

RPL Guidelines prescribed and implemented by BSDM:

All the Definitions, Terms and Conditions as explained herein below will be subject to process and cost norms of BSDM and other prescribed guidelines as declared on BSDM website and as amended time to time.

1. Definitions:

Funding Department:

Funding departments will be various Departments of Government of Bihar and /or their undertakings/corporations/societies/ Boards or any such agencies controlled by such department/s, implementing skill development training program for the beneficiaries of the State of Bihar. BSDM will allocate successfully empaneled PIAs to funding departments for conducting RPL.

Note: The selection by BSDM is an empanelment only and the successful bidder / bidders will then be issued Letter of Empanelment (LOE) and will be allocated to a funding department. The selected PIAs will then have to submit a specific proposal/project for target allocation to the concerned funding department. Upon sanction, these agencies have to enter into an Agreement with the funding department/s before execution of sanctioned RPL Program/Project.

Please note that at the time of submission of specific proposal/project to the concerned funding department, the funding department may ask for further details and relevant documents/study in support of specific project proposed by the PIA.

SSCs:

Sector Skill Councils (SSCs) are industry-led bodies, who are responsible for defining the skilling needs, concept, processes, certification, and accreditation of their respective industry sectors. The SSCs prescribed the NOSs and QPs for the various job roles relevant to their industry, classify the job roles and worked with the National Skill Development Agency (NSDA) to ensure that these are in accordance with the National Skill Qualification Framework (NSQF).

QPs:

A set of NOSs, aligned to a job role, called Qualification Packs (QPs), would be available for every job role in each industry sector. These drive creation of curriculum and assessments. The job roles would be at various proficiency levels and aligned to the NSQF. The NOSs and QPs for the various job roles in each sector, created by SSCs, would be available online and updated from time to time.

NOSs:

National Occupational Standards (NOSs) specify the standard of performance an individual must achieve when carrying out a particular activity at the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. In its essential form, NOS describes functions, standards of performance, and knowledge / understanding.

Payout:

It is the amount that paid out to the candidates, PIAs and SSCs, as applicable. BSDM/ Funding department will make payment as per payment terms as per specified guidelines.

AA: Assessment Agency

2. RPL with Bridge Course: Under BSDM “RPL with Bridge Course” only will be implemented in the State of Bihar and not just a mere RPL.

3. RPL Project Types:

PIAs shall implement RPL through any of the three project types mentioned in Table below. The project types differ according to their target group.

S. N.	Project Type	Target Group	5- Step RPL Process
1	RPL Camps	RPL in a location where workers of a particular sector are consolidated (such as Industrial and Traditional Clusters)	STEP 1: Mobilization STEP 2: Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (STEPS 2-5 to take place at a temporary RPL Camp set up by PIA within the cluster)
2	Employer’s Premises	RPL on-site at an employer’s premises or a Project/ Site location where an infrastructure project is going on etc.	STEP 1: Mobilization STEP 2: Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 1-5 to take place within employers premises)
3	RPL Centres	RPL at designated centres for geographically scattered workers who need to be mobilized <ul style="list-style-type: none"> • At training centres setup by Project Implementing Agencies (PIAs) with required infrastructure. 	STEP 1: Mobilization STEP 2: Pre-Screening and Counselling STEP 3: Orientation plus Bridge Training STEP 4: Final Assessment STEP 5: Certification and Payout (Steps 2-5 to take place at a designated RPL Centre within the mobilising zone)

3.1 PIAs shall submit proposals to undertake Bridge Training and Certification of RPL candidates in any of the project types mentioned above.

3.2 All RPL candidates shall undergo the same 5-step RPL process (i. Mobilisation, ii. Counseling and Pre-Screening, iii. Orientation plus Bridge Training, iv. Final Assessment and v. Certification and Payout).

3.3 PIAs are to note, unless otherwise specified, that the implementation modalities and the stakeholders involved under each step may vary per project type.

4. Probable Funding Entities:

- # Fund from Building and Other Construction workers Welfare Board of Govt. of Bihar (BOCW) for Construction sector.
- # RPL Fund of NULM.
- # BSDM fund
- # Fund from interested Departments of Government of Bihar, which plans to take up the RPL Scheme and /or their undertakings/corporations/societies/ Boards or any such agencies controlled by such department/s.

5. Implementing Partner:

BSDM will select PIAs for implementing RPL with Bridge Course. PIAs can associate Training Partners/ Mobilizers for implementation support, if required by them. But for all purposes PIAs will only be responsible to the BSDM and/or concerned funding department and vice-versa for program implementation.

6. Course Selection:

- Courses Available: SSC- QP-NOS
- BSDM will finalize sectors and courses as per need assessment. The current list as specified in Annexure I will be modified and new sector and courses may be added or deleted as and when required as per the need assessment on time to time.

7. Eligible Beneficiaries

RPL is applicable to any candidate of Bihar domicile who:

- On the date of enrolment, fits the minimum age criteria as per the Qualification Pack (QP) requirements. However this will not be a mandatory condition but a preferable condition.
- Possesses an Aadhar Card and an Aadhar seeded/linked bank account.
- Fits the pre-screening criteria defined by PIA in coordination with SSCs for the respective job role
- Fits the funding department beneficiary eligibility criteria

Target Beneficiary Age Group: Working age population – 15 – 59 Years.

Beneficiary Selection:

- # Cluster of 100 / 200 / 300 persons to be identified
- # Mobilization process is to be carried out by respective PIAs.
- # Pre-screening process will be conducted to identify the skill deficiency of the potential candidates and will be the sole responsibility of respective PIAs.
- # A detailed questionnaire should be used by PIAs for pre-screening of candidates. Weightage should be given on core aspects of Job Role along with some non-core aspects as well.
- # Aadhar Deduplication of candidates: It should be as per BSDM Norms-Aadhar de duplication will be used.
- # Bridge course will be conducted to mitigate the skill deficiency. Maximum permissible duration of Bridge Training will be 80 hours. It also includes 12 hours of orientation duration.
- # Assessment and Certification is to be done after bridge course.
- # Under Building and Other Construction Welfare Board, Labour Resources Department, Government of Bihar (BOCW Board) funded RPL program, PIAs will have to take the onus of BOCW registration of non-registered candidates under BOCW Board. BOCW fund can be spent for registered candidates only.

8. Wage Loss Compensation:

- It is felt that there is a need to incentivize the candidates who will pursue RPL as there will be a wage loss associated to it.
- BSDM/ implementing departments will directly transfer the wage loss compensation to the bank accounts of candidates participating and securing a minimum of 30% marks in assessment process under RPL with Bridge course.
- The PIAs will have to submit wage loss declaration on behalf of candidates.
- Wage loss will be applicable as per rates prescribed in BSDM Process and Cost Norms as amended time to time.

9. RPL Process: The RPL process comprises of five steps, specified in Table below:

STEP 1: Mobilization	STEP 2: Pre-Screening and Counselling	STEP 3: Orientation plus Bridge Training	STEP 4: Final Assessment	STEP 5: Certification and Payout
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The PIAs will be end to end responsible for all the RPL processes as mentioned above.

10. Branding and Publicity:

- PIA will be responsible for the branding, marketing and publicity of RPL under BSDM/ Funding Department through print and digital media, though BSDM/Funding Department may also undertake such activities.
- PIA will be responsible for the arrangement of necessary collaterals for branding and communication in accordance to the BSDM Branding Guidelines.

11. Training Infrastructure:

The PIA shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements of the job role or as per guidelines of BSDM if any. PIAs shall ensure that the overall training infrastructure especially the training aids for the proposed job role are as per the industry benchmark.

12. Training Duration:

12.1. Orientation Activities-

PIAs are to ensure that each enrolled candidate mandatorily undergoes a 12 hour orientation which includes but not limited to the following topics:

- A. Domain Training (clarifying any doubts/gaps a candidate may have with respect to Job Role including the topic of Health and Safety) - 6 Hours
- B. Soft Skills and Entrepreneurship Tips specific to the Job Role- 4 Hours
- C. Familiarization with Assessment Process and Terms- 2 Hour

12.2. Bridge Course- PIAs have to propose up to 68 hours duration and based on core NOSs of the job role.

13. Assessment & Certification:

A. Pre Screening-

PIA is to conduct a robust and thorough pre-screening of the candidates to ascertain which job role matches with their prior knowledge and experience most and to identify knowledge gaps, if any. The pre-screening process is divided into two parts:

Part 1: Collection of supporting documentation and evidence from the candidate - personal information required as per the SDMS requirement, and the supporting documentation that may be available for the job role.

In case of RPL with Bridge training funded by BOCW, PIA has to ensure the collection of requisite documents establishing BOCW registration of the candidate.

Part 2: Candidate self-assessment –

- I. PIA will design a self-assessment sheet for each job role. Questions are to be based on the Core NOSs of the job role.
- II. PIAs are to evaluate the existing skill sets and experience of the candidates based on the pre-screening format for each job role. PIAs shall conduct the candidate self-assessment for each candidate.

B. Final Assessment-

- PIA to identify SSC (or the successor National Board for Skill Certification) accredited AAs to conduct the Final Assessment of the candidates. There should be no overlap in the functions of the Assessment Agency and the PIAs engaged for the project.
- Marks scored in the Core NOSs of a QP will be given 70% weightage in the total score.
- The remaining 30% weightage will be from the Non-Core NOSs.

For example: A QP has five NOSs (three Core and two Non-Core). A candidate scores 240 marks out of 300 in the three Core NOS, and 160 out of 200 in the two Non-Core NOSs. The total score of the candidate will be $(240/300 \times 70) + (160/200 \times 30) = 80$ out of 100.

- The pass percentage for a QP based on the NSQF Levels is outlined below-

*For NSQF Level 3 minimum 50 % required for passing a QP

*For NSQF Level 4 & above 70 % required for passing a QP

- A candidate who achieves greater than or equal to the pass percentage mentioned in above for a QP shall be awarded the Skill Certificate and Mark sheet. Certified candidates will receive a Grade (A/B/C) on their Skill Certificates (as per the grading criteria).
- A candidate who achieves less than the pass percentage mentioned for a QP shall receive only the mark sheet and to be encouraged to undergo regular Training under Domain Skilling.
- Candidates eligible for the Skill Certificate shall also be provided Grades (A/B/C) as mentioned below-
 - Grades for NSQF Level 3
 - A- 85% and above
 - B- > 70% to < 85%

C- 50% to 70%

- Grades for NSQF Levels 4 and above

A - 85% and above

B- 70% to < 85 %

Note: For any candidates who fail in the assessment process, there will not be any re-assessment process for such candidates. However, they can opt for mainstream domain skilling to get trained and certified.

14. Bridge Course:

- PIAs have to propose Bridge Courses to be imparted to candidates in addition to the Standardized Orientation Activities.
- The proposed Bridge Course must be up to maximum of 68 hours duration and based on core NOSs of the job role.

15. Bridge Course Content and Quality of Training:

- PIA will be entirely responsible for the course content under respective domain. The content provided by PIAs should be in accordance to the corresponding SSCs prescribed qualification pack (and aligned with the respective NOSs) as the eventual assessment of the candidate will be a third party assessment anchored by the respective SSCs. Also as BSDM will be paying for certified candidates only, the PIAs should ensure the quality of bridge training imparted and the concurrence of the content with the SSCs prescribed QP/ NOS.
- PIA need to furnish following details at the time of technical presentation-
 - Detailed NOS-wise course model curriculum with hourly break-up of topics and sub-topics to be covered (practical and theory) in bridge training for each of the proposed Job role
 - Details of Session plan
 - Complete course content based on bridge training model curriculum where the topics like Safety norms, new technology along with use of modern technological tools, Industries best practices, entrepreneurship, topics on team work, workplace skills etc. should also be included.

16. Requirement of ToT Certified Trainer:

The Trainer must be SSC certified trainer for Orientation and Bridge Course Classes.

17. Due Diligence Fee:

A non-refundable processing fee of INR 2000 (To be revised by BSDM from time to time) per PIA will be charged from all the Applicant PIAs applicants against the desk appraisal and due-diligence conducted by BSDM.

18. Project Registration Fee:

All empaneled PIAs will pay a Project registration fee calculated as per the approved cumulative target across all the proposed RPL project types (Type 1, 2 and 3) in accordance to the slabs as mentioned below-

Sl. No.	Approved Target	Project Registration fee (INR)
1	500-1000	5000
2	1001-2000	7500
3	2001-3000	12500
4	3001-4000	17500
5	4001-5000	22500

Note: The cumulative target across all the three project types (as above) for any PIA should not be less than 500 beneficiaries and not more than 5000 beneficiaries at this stage. However BSDM/ Funding Department may allocate further/additional target depending on the PIA performance and timely execution of training for the allocated target with quality and the Project Registration Fee will be charged proportionately.

19. Pay-out rates for RPL with Bridge Course:

For Initial Orientation of 12 hours, the following are the rates:

- For Type 1 RPL: 1600/- per candidate
- For Type 2 RPL: 1400/- per candidate
- For Type 3 RPL: 1600/- per candidate

For Bridge course: As per the Common Norms (upto 68 Hours)

Note: Above pay-outs will be made for certified candidates only.

20. Pay-out for Assessment and Certification in RPL with Bridge Course:

- Training cost (Orientation + Bridge Course) will be paid for certified candidates only.
- The Assessment and Certification cost will be borne by PIA and reimbursed by BSDM/ funding department/s to the PIAs.
- BSDM/ Funding Department will ensure that payment has been made to respective SSCs for Assessment & Certification and only then Payment to PIAs will be released.
- SSCs will charge PIA on the basis of number of candidates appeared for assessment rather than batch uploaded (with a minimum guarantee of 20 candidates per batch available for assessment).
- BSDM/ Funding Department will pay to PIAs only after they submit the proof of assessment fee paid to concerned SSCs.
- BSDM may also put penalty provision for any delay and will chalk out timeline for payment of assessment fees by PIAs to concerned SSCs.

21. Pay-out for Training -Release of Funds:

Payouts will be directly transferred to the PIA’s bank account or through any other payment modes as per funding department policy. Payment will be released only on successful completion of the following milestones-

Tranches	% of Total Training Cost Per Candidate	Output Parameters
1	80%	On Successful Certification of Candidate
2	10%	On Successful Submission of Evidence Based Proofs of Certificate Distribution Ceremony (Batch-wise Photos of Candidates with Certificates & Video of Certificate Distribution Ceremony
3	10%	On 80% of proposed target achievement

22. Training Calendar:

Training calendar will be developed by PIA, as per assessment of learning capacity of participants.

23. **Batch Size:** Minimum Batch Size- 20 and Maximum Batch size- 50.

24. **Provision of Tool Kit or any other teaching aid:**

A. PIAs shall provide a job-role specific kit to the candidates. In addition to any job-role specific items, it is mandatory that all kits have the following items:

1. 01 Standard BSDM T-shirt/Jacket and
2. 01 Standard BSDM Cap
3. Job Role Related Reference Material

B. Details of items in relation to Job Role Specific Kit shall be proposed by the PIA in the Project Proposal Template, and may be changed by BSDM while approving.

Note- The costs for the same shall be borne by the PIA. Also in case the funding department has a provision of separately providing toolkit for a specific job-role then the PIA has to provide the suggested toolkit (in addition to the above mentioned Job role specific kit) at the end of the training to the successful trainees, the cost of which will be reimbursed by the funding department. However the PIAs have to get the approval of the component/s and quality of the tool kit from the funding department/s prior commencement of training.

25. **Certificate and Mark sheet Distribution:**

- PIAs shall conduct a Certificate and Mark sheet Distribution Ceremony for Candidates. PIA to ensure the presence of each candidate. Candidates to wear the standard BSDM T-shirt/Jacket (having BSDM and Funding Department Logo) for the Certification & Mark sheet Distribution Ceremony.
- High resolution pictures and videography are to be taken of the Certificate and Mark sheet Distribution Ceremony including batch-wise photos of candidates. PIAs are to submit images and videos to BSDM/funding department in form of a CD/DVD with invoice printout.

26. **Monitoring framework:**

- Post selection, the successful applicant has to register their each RPL Center as a Skill Development Center (SDC) on the web portal of BSDM (www.skillmissionbihar.org) by following due online registration processes and terms and conditions as specified by BSDM. The BSDM portal will also cover the entire value chain of RPL process implementation from registration of candidates, batch uploading (will be done by PIA), monitoring, evaluation of training to tracking along with PIAs registration, payment management etc.
- For Type 1 and 2- PIA to regularly upload manual attendance of candidates on BSDM portal and to submit the time stamped video recording (15 Min recording of every day 5 min each at training start time, in between and training end time clearly facing all the candidates along with trainer each day.
- For Type 3- Aadhaar based biometric and IP base CCTV to be installed by PIA at the Centre
- The first process of due diligence after the initial registration process will be done as Desk Appraisal by BSDM. It can be done by both online and offline method.
- The physical verification of the proposed center may be carried out by BSDM and/or funding department officials.