

# EMPANELMENT OF TRAINING PARTNERS WITH B&WSSC IN NON-PMKVY SCHEMES



## BENEFITS TO EMPANELLED TRAINING PARTNERS

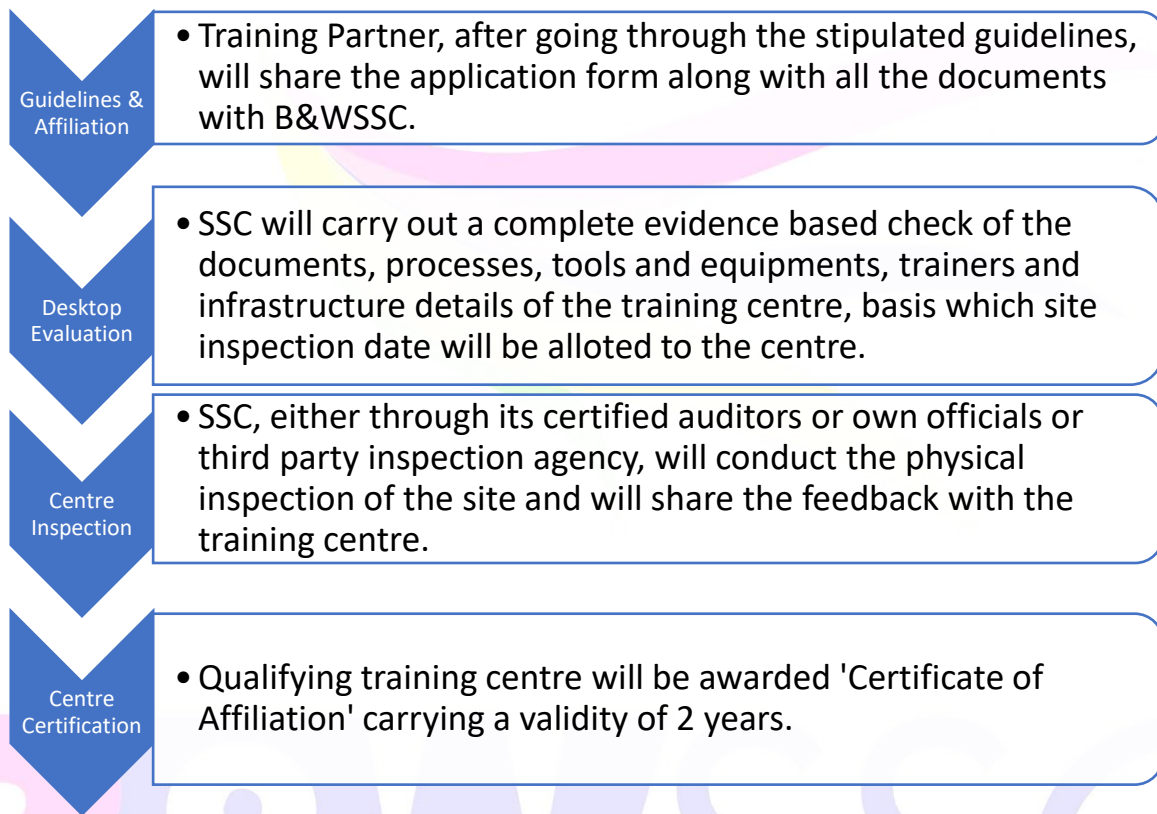
- Alignment of training to NSQF certifications.
- Access to 'Training of the Trainers' program for empaneled Training Partners.
- Assistance in On-the-Job Training (OJT) and / or Placements of the trainees of empaneled Training Partner.
- Assessment of trainees on NOS based curriculum.
- Trainees to be awarded with a government certificate which is recognized by both Domestic and International Markets wherever Govt of India has a connect with in Skilling.
- Candidate can easily avail Mudra Loan and other subsidized loans from banks with Skill India Certificate.
- Participation in Government led programs at institutional and state level, aligned to NSQF.
- Access to the reports on the Sectorial Researches conducted by B&WSSC.
- Participation in the various Sector Specific Seminars.
- Access to International bodies available in similar space.

## INSTITUTIONS ELIGIBLE TO EMPANEL TO THE SECTOR SKILL COUNCIL

- Training Organizations/Institutions/ITIs/Colleges/Schools/any other institute working in vocational space.
- Private Training Institutions independently operating in Vocational Space.
- Training institutions set up by private companies to meet the skilled manpower requirement for in-house needs or for the sector.
- Any Company/Firm/Society/Trust/Foundation working in skill development in CSR.

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# GENERAL ONBOARDING PROCESS



***Training Centre who does not qualify may apply for re-evaluation after 2 months***

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# GENERAL GUIDELINES FOR EMPANELMENT

- This empanelment process is valid for NON - PMKVY Schemes only.
- Application form duly filled as mentioned should be submitted to Beauty & Wellness Sector Skill Council with supporting documents and enclosures.
- The fees for the Empanelment should be deposited to B&WSSC along with the hard copy of the form. Fee structure is given later in this document
- The turnaround time to complete the empanelment process is 30 days, subject to the Training Partner responding within the stipulated time. The timelines are mentioned later in this document.

## NECESSARY REQUIREMENTS FOR THE ONBOARDING

The due diligence will include but not necessarily be limited to the following tasks

### Management and Organization Setup

- The factual information related to the Organization, its Financials and the management team will be gathered. Organization prior exposure in skill development space, education details, experience and key achievements if any of the management team will be analyzed.

### Training Infrastructure

- This captures the details of Infrastructure - land/building requirement, working space requirements including classrooms, labs and equipments for conducting the training for the specific job roles as per requirement of SSC. **Please refer to Enclosure 2 for Job role wise training equipment and infrastructure list.**

### Training Methodology, Courseware, Trainers

- The Organization should have documented processes and procedures covering the entire training methodology and courseware of the specific job roles. This section will gauge the effectiveness of the courseware developed, the teaching process and the available trainers.

### Placement and Industry Connect

- Placement is one of the significant parameter in the entire gamut of vocational training. This section will capture the industry linkages of the Organization, demand aggregation of the region, details of placement cell and placement records. **Please refer to Enclosure 3 for demand aggregation format and placement partners information format.**

# PROCESS OF EMPANELMENT

The process of empanelment is outlined below

- Any organization wishing to empanel with SSC will have to submit the application form along with fee payment details to the SSC.
- Post submission of the application, SSC will take up to a maximum of 30 working days to revert to the interested partner on the acceptance or rejection of the submitted application.
- Post submission, the process of due diligence at the SSC end with indicative timeline is as follows

STEPS	TIMELINE
The first level online check on completeness of the application form will be done by SSC. In case of any missing information, SSC shall share a deficiency report with the training centre regarding the gaps	6 days
Training centre shall furnish the missing details within the stipulated timeline	2 days
SSC and training centre to mutually decide a date for virtual/physical site inspection	2 days
SSC, either through its own officials or third-party agency, will conduct the inspection of the training centre to validate the information provided by training centre and also by interaction with the trainers or other relevant staff of the centre	12 days
SSC will review the inspection report for the final decision on empanelment of the centre and will share the status with the centre	2 days
Empanelled centre will share the details of the Trainers for 'Training of Trainers' program along with remaining fees.	3 days
SSC to provide empanelment certificate to the centre	3 days

Rejected training centers may apply for re-inspection after 2 months.

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## FEE STRUCTURE FOR ONBOARDING AND EMPANELMENT OF TRAINING CENTRE

S.NO	COMPONENTS	FEES (INR)
1	Application fees (to be submitted along with application form)	10,000
2	Site Inspection, Training of Trainer program for two trainers & empanelment certificate (to be deposited after evaluation of application form)	20,000
	<b>TOTAL (Excluding GST)</b>	<b>30,000</b>

### NOTES

- B&WSSC reserves the right to revise any of the fee components at any point of time, without stating any reasons whatsoever.
- All fees once paid will be non-refundable.
- The mentioned cost structure is for a single center. The same cost structure will be applicable in case of multiple centers under a single organization.
- In case of rejection of a Centre, no fees will be refunded. If the centre is applying for re-evaluation, afresh application and site inspection fees has to be deposited by the centre.
- **SPOC FOR EMPANELMENT PROCESS – Swarleen Kaur, M: 9953097977, E: [Swarleen.kaur@bwssc.in](mailto:Swarleen.kaur@bwssc.in)**

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# APPLICATION

## FORM

### FOR

# EMPANELMENT

## GENERAL INSTRUCTIONS

1. The empanelment form is provided in the word format. Deletion or amendment to this form may result in rejection of the application.
2. Copy of the application form and all supporting documents should be signed and stamped.
3. Hard copy of application form along with the relevant supporting documents/attachments must be sent to B&WSSC office. Soft copy should also be submitted via email.

1. Name of the Organization : \_\_\_\_\_

2. Type of organization (Govt./Private Company/firm/society/trust) : \_\_\_\_\_

3. Brand name : \_\_\_\_\_

4. Website : \_\_\_\_\_

5. Application for empanelling for the following Job-roles (*please refer to Enclosure 1 for the list of NSQC approved job roles*):

	Skill Center Name	Centre Address with city, state and pin code	Job-roles for which Affiliation is Sought
1			
2			
3			

6. Has your Institute implemented any government funded or CSR Project in the last 2 years : Yes / No (*If yes, please fill all details in Enclosure 4*)



## **Section 1: Institution and Management Profile**

1. Name/s and contact detail of the Institute Director/s:

Name \_\_\_\_\_ Designation: \_\_\_\_\_  
Email \_\_\_\_\_ Mobile: \_\_\_\_\_

2. Contact Details of the Institute  
(Headquarters/Corporate office)

Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

3. Details of the Affiliation Coordinator:

Name \_\_\_\_\_ Designation: \_\_\_\_\_  
Email \_\_\_\_\_ Mobile: \_\_\_\_\_

4. Year of Establishment: \_\_\_\_\_ (Please attach certificate of Incorporation)

5. Prior experience of Institute in Skill Development (Funded /Paid Courses)

S.NO	Scheme Name	Experience in number of years	Sector	Number of Trainings done

6. Is the Institute empanelled with any State Skill Development Mission (SSDM)? If yes, please mention the following **(Please attach certificate of empanelment)**

Name of SSDM	Validity of Empanelment

7. Is the Institute empanelled with any Sector Skill Council? If yes, please mention the following **(Please attach certificate of empanelment)**

Name of Sector Skill Council	Validity of Empanelment

8. Educational Qualifications and Experience of the Director/s and the Management Team members:

Name of the Director and Management Team Members	Phone and Email address	Educational Qualifications	Overall Work Experience (in years)	Awards & Recognition	Key Achievements in the Skills Development

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## Section 2: Financials

1. PAN No. and GST No. of the Institute: *(Please attach supporting documents)*

PAN No.	
GST No.	

2. Turnover of the Institute : *( Please attach Audited balance sheet /P&L statement of last 1 year & Bank details)*

Year	Turn-over (Rs.)

## Section 3: Training, Courseware and Trainers

1. Please elaborate the details of courses being run at your centre. Please mention all the course even if it is not related to beauty and wellness domain

Course name	Course duration	Minimum qualification for enrolment	Fee Structure

2. Does your Institute follow a policy of concessional fee for weaker sections of the society?

If yes, please elaborate	Yes	No
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3. Details of below modules of your training course (If yes, please provide supporting details). Please mention, if any other module apart from the ones given below, is followed at the centre.

Module type	Yes/No	Remarks
E- learning		
Digital literacy		
Financial literacy		
Soft Skills		

4. Trainer details

Name	Academic Qualification	Professional Qualification	Overall Work Experience (in years)	On roll/part-time	TOT Certified previously(yes/no)	Job roles of previous TOT certification

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Have the Trainers undergone any specialized training? If yes, please elaborate

### Section 4: Infrastructure

1. Provide the availability of aspects related to the infrastructure:

Aspect	Details	Remarks
Building Own/Rented/ On Lease		<i>Please attach rent / lease agreement / proof of ownership Please attach Electricity Bill</i>
Area of Institute Premises		<i>Please attach blue print / map of the premises</i>
Size of classrooms	..... Sq ft per class room	<i>Please attach blue print / map of the premises</i>
Number of classrooms		<i>Please attach blue print / map of the premises</i>
Size of Labs		<i>Please attach a list of equipment available in the lab</i>
Number of Labs		
CCTV		

### **Section 6: Placement Details**

1. Employer tie-up

Organization Name	Location	SPOC Name	SPOC Number	SPOC Email	MOU Valid until

2. Employment Demand aggregation

<b>Demand Aggregation done for the district</b>	
(Please share the demand aggregated in the attached format)	

3. Do you have tie-ups with financial institutions for loan support?

	Yes	No
<b>Tie-ups with Financial institutions (Please attach supporting documents)</b>		

List of Enclosures		
S. No.	Enclosures	Document type
1	Certificate of incorporation	Mandatory
2	GST	Mandatory
3	PAN	Mandatory
4	Balance sheet / P&L statement	Mandatory
5	Trainers profile with experience documents	Mandatory
6	Training modules supporting document	Mandatory
7	Centre address proofs	Mandatory
8	Demand Aggregation Sheet	Mandatory
9	SSDM empanelment certificate	Mandatory (if applicable)
10	CSR Project details	Mandatory (if applicable)
11	Centre Map/Blue print	Mandatory
12	SSC Empanelment details	Mandatory (if applicable)

Additional Mandatory Space required apart from LAB

Reception
Washroom for Male & Female
Theory Room
Pantry