User manual for Training Centre (TC) – Registration
# Table of Contents

1. Introduction .................................................................................................................. 2
2. Login ............................................................................................................................... 3
3. Training Centre Registration Form .................................................................................. 6
   3.1 General Details ........................................................................................................... 6
   3.2 Facilities at Centre .................................................................................................... 9
   3.3 Job Role and Infrastructure ....................................................................................... 14
   3.4 Centre Areas ............................................................................................................. 23
   3.5 Centre Staff ............................................................................................................. 26
   3.6 Upload Photos from Mobile ...................................................................................... 28
   3.7 Declaration and Submission ...................................................................................... 29
4. Training Centre Mobile App .......................................................................................... 33
5. Apply for Scheme .......................................................................................................... 50
6. View Job Role Details .................................................................................................... 52
7. Submit for Inspection ..................................................................................................... 54
8. Accept Inspection Date ................................................................................................. 58
9. Pay Continuous Monitoring Fee .................................................................................. 60
10. Pay Affiliation Fee ........................................................................................................ 64
11. View/Download Affiliation Certificate ........................................................................ 68
12. Appeal Against Job Role .............................................................................................. 69
   12.1 View Justification .................................................................................................... 71
   12.2 Raise Appeal .......................................................................................................... 73
1 Introduction

The User manual for Training Centre (TC) is designed to provide information on, how the new training centres can log in and complete the Accreditation and Affiliation process. The training centre can perform the functionalities as listed below.

• Login
• Centre Accreditation and Affiliation Form
  o General Details
  o Facilities at Centre
  o Job Role and Infrastructure
  o Centre Areas
  o Centre Staff
  o Upload Photos from Mobile
  o Declaration and Submission
• Training Centre Mobile App
• Apply for Scheme
• View Job Role Details
• Submit for Inspection
• Accept Inspection Date
• Pay Continuous Monitoring Fee
• Pay Affiliation Fee
• View/Download Affiliation Certificate
• Appeal
  o View Justification
  o Raise Appeal
2 Login

The Login screen allows the training centre to login to the Training Centre Registration Form screen.

To Navigate
Home --> Login
➢ Enter Unique ID (User ID) and Password as received on the email address of the training centre.

➢ Click Login.

Note: The new password should be at least of eight characters in length, should also contain one upper case, one special character and one numeric.

➢ Click Reset & Re-login.
   After the successful update of the password, the message appears as follows.
➢ Click OK.
3 Training Centre Registration Form
The Training Centre CAAF Form screen allows the training centre to enter the complete information of the centre. The CAAF Form screen hosts seven sections as listed below.

- General Details
- Facilities at Centre
- Job Role and Infrastructure
- Centre Areas
- Centre Staff
- Upload Photos from Mobile
- Declaration and Submission

3.1 General Details
The General Details screen allows the training centre to add basic information about the training centre.

➢ The General Details screen hosts three sections as listed below.

- Training Centre Info
- Contact Details of the Training Centre
- Address of the Training Centre

➢ The Training Centre Info section displays the details of training centre such as Name of the Training Provider, Name of the Training Centre, and allows the training centre to enter the information about centre such as Type of the Training Centre, Social Media Links (If any) and Website.

<table>
<thead>
<tr>
<th>Training Centre Info:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Training Partner: *</td>
</tr>
<tr>
<td>Name of the Training Centre: *</td>
</tr>
<tr>
<td>Type of the Training Centre: *</td>
</tr>
<tr>
<td>Social Media Links (if any):</td>
</tr>
<tr>
<td>Website:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
The **Contact Details of the Training Centre** section displays the SPOC basic information such as SPOC Name, SPOC Email Address, SPOC Mobile Number, and allows the training centre to enter the contact details of SPOC such as SPOC’s Alternate Number, Name of Centre Principal/Director, Email Address of Centre Principal/Director and Contact Number of Centre Principal/Director.
➢ The **Address of the Training Centre** section allows the training centre to enter the address details such as Address, Nearby Landmark, Pincode, State/Union Territory, District, Tehsil/Mandal/Block, Parliamentary Constituency, Address Proof Type, Area Classification of the Centre and Entire Centre situated at Ground Floor. Also allows the training centre to upload the document for the address proof.

![Address of the Training Centre](image)

➢ **Click Save and Next**, to navigate to the **Facilities at Centre** screen.
3.2 Facilities at Centre
The Facilities at Centre screen allows training centre to enter the details of the facilities available at the centre.

➢ The Facilities at Centre screen hosts eight sections as listed below.

- Facilities at Centre
- Commendations and International Affiliations
- Added Commendations and International Affiliations
- Residential Facilities for Men
- Residential Facilities for Women
- Facilities for Differently-abled
- Facilities maintaining Hygiene and Sanitation
- Facilities for ensuring Medical and Safety

➢ The Facilities at Centre section allows the training centre to select the facilities details such as Building Status, Type of Construction of Building, Proximity to Public Transport System, Nearest Bus/Metro/Railway Station Name, Front Face of the Building, Approach road to Centre, Previous State of the Building, Aadhar-Enabled Biometric Attendance System, Type of Centre Floor, Type of Training Centre Walls and Availability of Internet.

➢ To add Facilities Available at the centre, select the respective check boxes of Security Guards, Greenery in the surrounding, Adequate Power Backup (UPS/GenSet/Inverter), and Training Centre Functional to add to the facilities details.
➢ The **Commendations and International Affiliations** section allows the training centre to enter the commendations and international affiliations details such as Name of the Affiliation, Type of the Affiliation, Validity of Affiliation (Start Date – End Date) and Brief About the Affiliation.

![Commendations and International Affiliations section](image)

➢ **Click Add Another Affiliation** to add the Commendations and International Affiliations details.

➢ The **Added Commendations and International Affiliations** details will be displayed as follows.

![Added Commendations & International Affiliations](image)

➢ The **Added Commendations and International Affiliations** section allows the training centre to view all the added details such as Name, Type, Validity (From Date – End Date), Brief About Affiliation and also allows the training centre to delete the added affiliation.
➢ The **Residential Facilities for Men** section allows the training centre to enter the facilities details for men such as Residential Area for Men, Total Area, Number of Rooms, Residential Capacity, Male Warden and allows the TC to add Remarks.

![Residential Facilities for Men](image)

➢ To add **Area is equipped with**, select the respective **check boxes** of CCTV camera with Recording Facility, Mess, 24x7 Security, and Backup (UPS/GenSet Invertor).

➢ The **Residential Facilities for Women** section allows the training centre to enter and select the facilities details for women such as Residential Area for Women, Total Area, Number of Rooms, Residential Capacity, Female Warden, and Remarks.

![Residential Facilities for Women](image)

➢ To add **Area is equipped with**, select the respective **check boxes** of CCTV camera with Recording Facility, Mess, 24x7 Security, and Backup (UPS/GenSet Invertor).
➢ The **Facilities for Differently-abled** section allows the training centre to select the facilities available for the differently abled person such as Area is equipped with.

<table>
<thead>
<tr>
<th>Facilities for Differently-abled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area is equipped with:</td>
</tr>
<tr>
<td>□ Functional Washroom for Differently Abled</td>
</tr>
<tr>
<td>□ Ramps at the entrance of the Centre</td>
</tr>
<tr>
<td>□ Lifts in case the Centre is extended to other floors (besides ground floor)</td>
</tr>
</tbody>
</table>

➢ The **Facilities maintaining Hygiene and Sanitation** section allows the training centre to enter and select the hygiene and sanitation details such as Safe Drinking Water and Area is equipped with.

<table>
<thead>
<tr>
<th>Facilities maintaining Hygiene and Sanitation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Drinking Water *</td>
</tr>
<tr>
<td>□ Select Safe Drinking Water</td>
</tr>
<tr>
<td>Area is equipped with:</td>
</tr>
<tr>
<td>□ Dedicated Housekeeping Staff</td>
</tr>
<tr>
<td>□ Washrooms are Clean and Hygienic</td>
</tr>
<tr>
<td>□ Daily Inspection Card/Checklist in the Washroom</td>
</tr>
</tbody>
</table>

**Note:** The Training Centre *must* select all the listed **Facilities maintaining Hygiene and Sanitation**.
The **Facilities for ensuring Medical and Safety** section allows the training centre to select the medical and safety details such as Availability of Fire Fighting Equipment, Area is Displaying with and First Aid Kit Contain Items.

- Click **Save and Next**, to navigate to the **Job Role & Infrastructure** screen.

**Note**: The Training Centre **must** select all the facilities for Availability of Fire Fighting Equipment, Area is Displaying with and First Aid Kit Contain items.
3.3 Job Role and Infrastructure

The **Job Role and Infrastructure** screen allows the training centre to enter the job role and infrastructure details.

The **Job Role and Infrastructure** screen hosts *six* sections as listed below.

- All Proposed Classrooms
- All Proposed Laboratory
- All Proposed Hybrid
- All Proposed Job Roles
- Job Role to Infrastructure and Trainer Mapping
- Equipment Details

➢ The **All Proposed Classrooms** section allows the training centre to enter the details of the classroom.

![All Proposed Classrooms](image)

➢ Click **Add Classroom**, the **Add Classroom** screen appears.
➢ The Classroom Details section allows the training centre to select the details of the classroom such as Classroom Carpet Area, Classroom is equipped with (Required), Classroom is equipped with (Optional) and Remarks.

![Add Classroom](image)

**Note:** The Training Centre **must** select all the facilities for the Classroom is equipped with (Required).

➢ Click **Add**, to add the details of the classroom.

![All Proposed Classrooms](image)

➢ The All Proposed Classrooms section allows the training centre to view all the details the added classroom such as Classroom Serial No., Carpet Area, Equipped with and allows to delete the details if needed.

**Note:** Click **Add Classroom**, to add *multiple* classroom for the training centre.
➢ The **All Proposed Laboratory** section allows the training centre to enter the laboratory details.

![Add Laboratory Interface](image)

➢ Click **Add Laboratory**, the **Add Laboratory** screen appears.

➢ The **Laboratory Details** section allows the training centre to select the details of the laboratory such as Laboratory Carpet Area, Laboratory is equipped with (Required), Laboratory is equipped with (Optional) and Remarks.

![Laboratory Details Interface](image)

**Note:** The Training Centre **must** select all the facilities for Laboratory is equipped with (Required).
➢ Click Add, to add the details of the laboratory.

<table>
<thead>
<tr>
<th>Lab Serial No.</th>
<th>Type</th>
<th>Carpet Area</th>
<th>Equipped With</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAB_1</td>
<td>Digital Literacy Lab</td>
<td>222 Sq Ft</td>
<td>CCTV Camera with Recording Facility, Dustbin, Secured Electrical Wires and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Switchboard, Room Well Ventilated, Clean and Hygiene, Contact of Fire Brigade,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ambulance, Hospital Emergency Numbers displayed, Adequate Light.</td>
</tr>
</tbody>
</table>

➢ The All Proposed Laboratory section allows the training centre to view all the details of the added laboratory such as Lab serial No., Type, Carpet Area, Equipped with and allows to delete the details if needed.

Note: Click Add Laboratory, to add multiple laboratory for the training centre.
➢ The All Purposed Hybrid section allows the training centre to enter the hybrid details.

![All Proposed Hybrid](image)

➢ Click Add Hybrid, the Hybrid Details screen appears.

➢ The Hybrid Details section allows the training centre to enter and select the details of the hybrid such as Hybrid Carpet Area, Hybrid is equipped with (Required), Hybrid is equipped with (Optional) and Remarks.

![Add Hybrid](image)

**Note:** The Training Centre must select all the facilities for Hybrid equipped with (Required).
➢ Click **Add**, to add the details.

![All Proposed Hybrid Table]

➢ The **All Proposed Hybrid** section allows the training centre to view all the details such as Hybrid Serial No, Lab Type, Carpet Area, Equipped with and also allows to delete the details if needed.

**Note:** Click **Add Hybrid**, to add *multiple* hybrid labs for the training centre.
The All Proposed Job Roles section allows the training centre to enter the job role details.

Click Add Job Role, the Add Job Role and Associated Trainer screen appears.
The Add Job Role and Associated Trainer screen hosts two sections as listed below.

- Add Job Role
- Associated Trainer

The Add Job Role section allows the training centre to enter job role details such as, Job Role Name, Trainee to Trainer Ratio in the range of 10:1 to 30:1 for all the batches?, Total Number of Parallel Batches Planning to run in a Day, Remarks, Additional area/covered area infrastructure required for the job role, Additional Open Area and Additional Covered Area (in Laboratory).

The Associated Trainer section allows the training centre to enter the associated trainer details such as Trainer ID, Name of the Trainer, Availability of Trainer and Type of Resources.

Click Add More Trainer, to add a trainer.

Click View Details under Trainer ID, the Trainer Details screen appears as follows.

Click Add, to add the trainer details.

The All Proposed Job Roles section allows the training centre to view all the details such as Job Role Name, Sector, Trainee to Trainer Ratio, Number Of Parallel Batch in a Day, Additional Carpet Area, Additional Covered Area and also allows to delete the details if needed.
➢ The **Job Role to Infrastructure and Trainer Mapping** section allows the training centre to enter and view the Job Role to Infrastructure and Trainer Mapping details such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.

![Job Role to Infrastructure & Trainer Mapping](image1)

➢ The **Equipment Details** section allows the training centre to view all the equipment details such as Job Role Name, Equipment Name, Requirement type, Quantity required, Unit Type, Available Quantity and Remarks.

![Equipment Details](image2)

➢ Click **Save and Next**, to navigate to the **Centre Areas** screen.
3.4 Centre Areas

The Centre Areas screen allows the training centre to add the centre area details.

➢ The Centre Areas screen hosts six sections as listed below.

- Reception Details
- Placement and Entrepreneurship Cell
- Male Washroom
- Female Washroom
- Other Centre Area Details
- Added Centre Area Type

➢ The Reception Details section allows the training centre to enter and select the reception details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre must select all the facilities for Area is equipped with (Required).

➢ The Placement and Entrepreneurship Cell section allows the training centre to enter and select the placement and entrepreneurship cell details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.
The Male Washroom section allows the training centre to enter and select the male washroom details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

The Female Washroom section allows the training centre to enter and select the male washroom details such as Centre Area Type, Carpet Area, Area is equipped with (Required), Area is equipped with (Optional) and Remarks.

Note: The Training Centre must select all the facilities for Area is equipped with (Required).
➢ The Other Centre Area Details section allows the training centre to enter the centre area details such as centre area type, carpet area, type of washroom, the area is equipped with (Required), Area is equipped with (Optional) and Remarks.

![Other Centre Area Details](image)

**Note:** The Training Centre must select all the facilities for Area is equipped with (Required).

➢ Click Add Centre Area Type, to add centre area type.

➢ The Added Centre Area Type section lists all the added centre area type details such as Centre Area Type, Area, Type of Washroom, Remarks and also allows the training centre to delete the details from Action.

![Added Centre Area Type](image)

➢ Click Save and Next, to navigate to the Centre Staff screen.
3.5 Centre Staff

The Centre Staff screen allows the training centre to add staff information.

The Centre Staff screen hosts two sections as listed below.

- Mandatory Centre Staff Details Required
- Other Centre Staff Details

➢ The Mandatory Centre Staff Details Required section displays the Type of Support Staff and allows the training centre to enter the centre staff details such as Name of Support Staff, Highest Qualification of the Staff, Experience (in Months), Type of Resource and Remarks.
➢ The **Other Centre Staff Details** section allows the training centre to enter other centre staff details such as Type of Support Staff, Name of Support Staff, Highest Qualification, Experience (in Months), Type of Resource and Remarks.

![Other Centre Staff Details](image)

- Click **Add Centre Staff Details**, the screen appears as follows.

![Add Centre Staff Details](image)

- Click **Save and Next**, to navigate to the **Upload Photos from Mobile (Mobile App)** section.
3.6 Upload Photos from Mobile

The **Upload Photos from Mobile** section allows the training centre to upload the photos as proof for the details required.

➢ Click **Get Application Link**, the mobile app link will be shared to registered Training Centre mobile number.

**Note:** The Training Centre should install **Mobile App** on their Android phone to upload the photos as proof for the details.

➢ Click **Save and Next**, the following message appears.

➢ Click **OK**, to navigate to the **Declaration and Submission** screen.
3.7 Declaration and Submission

The Declaration screen displays the declaration of the Training Centre.

➢ Click **Save and Continue**, the following message appears.

➢ Click **OK**, to proceed to the **Billing Information and Payment Information** screen.

**Note:** Click **Preview Training Centre Images**, to view all the uploaded photos of the training centre.
➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

![Billing Information and Payment Information](image)

➢ The **Billing Information** section allows the training centre to edit or enter the appropriate billing details of the applicants.

➢ Click **Cancel**, to cancel the payment procedure.

**Note:** If the training centre select cancel, the following message appears as follows.
➢ The Cancellation Feedback section allows the training centre to select the appropriate cancellation reason.
Click Continue Payment, to continue the procedure.
Click Cancel Transaction, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are different checkbox, to add a new shipping address.

➢ The Shipping Address section allows the Training Centre to add the new address.

➢ The Payment Information section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click Make Payment, the following message appears.

➢ Click Return To the Merchant Site, the Payment Success message appears as follows.
➢ Click **Download Invoice**, to download the detailed invoice. Click **Continue**, the **Thank You** message appears.

➢ **Click Go to Dashboard**, to navigate to the **Dashboard**.

**Note:** **Click Download Submitted Form**, to download the submitted CAAF form.
4 Training Centre Mobile App

The Training Centre Mobile App screen allows the Training Centre to upload the photos/videos of the facilities available at the Centre.

Username / Unique ID: Enter the appropriate user ID/User Name.
Enter Password: Enter the relevant password.
Single Tap Login IN, to navigate to the Training Centre Dashboard.

Note: Single Tap Forgot Password, to retrieve the password.
➢ The **Dashboard** screen hosts *nine* tabs as listed below.

- General Details
- Trainers
- Class Room
- Laboratory
- Centre Areas
- Residential Facilities
- Facilities
- Equipments
- Hybrid Details

➢ Tap on the tabs to upload the photos for the respective sections.
➢ The General Details screen allows the training centre to upload the photos in **three** different sections as listed below.

- Training Centre Photos
- Outside Area
- Others

➢ The **Training Centre Photos** section allows the training centre to upload the photos of the centre such as Training Centre 1, Training Centre 2, Front View, Back View, Left View and Right View.

➢ The **Outside Area** section allows the Training Centre to upload the outside photos of the centre.
➢ The **Others** section allows the training centre to upload the photos of the centre such as Biometric Device, Power Backup and Internet Bill.

➢ Tap **SUBMIT**, to navigate to the **Trainers** screen.

➢ The **TRAINERS** screen lists all the trainers of the respective job role.
➢ Tap on the **Trainer Name**, to upload the respective trainer details.

➢ Tap **Submit**, to navigate to the **Classroom Details** screen.
➢ The **Classroom Details** screen lists all the classrooms available in the training centre.

➢ Tap on the **Classroom Name**, to upload the photos and video of the respective classroom.

➢ Tap **Submit**, to navigate to the **Laboratory Details** screen.
➢ The **Laboratory Details** screen lists all the labs available at the training centre.

➢ Tap on the **Laboratory Name**, to upload the photos and video of the respective lab.

➢ Tap **Submit**, to navigate to the **Centre Area** screen.
➢ The **Centre Area** screen allows the training centre to upload the photos and videos under all listed centre areas.

<table>
<thead>
<tr>
<th>CENTRE-AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
</tr>
<tr>
<td>Placement &amp; Entrepreneurship Cell</td>
</tr>
<tr>
<td>Male Washroom</td>
</tr>
<tr>
<td>Female Washroom</td>
</tr>
</tbody>
</table>

➢ Tap on **Reception**, to upload the photos and videos of the reception area of the training centre.
The **Reception** screen allows the training centre to upload the photos and videos of the training centre.

![Reception Screen]

- Tap **Submit**, to navigate to the **Placement and Entrepreneurship Cell** screen.
➢ The **Placement and Entrepreneurship Cell** screen allows the training centre to upload the photos and videos.

➢ Tap **Submit**, to navigate to the **Male Washroom** screen.
➢ The **Male Washroom** screen allows training centre to upload the photos and videos of the washroom.

![Male Washroom Screen](image)

➢ Tap **Submit**, to navigate to the **Female Washroom** screen.
➢ The **Female Washroom** screen allows the training centre to upload the photos and videos of the washroom.

➢ Tap **Submit**, to navigate to the **Facilities** screen.
➢ The **Facilities** screen allows the training centre to upload the photos for all the facilities available at the training centre.

<table>
<thead>
<tr>
<th>FACILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramps at entrance of Center</td>
</tr>
<tr>
<td>Ramps:</td>
</tr>
<tr>
<td>Lift incase the center is extended to other floors (Beside Ground Floor)</td>
</tr>
<tr>
<td>Lift</td>
</tr>
<tr>
<td>First Aid Kit</td>
</tr>
<tr>
<td>First Aid Kit</td>
</tr>
<tr>
<td>Fire Fighting Equipment</td>
</tr>
<tr>
<td>Fire Fighting Equipment</td>
</tr>
<tr>
<td>Safe Drinking water (Eg. Water purifier)</td>
</tr>
<tr>
<td>Safe Drinking Water</td>
</tr>
<tr>
<td>Differently/specially abled washroom</td>
</tr>
<tr>
<td>Differently Abled Washroom</td>
</tr>
</tbody>
</table>

➢ Tap **Submit**, to navigate to the **Equipment** screen.
➢ The **Job Role List** screen lists all the job roles associated with the training centre.

➢ Tap on the **Job Role**, to navigate to the **Equipment** screen.
➢ The **Equipment**s screen allows the training centre to upload the photos and videos of the equipment available for the respective job role.

➢ Tap **Submit**, to navigate to the **Hybrid Details** screen.
➢ The **Hybrid Details** screen lists all the Hybrid lab available at the training centre.

![Hybrid Details Screen](image)

➢ Tap on **Hybrid Lab Names**, to upload the photos and videos of the respective rooms.

![Hybrid Lab Names Screen](image)

➢ Tap **Submit**, to navigate to the **Dashboard**.
➢ The List of Pendings screen displays the lists of the pending sections.

➢ Click OK, to navigate to the Dashboard.
5 Apply for Scheme

The **Apply for Scheme** screen allows the Training Centre (TC) to apply for the scheme.

### To Navigate

Home - - > Dashboard - - > My CAAF Submit - - > Added Job Roles - - > Actions - - > Apply for Scheme

- The **Added Job Roles** screen allows the Training Centre (TC) to view the added job roles along with the details such as Job Role Name (QP Code), Sector, Associated Scheme, Status and Actions.

- The **Assign Scheme** section allows the Training Centre (TC) to enter the appropriate scheme name from the drop-down list.

- Click **Browse** to upload the **Recommendation Letter**. Choose the appropriate file and click **Upload**. TC can upload the only, jpg, png, jpeg, pdf and the maximum file size is **five MB**. Click **Upload**. On the upload, the message appears as **file name.ext Uploaded Successfully**.
➢ Click **Submit**, the following message appears.

![Message](image)

Job Role (Airline High Lift Truck Operator) submitted for Scheme Approval

➢ Click **OK**.
6 View Job Role Details

The View Job Role Details screen allows the Training Centre (TC) to view the created job role details.

To Navigate
Home - - > Dashboard - - > My CAAF Submit - - > My Schemes - - > Added Job Roles - - > Actions - - > View Job Role Details

➢ The Added Job Roles section allows the Training Centre (TC) to view the added job roles along with the details such as Job Role Name (QP Code), Sector, Associated Scheme, Status and Actions.
➢ The **View Details** section displays the added job roles details.

![Job Role Details](image)

➢ **Job Role Details** section displays the job role details such as Job Role Name, Sector, No of parallel Batch in a Day, Additional Carpet Area, Brief About Job Role, Trainee to Trainer Ratio, Associated Trainer, and Additional Covered Area.

![Aligned Schemes](image)

➢ **Aligned Schemes** section displays aligned schemes details such as Scheme, Date and Status.

![Job Role to Infrastructure and Training Mapping](image)

➢ **Job Role to Infrastructure and Training Mapping** section displays the job role to infrastructure and training mappings such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.

➢ The **View Details** screen hosts **three** sections as listed below.

- Job Role Details
- Aligned Schemes
- Job Role to Infrastructure and Training Mapping.

➢ The **Job Role Details** section displays the job role details such as Job Role Name, Sector, No of parallel Batch in a Day, Additional Carpet Area, Brief About Job Role, Trainee to Trainer Ratio, Associated Trainer, and Additional Covered Area.

➢ The **Aligned Schemes** section displays aligned schemes details such as Scheme, Date and Status.

➢ The **Job Role to Infrastructure and Training Mapping** section displays the job role to infrastructure and training mappings such as Job Role Name, Associated Classroom, Associated Laboratory, Associated Hybrid and Associated Trainer.
7 Submit for Inspection

The **Submit for Inspection** screen allows the Training Centre (TC) to submit for inspection.

To Navigate
Home - - > Dashboard - - > My CAAF Submit - - > Added Job Roles - - > Submit for Inspection

➢ The **Added Job Roles** section displays the added job roles details such as Job Role Name (QP Code), Sector, Associated, Status and Also allows the training centre to take actions.

➢ Click **Submit for Inspection**, the message appears as follows.

➢ Click **OK**, to proceed to the **Billing Information and Payment Information** screen.
➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to enter the appropriate billing details of the applicants.

➢ **Click Cancel**, to cancel the payment procedure.

**Note:** If the training centre selects **Cancel**, the following message appears as follows.
➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason. Click **Continue Payment**, to continue the procedure. Click **Cancel Transaction**, to cancel the transaction.

**Note:** If the Billing and Shipping address is different, Select **My Billing and Shipping address are a different** checkbox, to add the new shipping address.

➢ The **Shipping Address** section allows the Training Centre to add the new address.
➢ The **Payment Information** section allows the training centre to enter the payment details. Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

<table>
<thead>
<tr>
<th>PRN</th>
<th>308004817242</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID</td>
<td>1551250793378</td>
</tr>
<tr>
<td>AMT</td>
<td>11011.80</td>
</tr>
<tr>
<td>PID</td>
<td>AVN0002</td>
</tr>
<tr>
<td>TXNDATETIME</td>
<td>27/02/2019</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>Y ▼</td>
</tr>
</tbody>
</table>

➢ Click **Return To the Merchant Site**, the **Payment Success** message appears as follows.

![Payment Success](image)

Click **Continue**, the following message appears.

**Note:** Click **Download Payment Invoice**, to download the invoice of the transaction.

![Your Request Submitted Successfully](image)

➢ Click **OK**.
8 Accept Inspection Date

The **Accept Inspection Date** screen allows the Training Centre (TC) to accept or reject inspection date.

**To Navigate**

Home - - > Dashboard - - >View and Manage Trainers - - > My CAAF Submit - - > Centre Status - - > Accept Inspection Date

➢ The **Accept /Reject Inspection Date** section allows the Training Centre (TC) to accept or reject the proposed inspection date.

➢ The **Training Centre** should select the respective option button to **Accept** or **Reject** the inspection date.
➢ Click **Submit**, the following message appears.

![Question Mark Icon]

Do you want to continue

[OK] [Cancel]

➢ Click **OK**, the **Inspection Date Accepted Successfully** screen appears.

![Check Mark Icon]

Inspection Date Accepted Successfully

[OK]

➢ Click **OK**, to navigate to the **Centre Status** screen.
9 Pay Continuous Monitoring Fee
The Pay Continuous Monitoring Fee screen allows training centre to pay monitoring fee.

To Navigate
Home --> > Dashboard --> My CAAF Submit

➢ The Pay Continuous Monitoring Fee screen allows training centre to pay the fee.

➢ Click OK, the following message appears.
➢ Click **OK**, to navigate to the **Billing Information and Payment Information** screen.

➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to enter the appropriate billing details of the Training Centre.

➢ Click **Cancel**, to cancel the payment procedure.

**Note:** If the training centre selects **Cancel**, the following message appears as follows.
➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.

Click **Continue Payment**, to continue the procedure.

Click **Cancel Transaction**, to cancel the transaction.

**Note:** If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

➢ The **Shipping Address** section allows the Training Centre to add the new address.

![Shipping Address](image)

➢ The **Payment Information** section allows the training centre to enter the payment details.

Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.

![Payment Information](image)

➢ Click **Return To the Merchant Site**, the **Payment Success** message appears as follows.

![Payment Success](image)
➢ Click **Download Payment Invoice**, to download the detailed payment invoice.

### Bill of Supply

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>SubTotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC Continuous Monitoring</td>
<td>8000</td>
<td>8000</td>
</tr>
</tbody>
</table>

Grand Total: Eight Thousand Rupees Rs. 8000/-

*This is a system generated invoice, requires no signature.*

➢ Click **Continue**, the following message appears.

Your Request Submitted Successfully

➢ Click **OK**, to navigate to the **Centre Status** screen.
10 Pay Affiliation Fee
The Pay Affiliation Fee section allows training centre to pay the affiliation fee.

To Navigate
Home - - > Dashboard - - > My CAAF Submit - - > Added Job Roles - - > Action - - > Pay for Affiliation

➢ Click Pay for Affiliation, the Fee pay screen appears.

➢ Click OK, to navigate to the Billing Information and Payment Information screen.
➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

![Billing Information and Payment Information](image)

➢ The **Billing Information** section allows the training centre to enter the appropriate billing details of the Training Centre.

➢ Click **Cancel**, to cancel the payment procedure.

**Note:** If the training centre selects **Cancel**, the following message appears as follows.

![Cancellation Feedback](image)
➢ The Cancellation Feedback section allows the training centre to select the appropriate cancellation reason. Click Continue Payment, to continue the procedure. Click Cancel Transaction, to cancel the transaction.

Note: If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

➢ The Shipping Address section allows the Training Centre to add the new address.

➢ The Payment Information section allows the training centre to enter the payment details. Enter the appropriate details to make the payment, Click Make Payment, the following message appears.

➢ Click Return To the Merchant Site, the Payment Success message appears as follows.
➢ Click **Download Payment Invoice**, to download the detailed payment invoice.

![Payment Receipt Image]

➢ **Click Continue**, the following message appears.

![Your Request Submitted Successfully Image]

➢ **Click OK**, to navigate to the **Centre Status** screen.
11 View/Download Affiliation Certificate

The Download Affiliation Certificate section allows the training centre to download the certificate.

To Navigate
Home -> Dashboard -> My CAAF Submit -> Added Job Roles -> Action -> Pay for Affiliation

➢ Click Download Affiliation Certificate, the certificate will be downloaded in the system.
12 Appeal Against Job Role
The Appeal Against Job Role screen allows the training centre to appeal against job role.

To Navigate
Home - - > Dashboard - - > My CAAF Submit - - > Appeal - - > View All Appeals Request Raised - - > Appeal Against Job Role - - > Actions - - > Request Justification

➢ The View All Appeals Request Raised section displays the appeal requests.

➢ The Appeal Requests screen hosts two tabs as listed below.

- Appeal Against Centre Status
- Appeal Against Job Role
➢ Click Request Justification, the Justification Against Job Role screen appears.

The Justification Against Job section allows the Training Centre to enter the appropriate comments for justification for the job role and to upload the supporting documents.

➢ Click Browse to upload the appropriate supporting documents. Training Centre can upload the only jpg, png, jpeg, pdf, jpeg and the maximum file size is five MB. Click Upload. On the upload, the message appears as file name.ext Uploaded Successfully.

➢ Click Submit, the Updated Successfully message appears.

➢ Click OK.
12.1 View Justification

The View Justification screen allows the training centre to view justification submitted by the Sector Skill Council (SSC).

To Navigate
Home - - > Dashboard - - > My CAAF Submit - - > Appeal - - > Appeal Requests - - > Appeal Against Job Role - - > Actions - - > Request Justification

➢ The View All Appeals Request Raised section displays the appeal requests.
➢ Select **View Justification**, to navigate to the **Justification Received** screen.

➢ The **Justification Received** section displays justification received details from IA. Also allows the training centre to enter the additional comments and to upload the supporting documents.

![Justification Received Screen]

➢ Click **Cancel**, the following message appears.

```
Action should be taken within 7 days
```

➢ Click **OK**, to navigate to the **View All Appeals Request Raised** screen.

**Note:**
- If the Training Centre clicks **Accept** for the Justification Received, then Training Centre **can** Raise Appeal.
- If the Training Centre clicks **Reject** the Justification Received, then Training Centre **cannot** Raise Appeal.
- If the Training Centre clicks **Ask Clarifications** for the justification received, then the notification will go to the Inspection Agency (IA) for further clarifications.
12.2 Raise Appeal

The **Raise Appeal** screen allows the training centre to raise an appeal against selected job role.

**To Navigate**
Home - - > Dashboard - - > My CAAF Submit - - > Appeal - - > Appeal Requests - - > Appeal Against Job Role - - > Actions - - > Raise Appeal

➢ The **View All Appeals Request Raised** section displays the appeal requests.

➢ Select **Raise Appeal**, to navigate to the **Appeal Against Job Role** screen.
➢ The **Appeal Against Job Role** section allows the training centre to enter the appeal against job role details and to upload the supporting documents.

![Appeal Against Job Role section](image)

➢ **Click Submit**, the **Accreditation Appeal Payment Required** message appears.

![Accreditation Appeal Payment Required message](image)

➢ **Click OK**, the following message appears.

![Fee is INR 10,000 message](image)

➢ **Click OK**, to navigate to the **Billing and Payment** screen.
➢ The **Billing Information and Payment Information** section allows the training centre to enter the payment details.

➢ The **Billing Information** section allows the training centre to edit or enter the appropriate billing details of the applicants.

➢ **Click Cancel**, to cancel the payment procedure.

**Note:** If the training centre select cancel, the following message appears as follows.
➢ The **Cancellation Feedback** section allows the training centre to select the appropriate cancellation reason.

Click **Continue Payment**, to continue the procedure.
Click **Cancel Transaction**, to cancel the transaction.

**Note:** If the Billing and Shipping address is different, Select My Billing and Shipping address are a different checkbox, to add a new shipping address.

➢ The **Shipping Address** section allows the Training Centre to add the new address.

➢ The **Payment Information** section allows the training centre to enter the payment details.
Enter the appropriate details to make the payment, Click **Make Payment**, the following message appears.
➢ Click **Return To the Merchant Site**, the **Payment Success** message appears as follows

```
Payment Success

You will receive a confirmation message in your inbox shortly. If you do not receive this message, please check your spam folder.

Don’t forget to add info@sdmsindia.com to your address book so that you are always the first to hear about the latest collections, events and news.
```

Click **Continue**, the following message appears.

```
Your Request Submitted Successfully
```

➢ Click **OK**, to navigate to the **My Submitted CAAF** screen.