

Protocol of Assessment Agency to Textile Sector Skill Council as per NSDC's Standard Operating Procedure (SOP)

Objective

The objective of this SOP is to define a standard criterion to assess the Assessing Agency for accreditation, having the capabilities and experience to assess the trainees trained in outcome-oriented training in the job roles in line with QPs/NOSs and having potential to undertake assessments as per the structured procedures.

1. Essential Requirements

- a) As a pre-qualifier, all AAs must possess capabilities to **conduct on-line assessment**
- b) This process will apply to the potential as well as all existing AAs

I. Conflict of Interest

- a) **Training Provider** cannot ordinarily be appointed as an Assessment Agency
- b) **monopoly or cartelization** in assessments will not be allowed
- c) **No sub-contracting** or franchising would be permissible for AAs

II. Fee Structure for AAs

The fee structure is as below (to be reviewed every 2 years)

S. No	Cost Head	Cost (Rs)
(a)	Application Fees: onetime non-refundable (to be paid during Stage 1 of Affiliation Process)	10,000
(b)	First Time Affiliation Fee valid for 1 year (to be paid during Stage 3 of Affiliation Process)	50,000
(c)	Annual Affiliation Renewal Fee	25,000

2. Prerequisites for Selection of AAs

I. Legal Existence: AA should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)

II. Assessors Quality:

- a) AA should have a roll / panel of assessors for all sub-sectors (Spinning, Weaving, Knitting, Processing, handloom and Power loom)
- b) Details of assessors should also be available on AAs website with state-wise details (assessors' name, qualifications, experience and photograph along with the details of assessor affiliations with multiple SSCs)

III. Assessment Process:

- a) AA should have an expertise to carry out **online assessments** with state-of-the-art quality.
- b) The AAs should have the ability to develop the **assessment process and tools** for different training courses with **ability for continuous improvement**.
- c) AA should have the ability to **maintain assessment process records and details pertaining to candidates registered, tested, passed, centers, assessors, etc**, and shall preserve all the records for **at least 5 years or till the validity of any scheme** (whichever is later) at any point in time and make its online access to TSC.

IV. Geographic Spread:

- a) The agency applying for **Pan India or for Specific State** operations must empanel assessors relevant to the concerned job role(s) in all the relevant states.
- b) Assigned assessors should be able to reach the assessment venue within **24 hours of travel time** and have **the ability to conduct assessment in regional languages**.

V. Organization Structure:

- a) AA should have a **structured mechanism for Governance** including a well-defined process for affiliation of assessors either on its payroll or on long-term contracts.
- b) AA should have assessment coordination team on its payroll with required capacity and
- c) experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.

VI. Conflict of Interest: It should declare its **linkages with other stakeholders in skill ecosystem** to ensure independence and to avoid any conflict of interest.

3. Prerequisites for Selection of Assessors

I. Qualifications & Experience:

- a) Assessor should possess **relevant academic, occupational qualifications and work experience** as given below

Eligibility criteria for Assessors

Professional	Sub-Sector	Minimum educational qualification	Minimum Industry experience (Years)
Assessor	Textile Mill (Spinning, Weaving, Knitting, Processing)	ATE/Diploma in Textile	3 years
	Handloom	8th	7 years

- a) **Knowledge of assessment process** and tools with ability to **capture the assessment observations** correctly on the prescribed electronic or paper forms.
- b) **Understanding of the Occupational Standards** for the relevant QP is a must. Assessor must have the ability to **plan each task** and **allocate necessary resources**.
- c) Understanding of competencies required in the job role for which assessment is being done **with a high level of integrity, reliability and fairness**.
- d) Good **observation skills** with ability to **communicate** in writing and orally in the local language in addition to English.
- e) **Ability to use technology** viz, computers, tablets, spreadsheets, video communication tools.
- f) Assessor should not have been blacklisted earlier by TSC

All the assessor documents should be vetted by the AA along with relevant educational qualification and experience as specified by TSC.

II. Subject Matter Expert (SME):

SME should possess **relevant academic, occupational qualifications and work experience** as given below

Textile Sub Sector	Minimum Educational Qualification	Experience
Mill	Diploma in Textile	At least 10 years of experience in textile sector with minimum 5 years in teaching/conducting training in Textile Research Associations, CoEs, Govt Textile organizations/SIMA/running textile mill
Handloom	8th	At least 10 years of experience in textile/Handloom sector with minimum 5 years in teaching/conducting training in Textile Research Associations, CoEs, Govt Handloom organizations/TSC TP for Handloom

4. Affiliation Process for AAs

Stage 1 - Application & Desktop Evaluation

- Prospective AA need to submit the application in prescribed formats along with **Rs. 10,000** nonrefundable application fees latest by 30th January 2020.
- TSC will carry out Desktop Evaluation of the prospective AA. It may invite them for deliberation and clarity, if necessary.
- TSC reserves the right to select/reject the AA on merit and the same will be communicated to the applicant in writing
- Decision of TSC in this regard would be final and grievances should be addressed to the Affiliation Committee (team constituted by Board / Governing Council of TSC).

Stage 2 - Field Visit and Final Evaluation Stage

- Application shortlisted in Stage 1 will be considered for Stage 2 evaluation.
- TSC team will visit the prospective AA, meet their key staff and carry out verification of records and processes.
- The valuation of the AAs would be carried out under the Evaluation Framework suggested by NSDC.
- Minimum 60% score would be mandatory for affiliation. Those scoring between 40 and 59% could be given an opportunity for further improvement of score within 3 months based on which affiliation or rejection would happen.

Stage 3 - Field Visit and Final Evaluation Stage

- All eligible AAs will be formally intimated by TSC after receiving the **Rs. 50,000** Affiliation Fee.
- The Affiliation will be valid for one year, after which the AA will apply for renewal based on fresh evaluation against Evaluation Matrix

I. Evaluation Matrix for AAs as per NSDC's SOP:

S No.	Parameter	Max Points	Criteria	Weightage Points		
I	Overall Experience	15	Number of Years in assessment	More than 10	5 to 10 Years	Upto 5 Years
				15	10	7
ii	Experience in sector	10	Number of Years in assessment	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	08	06
iii	Candidates Assessed	10	In last 3 years	More than 25,000	10,000 to 25,000	Upto 10,000
				10	7	5

S No.	Parameter	Max Points	Criteria	Weightage Points		
iv	Assessment Methodology	10	Will be determined by evaluation	Subjective score based on rigour and innovation of approach and methodology		
v	Affiliation with Govt. Organization (Gol or State Skill Missions)	10	Affiliated with minimum 1 organization	More than 5 Organisations	3 to 5 Organisations	1-2 Organisation(s)
				10	7	5
vi	Geographic Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
vii	Affiliated with other SSC	05	Minimum affiliation with 3 SSCs	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2
viii	Mode of assessment – Tablets/Pen and Paper	20	Assessment Modalities and Geo tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
ix	Monitoring Mechanism of assessments	10	Continuous Monitoring of the Assessment	Real time Online Video-Audio Monitoring & Recording	Standalone Video-Audio Records	Visits by Proctors
				10	5	3
x	Number of Subject Matter Experts on company's	20	Based on evaluation of CVs	More than 5	3 to 5 Experts	Upto 2 Experts
				20	12	8
xi	Number of Assessors on payroll	10	No. of Assessors	More than 25 Assessors	10 to 25 Assessors	Upto 9 Assessors
				10	7	5

S No.	Parameter	Max Points	Criteria	Weightage Points		
xii	Number of full time employee	10	No. of full time employee	More than 25 Employees	11 to 25 Employees	Upto 10 Employees
				10	7	3
xiii	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	7	5
	Grand Total	150				

TSC Account details for Application fee submission

Bank Account Name	TEXTILE SECTOR SKILL COUNCIL
Bank Account Number	503010488478
Branch Name & Address of Bank	Kotak Mahindra Bank Connaught Place Branch 23, Narain Manzil, Barakhamba Road New Delhi-110001 Phone no: 66119055, 56, 54
IFSC code	KKBK0004605
MICR Code	110485102
Type of Account	Savings
Permanent A/c Number (PAN)	AAFCT0931R