

Guidelines for Training of Trainers (ToT) for Master Trainers

Geriatric Care Provider (QP Code: GCP/HSS/Q0101)

1. Introduction

The National Institute of Social Defence (NISD) is the nodal training and research institute in the field of social defence. While social defence covers a wide gamut of activities for the protection of society, NISD currently focuses on human resource development in drug abuse prevention, welfare of senior citizens, Transgender welfare, and beggary prevention.

The Senior Citizens Division of NISD has been actively imparting training in elderly care for over a decade. The Geriatric Care Provider Qualification/Job Role (QP Code: GCP/HSS/Q0101), developed by NISD, is formally approved by the National Council for Vocational Education and Training (NCVET). This training programme aims to build a competent pool of master trainers and assessors capable of upholding prescribed standards, procedures, and quality benchmarks nationwide.

2. Aim & Objectives of the Programme

The Training of Trainers Programme aim & objectives are follows:

- Familiarize participants with the Geriatric Care Provider Qualification/job role and curriculum.
- Develop competency in delivering competency-based training programmes.
- Strengthen knowledge and practical skills in geriatric care services.
- Enhance adult learning and facilitation skills.
- Build competency in lesson planning, classroom management, and practical demonstrations.
- Develop effective communication, presentation, and learner engagement skills.
- Familiarize master trainers with assessment requirements, documentation, and certification procedures.
- Develop a national pool of certified master trainers for elderly care programmes.

3. Programme Details:

Duration: 10-11 Days

Timing: 09:30AM to 5:30 PM

Venue: National Institute of Social Defence (NISD), Sector-10, Dwarka, New Delhi

4. Core Programme Content

The curriculum balances classroom lectures, interactive demonstrations, practical exercises, platform presentation skills, and strict assessment orientation across the following thematic areas:

- Overview of the Geriatric Care Provider Qualification Pack (QP)

The programme shall comprise classroom sessions, practical demonstrations, simulations, teaching practice, and competency-based learning covering the following modules:

- Overview of Geriatric Care Provider Qualification/Job role
- Training Methodology and Facilitation Skills
- Lesson Planning and Session Management
- Geriatric Health Concepts
- Active Ageing and Healthy Lifestyle
- Common Health Problems among Senior Citizens
- Communication, Empathy & Companionship
- Infection Prevention and Control
- Diet and Nutrition
- Self-care of Geriatric Caregivers
- Dementia Care and Management
- Patient Positioning and Comfort Devices
- Usage of Assistive Devices
- First Aid & Emergency handling
- Cardiopulmonary Resuscitation (CPR) skills
- Caring Procedures
- Physiotherapy, Yoga, Meditation and Naturopathy
- Introduction to AYUSH Healthcare System
- Platform Skills
- National Skill Qualification Framework (NSQF), NOS and Qualification Pack
- Employability Skills
- Training on Digital and Learning Management Platforms
- Conducting Theory and Practical Sessions
- Assessment Orientation and Documentation

5. Eligibility Criteria for Master Trainers

Applicants must possess **at least one** of the following academic and professional profiles:

- General Nursing and Midwifery (GNM): Minimum of three (3) years of experience.

- ✎ B.Sc. Nursing / Post Basic B.Sc. Nursing: Minimum of two (2) years of experience in geriatric setups and one (1) year of teaching experience.
- ✎ M.Sc. Nursing: Minimum of one (1) year experience.
- ✎ Medical Graduate (MBBS): Minimum of one (1) year of experience, preferably in Community Medicine.

6. Documents Required for Verification

Participants shall bring the following original documents along with self-attested photocopies:

- 1) Identity Card issued by the current organization.
- 2) Aadhaar Card.
- 3) Two recent passport-size photographs.
- 4) Updated Curriculum Vitae (CV).
- 5) Educational Qualification Certificates.
- 6) Experience Certificates.
- 7) Training Experience Certificates (if applicable).
- 8) Any other document supporting eligibility.

Equipment(s) to Carry

- 1) Personal Laptop computer
- 2) USB Flash Drive (Pen Drive)
- 3) Standard writing materials/notebooks

Note: *All participants must submit their completed application form along with the self-attested supporting documents prior to the official commencement of the programme.*

7. Attendance and Participation Standards

- ✎ **Mandatory Attendance:** 100% attendance across all sessions throughout the entire duration of TOT program is strictly required.
- ✎ **Punctuality:** Participants must report to the venue on time daily. Delayed arrivals will not be tolerated.
- ✎ **Active Engagement:** Full participation in classroom dynamics, practical demonstrations, micro-teaching sessions, mock assignments, and evaluations is compulsory.
- ✎ **Disqualification:** Any unexcused absence from a scheduled session without explicit prior permission from the coordinator results in immediate disqualification from certification.
- ✎ Attend all sessions throughout the programme.
- ✎ Complete all learning activities assigned during the programme.

Absence from any session without prior approval may lead to disqualification from certification.

8. Dress Code & Professional Decorum

- ☞ **Daily Attire:** Formal or semi-formal business attire must be maintained throughout the training.
- ☞ **Practical Sessions:** Participants must bring and wear their own white clinical lab coats/aprons during lab and practical demonstration hours.
- ☞ **Footwear:** Safe, appropriate closed-toe footwear must be worn during all practical, therapeutic, and clinical simulation exercises.

9. Assessment and Certification Framework

Evaluation Components

The final evaluation evaluates two distinct areas:

- ☞ **Domain Skills:** Consists of a Written Examination, a Practical Assessment, and a Viva-Voce.
- ☞ **Platform Skills:** Micro-Teaching Session, Lesson Plan Preparation , Presentation Skills, Classroom Facilitation Consists of a Written Examination and a Viva-Voce performance.

Certification Requirements

To achieve certified status, candidates must:

- ☞ Secure a minimum score of 80% marks in the overall cumulative assessment.
- ☞ Fulfill all explicit attendance requirements.
- ☞ Demonstrate satisfactory, safe performance across both theoretical and practical components in both Domain and Platform tracks.

Policy on Non-Qualification

⚠️ Strict Failure Policy:

- ☞ Participants who fail to achieve the minimum 80% passing standard will not be certified.
- ☞ Non-qualifying candidates are barred from attending any subsequent ToT / ToA programmes conducted by NISD for a period of one calendar year from the assessment date.
- ☞ NISD does not offer re-assessments, supplementary examinations, or online review options.

10. Declaration for Assessment Responsibilities

Declaration of Training Responsibilities

All certified trainers shall submit a signed declaration agreeing to:

- ✎ Deliver training programmes assigned by NISD.
- ✎ Conduct training strictly according to NISD curriculum and standards.
- ✎ Maintain professionalism, impartiality, confidentiality, and ethical conduct.
- ✎ Ensure quality delivery of both theory and practical sessions.
- ✎ Inform NISD well in advance in case of inability to undertake assigned training programmes.
- ✎ Maintain records and reports as prescribed by NISD.

Failure to undertake assigned training programmes without valid reasons may result in removal from the panel of trainers.

11. Travel Allowance (TA) Financial Regulations

- ✎ **Outstation Participants:** Reimbursed up to AC III-Tier train fare (to-and-fro) via the shortest route, strictly governed by standard NISD fiscal norms.
- ✎ **Local Participants:** Reimbursed for daily travel expenses up to a maximum ceiling of Rs.200/- per day on an actual expenditure basis.
- ✎ **Documentation:** Reimbursements are contingent upon the submission of original travel tickets, boarding passes, and authentic payment receipts.

Non-Admissible Claims

The NISD finance department will summarily reject claims containing:

- ✎ Photocopies or digital scans of physical tickets.
- ✎ Altered, overwritten, or tampered travel documentation.
- ✎ Incomplete expense claim submissions.
- ✎ Fake, inflated, or forged invoices/bills.

12. Boarding and Lodging Facilities

- ✎ Boarding and lodging options are extended to outstation participants directly within the NISD campus facilities, subject to room availability.
- ✎ Participants must maintain high standards of cleanliness, hygiene, and strict behavioural discipline within the institutional guest rooms.
- ✎ Any physical damage caused to institutional property will trigger immediate financial recovery protocols and disciplinary action. All residents must adhere completely to the NISD Accommodation Guidelines.
- ✎ Accommodation guidelines issued by NISD shall be strictly followed.

13. Code of Conduct

Expected Behaviours

- ✎ Exemplify disciplined, respectful, and professional behaviour at all times.
- ✎ Show professional courtesy to faculty members, fellow trainees, and institutional support staff.
- ✎ Execute all tasks issued by the designated programme coordinators.
- ✎ Restrict personal mobile phone usage exclusively to designated break hours.
- ✎ Maintain absolute confidentiality regarding all examination materials and institutional blueprints.
- ✎ Respect faculty members, fellow participants, and institutional staff.
- ✎ Follow instructions issued by programme coordinators.

Strictly Prohibited Activities

- ✎ Consumption or possession of alcohol on institutional premises.
- ✎ Smoking or use of any tobacco/nicotine products.
- ✎ Any form of misconduct, harassment, discrimination, or disruptive behaviour.
- ✎ Unauthorized digital copying, photography, or online sharing of training materials and assessment toolkits.

Failure to comply with these behavioural mandates will trigger immediate expulsion from the programme and forfeiture of certification eligibility.

14. Critical Final Instructions

- ✎ **Arrival:** Arrive at the venue well before the scheduled start time on Day 1 to ensure seamless registrations.
- ✎ **Verification:** Ensure all original identity and academic credentials are handy for physical validation.
- ✎ **Accompaniments:** Participants are strictly prohibited from bringing children, family members, or un-enrolled accompanying persons to the training facility or accommodations.
- ✎ **Institutional Rights:** NISD retains full administrative rights to alter training schedules, reassign faculty, or modify evaluation frameworks without prior notification.
- ✎ **Finality of Decisions:** The official rulings of NISD management regarding candidate eligibility, test scores, behavioural infractions, and certification awards are final and legally binding.

15. Conclusion

The Training of Trainers/Assessors Programme is a foundational pillar in building a standardized, high-quality care ecosystem for India's elderly demographic. Participants are expected to internalize these rules completely, demonstrating the highest echelons of ethical commitment, clinical accuracy, and professional excellence to transform geriatric service delivery nationwide.

