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Government of India

Ministry of Skill Development and Entrepreneurship  
(National Council for Vocational Education and Training)

Date: 26/12/2024

**Subject: Notification of “Guidelines on Adoption of Qualifications by Awarding Bodies (2024)” – reg.**

1. The National Council for Vocational Education & Training (NCVET) has been notified by Ministry of Skill Development and Entrepreneurship (MSDE) vide No. SD-17/113/2017-E&PW dated 05<sup>th</sup> December 2018. As a national regulatory body, NCVET is responsible for setting standards, developing comprehensive regulations, and improving the vocational education, training and skilling ecosystem.
2. In order to reduce the redundancy of qualifications and provide access to standardized ones, NCVET had published Guidelines on Adoption of Qualifications on 22nd February 2022. The skilling ecosystem has undergone notable changes since then including notification of revised National Skills Qualification Framework (NSQF) and increase in number and types of recognised Awarding Bodies. Further, the stakeholders had also given feedback to review certain provisions being faced by them while implementing the existing guidelines. Hence, it necessitated review of the aforesaid Guidelines on Adoption of Qualifications.
3. Accordingly, Guidelines on Adoption of Qualifications have been revised after detailed deliberations and public consultation. It will allow flexibility in the skill ecosystem, obviate duplicate qualifications, enhance access to standardised qualification and aim to provide a mechanism to facilitate the adoption, sharing and use of already developed NSQF aligned qualifications by the recognized Awarding Bodies.
4. This ‘Guidelines on Adoption of Qualifications by Awarding Bodies (2024)’ shall **supersede the existing** Guidelines on Adoption of Qualifications by recognised Awarding Bodies.

Col. Santosh Kumar  
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# Guidelines for Adoption of Qualifications by Awarding Bodies (2024)



**National Council for Vocational Education and Training  
(Ministry of Skill Development and Entrepreneurship)**

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**Dated: 26<sup>th</sup> December 2024**

## TABLE OF CONTENT

<b>1. DEFINITIONS .....</b>	<b>2</b>
<b>2. OVERVIEW OF GUIDELINES .....</b>	<b>2</b>
<b>3. DEFINING ADOPTION .....</b>	<b>2</b>
<b>4. PURPOSE AND OBJECTIVES .....</b>	<b>3</b>
<b>5. SCOPE .....</b>	<b>4</b>
<b>6. CONDITIONS .....</b>	<b>5</b>
<b>7. OPERATIONAL MECHANISM.....</b>	<b>6</b>
<b>8. MONITORING BY NCVET.....</b>	<b>10</b>
<b>Annexure I- Request Form for Qualification Adoption .....</b>	<b>1</b>

# **GUIDELINES FOR ADOPTION OF QUALIFICATIONS BY AWARDING BODIES**

## **(2024)**

### **1. DEFINITIONS**

**1.1. Qualification:** For the purpose of these Guidelines, the term "Qualification" shall mean National Skills Qualification Framework (NSQF) aligned Qualifications/ standalone National Occupational Standards (NOSs)/ Micro Credentials (MCs) or any other type of training course or module approved by the National Skills Qualification Committee (NSQC).

**1.2. National Skills Qualification Committee (NSQC):** The National Skills Qualification Committee (NSQC) anchored in the National Council for Vocational Education & Training (NCVET) is the apex body for implementation of NSQF. Constituted by the Council, the NSQC comprises, amongst others, of the representatives from the select Central Ministries, the regulatory bodies of education and skilling ecosystem namely University Grants Commission (UGC), All India Council for Technical Education (AICTE), Central Board of School Education (CBSE) and Director General Training (DGT), select SSDMs (by rotation), select Industry Associations, the Awarding Bodies, and sectoral representatives.

**1.3. NSQF Aligned Qualification:** A qualification developed in accordance with National Skills Qualification Framework (NSQF), duly approved by NSQC and assigned unique qualification code.

**1.4. Developer Body:** A Developer Body is a NCVET recognized Awarding Body which had originally developed the qualification being adopted and aligned the same qualification with NSQF.

**1.5. Adopting Body:** An Adopting Body is a NCVET recognized Awarding Body that adopts the NSQF aligned qualification that is developed by a different Awarding Body i.e developer body.

### **2. OVERVIEW OF GUIDELINES**

**2.1.** These guidelines, also referred to as 'Adoption Guidelines (2024)' 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 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.

### **3. DEFINING ADOPTION**

**3.1.** Adoption is a formal process to acquire awarding rights of a qualification for

NCVET certification. Adoption of qualifications in the context of the Adoption guidelines refers to acquiring of awarding rights of a NSQF aligned qualification developed by one Awarding Body (Developer Body) and adopted by another Awarding Body (Adopting Body). Acquisition of such rights is subject to fulfillment of parameters/ conditions listed in these Guidelines.

#### **4. PURPOSE AND OBJECTIVES**

**4.1.** The adoption of qualifications through these guidelines shall enable and facilitate the following:

**4.1.1. Obviate Duplication of Qualifications:** At present, a number of qualifications are found to be duplicating in terms of their nomenclature, NOSs, content, and other components, which leads to multiplicity of qualifications, standards and creates ambiguity in the ecosystem. The guidelines shall enable and facilitate removal of such duplication.

**4.1.2. Access to Standardized Qualifications while ensuring Uniformity and Quality Assurance in Assessment and Certification:** Multiple standards for same or similar job roles/ competencies by different Awarding Bodies in terms of training, assessment, course & curriculum etc. leads to challenges in maintaining uniformity of standards. These guidelines shall enable implementation of uniform standards for NSQF aligned qualifications.

**4.1.3. Enhanced Market Credibility:** Multiple standards for a single job role by different Awarding Bodies also leads to dilution of credibility of NCVET certificates for NSQF aligned qualifications in the market as employers are no longer able to equate multiple certificates for the same job roles. The adoption of qualifications shall lead to implementation of a standardised qualification and its certification across the ecosystem, thereby removing ambiguity and instilling credibility.

**4.1.4. Economization and optimization of resources:** With the option of adopting NSQF aligned qualifications, the efforts and the resources spent on developing similar qualifications will be greatly reduced, making the process more efficient, productive and quick.

**4.1.5. Quality Assurance and Improvement through flexible choices to learners:** A similar qualification being offered by two or more Awarding Bodies will enable and facilitate learners to make informed decisions from the wider available choices of training thereby promoting a culture of continuous and constant improvement in the quality being offered by various leading awarding bodies.

**4.1.6. Focus on traditional skills by the States:** Through enablement of these guidelines, the States can focus on strengthening and working towards development of qualifications for states' native heritage skills and traditional crafts instead of working on

development of a large number of NSQF aligned qualifications, which are already available on NQR.

## **5. SCOPE**

### **5.1. Who can Adopt?**

**5.1.1.** These guidelines enable all NCVET recognized Awarding Bodies to adopt NSQF aligned qualifications in accordance with the prescribed norms.

**5.1.2. Delegation:** The Adoption of a qualification shall be permitted only from the original qualification Developer body through NSQC. The Adopting Body does not have the rights to further transfer/ delegate/ outsource the awarding rights w.r.t to the adopted qualification to any other Awarding Body except in a case where the Adopting Body has acquired the status of the original Developer Body under para 7.6.

### **5.2. What can be Adopted?**

**5.2.1.** The adoption of a qualification would be limited to qualification and the model curriculum as approved by NSQC for the following:

- i. NSQF aligned Qualifications
- ii. NSQF aligned Standalone National Occupational Standards (NOSSs)
- iii. NSQF aligned Micro-credentials
- iv. Any other type of NSQF aligned learning unit

### **5.3. Jurisdiction**

**5.3.1.** Geographical Jurisdiction to implement an adopted qualification by an Adopting Body shall be as per the approved jurisdiction mentioned in the agreement signed between the Awarding Body adopting the qualification and NCVET for grant of recognition.

**5.3.2.** In case, the Adopting Body having Pan India jurisdiction applies to adopt a qualification of a Developer Body having state/s jurisdiction, the Adopting Body shall be required to submit requisite Industry Validations and Line Ministry Concurrence at the time of application for adopting such qualification.

### **5.4. Exclusions**

**5.4.1.** All NSQF aligned qualifications can be adopted, except the following:

- i. Qualifications of Defence Awarding Bodies.
- ii. Qualifications that may affect National Security.
- iii. Qualifications wherein either the product/process or both are patented or fall under the IPR/Copy Right category.
- iv. Qualifications exclusively developed and implemented by an Awarding Body for internal training of its employees.

**5.4.2.** In case an Awarding Body desires to adopt any qualification/s falling in the categories mentioned in the para 5.4.1. above, the same may be done with the consent of the Developer Body.

## **6. CONDITIONS**

### **6.1. Fee**

**6.1.1.** A non-refundable Processing Fee of Rs. 25,000/- per qualification shall be payable to NCVET while submitting the proposal for adoption by the Adopting Body.

**6.1.2. Capacity:** The adoption rights shall be available to all the Awarding Bodies with demonstrated capacity/ capability in development and handling of qualifications. 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.

**6.1.3. Validity:** Qualification under revision period (i.e. 3 months prior to expiry date) shall not be considered for adoption.

**6.1.4. Basic Structure:** Adoption of qualification in context to the guidelines refers to adopting and implementing the qualification without altering the basic structure of a qualification detailed as below

- i. Eligibility criteria
- ii. NSQF level
- iii. Total Notional hours
- iv. Credits
- v. Validity of qualification

**6.2. Availability of content:** Upon fulfillment of all prescribed criteria, including submission of undertaking stating content availability, and successful review of the application for adoption of a qualification, the Adopting Body shall be granted adoption rights for the concerned qualification.

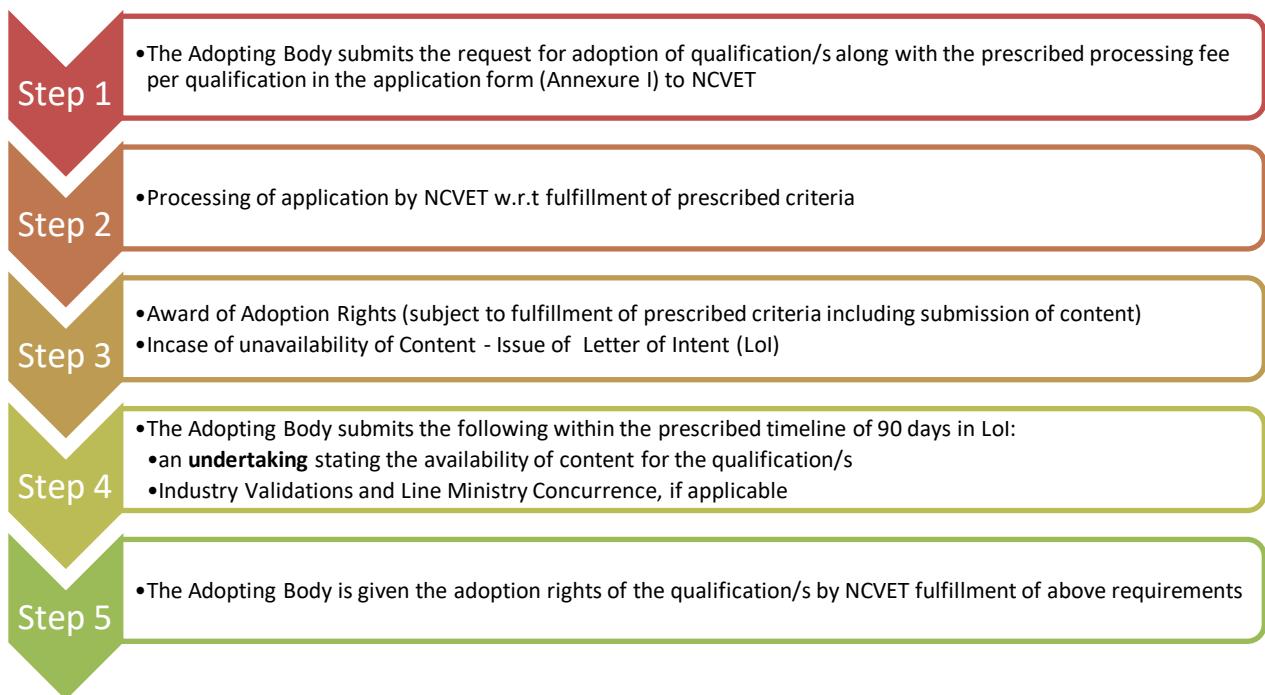
**6.3.** In case, the required content is unavailable at the time of application, a Letter of Intent (LoI) granting time of 90 days for development of content shall be issued. The Adopting Body, thereafter, will have to submit an undertaking stating the availability of content for the said qualification/s within 90 days of the issuance of LoI.

**6.4.** In case, the Adopting Body is unable to submit the content within the prescribed period of 90 days, the LoI issued will be considered invalid.

**6.5.** The Adopting Body would be required to re-apply for adoption of same qualification/s, if desired, after payment of requisite processing fees and submission of relevant documents. NCVET may undertake random review of the content of qualification for which adoption rights have been granted. In case of non-availability of content, adoption rights may be revoked.

## **7. OPERATIONAL MECHANISM**

### **7.1. Process for adoption:** The process for adoption will be as explained below:



### **7.2. Timelines:**

- a. NCVET shall complete the scrutiny of application within 30 days of the receipt of the complete application leading to either issuance of LoI or rejection of adoption application.
- b. The above timeline shall commence only after receipt of complete application including processing fee.

### **7.3. Periodicity of Application for Adoption of Qualifications**

- a. To facilitate efficient and timely scrutiny of the documents submitted for adoption of qualification/s, an Awarding Body may apply for a maximum of 15 qualifications at a time, along with documents complete in all respect.
- b. The time-gap for submission of any subsequent request for adoption by the Awarding Body shall be a minimum of 30 days from the date of previous application

for adoption.

- c. The Awarding Body should ensure that the documents submitted as part of adoption application must be complete in all respect along with the evidence of submission of processing fee.
- d. The date of submission of the application shall be applicable from the date when NCVET receives the complete application along with processing fee.

#### **7.4. Flexibility**

**7.4.1. Allowing Flexibility during Adoption:** Keeping in mind 'flexibility' as one of the guiding principles of Adoption of qualifications, some modifications to address the local or job specific requirements during adoption are permitted as per the norms listed below:

- a. **An overall modification of upto 20% in the qualification may be permitted.**
- b. Such modification may be carried out in any of the components (NOSs, modules, elements, etc.) of the qualification other than Employability Skills.
- c. Once the new ES Framework is ready, the Employability Skills may be chosen by the Adopting Body as per requirement by keeping the duration same.
- d. The total notional hours of the qualification shall remain the same i.e. there shall be no change in the duration and credits of the qualification.
- e. In case the intended changes in the qualification amount to more than 20%, the adopting body may bring in a new qualification/standalone NOS or MC
- f. Any modification made by the Adopting Body in training delivery, assessment criteria, training and assessment tools, etc. and approved by NCVET shall be well recorded and submitted to NCVET within 90 days of issuance of LoI.

#### **7.5. Validity and Revision**

**7.5.1.** The validity of adoption shall commence from the date of grant of approval of adoption rights by NCVET upto the 'Date of Planned Review' as mentioned in the originally approved qualification. Validity of adoption is concurrent with the validity of the adopted qualification/ any extension as approved by NSQC.

**7.5.2.** The Developer Body would be required to intimate NCVET 4 months prior to the Date of expiry if it would be revising the qualification and accordingly submit the complete docket of the revised version of such qualifications 3 months prior to the expiry date. The revision exercise by the Developer body, herein, would entail consultation with all the Adopting Bodies. The Adopting Body will have to comply with all the conditions mentioned in the revised qualification as and when approved by NCVET.

**7.5.3.** In case, the Developer Body does not undertake timely revision as mentioned in

para 7.5.2. above, NCVET would communicate to all concerned Adopting Bodies to submit an interest to revise the qualification(s). In case more than one Adopting Body expresses interest to revise the qualification, NCVET would be deciding authority on the matter.

**7.5.4.** The Awarding Body, which brings the qualification for revision, shall be accorded the status of Developer Body.

**7.5.5.** In case, neither Developer Body nor Adopting Body brings the qualification for revision within the prescribed timelines, the qualification shall be considered expired and therefore will be archived.

**7.5.6.** During the period for which a qualification is valid, the revision of the qualification may not be permitted except in special cases where there is an extraordinary and unprecedented requirement like major technical or policy changes. In such cases, the body desirous of revision shall make a formal representation to NCVET with reasoned justification.

**7.5.7.** The revision exercise of a qualification would entail consultation with all the Adopting Bodies along with the Developer Body.

## **7.6. Special Circumstances: Archived/ Withdrawal/De-recognition/Surrender**

**7.6.1. Archived Qualifications:** If any Awarding Body wants to adopt an archived qualification which has archived due to any compliance issue, but possesses the requisite validity, then it may do so as per the norms defined in these guidelines. However, for all other cases of archival like expiry of validity or withdrawal by the Developer Body or de-recognition of the Developer Body etc., it can be brought only as a new qualification with reasoned justification.

**7.6.2. Surrender of Awarding Rights:** 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 learners in relation to that qualification have been protected and accurate information about such surrender to learners, training centers and other stakeholders who are likely to be affected has been provided.

## **7.7. Reflection on NQR**

**7.7.1.** 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 qualification offered by different Awarding Bodies.

**7.7.2.** NCVET assigns a unique code to all approved qualifications. Such code consists of two further codes i.e static and dynamic. The static code reflects qualification type, NSQF level, sector and serial number of the qualification whereas the dynamic code represents the year of approval, version and name of the Awarding Body. In case of adoption of a qualification the static code shall remain the same while only the name of the Awarding Body in the dynamic code will change as per the Adopting Body. For example: Consider the code **QG-04-AA-00001-2022-V1-X** of a qualification developed by X Developer Body in 2022. If another Awarding Body named Y adopts the same qualification in 2023, only the name of the Awarding Body will change and the code of the adopted qualification will be - **QG-04-AA-00001-2022-V1-Y**, Y being the Adopting Body.

**7.7.3.** As elaborated above, the overall code of the qualification shall remain the same except the year and component of name of Awarding Body which shall be suitably reflected in the NQR with a provision of dropdown menu.

## **7.8. ToT/ToA**

**7.8.1.** Once a qualification is adopted, the Adopting Body shall also acquire the training rights, assessment rights, certification rights and responsibility to conduct Training of Trainers (ToT) and Training of Assessors (ToA) for the qualification being adopted alongside the Developer Body. However, such rights shall be exercisable as per the jurisdiction of the Adopting Body and as per the provisions of Lol/Order issued by NCVET granting such adoption rights.

**7.8.2.** In case of Adopting Body desirous of implementing ToT/ToA through the Developer Body, it may do so through mutual arrangements.

## **7.9. Teaching & Learning Content/ Resources**

**7.9.1.** The learning content /resources of the qualification shall be made available within 90 days of the issue of Lol by NCVET. Final Order granting the adoption rights shall only be issued when the Adopting Body has successfully submitted the undertaking stating the ready availability of learning resources.

**7.9.2.** In case, the Adopting Body is unable to submit the content within the prescribed period of 90 days, the Lol issued will be considered invalid. The Adopting Body would require to re-apply for adoption of same qualification/s, if desired, after payment of requisite processing fees and submission of fresh application.

**7.9.3.** In certain cases of Higher Education Institutions, School Boards and institutions of similar nature where academic session system is followed and there is a clearly laid out & quality-assured content development process, the timeline of 90 days may be extended to six months, for the submission of learning content/resources of the qualification from the date of issuance of LoI by NCVET. In such cases, the final order granting the adoption rights of the qualification shall only be issued when the Adopting Body has successfully submitted the undertaking stating the ready availability of learning resources.

**7.9.4.** Learning Content would include Learner's handbook, Trainer's handbook and any other content document as decided by NCVET. Such document must be developed in English and Hindi or the Indian Language, as applicable.

**7.9.5.** The responsibility of development of content is of Adopting Body. Adopting Body may develop or procure the content from Developer Body through mutual arrangements.

## **8. MONITORING BY NCVET**

**8.1.** 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. 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.

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**ANNEXURE I**  
**(refers to para 6.1.2)**

**REQUEST FORM FOR QUALIFICATION ADOPTION**

1. Name of the Qualification Being Adopted
2. Name of the Adopting Body
3. Nodal officer
  - a. Name
  - b. Contact Details
  - c. Qualification Details

a. Developer Body	
b. Original Approval Date	
c. Sector	
d. Qualification Code	
e. Validity Date	
f. NSQF Level	
g. Entry Requirements	
h. Duration	
i. Progression	

4. Primary Purpose of Adoption
  - a. Fresh Skilling
  - b. RPL
  - c. Skilling of PwD
  - d. Implementation under General Education
    - i. School Education
    - ii. Higher Education (Please specify)
  - e. Any Other (Please Specify)

5. Rationale for adopting the Qualifications

6. Qualifications in the same sector & similar occupations

S N o	Qualification Name	Sector	Occupation	Training Year Wise	Available Trainers	Available Content (details)	Question Bank Details	Available Assessment Agencies	Training Centers (location wise list)

7. Proposed Modification in the Adopted Qualification (If any):

a. Existing NOS

	NOS Name & Code	Duration	Proposed Modification	New Duration	Reason for Modification /Addition
Existing NOSs					
1					
2					
New proposed NOS (If any)			NA	NA	
1					
2					

Total					
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8. Proposed Implementation Plan:

- a. Total Training planned year wise
- b. Targeted Geography (States/UTs or Districts) with numbers
- c. ToT
- d. ToA

9. Availability of Content at time of application

- i. Yes, please attach a written undertaking by the Adopting Body regarding the same
- ii. No

10. Industry Engagement: List of Industry bodies in the sector/occupation

Name of Industry	Type of Association

11. Processing Fee: Details of submission of processing fee to NCVET as per guidelines

12. Any change in training and/or assessment methodology, training and/or assessment delivery tools etc. If yes, please mention the proposed changes.

13. Details of availability of Infrastructure required as per Qualification

- a) Certified Trainers

- b) Certified Assessors
- c) Training Centers with requisite tools & equipment
- d) IT Infrastructure including portal/engine
- e) Other