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भारतीय सूचना प्रौद्योगिकी प्रशिक्षक सोसायटी
**Indian Trainer's Society in
Information Technology**
AN AUTONOMOUS BODY OF IT TRAINERS
| INTEGRITY | RELIABILITY | RESPONSIBILITY | PERFORMANCE |
CREATING ECONOMIC AND SOCIAL DIFFERENCE

ITSIT's Scope Statement ISO 29993:2017

Training and Development Services for Information Technology (IT) Training Professionals

(I) Training of information technology (IT) trainers. (II) Professional, vocational and job-oriented training and certification in Information Technology. (III) Coaching and consulting seminars, workshops and courses for career orientation and job readiness in IT filed. (IV) Training and certification for professional career coaches and consultants in information technology filed leading to practitioner license. (v) Foreign Language and Soft Skills Training.

ITSIT Narrative

This standard outlines comprehensive guidelines to ensure the delivery of high-quality training and development services across a wide range of IT domains, fostering excellence in education and career development. At ITSIT, ISO 29993:2017 establishes a comprehensive framework for the provision of training and development services within non-formal IT domains, catering to the needs of individuals at various stages of their careers, from aspiring professionals to experienced consultants. It also embraces the importance of holistic skill development, including language proficiency and soft skills, to enhance overall professional competence in these fields. The scope of this standard covers a broad range of training activities, including but not limited to:

- 1. Professional and Job-Oriented Training Programs:** This standard provides guidelines for the design, development, and delivery of training programs aimed at equipping individuals with the requisite knowledge and skills to excel in their chosen IT and management professions. It encompasses both foundational and advanced training modules to cater to varying skill levels.
- 2. Pre-Employment, Job, and Placement Training:** ISO 29993:2017 sets forth guidelines for training services that prepare individuals for employment in the IT and management sectors. This includes training for those entering the workforce for the first time, as well as those seeking to transition into new roles or industries. It also addresses job-specific training to enhance on-the-job performance.
- 3. Training of IT Career Coaches and Consultants:** It outlines requirements for training programs dedicated to IT career coaches, consultants and career advisors. These programs aim to equip professionals with the expertise to guide others effectively in choosing, planning, and advancing in IT careers.
- 4. Foreign Language and Soft Skills Training:** ISO 29993:2017 extends its coverage to encompass training in foreign languages and soft skills, recognizing the importance of well-rounded skill sets in the IT training sector. This includes communication, interpersonal skills, and cross-cultural competence, in addition to technical competencies.

ITSIT Quality Objectives

- 1. Effective Training Programs:** Ensure the delivery of high-quality IT training programs at, continually adapting to industry needs and adhering to ISO 29993:2017 standards.
- 2. Job Market Readiness:** Prepare individuals for successful IT careers through comprehensive pre-employment and job-specific training, monitoring, deployment outcomes.
- 3. Empower Career Advisors:** Establish rigorous standards for IT career coaches and consultants, enabling them to effectively guide individuals in IT career planning & advancement.
- 4. Holistic Skill Development:** Emphasize well-rounded skill development, including foreign language proficiency and soft skills, alongside technical competencies, tracking progress in these areas.
- 5. Continuous Improvement and Reputation:** Cultivate a culture of ongoing enhancement, regularly assessing training program effectiveness, staying updated with industry trends, and upholding ITSIT's reputation for excellence in IT training and development services.

Explanation of quality objectives:

These quality objectives reflect ITSIT's commitment to delivering top-notch training and development services for IT professionals while aligning with ISO 29993:2017 standards and continuously improving its offerings. The elaborated quality objectives for ITSIT are as follows:

- 1. Enhance Training Program Effectiveness:** Ensure that all IT training programs are designed and executed in accordance with ISO 29993:2017 guidelines, with a focus on delivering high-quality education. Continuously improve training modules to meet the evolving needs of IT professionals.
- 2. Maintain Training Diversity:** Offer a wide range of training programs to cater to individuals at different career stages within the IT field, from novices to experienced consultants. Ensure that each program is tailored to meet specific skill levels and career aspirations.
- 3. Prepare for Job Market Success:** Provide comprehensive pre-employment and job-specific training that equips individuals with the necessary skills to excel in the IT and management sectors. Monitor job placement rates and track the success of graduates in securing employment.
- 4. Empower IT Career Coaches and Consultants:** Establish rigorous training standards for IT career coaches, consultants, and advisors, ensuring they are well-equipped to guide individuals effectively in their IT career paths. Measure the success of graduates in assisting others in career planning and advancement.
- 5. Holistic Skill Development:** Emphasize the importance of well-rounded skill development, including proficiency in foreign languages and soft skills such as communication, interpersonal skills, and cross-cultural competence. Monitor the progress of students in these areas alongside their technical competencies.
- 6. Compliance with ISO 29993:2017:** Maintain strict adherence to the ISO 29993:2017 standard, regularly reviewing and updating internal processes to align with its requirements. Conduct periodic audits to ensure compliance and make necessary improvements.
- 7. Continuous Improvement:** Foster a culture of continuous improvement by regularly collecting and analysing feedback from students, instructors, and other stakeholders. Use this feedback to enhance the quality of training services, curriculum, and support systems.
- 8. Monitoring and Evaluation:** Implement robust monitoring and evaluation mechanisms to assess the effectiveness of training programs, including student satisfaction, graduation rates, and career progression of graduates. Use this data to identify areas for improvement.
- 9. Stay Updated with Industry Trends:** Keep abreast of emerging trends and advancements in IT and management domains to ensure that training programs remain relevant and up-to-date. Incorporate new technologies and methodologies into the curriculum as needed.
- 10. Enhance Institutional Reputation:** Strive to maintain a reputation for excellence in IT training and development services, both regionally and globally, by consistently delivering high-quality education and demonstrating measurable outcomes for students and professionals.