



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

National Council for Vocational Education and Training (NCVET)

Guidelines for Adoption of Qualifications by Awarding Bodies

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GUIDELINES FOR ADOPTION OF QUALIFICATIONS BY MULTIPLE AWARDING BODIES FOR NCVET CERTIFICATION

1. INTRODUCTION

- a) Adoption is a formal process under structured and well-defined procedures to acquire awarding rights of a qualification for NCVET certification. Adoption of Qualifications in the context to the guidelines refers to acquiring of awarding rights of a Qualification (NSQF aligned and approved in NSQC and uploaded on NQR) developed by one Awarding Body (Developer Body) by another Awarding Body (Adopter Body) in its totality without altering anything from the basic elements of the qualification like eligibility criteria, level, mandatory NOS/ Learning outcomes, equipment, accreditation and assessment norms except under the provisions as mentioned in these guidelines. Once the qualification is approved by NCVET and uploaded on the National Qualification Register (NQR), it is considered to be in the public domain.
- b) The primary purpose of introducing the Guidelines on Adoption of NSQF aligned Qualification is to obviate duplication of Qualifications, enable NCVET recognized Awarding Bodies to have alternatives/choices and access to already developed training standards in form of Qualifications, bring in spirit of competition thus allowing the trainees to take an informed decision while selecting entities offering training on a particular job role and thus ensuring uniformity / quality assurance in assessment and certification.
- c) **Adopting Body:** An Adopting Body is a NCVET recognized Awarding Body that adopts the NSQF aligned and National Skill Qualifications Committee (NSQC), NCVET approved Qualification that is developed by a different Awarding Body.
- d) **Developer Body:** A Developer Body is a NCVET recognized Awarding Body which had originally developed and submitted the Qualification being adopted, for NSQF alignment and approval of NCVET.
- e) **All other terms and definitions would have same meaning** as defined in the National Council for Vocational Education & Training (NCVET) notification by Ministry of Skill Development and Entrepreneurship vide No.SD-17/113/2017-E&PW dated 05th December 2018 and the Guidelines for 'Recognition and Regulation of Awarding Bodies' and 'Assessment Agencies' and Operational Manuals published by the NCVET under Para 16(1)(g) of the NCVET gazette notification.

2. OVERVIEW OF GUIDELINES

The guidelines are structured to infuse flexibility in the skill ecosystem and aim to provide a mechanism to facilitate the adoption, sharing and use of already developed NSQF aligned and approved Qualifications by the recognized Awarding Bodies, based on the usability of the qualifications and the internal capacity of the Awarding Bodies to handle the adopted qualifications. These guidelines have been framed after taking into perspective the learning from the earlier guidelines for adoption of Qualifications brought out by NCVET in October 2011 on a pilot basis.

3. DEFINING ADOPTION

Adoption of a NSQF aligned and approved qualification means acquiring the awarding rights with respect to that qualification which is developed by another Awarding Body and is already NSQF aligned and approved by NCVET. Acquisition of such rights is subject to fulfillment of some basic parameters/ conditions listed in these Guidelines and approved by NCVET.

It is clarified that the Adoption of a qualification does not shift the ownership rights from Developer Body to the Adopting Body. It only serves as a sharing mechanism where the Adopting Body is also enabled with awarding rights in addition to the Developer Body.

However, primary responsibility of the Qualification in terms of its timely revision (with or without changes), Training of Trainers (ToT), Training of Assessors (ToA) and its ultimate withdrawal remains with the Developer Body.

4. PURPOSE AND OBJECTIVES

Over the years a large number of Qualifications across various Awarding Bodies have been aligned to NSQF, approved by NSQC and uploaded on the National Qualifications Register (NQR). The enablement and facilitation of adoption of qualifications is considered necessary in view of the following:

- a) **Duplication of Qualifications:** At present, similar Qualifications aligned and got approved by different Awarding Bodies exist on NQR. Such Qualifications may have duplication in terms of their nomenclature, NOSs, content, and other components, which leads to multiplicity of Qualifications, standards and creates ambiguity in the ecosystem because of the same/ similar occupations/ job roles.
- b) **Access to Standardized Qualifications while ensuring Uniformity and Quality Assurance in Assessment and Certification:** Multiple standards for a same/ very similar job role by different Awarding Bodies in terms of training, assessment, course & curriculum etc. also pose hindrance in maintaining uniformity and standards affecting quality.
- c) **Market Credibility:** Multiple standards for a single job role by different Awarding Bodies also lead to dilution of credibility of NCVET certificates for NSQF aligned and approved qualifications in the market as employers are no longer able to equate multiple certificates for the same job roles.
- d) **Resistance in Sharing the Awarding Rights:** Since creation of a new qualification involves quality resources and efforts in terms of time, expertise, money, often the Developer Bodies resist sharing of the awarding rights to other bodies, even though it may be required in the public interest.
- e) **Facilitating the Government/ Other Awarding Bodies:** Mostly the Government/ other Awarding Bodies, especially at the state level, largely focus on the implementation of programs/ schemes at ground level rather than development of Qualifications which could best be done by the industry eco-system employing the trained learners. Therefore, all such Awarding Bodies should be able to utilize the available Qualifications and resources.
- f) **Better utilization and channelization of resources:** With the option of adopting NSQF aligned and approved Qualifications, the efforts and the resources spent on developing similar qualifications will be greatly reduced, making the process more efficient productive and quick.
- g) **Greater choice to the learner:** A similar Qualification being offered by two or more Awarding Bodies will lead to competition amongst various Awarding Bodies offering the same qualification in the skill ecosystem and thus the learner will get an option to choose an Awarding Body amongst many for the same Qualification.
- h) **Focus on traditional skills by the States:** Considering that the States may not require working on development of a large number of NSQF aligned and approved Qualifications, they can focus on strengthening and working towards development of qualifications for states' native heritage skills and traditional crafts.

- i) **Incentivisation:** These guidelines would incentivize and enable smooth adoption of qualifications by addressing the needs of both, the adopting body, and the developer body.

5. SCOPE

- a) These guidelines permit all NCVET recognized Awarding Bodies to adopt NSQF aligned and approved qualifications of other NCVET recognized awarding bodies in accordance with the norms prescribed in this document.
- b) **The following are exempted from the provisions of these adoption guidelines and may adopt NSQF aligned and approved qualifications which are live on National Qualification Register (NQR) without paying any fee/ incentivisation payments as provided under these guidelines:**
- i. All qualifications adopted, taken over and/ or aligned for the training of **Persons with Disabilities (PwD)**;
 - ii. All qualifications adopted, taken over and/ or aligned for the training by the **Central Government Ministries and Central School Education Boards**.
 - iii. All NSQF aligned and approved qualifications upto level 3 offered under the Skill Hub Initiative (SHI) or Skill India Certification which are to be run by the **State School Education Boards, the State Technical Education Boards, and the State Universities**.
- c) The adoption rights shall be available to all the Awarding Bodies with demonstrated capacity/ capability in development and handling of qualifications.
- d) **The Skill Universities**, owing to their much higher capacities and capabilities in terms of infrastructure, skill/ domain expertise, Governance structure, staff strength, human resources, and mandate to develop and offer higher level NSQF aligned and approved courses, shall be eligible for adoption of qualifications from the other awarding bodies after having developed minimum 10 Qualifications of NSQF Level 5 and above. **A moratorium period of 1 year will be given to new the new Skill Universities from the date of recognition as Awarding Bodies.**
- e) The detailed scope of adoption by Awarding Bodies is as follows: -
- i. **Sectoral and Territorial:** Adoption shall be permitted only in the sectors and in the territory for which an Awarding Body has already been recognized by NCVET.
 - ii. **Qualification:** Adoption shall be permitted only for NSQF aligned and approved short term Qualifications i.e., Qualifications of the duration of less than one year (1200 Hours).
- f) It shall be the responsibility of the adopting body that the details of Qualifications adopted with the approval of NCVET, and the related information shall be duly got incorporated and displayed in the NQR.
- g) **Delegation:** The Adoption of a qualification shall only be permitted from the original qualification Developer body through NSQC. It is made clear that the Adopting body does not acquire the rights to further transfer/ delegate/ outsource the awarding rights wrt to the adopted qualification to any other Awarding Body except in a case where the adopter body has acquired the status of the original Developer Body under para
- h) **NOS based adoption:** National Occupation Standards developed by Awarding Bodies shall be available for adoption to other recognized Awarding Bodies, once a mechanism of NOS based approval and NOS depository is in place at NCVET. NCVET will lay down a mechanism for adoption of NOSs. Incentivisation wrt adoption of NOSs will be as prescribed by NCVET.

6. OPERATIONAL MECHANISM

Adoption of qualification shall only be available to NCVET recognized Awarding Bodies in the sector/s for which they have been recognized subject to the compliance to the following norms:

- a) **Maintaining Accountability and Quality:** The Awarding Body adopting the Qualification should take responsibility for the implementation of the Qualification in its totality. It must ensure proper handling and implementation of the adopted Qualification in terms of quality parameters, NOSs/ Learning Outcomes, curriculum, list of tools, training norms, ToT requirements, training delivery mechanism, tools, etc. as specified and required under the original Qualification. Assessment norms including fair and reliable assessment process as per the norms laid down by developer body as spelt out in the original Qualification also need to be followed by the adopting bodies.
- b) **Capacity:** The adopting body will have to additionally establish its capacity and capability in terms of training, assessment and related aspects of the qualification/s being adopted as prescribed in quality assurance form as per Annexure I.
- c) **Constancy:** Adoption of Qualifications in context to the guidelines refers to taking the Qualification/s in its totality without altering the basic structures, like eligibility criteria, NSQF level, notional hours, NOSs, Learning outcomes, accreditation, and assessment norms (for the qualification), review date, list of tools & equipment etc.
- d) **Allowing Flexibility during Adoption:** It is also important to consider that some flexibility in addressing specific local needs or respective job specific needs should be provided during the adoption of a qualification by another Awarding Body. Therefore, keeping in mind the 'flexibility' as one of the guiding principles of Adoption, some modifications to address the local or job specific requirements are permitted as per the norms listed below: -
 - i. There shall be no deletion/ curtailment of the mandatory component (NOSs/ LOs) of the qualification. Every developer body shall clearly specify the mandatory component (NOSs/ LOs) in the Qualification. If the qualification does not mention mandatory NOSs/LOs, NCVET in consultation with the Developer Body shall decide the mandatory components of the qualification/s.
 - ii. Addition of up to 10% of the notional hours shall be allowed in the mandatory component of the qualification.
 - iii. **An overall modification/ flexibility of upto 20% in the qualification may be permitted subject to the above.**
 - iv. Any changes made by the adopting body in the qualification, including notional hours, training delivery, assessment criteria, training and assessment tools shall be well recorded and submitted to NCVET at the time of approval for proper record and updation on the NQR.
- e) **Validity:** The validity of adoption shall commence from the date of approval by NCVET upto the 'Date of Planned Review' as mentioned in the originally approved qualification. The adopting body will have to comply with all the conditions mentioned in the revised qualification as and when approved by NCVET. In case of de-recognition of developer body or dis continuation of the Qualification NCVET would decide the further course of action.
- f) **Surrender:** Any adopting body shall be free to surrender its awarding rights w.r.t adopted qualification/s. However, it shall provide clear and accurate information about such surrender to learners, training centers and other stakeholders who are likely to be affected. Such decision shall be duly communicated to both the NCVET and the Developer Body clearly specifying the effective date and the manner in which the interests of the learners in relation to that qualification

shall be protected. NCVET will verify that the interests of trainees in relation to that qualification have been protected and accurate information about such surrender to learners, training centres and other stakeholders who are likely to be affected has been provided.

g) **Withdrawal/ revision/ replacement:** In case of **withdrawal/ revision/ replacement of qualification and de-recognition** of an Awarding Body, if the adopting body wishes to continue with the adoption rights, it shall submit such information with justification to NCVET. NCVET will review the case and inform the Adopter Body.

h) **Incentivisation:** To promote the culture of development of high-quality industry demanded Qualifications and carry out necessary research and development as well as the resources required for this purpose there is a need to incentivize the Developer Body in the following manner:

- a. If any Awarding Bodies desires to adopt the qualification of a developer body, they shall either:
 - i. Mutually agree to the same with or without any incentivisation.
 - ii. If they are mutually not able to decide, then following incentivisation formulae shall apply: -

Time of Adoption	Incentive Payable to the developer body for adoption of every Qualification (Amount in Rs.)
For initial adoption: New Qualification	1,50,000
After First revision	75,000
Renewal Every 3 years thereafter	25,000

- iii. In case the Developer Body refuses the grant of Adoption rights, the Adopting Body may approach NCVET, who may grant adoption rights in the public interest on the merit of the case at the incentivisation formulae as mentioned above vide para-a(ii).

- b. Processing Fee payable to NCVET for every adopted qualification would be as follows:

Processing Fee in Rupees	For initial adoption (Amount in Rs.)	Renewal Every 3 years (Amount in Rs.)
Processing Fee per Qualification	25,000	10,000

- c. No refund of this amount shall be permitted.

i) **TOT/ TOA Rights and Responsibility:** In order to properly implement the qualifications and ensure sustainability of operations in the long run, the training rights and responsibility to conduct Training of Trainers (ToT) and Training of Assessors (ToA) shall remain with the Developer Body or as mutually decided between the two bodies. Such decision shall be documented and communicated to NCVET. However, in case the original developer body delays/ refuses TOT/TOA activities then the adopter body may approach NCVET for suitable directions, as deemed appropriate. NCVET reserve the rights to get the Training of Trainers (ToT) and Training of Assessors (ToA) for any qualification conducted through any other Government body.

j) **Teaching & Learning Content/ Resources:** Adoption encompasses all the resources available on NQR for that qualification i.e. qualification file, model curriculum, list of tools and equipment, assessment strategy. Both the developer and the adopting bodies are expected to develop the teaching and learning content on their own or decide to share the content as mutually decided.

- k) **Reflection on NQR:** Information on the qualifications that have been adopted by other Awarding Bodies will be reflected on NQR so that the learner can make an informed choice while selecting a training programme offered by different Awarding Bodies.
- l) Nothing in this shall prevent any Awarding Body from developing its own qualifications in a job role for which a Qualification of an Awarding Body had already been approved by NCVET, on the grounds such as improvement on the existing qualification, increasing reach of the qualification from that being achieved by the Awarding Body, etc. NSQC while examining such proposals will examine the justifications provided for a new similar qualification, before granting of approval on the same.
- m) Adoption of NSQF aligned Qualifications by various Awarding Bodies will be facilitated through a well-defined, time bound and transparent process. Separate information and fee for each qualification to be adopted shall be submitted to NCVET as prescribed in Annexure I which would be considered & decided within 30 days.
- n) Maximum number of qualifications in a proposal shall not exceed fifteen (15).

7. MONITORING BY NCVET

The NCVET shall perform the annual performance review as per the parameters laid down in ***'NCVET Guidelines and Operational Manual for Recognition & Regulation of Awarding Bodies'***

Note: These guidelines will supersede all the adoption orders/notifications issued by NSQC/NCVET/ erstwhile NSDA prior to implementation of these guidelines. All Awarding Bodies who had adopted qualifications before the date of issue of these guidelines will be required to reapply as per the terms and conditions specified in the guidelines. These guidelines are dynamic in nature and hence are subject to amendments/updation as per the evolving need and requirements of the Skill Ecosystem. Accordingly, NCVET may amend/update/revise this Adoption Guidelines as and when applicable for compliance.