

## **Guidelines / Manual for becoming English Language Entrepreneur**

1. The English Language Entrepreneur has to be at least C1 or C2 certified as per Cambridge ESOL norms. He should produce certificate for the above proficiency as and when asked.
2. SCOPE has nominated Special Administrative Agency (SAA) for coordinating exam related works with English Language Entrepreneur. They shall liaise with SAA for such purpose.
3. The English Language Entrepreneur has to get duly registered with SCOPE.
4. The English Language Entrepreneur will be responsible for
  - 4.1. For collection of examination forms from SAA.
  - 4.2. For distribution of examination forms to students and getting them duly filled for SCOPE assessment.
  - 4.3. For collection of filled up candidate examination forms from students.
  - 4.4. For verification of the filled up candidate examination forms.
  - 4.5. For submission of filled up candidate examination forms to SAA appointed by SCOPE.
  - 4.6. Entry of all students in the MIS of SCOPE.
  - 4.7. For collection of Hall tickets from SAA

- 4.8. For distribution of hall tickets to students.
- 4.9. For collection of results and certificates from SAA.
- 4.10. For distribution of results and certificates to students.
- 4.11. For any activity which is necessary for smooth conduct of examination process.
- 4.12. For co-ordination, support and involvement in any activity as asked by SCOPE for benefit of the programme.
5. The English Language Entrepreneur shall not collect more than ₹ 1550/- + S.T for CPT and ₹ 1800/- +S.T for BULATS as fee for the training. If a trainer-cum-entrepreneur wants to reduce the fees he/she can do so from his/her share.
6. The English Language Entrepreneur will collect fees and submit candidate exam forms along with DD/ at par cheque in favor of “CEO, SCOPE” payable at Ahmedabad as per the fee structure of SCOPE.
7. The English Language Entrepreneur will keep record of all the activities listed above and they shall share it as and when asked or directed in format by SCOPE.
8. The initial duration for recognition as an English Language Entrepreneur would be one year from the date of his/her registration with SCOPE. It can be extended for further year based on the performance.
9. SCOPE can arrange a quality Assurance visits for the training conducted by English Language Entrepreneur
10. English Language Entrepreneur shall do the entry in MIS application (information reporting system) at necessary stages.

11. This scheme shall be limited to Gujarat only.

12. The current Special Administrative Agency (SSA):

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