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.

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.
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](image1)

![Figure 4 Takshashila Trainer ID pop-up window with Error Message](image2)
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.

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.

![Figure 6 Takshashila Trainer ID for which change request was raised](image)
Guidelines for Trainer Change (Pre-Conditions)

1. Trainers must have their profile registered at Takshashila Portal (www.takshashila.nsdcindia.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:

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Job Roles</th>
<th>Trainer 1</th>
<th>TC1</th>
<th>TC2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JR 1</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>JR 2</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>JR 3</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>JR n</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>JR 1 (1&lt;sup&gt;st&lt;/sup&gt; Batch)</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
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<tr>
<td></td>
<td>JR 1 (2&lt;sup&gt;nd&lt;/sup&gt; Batch)</td>
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<td>Y</td>
<td>N</td>
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<tr>
<td></td>
<td>JR 2</td>
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<td>Y</td>
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<td>3</td>
<td>JR 1 (1&lt;sup&gt;st&lt;/sup&gt; Batch)</td>
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<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>JR 1 (2&lt;sup&gt;nd&lt;/sup&gt; Batch)</td>
<td>N</td>
<td>Y</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>JR n</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

**Note:**
- Job roles are not running parallel
- JR 1 batches are running parallel but both JR1 & JR2 are not parallel
- JR 1 batches are not parallel but both JR1 & JR2 are parallel
- Trainer applied for 1 JR only at TC 1