



## Process for applying with BFSI SSC as Certified Training Provider (CTP)

### Objectives:

#### ➤ Intimation to SSC by Interested Training Provider / Institution under CTP

A Training Provider / Institution conducting training under State Government or of their own training and wishes to get affiliation with BFSI SSC for the Assessment / Certification to be conducted by the SSC, should intimate SSC with following information.

#### ➤ How to Apply:

- **Application Form:** Go to web site and download Application Form for Certified Training Provider (CTP)
- Fill up application Form with the details viz. Name of the Scheme under which affiliation is require along with covering letter on your letter head (**Annexure A**).
- **Background & Accounts of the Institution:** Details of the institution viz name of Board of Directors, Last two years Turnover/ P & L account. (**Annexure B**)
- **Centre details** Own & Franchise etc. (**Annexure C**)
- **Course Mapping:** Course should be mapped with QP/NOS of BFSI SSC.
- **Content Validation:** Course Curriculum, Content (mapping with QP / NOS), Training Delivery Plan, PPT & Assessors Guide should be submitted with application form for the validation by the SME of BFSI or can use BFSI provided content on the basis of payment.
- **Students Background:** Details of the students viz; Name, address, Education, DOB, Aadhaar No., address, email id and mobile no.
- **Payment:** Fees to be charged from students,
- **Trainers Background:** Education details, Experience in the field, current organization, contact number & Email ID, (**Annexure F**)
- **Action Plan:** Location of training, Duration of Training, No of Hours of training.
- **Placement:** Details of placement of the candidates under any scheme.

#### ➤ Application Fee:

- The interested TP/Institution can apply for affiliation under Certified Training Provider category along with the application fee of Rs. 5000/- + GST towards admin cost.

➤ **Documents:** The TPs/Institutions will have to submit following documents along with the Application Form as per Check List. (**Annexure D**)

1. EOI on company letter head Application Form
2. Application form
3. List of own & franchise training centres with complete details
4. List of centres to be applied for centre validation
5. Certificate of Incorporation/ Registration
6. List of Shareholders
7. MOA & AOA
8. Turnover & net worth of the organization during the last two years
  - a) ITR of last two years
  - b) CA certificates
  - c) Audited P & L & balance sheet
9. Placement Records
10. TAN no. of organization
11. Address of the registered office along with address proof, photograph of office with clearly visible board
12. Email & mobile number of authorized person
13. Trainer details with number of years of association and No. of faculties
14. Proof of affiliation with other SSC/ govt. projects
15. Projects done with other SSC/ Govt. project
16. Job role wise content
  - a) Course Curriculum
  - b) Day wise & Session wise plan
  - c) Course content
  - d) PPT
  - e) MCQ's
17. Past performance of parent organization
  - a) Years of operation in training
  - b) No. of trainees trained, certified & placed in last three years.
18. Action plan of project.

➤ **Entity fulfilling any one or more of the criteria will be preferred for empaneling as CTP :**

1. Entity is engaged in providing skill training for a period of at least 5 years as on 31.03.2016.
2. Entity's turnover is at least Rs. 1 Crore or more from the training / skill development activity at the end of 31.03.2016 or the date of application whichever is later.
3. Entity has at least 30 company owned centres for providing skill training spread across India.
4. Entity should have expertise in providing training in the BFSI domain. Details to be furnished.

5. Entity is promoted by a corporate / conglomerate or a listed entity of major stock exchanges of India or a subsidiary thereof setup for providing skill development and entrepreneurship skill.
6. Entity is engaged in providing special skill training in the North East Region, the state of Jammu & Kashmir, Red Corridor Region as notified by Government of India, women and person with disability - PwD.

➤ **Selection Procedure:**

- Applications received by BFSI Sector Skill Council of India will be screened as per the pre-qualification eligibility criteria mentioned above.
- Only complete and eligible applications will be considered for short listing.
- Technical evaluation committee of BFSI will evaluate the shortlisted applications.
- Committee may at its sole discretion, call shortlisted applications for discussion or presentation to assess their understanding of scope of work etc.
- BFSI reserves a right to select / cancel the application of the entities, without assigning any reason whatsoever.

- **CTP Process:** The SSC conducts review of the documents submitted by interested training provider/Institution. Conduct a face to face review meeting. A formal note for approval of selected TPs/ Institution is placed to CEO of SSC. On receipt of the approval, a letter of Certified Training Provider (CTP) is sent to the TP/Institution with mention of affiliation fee, validity period and compliance to be followed. On receipt of fee from CTP the certificate with validity date is issued to concern TPs/Institutions.

**CTP Fee:** The selected TPs/Institutions shall have to pay CTP fee of Rs.50,000/- + GST per annum (Through DD in favour of **BFSI Sector Skill Council of India** or thru NEFT – the details can be sought from the SSC accounts dept.). The renewal charges would remain the same i.e. Rs.50,000/- + GST. A request mail for renewal is to be sent to the SSC a month before the validity date. On approval the renewal charges is to be paid to the BFSI Sector Skill Council of India.

- **Validation of the Centre :** The TP will have to give list of training Centre with complete details viz, Centre address, name of coordinator, email id, contact no, area of Centre, sitting capacity, logistics etc. The SSC will conduct the validation process of centre and approves on the basis of report received from visiting officer. Accordingly the SSC allows the TPs/Institutions to begin conducting the training.

**Centre Validation Fee:** The Centre Validation charges is Rs.3000/- + GST per centre. SSC will issue invoice to the TPs/Institutions for the charges towards Centre validation for which they have to make payment prior to beginning of the training.

- **Trainer Certification:** The TP will have to submit the details of the trainers to the SSC 15 days prior to the beginning of the training. The SSC shall be conducting TOT / Telephonic Interview / Online test (QP/Job Role wise) if any. The successful trainer shall be given a certificate and will be allowed to conduct the training in respective Job Role.

**Trainer Certification Fee:** The SSC will raise an invoice of Rs. 10,000/- + GST to TPs/Institutions towards TOT of trainer's certification.

➤ **Operations:** The Certified Training Partner is then allowed to conduct the training. The CTP shall strictly have to follow compliance during the training. The SSC conduct telephonic call to students and does physical check whether the training is conducted in correct manner and the candidate understand the topic, the trainer is able to deliver the subject. The call is also made to trainer checking about students' attendance and their understanding of the subject etc.

➤ **Assessments:** The TP shall have to inform the SSC about the assessment date 15 days in advance. The SSC then inform the assessment agency to schedule the assessment date with the respective TP. Accordingly the assessor's date is fixed and his/her certification is scheduled. A successful assessor is allowed to conduct the assessment. Accordingly a batch details are transferred to the assessor. On completion of the batch the TP will have to send the attendance sheet signed by the students and the trainer to the SSC. On approval of the correctness of the attendance sheet the assessment is allowed. The TP will have to inform in advance the mode of assessment (online/offline) and viva.

**Assessment Fee:** The TP shall have to pay Rs.1000/- + GST per candidate, per assessment towards the assessment fee at the beginning of the batch. In case of any failure the reassessment fee would be Rs.800/- + GST per candidate per job role.

➤ **Result:** On completion of the assessment the assessment agency provide the result to the SSC. There after the SSC inform the result to the concern CTP. The certificate is generated by the SSC and forward to the concern TPs/Institutions.

➤ **Placement:** The TPs/Institutions need to send the details of the candidates placed with the complete details of placement.

➤ A duly filled application alongwith Annexures in all respect is required to be sent at the following address:

**BFSI Sector Skill Council of India**  
**25<sup>th</sup> Floor, P.J Towers, Dalal Street,**  
**Fort, Mumbai – 400 001**

➤ In case of clarification applicant / Entity may reach out as under:

**Name:** Rakesh M. Bhatt

**Landline:** 022 - 2272 8121 / 8478 / 8391

**Email:** [rakesh.bhatt@bfsissc.com](mailto:rakesh.bhatt@bfsissc.com), [operations@bfsissc.com](mailto:operations@bfsissc.com)