

# **FICSI Guidelines for Empanelled Training Providers and NGOs**

## **A.) Roles and Responsibilities**

**Training Providers and NGOs are expected to:**

- i. Conduct skill training programs aligned with FICSI-approved Qualification Packs (QPs) and National Skills Qualifications Framework (NSQF) levels.
- ii. Mobilize eligible candidates from target communities with a focus on inclusivity (women, youth, marginalized groups).
- iii. Ensure availability of certified trainers and qualified assessors for training delivery and evaluation.
- iv. Maintain high-quality training infrastructure, including practical labs and learning aids.
- v. Monitor trainee attendance and ensure minimum 80% participation (or as per the program guidelines)
- vi. Facilitate assessments of skill programs of Food Processing sector through FICSI only and support certification processes.
- vii. Provide placement assistance, self-employment support, or linkage to higher education opportunities.
- viii. Maintain transparent records of training delivery, assessments, placement, and feedback.
- ix. Submit timely reports, data, and documentation as per FICSI formats and timelines.
- x. Comply with all statutory and regulatory guidelines under NSDC and Skill India framework.

## **B.) Do's and Do'nts for Training Providers and NGOs**

### **Do's**

- i. Adhere strictly to the curriculum and standards set by FICSI.
- ii. Focus on industry-relevant skills and job market linkages.
- iii. Ensure ethical practices in mobilization, training, and placement.
- iv. Execution of Skill Training Programs only through Trainers having active ToT certification from FICSI.
- v. Promote a safe and inclusive learning environment.
- vi. Engage with local industries and stakeholders for practical exposure and placement.

### **Don'ts**

- i. Do not use FICSI logo on any document/program promotion material/Private certificates/Manual Certificates without consent from FICSI.
- ii. Do not release any certificates on behalf of FICSI in any condition.
- iii. Do not misrepresent data related to mobilization, training hours, assessments, or placements.
- iv. Do not charge fees from candidates in government-sponsored programs unless explicitly permitted.
- v. Do not subcontract training delivery to unapproved third parties.
- vi. Do not engage in any activity that compromises the integrity of the training program or violates FICSI policies.

**Kindly note:** Violation of FICSI guidelines by empanelled Training Providers/NGOs will lead to **strict action**, including but not limited to:

- Suspension or termination of empanelment,
- Blacklisting from future FICSI or Govt programs under Food Processing Sector,
- Forfeiture of any pending payments, and
- Legal action as deemed appropriate by FICSI.