
USER MANUAL

Change Trainer on SMART

Linking Takshashila Trainer ID with SMART TC ID

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How to change the existing Trainer on SMART?

Step 1: Login via valid TC credentials & select “Trainer Change” tab from the dashboard, as shown below.

Change Trainer

SMART ^{Beta}
Skill Management & Accreditation of Training Centres

GOVERNMENT OF INDIA
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Training Centre Dashboard

Application Dashboard Change Password Payment History TC Assessment Report Conditional To Accreditation Change Trainer Logout

Application Dashboard

Training centers can only access their desktop assessment, inspection reports(if applicable) till furt

Final Grade
☆☆☆☆

View Application Download Application

Figure 1 TC Dashboard

Step 2: Trainer change dashboard will open, in which all existing trainers are mentioned. Click on “Change Trainer” link (provided against every trainer) for the trainer you want to replace, as shown below.

Change Trainer

Trainer Details

S. No.	Update	Takshashila Trainer ID	Trainer Name	Certificate Valid From	Certificate Valid Till	Aadhar Number	Mobile Number	Job Role Name	QP Code	SSC Name
1	Change Trainer		MEENAKSHI DEVI			865086039559	9419761325	Self Employed Tailor	AMH/Q1947	Apparel, Made-ups & Home Furnishing Sector Skill Council
2	Change Trainer		MADHUSMITA SAHOO			577247966169	8895036049	Customer Care Executive	TEL/Q0100	Telecom Sector Skill Council

Figure 2 Change Trainer dashboard

Step 3: A pop-up window will open, in which TC needs to mention the Takshashila ID of the Trainer (which TC needs to link with SMART TC ID), as shown below. Once Takshashila ID is entered, click on verify button. Based on details & guidelines (Pre-Conditions) for trainer change (mentioned later in this document), if TC is not allowed to change trainer, appropriate error will be displayed in the end of pop-up window (refer Fig. 4).

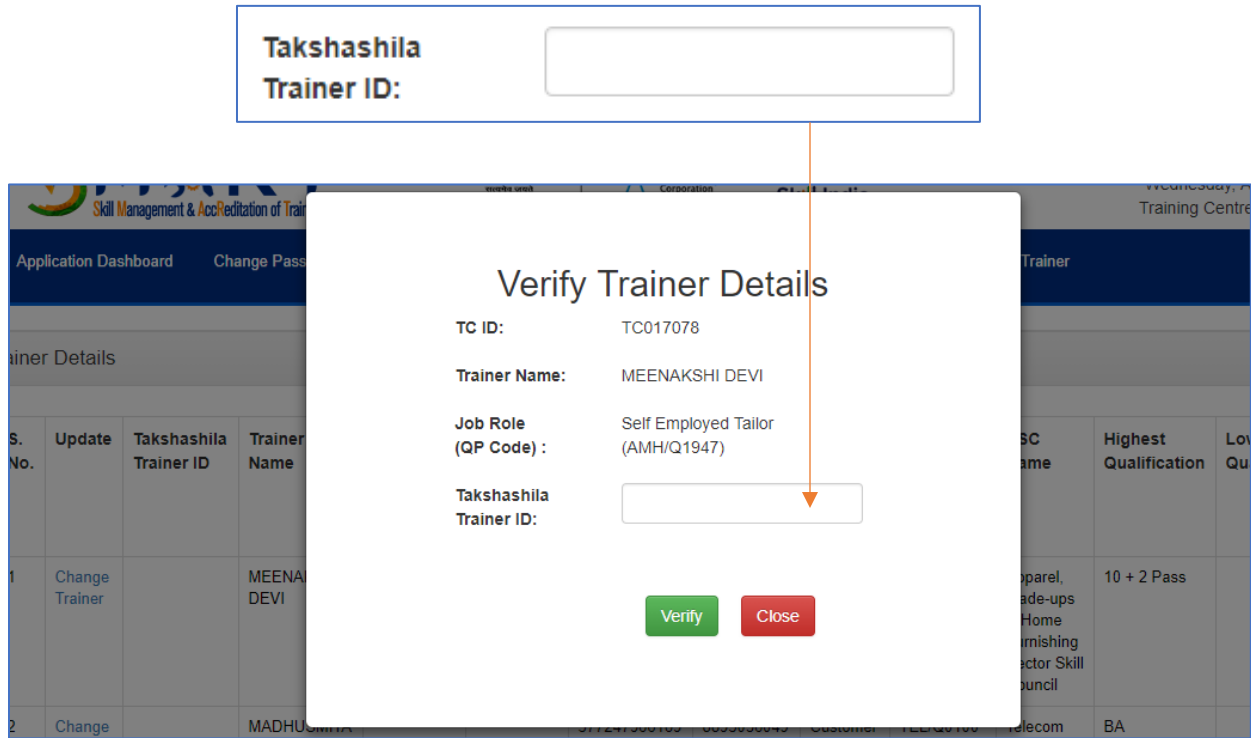


Figure 3 Verify Takshashila Trainer ID window

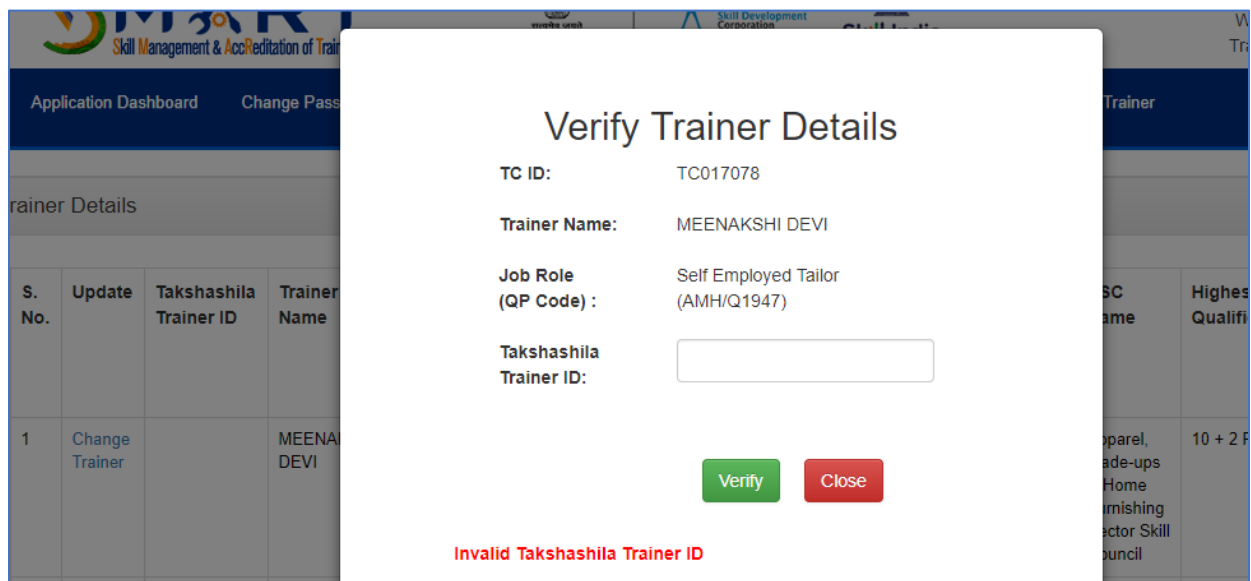


Figure 4 Takshashila Trainer ID pop-up window with Error Message

Step 4: Once Trainer details are successfully verified, TC will be asked to fill the details of trainer in the next window. Once all information is filled, please click on “Save” button provided at the end of the page, as shown below.

Trainer's Detail	
TC ID	TC001850
Takshashila Trainer Name	Karthick
Job Role (QP Code)	In-Store Promoter (TEL/Q2101)
Certificate Valid From	01/04/2018
Certificate Valid Till	01/04/2020
Aadhar Number *	<input type="text"/>
Mobile Number *	<input type="text"/>
	<small>Please enter Trainer mobile number without 0 or +91</small>
Highest Qualification *	<input type="text" value="-SELECT-"/>
Lowest Qualification *	<input type="text" value="-SELECT-"/>
Certified In Entrepreneurship By NIESBUD Or Similar Agency *	<input type="radio"/> Yes <input type="radio"/> No
Name Of Agency From Which Entrepreneurship Certification Obtained *	<input type="text"/>

Lowest Qualification Certificate *	<input type="button" value="Choose File"/> No file chosen <small>Please upload the specified document. Allowed File Type JPG JPEG PNG GIF BMP PDF DOCX. Allowed File Size 5MB Max.</small>
Highest Qualification Certificate *	<input type="button" value="Choose File"/> No file chosen <small>Please upload the specified document. Allowed File Type JPG JPEG PNG GIF BMP PDF DOCX. Allowed File Size 5MB Max.</small>
NIESBUD/Other agency certificate of entrepreneurship *	<input type="button" value="Choose File"/> No file chosen <small>Please upload the specified document. Allowed File Type JPG JPEG PNG GIF BMP PDF DOCX. Allowed File Size 5MB Max.</small>
Work Experience Certificate *	<input type="button" value="Choose File"/> No file chosen <small>Please upload the specified document. Allowed File Type JPG JPEG PNG GIF BMP PDF DOCX. Allowed File Size 5MB Max.</small>
<input type="button" value="Save"/>	

Figure 5 Trainer details page which needs to be filled by Training Centre SPOC



Step 5: A pop-up will open once a trainer is changed successfully. Click on “ok” button on it. Trainer details page will open in which you will see the details of changed trainer against the selected job role. Refer screenshot below.

Takshashila Trainer ID	Trainer Name	Certificate Valid From	Certificate Valid Till
T-000015	Karthick	04/01/2018	04/01/2020

Trainer Details											
S. No.	Update	Takshashila Trainer ID	Trainer Name	Certificate Valid From	Certificate Valid Till	Aadhar Number	Mobile Number	Job Role Name	QP Code	SSC Name	Highest Qualification
1	Change Trainer	T-000015	Karthick	04/01/2018	04/01/2020	123321123321	1233211231	In-Store Promoter	TEL/Q2101	Telecom Sector Skill Council	10th Pass
2	Change Trainer		Manikandan P			799018195601	9171992002	In-Store Promoter	TEL/Q2101	Telecom Sector Skill Council	BA

Figure 6 Takshashila Trainer ID for which change request was raised

Guidelines for Trainer Change (Pre-Conditions)

1. Trainers must have their profile registered at Takshashila Portal (www.takshashila.nsdscindia.org) and have a valid Trainer ID
2. **For successful linking of Trainer with TC on SMART, a Trainer must have ToT certification approved by Sector Skill Council at Takshashila.**
3. Only a TC will be able to change the trainer against a job role on SMART.
4. TC can change the trainers for any number of times, there will be no bar on it.
5. One trainer can get linked with maximum 2 TC IDs at a time.
6. If a Trainer is already linked with 2 TC ID, then trainer must be get de-linked with any of the 2 TC IDs. De-linking is referred as trainer change process only.
7. Trainer will himself/herself talk to its existing TC for getting de-linked.
8. The distance between the 2 TC IDs (i.e. one with which the trainer is already linked and the one with which he/she is seeking to get linked) should not be more than 50Kms.
9. If the distance is more than 50Kms, TC who is trying to link the trainer will be barred from this activity & proper error message will be displayed.
10. The Training Centre with which a trainer is getting linked must be Affiliated or Conditionally Affiliated/Accredited.
11. Trainer will be verified by Aadhar. Aadhar will now be a mandatory parameter while changing the trainer.
12. At job role level, below mentioned checks are applied:

Conditions	Y	LINKED WITH TC			
	N	NOT ABLE TO LINK WITH THAT TC			
	TRAINING CENTRE	TC1			TC 2
1	Job Roles	JR 1	JR 2	JR 3	JR n
	Trainer 1	Y	Y	N	N
	Note:	Job roles are not running parallel			
2	Job Roles	JR 1 (1 st Batch)	JR 1 (2 nd Batch)	JR 2	JR n
	Trainer 1	Y	N	Y	N
	Note:	JR 1 batches are running parallel but both JR1 & JR2 are not parallel			
3	Job Roles	JR 1 (1 st Batch)	JR 1 (2 nd Batch)	JR 2	JR 1
	Trainer 1	Y	N	N	Y
	Note:	JR 1 batches are not parallel but both JR1 & JR2 are parallel			
4	Job Roles	JR 1	JR 2		JR n
	Trainer 1	Y	N		Y
	Note:	Trainer applied for 1 JR only at TC 1			