



Protocol for Accreditation of Assessment Agencies and Assessment Framework

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Protocol for Accreditation of Assessment Agencies and Assessment Framework

You can enhance or destroy learners' desire to succeed more quickly and permanently through your use of assessment than with any other tools you have at your disposal."

Introduction

1. Assessment is one of the most important activities of the skills value chain. The National Skills Policy 2009, mandates NSDC to set up Sector Skills Councils with Affiliation, accreditation, examination and certification as one of the key functions amongst other responsibilities. This policy further specifies "Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods"; The Union Government of India has mandated Sector Skill Councils (SSCs) besides other charter, "Participation in Affiliation, Accreditation, Examination and Certification."
2. Assessment of trainees or recognition of prior learning of existing workforce leading to certification is therefore one of the key responsibilities of Textile Sector Skill Council (TSC). A strong and stringent assessment framework will help establish credibility of the organization. Hence it is important to design the protocol and a framework within which all Assessments will be done. Any deviation to this will have to be cleared by the relevant TSC Technical Committee.
3. The Assessments will be based on the relevant and approved Qualification Pack for each job role as a matter of policy for compliance. New job roles will be continuously added to the list and older versions will be periodically revised to match with changes required by the industry.
4. This Protocol being the first on Assessments by TSC will be Version 1.0

Terms of Reference

5. This protocol for Accreditation of Assessment Agency (AA) is based on the following TORs:
 - 5.1 Training Provider (TP) will NOT be an Assessment Agency (AA) to safeguard against "conflict of interest." Any deviations to this will be at the discretion of TSC Technical Committee based on merit of each case.
 - 5.2 No AA will be allowed to establish monopoly in geographical stretch or disciplines. Exceptions to the rule will be cleared by TSC Technical Committee.
 - 5.3 Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate. Lead Assessment Bodies may be considered to manage and administer the assessment process on merit.
 - 5.4 Seamless documentation and evidence collection.
 - 5.5 Assessments through trained and certified assessors / assessors aligned to assess competencies as per the NOS.

Accreditation Paradigm for Assessment Agency (AA)

- 6 The Textile Industry both in its numbers and domains dictates accreditation of a number of AA, with empanelled industry experienced assessors through TSC.
- 7 AAs could be for all segments of the industry (yarn & fabric manufacturing including handlooms and chemical processing) on pan-India basis; or restricted in scope of geography and/or segments. Establishing monopoly will be guarded against.
- 8 Assessment will be based on the concept of Independent Assessors empanelled with AA, identified, selected, trained and certified on Assessment techniques. These assessors should be aligned to assess as per the laid down criteria.
- 9 Accreditation of AA will be periodically reviewed on a 360° basis, besides regular audit of the AAs. TSC reserves the right to withdraw the accreditation based on the reports of periodic review and audit / reports of irregularity from the stake holders.
- 10 Appointing a Lead Assessment Body may be considered for quality assurance and uniformity of operations across multiple AAs.
- 11 Online systems for monitoring and reporting will be encouraged.

Canvas of Accreditation of Assessment Agency

Awarding Body (TSC)		
Assessment Agency		
Organization	Empanelled Assessors	Assessing Tools for each job role
Infrastructure		
Processes & Procedures	On Roll	On Contract
Financial Health	Assessment Coordinators	Assessment Coordinators
Compliance		
Data Management System	Field Assessor	Field Assessor
Governance & Leadership		

Accreditation of Assessment Agency (AA)

- 12 The AA (s) providing Assessment to a standard i.e. National Occupational Standard (NOS) should have the required competence and impartiality.
- 13 Expanse of the Accreditation of AA is fairly large and elaborate. It will include infrastructure and its organisation, capability and capacity to develop Assessment Tools for various courses as per TSC Occupational Standards; identification, selection and maintaining quality Assessors; and Quality Management System (QMS) and its operation.
- 14 TSC reserves the right to have a pool of its own accredited Assessors pan-India for deployment, when required.

Terms of Engagement for Assessing Agencies (AA)

- 15 AAs will be considered for assessment assignments by TSC based on their ability and availability to carry out assessments in the areas where the training has been conducted. TSC reserves the right to allocate the batches for assessment to the AAs. They will be engaged by TSC at the rates as prevailing at the time of engagement. Other important aspects of terms of engagement shall be:-
 - 15.1 AAs shall conduct assessment in geographical locations and programmes assigned by TSC and will neither engage any franchises nor outsource the assessment on their behalf.
 - 15.2 AAs shall form a roll / panel of assessors of high repute and integrity, state wise and forward their names, address, qualifications, experience, contact numbers and photographs to the TSC. These assessors should either be employed or on long term contract with the AA. These assessors shall be accredited through orientation, assessment and certified by TSC. The assessment of the Trainees shall be carried out by these authorised assessors only.
 - 15.3 AA should conduct assessment only at the training centres of TP or designated Testing Centre (TC) authorised by TSC.
 - 15.4 Assessment batch size for the practical exams shall not be more than 30 for each individual assessor and can be reviewed on case to case basis.
 - 15.5 AA appointed by the TSC shall not enter into any agreement with any other organisation for similar assessments without the consent of TSC.
 - 15.6 AA shall maintain full and complete record pertaining to candidates registered, tested, passed, centres, assessors, assessment fee etc, and shall preserve all the records for at least five years / as per applicability of any particular scheme at any point in time and make it available to TSC at any time required. The process records will also be maintained.
 - 15.7 AA will sign a non-disclosure agreement for ensuring that any information collected during the course of assessments will not be shared with a third party other than the concerned training provider and TSC.
 - 15.8 AA / Assessors will not disclose the results to the Training Provider. AA/Assessors shall submit the results to TSC as per agreed timelines.
 - 15.9 AA will be responsible for the conduct of its empanelled assessors.

Criteria for Selection of Assessing Agencies (AA)

- 16.1 The basic criteria for selection will be that a Training Provider will NOT be an AA to safeguard against “conflict of interest.” Any deviations to this will be at the discretion of TSC Technical Committee based on merit of each case.
- 16.2 Following factors will be considered for selection of AAs:
 - 16.2.1 AA’s organisational structure, management team, financial health and available infrastructure facilities.
 - 16.2.2 AA should preferably have an experience of assessment of training institutions to assess and evaluate the minimum infrastructure and resources required to assess the relevant job roles/ batch(s).
 - 16.2.3 Capacity and expertise to carry out assessment of trainees in the context of state-of- art technology.

- 16.2.4 Availability of number of Assessors and their industry experience to the specific job role(s). Each AA shall furnish information related to the list of empanelled assessors with their qualifications and number of years of work experience. Ideally each assessor should have minimum 15 years industry experience as an ITI / minimum 10 years' industry experience as diploma engineer and minimum 5 years industry experience as graduate engineer.
- 16.2.5 The AA applying for Pan India operations must empanel Textile Sector relevant assessors in all geographical locations/states of the country. The assessor should be able to reach the assessment venue within one days of travel time.
- 16.2.6 AA should have the ability to develop the Assessment process and Assessment Tools for different job roles and ability to continuously improve the assessment process and tools as per feedback.
- 16.2.7 AA should have ability to inspect the facilities of the TP / TC to support the assessments.
- 16.2.8 AA should have quality Management System for assessor training / re-orientations and of obtaining feedback on the assessors from the training institutions and trainees.
- 16.2.9 AA should have a well defined and transparent procedure(s) to empanel the assessors.
- 16.2.10 Capacity and experience of Assessment Coordinators, who will mentor, supervise, plan the assessment strategy and guide the team of assessors.

Process of Accreditation of Assessment Agencies

17. The three stages of Accreditation process will be:-

- Stage 1- Application Stage;
- Stage 2- Evaluation Stage;
- Stage 3- Accreditation Stage.

18. Stage 1: Application Stage.

18.1 Prospective A A will submit the Application as at **Appendix 'A'**.

18.2 The Application will be accompanied with a detailed application as per **Appendix 'B'**. The tables in the application will be done in MS Excel format. The application will be submitted in both hard copy and soft copy. A Non- refundable demand draft for application fee of **Rs 10,000/- (Rupees Ten Thousand Only)** drawn in favour of **Textile Sector Skill Council** payable at Delhi, will be enclosed.

18.3 If necessary, one on one meeting at TSC may be called for deliberation and clarity.

18.4 TSC will examine the application and if, prospective A A found suitable will be requested to proceed to second stage.

18.5 TSC reserves the right to select the AAs on merit.

19. Stage 2: Evaluation Stage.

19.1 The TSC team will visit the prospective A A, meeting their staff and carrying out physical verification of records and processes. The composition of the team will be decided by TSC's Technical committee.

19.2 The team will submit its Assessment Report for consideration by TSC's Technical committee.

20. Stage 3: Accreditation Stage.

20.1. The Technical Committee of TSC will consider the stage 1 and stage 2 documents of the process and will recommend to TSC's Board whether the A A under consideration can be accredited or not.

- 20.2 The AA found suitable will be formally intimated by TSC. The A A will be required to submit a bank draft of Rs 40,000 towards annual compliance check which will be carried out by TSC.
- 20.3 Each Assessor on field will have to undergo an alignment / re-orientation workshop before being assigned any assessment and will be allotted a unique number to enable him / her to log into the National Skill Development Corporation's Skill Development Management System (SDMS) package.
- 20.4 The cost of organizing the workshop including the travel, boarding and lodging of TSC representative will have to be borne by the AA, failing which TSC will be entitled to charge upto Rs 10,000 (as approved by NSDC) per assessor per workshop.
- 20.5 The Accreditation will be valid for two years, after which the A A will apply for renewal. The renewal fees will be intimated from time to time as per prevailing norms.
- 20.6 AA will ensure certification of all Assessors within three months of accreditation to TSC, failing which TSC reserves the right to break the accreditation.

Quality of Assessors

- 21.1 For any assessment to be meaningful it is imperative that assessors have necessary expertise for the job. It is this imperative, that the Assessor has the following essentials for quality output:
 - 21.1.1. Academic and Occupational Qualifications.
 - 21.1.2 Industry work experience
 - 21.1.3 Knowledge of assessment process and tools.
 - 21.1.4 Understanding of the Occupational Standards for the relevant job role.
 - 21.1.5 Understanding of competencies required in the job role for which assessment is being done.
 - 21.1.6 Ability to capture the assessment observations correctly on the prescribed forms.
 - 21.1.7 Ability to communicate in writing and orally in the local language in addition to English.
 - 21.1.8 Good observation skills
 - 21.1.9 Ability to use technology viz, computers, tablets, video communication tools like Skype etc
 - 21.1.10 Each Assessor must be able to plan each task and allocate necessary resources to support the assessment.
- 21.2 In addition, the assessor must have high level of integrity, reliability and fairness. Each Assessor shall sign a document by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.

Periodic Audit and Quality Checks

- 22.1. Once an A A is accredited, it is necessary that it continues to perform at the competency levels at which it was accredited. TSC reserves the right to carry out periodic audits and quality checks to confirm that the AA is continuing to maintain the said standards. In case short comings are found during the audit the agency will be intimated to rectify these in a given time as decided by TSC, failure to which would lead to temporary or permanent de-accreditation of the AA.
- 22.2. In addition, TSC may also carry out additional checks and audit in case of complaints/ reports about the performance of an AA. The costs for these specific audits will be borne by the AA.

- 22.3. The AA must develop mechanism for continuous upgradation of knowledge and processes and provide evidence in support of this to TSC.

Guidelines for Assessment of Trainees

23. Certification by TSC indicates the competency of an individual. Competency can be defined as a cluster of related knowledge; skills and attitude that correlates with the performance on the job that can be measured against well accepted standards. The competence is about “performing” and not just knowing. The performance should meet the NOS and be demonstrated in the real work environment. The following important issues will be considered while planning assessment strategy:-
- 23.1. A variety of Assessment methods should be used to confirm competence.
 - 23.2. The assessment should reflect occupational competence though relevant work activities.
 - 23.3. The Assessment of knowledge should be integrated with assessment of performance, wherever possible.
24. The Assessments will be based on the relevant QP for each job role approved and uploaded on the NSDC and TSC websites as a matter of policy for compliance. New job roles will be continuously added to the list and older versions will be periodically revised to match with changes required by the industry.
25. Ideally, the assessment will be a continuous process comprising of three distinct steps:
- 25.1. Mid- term assessment
 - 25.2. Term / Final Assessment
 - 25.3. Employer’s Assessment
26. Till such time the process for employer assessments is evolved with external stakeholders, the system of mid-term and final assessments will continue.
27. It is important to strengthen this final assessment to safe guard the interests of TSC and all stake holders.

The Frame Work to assess the trainee

28. Each candidate will be assessed for knowledge, skills, behaviour and aptitude. A broad structure will be as follows;
- Skills: Technical Skills, Generic Skills, Soft Skills
 Knowledge: Technical, Conceptual
 Aptitude: Motor Coordination & Reasoning etc
 Behaviour: Motivation, Integrity & Self Management

Assessment methods

29. The AA will innovatively use the following assessment methods to assess the potential candidate. Evidence against each will be captured and secured.
- Skills: Practical Assignments; Product Appraisal - checking quality of finished product etc.,
 Observation of performance & essentials
 Knowledge: Technical knowledge & understanding of the assignment & processes, Conceptual clarity

Aptitude: Testing of Motor coordination, Numerical ability, Reasoning, Time, Management for the given task

Behaviour: Motivation, Integrity & Self Management

Alignment of Framework with Qualification Packs

30.1. Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. An example for the QP for **Ring Frame Sider is illustrated below:**

S.No	Unit code	Unit Title (Task)	Weightage (%)
1	+++++	Mending broken ends & replacing exhausted bobbins	50
2	+++++	Maintain work area, tools & Machines	20
3	+++++	Maintain health, safety & security at work place	15
4	+++++	Comply with industry & organisational requirements	15

30.2 Each NOS in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function. **A sample of the Ring Frame Sider job role is illustrated as per Annexure C.**

30.3 This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets / question bank so created by A A will be validated by the industry subject matter experts through TSC, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

Assessment Tools

31.1. The following tools are proposed to be used for final assessment:

31.1.1. **Written Test:** This will comprise of (i) True / False Statements (ii) Multiple Choice Questions (iii) Matching Type Questions. Wherever possible, online system for this will be preferred.

31.1.2. **Practical Test:** This will comprise a test job to be prepared by following appropriate working steps, using necessary tools, equipment and instruments. It will be possible to ascertain candidate's aptitude, safety consciousness, quality consciousness etc through observation. The end product/ the completed task will be measured against the pre-decided standards to gauge the level of his/her skill achievements.

31.1.3. **Structured Interview:** This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand.

Assessment Recommendations

32.1. The TSC will be the final authority to issue certificates to the successful candidates based on the assessment results and recommendations supported with documentation and evidence. The documentation and evidence should be safely filed / stored and accounted for by the AA as per policy defined by TSC / NSDC from time to time.

32.2. The recommendations for the final assessment will be based on the following parameters:

32.2.1. Minimum Pass Marks in Practical: 80%

32.2.2. Minimum Pass marks in theory: 60%



32.2.3. Minimum pass marks in interview: 60%

Result in Practical	Result in Theory	Result in Interview	Final Result
Pass	Pass	Pass	Pass
Fail	Pass (or fail)	Pass (or fail)	Fail (re-appear for full test again)

Roles & Responsibilities of Assessing Agencies

33 Following are the roles and responsibilities of AA:

- 33.1 Provide support in pre-screening tasks and work with TSC to update A A details on to the Skill Development Management System (SDMS).Co-ordinate and Liaise with training partners to get information about commencement of training batches.
- 33.2 Within two working days of receipt of information of the commencement of training batches by the training partner, provide decision to accept assessment of training program related tasks.
- 33.3 Within two working days of acceptance of conducting the assessment, requisition to certified assessors to carry out assessments.
- 33.4 Ensure that certified assessors are sent to training locations/sites within the specified date and time.
- 33.5 Ensure that all assessments conform to assessment guidelines and that these are undertaken as per the pre-defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
- 33.6 Ensure that the assessment exercise happens within the stipulated timeline and that on-site visits are conducted by A A to cross-check for quality and transparency of assessment exercises.
- 33.7 Provide the results of the assessment along with the original assessment sheet (physically and electronically) to TSC within three working days of the completion of the assessment.
- 33.8 Ensure that copies of the original assessment papers are properly documented, collated filed as per government guidelines.
- 33.9 TSC will validate the results of the assessment undertaken by assessors as per the qualification packs and share the results.
- 33.10 The A A will conduct assessments only if it gets a confirmation for assessment of 75% of the batch trained (24 participants batch) or minimum 18 candidates per day, whichever is higher. It would be at the discretion of the A A to conduct assessments in case the batch size is smaller

Documentation and Evidence Collection

34. All AAs will maintain the following documents to capture evidence of assessments. The structure of each of the above will be discussed and finalized:
 - 34.1. Facilities with TP / TC for assessments.
 - 34.2. Verification of calibration of equipment at testing centre.
 - 34.3. Candidate's verification check list.



- 34.4. Candidates Attendance Record.
- 34.5. Assessment Checklist for Practical Tests. The checklists should be written in such a way that for each competence tested, it is possible to say either 'YES', the candidate successfully carried out this activity, or 'NO', the candidate has not yet achieved this standard.
- 34.6. Answer papers for the written test.
- 34.7. Marking sheet for the written papers and interview / viva.
- 34.8. Final Assessment Summary
- 34.9. Assessment completion certificate.
- 34.10. Photographic record of assessments showing the assessors, students and the institution with date and time imprints.
- 34.11. Evidence of mid-term assessments by TP.
- 34.12. Any other documents are required from time to time.
35. All AAs will upload the assessment results on SDMS of NSDC. The id and password for this will be provided by TSC/NSDC. The user manual is available with TSC.

Testing Centres (TC)

36. Assessment of the candidates will normally be done at the premises of the TSC affiliated Training Provider (TP), however, if for any reason it is necessary to have a Testing Centre (TC) other than the premises of TP, then costs for the services rendered by the TC will be borne by TP.

Independent Candidates

37. TSC recognises that there may be candidates who have prior learning experience in the textile sector and are desirous of being certified. Such candidates can apply to TSC for testing and certification of their skills, and they will be allotted a TP / TC for being tested. Fee for testing will be paid by the candidates directly to TSC at the time of application. Documentation for such candidates will be done by the TP / TC. Certificates of successful candidates will be dispatched to the TP / TC for distribution to them.

Assessment Fee

38. T P will pay TSC the prescribed fee for assessment and certification of their candidates, for which TSC will raise necessary invoice. The AA will be paid by TSC as per the agreement in place.

Appeals and Grievance Redressal

39. If the AA(s) is aggrieved by the accreditation process, they can appeal through a written representation to CEO, TSC. The representation will be put up to TSC's Technical Committee for considering the appeal and send its recommendations to Chairman, TSC. The decision of the Chairman will be final.



Service Level Agreement

40. All AAs willing to align to TSC will have to sign a SLA on a specified format. The sample clauses are as per Annexure D. The maximum accreditation fee for alignment of AA and its empanelled assessors is as mentioned in para 20.2 above. This is subject to change as per any central guidelines of NSDC.
41. Any deviation to this will be at sole discretion of TSC.
42. All AAs will have to align their assessors to the assessment process through a series of workshops and mock assessments preferably at the training provider's site. TSC will facilitate the process.

Conclusion

43. TSC is mandated to uplift the standards of training in the textile sector to improve productivity. Since the final outcome of any training is determined by assessment, it is imperative that assessments are done professionally through a fair, transparent and consistent process. Certification by TSC must add value to an individual's profile and be accurately indicative of his/her standards. For this to happen, quality and performance of AA must be of a high order.



Annexure A

Sample of the Covering Letter of the Application to Affiliate with TSC as an Assessment Agency (On the Letter Head of the Company)

To,
Chief Executive Officer
Textile Sector Skill Council
C/o Confederation of Indian Textile Industry
6th Floor, Narian Manzil
23, Barakhamba Road
New Delhi -110001

Date:

Re: Application for Accreditation of Assessment Agency with TSC

Sir,

1. We are an Assessing Agency with necessary experience and expertise in the textile sector and hereby apply for Accreditation with TSC vide our attached application.
2. We desire to apply for Accreditation as Assessing Agency for the following job roles and geographical space:-
 - a) ...
 - b) ...
 - c) ...
 - d) ...
3. We are aware of rules and conditions of TSC and agree to abide by them and also any other rules that may be framed from time to time. We also agree to allow TSC or any other representative of it to investigate correctness of information furnished by us or call for any further information in this regard from us.
4. Information provided by the company is true to the best of my knowledge and belief and I understand that we are liable for action under the law for any false information or document submitted by us. We also understand that TSC reserves the right to accredit us.
5. A demand draft number dated for Rs **10,000 (Ten thousand only)** is enclosed.

Thanking You,

(Signature of authorized signatory)

Name

Designation

Contact Number

Email id.....



Annexure B

**Textile Sector Skill Council
APPLICATION FORM FOR ACCREDITATION AS
ASSESSMENT AGENCY**

For TSC use only	
Reference ID	
Date of accreditation	

(All pages of annexure B will be stamped and signed by the applicant organisation along with the copy of the assessment protocol duly signed and stamped on all pages)

1. Brief Profile

	Details	Information
1	Name of Assessment Agency	
2	Date of registration/Incorporation and number	
3	Name and Designation of Head of the Agency	
4	Name and Designation of Contact Person	
5	Address	
6	Phone Number (s)	
7	Fax Number	
8	Email Address	
9	Website	

2. Do you have a well-defined Organization Structure (Organogram) of the company with details of roles and responsibilities?

- NO
- YES (If YES, Please attach organogram as Annexure (mandatory) along with brief profiles of the key people.

3. Financials

- Turnover and Audited account statement of last three years (Attach photocopy of relevant documents (mandatory)):
- PAN/TAN Card Number (Attach photocopy of relevant documents (mandatory)):

Signature and Stamp

4. Details and Proof of Accreditation/Empanelment with DGET/ SSC/ Other recognised body (if applicable):

S. No	Name of organization	Month-Year	Sector	Trades for which affiliated	Date of Accreditation and Certification and Validity	Total number of assessments completed	% of students successfully cleared assessment	Evidences attached
1								Yes/No
2								Yes / No
3								Yes /No
4								Yes /No

5. Operations*:

S.No	Job roles	Number of Assessors	Geographical locations/States

*For existing job roles, needs to be revised with inclusion of new job roles from time to time

6. Details of Assessors relevant for Textile Sector (Please attach a sample contract for reference)*

S No.	Name Of Assessor	Job roles	Academic / Qualification	Permanent/ Contractual	District & State	Language Known	Operational Knowledge of computers, including MS Office, MS Excel & internet	Experience			Total Number Of Assessment Completed	Total Number of Candidates Passed
								Industry	Education/Training	Assessment In Textile Sector (Trade And Number Of Years Each)		

*For existing job roles, needs to be revised with inclusion of new job roles from time to time

7. Details of the subject matter experts relevant to the Textile Sector*

S No.	Name Of Expert	Qualification	Permanent/ Contractual	Job roles	Industry Experience (In Yrs)	Teaching Experience (In Yrs)	Geographical Presence	Experience In Assessment In (Trade and Number Of Years Each)
1								
2								
3								

*For existing job roles, needs to be revised with inclusion of new job roles from time to time

Signature and Stamp



8. Do you have the capacity to design and develop the assessment tools for Textile Sector?

- NO
- YES (If YES, Please attach a sample question paper and a check sheet to assess the Performance Criteria for any three of the QPs (mandatory)).

9. Do you have a process to select and empanel the Assessors?

- NO
- YES, (If yes, please elaborate in a separate sheet and enclose evidence (including the sample contract with Assessors)

10. Do you have a mechanism in place for Training of Assessors?

- NO
- YES (if yes, please enclose the process in a separate sheet as evidence)

11. Do you have a Quality Management System to quality assure the assessment process?

- NO
- YES (If Yes, please enclose the process as evidence)

12. Do you have the ability and willingness to inspect the facilities of the TP / TC to support the assessment process?

- NO
- YES

13. Do you have a set of forms to capture student verification date and assessments records?

- NO
- YES (If yes, please enclose sample forms)

14. Do you have the facility to safely store the assessment records as per current guidelines?

- NO
- YES

15. Have you studied the NSDC guidelines for compliance on use of (Skills Development Management System) SDMS software package as applicable to the Assessment Agencies and Assessors?

- NO
- YES



16. What is your USP which stands out in the competitors? Please explain on a separate sheet.

List of Enclosures:

1. Photocopy Copy of Recognition, certification or empanelment
2. List of Branches/regional centres
3. Attach photocopy of the PAN and TAN card as Enclosure
4. Details of Assessors
5. Registration Certificate of Trust/ Society / Company
6. Audited Balance Sheet of Last Three Years
7. Sample of Contract with the Assessors

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from TSC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize TSC official or any person/entity authorized by TSC to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by TSC or updated from time to time regarding assessment.

Signature and stamp

Name:

Designation:

Date



Form Review (For TSC office use only)

S. No.	Item	Response
1	Compiled by	
2	Date of Receipt of complete Form	
3	Status of Accreditation Form Fees (Received /Not Received)	
4	Review Committee Decision (Approved/Not Approved)	
5	Date of Approval	
6	Reference ID Allotted	
7	Comments/Observations	
8	Signature of the Review Committee	
9	Details of submission of accreditation fees	

Signature and Stamp

Annexure C

Allocation of marks for theory and practical based on relative importance and criticality of function.

A sample of the Ring frame Sider based on QP "TSC/Q"

CRITERIA FOR ASSESSMENT OF TRAINEES - SAMPLE						
Job Role		Rjng frame Sider				
Qualification Pack		TSC/Q-----				
Unit Code and Title	Elements	Criteria	Total Marks	Out Of	Marks Allocation	
					Theory	Skills Practical
Mending broken ends & replacing exhausted bobbins	Creeling the bobbins & mending broken ends	Inspect the allotted machines & receive them in good condition; Inform the supervisor if machines are not in good condition or high end breaks and improper cleaning Piecing & Patrolling the spindles				
		Change exhausted bobbins with new ones				
		Cleaning bottom and top clearer rollers, ring rail and arbours				
		Waste collection and disposal				
		Operation of machine safely and in accordance with the guide lines				
		Identification of different parts of the machine				
		Identification of different types of yarns				
		Identification of different types of travellers				
		Identification of different types of bobbins				
		Identification of different types of defective machine parts				
Maintain work area, tools and machines	Work area	Clean and hazard free working				
		Storing of equipment				

Signature and Stamp

Annexure D

Service Level Agreement (SLA) with Assessment Agency (Sample)

Salient Points to be covered in the SLA with the Assessment Agency

- Provide support in pre–screening tasks and work with the TSC to update agency details on to the Skill Development Management System (SDMS), including sharing the list of empanelled assessors as per mutually agreed format, process of empanelment of assessors and the method of reimbursements to the assessors including the details of past performance in the field of assessments.
- Co-ordinate and Liaise with training partners to get information about commencement of training batches.
- Within two working days of receipt of information of the commencement of training batches by the training partner, provide decision to accept assessment of training program related tasks.
- Within two working days of acceptance of conducting the assessment, requisition certified assessors to carry out assessments.
- Ensure that certified assessors are sent to training locations/sites within the specified date and time.
- Ensure that all assessments conform to assessment guidelines and that these are undertaken as per the pre–defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
- Assist the TSC to develop question bank / test papers as per specified guidelines for industry validation and inputs.
- Ensure that the assessment exercise happens within the stipulated timeline and that on–site visits are conducted by the agency to cross–check for quality and transparency of assessment exercises.
- Ensure that the photographic / video evidence is collected for each assessment. The following are mandatory:
 - Group photo of the nominated assessors with the complete batch with the backdrop of the training institutions name board with date and time.
 - Photographs of students taking written and practical assessments with date and time.
 - Photographs of Assessors taking interviews of candidates with data and time.
- Provide the results of the assessment along with the original assessment sheet (physically and electronically) to the assessment agency within two working days of the completion of the assessment.
- Ensure that copies of the original assessment papers are properly documented, collated filed as per government guidelines.
- SSCs will validate the results of the assessment undertaken by assessors as per the qualification packs and share the results.
- Agree on a mutually accepted distribution ratio (___ : ___) of the assessment fee for each candidate.

Signature and Stamp



AFFILIATION OF ASSESSORS TO ASSESSING AGENCY
(JOB ROLE SPECIFIC AFFILIATION)

Insert /affix
your
photograph

1. Name: Mr /Mrs / Ms _____
2. Assessment expertise in the following Job roles^{@@} :

S. No	Yarn Manufacturing	Fabric Manufacturing	Chemical Processing	Handlooms

^{@@} Refer TSC website for the Job roles

3. Date of Birth _____ (DD/MM/YYYY)
4. Contact Details:

Home Address:	Office address:
Mobile:	E-mail:
Telephone (Land line):	Fax:

4A. Preferred Locations (Cities, States) of Operation as Assessors (Please list as per priority)

- (i)
- (ii) -
- (iii)

4B. Vernacular Expertise for conduct of Assessments at locations indicated at 4A.

- (i) Yes/No
- (ii) Yes/No
- (iii) Yes/No

4C. Availability for assessments (number of days/month) -

5. Educational Qualification:

S.No	Institution & Address	Qualifications & Year of passing	Subject/ specialization	Grade

6. Courses attended/Assessment Training undergone :

Sl. No.	Title of the Course	Conducted/Organized by (Name & Address)	Dates	
			From	To

7. Membership / Association with Professional Bodies OR Empanelled with any Assessment Agency

Sl. No.	Professional Body (Name & Address)	Membership Reference	Valid Up-to

8. Experience/ Subject Matter Expertise relevant to selected job role at the serial 2 (Please write in chronological order with present experience listed first).

A. General

Job role (as selected)	Relevant Experience Details	Organization	From-To



B. Details of Assessments conducted , if any, on selected/ similar Job roles:

Job role	When assessment carried out	For which Organization/Scheme

9. Declaration by the Applicant:

I attest that the above information provided by me is correct. I do understand that any incorrect information will result in disqualification of self and suspension/cancellation of certification by Textile Sector Skill Council.

Signature

Date: