

**FICSI/NOS/EOI/1/2019/EMPANELMENT OF  
MASTER TRAINERS ON ASSIGNMENT BASIS FOR  
CONDUCTING TRAINING OF TRAINER(TOT)  
AND TRAINING OF ASSESSOR(TOA) FOR  
FICSI**

FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE(FICSI)  
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**Expression of Interest for**

Empanelment of Master Trainers on Assignment Basis For Conducting  
Training of Trainer (ToT) and Training of Assessor (ToA) for FICSI

**Introduction**

Food Industry Capacity & Skill Initiative (FICSI)—widely known as Food Processing Sector Skill Council—is a Not-for-Profit Organization, under aegis of National Skill Development Corporation (NSDC) and promoted by the Federation of Indian Chambers of Commerce and Industry (FICCI). Aiming at generating a critical mass of industry-employable-skilled-persons to meet the skill gap in the Food Processing industry, FICSI inter-alia is mandated to:

- Development of a sector skill development plan and maintain skill inventory.
- Determining skills/competency standards and qualifications and getting them aligned with NSQF.
- Standardization of affiliation, accreditation, examination and certification process in accordance with NSQF as determined by NSQC. May also conduct skill-based assessment and certification for QP /NOS aligned training programs.
- Participation in the setting up of affiliation, accreditation, examination and certification norms for their respective sectors.
- Plan and facilitate the execution of Training of Trainers along with NSDC and States.
- Promotion of academies of excellence

FICSI is seeking application from experts in Food Processing with relevant educational background and industry experience willing to be part of the NSDC skill ecosystem and conduct Training of Trainer (ToT) and Training of Assessor (ToA) as Master Trainers of FICSI. The selected candidates will

be domain experts of FICSI and will work on assignment basis.

### **Role of Master Trainer in the Vocational Education and Training (VET) System**

Master Trainers in Vocational Education and Training (VET) system are domain experts who are required to conduct training programs for aspiring trainers/assessors along with up-skilling of existing trainers and assessors

Payout for Conducting Trainings to Master Trainer: 5000/- Per Day

### **Certification of Master Trainer through Training of Master Trainer (ToMT) Program**

A certified Master Trainer is a pre-requisite for conducting any ToT/ ToA programs. The applicants need to go through a 4-day Training of Master Trainer (ToMT) program

- Eligibility criteria for applying as Master Trainer

An applicant is eligible to undergo Certification for Master Trainer provided the below mentioned criteria is fulfilled. The table below provides minimum requirements for education qualification, relevant industry experience and related training experience required for a Master Trainer

<b>Educational Qualification</b>	<b>Training Experience in Food Processing</b>	<b>Industry Experience in Food Processing</b>
Diploma in Hotel Management/ Food Technology	Minimum 5 Years	Minimum 5 Years
B Sc./ B Tech/B.E. in Food Technology and Food Engineering	Minimum 5 Years	Minimum 3 Years
M Sc./ M Tech/ M.E. in Food Technology and Food Engineering	Minimum 5 Years	Minimum 2 Years
Not applicable (Special cases)	Minimum 8 Years	Recognized experience in the sector/ associated with institute of repute

\*Industrial/sectoral experience and training experience could be concurrent

Languages Known: 1. English  
2. Hindi OR any other regional language

- Registration in ToMT Batch: The candidate will be shortlisted for ToMT after a personal/skype interview round to be conducted by FICSI on a suitable date.
- The selected candidates will then have to go through the Training of Master Trainer (ToMT) program in a batch mode. Structure and Fee for the same is mentioned below

	<b>Orientation on Skills</b>	<b>Assessment</b>	<b>Duration</b>	<b>Fee</b>
Certification on Domain Skills and Platform Skills	<p>Total: 3 days (min 24 hours)</p> <p>Break up: minimum 1 day of domain skills orientation by FICSI + minimum 2 days of platform skills orientation by FICSI</p>	<p>Minimum 1 day</p> <p>1. Domain Assessment 2. Platform Assessment</p>	Minimum 4 days	Rs. 5000/- Per Master Trainer for the entire program

The ToMT Fee to be paid by master trainer includes the following:

<b>S No</b>	<b>Heads</b>
1	Usage of Training Center infra (One classroom, a Lab & a computer lab)
2	Cost of consumables
3	Super Trainer fee
4	Lunch and refreshment for participants
5	Trainer's Handbook & Trainee Handbook on domain QP and platform QP
6	Onetime assessment and certification on 2 QPs
7	Admin cost

Travel and boarding & lodging must be borne by the applicant

- **Assessment and Certification**

For certification of Master Trainers, both domain QP and platform QP assessment must be cleared with at least 90% score in both assessments. On scoring 90% and above in assessment, the Master Trainer would be issued a certificate of being a Master Trainer of FICSI

Those who do not clear both the assessments with the specified marks would not be certified and may appear in another ToMT program at a subsequent date as notified by FICSI

### **PROCESS OF CERTIFICATION OF MASTER TRAINER OF FICSI**

#### **CERTIFICATION ON DOMAIN QP**

- A. ToMT will cover orientation towards NSQF in general. Along with it, orientation of Qualification Pack and National Occupational Standard covering performance criteria, assessment strategy, and assessment criteria. The domain QPs can be accessed from our website <http://ficsi.in/qualification-pack.php>
- B. Certification of Master Trainer will be conducted at FICSI designated ToMT center
- C. The assessment criteria of domain QP assessment for Certification of Master trainer is minimum 90% marks
- D. No provisional certificate to be issued in ToMT
- E. On scoring 90% and above in assessment, the Master Trainer would be issued certificate by FICSI
- F. Master Trainer certificate validity: 2 Years/ validity of QP, whichever is earlier

#### **CERTIFICATION ON PLATFORM QP**

- A. ToMT will cover QP/NOS covering both performing criteria, assessment strategy and Assessment criteria

- B. The assessment criteria for Platform QP assessment for certification of Master Trainer is min. 90% marks
  
  
  
  
- C. No provisional certificate to be issued in ToMT
  
- D. On scoring 90% and above in assessment, the Master Trainer would be issued a certificate by FICSI
  
- E. The QP code to be followed for platform QP is MEP/Q0101 – 'Lead Trainer,' available on NSDC website
  
- F. Master Trainer certificate validity: 2 Years or the validity of QP, whichever is earlier

### **FLOW CHART FOR TRAINING OF MASTER TRAINER (ToMT)**



### **Schedule of Training of Master Trainer (ToMT)**

ToMT program will be conducted in the following locations in the month of July and August subject to formation of ToMT batch

1. Delhi
2. Mysuru

3. Kolkata
4. Thanjavur

The final dates will be notified after forming the batch of eligible applicants

FICSI has the right to cancel the ToMT if enough participants don't enroll for the batch. The same shall be informed to the applicant 72 hours before the batch start time.

### **Process for Applying**

Applicants need to fill their information in Annexure 1 and send relevant proofs and their CV to the below mentioned address. **(Last Date to Apply: 15<sup>th</sup> June 2019)**

Abhishek Bisht  
Deputy Manager: ToT, Content Support and Monitoring  
601, 6th Floor, Mercantile House, KG Marg, New Delhi 110001  
T: +91 9711260230, 240 | M: +91-8059643048

You can also send soft copy to [abhishek.bisht@ficsi.in](mailto:abhishek.bisht@ficsi.in)

Abhishek Bisht  
Deputy Manager  
FICSI

Sunil Kumar Marwah  
CEO  
FICSI

Annexure 1  
**Food Industry Capacity and Skill Initiative**  
**Application- Master Trainer**  
(to be submitted along with CV)

Name:

Email Address:

Date of Birth:

Mobile No:

*Affix Recent  
Passport Size  
Photograph*

Address:

Applying As: **Free Lancer OR TP Engagement**

If TP Engagement, then specify TP Name: \_\_\_\_\_

Work Experience:



**Skill India**  
कौशल भारत - कुशल भारत

 **FICSI**  
Food Industry Capacity and Skill Initiative

  
**N.S.D.C**  
National  
Skill Development  
Corporation  
Transforming the skill landscape

S. No.	From	To	Organization	Position held

#### Teaching/Training Experience

S. No.	From	To	Organization	Position held

#### Educational Qualification

S. No.	Educational Qualification	Institute	Year

#### Professional Courses Undertaken

S. No.	Course Name	Institute	Year

#### Languages Known



**Skill India**  
कौशल भारत - कुशल भारत



**FICSI**  
Food Industry Capacity and Skill Initiative



**N·S·D·C**  
National  
Skill Development  
Corporation

Transforming the skill landscape

S. No.	Language/s	Speak	Read	Write
		(√/X)	(√/X)	(√/X)
		(√/X)	(√/X)	(√/X)
		(√/X)	(√/X)	(√/X)
		(√/X)	(√/X)	(√/X)
		(√/X)	(√/X)	(√/X)

Preferred location for Training Assignment

PAN India: **Yes or No** (If No please specify the state and district)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Availability of no. of days in a month for training assignments: \_\_\_\_\_

Are you a FICSI certified trainer in any job role: **Yes or No?**

If Yes, please specify the Job Role and the ToT Batch detail

Job Role: \_\_\_\_\_ (Separated by comma)

Date and Place of ToT: \_\_\_\_\_

Date : \_\_\_\_\_



Place : \_\_\_\_\_

Signature

