SCPwD Center Inspection Module

Version 1.0

I.   About SCPwD

- About SCPwD- A Multi-Sector horizontal Skill Council, incepted in October 2015 under a specific provision in National Policy on Skill Development and Entrepreneurship, 2015
- Promoted jointly by CII, NSDC and Ministry of Social Justice & Empowerment under the aegis of Ministry of Skill Development & Entrepreneurship
- Targets mainstreaming of Persons with Disability under the 'Skill India' Initiative of Govt. of India to enable the PwD to earn a livelihood, lead a life of dignity and be a contributor to the GDP growth of the nation
- Provides an individual need oriented innovative and synergistic framework of latest assistive tools and technology in training, content generation, monitoring of training and for assessment & certification.

II.   What We Do

- Adopt in-demand industry oriented job roles created by sector specific Sector Skill Councils (SSCs) and map them appropriately with specific disability/ies (LD, SHI, LV, VI, ID) so that the disability per se does not become a restraining factor to perform on tasks at the same skill level as their peers.
- While mapping a job to a specific disability for skill training, we also work on the livelihood scope for PwD in self-employment and entrepreneurship.
- Further, we also create job roles specifically for a particular disability
- We align the content & curriculum of the job roles to create learning materials to meet the disability specific needs.
- We run an approved programme on Disability Orientation and Sensitization for the ttraining and certification of both the Trainers and Assessors
- Industry Sensitization aimed at Employment and Apprenticeship
- Training Center Accreditation (SCPwD conducts center audit under different -different scheme)
- Assessment & certification by dual certified assessor.

III.   Why Center Accreditation is important?

SCPwD makes sure that the center accredited under PMKVY or SIPDA scheme is 100% quality and accessible for PwD candidates through Center inspection. SCPwD has Accessibility Checklist disability wise to validate the accessibility of training center for candidates/beneficiaries. Center Inspection is conducted through our existing Inspection Agency. The center auditor has to make sure that the accessibility and the infrastructure of the Training center should be as per the Accessible checklist and as per the Scheme guidelines. A complete video recording and capture of images of the Training center is done by the center auditor. A detailed inspection report is shared by the Inspection Agency. The SCPwD monitoring team makes sure that the training center fulfills the accessible criteria. A training center is only accredited if the center is 100% accessible and fulfill the guideline of schemes for PwD candidates.

IV.   Desktop Assessment

The Training Partner under PMKVY scheme registers and submits CAAF on Skill India Portal. In case of DEPwD (SIPDA scheme) Self-Assessment Report is submitted to SCPwD for review through emails. The SCPwD team reviews the documents/photographs of the center/accessibility checklist submitted by Training Partners and accordingly shares the observations. It is the responsibility of the Training Partner to upgrade the centers and provide necessary documents to SCPwD. In SIPDA scheme inspection fee should be paid by Training Partner/Centre directly to SCPwD. As per the details provided by Training partners, the centers are aligned for center inspection.

We make sure that all necessary equipment's, infrastructure are available at the center before center inspection is conducted.

V.   Center Inspection Process

   A. **PMKVY:**
   i. **Pre Center Inspection-** The Training Partner/provider submits the Center Accreditation and Affiliation Form (CAAF) through Skill India Portal (SIP). Post submission, SCPwD reviews the CAAF submitted by the concerned stake holders, post which it provides a status of 'Deemed Ready' or 'Deemed Not Ready'. This process is called Desktop Assessment
         a. **Deemed Ready** - The status denotes that the information provided in the CAAF complies with the centre accreditation and affiliation criteria/ guidelines. If Deemed Ready, a "Letter of Registration" is issued to the TC.

b. **Deemed Not Ready** - The status denotes that the information provided in the CAAF is not as per the centre accreditation and affiliation criteria/ guidelines - the information submitted may be incomplete or incorrect. In such cases, the inspection Agency shares a deficiency report with TC regarding the gaps, giving detailed comments/ justification.The final step for the closure of Pre Center Inspection is the approval of scheme on Skill India Portal.

ii. **During Center Inspection-** The Training Partner with discussion with SCPwD team applies for center inspection through Skill India Portal. The team aligns the center on the given date within 24 hours to the inspection agency. Post aligning the center for inspection to the Inspection Agency, it is the responsibility of the inspection agency to share the details of center inspection to the Training partner. SCPwD team is in the loop for all the communications between Inspection Agency and Training Partner. The inspection agency makes sure that the center auditor is both Domain and SCPwD certified. The assigned center inspector should reach the center on time and share a geo-tagged picture in front of the Training center with SCPwD Monitoring team. The center inspector through Skill India Portal Center Inspection app captures all the necessary details at the center and after completion submits the report with Inspection Agency.

Post Center Inspection- The inspection Agency shares the inspection report, filled accessibility checklist & Observation along with supporting documents/evidence as mentioned in the checklist with SCPwD team. The SCPwD monitoring team then conducts video calling at the inspected center to again check on the infrastructure/equipment's and accessibility at the center. If the center does not fulfill the requirements as per SCPwD guidelines, then the monitoring team shares its observations on the basis of the video call to the Training Partner. Training Partner has to make sure that the center is upgraded as per the video call observations. A second check is done by monitoring team and accordingly the status of training center updated on Skill India Portal. Also, based on the video call, monitoring team shares the observed gap with Inspection Agency for their explanation.

B. **SIPDA**
i. **Pre Center Inspection-** The Training Partner under SIPDA scheme shares the Self-Assessment Report for Desktop Assessments as per the Performa. The SCPwD team reviews the documents and details and shares the observation to the Training partner through emails. Eligible Training Center are then asked to submit the Physical Inspection fee in SCPwD account and share the confirmation. After the receipt of physical inspection fee and confirmation from SCPwD Finance Department, Physical Inspection is scheduled as per mutually agreed date by Training Center and SCPwD. SCPwD team aligns the center on the given date within 24 hours to the Inspection Agency and inform via email as well. Post aligning the center for inspection to the Inspection Agency, it is the responsibility of

the inspection agency to share the confirmation of center inspection to SCPwD team along with details of Center Inspector. An email is subsequently shared with Training Center by Inspection Agency to keep all the required documents and equipment available at the center on the day of Center Inspection. SCPwD team is to be kept in loop for all the communications between Inspection Agency and Training Partner. The inspection agency makes sure that the center inspector is both Domain and SCPwD certified.

ii. **During Center Inspection-** The assigned center inspector should reach the center on time and share a geo-tagged picture in front of the Training center with SCPwD Monitoring team. The center inspector will conduct inspection by SIPDA Online Center Inspection App or SIPDA center inspection Proforma and SCPwD accessibility checklist. It is the responsibility of the center auditor to capture all the details as per the Performa, collect all the documents mentioned in Performa and capture clear pictures of the center especially the accessibility pictures mentioned in the accessibility checklist. The center inspection report is submitted to the Inspection Agency.

iii. **Post Center Inspection-** The inspection Agency shares the SIPDA Inspection report through Google Drive/Dropbox along with hard copies of documents at SCPwD office. Each and every submitted documents is checked and reviewed by the Monitoring team. If there are details missing then it's the sole responsibility of the inspection agency to provide the correct and authentic details to the SCPwD team within a given timeline. After going through the inspection report, the monitoring team conducts a video call at the inspected center to see if the center fulfills all the criteria and if it's completely accessible for PwD candidates. Training Partner has to make sure that the center is upgraded as per the video call observations. A second check is done by monitoring team and accordingly a Letter of Recommendation (LOR) is shared with DEPwD for target allocation.

C. CHECKLISTS

Center Inspection Checklist for PMKVY –

1. Centre Inspection Report from Skill India Portal
2. Accessibility Check list
3. Document checklist and scanned copy of all documents collected at the training center
4. Grading Matrix
5. Center Inspection Videos (Videos should be captured in correct angle showing respective center areas and functionality of equipment and facilities available at the training center)
6. Monitoring video calling remarks.

Center Inspection Checklist for SIPDA –

Centre Inspection Form/Proforma
2. Accessibility Check list

3. Document checklist and scanned copy of all documents collected at the training center

4. Grading Matrix

5. Photos and video (Photos should be geo-tagged mentioning respective center areas, videos should be captured in correct angle showing respective center areas and functionality of equipment and facilities available at the training center)

6. Recommendation cum annual capacity

7. Monitoring video calling remarks.

Centre Audit Checklist.docx

Note: Kindly refer the link in the SCPwD website https://www.scpwd.in/

D. OBSERVATIONS TO BE CAPTURED DURING CENTER INSPECTION

- Entrance must have branding and communication of scheme along with name of TP/TC (Flex/Board/Hoarding).

- Center location and its proximity to Approach Road.

- Availability and Type of Ramp (Cemented/Metal/Wooden) and its accessibility for wheelchair user (For training centers who have opted for training of candidates with Locomotor Disability).

- Availability of lift and its accessibility for wheelchair user (In case center is located on other than ground floor, i.e. basement, second floor, etc.).

- Center Floor and its condition (Non-cemented/Cemented/Tiled), should be non-slippery.

- Availability of Handrails with ramp at the center.

- Availability, type and functionality of services and equipment related to Hygiene & Sanitation (Housekeeping Staff/Daily Inspection Checklist/Safe Drinking Water).

- Availability, type and functionality of equipment related to Medical & Safety (First Aid Kit/Fire Extinguisher).

- Contact Details of Emergency Numbers (Fire Brigade, Ambulance, Police, Women helpline, Local authorities, Fire control) displayed at various places at the center.

- Availability, functionality and placement of AEBAS/CCTV Monitor/Internet Modem/Projector/ Power Backup and their expiry

- Washrooms, their hygiene and accessibility (Toilet Cover/Handlebars/Water/Dustbin/Passage for entrance of wheelchair/Height from ground level).

- Availability of Wheelchair/Rollator/Walker/Walking Stick (For Center opting for Training of LD Candidates).

- Availability of Tactile Path/Luminosity Contrasting Signages/Guiding Blocks and Warning Blocks/Information Board in Braille/Braille and Audible Signage (For Center opting for Training of LV and VI Candidates).
- Availability of Signages/Contrasting Color Signages/Sign Language Interpreter (For Center opting for Training of SHI Candidates).

CENTER INSPECTION MANUAL FOR CENTER AUDITORS

Centre Inspection Manual for Centre Inspectors

Note: Kindly refer the link in the SCPwD website https://www.scpwd.in/

E. **PMKVY and SIPDA center Inspection Proforma**

SIPDA:

The SIPDA Proforma for Center inspection is shared by SCPwD with Inspection Agency to conduct center inspection. Below attached is sample of SIPDA Proforma.

Revised Centre
Validation for Skill T

Note: Kindly refer the link in the SCPwD website https://www.scpwd.in/

PMKVY: The center inspector through Skill India Portal Center Inspection app captures all the necessary details at the center and after completion of center inspection, submits the report with Inspection Agency. Attached is the sample of PMKVY Center Inspection Report

PMKVY Proforma.xlsx

Note: Kindly refer the link in the SCPwD website https://www.scpwd.in/

F. Center Inspection Reports:

PMKVY: The center inspector through Skill India Portal Center Inspection app captures all the necessary details at the center and after completion of center inspection, submits the report with Inspection Agency. Attached is the sample of PMKVY Center Inspection Report

SIPDA: The center inspector submits the SIPDA Inspection report as per the Proforma along with Accessibility checklist, Equipment list, Recommendation cum Annual capacity and Grading Matrix.

G. Photographs/Video to be captured and collected

As per SCPwD guidelines the center inspector is supposed to capture the Training center photographs and to make a Center video, this process is included in both PMKVY and SIPDA scheme.

1. Training Center Photographs- 4 Photographs showing the branding and communication.
2. Photograph of Biometric Device
3. Photograph of Power Back up
4. Photograph of Address Proof
5. Photograph of Front view and back view of Training Center
6. Photograph of the Projector
7. Photograph of CCTV camera and CCTV monitor
8. Photograph of Electrical wires and switch board
9. Photograph of Contact Details of Emergency Numbers
10. Photographs of different Center Areas
11. Photographs of Internet Modem.
12. Photographs of Washrooms
13. Photograph of lift (if the center is located on other than ground floor)
14. Photographs of various ramps available at the center.
15. Photographs of Dedicated Staff along with their Govt Approved ID Card.
16. Photographs of Drinking Water Facility, Fire Extinguisher and First Aid Kit.
17. Photograph of trainers with their Govt approved ID Card.
18. Equipment photographs as per job roles.
19. Center Video (Should be captured in portrait position at all times with clear audio and video quality, showing respective center areas, equipment and functionality).

H. Correct and Incorrect Accessibility Features

Washroom: The washroom should have handlebars as per SCPwD guidelines SCPwD Accessibility

Note: Kindly refer the link in the SCPwD website https://www.scpwd.in/
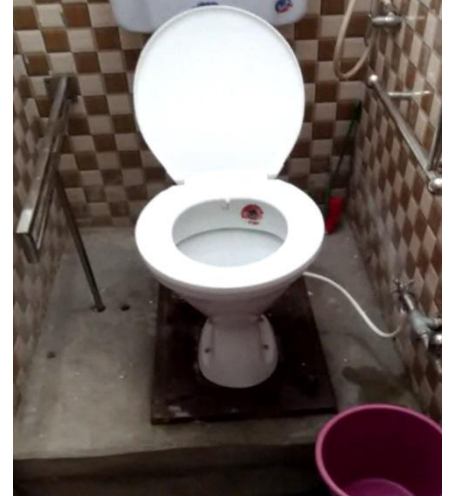
Ramps- The Ramps should not be steep; it should be accessible for wheelchair user candidates.