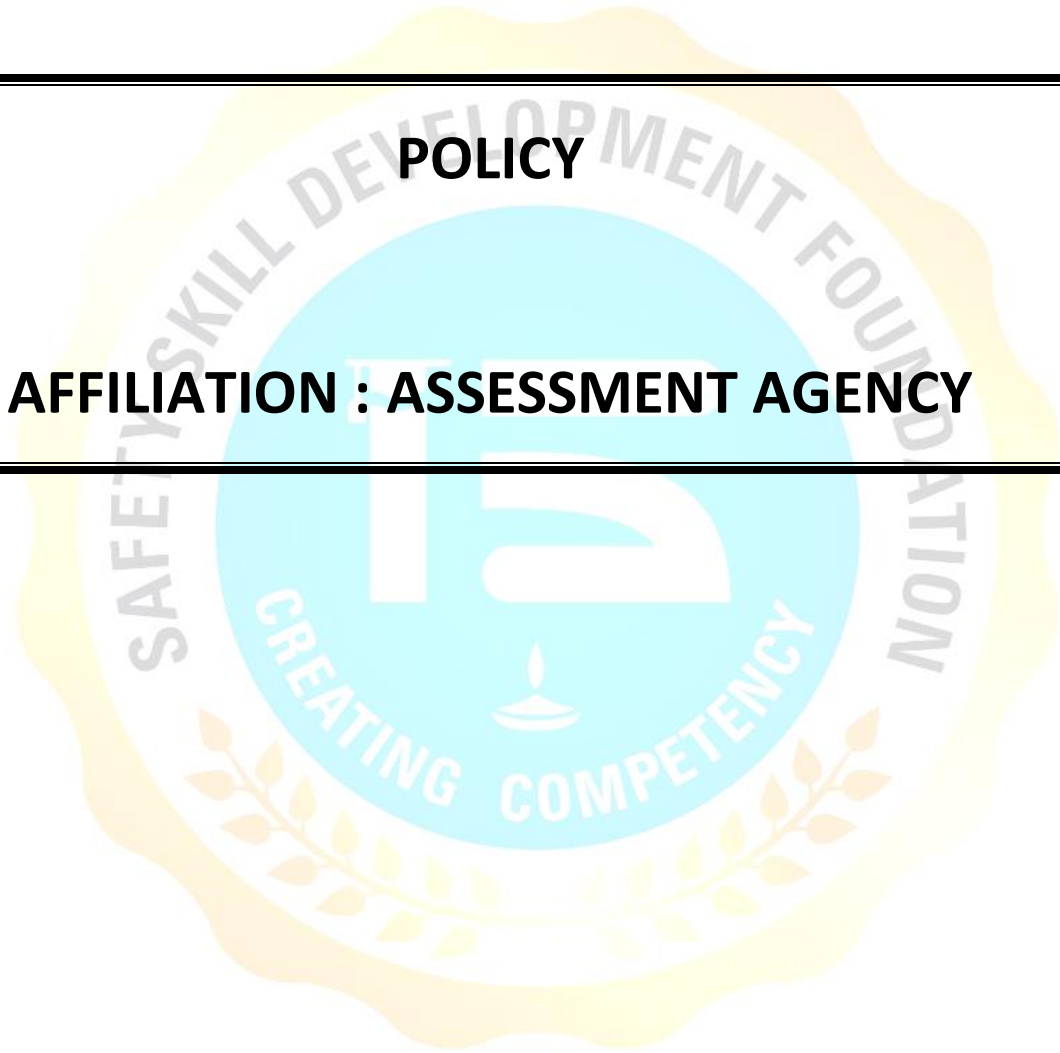

POLICY

AFFILIATION : ASSESSMENT AGENCY



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POLICY : ASSESSMENT AGENCY AFFILIATION
(SAFETY SKILL DEVELOPMENT FOUNDATION)

1. INTRODUCTION

An effective, consistent and quality-assured assessment enables the qualifications to gain recognition, credibility and value in an education and skills ecosystem. It is important that everyone involved in the assessment of candidates, undertaking qualifications, takes steps to ensure that the qualifications are trusted by learners and employers. Learners want the assurance that the assessment is fair and that judgment of their competence is the same as that for all other candidates. Employers want to be sure that holders of qualifications have been assessed against all the outcomes described in the qualification.

This **Policy for Assessment Agency Affiliation** ensures that only quality driven organizations meeting the criteria get empaneled with **Safety Skill Development Foundation (SSDF)**.

2. OBJECTIVE

The objective of this policy document is to define a standard criterion to evaluate the Assessment Agency for affiliation with SSDF, having the capabilities and experience to assess the trainees trained in outcome-oriented training in the job roles in line with QPs/ NOS and having potential to undertake assessment as per the structured procedures.

3. ACRONYMS

Abbreviation	Expansion
ABs / AAs	Assessment Agencies/ Bodies
SSDF	Safety Skill Development Foundation
NSDC	National Skill Development Corporation
NOS	National Occupational Standards
NSQF	National Skill Qualification Framework
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
QPs	Qualification Packs
RPL	Recognition Prior Learning
SIP	Skill India Portal
SSCs	Sector Skill Councils

TPs	Training Providers
TC	Training Center

4. ROLES & RESPONSIBILITIES

S. No	Process Activity	Responsibility	
1.	Maintenance of Policy	Manager, BD (Process Owner)	affiliation@ssdfindia.org
2.	Changes & Approvals	CEO	aksingh@ssdfindia.org

5. SCOPE

The policy deals with affiliation/re-affiliation/provisional affiliation of the assessment agencies with SSDF, their evaluation criteria, the documents required and process to be followed.

6. REQUIREMENTS/ PREREQUISITES FOR AFFILIATION OF AAs

- a. An AA should be a legal entity (Company or Society but not firms, proprietorship or individuals; limited liability Partnership (LLPs) are allowed.
- b. Following documents will be submitted by AA before affiliation –
 1. ITRC of last three years
 2. Article/Memorandum of Association under Company Act 1956, if society then Society Bylaws & other related documents
 3. PAN and TAN/GST (if applicable) in the name of Organization
- c. The Assessment agency should have a secure Website for publishing information about their organization.
- d. Details of assessors should also be available on its website with state-wise details (assessors' name, qualifications, experience and photograph along with the details of assessor affiliation).
- e. The Assessment Agency should be recognized with NCVET.

7. CONFLICT OF INTEREST - A Training Provider cannot ordinarily be appointed as an Assessment Agency and No sub-contracting or franchising would be permissible for assessments.

8. PROCESS

Following process will be followed for affiliation/re-affiliation/ provisional affiliation of assessment agencies. New Assessment Agency will be initially provisionally affiliated and then regular affiliation will be granted after evaluation as per guidelines & process.

a) Fresh empanelment/affiliation of AAs through RFP process (need based)

- a) The empanelment/affiliation of new Assessment Agencies will be through open RFP and need based. The RFP will be planned based on projected requirements of Assessment Agencies to be empaneled through that RFP.
- b) Sub limits on number of AAs to be affiliated State-wise may be published in RFP. The applicants in the RFP will be evaluated as per criteria mentioned in **TABLE A**. A merit list will be prepared as per evaluation scorecard and desired number of applicants will be provisionally affiliated for 6 months and a provisional affiliation certificate will be awarded.
- c) During the six months, the new AAs will be assigned batches for conducting assessment on the basis of the certified assessors aligned with them.
- d) The provisionally affiliated AAs will be evaluated at the end of their validity period for affiliation with SSDF and AAs meeting the criteria will be affiliated on regular basis for one year (from the date of original provisional affiliation)

b) Affiliation/Re-Affiliation of AAs

- a) At the end of the expiry of validity period of affiliation (i.e. 6 months for provisionally affiliated AA and 1 year for existing affiliated AAs), Assessment Agencies will be re-evaluated on the parameters as per **Table B**
- b) The AAs will be affiliated with SSDF for a period of 1 year after successful evaluation and scores achieved as per parameters given in **Table B**.

9. OTHER INFORMATION**A. Fee Structure for affiliation of AAs will be as under.**

The same shall be revised every after a period of two years:

S N	Cost Head	Cost (Rs)
(a)	Application fees : one time (non-refundable to be paid with fresh application)	10,000/-
(b)	Provisional AA Affiliation Fee (non-refundable)&valid for six months	50,000/-
(c)	Affiliation Re-Affiliation Fee (for one year)	25,000/-

B. Audit

In the event of complaints / reports about poor performance / unfair practices against an AA, the SSDF reserves the right to terminate the affiliation.

C. Grievances Redressal

Any grievance against non-affiliation/affiliation will be by grievance committee of SSDF. The decisions approved by the CEO, SSDF will be final and binding.

10. CONFLICT RESOLUTION/DISPUTE

In case of any dispute of conflict decision of CEO, SSDF will be final & binding.

TABLE A (PROVISIONAL AFFILIATION)

S N	CRITERIA	MEANS OF VERIFICATION DOCUMENTS	RANGE OF MARKS		
1	Number of Years in assessment (Overall Experience as Assessment Agency)	SSC/DGT/State Governments or any other appropriate Organisation	More than 10 Years	5 to 10 Years	Up to 5 Years
			10	7	5
2	Number of Years in related sector	Sanction orders, Work Orders, Project Completion Certificates	More than 5 Years	3 to 5 Years	Up to 2 Years
			15	10	8
4	Geographic Presence (No. of States covered as per Regional Office presence in States apart from Registered/ Corporate/ Head office)	Rent Agreement or Fixed Line telephone Bill	3 or more States	2 States	1 State
			10	7	5
5	Geographic Presence (No. of States covered as per SSDF certified assessors' domicile)	Assessor's address proof document & self-declaration of languages read/write/spoken fluently by assessor	Belonging from 9 or more States	Belonging from 5 to 8 States	Belonging from up to 4 States
			20	15	10
6	No. of SSDF Job roles in which assessors are certified.	Valid certificates issued by SSDF	10 Job roles or more	6 to 9 Job roles	3 to 5 Job roles
			10	7	5
7	Number of SSDF Subject Matter Experts aligned.	Trainers/Assessors of NSQF Level 6 & above	More than 5 Experts	3 to 5 Experts	2 Experts
			10	7	5
8	Valid ISO Certification in assessment services	ISO certificate in assessment services & operations	More than 5 Years	3 to 5 Years	1 to 3 Years
			5	3	2
9	No. of SSDF certified assessors aligned	Valid certificates issued by SSDF	More than 10 Assessors	5 to 9 Assessors	3 to 4 Assessors
			20	15	10

TABLE B (FOR AFFILIATION & RE-AFFILIATION)

S N	CRITERIA	MEANS OF VERIFICATION DOCUMENTS	RANGE OF MARKS		
1	Geographic Presence (No. of States covered as per Regional Office presence)	Rent Agreement or Fixed line Telephone Bill	3 or more States	2 States	1 State
			5	3	2
2	Geographic Presence (No. of States covered as per SSDF certified assessors' domicile)	Assessor's address proof document & self-declaration of languages read/write/spoken fluently by assessor	Belonging from 9 or more States	Belonging from 5 to 8 States	Belonging to up to 4 States
			10	7	5
3	Geographic Presence (No. of States covered as per assessments conducted)	Will be verified via SSDF's database	Belonging from 15 or more States	Belonging from 8 to 14 States	Belonging to up to 7 States
			5	3	2
4	No. of Job roles in which assessors are certified (in minimum 3 occupations).	Valid certificates issued by SSDF	10 Job roles or more	5 to 9 Job roles	3 to 4 Job roles
			10	7	5
5	Monitoring Mechanism of assessments (for Continuous Monitoring of the Assessment)	Proof of existence & practice of such monitoring mechanism	Real time Online Video - Audio Monitoring & Recording	Standalone Video-Audio Records	Visits by Proctors
			5	4	3
6	Number of Subject Matter Experts on company's payroll in separate occupations	Qualification equivalent to a NSQF Level 6 Master Assessor will be considered and their payroll info like EPF, ESI etc. to be provided	More than 3 Experts	2 to 3 Experts	1 Experts
			10	7	5
7	Valid ISO Certification in assessment services	ISO certificate in assessment services & operations	More than 2 Years	1 to 2 Years	Up to 1 Years
			5	4	3
8	No. of SSDF certified assessors on payroll (Two Assessors on pay roll is mandatory)	Valid certificates issued by SSDF and their payroll info like EPF, ESI, Pay slip, Bank statements. to be provided	More than 5 Assessors	3 to 5 Assessors	2 Assessors
			15	10	7
9	No. of SSDF certified assessors on SIP	Valid certificates issued by SSDF & their SIP presence	More than 25 Assessors	12 to 25 Assessors	5 to 11 Assessors
			15	10	7
10	Internal Quality Rating	SSDF's Internal Evaluation	Average 6+	4-6(incl 4)	3 to 4
			20	15	10

-----End of Document-----

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