###### Vazhndhu Kaatuvom Project

#### Skill Training Guidelines for Rural Youth

***Introduction:***

The State of Tamilnadu is one of the most industrialized states in India. In favorable investment climate created by the State Government, accompanied by strong infrastructure and resource base has attracted huge investment by multinational companies in Tamilnadu. The investment in the field of automobile, construction, information & communication, service industries etc. have created lot of employment opportunities for rural youth. Though there is high demand for youth employment, shortage of skilled labor has deprived the opportunities of millions of rural youth in State. Realizing the big gap between demand and supply of skilled labor in the State, the Vazhndhu Kattuvom Project among other things aims at making millions of unskilled and semi skilled youth into potential skilled youth thereby securing sustainable employment.

Accordingly, several reputed skill training institutions have been identified by the project involving community and youth are facilitated to under go employable skill training through **Public Private Partnership Model**. The unique feature of this kind of involving MNCs and Major industries for youth skill training is done only in Tamilnadu in the country. In this initiative, the VK Project act as a Employment Generation Bridge between the unemployed rural youth and potential employer.

***Objectives :***

* To built the capacity of the unemployed and under employed youth both of male & female to acquire sustainable self employment or employment either in industries or companies.
* To meet the increasing demand of skilled workers in industries / companies in the fast growing industrial development in Tamil Nadu

***Strategy :***

* Village Poverty Reduction Committees (VPRCs) have developed Youth Data Base for each Panchayat in which the details of youth like name, age, sex, qualification, trade of interest to undergo training etc are collected. From the Youth Data base, interested youth are identified by VPRC and trainings are imparted in partnership with various industries / institutions.
* VRPC will be responsible for successful implementation of the Skill Training.
* Formation of Youth Forum and Youth sub committees

Twin approaches adopted by VK Project for employment generation for rural youth are:

1. **Employable Skill training** : Trainings are organized through reputed

industries / institutions and employment arranged.

1. **District Job Fair** : Direct employment is created to rural youth

by linking the youth with major companies at the

district level.

***Team for selection of training institutes:***

Each district may constitute a district level team to identify the reputed institutions in the district level. The team may consist the following members :

1. APM (M&L) or APM(LH) - 1
2. Team Leader - 1
3. VPRC Member - 1
4. SAC member and - 1
5. Youth from VPRC - 1

***Criteria for selection of Training Institutes :***

The above team will visit the training institutes and select the training institute based on the following criteria :

1. The training institution should be a reputed / recognized (Govt. or industry) institution offering job-oriented skills training.
2. The courses offered should preferably have accreditation or recognition from reputed universities/ industry or association or Government agencies.
3. Assessment should be done on trades, duration and cost of various trainings offered by the institute
4. The syllabus and course duration should be matching the prescribed norms (set by govt. / other agencies) and the syllabus should include minimum 70% of practical session
5. Wherever necessary a capsule on soft skills (communication, attitude, punctuality, neatness, working together etc.) should be included in the training programme
6. The institution should provide at least 80% assured placement for the successfully completed trainees in reputed firms / industries as skilled laborers in the area of specialization acquired in the training course
7. Availability of accommodation facilities for the trainees (boys & girls) in the institute
8. Availability of infrastructure facilities like class room, equipments , tools, machineries etc. to be ascertained
9. Availability and adequacy of qualified instructors for the proposed training in the institute to be ascertained
10. Previous experience in conducting trainings should be assessed
11. Job placement details for the previous trainings should be assessed
12. Accessibility of the institutions from the project area to be considered
13. The above team can also select training institutes in n ear by districts where VKP is not in operation following the same criteria.
14. The District Project Manager should inspect all the training institution provisionally selected by the team. Institution with good track record and guaranteed placement for not less than 80% of the trainees alone should be selected.

The final list of skill training institutes selected in the district will be circulated to all the VPRCs with all particulars for the further action.

# *Selection of candidates:*

1. VPRC will be responsible for selection of candidates and youth sub committee will play major role in selecting the candidates for training
2. Youth both male and female in the age group of 18-35 years are only eligible for skill training.
3. The candidates should be selected based on the eligibility criteria of the company / industry like age, sex, qualification, height, weight etc.
4. Candidates should be from target group, however 20% of non target youth may also be selected.
5. Preference should be given to members from the families of Self Help Groups / Youth Forum / Youth SHGs / Disabled SHGs followed by unemployed youth from the target families.
6. The aptitude and willingness of the candidate to undergo training and employment to be ascertained before enrollment in any training.
7. The candidates must be willing to stay away from the native place during the training period if necessary
8. Counseling should be done to the candidates before sending them to training
9. The candidates must be ready to take up employment in any place within or outside the district or state.
10. In case of candidates dropped out without valid reason from the course, the cost incurred to be recovered from the candidates
11. While selecting the candidates VPRCs should provide wide publicity to all the target families in the Panchayats including habitations through

* Display boards / hand bills on various trades and their scopes
* Services of Youth Forum / SHGs to be utilized to identify and motivate the youth to undergo training

9. Finally, VPRCs should select the candidates and decide course fee, stipend etc., and the same to be recorded in the resolution book in detailed manner.

# *Duration and cost of training :*

1. The minimum duration of the training course shall be at least 1 month, maximum duration should not exceed 12 months.
2. Training fee shall be restricted to a maximum of Rs.7,500/- per person / per trainee
3. If course fee exceeds Rs. 7500/- per trainee, DPM should get approval from P.D., VKP, with justification.

***Payment procedure for training:***

* No training / payment should be made to the training institution without entering into a proper agreement. Payment details should be clearly spelled out in the agreement.
* No advance shall be made to any institution before commencing the training at any circumstance. However, part payment can be made proportionately after completion of 30 days training considering total duration of the training.
* In exceptional cases like Driving (LMV & HMV) where license fee to be paid to the RTO / Govt. the amount of license fee alone may be paid to the training institute before commencement of the training.
* If the course is successfully completed, 75% of the total course fee can be released to the institute after verification of relevant records like attendance, issue of course completion certificate etc.
* The remaining 25% of course fee should be released to the institution only after placement of at least 80% of successfully completed candidates.
* Evidence of placement may be in the form of salary slip or ID card or appointment letter or VPRC certification
* Payment to the institute should be made only by cheque on scrutiny of the original bills and claims by VPRC.
* For training & employment expenditures, other than training fee like food, accommodation, travel expenditure etc. shall be decided by the VPRC and paid to the candidates based on the merit of the case
* For direct employment like Nokia, Foxconn, Jabil, Laird, Salcomp, Wintek, Samsung, Motorola etc. VPRC / youth subcommittee can decide the quantum of assistance to meet the expenditure like food, accommodation, transportation etc.
* For training, each candidate should pay contribution to the VPRC. The quantum beneficiary contribution may be decided by VPRC considering the Socio - economic condition, PIP list, Vulnerable / disabled etc. and the same should be clearly recorded in VPRC resolution.

Release of funds to VPRCs

* 1. The funds will be directly released to the District Project Managers who will in turn release the same to the VPRCs. VPRC will maintain this fund under the separate head “Skill Development Fund” in the VPRC account. The VPRC will maintain proper records for this fund and also submit separate UCs certified by the SAC & GS.
  2. VPRCs / Youth sub committee should maintain a separate skill training register with details of trainees, trades, duration, course fee, placement details etc.

***Monitoring mechanism and Utilization Certificate(UCs)s:***

1. The Social Audit Committee (SAC) will monitor the utilization of skill training fund released to VPRCs.
2. In case of any violation in utilization of funds, SAC can take up the matter with Grama Sabha.
3. The VPRCs will submit quarterly progress report to DPMU (format enclosed)
4. VPRCs will submit half yearly Utilization Certificate (UCs) to DPMU along with SAC certification & GS approval (format enclosed)
5. The DPM will consolidate the UCs from all the VPRCs and send them to State Society