



# CATP

## Frequently Asked Questions

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## 1.0 PURPOSE

The objective of the FAQ document is to ensure that all CATP related queries from the point of a CAT is addressed

## 2.0 SCOPE

The FAQ covers most possible questions that a CAT will have.

## 3.0 CATP QUERIES

### Q: What is CATP?

A: Campus Associate Training Program is called as CATP. is a well-structured enablement program for associates who join cognizant fresh from campus. It is designed to build the skills of the participants on being Work ready and fungible. Work ready is to be the world class programmers or developers or testers capable of creating best-in-class quality software solutions.

### Q: What is being Fungible?

Fungibility is ability to adapt to apply skills to meet business demand irrespective of language or technology by showcasing high degree of learnability.

### Q: How is my CAT program structured?

A: CATP is structured as 2 stage enablement focusing on assuring capability, which is skill with required proficiency.

- Stage 1 focuses on building core software engineering skills required in an IT professional.
- Stage 2 enables Multi language and Multi service line (work type) skills, to be work ready and fungible.

**Q: What is the purpose of Stage 1?**

A: Stage 1 comprises of Engineering concepts & IT Fundamentals which includes Technology Fundamentals, OS Fundamentals, Programming Fundamentals, OOPS, SQL concepts, Software Engineering, Testing Fundamentals, DW Fundamentals and Communication and Culture. Duration would be 1 to 5 weeks. At the end of stage 1, you will be 'Concept ready'.

**Q: What can I expect from Stage 2?**

A: Stage 2 comprises of Multi language and key service lines training. Language training would be a combination of Mainframe Java, Java Dotnet and Dotnet Java. There are two Service Lines which includes Application Development and Application Maintenance. Duration would be 6 to 17 weeks. We will have 'Service-Line'+ work ready CAT's by end of Stage 2.

**Q: What is a service-line?**

A: Application Development and Application Value Maintenance is called as Service-lines.

**Q: What is the purpose of having trained in two service lines?**

A: Developing a project alone is not sufficient. Maintaining the application is also important which a developer should be aware of. Hence, both the service-lines are covered in your Stage 2.

**Q: What is Application Value Maintenance?**

A: Production support, bug fixing, enhancements etc. will be a part of AVM.

**Q: Is it that only language and service line enablement is addressed in CATP?**

A: How can it be? CATP is assuring work readiness and so CATs are trained in-depth in soft skills, Software quality and engineering as well as in domain knowledge. Over and above that, training is offered to assimilate new joiners into Cognizant culture.

**Q: What will I do in Stage 3?**

A: Stage 3 is not a mandatory one. Wherever there are specific BU requirements for training, you will undergo stage 3. It deals with specialization which includes project specific deep skilling. Trainees to be tuned as per the project requirements. Duration would be 18 to 20 weeks. We will have Project-Specialized CAT's by end of Stage 3. If there are no specific requirements from the BU, you will be mapped to the projects.

**Q: Why should I be trained on two languages?**

You will be learning two languages to be Fungible and to add value to the business irrespective of Technology/ Language/ Domain and Service-line.

**Q: Will I learn in-depth about both the languages?**

You will learn about your primary language in depth and the essentials of your secondary language.

**Q: Will I get to work on real-time scenarios during training?**

A: At the end of stage 2, you will have MFRP (My First Real-time Project) where you will get to work on real-time projects given by your Mentor.

**Q: How will I be evaluated?**

A: You will be having few assessments where you are expected to get 70%. The benchmark remains the same for the MFRP too.

**Q: How many assessments will I have to take up?**

A: In every stage, you will have more than two assessments. Your Batch Owner will tell you in detail about the assessments.

**Q: What will be the type of assessments?**

A: Assessment pattern will be based on Knowledge and Skill level. Knowledge refers to learning concepts, principles and information regarding a particular subject by a person through books, media, encyclopedias, academic institutions and other sources. Skill refers to the ability of successfully applying the knowledge to produce expected results. Assessments will be a combination of knowledge and skill-based.

**Q: What happens when I fail to clear my assessments?**

A: You will be referred to the HR.

**Q: Do we have Soft-skill interventions?**

A: Yes, we do have behavioral trainings included in CATP 4.0. It focuses on Communication and Culture. These trainings are split across Stage 1 and Stage 2 of Campus Associate Training Program.

### **Q: Who are the important stake holders?**

A: The below are the important stake holders for you during the training program.

#### **Batch Owner**

Your **Batch Owner** will be your first point of contact. A Batch Owner takes care of End-to-End learning ownership of CATP batches by monitoring and ensuring smooth transition of college to corporate life. They play a major role in mentoring the CATs and making them Business ready.

#### **Trainer**

Your trainer is one of the key person in your training program. Technical trainers will take complete ownership of your technical training to make you work ready. Your Behavioral trainer takes care of your behavioral part who will professionally groom you.

#### **Mentor**

A Mentor is a person from the Business Unit who will give you Domain knowledge as in charge of your MFRP. Your Mentor will meet you once a fortnight and share updates about your domain.

#### **Solutions team**

Solutions team is the team behind your curriculum. The team takes care of setting up the training content and assessments. This team basically gives solutions to the business requirements.

#### **CAT PDC Team**

CAT Professional Development Centre team takes care of Cognitization. They conduct sessions which will tell you about Cultural Value drivers of Cognizant.

#### **NSS**

Network Support System is the team which takes care of all the software/ hardware requirements and issues.

#### **Admin team**

Administration team takes care of the Transport, Infra structure and Food services in the facility.

#### **GWFM**

Global Work Force Management is the team which takes care of deployment of the associates in to right projects as per the skill sets.

## 4.0 GENERAL QUERIES ON TRAINING

### **Q: What would be my training location?**

A: Training location is based on the business requirement and the other operational factors, Currently CATP training happens in the following location  
Chennai,Coimbatore,,Hyderabad,Coimbatore,Cochin,Bangalore,Pune,Kolkata

### **Q: What is my regular training timing?**

A: The regular office time is 9.00am to 6.00pm, Chennai and Coimbatore operates from 8.00am to 5.00pm .

### **Q: What will happen if I come late to office?**

A: Any late coming after 30 min of the start of the Day will be treated as a Loss of Pay.

### **Q: What is the duration of the tea\ lunch breaks?**

A: Your tea break will be for 10 mins in the Forenoon and 10 mins in the afternoon. You can have a break of 40 mins for your lunch. The timings will be communicated through an e-mail.

### **Q: Can I go for break as and when I like?**

A: You will have to follow the timing mentioned in the -email which you will be receiving from the Admin PoC. This is to avoid congestion in the Pantry/ cafeteria.

### **Q: How many days of leave can I take during the training period?**

A: You can avail maximum of 3 days (approved leave) during your training period in Academy.

### **Q:What will happen if I fall sick in the middle of the training and would need more than 3 days leave?**

A: You will not be able to continue with your same batch. All your medical certificates have to be submitted to your Batch Owner which will be validated by our Doctor and you will be moved to a break batch.

### **Q: What is a break batch?**

A: You will be moved out from your current batch. When you are recovered from your illness and there is a batch of your same track and BU, you will be asked to joins us back.

**Q: Can we join the break batch apart from health reasons?**

A: Break Batch is an option available only for genuine Health concerns. Medical documents need to be furnished to your Batch Owner and CTM in addition to validate the claim.

**Q: How can I apply for leave?**

A: Any planned leave will require a Batch Owner's approval. You will have to login to <https://Peoplesoft.cognizant.com> and apply for leave.

**Q: What should be done if it's an unplanned leave?**

A: Please communicate the reason to the Batch Owner and the Batch Rep before the start of the training.

**Q: What will happen if I go on uninformed leave?**

A: Any uninformed leave will be taken strictly. 3 days of uninformed leave will lead to a Job Abandonment.

**Q: Whom should I contact if I have a query regarding my training schedule?**

A: For any training related queries, always get in touch with your Batch Owner.

**Q: Where do I update my personal details?**

A: You can update your personal information in <https://peoplesoft.cognizant.com>. You will also have to update your details in Campus Associate Training Student Management System (<https://catsms.cognizant.com>).

**Q: Where can I access e-learning's?**

A: E-learning's can be accessed through Enterprise Learning Management (ELM).

Link: <https://compass.learning.cognizant.com>

**Q: Do we get hard copies of learning materials?**

A: All your course materials are updated in CATCMS (Campus Associate Training Content Management System) and please make use of online books (Skill Soft/Books24X7).

**Q: Where can I access course blueprint, assignment and assessment?**

A: Please follow the link: <http://myacademy/elcms>

**Q: How do I give my general feedback?**

You can give your general feedback through the suggestion box which is placed in all the floors.

**Q: How can share my feedback about my trainer?**

A: You can share your feedback about your trainer with your Batch Owner anytime. The same is captured in a portal (CATSMS) every week.



**Q: Where do I get information about the all the Domains’?**

A: C-World is the One stop shop for information on Cognizant – <https://cworld.cognizant.com>

**Q: What is CCP?**

A: Cognizant Certified Professional is an Internal certification. It is a value-add like the external certifications.

**Q: How many CCPs’ should I have before joining the BU?**

A: You should be certified with one Technical and one Domain CCP.

**Q: Why is CCP important to me?**

A: Cognizant Certified Professional is an internal certification. As there is a competition in the current trend, certification will be a value-add for you in the BU.

**Q: Where can I register for CCP?**

A: You can register for CCP in <https://compass.learning.cognizant.com>

**Q: Where can I get the course materials for CCP?**

A: The study materials and the CCP course contents will be available in the ‘Notes & Attachments’ option in ELM (<https://compass.learning.cognizant.com>).

**Q: Whom should I contact if I have a query regarding certifications?**

A: You will have to raise a ticket in GSD portal.

**Q: Will I be able to get deployed in my preferred location?**

A: Deployment is purely based on the Business needs. Please refer your offer letter or get in touch with your GWFM PoC for better understanding.

**Q: If I would like to enroll for a training program after getting released to the BU, whom should I contact?**

A: CEP Team (Continuous Education Program) is taking care of arranging training program for associates. You can reach out to the DL- Learning Delivery- CHN (Cognizant).

**Q: How should I enroll for Dovetail?**

A: Every CAT will automatically get enrolled into the Dovetail program once they complete the CATP.

**Q: What is Dovetail?**

A: Dovetail is a benchmarking mechanism to baseline the skill-set of our Associates at the end of year one. CATs’ after completion of their CATP in Academy and released to the business enroll into this program to complete it during their 1st year of association. They are required to get Dovetail certified to be eligible for confirmation in the roles of the organization. Any query regarding Dovetail can be address with the *Dovetail Helpdesk (Cognizant)* - DL.

**Q: What are the opportunities provided by the company for higher studies?**

A: An exclusive program designed for CATs is M.Tech in Software Development and Management, offered by VIT University. In addition, other higher studies programs offered by Cognizant include CPGDBA from Symbiosis and MS from BITS Pilani. Please reach out to Academyhighereducation (Cognizant) -DL for any queries.

**Q: What is a Business casual?**

A: T-shirts with collar and single-colored full length jeans are Business casuals. Round / V-neck t-shirts and faded jeans will not be considered as business casual.

**Q: What is the resignation process?**

A: Please meet your Batch Owner. He/ She will be able to guide you through the process.

**Q: What will be my notice period if I resign from the organization?**

A: Please meet your Batch Owner. He/ She will be able to guide you through the process

**Q: What should I do if my account gets locked?**

A: You will have to set up a secret question in <https://identity.cognizant.com>. When your account gets locked you can login to the identity portal and release your account by answering the secret question.

**Q: How do I raise a request in GSD?**

A: Please login to <https://gsd.cognizant.com> and raise a ticket in the respective category.

**Q: What should I do if I'm not able to access few portals?**

A: Please call or raise a GSD request if required.

**Q: What am I supposed to do I have a problem with my system hardware?**

A: Please raise a ticket in GSD under the Category Hardware.

**Q: What am I supposed do when I require a software installation to be made in my system?**

A: Please inform the same to the Batch Owner, who in turn will raise a request in GSD.