



Assessment Protocol

for the Assessment Agency under
ISDS in Textiles and Clothing Sector



Developed by

Resource Support Agency

TEXTILES COMMITTEE

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1. Introduction

Textiles Committee a statutory body under Ministry of Textiles, Government of India was set up by the Textiles Committee Act of Parliament in 1963. The main objectives of the Committee activities are oriented towards overall improvement of Quality in Textiles in India. The Government of India, Ministry of Textiles has nominated the Textiles Committee as **Resource Support Agency (RSA)** under the Integrated Skill Development Scheme (ISDS) of Government of India for providing resources in Textiles and Clothing (T&C) sector. Resource Support Agency of Textiles Committee hereafter referred as **RSA** has identified the following works for implementations:

- Assessing the requirement of man power in Textile industry
- Assessment of skill gap in term of category of skill and no. of persons required
- Development of curriculum, syllabus and duration of course.
- Development and Standard ion of training Methodology
- .Accreditations of implementing agencies
- Standard ion of Assessment Process and online generation of Certificate

1.1 Textile & Clothing Sector overview

Indian Textile Industry provides direct employment to over 35 million people. Besides, another 54.85 million people are engaged in its allied activities. Being second largest employment provider, this sector contributes about 11 per cent to industrial production, 14 per cent to the manufacturing sector, 4 per cent to the GDP and 12 per cent to the country's total export earnings.

The fundamental strength of T&C industry flows from its strong production base of wide range of fibres / yarns from natural fibres like cotton, jute, silk and wool to synthetic/man-made fibres like polyester, viscose, nylon and acrylic.

1.2 Skill Requirement of the Sector

As per the National Skill Development Corporation (NSDC) report, the overall employment in the T&C sector would increase from about 33 to 35 million in 2008 to about 60 to 62 million by 2022. This would translate to an incremental human resource requirement of about 25 million persons. Of these, the mainstream T&C sector has the potential to employ about 17 million persons incrementally till 2022. It implies that by the end of the XII Five Year Plan (2016-17), the T&C sector's incremental human resource requirement would be about 17.8 million, of which 11.00 million human resources would be required in the mainstream T&C sector.

The skill development has emerged as a national priority for generating employment opportunities and providing required skill need to the industry. The textiles and clothing sector being complex in its supply chain from ginning and pressing to manufacturing of Ready Made Garment (RMG) and Made-ups requires varied skilled personnel from shop-floor to managerial level. In each segment of production like spinning, weaving/knitting, processing, apparel manufacturing, technical textiles, etc, the requirement of skill is different to each other. The implementation of the ISDS program during last few years has started providing rich dividend in augmenting the skill levels of the personnel associated with the textile industry.

Keeping demand of skilled manpower, Ministry of Textiles, Government of India is implementing the ISDS with following objectives.

1. To address the trained manpower needs of Textiles and Clothing sector by developing a cohesive and integrated framework of training based on the industry needs.
2. Addressing this need is critical for enhancing the competitiveness of the industry in the globalized economy.
3. To increase the employability of residents of the target areas through imparting of skills in the above segments.

4. To ensure that the scheme is so designed as to cater to the wide range of skill sets required in various segments as listed above, while simultaneously ensuring sufficient flexibility to meet the dynamic needs of these segments over a period of the next five years.
5. The larger objective of the ISDS is to generate a skilled force and providing employment to the unemployed youths in the textile and clothing industry. Therefore the focus is on to **make a non-worker into a worker**. This is possible by imparting requisite training in different sector of textile and clothing industry. It is envisaged that after the successful training the trainee will acquire set of skill to be qualified as skilled worker having potential to get employment in the textile and clothing industry so that the skill gap in the textiles manufacturing industry will be minimised.

2. Assessment

The effectiveness of a training imparted is reflected in Assessment of the trained candidate (hereafter referred as Trainee). The term assessment refers to the wide variety of methods that trainers use to evaluate, measure, and document the readiness, learning progress, and skill acquisition of trainee. While assessments are often equated with traditional tests, there are diverse array of assessment tools and methods to measure effectiveness of training imparted. Assessments are also used to identify gaps in training and strengths so that trainers can provide specialized support, if required. While assessments come in many complex forms, and they are used for a wide variety of purposes, Assessment Protocol is used in evaluating a person to assess if procedures and standards are being followed properly according to set standards. Many governments, institutions and businesses adhere to protocols assessed on a regular basis.

2.1 Assessment of Trainees under ISDS

Various Implementing Agencies (IAs) are providing training under ISDS of Ministry of Textiles, Government of India. In the pilot phase of the ISDS program many of the IAs were using MES courses for training. And also a lot many IAs were using their own developed courses for training. For uniform implementation skill development training, there was a need for popular and standardized uniform courses. These popular and standardized courses are utilized across all training centres run by IAs for imparting training. In this connection RSA, in consultation with industry has developed and standardized 45 popular courses called RSA courses. The details of such courses is as below

Sl. No	Segments	No of Modules	Course (Hrs)	Duration
1	Spinning	11	300 Each	
2	Weaving	9		
3	Knitting	2		
4	Processing	12		
5	Apparels & Made ups	10		
6	Technical textiles	0		
	Total	44		

A common module on soft skill is included in all segments. The soft skill course will deal with issues like safety in production centre, cleanliness on work place, attitude to deliver a work, ethical communication, importance of health and hygiene in work place, etc.

Once an Implementing Agencies (IAs) completed the training the effectiveness of the training imparted and skill acquired by the trainees is assessed by a third person called 'Assessor'. As envisaged above the main objective of the training program under ISDS is to make a NON-WORKING person to a WORKING person. Therefore, it is anticipated that a person after the training is ready to take up the regular work at shop floor level as a skill worker. Keeping this in mind following objectives for assessment is developed.

2.2 Objectives of the Assessment:

- a) To see the effectiveness of the training imparted by the way of practical demonstration of Skill acquired.
- b) To assess the Proficiency of skills of the trainees based on the standards used by the related industry segment.
- c) To see the effectiveness of the training imparted by the way of demonstration of level of transfer of knowledge

As per the objectives, a trainee after a successful training is expected to practically demonstrate the skill acquired. He is expected to know basics of machinery for which he is trained and should be proficient with them. The assessment of the trainees would be conducted by a third party assessment which will be facilitated by RSA.

3. Assessment Agencies and Assessors

The effectiveness of training provided is examined by an independent third party called Assessor. The assessment needs to be carried out in an unbiased and professional manner. Considering the target of ISDS under T&C sector there is a need to have a large pool of trained assessors for assessment of trainees being trained by different IAs. It is noted that the batch size in different training centres under any IA is 20. However, there may be more than one training centre under an IA. Keeping this in mind the RSA decided to empanel professional assessment agencies engaged in assessment activities with a large pool of qualified and experienced assessors to conduct assessment across India.

3.1 Assessment Agencies

As there is a need to empanel qualified Assessment Agencies for conducting unbiased assessment in a professional manner. Applications were invited by RSA from experienced and qualified Agencies to be empanelled as "Assessment Agencies". The criteria for the Assessment Agencies to be empanelled with RSA is as under

- a. The Applicant shall be a Registered Public Limited/ Private Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm with experience of assessing trainees in textile and clothing in last 5 years. Preference will be given for organizations that are promoting training and assessment for workers in the textile and clothing industry.
- b. The Applicant should have assessed minimum 500 candidates in total and at least 200 in textile and clothing sector in last 5 years in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or conducted under NVEQF or recognized by any state or central government.
- c. The Applicant shall have on rolls minimum 5 Assessor with relevant qualification in the area of Textiles and Clothing. Individual assessor should have at least 3 years of industry experience preferably training experience with 1 year of assessment experience.
- d. The Applicant shall provide the information and supporting documents towards their claim.
- e. Assessment Agencies are expected to have operation in at least two States with track record of operating minimum 12 Centers in Textiles and Clothing Sector.

Based on the selection criteria each successful application agencies will be given provisional empanelment. Once empanelled, the name of Assessment Agencies and Accredited Assessors will be displayed on website of both Textiles Committee (www.textilescommittee.gov.in) and MIS of Ministry of Textiles, Government of India (www.isds-textiles.in). Implementing Agencies can opt for any of these Assessment Agencies from the options offered to them for the purpose of assessment of their trainees during each batch.

3.2 Agreement with RSA

Once empanelled all the Assessment Agencies need to sign an Agreement with RSA on a Rs.100/- (non-Judicial) bond paper with effect to Assessment and other terms and conditions.

Agreement the Empanelled Assessor applicant needs to sign with RSA on a Rs. 100 Non Judicial bond paper/ franking from authorised bank.

Preamble:

The office of the Textiles Committee has been nominated by the Ministry of Textiles, Govt. of India as “Resource Support Agency” (hereinafter referred to as “RSA”) with the aim amongst others to assessing and certifying the trainees trained under Integrated Skill Development Scheme (ISDS) in the Textiles and Clothing Sector”. The empanelment of an assessor will make them to carry out the assigned assessment by the RSA under Integrated Skill Development Scheme (ISDS) in the Textiles and Clothing Sector.

THIS AGREEMENT AND DECLARATION Is made at _____ on this _____ day of _____, 20_____, by and between the Resource Support Agency, at the address at Office of the Textiles Committee, Min of Textiles, Govt of India, P. Balu Road, Prabhadevi Chowk, Prabhadevi, Mumbai – 400025 hereinafter referred as “RSA”, which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors, assignees or representatives of the One part and Shri _____ resident of _____

hereinafter referred as “the empanelled Assessor” which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors, assignees, representatives or partners as the context may admit of the Other Part.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants expressed, and as amended, the parties agree the following terms and conditions.

WHEREAS:

1. ALL the Information provided vide the application at the time of applying for the Assessor are true and correct to the best of my knowledge.
2. Accredited Assessor should strictly adhere to the time schedule of assessment.
3. A group of maximum 20 trainees will be assessed by an Accredited Assessor on any given assessment day. Any deviation in respect of maximum number of assessment in a day will be informed by RSA on case to case basis.
4. The expenditure towards Travel (to and fro), lodging, boarding, local conveyance and other incidental charges shall be borne by Assessment Agency/ Accredited Assessors himself for any assignment. RSA shall not pay any advances toward any assignment.
5. Assessment Agency/ Accredited Assessors will be paid Assessment Fee. The Assessment fee will be paid directly by the IAs after the successful completion of assignment of entire batch.
6. Assessment fee will be paid on the basis of Number of Trainee offered by IA for an assignment.
7. At present the Assessment charges for each course are as under

Sl. No	Segments	Cost per assessment (Rs)	Remark
1	Spinning	800	Service Tax and other statutory taxes are to be levied extra
2	Weaving	800	
3	Knitting	800	
4	Processing	800	
5	Technical textiles	800	
6	Garment & Made ups	600	

8. Assessment work once assigned and Agreed **shall not be Denied/Rejected** by Assessment Agency / Accredited Assessor. Two such incidences will lead to the cancellation of empanelment.
9. Initially, the accredited assessors are to undertake assessment of courses standardized by RSA. However, RSA shall have the right to ask for the assessment of other course in textile and clothing sector.
10. In case of arbitration related to assessment, the Secretary, Textiles Committee shall be the final authority to take decisions. The Secretary, Textiles Committee decision shall be binding on empanelled Assessment Agencies and Assessors
11. The empanelled Assessment Agencies need to give an undertaking to the effect that the information related to whole assessment work of each IA assigned will be kept confidential and shall not be shared with anybody other than RSA.
12. There can be surprise check/inspection by authorized person from RSA during assessment to monitor the assessment process. In case any discrepancies observed during surprise check/inspection, whole assessment will be treated as cancelled and two such incidences will lead to cancellation of empanelment of Assessment Agency or individual Assessor.

13. Assessment agency after empanelment can make changes in number of assessors as well as location for assessment. They will have to take prior permission in writing from RSA for such changes.

14. In case of removal of any assessor from the panel of assessor of assessment agency, the assessment agency should inform in writing to RSA about such changes.

15. In the event of any misinformation given by applicant Assessor or Moral turpitude or negligence or malpractices found, RSA has the discretionary power to cancel the empanelment of Assessor at any stage without giving prior intimation or notice.

Whereas Shri/Smt/Dr/..... do hereby declare that he has read and understood all the terms and conditions of the agreement and agrees to all terms and conditions mentioned above. Shri/Smt/Dr/..... will fully sign for agreement for the purpose of empanelment as Assessor for assessment of trainees under ISDS.

In Witness Whereof, we set our hands to this writing on date.....

Signed and delivered by the within named)

Assessor,
in the presence of)

- 1.
- 2.

Signed and delivered by the within
named)

Authorised Representative of the RSA,
in the presence of)

- 1.
- 2.

3.3 Payment of Assessment Fee:

IA will pay the amount @ Rs. 600/- + service tax per Trainee in case of Garment and Made-up and Rs. 800/- + service tax per Trainee in case of Spinning, Weaving, Knitting Processing and Technical Textiles to Assessment Agency as per the Trainee list provided by IA. The payment will be online in both the cases and is immediately after the assessment. Only after full payment of fees to respective Assessment agency the particular assignment is treated as complete. An IA should pay all the payment within 7 days after assignment, failing which the assignment will be treated as cancelled and all the results regarding the assignment will be withheld. On non payment of fees after repeated reminders the concern IA will be blacklisted, no further assessment will be conducted for that particular IA and will be deprived of all the government benefits.

3.4 Scope of Assessments

The empanelled Assessment Agencies and Accredited Assessors are authorized to undertake the assessment of 41 courses standardized by RSA. RSA has the liberty to assign the assessment work of other courses in Textiles and clothing sectors. At present the scope of assessment for empanelled AA will not cover the sectors like Handloom, Handicraft, Silk, Jute. New sector may be included based on direction received from government/competent authority. In such cases adequate training/information will be provided to the Assessment Agencies. During the initial empanelment time, RSA has allowed each empanelled AAs to undertake assessment activities in certain area/states based on the information/evidence provided by AAs. If an AA is interested to undertake the assessment work in new area/state they can do so by providing relevant information and evidences like possessing an office, assessors, etc in the new area/state to the satisfaction of RSA. The empanelled AAs are expected to undertake assessments on pan India basis. The assessment fee as explained above at 3.4 is inclusive of all incidental charges. No extra financial assistance will be provided by RSA under any circumstances. It is estimated that about 11 lakh trainees will be imparted skill training under the ISDS during next two years. It is expected that there will be equal numbers of assessment among the above selected sectors of the textile industry during the period. It is also estimated that 60 to 70 per cent of assessment is in the area of Garment & Made-ups.

3.5 Assessment of Batches:

All empanelled agencies can take up assessment of trained candidate under ISDS in textile and clothing sectors. While approving batches, the RSA/PMU will suggest a panel of Assessment Agencies available for assessment in the state where the training centre is located. A training centre will choose any one of Assessment Agency for assessment of that particular batch. If IA simultaneously gets approval for conducting training for more than one training centre under one segment (may be at different location) and if batch size is relatively small (Less than 20), IA has option to merge such batches for the purpose of assessment. Assessment can be offered at any

one location (training centre) as per the mutual convenience. This will be treated at one assignment and can be taken up by one Assessment Agency.

Under normal circumstances an Assessment Agency will not be allowed to take assessment of successive batch of any particular Training Centre of an IA. Assessment Agency can conduct the assessment of any Training Centre belong to a particular IA with assessment gap of 1 batch like 1,3,5 or 2,4,6 etc. PMU will monitor the selection of assessment agency by all IAs. PMU will inform the any violation by IA/AA to RSA. If warranted RSA has right to overrule the selection of an Assessment Agency by any IA for assessment of a particular batch.

3.6 Eligibility Criteria for Assessor:

The Assessors are the back bone of assessment process. The minimum eligibility criteria for an 'Assessor' shall be recognized Diploma or Degree in the field of Textiles and related subjects. The Assessor should have at least 3 years of experience in any one for following field like Spinning / Weaving / Knitting / Processing / Dyeing and Printing / Garmenting and made ups manufacturing and other textiles related subject. The Secretary Textiles Committee who is also Head of RSA has the discretion to award the relaxation in respect of qualification and experience for deserving assessor of any agency on case to case basis. Upon the direction of MoT, any candidates with Degree/Diploma in Jute technology/Handloom/Handicraft (including carpet technology) are eligible to become assessors for the respective field under RSA.

3.7 Approval of New Assessors:

Empanelled agencies have liberty to include more assessors in addition to the existing panel. The new assessors should also need to fulfill the criteria put forth in the protocol. The proposal for the approval for the new assessors by AAs will be accepted periodically within the time frame stipulated by RSA. The time frame for the acceptance of the proposal for the new assessors will be informed to all the empanelled AAs from time to time. The AAs can propose the inclusion of new assessors only during this time period. Any AA wishes to include new name in the panel of assessors they can do so by proposing the names in the format (Annex 4). The proposal shall also accompany the

KYA form (Annex 3). An agency shall forward both the form together along with relevant documents for their claimed qualification viz., copy of relevant qualification in the field of textiles, copy of PAN card, and copy of Adhaar card.

3.8: Know Your Assessor (KYA) form:

The Assessment Agencies need to forward the Know Your Assessor (KYA) form in the format given at Annexure 3. The documents need to forward along with KYA are

- a. Passport size photograph (with white background, with 70 % face covered in photo)
- b. Claim for educational qualification in the field of Textiles
- c. Copies of Experience certificates claimed
- d. Copy of Permanent Account Number (PAN)
- e. Copy of Adhaar Card
- f. The KYA shall have the specimen signature of Assessor.
- g. The authorized representative of Agency shall put his/her signature with seal/stamp of office.

KYA, in original, need to be forwarded to RSA along with the form 8 (Proposal for inclusion of assessors). Using all the relevant documents RSA will scrutiny the credentials (qualifications & experience) of an assessor. Assessment Agencies can undertake assessment using new assessors once they ensure that the relevant documents are reached RSA. The latest amendment to KYA is on 10-02-2016

3.9 Assessor Code No:

Each of approved assessors will be assigned unique code number for the purpose of identification. Unique ID is 17 Alfa-numeric No like “**RSA AA XXXXXXXXX YYY**”

- First two digit will be of registration no. of Assessment Agency.
- Next NINE digits will indicate the specialization in the area of Textile, Clothing, handloom, Handicraft and Jute sector like **1-Spinning, 2-Weaving, 3-Knitting, 4-Processing, 5-Garmenting, 6-Handloom, 7-Handicraft & Carpet, 8-Jute and 9-TT**. The code the area of specialization will be

indicated by the sequence no of that particular sector.

*For example: If the area of specialization is Textiles and Garment and Handicraft only then NINE digit code will be **000050700**.*

- Next three digits will indicate Assessor no. of Assessment Agency.

3.10 Number of Assessment per day

Considering the courses developed for making a Non Worker in to Worker, assessment sheet is developed by RSA and procedure to be adopted for the assessment is explained separately in succeeding section. It is worked out by RSA that an assessor needs minimum 25 minutes for an assessment of a trainee. The detail of work required is as below.

Work required on Assessment Sheet	Min. Time (min)
Part-1 :Preliminary information :-Writing down the Candidate's detail including biometric verification	3 – 5
Part-2 : Practical Assessment:- Practical demonstration	12 – 15
Part-3: Theory Assessment:- Oral Assessment	7 – 10
Part-4: Summary of Assessment	3 – 5
Total	25 – 35

Considering this minimum time for completing the assessment processes, an assessor can assess a maximum of only 19 candidates per day (i.e., 480 min or 8 hours). Hence RSA has standardized 20 assessments per day. Considering piled up backlog and absenteeism, RSA has agreed to take up the assessment of more than 20 assessments per day. However, in any case the number of assessment shall not exceed 30 in any given day. In order to manage the quality of assessment, it is required that Assessment Agencies will write on each occasion to RSA for information to conduct more numbers of assessments than the stipulated 20. This measure is required to maintain the quality of assessment.

4. The Assessment

The assessment in this scheme is consisting of following steps.

- a. Demonstrating the **practical knowledge** on machinery and process
- b. Orally demonstrating the **theoretical knowledge** on machinery, process and soft skill
- c. Practically demonstrating the **proficiency of skill**

4.1 Model Assessment Sheet(S) for reference of Assessment Agencies.

For the purpose of the assessment of Trainees, RSA has developed model Assessment Sheets for each of the standardized 41 courses. Using the model assessment sheet assessment agencies can develop their own assessment sheet. Different parameters covering whole gamut of content in each course module are included in respective assessment sheet. The assessors are expected to cover each parameter given in assessment sheet and judge the Trainees' practical competence, technical knowhow and proficiency in the course for which he is trained. It is important to note that a deep knowledge about the machinery, process, etc are not expected from the trainees. Separate assessment sheet need to be used by assessor for assessment of each Trainee. Each assessment sheet consists of 4 pages consisting of 4 parts. The detail of each apart is as given below.

Part 1:- Trainee Profile

- a. Sector (Pre-printed).
- b. Course Code (Pre-printed)
- c. Course Name (Pre-printed).
- d. Name of IA
- e. Name of Training Centre
- f. Name of Trainee

- g. Unique ID of Trainee
- h. Batch Unique ID
- i. Biometric Identification

The above information needs to be carefully filled up by the assessor himself. The assessor should ensure that the biometric Identification of the Trainee. In case the Biometric Identification is Not Confirmed, Assessor shall discontinue the Assessment of that Trainee. Assessor and representative of IA need to sign the part 1

Part 2:- Practical Assessment Sheet

This part consists of practically demonstrable parameters. Each parameter is to be posed to trainees. Trainee is expected to practically demonstrate for individual parameter for the given machinery/process. The proficiency of the Trainee may also be measured using these parameters. If a trainee is able to satisfactorily demonstrate for each of the parameter posed, then the Assessor need to tick in 'Yes' box otherwise on 'No' box. On completion of assessment, Assessor and representative of IA need to sign the part 2.

Part 3:- Theory Assessment Sheet

This part consists of parameters which include information on Machinery/Process and also on soft skill. The answers for these parameters be 'Verbal'. The proficiency of the Trainee may also be measured using these parameters. If a trainee is able to satisfactorily express for each of the parameter posed, then the Assessor need to tick in 'Yes' box otherwise on 'No' box. On completion of assessment, Assessor and representative of IA need to sign the part 3.

Part 4:- Assessment summary Sheet

In this part of Assessment Sheet, the summary of assessment for the Trainee need to mentioned. The summary includes number of parameters for which the Trainee's answer is appropriate and the assessor has marked 'Yes' out of total number of parameters in the assessment sheet. Based on the number 'Yes' scores the trainee is declared as Pass or Fail the assessment. A trainee is declared as 'pass' the assessment, if a score of the trainee is more than or equal to **60 %**. The method for calculation of percentage (%) in the assessment sheet is given below at 3.8. On completion of assessment, Assessor and representative of IA need to sign the part 4.

4.2 Criteria to 'PASS' the Assessment :

Candidate is eligible for Assessment only if he has attended 60% of classes during the course. Minimum score to pass the Assessment is **60%**. The assessors need to pose the all parameter/questions given in assessment sheet to a trainee. Separate answer need to be obtained for each parameter / question from trainee. For each correct answer given by the trainee the Assessor will mark 'YES' and for wrong answer 'NO'. The Assessor needs to mark 'YES' or 'NO" against each parameters/questions. The percentage is calculated as below

Percentage = (Number of 'Yes' / Total number of parameter or question) X 100

For the purpose of calculating the percentage, the assessor need to count the number of 'Yes' score to each of parameters in the assessment sheet including practical and theory (Oral).

4.3 Summary of Assessment:

After the assessment of all Trainees in a centre, the assessor shall prepare a Summary of Assessment as per the format given at Annexure 2. The data of only 20 candidates need to be filled in one page. In case where the number of candidates is more than 20, additional pages of same format can be used. The Assessor, who conducted the assessment, needs to fill the each cell in the format. Such filled in

summary of Assessment should be sent to RSA at the end of Assessment by email/fax followed by hard copy in original. The latest amendment to this form effected to format is on 10-02-2016 (Format No: RSA/AAC/45 (Amendment No. 1)

4.4 Preservation of Assessment Sheet:

Upon the completion of assessment, the assessor shall hand over the entire set assessment sheet to representative of IA. The Assessor shall take the acknowledgment to that effect from the representative of the IA. The IA which implemented the training and organized the assessment shall keep the assessment sheets pertaining to all the trainees at least for a period of 1 year called retention period. During the retention period the assessment sheet of any Trainee or set of Trainees and of a batch shall need to be produced before RSA as and when demanded. The IA shall take prior permission from RSA before disposal of such sheets during the retention period.

5. Certification

After a successful assessment, the AA will upload the assessment result of individual candidates in to MIS. Based on the data base submitted to MIS an auto generated certificate declaring a trainee as pass a particular course, can be downloaded. RSA will in due course issue a specially designed hard copy of certificate under the signature of the Head, Resource Support Agency. The specimen copy of certificate is given at annexure 5.

6. Important Aspects of Assessment Activities

1	IA/Training centre (TC) select an AA while obtaining approval on MIS for new batches.
2	The IA/TC shall select one assessment agency from the panel offered/suggested in MIS.
3	AA needs to accept or reject the offer within 3 working days on MIS.
4	While accepting the assessment offer, AA needs to fill the relevant field in MIS.
5	Once accepted, AA shall not later deny the assessment. Two such events lead to cancellation of empanelment by RSA. PMU will monitor such incidents and report to RSA for further action.
6	IA/TC shall offer a batch of minimum 20 trainees for assessment at a time at each location. In cases where the batch size is less than 20, trainees of two or more location can be pooled together for assessment with a prior intimation to RSA/PMU. At least 15 days in advance before final assessment date, IA/TC shall confirm the AA about the actual batch size.
7	AA shall conduct not more than 20 assessments in a day. In case the Number of candidates is more than 20, AA shall depute more than one assessor or opt for more assessment days. Deviation, if any, shall be reported to RSA.
8	Number of Trainee once confirmed by IA/TC, cannot be changed afterward. Only in some genuine cases the number of trainee can be altered by +/- 20% of total offered. Assessment fee will be charged on the basis of number of Trainee offered for assessment with the accepted deviation.
9	For any assessment, RSA shall have the right to alter the Assessment Agency.

10	An AA can conduct assessment of any IA/TC with a assessment slot of gap of 1 batches like 1,3,5 or 2,4,6 likewise.
11	The assessment fee payment will be done immediately after the complete assessment.
12	AA shall depute only assessors who fulfil the criteria of RSA.
13	The assessment agency will submit all the data/documents of assessment to RSA immediately after carrying out the assessment at an IAs in the format given at Annexure 2.
14	RSA shall monitor the assessment activities of all AAs throughout the empanelment period. RSA has the right to invoke agreement clause if warranted.

7. Standard operating procedure for Assessment

Step	Details	No. days
1	IA/Training centre (TC) selects any one assessment agency from the panel offered/suggested in MIS while obtaining approval on MIS for new batches.	2
2	An automatic email will be triggered to AA with details like proposed course, date of assessment, Number of trainees, location, etc.	
3	AA needs to accept or reject the assessment offer within 3 working days on MIS. Immediately another automatic email is triggered to IA informing the status of accept/reject by the AA will be generated to IA/TC.	2
4	While accepting the assessment offer, AA needs to fill the relevant field in MIS. Information on assessment date, Assessor details including Assessor code.	
5	If an AA reject the offer of assessment of any IA/TC than the IA/TC can re-submit the same batch to Same/New AA in the panel offered in MIS	2
6	Physical Assessment will take place at training centre by assessment agency	
7	Assessor to ensure signature of IA/TC representatives in Assessment sheet and hand over all the assessment sheet to IA/TC.	
8	Summery Assessment Sheet need to be filed up by Assessor. Both the IA/TC and AA will sign the summery sheet. The same shall be transmitted to RSA.	
9	AA to upload the candidates results on MIS	
10	RSA will ensure the correctness of assessment by AA	
11	IA/TC can download the training certificates	

Definitions:

Assessment: A practical and theoretical screening of an individual trainee.

Trainee: An individual who undergo training under ISDS by Implementing Agency.

Assignment: Assessment carried out at one Training Centre.

RSA: Resource Support Agency of Textile Committee.

IA: Implementing Agency.

T&C: Textile and clothing.

RMG: Ready Made Garment.

NSDC: National Skill Development Corporation.

ISDS: Integrated Skill Development Scheme.

Assessor: A Textile Professional empanelled by RSA.

Assessment Agency: Registered Public Ltd/ Private Ltd. Company/Registered Society/Trust/Association/Trade Body/Registered Educational Institution/ University/ Partnership firm with experience of assessing trainees in textile & clothing sector in last 5 yrs.

MES: Modular Employable Skills.

ID card: Identity Card issued by RSA to carry out assessment assigned by RSA

DGET: Directorate General of Employment and Training

KYA: Know you Assessor



**Summary of Assessment
Under ISDS for Textiles & Clothing
(RSA)**



Batch ID	Unique ID	Course Name	
Course Code No		Name of IA/TC	
IA/TC Code No		Date of Assessment	

Sl. No	Name of the Trainee	Unique ID of the Trainee	Biometric identification confirmed (Y/N)	Result Pass/Fail	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

This center has infrastructure as benchmarked by RSA **Y** **N**

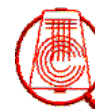
If NOT please explain in brief about the short fall (if required separate sheet may be attached)

Signature with of

Representative of IA with Name	Assessor Name with Code No.
	Name of Assessment Agency:
	Format No: RSA/AAC/45 (Amendment No. 1)



KNOW YOUR ASSESSOR (KYA) FORM



RESOURCE SUPPORT AGENCY

**Integrated Skill Development Scheme of Ministry of Textiles Government of India
(To be filled in capital letters only)**

NAME OF THE ASSESSOR				Please Attach a pass port size Photo															
ADDRESS OF ASSESSOR																			
ASSESSOR MOBILE NO																			
ASSESSOR E-MAIL																			
ASSESSOR QUALIFICATION (Please attach attested copy of proof of qualification)																			
AADHAAR No.																			
PAN CARD No.																			
ASSESSOR SPECIMEN SIGNATURE	1	2	3																
UNDERTAKING BY ASSESSMENT AGENCY	We undertake that Sh/Smt _____ is not involved in any of the training activities as trainer with any of IA and as assessor with other Assessment Agency under ISDS																		
NAME OF ASSESSMENT AGENCY																			
NAME & SIGNATURE OF AUTHORIZED SIGNATORY WITH OFFICE SEAL/STAMP																			
FOR RSA USE ONLY																			
VERIFIED BY																			
APPROVED BY																			
ALLOTTED CODE OF THE ASSESSOR																			

Form 8: Details of Assessors proposed for Inclusion**Separate Sheet should be used for individual Proposal**

Request for inclusion of experienced assessor with at least Degree/Diploma in textiles with at least 3 years experience in Spinning/Weaving/Knitting/Processing/Dyeing and Printing/Garment and made ups manufacturing/ textile related subjects and 1 year of experience in Assessment.

Pro-forma for details of Proposed Assessor

Name of assessor Proposed				Passport size photo
Qualifications Experience				
Industry experience (Starting from first Job in chronological order)	Name of organization	Number of years	Role	
Assessment experience	Name of organization	Number of years	Role	
Signature of Assessor (Proposed):		Signature of Authorized Signatory of AA		
Name:		Name: of Authorized Signatory		
		Name of Assessment Agency		

