TSA of MoRD are complied with by individual trainers and training centre managers • Ensure that the placement data reported on the PIAs web site and passed on to MoRD is credible. • Work with employers to ensure that employers who accept Aajeevika Skills alumni provide all legal benefits that are due to them. • Ensure that trainees are tracked for at least a year after placement. (The PIAs performance in post placement tracking for a year after placement will be variable for assessment during subsequent submission of proposals. | |
| 12 | Work Readiness and Employability training Centres: Establish residential centres that provide work readiness and employability training in major centres of employment for residents from the project state. Invite prospective employers for campus placement interviews and tests. Support alumni with information on accommodation and opportunities for alternate jobs. Also provide liaisoning | |

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| | services with the local administration. | |
| 13 | Conduct Counselling session for trainees after placement: The trained candidates who are placed in various jobs, usually in cities would have problems in adjusting to a new environment, both in the work place and outside. PIAs have to conduct counselling sessions with the candidates, especially the women candidates, to help them in adapting to the new environment. | |