

महाराष्ट्र इमारत व इतर बांधकाम कामगार कल्याणकारी मंडळ, मुंबई

एमएमटीसी हाऊस, पाचवा मजला ई
ब्लॉक , सी २२, बांद्रा कुर्ला संकुल,
बांद्रा (पुर्व), मुंबई ४०० ०५१



संकेतस्थळ— www.mahabocw.in
दुरध्वनी व फॅक्सक्र. ०२२-२६५७२६३१
ई-मेल-bocwwboardmaha@gmail.com

जा. क्र.मइवइबाकम/प्र.क्र.१५४/RPL Training/१०५१/२०२४

दिनांक:- ०९ SEP 2024

प्रति,

१. अप्पर कामगार आयुक्त/ कामगार उप आयुक्त,
पुणे/कोकण विभाग/नागपूर/छत्रपती संभाजीनगर/नाशिक/अमरावती
२. कामगार उप आयुक्त/सहाय्यक कामगार आयुक्त/ सरकारी कामगार अधिकारी
जिल्हा कामगार सुविधा केंद्र (सर्व)

विषय- नोंदीत बांधकाम कामगार लाभार्थ्यांसाठीच्या कौशल्य विकास वृद्धीकरण
(RPL) योजना राबविण्याची कार्यपद्धती.

- संदर्भ-**
१. शासनाचे पत्र क्र.इबांका २०१६/प्र.क्र.३५७/ कामगार-०७ दि.२०.१२.२०२२
 २. मंडळाचे पत्र /RPL/मइवइबांकाकम/प्र.क्र.१५४/२८१५/संकिर्ण-०१.
दि.२२.१२.२०२२
 ३. महाराष्ट्र राज्य कौशल्य विकास, व्यवसाय शिक्षण व प्रशिक्षण मंडळ यांचेकडील
प्राप्त प्रस्ताव पत्र क्र.का.क्र.४-क/MSCVT/२०२४/१३८३ दि.१४.०८.२०२४

महोदय,

उपरोक्त संदर्भित विषयांन्वये, सर्व प्रशिक्षण संस्था (१४), मुल्यमापन संस्था व जिल्हा
नोडल अधिकारी यांनी कौशल्य विकास प्रशिक्षण योजना कार्यक्रम राबविण्याबाबतची कार्यपद्धती
(SOP) सोबत जोडून पाठविण्यात येत आहे. त्या अनुषंगाने कार्यवाही करण्यात यावी.

(विवेक कुंभार)

सचिव तथा मुख्य कार्यकारी अधिकारी
महाराष्ट्र इमारत व इतर बांधकाम
कामगार कल्याणकारी मंडळ, मुंबई

प्रत माहिती तथा उचित कार्यवाहीस्तव

१. मा.संचालक, महाराष्ट्र राज्य कौशल्य, व्यवसाय शिक्षण व प्रशिक्षण मंडळ ४ था मजला,
शासकीय औद्योगिक प्रशिक्षण संस्था, बाळासाहेब ठाकूरवाडी, मिठागर रोड मुलुंड (पूर्व) मुंबई-
४०००८१.
२. व्यवस्थापक, सर्व संबंधित प्रशिक्षण संस्था(१४)

Maharashtra Building and Other Construction Workers Welfare Board (MBOCWW Board), Mumbai

Recognition of Prior Learning (RPL) Program: Standard Operating Procedure (SOP)

Recognition of Prior Learning (RPL) Program aims to identify and recognize the skills of the Building and Other Construction Workers (BOCWs) who belongs mostly to the unorganized sector such as building, infrastructure and other construction activities. Since the lack of skills is one of the contributing conditions for the poor status, it becomes imperative to provide skills to construction workers improve their livelihood conditions. Recognition of Prior Learning is a suitable medium for skilling of construction workers as it provides for certification of existing skills alongside flexibility of customized 'Bridge Course' for upskilling and reskilling

Government of Maharashtra vide letter dated 27.05.2022, has instructed to utilize 10% of the cess collected in the year 2022-23 to train and certify registered construction workers of the Maharashtra Building & Other Construction Workers Welfare Board (MBOCWW Board). Further, the Government of Maharashtra has set the target of training **2,19,806** registered BOCWs under the aegis of RPL scheme program. The Maharashtra Building & Other Construction Workers Welfare Board (MBOCWW Board) is entrusted with the responsibility of end-to-end conceptualization and planning of these RPL training for its smooth and streamlined implementation across the target districts of the State of Maharashtra. Under this novel program, the registered workers of the MBOCWW Board shall be imparted the training in the following 8 trades: -

- 1 Bar Bending
- 2 Electrician
- 3 Masonry
- 4 Painting
- 5 Plumbing
- 6 Scaffolding
- 7 Shuttering Carpentry
- 8 Welder

A brief structure of the RPL Training Program is given below,

RPL Type	Target Group	RPL Process
Employer's Premises or Camp Site near Employee's Premises or Both	RPL on-site at an Employer's premise or Project Site/ location where an infrastructure / construction project is going on etc.	Step 1: Mobilization Step 2: Pre-Screening and Counselling Step 3: Orientation and Bridge Training (120 Hrs / T*+14 days) Step 4: Final Assessment (T*+14 days / T*+15 days) Step 5: Certification and Pay out

*T stands for first day of training

Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWBB), District Nodal Officers, Training Partners and Assessment Agency forms the key stakeholders of the RPL Program, and each has a specific roles and responsibilities towards successful implementation of the RPL trainings as given in the subsequent headings.

1. Training of the Registered BOCWs:

Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWBB) has issued the electronic Expression of Interest (EOI) with Reference No: MBOCWBB/RPL/2021 on 17 August 2021 for empanelment of Training Partners for Conducting Recognition of Prior Learning (RPL) of Registered BOCWs. Accordingly, 14 Training Partners were selected by the Board out of 51, who participated in EOI and the Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWBB) has signed an agreement with and also issued the Work Order on 25th July 2024 to all these empanelled Training Partners and RPL Program briefing meeting and RPL Web Portal demo has been provided to all the Training Partners. Brief scope of work is given below,

1. **Target Allocation:** The Training Partners have been allocated targets and districts to carry out the RPL Training program. Training partners must complete the given target within a period of one year. The training partners shall do the site survey, site identification and BOCWs mobilization within the first **60 days** from the date of issuing of the Work Order. Actual training of BOCWs to be done in remaining **300 days** of the contract duration. The Training Partner must ensure that their trainers are well experienced and certified.
2. **District Nodal Officer Coordination:** The Training Partner shall coordinate with the MBOCWW Board's district officers (RPL District Nodal Officers) for all required information of active registered BOCWs present in their respective districts. The District Nodal Officer shall also provide Training Partners with information about all active construction sites or works in their respective district.
3. **RPL Web Portal:** The RPL Web Portal has been developed by the MBOCWW Board for the District Nodal Officers, Training Partners, Assessment Agency and MBOCWW Board staff to carry out their activities related to the RPL program. All the stakeholders involved in the RPL program has been given access to the RPL web portal. along with Login Credentials
4. **Site Identification & Site Creation:** After site identification/creation on RPL Web Portal Training partner will have to submit site/camp details to the District Nodal Officer on the RPL Web portal for approval. Training partner shall mention site/camp address, taluka, and number of registered and unregistered BOCWs. Without the District Nodal Officer's approval on site/camp details, the training partner cannot start the further process of batch formation.
5. **Site Approval:** The District Nodal Officer shall review the sites/camps details submitted by the training partners for the training of construction BOCWs. The District Nodal Officer shall approve/reject/ask for clarification **within 48 hours** of site identification. The District Nodal Officer must mention an adequate reason for clarification and rejection of identified sites/camps. The activity of approval/clarification/rejection shall happen only on MBOCWW

Board's RPL Web Portal. If clarification is required for any site/camp Training partner should provide adequate clarification or rectification and again submit site/camp details to the District Nodal Officer for approval.

6. **Batch Creation:** Once the Training partner receives approval for a particular site/camp, the Training partner must create a training batch with registered BOCWs only. The Training batch must be created trade wise. After batch creation, training partner must submit batch details to the District Nodal Officer for approval. The training partner must get approval for each and every batch, without the District Nodal Officer's approval training partner cannot conduct training for that particular batch.
7. **BOCWs Enrolment:** Training Partner shall enrol the BOCWs district-wise, meaning a BOCWs from one district to which he belongs cannot be registered in another district (if he is deployed on-site where RPL training is being conducted). The batch size for each batch shall be of **minimum 10 BOCWs and maximum 50 BOCWs**.
8. **Batch Approval:** The District Nodal Officer shall review the batches submitted by Training Partners on the RPL Web Portal. The District Nodal Officer shall approve/reject/ask for clarification **within 48 hours** of batch submission by the Training Partner. The District Nodal Officer must mention an adequate reason for clarification and rejection of batches submitted. If clarification is required for any batch/batches, the Training partner should provide adequate clarification or rectification and then again submit batch details to the District Nodal Officer for approval.
9. **Assigning Training Dates to the Batch:** After receiving approval for submitted batch details, the Training partner must assign training dates for that particular batch. The total period of training per worker is **120 hours or 15 days**, so it is suggested that training should be conducted within **T+15 days** for any particular batch. Due to some serious reason or emergency training can be extended up to **T+16 or T+17 days** (unforeseen emergency / public holidays). Training partners must inform training dates to Assessment Agency, so that they can plan for assessment for that particular batch accordingly. (T stands for the 1st day of training)
10. **Attendance & Geo-tag Photograph:** During the training period, the training partner must maintain daily attendance for each BOCWs, as per the format provided along with the Work Order. Training Partner must take a Geo-tagged photo of each batch during the training period one time only and should maintain all records and should submit such documents to the Board as and where required (along with monthly invoice) or demanded by the Board.
11. **About BOCWs Drop Out:** In case a particular BOCW drops out from the training in between or does not attend the requisite number of hours of training, he or she shall be enrolled in a separate batch or the next upcoming batch by the Training Partner
12. **Sign-Off of Attendance Report & Other Documents:** The District Nodal Officer shall verify and provide sign-off on the attendance report of each training batch submitted by the Training Partner, after completion of training. The District Nodal Officer can reject the

invoice documents or ask for clarification in case of incomplete submission or mismatch of details

13. **Site Visits:** Site visits shall be conducted by the District Nodal Officers during the RPL Trainings conducted within the vicinity of their districts to observe the site conditions, adequacy of the training equipment, check whether the process followed by the Training Partner is in accordance with the board guidelines (scope of work as per the Work Order issued by the Board), observing the overall quality of the training being delivered, observing the attendance and participation of the trainees, observation of the maintenance of the training documents (Attendance sheet, Geo Tagged photo of the batch, certificates) etc. In case of any site visits undertaken, the District Nodal Officer must submit a report concerning the visit, highlighting discrepancies/malpractices. The report should also contain good practices undertaken by Training Partners if any.
14. **Stakeholder Coordination:** The Training Partners shall coordinate with the Board's District Nodal Officers of the districts allocated to them and the Assessment Agency on a regular basis during the period of the contract for smooth and streamlined implementation of the RPL program across the allocated districts.

2. Assessment of the BOCWs:

Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWFB) has empanelled the Maharashtra State Board of Skill, Vocational Education and Training (MSBSVET) as the Skill Assessment Agency (SAA) for RPL vide Government Letter Ibaka/2016/Pra.Kra. 357/Kam-07 dated 20.12.2022. The Assessment Agency shall be responsible for assessment of the BOCWs who has attended the RPL training of **120 Hrs or 15 days** with the attendance equal to or more than **80%**. Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWFB) has entered into agreement with the Assessment Agency for conducting of assessments). Brief scope of work to be performed during Assessment phase is given below.

1. **Training Dates Acknowledgement:** Training partners must assign training dates for each approved batch, on the RPL web portal. The same will be notified to the assessment agency, through the web portal. They also must coordinate about the same via call and give confirmation of acknowledgement and also inform about the assessment date to the training partner. Assessment is to be conducted on the last day of training.
2. **Confirming Assessment Date:** It is the assessment agency's responsibility to confirm the assessment date and required material and equipment, if any for assessment. They shall coordinate and communicate with the Training Partners on a regular basis for this activity. **Within 2 (two) working days** of notification to Assessment Agency for the conduct of assessment for any batch, Assessment Agency shall intimate acceptance for assessment of that batch/ related tasks.
3. **Coordination:** The Assessment Agency shall coordinate with the Training Partner for the conduct of assessments as per the schedule and timelines directed by the board and also keep the Board's District Nodal Officer informed of the assessment progress on a regular basis.

4. **Assessment Facilities Arrangements:** Within **7 (seven) working days** of acceptance for conducting the assessment, Assessment Agency shall make all the necessary arrangements to carry out assessments on the due date, time and location. Assessment Agency shall inform the Training Partner about the facilities (Place of Assessment, equipment, etc) required to be provided for assessments a minimum of **3 (three) days** prior to the assessment date.
5. **Assessment Attendance:** During the assessment, the assessment agency shall check whether the BOCWs is eligible for assessment. The assessment agency shall take attendance of BOCWs appearing for assessment and take a photo with BOCWs with a board in the background mentioning batch number, batch trade, district and taluka.
6. **BOCWs Verification:** Assessment Agency shall verify the authenticity of the BOCWs appearing for the assessment by verifying any of the ID proof such as Aadhar / PAN Card / Election Voter ID / Driving License / BOCW Registration Card and maintain an independent record of all trainees undergoing assessments.
7. **Assessment of BOCWs:** Assessment Agency shall ensure that assessment is conducted within **48 hours** from the training end date (**T+15 days or T+16 days**) for successful release of assessment fees by the board. Assessment can be conducted on the training completion day itself. ('T' stands for 1st day of training).
8. **Provisional Certificate:** The assessment agency shall initially provide a provisional certificate (as per the format provided by the MBOCWW Board) to the BOCWs on the day of Assessment and take acknowledgement from the BOCWs.
9. **Re-Assessment:** Re-Assessment of the BOCWs shall be conducted in case they fail to pass the assessment in first attempt, or they are absent for the assessment. The minimum batch size for Re-Assessment shall be **5 and maximum 50**.
10. **Uploading Documents:** The assessment agency shall also upload all the necessary documents (Batch Attendance sheet, Batch Assessment Feedback Report, Result sheet of the batch) and also generate / upload soft copy of the certificate along with the assessment score, for each successful BOCWs.
11. **Certificates:** The Assessment Agency shall send the original / hard copy of the certificate of the BOCWs to the Training Partners for further distribution to the Successful BOCWs within 3 working days from the Assessment date.
12. **Site Visit:** The District Nodal Officer shall visit the assessment location to check the assessment process and quality of assessment, adequacy of the assessment equipment and necessary facilities (such as computer/laptop, printer, camera, internet connectivity), and attendance of the BOCWs.
13. **Scrutiny:** The District Nodal Officer shall scrutinize that only the eligible BOCWs (those with a minimum of 80% attendance to RPL training) have appeared for the assessments and report to the Training Partners if any discrepancy is found in adherence to this norm and also bring to the notice of the District Nodal Officer for rectification of the same. In addition, the District Nodal Officer shall also scrutinize that the second attempt is provided to the BOCWs

who have more than 80% attendance but failed the assessment in the RPL training or to the BOCWs who have more than 80% attendance and were absent during their assessment. The District Nodal Officer shall check if the assessment agency has provided sufficient, trained and certified manpower to conduct the assessments.

14. Invoice Documentation: It shall be the responsibility of the Assessment Agency to provide Attendance Report and assessment photographs/videos of the batches to the Board's district offices at the time of submission of the monthly invoices.

15. Observation Report Submission by District Nodal Officer: If any site visits are undertaken the District Nodal Officer must submit a report concerning the visit, highlighting discrepancies/malpractices. The report should also contain good practices undertaken by the Assessment agency if any. The District Nodal Officer shall promptly inform the MBOCWW Board about any discrepancy or engagement in malpractices by the assessment agency. The District Nodal Officer shall connect/coordinate with the Assessment Agency in case of any support required for the timely conduct of assessment sessions.

16. Documents Repository: Assessment Agency shall ensure that copies of the original assessment papers are properly documented, collated, filed as per government guidelines and are retained for a minimum period of **05 (five) years** and shall be handed over to the MBOCWW Board after five years.

3. RPL District Nodal Officer:

1. Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWWB) has appointed the district officers in the capacity of Assistant Commissioner of Labour (ACL) or Government Labour Officer (GLO) as the District Nodal Officers for RPL Program, who shall serve as a single point of contact for the Training Partners as well as the assessment Agency for day – to – day coordination required for the conduct of RPL Trainings across the target districts.
2. Further, RPL District Nodal Officer has the responsibility of scrutiny & verification of all the documents / reports etc submitted by the Training Partners and the Assessment Agency as a part of RPL Training Program. In addition, they shall also bear the responsibility of preserving the copies of such documents / reports / certificates for retrieval or future purpose, if any.
3. The District Nodal Officer shall act as a nodal point in case of any query/complaint/disputes from the Training partners with regards to RPL training and further support them in the resolution of such query/complaint/disputes at the district level or with support from the Board Head Office, Mumbai.
4. The District Nodal Officer shall promptly inform the MBOCWW Board about any discrepancy or engagement in malpractices by the training partner or Assessment Agency.

4. Billing & Scrutiny of the Documents:

Training Partners, Assessment Agency and the BOCWs who has undergone the RPL training and have successfully completed it with the requisite passing score (**50% & above**) are the key

stakeholders involved in the Documentation and Billing phase. Brief activities to be performed during Billing process (Invoice Submission) are given below,

1. **Invoice & Supporting Documents:** Training Partners and Assessment Agency shall submit the invoice and required documents (such as BOCWs attendance report (**2 copies**) duly signed by the Training Partner & District Nodal Officer, geo-tagged photograph (**2 copies**) of the training batch, certificate of the successful BOCWs, acknowledgement copies from successful BOCWs, Recommendation Letters (as per the formats provided in the work orders) from District Nodal Officer & the Divisional Officer) separately for each batch. Invoice to be submitted for only successful BOCWs, who have passed in assessment. Training partners and assessment agency shall submit their invoices separately. Invoices will be accepted only if all required documents are submitted and are valid. The list of documents to be submitted along with the monthly invoices is mentioned in the work orders issued by the Board. Training Partners & Assessment Agency should ensure to maintain one copy of the attendance report and the geo-tagged photograph with them for their records.
2. **Verification by District Nodal Officer:** The District Nodal Officer shall be responsible for verifying all the documents submitted by the training partners and assessment agency (such as BOCWs' attendance reports, geo-tagged photographs of the training batch, certificates of the successful BOCWs, acknowledgement copies from successful BOCWs) along with the monthly invoice before sending them to the MBOCWW Board for processing.
3. **Handling of Discrepancy in Documentation:** The District Nodal Officer shall inform the concerned training partner/assessment agency in case of any shortfall or discrepancy found in the documents they submitted and ask for clarifications.
4. **Recommendation Letters by District & Divisional Office:** After scrutinising all the documents submitted by the training partners & assessment agency, the District Nodal Officer shall provide a recommendation letter from his end regarding the successful completion of the training and assessment of the BOCWs as a part of the RPL program implemented by the Board. Post this the invoice & documents shall be submitted to the Board's Divisional Office for verification & recommendation by the Divisional Head.
5. **Final Submission to MBOCWW Board HO:** Post receipt of the recommendation letter from the Divisional Head, the Training Partners and Assessment Agency shall submit their monthly invoices along with the required documents to the Board's Head Office for payment.
6. **Documents Repository:** The District Nodal Officer shall also be responsible for keeping the records (1 copy) of each batch of the RPL Training in addition to Training Partners and the Assessment Agency.
7. **Payment Processing:** Post successful submission of all the supporting documents along with the invoice by the Training Partner and the Assessment Agency for a particular batch, the MBOCWW Board shall verify them for further processing of the wage loss (DBT) to the successful BOCWs and payments to the Training Partners and the Assessment Agency.

5. RPL Web Portal:

1. The Maharashtra Building and Other Construction Workers Welfare Board, Mumbai (MBOCWFB) has developed a Web Portal for a streamlined flow of data and information with regard to the RPL Training Program. The Web Portal consists of separate modules for Training Partners, Assessment Agency and District Nodal Officer.
2. Training Partners, Assessment Agency, District Nodal Officers have been given a Demo of the RPL Web Portal and Login credentials for the RPL Web Portal have been shared with them from operational purposes.
3. Training Partners, Assessment Agency and District Nodal Officers shall ensure to perform their respective tasks related to RPL Trainings and also upload the required documents as and when required (asked for) when performing activities such as site creation, batch creation, training date selection etc.
4. It shall be the responsibility of all the stakeholders involved in RPL Training Program to keep the data always updated on RPL Web Portal
5. In case of any issues or query with regards to the RPL Web Portal, it should be brought to the notice of the MBOCWFB Board's PMU team immediately.
6. RPL Web Portal manual (Toolkit) shall be provided to all the stakeholders for their reference and records. In addition, the complete flow of operations is also given in the RPL Training Program flowchart given below.

6. Miscellaneous:

1. The Board has appointed a Project Management Unit team for close & regular coordination required under the purview of the RPL Program for smooth, streamlined & effective implementation across all the districts of Maharashtra.
2. Regular coordination with the Board's District Nodal Officers and Project Management Unit (PMU) team at the Board Office responsible for end-to-end management and monitoring of the RPL Program shall be done by all the stakeholders involved in RPL Program

Project Management Unit (PMU) team contact details: -

Sr. No.	Name	Designation	Contact Number
1	Sameer Muntode	Principal Consultant	9011044423
2	Ashutosh Turalkar	Senior Consultant	9967515695
3	Prasad Bhosale	Associate Consultant	9307816303
4	Monish Wankhede	Associate Consultant	7588690658

3. The District Nodal Officer, Training Partners and Assessment Agency shall be present for all the meetings (physical / video conferencing mode) planned by the Board Office with regard to the RPL program as per the board's schedule and timelines.

7. RPL Training Program Flow chart

Below given flowchart serves as an important aspect which shall provide an overview of the steps involved in conduct of RPL training right from site selection to award of certificate to the successful workers to payment of Training Partners, Assessment Agency and wage loss to the successful workers.



