



# Assessment Agency **Affiliation, and Standard Compliance Policy**

**SAFETY SKILL DEVELOPEMENT FOUNDATION**

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**Authorization:** This document, Governing Council Guidelines, has been duly reviewed and approved in accordance with the SSDF's governance and policy framework. By signing below, the authorized official endorses the guidelines set forth in this document and authorizes its implementation.

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# 1. Introduction

The Safety Skill Development Foundation (SSDF) is at the forefront of creating a rigorous and industry-aligned skill ecosystem through its commitment to high standards in vocational training and assessment. As part of this mission, SSDF is developing a comprehensive policy aimed at facilitating the affiliation of institutions interested in becoming Assessment Agencies.

This forthcoming policy will establish detailed guidelines and clearly defined norms that institutions must adhere to join SSDF's esteemed network of Assessment Agencies. The primary goal of this policy is to streamline the affiliation process, ensuring it is both transparent and accessible to all entities eager to contribute to the assessment landscape under the SSDF umbrella.

Central to SSDF's ecosystem is the assessment process, which plays a crucial role in ensuring that the qualifications offered by SSDF are recognized, credible, and valuable within the education and skills sector. High-quality, consistent, and fair assessments are essential for fostering trust among both learners and employers. Learners need to be assured that their assessments are conducted impartially and that their competencies are evaluated against the same rigorous standards applied to all candidates. Similarly, employers must have confidence that the qualifications their employees hold are the result of thorough and accurate assessments, reflecting the required skills and knowledge.

In its pursuit of excellence, SSDF invites proposals from agencies with a keen interest in becoming SSDF-empanelled assessment agencies, tasked with conducting assessments on the approved qualifications of SSDF.

The process for becoming an affiliated Assessment Agency with SSDF is thorough and involves several key steps. Initially, an in-depth review of the applying institution's existing capabilities and infrastructure is conducted based on the SSDF evaluation criteria. This evaluation is designed to ascertain the institution's readiness and ability to conduct assessments that fully comply with SSDF's Qualifications and National Occupational Standards.

To maintain these high standards, SSDF rigorously evaluates all proposals submitted by prospective assessment agencies. Only those institutions that successfully navigate and clear this stringent validation process will be granted affiliation with SSDF.

This Policy for Assessment Agency Affiliation has been meticulously developed to ensure that only organizations meeting the highest standards of quality are empanelled with SSDF. Through this policy, SSDF aims to affiliate with assessment agencies that are committed to upholding these standards, thereby preserving the integrity, reliability, and global competitiveness of the qualifications awarded under its authority.



## 2. About SSDF

The Safety Skill Development Foundation (SSDF) represents a cornerstone in the ecosystem of vocational education and training, specifically in the domain of safety within various industries. As a non-profit organization, it is registered under Section 8 of the Company Act, 2013, and holds the distinguished recognition as an Awarding Body by the National Council for Vocational Education and Training (NCVET), under the auspices of the Ministry of Skill Development & Entrepreneurship. The inception of SSDF, under the sponsorship of ASK-EHS Engineering & Consultants Private Limited, was motivated by the vision to forge an industry-aligned skill ecosystem. This vision encompasses the development of National Occupational Standards (NOS), comprehensive training delivery systems, assessment methodologies, and certification processes. These elements are harmoniously aligned with the National Skill Qualification Framework (NSQF) and the New Education Policy of the Government of India, aiming to fulfill the skill requirements of industries and maintain the global and technological competency of safety professionals.

### Salient Objectives of SSDF

- A. Industry-Specific Standard Development:** Tailoring NOS and qualifications to accurately reflect the evolving needs of the industrial sector, ensuring that the workforce remains competitive on a global scale.
- B. Curriculum Innovation and Adaptation:** Crafting and continuously refining content and curricula to mirror industry demands and technological advancements, thereby fostering an adaptive and forward-thinking approach to vocational education.
- C. Regulatory Endorsements and Approval:** Navigating governmental processes to achieve official endorsement for NOS and qualifications, thereby legitimizing and standardizing skill development endeavours.
- D. Comprehensive Training and Assessment Framework:** Establishing a cohesive infrastructure for the delivery of training, assessment, and certification, alongside a dedicated program for the professional development of trainers.
- E. Recognition of Prior Learning (RPL):** Implementing a systematic process for recognizing and certifying the pre-existing skills of professionals and workers, thereby valuing and integrating their contributions into the formal skill development framework.
- F. Vocational Training and Employment Promotion:** Advocating for and supporting the establishment of institutions and academies that specialize in vocational training, thereby enhancing employment opportunities within the industry.
- G. Skilling Institution Development:** Leading the charge in the establishment of centers dedicated to vocational education and training, ensuring a robust and accessible skill development network.
- H. Creating International Benchmarking:** Establishing Global Standards, with the objective of establishing EHS Qualifications that meet international benchmarks, making them recognized in various countries and facilitating global career opportunities for graduates.



### 3. Acronyms

- A. SSDF: Safety Skill Development Foundation
- B. AAs: Assessment Agencies
- C. ABs: Awarding Bodies
- D. CSSM: Central Sponsored State Managed
- E. CSCM: Central Sponsored Central Managed
- F. NSDC: National Skill Development Corporation
- G. NOS: National Occupational Standards
- H. NSQF: National Skill Qualification Framework
- I. PMKVY: Pradhan Mantri Kaushal Vikas Yojana
- J. PIAs: Project Implementation Agencies
- K. QPs: Qualification Packs
- L. MCs: Micro Credentials
- M. RPL: Recognition of Prior Learning
- N. SIP: Skill India Portal
- O. STT: Short Term Training
- P. TPs: Training Providers
- Q. TC: Training Centre
- R. TOT: Training of Trainers
- S. TOA: Training of Assessors

### 4. Purpose and scope

The purpose of this policy is to establish a structured and transparent framework for the affiliation of institutions as Assessment Agencies with the Safety Skill Development Foundation (SSDF). This policy aims to ensure that only those institutions that meet the highest standards of quality and compliance are empanelled to conduct assessments on SSDF-approved qualifications. By setting clear guidelines and rigorous evaluation criteria, the policy seeks to maintain the integrity, credibility, and value of the qualifications offered by SSDF. This, in turn, will foster trust among learners, employers, and other stakeholders in the vocational training and assessment ecosystem.

This policy applies to all institutions and organizations seeking affiliation or re-affiliation with SSDF as Assessment Agencies. It covers the entire process, including the submission of proposals, evaluation of institutional capabilities, adherence to SSDF's National Occupational Standards (NOS), and ongoing compliance requirements. The policy also addresses the evaluation criteria, required documentation, and the specific steps involved in the affiliation and re-affiliation process. Furthermore, it ensures that all assessments conducted under SSDF-approved qualifications are performed with the highest standards of quality, consistency, and fairness. The responsibilities of affiliated Assessment Agencies are clearly outlined, ensuring their continuous commitment to upholding SSDF's rigorous standards



## 5. The objectives of this policy are:

- A. Define Standard Evaluation Criteria:** To establish a standard criterion for evaluating institutions seeking affiliation as Assessment Agencies with SSDF. This criterion focuses on assessing the agencies' capabilities and experience in evaluating trainees who have undergone outcome-oriented training in alignment with Qualification Packs (QPs) and National Occupational Standards (NOS).
- B. Establish High Standards:** To ensure that only institutions meeting the highest standards of quality and compliance are affiliated as Assessment Agencies with SSDF, thereby upholding the integrity and value of SSDF's qualifications.
- C. Streamline the Affiliation Process:** To provide a clear, transparent, and accessible process for the affiliation and re-affiliation of assessment agencies, making it easier for qualified institutions to join SSDF's network.
- D. Ensure Consistency and Fairness:** To guarantee that all assessments conducted under SSDF-approved qualifications are carried out with consistency, fairness, and impartiality, building trust among learners, employers, and industry stakeholders.
- E. Maintain Ongoing Compliance:** To outline the continuous responsibilities of affiliated Assessment Agencies, ensuring they adhere to SSDF's National Occupational Standards (NOS) and other compliance requirements throughout their tenure.
- F. Enhance Industry Trust:** To reinforce the credibility of SSDF's qualifications by ensuring that all affiliated Assessment Agencies are capable of delivering assessments that accurately reflect the required skills and competencies in line with industry expectations.
- G. Promote Global Competitiveness:** To support the development of globally recognized and respected qualifications by ensuring that SSDF's assessment processes align with international standards and best practices.

This policy's objectives are pivotal in streamlining the affiliation process, maintaining ongoing compliance, and enhancing the credibility and value of SSDF's qualifications. By focusing on these key areas, SSDF ensures that affiliated Assessment Agencies are well-equipped to deliver assessments that reflect industry standards and meet the needs of both learners and employers. Ultimately, this approach reinforces the integrity of SSDF's qualifications and contributes to the development of a globally competitive skill ecosystem.

## 6. Roles and Responsibilities of Assessment Agencies

Affiliated Assessment Agencies with the Safety Skill Development Foundation (SSDF) are expected to fulfil specific roles and responsibilities to ensure the effective and accurate assessment of trainees. These roles and responsibilities include:

- A. Adherence to Standards:**
  - I. Ensure that all assessments are conducted in strict accordance with SSDF's National Occupational Standards (NOS) and Qualifications.
  - II. Follow SSDF's established guidelines, procedures, and assessment criteria to maintain consistency and quality.

**B. Assessment Execution:**

- I. Conduct assessments in a fair, transparent, and unbiased manner.
- II. Implement assessment methods and tools that accurately measure the competencies and skills outlined in the NOS/QPs.
- III. Ensure that assessments are aligned with outcome-oriented training and industry requirements.

**C. Documentation and Reporting:**

- I. Maintain accurate and comprehensive records of all assessments, including candidate performance and results.
- II. Submit assessment reports and documentation to SSDF in a timely manner, as required.
- III. Ensure that all documentation is secure, confidential, and compliant with data protection regulations.

**D. Quality Assurance:**

- I. Participate in regular quality assurance processes, including audits and reviews, to ensure compliance with SSDF's standards.
- II. Address any issues or discrepancies identified during quality assurance checks promptly and effectively.
- III. Implement feedback and recommendations provided by SSDF to improve assessment practices.

**E. Trainer and Assessor Competency:**

- I. Ensure that all trainers and assessors are qualified and competent, meeting SSDF's requirements.
- II. Provide ongoing professional development and training for assessors to keep them updated on industry standards and best practices.

**F. Candidate Support:**

- I. Provide clear information and guidance to candidates regarding assessment procedures, expectations, and results.
- II. Offer support and resources to help candidates prepare for assessments and address any queries or concerns they may have.

**G. Compliance and Ethics:**

- I. Adhere to ethical practices in all assessment activities, ensuring fairness and impartiality.
- II. Comply with all relevant legal and regulatory requirements related to vocational training and assessment.
- III. Report any instances of malpractice or irregularities in assessment to SSDF immediately.

**H. Continuous Improvement:**

- I. Engage in continuous improvement practices by regularly reviewing and updating assessment processes and tools.
- II. Contribute to the development and refinement of assessment standards and procedures in collaboration with SSDF.

By fulfilling these roles and responsibilities, Assessment Agencies will play a critical part in maintaining the quality and integrity of SSDF's qualifications and contributing to the overall success of the vocational training ecosystem.





## 7. Roles and Responsibilities of SSDF Management

The Safety Skill Development Foundation (SSDF) plays a critical role in ensuring the effective implementation and ongoing management of policies related to vocational training and assessment. The organization's structure is designed to facilitate clear accountability and efficient process management. Below are the key roles and responsibilities within SSDF concerning the maintenance of policy, and oversight of changes and approvals:

S. No	Process Activity	Responsibility
1.	Maintenance of Policy	Process Owner, SSDF: yajuvendra@ssdfindia.org
2.	Changes & Approvals	CEO, SSDF: aksingh@ssdfindia.org

### Detailed Responsibilities

#### A. Maintenance of Policy (Process Owner, SSDF)

- I. **Responsibility:** The designated Process Owner within SSDF is responsible for the maintenance, review, and update of all policies related to training provider affiliation, assessment protocols, and other procedural guidelines.
- II. **Activities:**
  - a. Regularly review policies to ensure they align with current educational standards, industry needs, and regulatory requirements.
  - b. Engage with stakeholders, including training providers, assessment agencies, and industry representatives, to gather feedback and insights for policy improvement.
  - c. Coordinate with internal departments within SSDF to ensure policies are effectively implemented and adhered to.

#### B. Changes & Approvals (CEO, Chairman, SSDF)

- I. **Responsibility:** The CEO or Chairman of SSDF holds the ultimate authority for approving changes to policies, strategic direction, and overarching procedures related to the organization's mission and objectives.
- II. **Activities:**
  - a. Evaluate recommendations for policy changes or updates, considering their impact on the organization's goals and the vocational training ecosystem.
  - b. Approve policy changes, ensuring they contribute to the enhancement of training quality, compliance with regulatory standards, and alignment with industry trends.
  - c. Communicate approved changes to relevant stakeholders, ensuring transparency and facilitating a smooth transition to new or updated policies.

These roles and responsibilities underscore SSDF's commitment to maintaining high standards of vocational training and assessment, promoting continuous improvement, and ensuring that policies remain relevant to the evolving demands of the workforce and industry.

## 8. Assessment Protocol for Assessment Agencies

The assessment protocol outlines the guidelines and procedures that Assessment Agencies must follow to ensure consistent, fair, and high-quality evaluations. This protocol is designed to



align with SSDF's standards and National Occupational Standards (NOS) and Qualification Packs (QPs).

#### A. Pre-Assessment Preparation

- I. **Review Qualifications:** Familiarize with the specific Qualifications related to the assessments to be conducted.
- II. **Assessors' Competence:** Ensure all assessors are certified and trained in the relevant qualification areas and are familiar with SSDF's assessment criteria and procedures.
- III. **Assessment Tools:** Prepare and validate all assessment tools and materials to ensure they are aligned with SSDF's standards and are capable of accurately measuring the competencies required by the Standalone NOS/QPs/Micro Credentials.
- IV. **Candidate Information:** Provide clear guidelines and information to candidates about the assessment process, including criteria, procedures, and what to expect.

#### B. Assessment Procedure

- I. **Scheduling:** Coordinate with SSDF to schedule and conduct candidate assessments in line with the agreed timelines established with the Training Partner.
- II. **Conducting Assessments:** Execute assessments in a standardized manner, ensuring that all candidates are assessed fairly and consistently according to SSDF's criteria.
- III. **Supervision:** Ensure that assessments are conducted under controlled conditions to prevent any form of bias or unfair advantage.

#### C. Evaluation and Scoring

- I. **Scoring Criteria:** Use the scoring criteria (Assessment sheet) provided by SSDF to evaluate candidate performance. Ensure that scoring is objective, consistent, and reflective of the competencies outlined in the NOS/QPs.
- II. **Documentation:** Record all assessment results and observations accurately. Ensure that all documentation is complete, clear, and securely stored.
- III. **Feedback:** Provide constructive feedback to candidates on their performance, highlighting areas of strength and opportunities for improvement.

#### D. Post-Assessment Process

- I. **Result Submission:** Submit completed assessment results and documentation to SSDF in a timely manner, following the prescribed format and deadlines.
- II. **Verification:** Participate in any verification processes required by SSDF to confirm the accuracy and reliability of assessment outcomes.
- III. **Appeals and Disputes:** Address any candidate appeals or disputes regarding assessment results in accordance with SSDF's procedures for resolving such issues.

#### E. Quality Assurance

- I. **Internal Audits:** Conduct regular internal audits of assessment procedures to ensure compliance with SSDF's standards and to identify areas for improvement.
- II. **Feedback Collection:** Gather feedback from candidates and other stakeholders to continually improve assessment processes and practices.
- III. **Continuous Improvement:** Implement any recommendations from SSDF's quality assurance reviews and strive for ongoing enhancement of assessment practices.

#### F. Compliance and Ethics

- I. **Confidentiality:** Ensure that all candidate information and assessment results are kept confidential and secure, in compliance with data protection regulations.
- II. **Ethical Conduct:** Adhere to the highest ethical standards in all aspects of the assessment process, including impartiality, fairness, and integrity.



By following this protocol, Assessment Agencies will contribute to maintaining the quality and credibility of SSDF's qualifications and ensure that assessments are conducted in a consistent, fair, and professional manner.

## 9. Detailed Procedure for Affiliation of Assessment Agencies with SSDF

The Safety Skill Development Foundation (SSDF) follows a structured and transparent process for the affiliation of Assessment Agencies (AAs). This procedure ensures that only qualified and compliant agencies are empanelled to conduct assessments in alignment with SSDF's standards.

### A. Introduction to the Affiliation Process

The affiliation process is designed to evaluate and select Assessment Agencies that can effectively assess candidates based on SSDF's Standalone National Occupational Standards, Qualification Packs (QPs) and Micro Credentials. The procedure is divided into several key stages, including application submission, document evaluation, and final affiliation.

### B. Eligibility Criteria for Assessment Agencies

To be eligible for affiliation with SSDF, an Assessment Agency must meet the following criteria:

- I. **Legal Entity:** The AA must be a legal entity such as a Company or Society. Firms, proprietorships, or individuals are not eligible. Limited Liability Partnerships (LLPs) are allowed.
- II. **NCVET Recognition:** The AA must be recognized by the National Council for Vocational Education and Training (NCVET) as an Assessment Agency.

### C. Required Documents for Affiliation

The following documents must be submitted by the Assessment Agency during the affiliation process:

- I. **Recognition Certificate:** A valid recognition certificate from NCVET.
- II. **Legal Documents:**
  - a. **For Companies:** Article/Memorandum of Association under the Companies Act, 1956.
  - b. **For Societies:** Society Bylaws and other related documents.
- III. **Tax Documents:** PAN and TAN/GST (if applicable) in the name of the organization.
- IV. **Income Tax Returns:** Income Tax Return Certificates (ITRC) for the last two years.
- V. **Assessment Record:** A detailed record of sector-wise assessments carried out in the last two years.

### D. Website Compliance:

- I. The AA must have a secure website to publish information about their organization.
- II. The website should also include state-wise details of assessors (name, qualifications, experience, photograph, and affiliation details).



## 10. Process of Affiliation for Assessment Agencies (Fresh Empanelment/ Affiliation of AAs)

The process for the affiliation of new Assessment Agencies (AAs) with the Safety Skill Development Foundation (SSDF) is detailed below. This process ensures that the selection of new AAs is conducted transparently and in line with SSDF's standards.

### A. Request for Proposal (RFP) Process

- I. **Need-Based RFP:** SSDF will issue an open Request for Proposal (RFP) for the empanelment/affiliation of new AAs based on projected needs. The RFP will detail the specific requirements and the number of AAs to be affiliated.
- II. **RFP Planning:** The planning of the RFP will consider the anticipated demand for AAs and the sector where new AAs are required.

### B. Sub-Limits on Number of AAs:

- I. **Publication of Limits:** The RFP may include sub-limits indicating the number of AAs to be affiliated, either on a PAN India basis or state-wise. This ensures that the distribution of AAs aligns with regional needs and SSDF's strategic goals.

### C. Application Submission:

- I. **Submission Requirements:** Institutions interested in becoming AAs must submit their proposals in response to the RFP. The submission must include all required documents and information as specified in the RFP.

### D. Evaluation of Applications:

- I. **Criteria for Evaluation:** Applications will be assessed based on the criteria outlined in TABLE A. This includes evaluating the institution's capability, experience, infrastructure, and alignment with SSDF's standards.
- II. **Evaluation Process:** An evaluation committee will review and score each application based on the predefined criteria.

### E. Preparation of Merit List:

- I. **Merit List Creation:** A merit list will be compiled based on the evaluation scores. The list will rank the applicants according to their performance and adherence to SSDF's criteria.

### F. Affiliation Decision and Award:

- I. **Selection of AAs:** The desired number of top-ranked applicants from the merit list will be selected for affiliation.
- II. **Memorandum of Understanding (MoU):** A formal agreement, in the form of an MoU cum SLA, will be established between SSDF and the Assessment Agency. This agreement outlines the responsibilities, expectations, and obligations of both parties, ensuring a mutual commitment to quality assessment and adherence to SSDF's standards.
- III. **Issuance of Affiliation Certificate:** Successful applicants will be granted affiliation for a period of one year. An affiliation certificate will be awarded to confirm their status as an approved Assessment Agency with SSDF.

This process ensures that only qualified and capable institutions are affiliated as Assessment Agencies with SSDF, thereby maintaining high standards in vocational training and assessment.



## 11. Reaffiliation Process

The re-affiliation process is designed to ensure that Assessment Agencies (AAs) maintain their adherence to the high standards set by the Safety Skill Development Foundation (SSDF). This process allows SSDF to reassess the capabilities and performance of AAs after their initial one-year affiliation period, ensuring continuous compliance and quality in the assessment ecosystem.

### A. Re-Affiliation Process Overview

- I. **Affiliation Expiry Notification:** As the one-year affiliation period nears its end, SSDF will notify the Assessment Agency of the upcoming expiration of its affiliation status
- II. **Re-Application Requirement:** The Assessment Agency must submit a re-affiliation application to SSDF before the expiry date to ensure there is no disruption in their affiliated status.

### B. Evaluation of Assessment Agencies:

- I. **Document Submission:** The AA is required to submit updated documents as part of the re-affiliation application. These documents should reflect any changes or improvements made since the initial affiliation.
- II. **Evaluation Criteria:** The re-affiliation evaluation will be based on the parameters outlined in Table A, which may include:
  - a) **Performance Metrics:** Review of the AA's performance during the previous affiliation period, including the quality of assessments conducted and feedback from stakeholders.
  - b) **Compliance Review:** Assessment of the AA's continued adherence to SSDF's legal, operational, and technical standards.
  - c) **Capability Assessment:** Evaluation of the AA's capacity to meet the evolving demands of the assessment ecosystem, including updates to their assessor pool and technical infrastructure.

### C. Affiliation Decision:

- I. **Scoring and Merit List:** The AA will be scored based on the evaluation criteria in Table A. A merit list will be prepared, ranking AAs according to their compliance and performance.
- II. **Affiliation Renewal:** AAs that achieve a satisfactory score will be re-affiliated with SSDF for another one-year period.
- III. **Issuance of Re-Affiliation Certificate:** Upon successful re-affiliation, SSDF will issue a re-affiliation certificate, confirming the AA's continued status as an authorized assessment agency.

The re-affiliation process ensures that Assessment Agencies remain committed to upholding the quality and integrity of assessments conducted under SSDF's guidance. By requiring periodic re-evaluation, SSDF maintains a dynamic and responsive assessment network, capable of adapting to the changing needs of the vocational training sector and ensuring that all assessments meet the highest standards of excellence.

## 12. Affiliation of non-NCVET recognized Assessment Agencies

For agencies that aspire to become affiliated Assessment Agencies with the Safety Skill Development Foundation (SSDF) but are not recognized by the National Council for Vocational Education and Training (NCVET), the SSDF provides an inclusive pathway. While NCVET



recognition is not a mandatory requirement for SSDF affiliation, agencies must still meet the rigorous standards set by SSDF to ensure they can deliver high-quality assessments. These agencies will be evaluated based on their ability to align with SSDF's standards, including their organizational structure, experience, and capability to conduct fair and consistent assessments. By allowing non-NCVET-recognized agencies to apply, SSDF broadens the opportunity for diverse organizations to contribute to the vocational training landscape, provided they demonstrate the necessary competence and commitment to uphold SSDF's values and objectives. Such agencies are eligible to conduct assessments in the non- NSQF courses only.

## 13. Blacklisting and Suspension

The Safety Skill Development Foundation (SSDF) is committed to maintaining the highest standards of integrity, quality, and compliance in the assessment process. To safeguard these standards, it is essential to have a robust mechanism for dealing with non-compliance, misconduct, or any action that compromises the quality of assessments. This policy outlines the procedures for the blacklisting or suspension of Assessment Agencies (AAs) that fail to meet the required standards or violate SSDF guidelines.

### A. Suspension of Assessment Agencies:

A suspension is instituted as a temporary measure against a AA for violations of SSDF's operational standards, guidelines, or ethical practices. This could result from various issues, including but not limited to, failure in maintaining the quality of training delivery, inadequate infrastructure, or breaches in safety protocols. The process for suspension may be triggered by complaints, audit findings, or any other evidence indicating non-compliance or misconduct.

#### B. Procedure for Suspension:

- I. SSDF will issue a formal notice of suspension to the AA, detailing the reasons for the action and the duration of the suspension period.
- II. During the suspension, the AA is required to cease the commencement of any new assessments.
- III. The AA must undertake a comprehensive review of its practices, rectify the identified deficiencies, and implement the necessary corrective measures within the stipulated timeframe.
- IV. Evidence of corrective actions and compliance with SSDF's requirements must be submitted for review. SSDF may conduct follow-up assessments or inspections to verify compliance.
- V. Once SSDF is satisfied with the corrective measures taken, the suspension may be lifted, allowing the AA to resume operations.

### C. Blacklisting of Training Partner:

Blacklisting is a more severe consequence than suspension, resulting from grave violations that fundamentally breach the trust and standards set forth by SSDF. A blacklisted AA is permanently removed from the list of affiliated AA, barring them from any future affiliation with SSDF.

#### D. Procedure for Blacklisting:

- I. A formal notification of blacklisting will be issued to the AA, specifying the reasons and the effective date of the action.
- II. A blacklisted AA is ineligible for re-affiliation with SSDF for a minimum period of one year from the date of blacklisting.
- III. After the one-year period, the AA may apply for re-affiliation. The application must include a comprehensive justification addressing the previous reasons for blacklisting, detailing the significant changes, improvements, and corrective actions undertaken.



- IV. The application will undergo a rigorous review process, including an in-depth evaluation of the TP's current operations, standards of training delivery, and adherence to SSDF's guidelines.
- V. Re-affiliation is contingent upon the AB's ability to demonstrate unequivocal compliance with SSDF's standards, a commitment to quality, and assurances against future violations.

#### **E. Professional Criteria for Review and Re-affiliation:**

The professional criteria for reviewing a suspended or blacklisted AA's request for re-affiliation are designed to ensure that only those assessment agencies genuinely committed to upholding SSDF's values, standards, and objectives are reintegrated into the network of approved training providers.

- I. **Compliance Verification:** Comprehensive audits and inspections will be conducted to verify the AA's compliance with all cited standards and regulations.
- II. **Quality Assurance:** The AA must demonstrate a sustained commitment to quality improvement, including the implementation of robust quality assurance mechanisms.
- III. **Transparency and Accountability:** The AA is expected to operate with heightened levels of transparency and accountability, fostering trust and confidence in their vocational training programs.

The suspension and blacklisting procedures underscore SSDF's commitment to maintaining excellence within the vocational training sector, ensuring that affiliated AAs align with the foundation's mission to provide high-quality, industry-relevant education and training.

This policy ensures that only Assessment Agencies that uphold SSDF's standards of integrity, quality, and compliance are allowed to operate within its ecosystem. The blacklisting and suspension processes serve as critical tools to protect the credibility of SSDF's qualifications and maintain the trust of learners, employers, and all other stakeholders.

## **14. Grievances Redressal:**

- A. The Safety Skill Development Foundation (SSDF) is committed to ensuring a fair and transparent affiliation process for Assessment Agencies (AAs). To address any concerns or disputes arising from the non-affiliation or affiliation process, SSDF has established a Grievance Redressal mechanism. This mechanism is designed to provide a clear and structured process for filing and resolving grievances related to the affiliation process, ensuring that all parties are treated with fairness and respect.
- B. SSDF's Grievance Redressal Committee, comprising senior members from the legal, operational, and assessment departments, is responsible for reviewing and addressing grievances submitted by Assessment Agencies. The committee's role is to investigate grievances, assess their merit, and recommend appropriate resolutions, ensuring impartiality and adherence to SSDF's policies and standards.
- C. Assessment Agencies wishing to file a grievance related to non-affiliation or affiliation must submit a formal grievance letter to the Grievance Redressal Committee within a specified period, typically 30 days following the communication of the affiliation decision. Upon receipt, the committee will acknowledge the grievance and provide an expected timeline for review and resolution. The committee will then thoroughly review the grievance, including any supporting documentation, and conduct an investigation as necessary.
- D. Based on its findings, the Grievance Committee will formulate a recommendation on how to resolve the grievance, which will be forwarded to the CEO of SSDF for final approval. The CEO's decision, which may uphold, modify, or take corrective action based on the original decision, will be communicated to the Assessment Agency as the final and binding outcome.



This Grievance Redressal policy underscores SSDF's commitment to transparency, fairness, and accountability in its operations, providing a clear path for addressing and resolving concerns related to the affiliation process.

## 15. Other information

### A. Fee Structure for affiliation of AAs will be as below.

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

S. No.	Cost Head	Cost (Rs.)
1.	Affiliation fee for NCVET recognized Assessment Agencies	Nil
2.	Application fee: one time (non-refundable to be paid with fresh application) (for non-NCVET recognized Agencies).	5,000/-
3.	On confirmation, Affiliation Fee (for Non-NCVET recognized Agencies).	1,20,000/-
4.	Re-Affiliation Fee (for one year) (for non-NCVET recognized Agencies).	60,000/-

## 16. Annexure

**TABLE A (AFFILIATION AA)**

S. No.	CRITERIA	MEANS OF VERIFICATION DOCUMENTS	RANGE OF MARKS		
			More than 5 Years	2 to 5 Years	Up to 2 Years
1	Number of Years in assessment (Overall Experience as Assessment Agency)	SSC, DGT, State Skill Missions certificate or any other certificate which establish the credibility	20	10	04
			More than 3 Cr.	1 Cr. to 3 Cr.	Up to 1 Cr.
2	Financial Capability (Average of Revenue of last 3 FYs)	Turnover in the last 3 years (CA Certificate with UDIN, audited financial statements for the last 3 FYs.)	10	5	2
			More than 11	6 to 10	Up to 3
3	No of Sector recognized for conducting assessment by NCVET	NCVET certificate	15	8	3





4	No. of SSCs Affiliation valid at present	Valid certificates issued by SSCs	More than 5	3 to 5	1 to 2
			20	10	4
5	Assessment Methodology	Assessment Process	Self-portal for Online assessment	Online assessment through third party portal	Offline Assessme nt
			15	8	3
6	Candidates Assessed (In last 3 years)	Assessment evidence	More than 150K	75K to 150K	Up to 75K
			20	10	4

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## SAFETY SKILL DEVELOPEMENT FOUNDATION

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