

Process Note for Operation of BP/Franchise Partners Business

Batch Plan

- Batch planner to be shared with respective EduBridge SPOC at least 7 days prior to the batch start

Enrolment and Registration

- Learner registration to be done through EduBridge portal with the center UTM link
- Clear copy of Learner documents to be uploaded
- Documents - Adhaar card front & back and Pan card (Good TO Have), Educational Qualification Certificate, Income proof/Declaration, latest photograph of learner
- Enrolment to be completed by T-2 Days (2 working days prior to the batch start)
- Mobile number and Email Verification of learners mandatory for all the batches
- Student profile to be completed
- Learner and Trainer registration to be done on NSDC SIDH portal

Inception

- All batches to be incepted on T+5 days (on 5th day of training)
- Only verified learners during Welcome Call to be incepted in the batch and all not verified learners will be de-assigned from the batch

Calls for Learner Verification : Recorded Virtual Calls

Welcome Call - Post Batch Start on 2nd & 4th day of batch start

Mid Call/Feedback 1 - Post MLAT on next 2 working days

Feedback 2 Call – Post EXLAT Last day of EXLAT + 1 day

1. Welcome call will be done Post Batch Start before Inception during batch timing

- Individual learner verification will be done – Learner to attend verification along with valid ID proof
- Only verified learners to be incepted in the batch
- Total 2 Welcome calls will be done for each batch – one on the 2nd and one on the 4th day of the batch
- Verification will be done only at the center

2. Mid Call/Feedback 1- Virtual MLAT verification call –

- Total 2 nos. of virtual call will be done on next 2 working days post MLAT
- All active learners in the batch to be verified at the Center

3. Feedback 2 Call Virtual EXLAT feedback call –

- Total 2 nos. of virtual call will be done – one on last day of the EXAT and one on next day as per batch timing
- All 100% assessed learners (Students at EXLAT) to be verified

4. Placement verification – Dual verification of all placed learners as per the process

Training

- Attendance & DTD to be updated same day
- Google Drive to be updated on weekly basis with all the pictures and required documents
- Daily training geotagged pictures (In and Out time) with date and time to be shared with proper project branding
- Proctored EXLAT on Do Select to be conducted
- Only enrolled learner to give the assessment

Placement

- Placement documents (Offer letter, appointment letter or email confirmation from company domain) to be submitted within 30 days of Training Completion (post EXLAT)
- Batch wise placement target of min 70% to be completed
- All placed learners to be verified and only verified learners will be considered

PPCV (Post Placement Verification) – 2nd level placement verification call

- Offer letter as per new updated PPV process.
- PPC Verification Process & TAT - within 45 working days post EXLAT of the batch
- Batch closure TAT – 45 days from EXLAT

Learner Engagement : Monthly activities shared by EduBridge team

- 1 Client Delight Activity as shared by EduBridge team to be conducted per batch/month
- Atleast 1 Guest lecture per batch/month to be attended by learners
- 1 Field Visit per batch as per project requirement

Pictures, Videos & Learners testimonials/success testimonials

- Min. 5 pictures for the activities with project branding per batch
- 3 placement success stories and 2 video testimonials per batch with project branding and project & client name
- Daily Training geotag pictures - 1 batch start & 1 batch end (In and Out time)
- All pictures and videos with project branding to be shared on respective batch's google drive link
- Certificate Distribution/Convocation ceremony – Quarterly pictures with project branding

Calling for BU Alliance BP & Franchise Batches

8 - 10 calls Post Enrolment Completion - Ensure Smooth Functioning & Quality Training

- Welcome Call
- Feedback 1 - 50% of Training Completion
- Feedback 2 – After EXLAT
- Placement Verification 1st level Call
- Placement Verification 2nd level Call from PPCV team