



## **Training of Trainers (ToT) process and steps** **(Guidelines)**

1. Training of Trainers Program at THSC is a 7-day program which is conducted in virtual / online mode. To gets yourself / your Trainer Certified through THSC, following steps need to be followed. The participant taking part in the TOT Program must have relevant education & work experience in the similar domain.
  - For ex. Trainers who wishes to get Certified in Food & Beverage Service Associate must have minimum 5 years of Industry / Teaching experience in field of Restaurant service, Banquet Operations, Counter Sales in Fast Food Outlet will be required.
  - For Ex. Trainer who wishes to get Certified in Guest Service Associate (Housekeeping) must have 5 years of Industry / Teaching experience in Housekeeping Dept. If in case the person has 3 years of experience in Housekeeping + 2 years in Front Office, then also he / she shall be eligible.
  - For Ex. Trainer who wishes to get Certified in Commis Chef / Asst. Chef must have 5 years of Industry / Teaching experience only in Kitchen Department. All ex. are for NSQF Level 2-4
  - For NSQF Level 5-8 Job Roles, participant must have the experience of 5 years + relevant experience in the same job role. For Ex. Participant wanting to get TOT Certified in Chef De Partie / Duty Manager / Front Office Manager / Housekeeping Manager must have 5 years of relevant experience and his/her last assignment must be at least at the same level as Chef De Partie / Duty Manager / Front Office Manager / Housekeeping Manager.
2. Training Partner / Center / Institute / Industry Partner / College / University must send detailed CV of the participating Trainer to [training@thsc.in](mailto:training@thsc.in) and [vivek.shandilya@thsc.in](mailto:vivek.shandilya@thsc.in) for CV approval. The CV must be properly explained and relevant information such as Education (Diploma/Graduation/Post Graduation) along with year wise work experience, company name, department and position must be mentioned. If proper CV is not submitted, then the Trainer will be rejected and can not move forward for the ToT Program.
3. Post approval on the CV on email, Trainer needs to create profile and TR ID on Skill India Digital Portal.
4. Trainer / Training Partner need to fill the excel sheet given by THSC with payment details of INR 8500 and share on email.
5. Final confirmation for the TOT will only be given after receipt of payment of INR 8500 and receiving of Nomination form in excel / format sheet.
6. Trainers needs to attend everyday TOT and absenteeism is not allowed.
7. Each Trainer need to appear for Domain & Platform examination and submit teach back video within the duration of TOT.
8. Non submission or non-appearing in the examination will lead to failure / non-certification of the trainer.
9. Post passing the domain and platform examination result will be shared with Training Partner / Trainer
10. For certificate generation, passed Trainers need to generate certificate request on Skill India Digital and send request on email to [training@thsc.in](mailto:training@thsc.in)

For any query / clarification pls write to [training@thsc.in](mailto:training@thsc.in) [vivek.shandilya@thsc.in](mailto:vivek.shandilya@thsc.in) or call at 011-41608056/57 Extension 114

### **Tourism & Hospitality Skill Council**

Corporate Office: – 301, Block A, 3rd Floor, Naurang House, 21 KG Marg, Connaught Place, New Delhi  
110001 [www.thsc.in](http://www.thsc.in)

## **Training of Trainer Process**

- *A person with minimum 5 years of experience in Tourism & Hospitality domain may choose to become a Trainer in approved Qualifications of THSC.*
- *The person interested must submit their CV / Resume / Profile detailing minimum 5 years of experience in the field of Tourism & Hospitality and also attach experience certificates.*
- *Post verification of their profile and approval ToT team will nominate / add the participant in ToT batch.*
- *Participant must register on SIDH to generate their TR ID and share the same with THSC ToT Team before the start of ToT batch.*
- *The participant may choose to go under ToT in only 1 Qualifications at the time suiting to their previous attained qualifications.*
- *Each nominated person must score a minimum of 80% marks in each Qualification for which they are undergoing the ToT.*
- *ToT fees will be INR 9000 all-inclusive and valid for a period of 2 years for 7-day program and INR 5000 for 2-day direct assessment program.*
- *Nomination Trainer by Partner may choose to take part in 7 days or 2 days program.*
- *Post expiry of the certificate, the certified Trainer may nominate themselves for re-certification. Re-certification cost is INR 5000.*

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