

Capital Goods Skills Council

# Protocol for Accreditation of Assessment Agencies and Assessment Framework

Version1



2014



## Capital Goods Skill Council

### Protocol for Accreditation of Assessment Agency And Assessment Framework

*“Assessment in this spirit does not concern assignment of grades or evaluation of whether instruction was effective. It's assessment designed squarely to feed into the learning process and make the learning stronger.”*

#### 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. Capital Goods Sector has a multiplier effect and has bearing on the growth of the user industries as it provides critical inputs ie: Machinery and Equipment to the remaining sectors covered under manufacturing. It goes without saying the quality is the highest concern for this sector.
3. Assessment of trainees or recognition of prior learning of existing workforce leading to certification is therefore one of the key responsibilities of CGSC. 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 CGSC Technical Committee.
4. 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.
5. This Protocol being the first on Assessments by CGSC will be Version 1.0

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## **Terms of Reference**

6. This protocol for Accreditation of Assessment Bodies is based on the following TORs:
  - 6.1. Training Provider will NOT be an Assessment Agency to safeguard against “conflict of interest.” Any deviations to this will be at the discretion of CGSC Technical Committee based on merit of each case.
  - 6.2. No Assessment Agency will be allowed to establish monopoly in geographical stretch or disciplines. Exceptions to the rule will be cleared by CGSC Technical Committee.
  - 6.3. 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.
  - 6.4. Seamless documentation and evidence collection.
  - 6.5. Assessments through trained and certified assessors / assessors aligned to assess competencies as per the NOS.

### **Accreditation Paradigm for Assessment Bodies**

7. The Capital Goods Industry both in its numbers and domains dictates accreditation of a number of Assessment Bodies, with empanelled industry experienced assessors through CGSC.
8. Assessment Agency could be for all disciplines of CG industry on pan-India basis; or restricted in scope of geography and/or disciplines. Establishing monopoly will be guarded against.
9. Assessment will be based on the concept of Independent Assessors empanelled with assessment agencies, identified, selected, trained and certified on Assessment techniques. These assessors should be aligned to assess as per the laid down criteria.
10. Accreditation of Assessment Bodies will be periodically reviewed on a 360° basis, besides regular audit of the Assessment Bodies. CGSC reserves the right to break the accreditation based on the reports of periodic review and audit / reports of irregularity from the stake holders.
11. Appointing a Lead Assessment Agency may be considered for quality assurance and uniformity of operations across multiple assessment agencies.
12. Online systems for monitoring and reporting will be encouraged.

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## **Accreditation of Assessment Agency**

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

### **16. Terms of Engagement for Assessing Agencies**

- 16.1. Assessment Agencies will be considered for assessment assignments by CGSC based on their ability and availability to carry out assessments in the areas where the training has been conducted. CGSC reserves the right to allocate the batches for assessment to the assessment agencies. Assessment Agencies will be engaged by CGSC at the rates as prevailing at the time of engagement. Other important aspects of terms of engagement shall be:-
  - 16.1.1. Assessment Agencies shall conduct assessment in States and programmes assigned by CGSC and will neither engage any franchises nor outsource the assessment on their behalf.
  - 16.1.2. Assessment Agencies 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 CGSC. These assessors should either be employed or on long term contract with the assessment agency. These assessors shall be accredited through orientation, assessment and certified by CGSC. The assessment of the Trainees can be carried out by these authorised assessors only.
  - 16.1.3. Assessment Agency should conduct assessment only at the training centres of TP or designated testing centres authorised by CGSC.
  - 16.1.4. Assessment batch size for the practical exams shall not be more 15 to 20 for each individual assessor and can be reviewed on case to case basis.
  - 16.1.5. Assessment Agency appointed by the CGSC shall not enter into any agreement with any other organisation for similar assessments without informing CGSC.
  - 16.1.6. Assessment Agency 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 CGSC at any time required. The process records will also be maintained.
  - 16.1.7. Assessing Agency 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 CGSC.
  - 16.1.8. Assessment Agency / Assessors will not disclose the results to the Training Provider and submit the results to CGSC as per agreed timelines.

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16.1.9. Assessment Agency will be responsible for the conduct of its empanelled assessors.

## **17. Criteria for Selection of Assessing Bodies**

17.1. The basic criteria for selection will be that a Training Provider will NOT be an Assessment Agency to safeguard against “conflict of interest.” Any deviations to this will be at the discretion of CGSC Technical Committee based on merit of each case.

17.2. Initially alignment will be done with the assessment agencies approved by Director General Employment and Training / Affiliated to other SSCs/ other recognized bodies having capacity to carry out assessments for the job roles applicable to the Capital Goods Sector. New assessment bodies may be taken onboard as per needs of assessment.

17.3. Other accreditation criteria’s will be as follows:

17.3.1. Infrastructure and Management, including compliance and financial health including proof of empanelment with DGET / SSCs / other recognized bodies.

17.3.2. Preferably the agency should have an experience of assessment of training institutions to assess and evaluate the minimum infrastructure and resources required to assess the relevant batch(es).

17.3.3. Capacity and expertise to carry out assessments including technology integration. Number and Quality and industry experience of Assessors relevant to CG Sector & details of assessments carried out in the Manufacturing job roles. Each agency will share the list of empanelled assessors with qualification and numbers of years of work experience. Ideally each assessor should have minimum 15 years industry experience as an ITI graduate / minimum 10 years’ industry experience as diploma engineer and minimum 5 years’ industry experience as graduate engineer.

17.3.4. The agency applying for Pan India operations must empanelled CG Sector relevant assessors in all states. The assessor should be able to reach the assessment venue within one days of travel time.

17.3.5. Ability to develop the Assessment process and Assessment Tools for different training courses and ability to continuously improve the assessment process and tools as per feedback.

17.3.6. Ability to inspect the facilities of the Training Provider / TC to support the assessments.

17.3.7. Quality Management System including an institutionalized system for assessor training / re-orientations and of obtaining feedback on the assessors from the training institutions and students.

17.3.8. Governance and Leadership including process of empanelling the assessors.

17.3.9. Capacity and experience of Assessment Coordinators, who will mentor, supervise, plan the assessment strategy and guide the team of assessors.

## **18. Process of Accreditation of Assessment Agencies**

18.1. Three stage processes for Accreditation of an Assessment Agency will be followed to include:-

18.1.1. Stage 1- Application Stage.

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18.1.2. Stage 2- Evaluation Stage.

18.1.3. Stage 3- Accreditation Stage.

### **19. Stage 1: Application Stage.**

- 19.1. Prospective Assessment Agency will submit the Application as at Appendix 'A'.
- 19.2. 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 Capital Goods Skills Council payable at Delhi, will be enclosed.
- 19.3. One on one meeting at CGSC may be called for deliberation and clarity, if necessary.
- 19.4. CGSC will examine the application and if, prospective Assessment Agency found suitable will be requested to proceed to second stage.
- 19.5. CGSC reserves the right to select the assessment agencies on merit.

### **20. Stage 2: Evaluation Stage.**

- 20.1. The CGSC team will visit the prospective Assessment Agency, meeting their staff and carrying out physical verification of records and processes. The composition of the team will be two members from CGSC and one member of the CGSC technical committee / one industry expert.
- 20.2. Team will submit its Assessment Report for consideration by Technical Committee.

### **21. Stage 3: Accreditation Stage.**

- 21.1. The Technical Committee of CGSC will consider the stage 1 and stage 2 documents of the process and will recommend whether the Assessment Agency under consideration can be accredited.
- 21.2. The Assessment Agencies found suitable will be formally intimated by CGSC. The Assessment Agency will be required to submit a bank draft of Rs 40,000 towards annual compliance check which will be carried out by CGSC.
- 21.3. 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 NSDC SDMS package.
- 21.4. The cost of organizing the workshop including the travel, boarding and lodging of CGSC representative will have to be borne by the assessment agency, failing which CGSC will be entitled to charge upto Rs 10,000 (as approved by NSDC) per assessor per workshop.
- 21.5. The Accreditation will be valid for two years, after which the Assessment Agency will apply for renewal. The renewal fees will be intimated from time to time as per prevailing norms.
- 21.6. Assessment Agency will ensure certification of all Assessors within one year of accreditation to CGSC, failing which CGSC reserves the right to break the accreditation. Assessment Agency will obtain an ISO certificate within one year of its accreditation to CGSC, if not already done. Failing which, CGSC reserves the right to break the accreditation.

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## 22. Quality of Assessors

- 22.1. 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:
- 22.1.1. Academic and Occupational Qualifications.
  - 22.1.2. Industry work experience.
  - 22.1.3. Knowledge of assessment process and tools.
  - 22.1.4. Understanding of the Occupational Standards for the relevant job role.
  - 22.1.5. Understanding of competencies required in the job role for which assessment is being done.
  - 22.1.6. Ability to capture the assessment observations correctly on the prescribed forms.
  - 22.1.7. Ability to communicate in writing and orally in the local language in addition to English.
  - 22.1.8. Good observation skills
  - 22.1.9. Ability to use technology viz, computers, tablets, video communication tools like skype etc
  - 22.1.10. Each Assessor must be able to plan each task and allocate necessary resources to support the assessment.
- 22.2. 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.

## 23. Periodic Audit and Quality Checks

- 23.1. Once an Assessment Agency is accredited, it is necessary that it continues to perform at the competency levels at which it was accredited. CGSC reserves the right to carry out periodic audits and quality checks to confirm that the Assessment Agency 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 CGSC, failure to which would lead to temporary or permanent de-accreditation of the assessment agency.
- 23.2. In addition, CGSC may also carry out additional checks and audit in case of complaints/ reports about the performance of an Assessment Agency. The costs for these specific audits will be borne by the Assessment Agencies.
- 23.3. The Assessment Agency must develop mechanism for continuous upgradation of knowledge and processes and provide evidence in support of this to CGSC.

## Guidelines for Assessments

24. Certification by CGSC 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

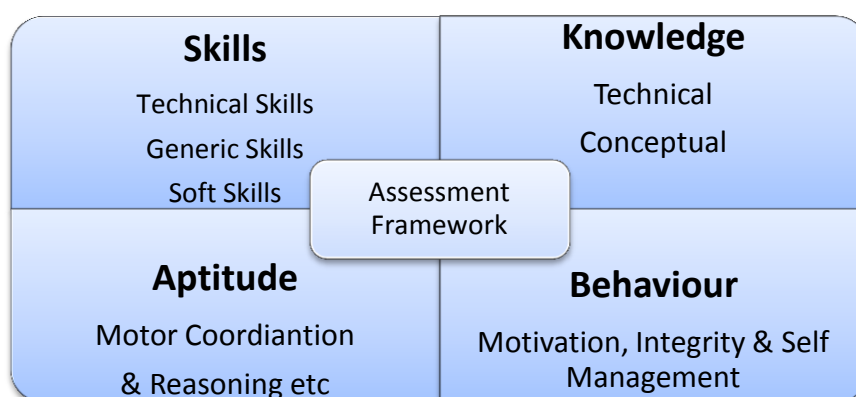
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National Occupational Standards and be demonstrated in the real work environment. The following important issues will be considered while planning assessment strategy:-

- 24.1. A variety of Assessment methods should be used to confirm competence.
  - 24.2. The assessment should reflect occupational competence through relevant work activities.
  - 24.3. The Assessment of knowledge should be integrated with assessment of performance, wherever possible.
25. The Assessments will be based on the relevant QP for each job role approved and uploaded on the NSDC and CGSC website 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.
26. Ideally, the assessment will be a continuous process comprising of three distinct steps:
- 26.1. Mid- term assessment<sup>1</sup>
  - 26.2. Term / Final Assessment
  - 26.3. Employer's Assessment<sup>2</sup>
27. Till such time the process for employer assessments is evolved with external stakeholders, the system of mid-term and final assessments will continue.
28. It is important to strengthen this final assessment to safe guard the interests of CGSC.

## 29.The Framework:

29.1 Each candidate will be assessed for knowledge, skills, Behaviour and Aptitude. A broad structure will be as follows:



<sup>1</sup> The mid-term assessments are critical. As a best practice, these will be done by the training institutes themselves by trained internal assessors and verified by CGSC.

<sup>2</sup> The employer's assessment is critical, however, it is also depended on the external factors of the trainee securing a job at the end of the training and the capacity of the training provider or CGSC having to track each of the candidates for a stipulated period of time and secure a final assessment from each employer. Endeavor will be made to build this capacity.

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### 30. Assessment Methods

30.1. The assessment agency will innovatively use the following assessment methods to assess the potential candidate. Evidence against each will be captured and secured.

Skills	Knowledge	Aptitude	Behaviour
<ul style="list-style-type: none"><li>• Practical Assignments</li><li>• Product Appraisal - checking designs, finished product etc</li><li>• Observation of performance &amp; essentials</li></ul>	<ul style="list-style-type: none"><li>• Technical knowledge &amp; understanding of the assignment &amp; processes</li><li>• Conceptual clarity</li></ul>	<ul style="list-style-type: none"><li>• Testing of Motor coordination</li><li>• Numerical ability</li><li>• Reasoning</li><li>• Time Management for the given task</li></ul>	<ul style="list-style-type: none"><li>• Motivation</li><li>• Integrity</li><li>• Self Management</li></ul>

### 31. Alignment of Framework with Qualification Packs

31.1. 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 Fitter is illustrated below:

S. No	Unit Code	Unit Title (Task)	Weightage
1	CSC/N 0201	Prepare for assembling operations	15%
2	CSC/ N 0202	Assemble the Components	34%
3	CSC / N 0203	Perform post –assembly activities	15%
4	CSC / N 5001	Carry out house keeping	10%
5	CSC / N 5002	Carry out reporting & documentation	8%
6	CSC / N 5003	Carry out quality checks	10%
7	CSC / N 5004	Carry out problem identification & escalation	8%

31.2 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 Fitter job role is illustrated as per Annexure C.

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

### 32. Assessment Tools

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

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- 32.1.1. **Written Test:** This will comprise of (i) True / False Statements (ii) Multiple Choice Questions (iii) Matching Type Questions. Online system for this will be preferred.
- 32.1.2. **Practical Test:** This will comprise a test job to be prepared as per engineering drawing by following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, safety consciousness, quality consciousness etc. The end product will be measured against the pre-decided standards (like tolerance, finish, accuracy, time etc.) to gauge the level of his skill achievements.
- 32.1.3. **Structured Interview:** This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.

### 33. Assessment Recommendations

- 33.1. The CGSC 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 Assessment Agency as per policy defined by CGSC / NSDC from time to time.
- 33.2. The recommendations for the final assessment will be based on the following parameters:
  - 33.2.1. Minimum Pass Marks in Practical: 80%
  - 33.2.2. Minimum Pass marks in theory: 60%
  - 33.2.3. 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)

### 34. Documentation and Evidence Collection

- 35. All assessment agencies will maintain the following documents to capture evidence of assessments. The structure of each of the above will be discussed and finalized:
  - 35.1. Facilities with training provider / TC for assessments.
  - 35.2. Verification of calibration of equipment at testing centre.
  - 35.3. Candidate's verification check list.
  - 35.4. Candidates Attendance Record.
  - 35.5. 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.
  - 35.6. Answer papers for the written test.
  - 35.7. Marking sheet for the written papers and interview / viva.
  - 35.8. Final Assessment Summary

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- 35.9. Assessment completion certificate.
- 35.10. Photographic record of assessments showing the assessors, students and the institution with date and time imprints.
- 35.11. Evidence of mid-term assessments by the training provider.
- 35.12. Any other documents are required from time to time.
36. All Assessment bodies will upload the assessment results on SDMS of NSDC. The id and password for this will be provided by NSDC. The user manual is available with the CGSC.

### **37. Testing Centres (TC)**

- 37.1. Assessment of the candidates will normally be done at the premises of the CGSC 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.

### **38. Independent Candidates**

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

### **39. Assessment Fee**

- 39.1. Training Providers will pay CGSC the prescribed fee for assessment and certification of their candidates, for which CGSC will raise necessary invoice. The Assessment Agencies will be paid by CGSC as per the agreement in place.

### **40. Appeals and Grievance Redressal**

- 40.1. If the Assessment Agency(s) is aggrieved by the accreditation process, they can appeal through a written representation to CEO CGSC. The representation will be put up to the technical committee for considering the appeal and make recommendations to Chairman, CGSC. The decision of the Chairman will be final.

## **Service Level Agreement**

41. All assessment bodies willing to align to the CGSC will have to sign a SLA on a specified format. The sample clauses are as per Annexure D. The maximum accreditation fee for

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alignment of assessment agency and its empaneled assessors is as mentioned in para ... above. This is subject to change as per any central guidelines of NSDC.

42. Any deviation to this will be at sole discretion of CGSC.
43. All assessment bodies will have to align their assessors to the assessment process through a series of workshops and mock assessments at the training provider's site. CGSC will facilitate the process.

### **Conclusion**

44. CGSC is mandated to uplift the standards of training in the CG Sector resulting in improved productivity. Since the final outcome of any training is determined by assessment. Therefore, it is imperative that assessments are done professionally through a fair, transparent and consistent process. Certification by CGSC must add value to an individual's profile and be accurately indicative of his standards. For this to happen, quality and performance of assessment agency must be of a high order.

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**Sample of the Covering Letter of the Application to Affiliate with CGSC as an Assessment Agency**

**(On the Letter Head of the Company)**

To,  
Capital Goods Skill Council  
C/o FICCI  
Federation House  
Tansen Marg  
**New Delhi – 110001**

**Date:**

**Re: Application for Accrediation of Assessment Body with CGSC**

1. We are an Assessing Body with necessary experience and expertise in the Capital Goods Sector and hereby apply for Accreditation with CGSC 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 CGSC and agree to abide by them and also any other rules that may be framed from time to time. We also agree to allow CGSC 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 CGSC reserves the right to accredit us.
5. A demand draft number ..... dated ..... for Rs 10,000 (Ten thousand only) is enclosed.

Kind Regards

(Signature of authorized signatory)

Name

Designation

Contact Number

Email id:

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**Capital Goods Skill Council**  
**APPLICATION FORM FOR ACCREDITATION AS ASSESSMENT BODY**

**(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)**

For Office use only	
Reference ID	
Date of accreditation	

**1. Brief Profile**

S. No	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	
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)): .....

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**4. Details and Proof of Accreditation/Empanelment with DGET/ SSC/ Other recognised body:**

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

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

**5. Operations\*:**

S.No	Job roles	Number of Assessors	States

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

**6. Details of Assessors relevant for Capital Goods 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 Capital Goods Sector(Trade And Number Of Years Each)		
1												
2												
3												

\*For existing four 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 Capital Goods 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 Capital Goods Sector(Trade and Number Of Years Each)
1								
2								
3								

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

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

- NO
- YES (If YES, Please attach a sample question paper and a check sheet to assess the Performance Criteria for any one of the four 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 bodies and Assessors?**

- NO
- YES

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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
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 CGSC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize CGSC official or any person/entity authorized by CGSC to carry out audit or quality check.

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

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Name:

Designation:

Date

**Form Review (For CGSC 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	

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

### A sample of the Fitter job based on QP “CSC/Q 0102”

CRITERIA FOR ASSESSMENT OF TRAINEES - SAMPLE							
<b>Job Role</b>	Fitter						
<b>Qualification Pack</b>							
<b>Sector Skill Council</b>	Capital Goods Skill Council						
Unit Code and Title	Elements	Criteria	Total Mark (700)	Out Of	Marks Allocation		
					Theory	Skills Practical	
1. CSC / N 0201 (Prepare for assembling operation)	Understand design	PC1. Understand assembly blueprints, engineering drawings and other specifications to identify the sequence of activities required to assemble the machine	100	5	5	0	
		PC2. Read and interpret engineering drawings to ensure correct limits, tolerance and fits of equipment components		10	5	5	
		PC3. Report and rectify cases of inappropriate information in design documents as per organizational procedures		3	3	0	
	Equipment readiness	PC4. Identify tools and equipment required to perform the assembling of components		8	5	3	
		PC5. Collect tools required during the assembling process		4	2	2	
		PC6. Ensure that tools match the desired specifications		10	5	5	
		PC7. Ensure tools and equipment required for assembly are free from physical damage and ready for operation		3	2	1	
		PC8. Report damaged / defective components of equipment as per the escalation matrix		1	1	0	
		PC9. Ensure the calibration status of all measuring equipment and instruments		6	3	3	
		PC10. Prepare the foundation base as per the job requirements i.e. cleaning using hand files, scraper, etc		7	2	5	
		PC11. Use braces, jacks, clamps, ropes or bolt straps to hold parts in position		4	2	2	
		Material Appropriateness and preparation		PC12. Collect work pieces/ components to be assembled	5	2	3
				PC13. Ensure that each material is in the correct quantity	4	2	2
	PC14. Ensure, by visual inspection, that work pieces are of desired quality (free of rust, type of metal, etc)			2	1	1	
	PC15. Ensure that paint, grease, rust, or other contaminants are removed from work pieces			3	1	2	
	PC16. Smoothen out the metal work piece prior to assembling			4	1	3	
	PC17. Ensure that no delays are caused as a result of improper preparation and failure to identify problems			2	1	1	
	Health & Safety	PC18. Ensure housekeeping and safety in work area		3	1	2	
		PC19. Ensure that the exhaust systems are used to maintain the concentration levels of various particulate matters remain within limits		1	1	0	
		PC20. Ensure use of mask during grinding to avoid inhaling the dust		1	0	1	
		PC21. Ensure that the loose and torn clothes are not worn during working hours		1	0	1	
		PC22. Ensure using hoist or forklift for lifting heavy materials to avoid physical injury		2	1	1	
		PC23. Adhere to all other safety norms (like wearing shoes, gloves, safety goggles etc)		2	1	1	
		PC24. Ensure that unpermitted materials such as fuels, paints etc are removed from the work area		1	1		
		PC25. Comply with health, safety, environment guidelines, regulations etc in accordance with organizational SOP		5	3	2	
		PC26. Identify any potential health hazards or dangers and escalate to supervisor as per organizational SOP		3	2	1	

Signature and Stamp

**Sample SLA with Assessment Agency**

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

- Provide support in pre–screening tasks and work with the CGSC to update agency details on to the 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 is 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 CGSC 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.
- Agree on a mutually accepted distribution ratio ( \_\_:\_\_ ) of the assessment fee for each candidate.

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