



**Tamil Nadu
e-Governance Agency**



**Tamil Nadu Skill
Development Corporation**

FAQ – Training Partner Portal

Updated Date: 25-2-2021

This is the initial version of FAQ. Based on the changes on the software, same will be updated accordingly.



User Manual – Candidate Module

Frequently Asked Questions

1. Who can become a Training Partner?
Answer: Please refer guidelines to become Training Partner from TNSDC website - <https://www.tnskill.tn.gov.in/guidelines/>
2. How to contact TNSDC for any support
Answer: Please feel free to contact TNSDC on – 044-22500107 (**Time 10.00 AM to 05.45 PM – Monday to Friday excluding Government Holidays**), Support Email- support.tnsdc@tn.gov.in
3. How will I get Training Partner Login?
Answer: You can navigate to TNSDC website - <https://www.tnskill.tn.gov.in/> and select Training Partner under “Register/ Login” option. URL to access Training Partner portal is <https://trainingprovider.tnskill.tn.gov.in/TrainingProvider/Home>
4. Where can I find user manuals of Training Partner portal
Answer: All the user manuals are available in Training Partner portal and you can view after logging in. If you are new Training Partner and yet to register, then you can download user manual from TNSDC website - <https://www.tnskill.tn.gov.in/user-manuals/>
5. What should be the Training Partner Name?
Answer: It should be organization name as per registration document.
6. Can I be a Training Partner if I do not have Registration Document?
Answer: No, you cannot. Please refer guidelines to become Training Partner from TNSDC website - <https://www.tnskill.tn.gov.in/guidelines/>
7. What is Organization Registration Number?
Answer: It can be Company Incorporation Number/Society Registration Number/Trust Deed Number/ Proprietorship number/ Entity Registration number based on the type of organization selected.
8. Is PAN mandatory for registration?
Answer: If you are Training Partner registered under Government of India or Government of Tamil Nadu, then PAN is optional, else PAN is mandatory for Registration
9. What is Training Partner address?
Answer: It is the corporate office/ head office address of training partner. It need not be same as Training Centre address.



User Manual – Candidate Module

10. Who can be Authorized SPOC?

Answer: Authorized SPOC (Single Point of Contact) is the one who will update Training Partner and Training Centre Profile, get to know about Training Partner approval status, Training Centre Approval Status, Inspection Status, Target Approval Status, Payment Status, etc.

11. Is resetting password mandatory soon after registration?

Answer: Yes

12. Can I share my password with other?

Answer: Strictly no. If you share your credentials with others, then TNSDC is not responsible for any issues.

13. Where do I receive login credentials?

Answer: After successful registration of Training Partner, login credentials will be sent to authorized SPOC's email id and mobile number.

14. How will I retrieve my username, if it is forgotten?

Answer: Please use Forgot Username, option in training partner login screen.

<https://trainingprovider.tnskill.tn.gov.in/TrainingProvider/Home/RecoverUserName>

15. How will I retrieve my password, if it is forgotten?

Answer: Please use Forgot Password, option in training partner login screen.

<https://trainingprovider.tnskill.tn.gov.in/TrainingProvider/Home/RecoverPassword>

16. What should I do after I successfully register as Training Partner

Answer: You need to login and complete Training Partner profile and submit your profile to TNSDC

17. What should I do if my training partner profile is rejected?

Answer: Please update the profile, based on rejection remarks by TNSDC

18. When can create Training Centre?

Answer: Training Centre can be created only after Training Partner profile is approved by TNSDC.

19. Should Training Partner and Training Centre Name be same?

Answer: Yes

20. Is it mandatory to capture latitude and longitude?

Answer: Yes. Please provide correction location details as based on this inspection officer will conduct inspection of your training centre.

21. Is mandatory to add classroom, laboratory and equipment details??

Answer: Yes.



User Manual – Candidate Module

22. Some of sectors are not visible in proposed jobrole step?
Answer: Only sectors for target is allocated by TNSDC for your District will be displayed.
23. Is entering placement officer and trainer details mandatory for each jobrole that is proposed?
Answer: Yes
24. Is building safety and fire safety certificate mandatory?
Answer: Please refer scheme guidelines from TNSDC website - <https://www.tnskill.tn.gov.in/guidelines/>
25. What is process after submitting Training Centre profile
Answer: TNSDC will verify your profile, they might reject for additional details or assign to inspection officer. Inspection officer will visit training centre to physically verify all the details entered in TP portal
26. Will there be any inspection of Training Partner location?
Answer: No, inspection will be only for training centre location
27. When will I be able to request target?
Answer: You can request target after inspection is successful and if TNSDC decides to empanel. You will not be allowed to request target if master target for your District and Sector is exhausted. Note – Maximum target you can request is not beyond your centre's training capacity.
28. Is there chance that requested target gets rejected?
Answer: Yes, target requested can be rejected, its purely TNSDC's decision
29. My Training Centre is empaneled, I am unable to request target as master target is zero
Answer: You will not be able to request the target as master target for your District and Sector is exhausted.
30. When will training centre get login?
Answer: Training Centre will get logins only after target is approved by TNSDC
31. Will there be any surprise inspection for my training centre?
Answer: TNSDC might decide to conduct surprise inspection anytime when batches are on-going. If they find anything fraudulent, then they might decide to cancel your batches or suspend your training centre.
32. When will I get payment for my batches?
Answer: Please refer guidelines to know about payment details from TNSDC website - <https://www.tnskill.tn.gov.in/guidelines/>