Ladakh Skill Development Mission

User Manual for Training Partner Module

INDEX

      i) Contact Details in case of emergency

i) Change Password

      i) Change your default password

j) Logout

- # Introduction

    - Training Partner Portal allows TP of Ladakh to register to offer training for the candidates of Ladakh Skill Development Corporation.

- # Training Partner Portal

    ## a. Register Process

    - Here Candidate can register for Ladakh Skill Development Mission.
    - Some Mandatory Fields:
        i. Training Partner Name
        ii. Training Partner Organisation Type (Drop Down Menu)
        iii. Organisation Registration Number
        iv. Email
        v. Mobile Number
        vi. PAN No
        vii. Pin code
        viii. District
    - After registering, your initial password would be mailed to your email address.

b. Login Process

- Once registered, use the password mailed to registered email address to login.

- Select training partner from "Select User Type"

- You are also required to fill the captcha.

c. Forgot Password

- You can change your password in case you forgot it.

- Enter your registered email address. A link would be mailed to you.

- Click on that link to further reset your password.

• Training Partner After Login

a. Training Partner Dashboard

- After login, you will be redirected to your dashboard.

- Here you can view the following details:

    i. Navigation Bar: For deep diving into the platform

    ii. Batches: Statistics on Batches with graphical representation

    iii. Training Centre/Candidates: Statistics on Training Centre/Candidates with graphical representation
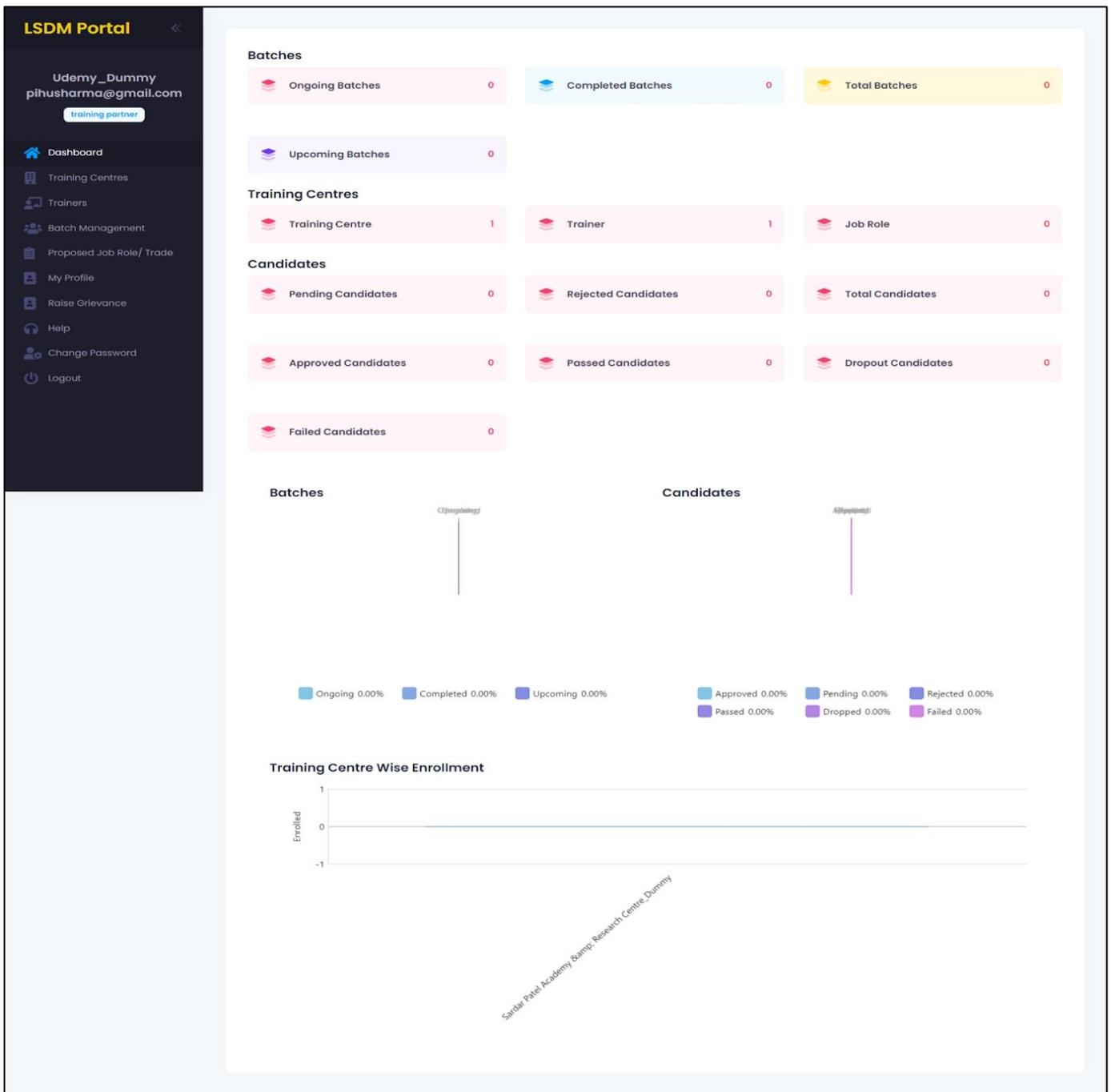
b. Training Centre

i. Creation of Training Centre

- You can create multiple Training Centres within this section of Dashboard.

- There is also an "Add" button to add the details of new Training Centres. These details can also be edited later.

- These are major details that are required to add new Training Centre:

    1. Centre Information:
        a. Centre Name
        b. Build Ownership (Rental/Owned)
        c. Type of Centre
    2. Owner Information:
        a. Name
        b. Designation
        c. Gender
        d. Aadhar Number

- There is also an "Export Records" button to export the data into a much more readable format like excel document.

c. All Trainers

i. Details of Trainers

- The details of the trainers would be displayed here.
- There is also an "Add" button to add the details of new Trainers. These details can also be edited later.
- These are major details that are required to add new Trainer:
    1. Trainer Name
    2. Trainer Type
    3. Valid From/To (Availability of Trainer)
    4. Experience Details:
        a. Organisation

        b. From/To (Date)

        c. Designation/Role

        d. Uploads: Joining Letter (in pdf, png, jpeg)

    5. Certifications

- There is also an "Export Records" button to export the data into a much more readable format like excel document.

d. Batch Management

i. Management of Batches

- This section makes it easier to manage batches.
- There is also an "Add" button to add the details of new Batches. These details can also be edited later.
- These are major details that are required to add new Batches:
    1. Training Centre
    2. Job Role/QP NSQP (National Skill Qualification Pack)
    3. Trainers
    4. Batch Start Date/End Date, Start Time/End Time
    5. Assessment Date
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

e. Proposed Job Role/Trade

i. Management/Creation of Jobs for Training Centre

- This section is developed to provide jobs for training centre.
- There is also an "Add" button to add the details of Job Role for Training Centre. These details can also be edited later.
- These are major details that are required to add new Proposed Job Role:
    1. Select Training Centre (from Drop Down list)
    2. Sector
    3. Job Role/Skill
    4. Job Role/QP NSQP (National Skill Qualification Pack)
    5. Job Role Duration/Time
    6. Job Role Type
    7. Proposed Target per year
    8. Number of classroom/laboratory/equipment details
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

LSDM Portal «

Udemy_Dummy
pihusharma@gmail.com
training partner

- 🏠 Dashboard
- 🏢 Training Centres
- 🗣 Trainers
- 👥 Batch Management
- 📋 **Proposed Job Role/ Trade**
- 📇 My Profile
- 📇 Raise Grievance
- 🎧 Help
- 👤 Change Password
- ⏻ Logout

Proposed Job Role

[+ Add] [📄 Export Records]

All Training Centre ⌄

Show 10 ⌄ entries   Search: _____

S.No	Sector	Job Role/Trade	Job Role/Trade Code	Job Role/Trade Duration	Job Role/Trade Type	Proposed Target per year
			No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

LSDM Portal «

Udemy_Dummy
pihusharma@gmail.com
training partner

- 🏠 Dashboard
- 🏢 Training Centres
- 🗣 Trainers
- 👥 Batch Management
- 📋 Proposed Job Role/ Trade
- 📇 My Profile
- 📇 Raise Grievance
- 🎧 Help
- 👤 Change Password
- ⏻ Logout

Add Proposed Job Role

Select Training Centre *	Sector *	Job Role/Skill *	Job Role/QP NSQF Code *
– Select –	– Select –	– Select –	

Job Role Duration (in hours) *	Job Role Type *	Min/Max Batch *	Proposed target per year *
	– Select –		

Number of parallel batch that you can run *

_____

Description *

_____

Facilities

☐ Computer Lab   ☐ Internet   ☐ Accessible Toilets

Class Room   Laboratory   Equipment Details

Number of Class Rooms *

– Select –

[Submit]   [Cancel]

f. My Profile

- Here you can update your personal details which you entered during registration.

i. Update Details

- Training Partner Details

    a. Tab to change Training Partner details like: Aadhaar Information, Phone number etc.

g. Raise Grievances

i. Raise any Query

- Any query related to the portal, or if there's any issue regarding application or dead functionality; would be cleared here.

- You can raise any query and also check the status of response from here.

- This tab is specially designed to make the platform more independent and easier to use.

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com

training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

Raise Grievance

+ Add
Export Records

Show 10 entries

Search:

S.No	Type	Description	Status	Remark	Attachment
		No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

LSDM Portal

Udemy_Dummy
pihusharma@gmail.com

training partner

- Dashboard
- Training Centres
- Trainers
- Batch Management
- Proposed Job Role/ Trade
- My Profile
- Raise Grievance
- Help
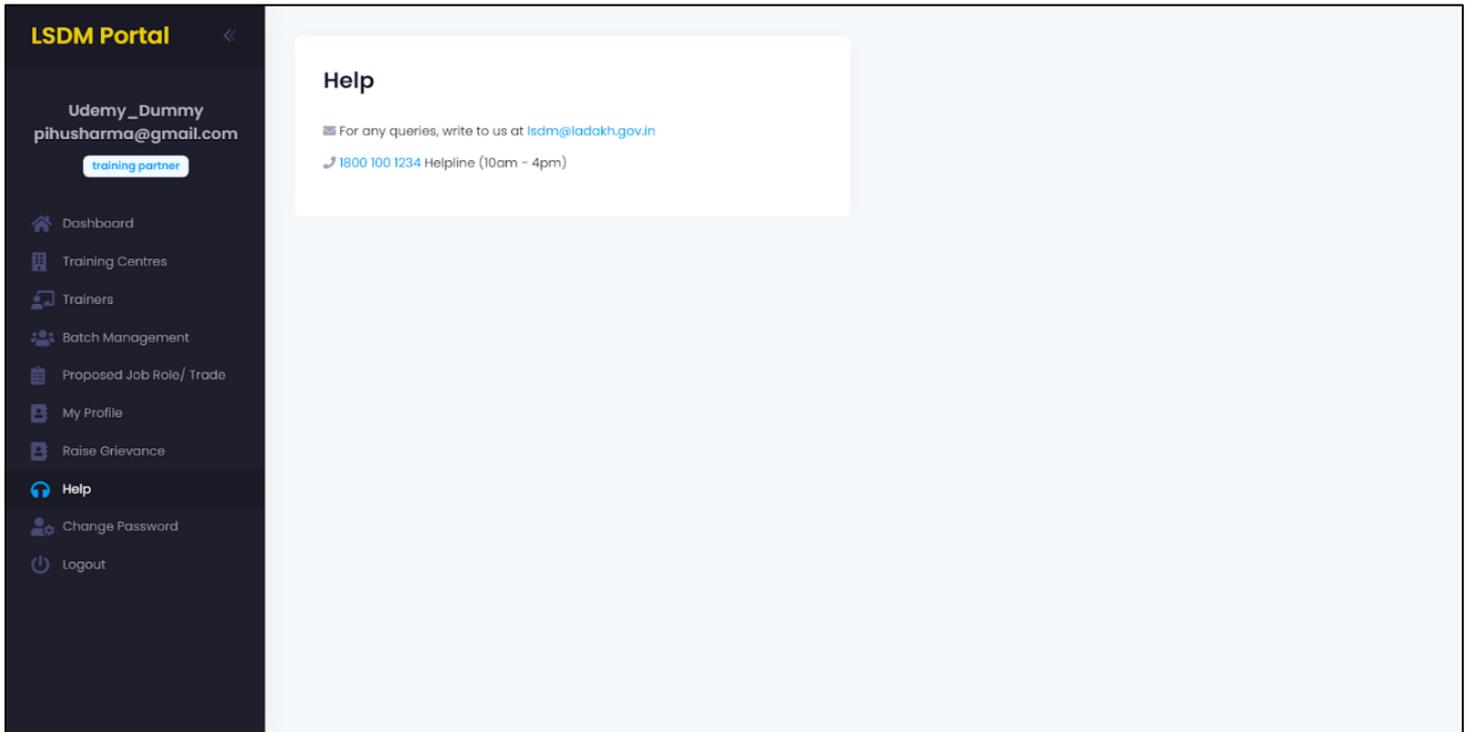- Change Password
- Logout

Add Raise Grievance

Type *

Select Type

Description *

Attachment URL 1 * (.pdf .doc .docx)

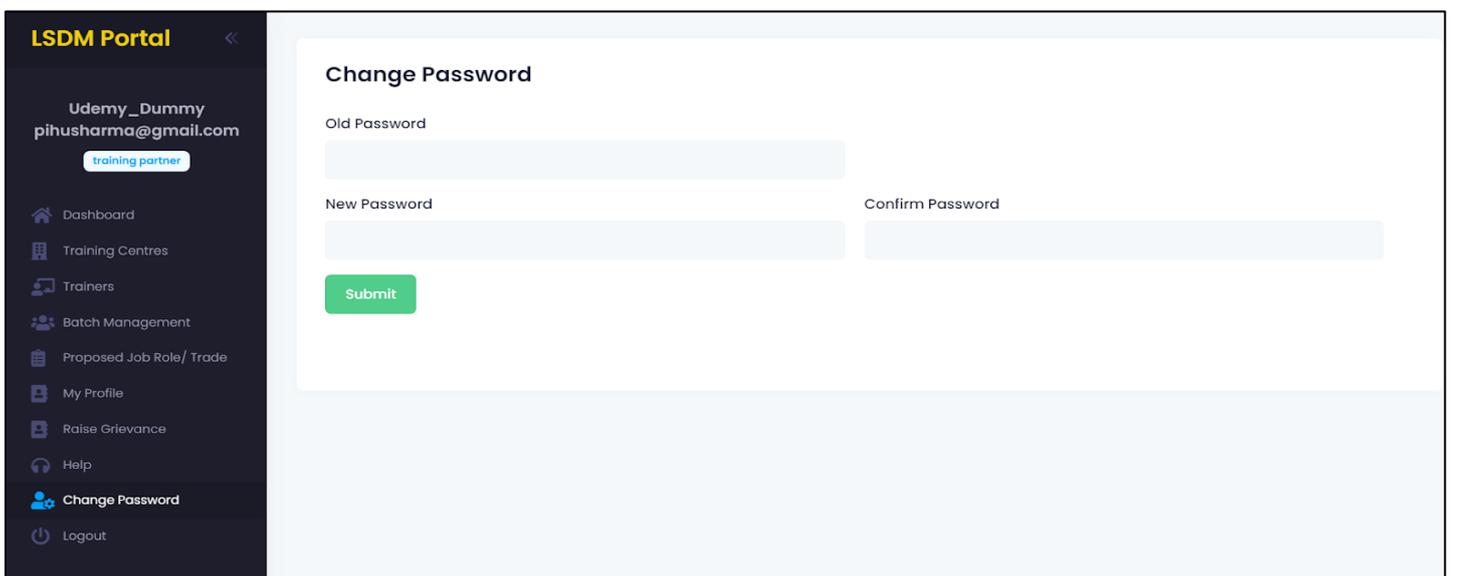Choose File   No file chosen

Submit

Cancel

h. Help

i. Contact details in case of emergency

- If there is any problem related to the platform. You can contact the respected team from Ladakh Skill Development Mission to help solve your issue at earliest.
- Contact details of the people from the organisation is provided.

i. Change Password

i. Change your default password

j. Logout