



Skill India
कौशल भारत - कुशल भारत

User manual for Training Centre (TC) – ToT ToA



Transforming the skill landscape

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1. Introduction

The *User Manual Training Centre (TC) – ToT ToA* is designed to provide the information on, what are the functionalities of the Training Centre for Training of Trainer – Training of Assessor. The Training Centre can perform the functionalities as listed below.

- Batches
 - View All Batches
 - Accept Batches
 - Reject Batches
- View Batch Details
- Applicants
 - View Applied Applicants
 - Enroll Applicants
 - Reject Applicants
- Send Batch to SSC Approval
- View Applicant Details
- Raise Reschedule Request
- Raise Cancellation Request

2. Batches

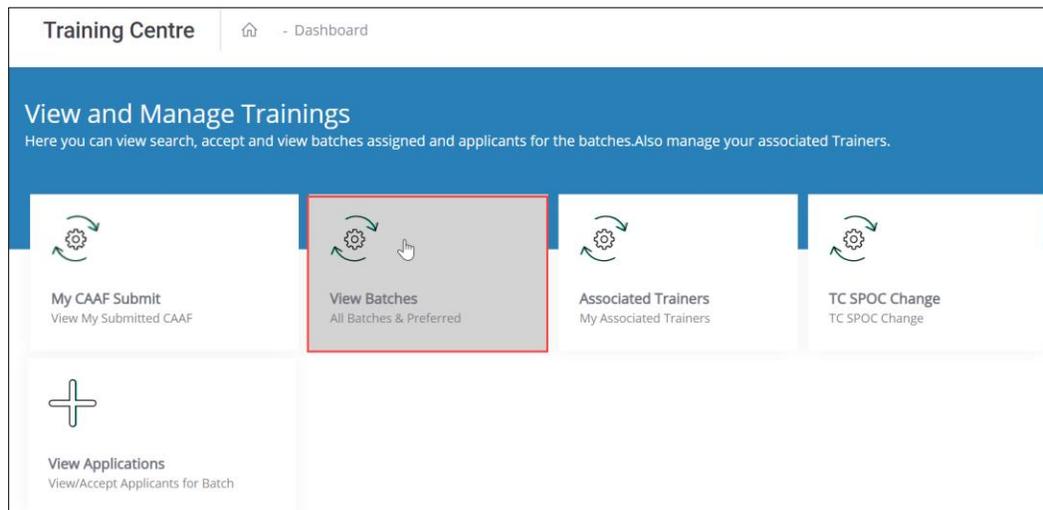
The **All Assigned Batches** screen allows the Training Centre to view all the created batches or Accept Batch and Reject Batch for ToT/ToA.

2.1 View All Batches

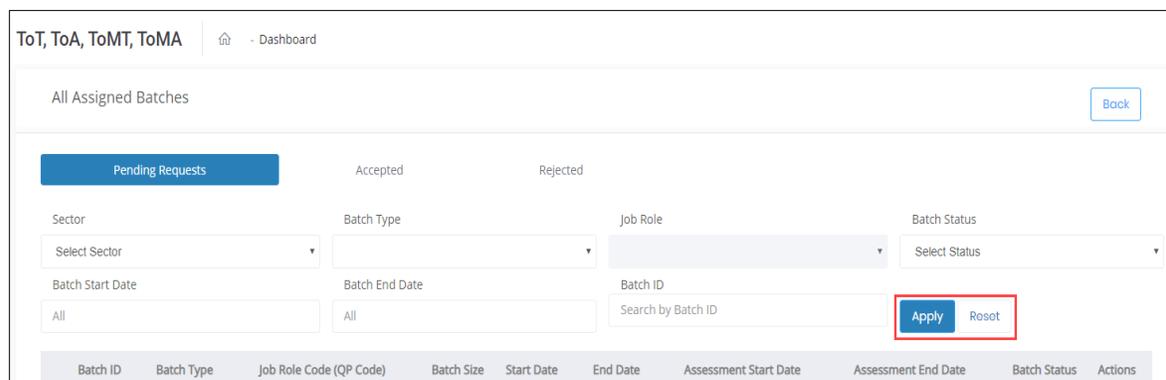
The **View All Batches** screen allows the Training Centre to view and take action on all the batches created.

To Navigate

Home - - > Dashboard - - > View Batches



➤ The **All Assigned Batches** screen displays all the batches assigned to the Training Centre by SSC.



- The batches are categorized on the basis of the status of batch applications. The categories of batches are as listed below.
 - Pending Request
 - Accepted
 - Rejected

- The **Training Centre** can search a batch based on Batch Type, Job Role, Batch Status, Batch Start Date, Batch End Date, and Keyword. Click **Apply**, to search for a particular batch.

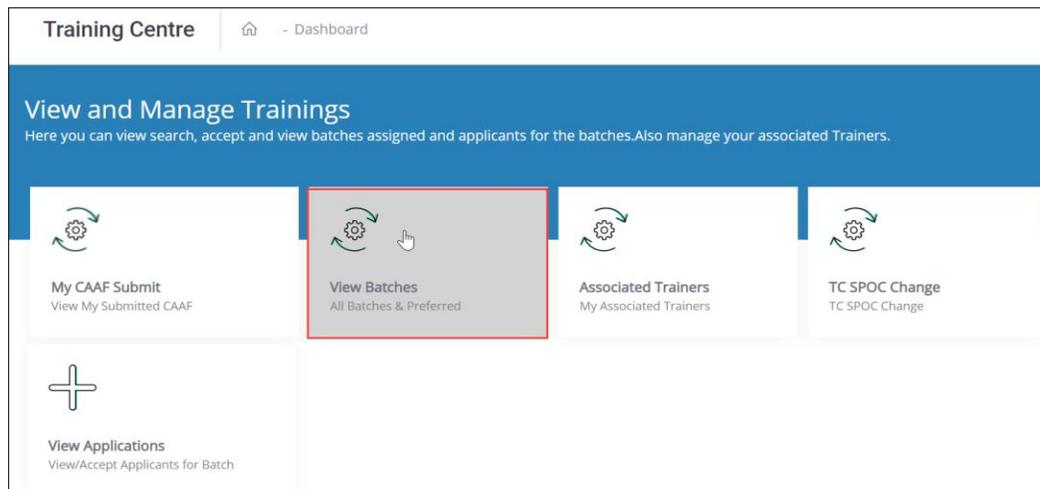
- The **All Assigned Batches** screen lists all the batches along with the details of the batches such as Batch ID, Batch Type, Job Role Code (QP Code), Batch Size, Start Date, End Date, Assessment Start Date, Assessment End Date, Batch Status and allows the Training Centre to view the details of the batches and accept/reject batches.

2.2 Accept Batches

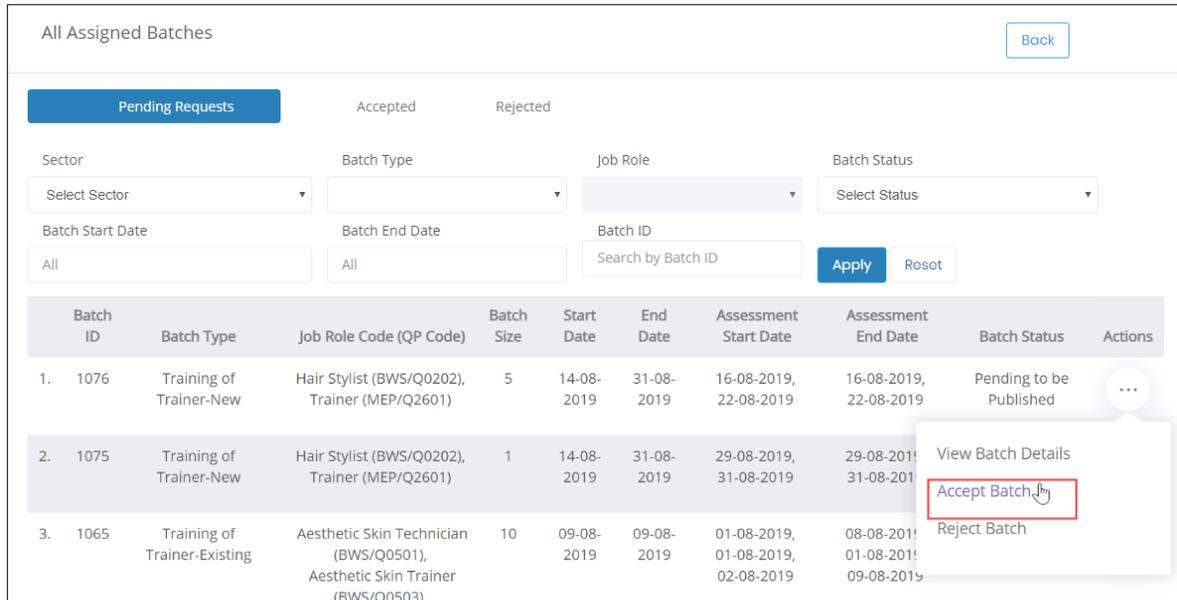
The **Accept Batches** screen allows the Training Centre to accept the assigned batch.

To Navigate

Home --> Dashboard --> View Batches --> Pending Requests --> Action --> Accept Batch



➤ The **All Assigned Batches** screen allows the Training Centre to accept the batch for ToT/ToA.

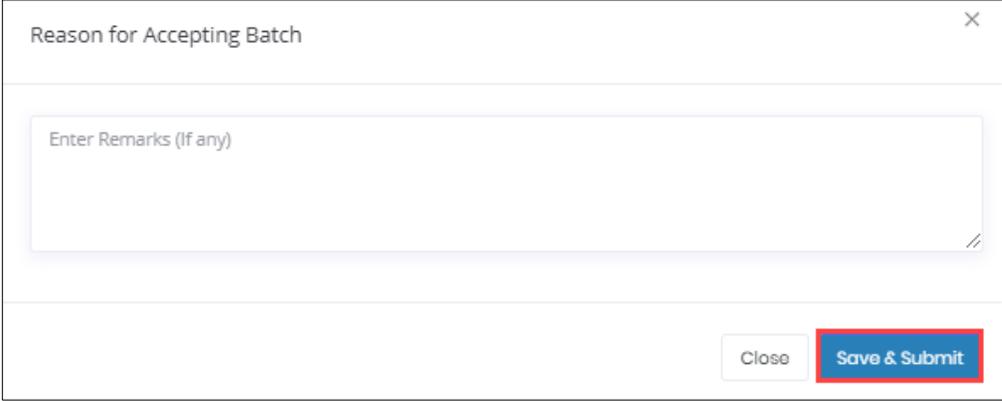


The screenshot shows the 'All Assigned Batches' screen. It has a 'Back' button in the top right. Below the title are three tabs: 'Pending Requests' (selected), 'Accepted', and 'Rejected'. There are several filter fields: 'Sector' (dropdown), 'Batch Type' (dropdown), 'Job Role' (dropdown), 'Batch Status' (dropdown), 'Batch Start Date' (text), 'Batch End Date' (text), and 'Batch ID' (text with 'Search by Batch ID' label). There are 'Apply' and 'Reset' buttons. Below the filters is a table with the following columns: Batch ID, Batch Type, Job Role Code (QP Code), Batch Size, Start Date, End Date, Assessment Start Date, Assessment End Date, Batch Status, and Actions.

Batch ID	Batch Type	Job Role Code (QP Code)	Batch Size	Start Date	End Date	Assessment Start Date	Assessment End Date	Batch Status	Actions
1. 1076	Training of Trainer-New	Hair Stylist (BWS/Q0202), Trainer (MEP/Q2601)	5	14-08-2019	31-08-2019	16-08-2019, 22-08-2019	16-08-2019, 22-08-2019	Pending to be Published	...
2. 1075	Training of Trainer-New	Hair Stylist (BWS/Q0202), Trainer (MEP/Q2601)	1	14-08-2019	31-08-2019	29-08-2019, 31-08-2019	29-08-2019, 31-08-2019		View Batch Details Accept Batch Reject Batch
3. 1065	Training of Trainer-Existing	Aesthetic Skin Technician (BWS/Q0501), Aesthetic Skin Trainer (BWS/Q0503),	10	09-08-2019	09-08-2019	01-08-2019, 02-08-2019	08-08-2019, 01-08-2019, 09-08-2019		

➤ Click **Accept Batch**, the **Reason for Accepting Batch** screen appears.

- The **Reason for Accepting Batch** screen allows the Training Centre to enter the appropriate reason for accepting the batch.

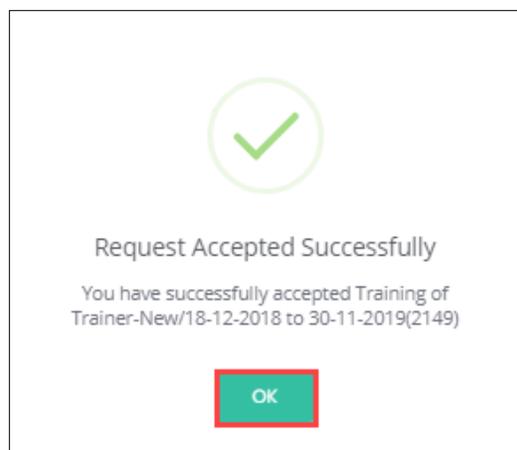


Reason for Accepting Batch

Enter Remarks (If any)

Close Save & Submit

- Click **Save & Submit**, to save the changes and the screen appears as follows.



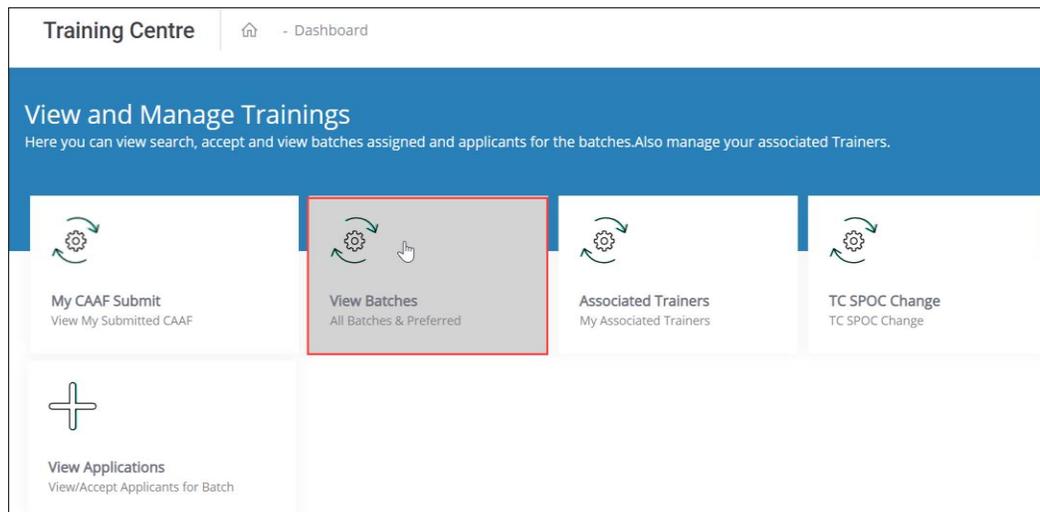
- Click **OK**, to navigate to the **All Assigned Batches** screen.

2.3 Reject Batches

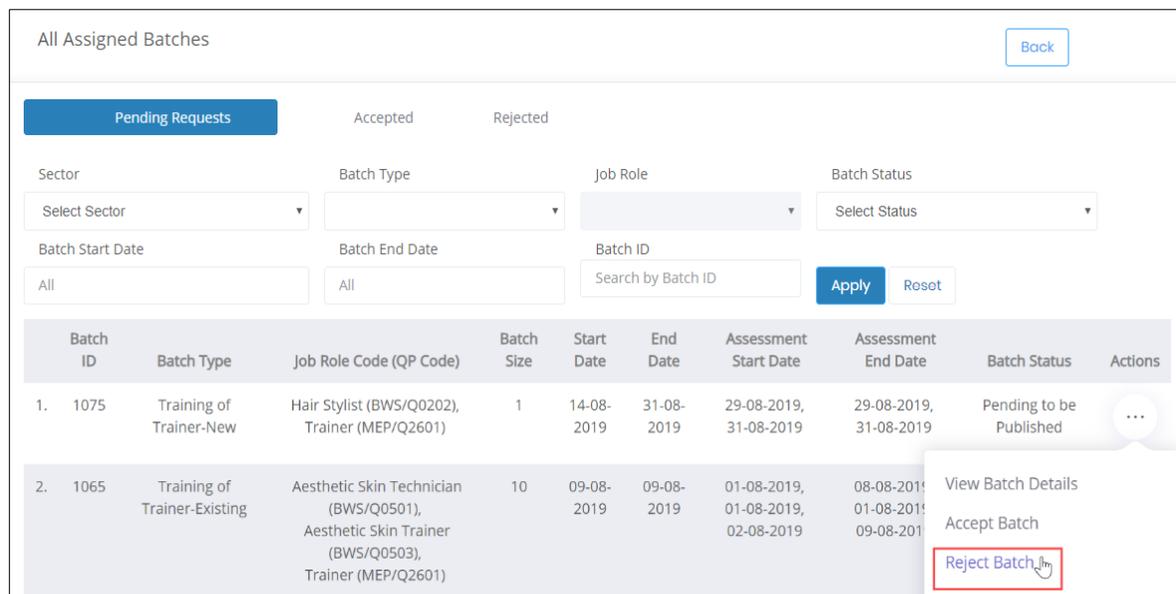
The **Reject Batches** screen allows the Training Centre to reject the assigned batches.

To Navigate

Home --> Dashboard --> View Batches --> Pending Request --> Action --> Reject Batch

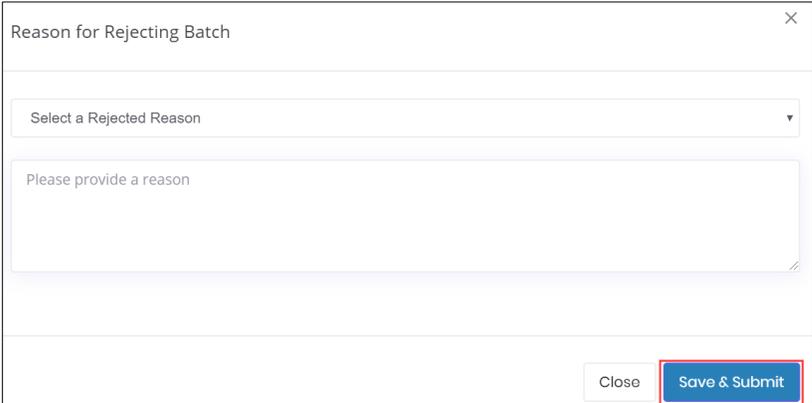


➤ The **All Assigned Batches** screen allows the Training Centre to reject the batch ToT/ToA.

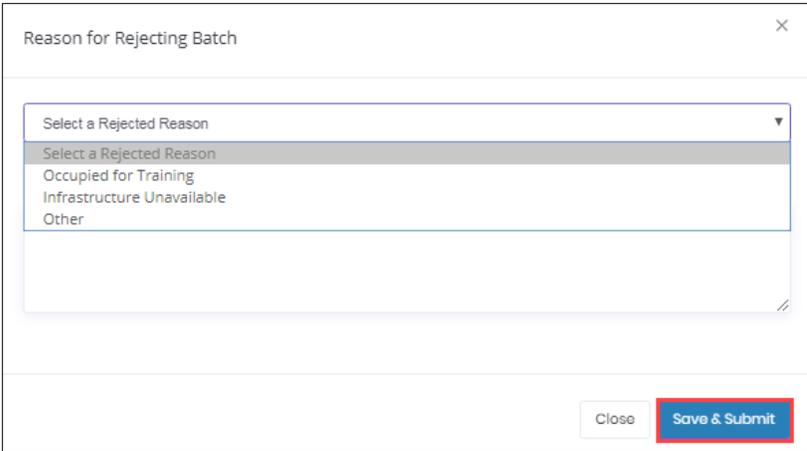


➤ Click **Reject Batch**, the **Reason for Rejecting Batch** screen appears.

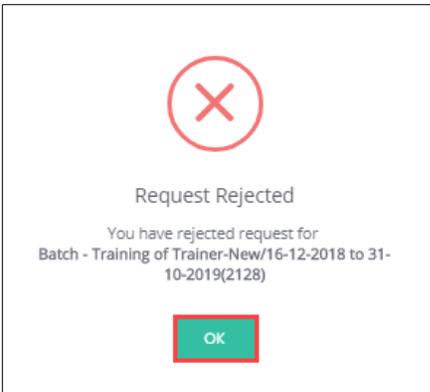
- The **Reason for Rejecting Batch** screen allows the Training Centre to select the appropriate *rejection reason* from the drop-down list.



- Enter the appropriate reason to reject the particular batch.



- Click **Save & Submit**, the screen appears as follows.



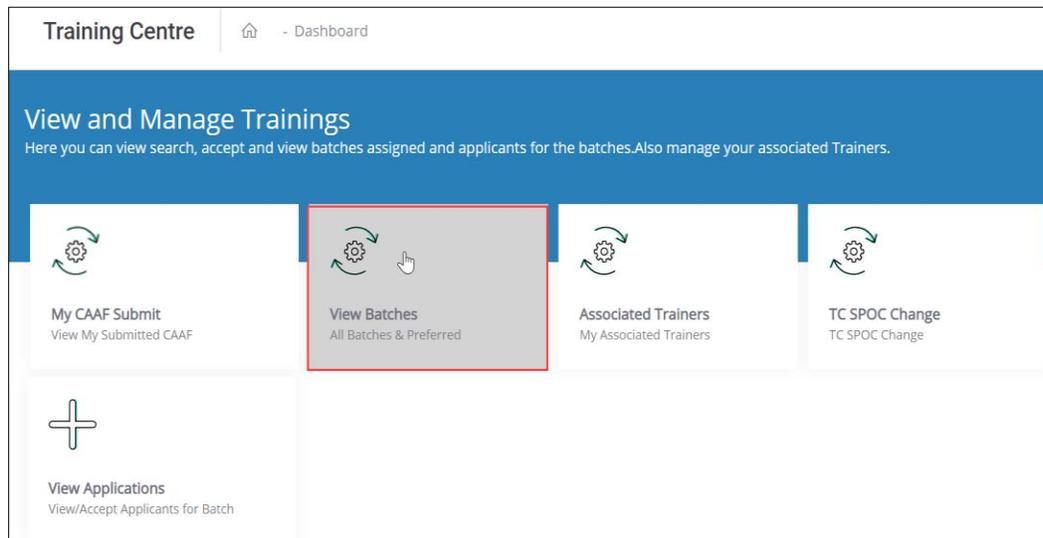
- Click **OK**, to navigate to the **All Assigned Batches** screen.

3. View Batch Details

The **View Batch Details** screen allows the Training Centre to view all the details of the assigned ToT/ToA batches.

To Navigate

Home --> Dashboard --> View Batches --> Accepted --> Action --> View Batch Details --> Batch Details



➤ The **All Assigned Batches** screen displays all the details of the batches.

The screenshot shows the 'All Assigned Batches' screen. At the top right is a 'Back' button. Below the title are three tabs: 'Pending Requests', 'Accepted' (selected), and 'Rejected'. There are several filter fields: 'Sector' (Select Sector), 'Batch Type' (dropdown), 'Job Role' (dropdown), 'Batch Status' (Select Status), 'Batch Start Date' (All), 'Batch End Date' (All), and 'Batch ID' (Search by Batch ID). There are 'Apply' and 'Reset' buttons. Below the filters is a table with the following data:

Batch ID	Batch Type	Job Role Code (QP Code)	Batch Size	Start Date	End Date	Assessment Start Date	Assessment End Date	Batch Status	Actions
1. 2762	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	3	27-12-2019	27-12-2019	27-12-2019,	27-12-2019,	Pending to be Published	...
2. 2761	Training of Trainer-New	Analyst (SSC/Q0701), Trainer (MEP/Q2601)	19	26-12-2019	12-12-2020	29-12-2019,	29-12-2019,	PUBLISHED	View Batch Details

➤ Click **View Batch Details**, the **Batch Details** screen appears.

➤ The **Batch Details** screen hosts **three** sections as listed below.

- Batch Details
- Domain Job Role
- Platform Job Role

➤ The **Batch Details** section displays the details of the batch such as Batch ID, Batch Name, Batch Size, Batch Date, Batch Type, and Sector.

Batch ID - 1091 Go Back

Batch Details Applied Applicants Enrolled Applicants

Batch ID: 1091 Batch Name: Training of Trainer-New/20-08-2019 to 31-08-2019(1091)

Batch Size: 1 Batch Date: 20/08/2019 to 31/08/2019

Batch Type: Training of Trainer-New Sector: Beauty & Wellness

➤ The **Domain Job Role** section displays the details of the job role domain such as Job Role Code, Job Role, Training Dates (DD-MM-YYYY), Assessment Dates (DD-MM-YYYY) and also allows to view Attendance under Action.

Domain Job Role				
Job Role Code	Job Role	Training Dates (DD-MM-YYYY)	Assessment Dates (DD-MM-YYYY)	Action
BWS/Q0202	Hair Stylist	20-08-2019 to 21-08-2019	29-08-2019 to 29-08-2019	...

➤ The **Platform Job Role** section displays the details of the job role platform such as Job Role Code, Job Role, Training Dates (DD-MM-YYYY), Assessment Dates (DD-MM-YYYY) and also allows the Training Centre to view the attendance under Action.

Platform Job Role				
Job Role Code	Job Role	Training Dates (DD-MM-YYYY)	Assessment Dates (DD-MM-YYYY)	Action
MEP/Q2601	Trainer	22-08-2019 to 27-08-2019	30-08-2019 to 30-08-2019	...

➤ Click **Go Back**, to navigate to the **Accepted** screen.

4. Applicants

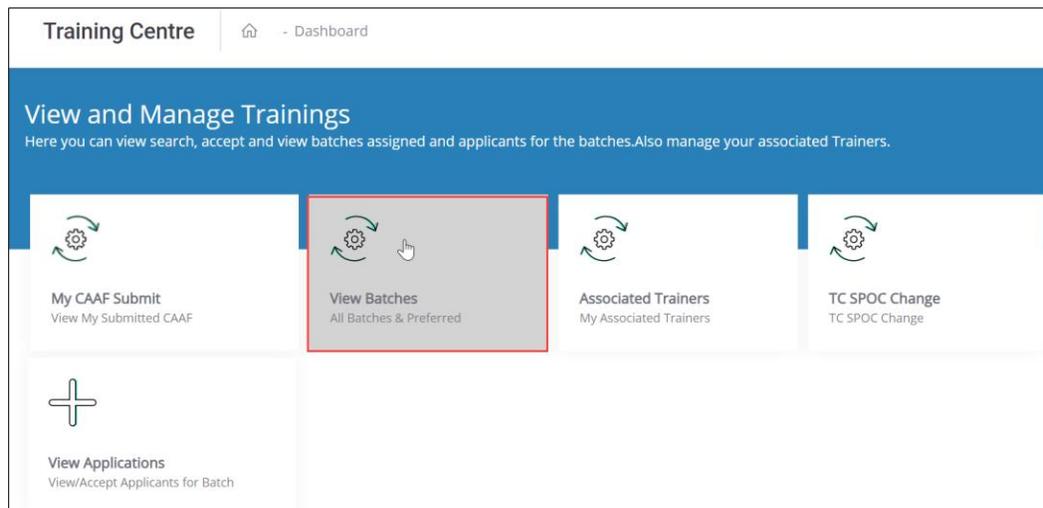
The **Applied Applicant** screen allows the Training Centre to View Applied Applicants or Enroll Applicant or Reject Applicant

4.1 View Applied Applicants

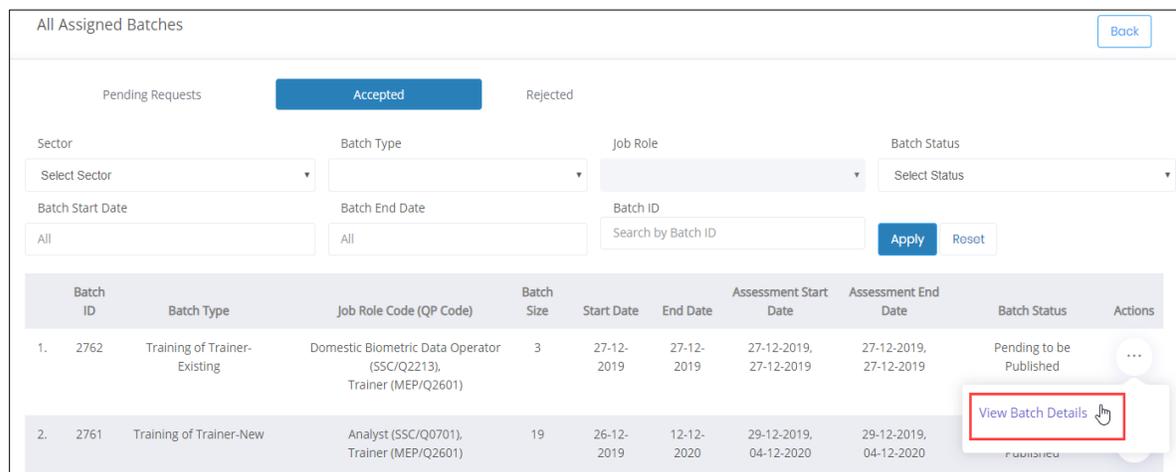
The **View Applied Applicant** screen allows the Training Centre to view the applied applicant list.

To Navigate

Home --> Dashboard --> View Batches --> All Assigned Batches --> Accepted --> Actions --> View Batch Details --> Applied Applicants



➤ The **All Assigned Batches** screen allows the Training Centre to enroll the applicant for ToT/ToA.



➤ Click **View Batch Details**, to navigate to the **Applied Applicants** screen.

- The **Applied Applicants** screen lists all the applied applicants along with the details such as Applicant ID, Applicant Name, Email Address, Mobile Number and allows the Training Centre to enroll the applicant/s.

Batch ID - 1079 Go Back

Batch Details Applied Applicants Enrolled Applicants

Selected 0 Candidates De-Select All Enroll Selected Applicants

	Applicant ID	Applicant Name	Email Address	Mobile Number	Action
<input type="checkbox"/>	T-013B71	Sushmita Kumari	kishore.m@transneuron.com	8790932017	...
<input type="checkbox"/>	TR75556	ash	ashlin.j@transneuron.com	7411800141	...

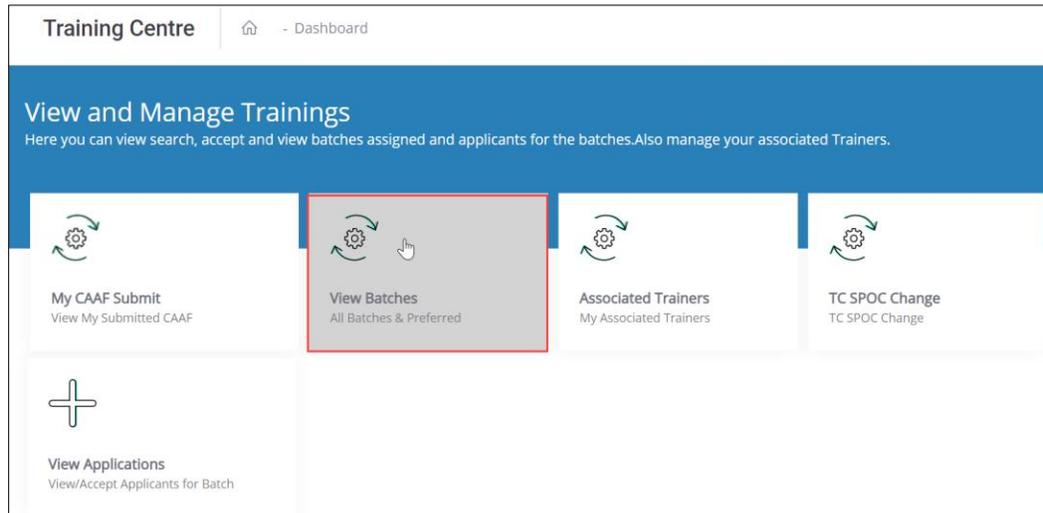
- Click **Go Back**, to navigate to the **Accepted** screen.

4.2 Enroll Applicants

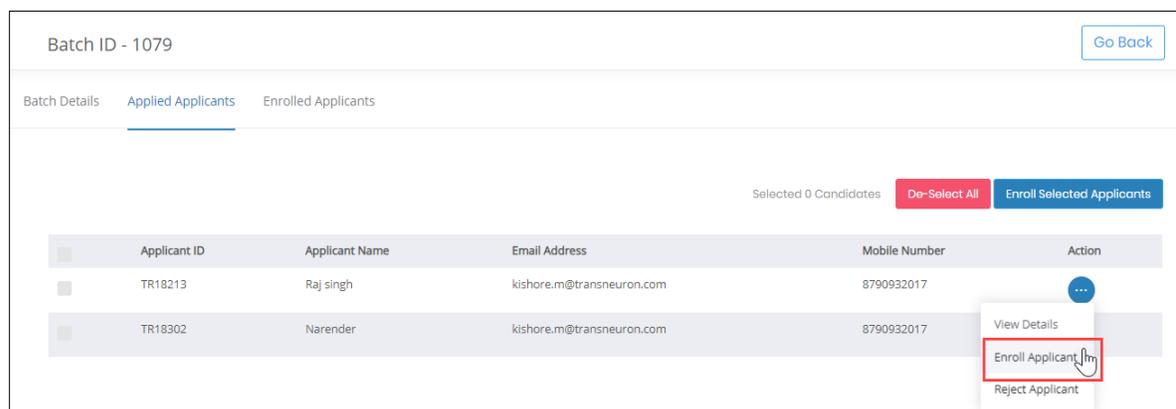
The **Enroll Applicants** screen allows the Training Centre to enroll applicants.

To Navigate

Home --> Dashboard --> View Batches --> Accepted --> Action --> View Batch Details --> Applied Applicants --> Action --> Enroll Applicant

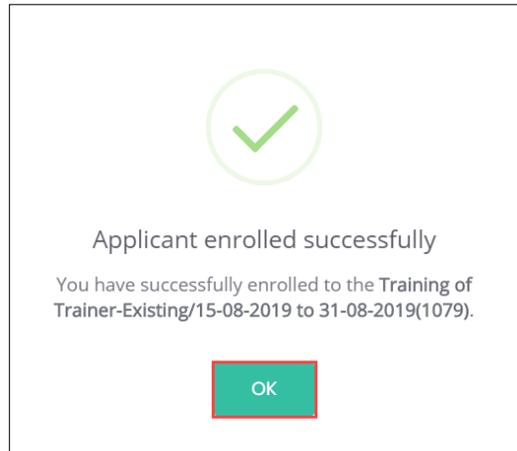


➤ The **Applied Applicant** screen allows the Training Centre to enroll an applicant for ToT/ToA.



➤ The **Applied Applicant** screen lists all the applicants along with the details such as Applicant ID, Applicant Name, Email Address, Mobile Number, and also allows Training Centre to enroll the candidate to the batch.

- The Training Centre can enroll individual/multiple applied applicants as follows.
 - To enroll the individual applicant, click **Enroll Applicant** from Action.
 - To enroll all/multiple applied applicants, select the checkboxes next to Applicant ID. Click **Enroll Selected Applicants**, the following screen appears.



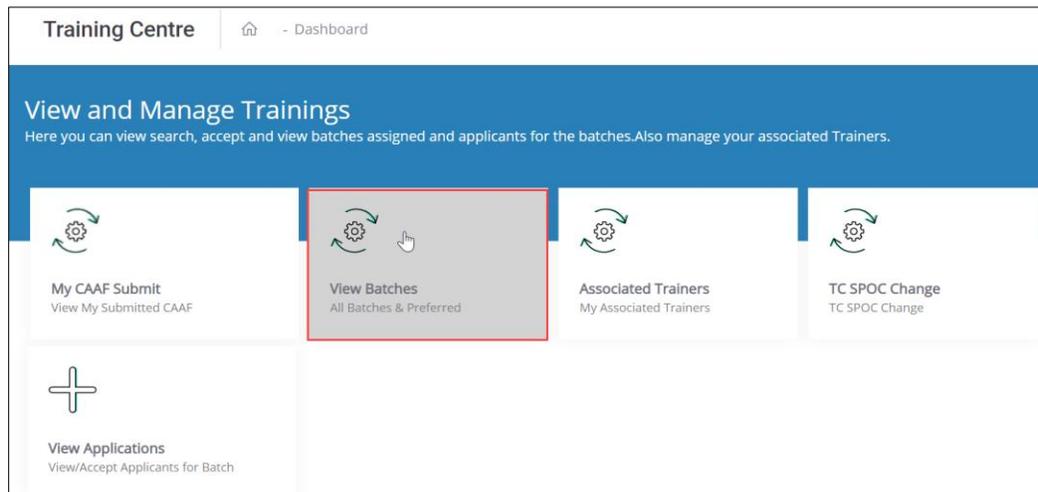
- Click **OK**, to navigate to the **Enrolled Applicants** screen.

4.3 Reject Applicants

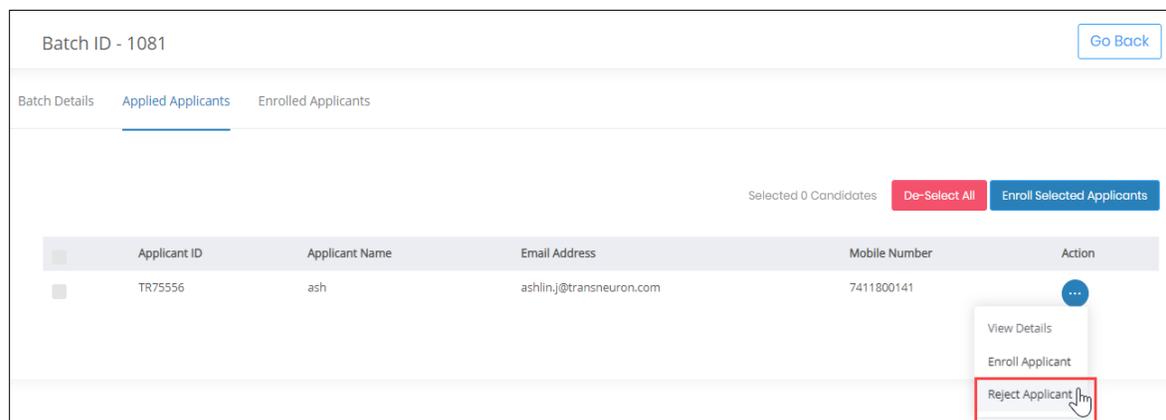
The **Reject Applicants** screen allows the Training Centre to reject the applicants.

To Navigate

Home --> Dashboard --> View Batches --> Accepted --> Action --> View Batch Details --> Applied Applicant --> Action --> Reject Applicant



➤ The **Applied Applicants** screen allows the Training Centre to reject an applicant for ToT/ToA.



➤ The **Applied Applicants** screen lists all the applicants along with the details of the applicants such as Applicant ID, Applicant Name, Email Address, Mobile Number, and also allows the Training Centre to Reject the candidate to the batch.

➤ Click **Reject Applicant**, the **Reason for Rejections of Candidate** screen appears.

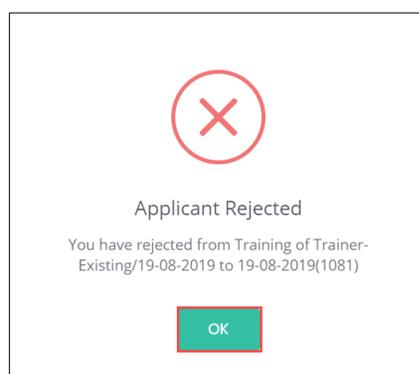
- The **Reason for Rejections of Candidate** screen allows the Training Centre to reject the applicant for ToT/ToA.



- The **Reason for Rejections of Candidate** screen allows the Training Centre to reject the batch.
- Select the appropriate *rejection reason* from the drop-down list.



- Enter the appropriate comments. Click **Reject Candidate**, the following screen appears.



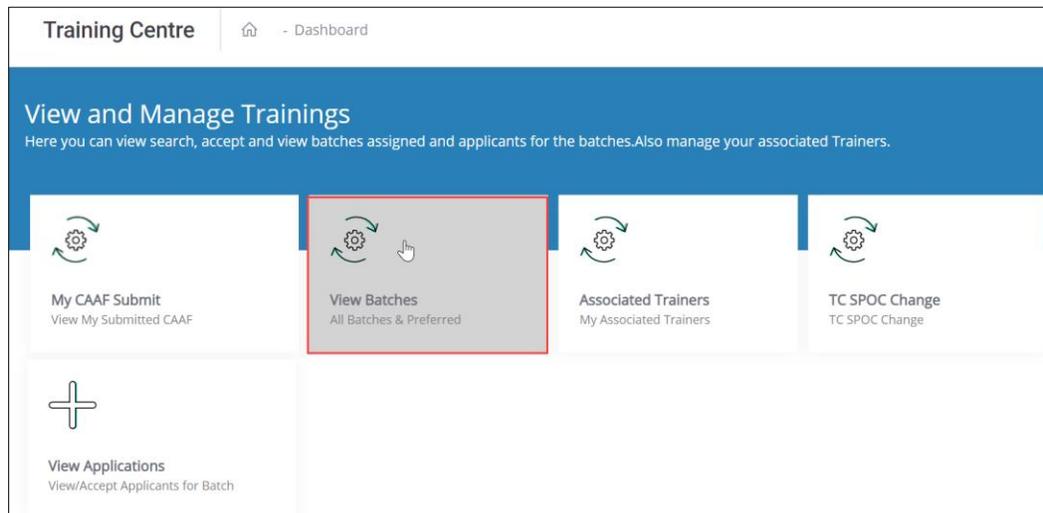
- Click **OK**, to navigate to the **Applied Applicants** screen.

5. Send Batch to SSC for Approval

The **Send Batch to SSC for Approval** screen allows the Training Centre to send the batch to SSC, once all the candidates are enrolled in the batch.

To Navigate

Home --> Dashboard --> View Batches --> Accepted --> Action --> View Batch Details --> Enrolled Applicant --> Send Batch to SSC Approval



- The **Accepted** section displays the accepted batch details and also allows to view batch details under Action.

All Assigned Batches Back

Pending Requests **Accepted** Rejected

Sector: Batch Type: Job Role: Batch Status:

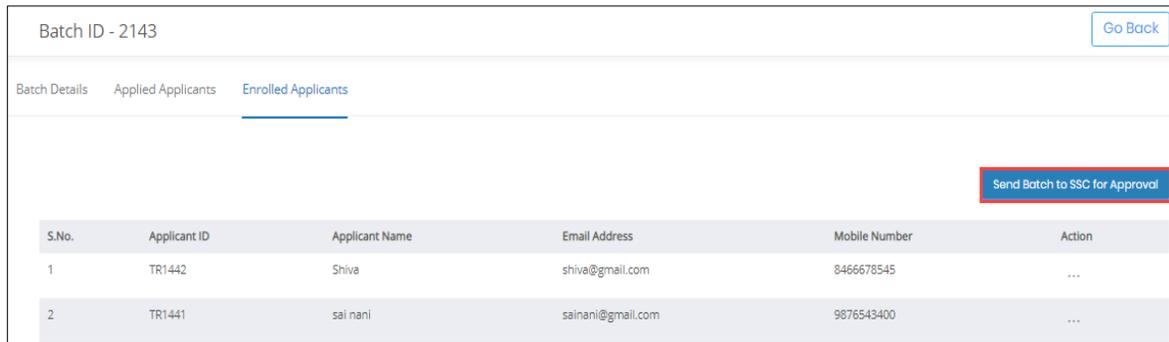
Batch Start Date: Batch End Date: Batch ID:

Batch ID	Batch Type	Job Role Code (QP Code)	Batch Size	Start Date	End Date	Assessment Start Date	Assessment End Date	Batch Status	Actions
1. 2762	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	3	27-12-2019	27-12-2019	27-12-2019, 27-12-2019	27-12-2019, 27-12-2019	Pending to be Published	...
2. 2761	Training of Trainer-New	Analyst (SSC/Q0701), Trainer (MEP/Q2601)	19	26-12-2019	12-12-2020	29-12-2019, 04-12-2020	29-12-2019, 04-12-2020	Published	...

View Batch Details (highlighted in red)

- Click **View Batch Details**, to navigate to the **Enrolled Applicants** screen.

- The **Enrolled Applicants** screen allows the Training Centre to send the batch to SSC approval for the batch.



Batch ID - 2143 Go Back

Batch Details Applied Applicants Enrolled Applicants

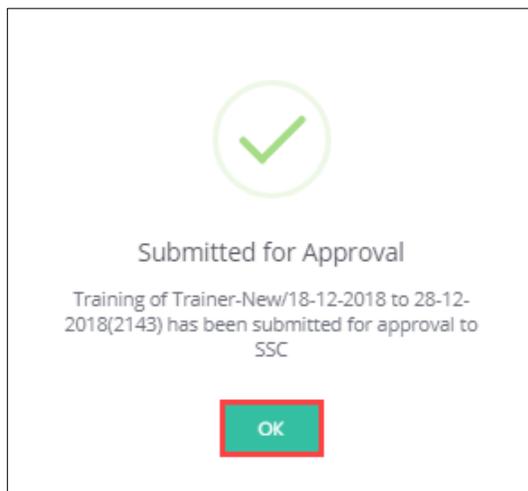
Send Batch to SSC for Approval

S.No.	Applicant ID	Applicant Name	Email Address	Mobile Number	Action
1	TR1442	Shiva	shiva@gmail.com	8466678545	...
2	TR1441	sai nani	sainani@gmail.com	9876543400	...

- The **Enrolled Applicants** screen lists all the enrolled applicant along with the details such as Applicant ID, Applicant Name, Email Address, Mobile Number and allows the Training Centre to view details under Action.

Note: Once all the applicants are enrolled, the Training Centre must send the batch to SSC for Approval.

- Click **Send Batch to SSC for Approval**, the **Submitted for Approval** screen appears.




Submitted for Approval
 Training of Trainer-New/18-12-2018 to 28-12-2018(2143) has been submitted for approval to SSC
OK

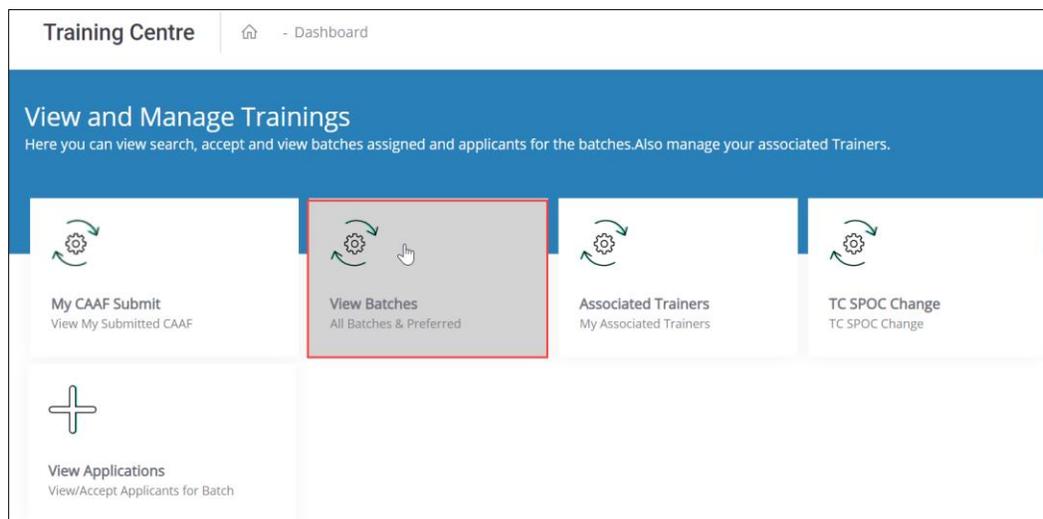
- Click **OK**, to navigate to the **Accepted** screen.

6. View Applicant Details

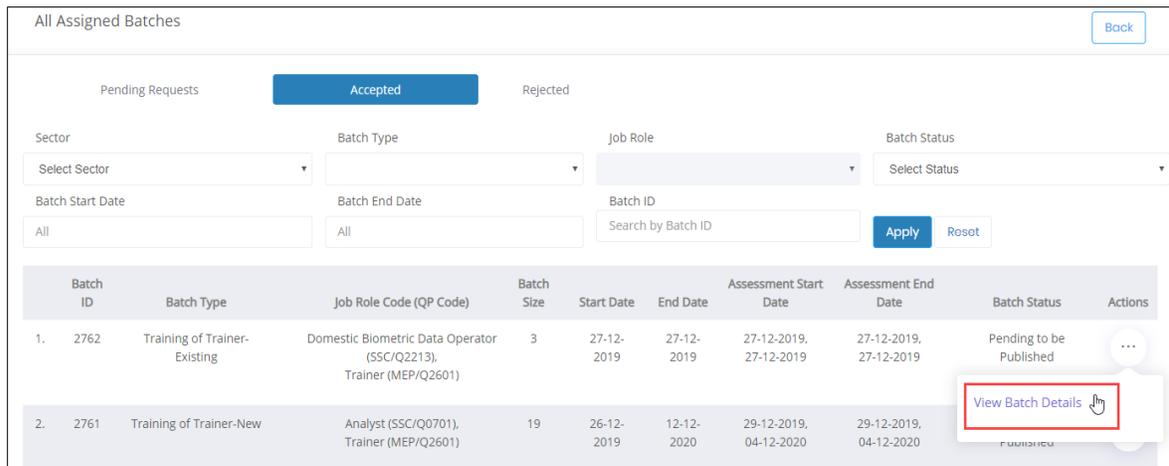
The **View Applicant Details** screen allows the Training Centre to view all the details of the Applicant.

To Navigate

Home --> Dashboard --> View Batches --> All Assigned Batches --> Accepted --> Action --> View Batch Details --> Enrolled Applicants --> Action --> View Details



- The **All Assigned Batches** screen displays all the assigned batches details and also allows to view detail under Action.



The screenshot shows the 'All Assigned Batches' screen. It has a 'Back' button in the top right. Below the title are three tabs: 'Pending Requests', 'Accepted' (selected), and 'Rejected'. There are several filter fields: 'Sector', 'Batch Type', 'Job Role', 'Batch Status', 'Batch Start Date', 'Batch End Date', and 'Batch ID'. Below the filters is a table with columns: 'Batch ID', 'Batch Type', 'Job Role Code (QP Code)', 'Batch Size', 'Start Date', 'End Date', 'Assessment Start Date', 'Assessment End Date', 'Batch Status', and 'Actions'. The first row shows a batch with ID 2762, 'Training of Trainer-Existing', 'Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)', size 3, start date 27-12-2019, end date 27-12-2019, assessment start date 27-12-2019, and assessment end date 27-12-2019. The status is 'Pending to be Published'. The 'Actions' column has a dropdown menu with 'View Batch Details' highlighted in a red box.

Batch ID	Batch Type	Job Role Code (QP Code)	Batch Size	Start Date	End Date	Assessment Start Date	Assessment End Date	Batch Status	Actions
1. 2762	Training of Trainer-Existing	Domestic Biometric Data Operator (SSC/Q2213), Trainer (MEP/Q2601)	3	27-12-2019	27-12-2019	27-12-2019	27-12-2019	Pending to be Published	...
2. 2761	Training of Trainer-New	Analyst (SSC/Q0701), Trainer (MEP/Q2601)	19	26-12-2019	12-12-2020	29-12-2019	29-12-2019	PUBLISHED	...

- Click **View Batch Details**, to navigate to the **Enrolled Applicants** screen.

- The **Enrolled Applicants** screen lists all the enrolled applicants along with the details such as Applicant ID, Applicant Name, Email Address, Mobile Number and allows the Training Centre to view details under Action.

Batch ID - 11361 [Go Back](#)

Batch Details Applied Applicants Enrolled Applicants

S.No.	Applicant ID	Applicant Name	Email Address	Mobile Number	Action
1	TR38779	KIRAN KUMARI	animesh.s@transneuron.com	9986223869	...
2	TR38715	RITU SAGAR	animesh.s@transneuron.com	9986223869	View Details 

- Click **View Details**, the **View Applicant Details** screen appears.
- The **View Applicant Details** screen hosts **seven** sections as listed below.

- Personal Information
- Identity Details
- Contact & address Details
- Education Details
- Added Industrial Experience Details
- Added Training Experience Details
- Applicant Type

- The **Personal Information** section allows the Training Centre to view CV/Resume of the applicant and also displays the personal details such as Name of the Applicant, Date of Birth, Gender, Languages Known, Religion and Category.

View Applicant Details [Go Back](#) [View CV/Resume](#)

Personal Information

Name of the Applicant : KIRAN KUMARI Date of Birth : 15/05/1990

Gender : Female Language Known : Hindi

Religion : Hindu Category : General

Note: The Training Centre can view the CV/Resume of the Applicant only in **pdf** format.

- The **Identity Details** section displays the details of identity such as Name and Number.

Identity Details			
Name	:	aadhar	Number
			:
			XXXXXXXX2309

- The **Contact & Address Details** section displays the details of the contact & address such as Mobile Number of Applicant, Pincode, Email Address of Applicant, State/Union Territory, Applicant Address, District/City, Nearby Landmark, and Tehsil/Mandal.

Contact & Address Details			
Mobile Number of Applicant	:	8790932017	Pincode
			:
			110073
Email Address of Applicant	:	kishore.m@transneuron.com	State/Union Territory
			:
			DELHI
Applicant Address	:	22, ghuman hera part-1, Ghuman Hera South West Delhi	District/City
			:
			SOUTH WEST
Nearby Landmark	:	Near Allahabad Bank	Tehsil/Mandal
			:
			Kapeshera

- The **Education Details** section displays the details of the education and also allows to view the education certificate in pdf format.

Education Details	
Graduate :	B.A.
	b0c97b52-7d7b-4244-8795-f04abb1c0b89_Graduation Certificate.pdf

- The **Added Industrial Experience Details** section displays the details of the added industrial experience and also allows to view the experience certificate in pdf format.

Added Industrial Experience Details	
Management :	Nayak
	Experience.pdf

- The **Added Training Experience** Details section displays the details of the added training experience and also allows to view the experience certificate in pdf format

Added Training Experience Details	
Management :	Nayak
	Experience.pdf

- The **Applicant Type** section displays the details of the applicant type.

Applicant Type Trainer

- Click **GO Back**, to navigate to the **Batch Details** screen.

7. Raise Reschedule Request

The **Raise Reschedule Request** screen allows the Training Centre to request for rescheduling the batch.

To Navigate

Home --> Dashboard --> View Batches --> All Assigned Batches --> Accepted --> Actions --> Raise Reschedule Request

The screenshot shows the 'Training Centre' dashboard. The main heading is 'View and Manage Trainings' with a sub-heading: 'Here you can view search, accept and view batches assigned and applicants for the batches. Also manage your associated Trainers.' Below this are four main action cards: 'My CAAF Submit', 'View Batches' (highlighted with a red box), 'Associated Trainers', and 'TC SPOC Change'. A 'View Applications' card is also visible below the first two.

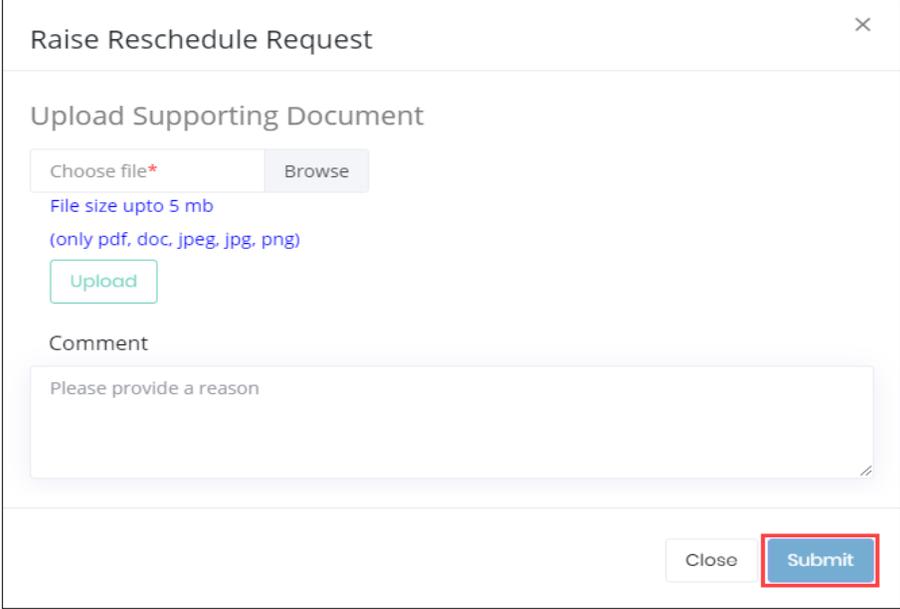
➤ The **All Assigned Batches** screen displays all the batches assigned to the Training Centre by SSC.

The screenshot shows the 'All Assigned Batches' screen. It features a filter section with tabs for 'Pending Requests', 'Accepted', and 'Rejected'. Below the filters is a table with columns: Batch ID, Batch Type, Job Role Code (QP Code), Batch Size, Start Date, End Date, Assessment Start Date, Assessment End Date, Batch Status, and Actions. The 'Accepted' tab is selected. The table lists three batches. For the first batch (ID 11404), the 'Actions' menu is open, and the 'Raise Reschedule Request' option is highlighted with a red box.

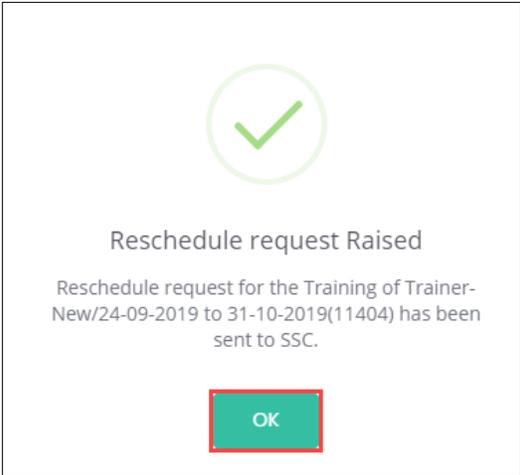
Batch ID	Batch Type	Job Role Code (QP Code)	Batch Size	Start Date	End Date	Assessment Start Date	Assessment End Date	Batch Status	Actions
1. 11404	Training of Trainer-New	Hair Stylist (BWS/Q0202), Trainer (MEP/Q2601)	4	24-09-2019	31-10-2019	26-09-2019, 03-10-2019	26-09-2019, 03-10-2019	Published	...
2. 11397	Training of Trainer-New	Warper (PWD/TSC/Q7302), Trainer (MEP/Q2601)	4	23-09-2019	31-10-2019	06-09-2019, 06-09-2019	25-09-2019, 01-10-2019		View Batch Details Raise Reschedule Request Raise Cancellation Request Enroll Applicants
3. 11391	Training of Trainer-New	Draughtsman - Piping (HYC/CSC/Q0403), Trainer (MEP/Q2601)	5	23-09-2019	31-10-2019	06-09-2019, 06-09-2019	25-09-2019, 01-10-2019		

➤ Click **Raise Reschedule Request**, the **Raise Reschedule Request** screen appears.

- The **Raise Reschedule Request** screen allows the Training Centre to upload the supporting document.



- Click **Browse** to *upload* the supporting documents. The Training Centre can upload only pdf, jpeg, png, jpg, and the maximum file size is **five** MB. Click **Upload**. On the upload, the message appears as a **filename.ext Uploaded Successfully**.
- Enter the appropriate reason/comment to *reschedule* the batch.
- Click **Submit**, the **Reschedule Request Raised** screen appears.



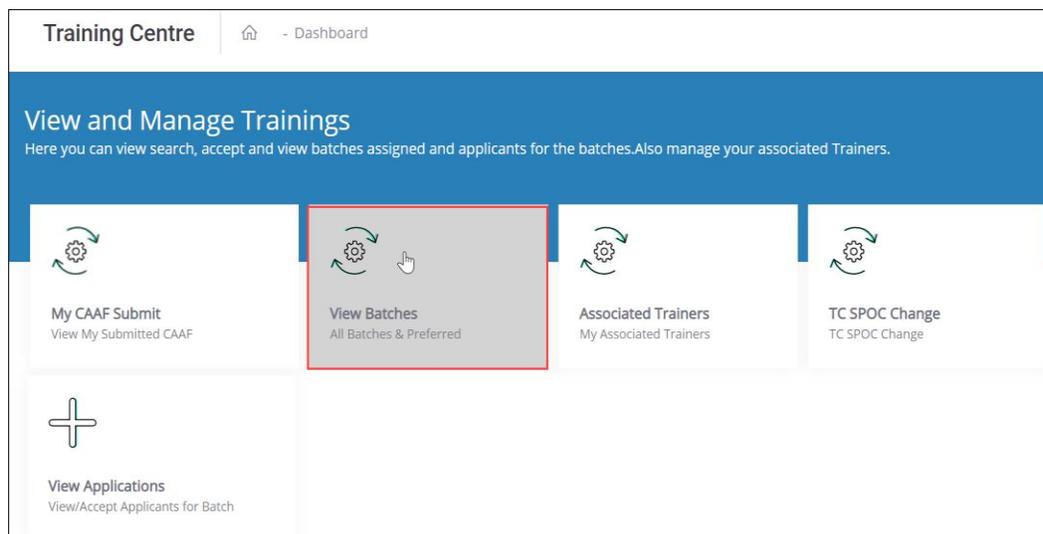
- Click **OK**, to navigate to the **All Assigned Batches** screen.

8. Raise Cancellation Request

The **Raise Cancellation Request** screen allows the Training Centre to request for cancelling the batch.

To Navigate

Home --> Dashboard --> View Batches --> All Assigned Batches --> Accepted --> Actions --> Raise Cancellation Request



➤ The **All Assigned Batches** screen displays all the batches assigned to the Training Centre by SSC.

All Assigned Batches Back

Pending Requests Accepted Rejected

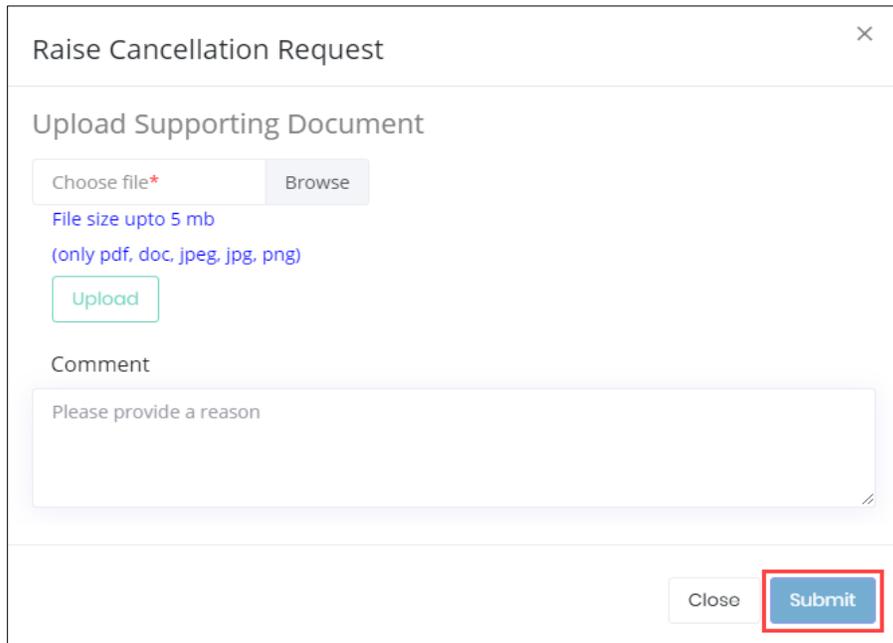
Sector: Batch Type: Job Role: Batch Status:

Batch Start Date: Batch End Date: Batch ID: Apply Reset

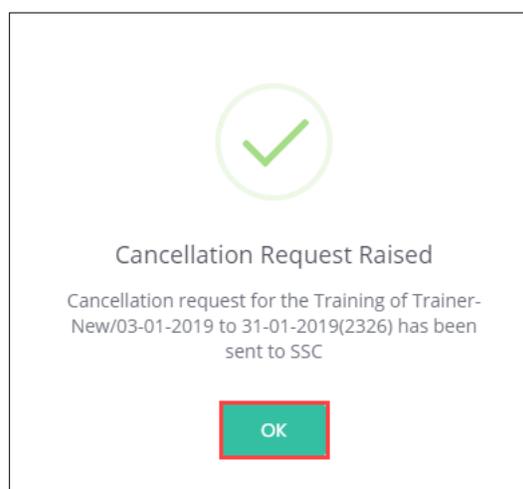
Batch ID	Batch Type	Job Role Code (QP Code)	Batch Size	Start Date	End Date	Assessment Start Date	Assessment End Date	Batch Status	Actions
1. 11404	Training of Trainer-New	Hair Stylist (BWS/Q0202), Trainer (MEP/Q2601)	4	24-09-2019	31-10-2019	26-09-2019, 03-10-2019	26-09-2019, 03-10-2019	Published	...
2. 11397	Training of Trainer-New	Warper (PWD/TSC/Q7302), Trainer (MEP/Q2601)	4	23-09-2019	31-10-2019	06-09-2019, 06-09-2019	25-09-2019, 01-10-2019		View Batch Details Raise Reschedule Request Raise Cancellation Request Enroll Applicants
3. 11391	Training of Trainer-New	Draughtsman - Piping (HYC/CSC/Q0403), Trainer (MEP/Q2601)	5	23-09-2019	31-10-2019	06-09-2019, 06-09-2019	25-09-2019, 01-10-2019		

➤ Click **Raise Cancellation Request**, the **Raise Cancellation Request** screen appears.

- The **Raise Cancellation Request** screen allows the Training Centre to upload the supporting document.



- Click **Browse** to *upload* the supporting documents. The Training Centre can upload only pdf, jpeg, png, jpg, and the maximum file size is **five** MB. Click **Upload**. On the upload, the message appears as a **filename.ext Uploaded Successfully**.
- Enter the appropriate reason/comments to *cancel* the batch.
- Click **Submit**, the following screen appears.



- Click **OK**, to navigate to the **All Assigned Batches** screen.