

ATP Eligibility and Requirements:

Introduction

American Skill University (ASU) is dedicated to fostering global skill education excellence and **skill assessment and certification** through partnerships with **Authorized Training Partners (ATPs)**. These ATPs are vital in delivering quality education, ensuring student success, and maintaining ASU's high standards. Below are the eligibility criteria, infrastructure requirements, and operational guidelines for becoming an ATP.

Eligibility Criteria

1.General Requirements

- The applicant must be a legally registered educational institution, training center, or business entity with a minimum of 3 years of operational experience in the education or training sector.
- The institution must have a proven track record in delivering skill development programs.

2.Infrastructure Requirements

- A minimum of 4 classrooms, each with the following specifications:**
 - Size: 500 sqft per classroom.
 - Seating Capacity: 20–30 students.
 - Furniture: Ergonomic tables and chairs.
 - Technology: Projectors, smartboards, and high-speed internet connectivity.
- Properly equipped facilities, including:**
 - Restrooms.
 - Waiting and lounge areas.
 - Drinking water and cafeteria services (optional but recommended).

- A Name Board prominently displayed, stating:“Authorized Training Partner of American Skill University.”(after fulfilling the procedures of ATP criteria’s)

- Geotagged photos of classrooms, amenities, and the name board must be included in the application.

3.Academic Requirements

- At least 3 departments must be operational:**

- Administration.

- Human Resources (HR).

- Marketing.

- Each department must have a Head of Department (HOD) with relevant qualifications and experience.

- A minimum of 5 qualified faculty members with:

- At least 5 years of industry or teaching experience.

- Updated CVs and appointment letters to be provided.

4.Operational Commitments

- The ATP must:**

- Offer at least 5 programs from ASU’s portfolio, including:

- Diploma Programs.

- Certification Courses.

- Advanced Diploma Programs.

- B.Voc Degrees.

- Master of Business Administration (MBA).

- Conduct internal assessments and submit:**

- Mark lists.

- Performance videos of students.
- Presentations on two topics out of five assigned by ASU for each student.
- Ensure a minimum annual consumption of 100 course vouchers.
- Submit an annual operational report, including feedback and performance metrics.

5.Internship Requirements:

Upon course completion, the ATP must provide students with a 3-6 month internship. Upon successful completion of the internship, ASU will issue a Course Certificate and Transcript.

6.Student Support

- Ensure student welfare and a conducive learning environment.
- Provide mentorship and career guidance for students.

Required Documents for Application

1. Institutional Details

- Name, address, and contact details of the proposed ATP.
- Proof of registration/incorporation.
- Brief profile of the institution (history, achievements, and existing programs).

2. Infrastructure Details

•Geotagged Photographs of:

- Classrooms (interior and exterior).
- Common amenities such as restrooms and waiting areas.
- Name board..
- Measurement documents validating classroom size (500 sqft per room).

3. Faculty and Staff Details

- List of faculty members with:**

- Biodata (qualifications, experience, and certifications).
- Appointment letters.
- List of HODs and team members for Administration, HR, and Marketing, including:
- Roles and responsibilities.
- Qualification details.

4. Operational Plans

- A list of courses the ATP plans to implement.
- Annual training calendar for ASU programs.
- Commitment document for consuming 100 vouchers annually.

5. Internal Assessment Plan

- Outline of the internal assessment methodology, including:**

- Format of exams.
- Criteria for student presentations (two topics out of five)

6. Agreement Documents

- Signed agreement to follow ASU policies and quality standards.
- Declaration of adherence to ASU's certification and transcript guidelines.

ATP Operational Guidelines

1.Internal Assessments

- Conduct regular internal exams for enrolled students.Do a final internal exam forward the mark lists .
- Record and submit performance videos for each candidate.

- Students must present on two assigned topics, evaluated by the ATP and ASU Regional Coordinator.

2.Certification Process

•ASU will provide:

- Certificates for successful candidates.
- Academic transcripts for all enrolled students.Both documents will send to ASU through Regional Coordinator and ATP's should collect from them accordingly.
- The ATP must ensure accurate record-keeping and timely submission of marks and performance videos.

3.Voucher Collection:

When an educational institution is appointed as an Authorized Training Partner (ATP) of American Skill University (ASU),

1.Voucher Acquisition and Payment: ATPs should acquire vouchers through Regional Coordinators and make payments in the appropriate national currency.

2.Voucher Authorization: The voucher number authorizes a student to pursue their course at the designated ATP.

3.Student Document Submission: Regional Coordinators will collect all necessary student documents, verify them, and forward them to ASU.

4.Voucher as Student Identifier: The voucher number will serve as the primary identifier for the student, allowing for easy access to information about the student in relation to ASU.

4.Faculty Development

- ATPs must organize regular training programs for faculty members in collaboration with ASU Regional Coordinators.

5.Marketing and Outreach

- The Marketing Department must actively promote ASU programs through:

- Social media campaigns.
- Local community outreach.
- Regular seminars and workshops.

Specifications for Classrooms

- Size: 500 sqft per classroom.
- Capacity: 20–30 students per session.
- Furniture:** Durable tables and chairs arranged in a conducive learning layout.
- Technology:**
 - High-speed internet.
 - Projectors and smartboards for presentations.
 - A sound system for better audio experience.
- Environment:** Proper lighting, ventilation, and air conditioning.

Evaluation Process

1.Submission of Application

- Submit all required documents in a single proposal file.

2.Site Inspection

- ASU Regional Coordinator and his evaluation team will inspect the facilities physically or virtually.

3.Approval

- Upon successful evaluation, a certificate of authorization will be issued.

4.Induction Training

- ATP staff and faculty will undergo mandatory orientation and training conducted by ASU Regional Coordinators.

Conclusion

Becoming an Authorized Training Partner of American Skill University is a prestigious opportunity to align with a globally recognized institution. By adhering to these comprehensive eligibility criteria and operational guidelines, ATPs can foster academic excellence, ensure student success, and contribute to the global skill development mission.