

QUALITY ASSURANCE STRATEGY OF ASSESSMENT IN HSSC

1 Assessment: Background

1.1 Assessment: Definition

A process used for determining an individual's progress or level of mastery/competence in an occupational area.

A process of collecting evidence and making judgment about the extent to which a person demonstrates the knowledge and skills set out in the standards or learning outcomes of a unit of competency.

Summarizing, Assessment is conducted to evaluate the plan of operation that identifies the specific skilling requirements of the trainees.

1.2 Assessment vs. Evaluation

Dimension of Difference	Assessment	Evaluation
Content: timing, primary purpose	<i>Formative:</i> ongoing, to improve learning	<i>Summative:</i> final, to gauge quality
Orientation: focus of measurement	<i>Process-oriented:</i> how learning is going	<i>Product-oriented:</i> what's been learned
Findings: uses thereof	<i>Diagnostic:</i> identify areas for improvement	<i>Judgmental:</i> arrive at an overall grade/score

1.3 Assessment: Types & Methods

Broad Types of Assessment

- FORMATIVE: Continuous
- SUMMATIVE: Final
- RPL: Recognition of Prior Learning

Methods of Assessment

- INTERNAL ASSESSMENT
 - Continuous Comprehensive Evaluation (CCE)
- EXTERNAL ASSESSMENT
 - Knowledge Test (Theory Examination)
 - Skills Test (Practical Examination & Oral Test/Viva Voce)
 - Soft Skills and Communication Test (Observation & Oral Test/Viva Voce)

1.4 Parameters of Quality Assessment:

- 1) Accuracy of evidence – VALIDITY
- 2) Consistency of evidence – RELIABILITY
- 3) Adequacy of the suitable evidence to make accurate assessment – SUFFICIENCY
- 4) Evidence collected is recent and still relevant – CURRENCY
- 5) Evidence collected and presented for assessment is of the candidate being assessed – AUTHENTICITY
- 6) Assessment takes into account effects of variables to ensure accuracy – FLEXIBILITY
- 7) Assessment tools , systems and procedures are consistent with equal opportunity principle - FAIRNESS
- 8) Candidate is kept informed about the assessment criteria and is provided accurate and timely feedback – TRANSPARENCY
- 9) Assessment optimizes resources including time and material – EFFICIENCY
- 10) Improving to ensure all the above factors – INNOVATION

1.5 Factors Contributing to High Quality Assessment:

- 1) Assessor aware of assessment strategy
- 2) Assessment as per pre- defined assessment plan
- 3) Assessment plan shared with all involved
- 4) Assessment in a non-threatening environment
- 5) Accurate and timely communication to all concerned
- 6) Independent and competent assessor
- 7) A rights and appeals procedure established and made known to candidates
- 8) On – going internal assessment
- 9) Adequate and appropriate documentation and records system

1.6 NOS based vs. PC based Assessment

Dimension of Difference	NOS based Assessment	PC based Assessment
Content: timing, primary purpose	<i>Summative:</i> to test the completion of particular task	<i>Formative:</i> to test the correct method to complete the particular task
Orientation: focus of measurement	<i>Outcome-oriented:</i> task has finished or not	<i>Quality</i> -oriented: task has finished in correct way or not

2 Assessment Process in HSSC

2.1 Accreditation of Assessing Body:

ACCREDITATION: BRIEF

Accreditation is an endorsement of an assessing body's (AB's) competence, credibility, independence and integrity in carrying out its assessment activities.

HSSC accredits assessing body to facilitate assessment process of trainees as per QP-NOS and guidelines laid down by HSSC on ground. Thus, HSSC accredited assessing body would be face of HSSC for imparting quality assessment and certification of only those candidates who are actually ready for working in workplace.

KEY PARAMETERS OF ACCREDITATION:

- Impartial
- Technically competent
- To the required standard
- Appropriately resourced
- Can be sustained

BENEFITS OF ACCREDITATION:

- Accredited assessing bodies will carry out assessment of the trainees for various job roles on behalf of HSSC.
- HSSC accredited assessing bodies would be given opportunity to work with various national and international training institutes or universities, with whom HSSC gets in partnership for NOS compliant trainings from time to time.
- HSSC accreditation would provide assessing bodies the national and international recognition.
- HSSC accredited assessing bodies would be provided with opportunity to increase their capacity building by improving assessment standards based on National Occupational Standards
- HSSC accreditation will instill greater confidence in the market for engaging HSSC accredited assessing bodies in assessment process.

ACCREDITATION PROCESS:

The HSSC Accreditation process is divided into two steps:

1) Pre-accreditation process:

- Apply for Accreditation: Application form with desired documents in prescribed format to be sent.
- Document Compliance Check: to be done for ensuring the compliance and adherence of applied assessing body according to criteria laid down by HSSC. The criteria is given in Table 5.

Table I – Document Compliance Check Criteria for Accreditation of Assessing Body

S. No.	Parameters Assessed
Pre-accreditation Eligibility Criteria	
1.	No. of Years of establishment ≥ 3 years
2.	Prior experience in assessment in healthcare ≥ 3 years
3.	Prior experience in assessment in non-healthcare ≥ 5 years
4.	State/Regional office (applied for)

5.	Turn-over of last 3 years \geq 20 lakhs
6.	\geq 10 assessors/job role/zone empanelled
7.	2 Assessment Coordinator/zone on pay roll
8.	Conflict of Interest Statement showing no involvement in training at any stage
9.	No. of employees \geq 10 (for independent handling of assessment)

Minimum Essential Documents

1.	Pan card	5.	Assessment Strategy
2.	Registration/Incorporation Certificate	6.	Quality Assurance Strategy of Assessment
3.	IT Return	7.	Resume of Empanelled Assessors
4.	Organizational Profile	8.	Confidentiality & Conflict of Interest Statement

- Presentation on Quality Assurance: to be given by Assessing body highlighting the quality assurance process laid down by AB at the process points given in Table 6.

Table II– Quality Assurance Points for Assessing Body

S. No.	Quality Assurance Points to be Highlighted
Quality Assurance of Assessors	
1.	Identification: Methods Implied
2.	Due Diligence:
2a.	Document Compliance
2b.	Core Knowledge Test
2c.	Assessor Quality Test
3.	Training: Training Methodology
4.	Registration
Quality Assurance Prior to Assessment	
5.	Information to VTP
5a.	Infrastructure Requirement
5b.	Manpower Requirement
5c.	Documents Requirement
6.	Logistics
6a.	Invigilation Sheet
6b.	Sealed Papers
6c.	Answer Sheets
6d.	Forms
7.	Assessor & Assessment Co-ordinator Management

7a.	Deployment
7b.	Orientation
7c.	Quality Check System
8.	Miscellaneous
8a.	Travel Arrangements
8b.	Expenses Management
8c.	Surveillance Check (Snapshots, recordings, etc.) Arrangements
Quality Assurance During Assessment	
9.	Administrative and Disciplinary Rules & Regulations for
9a.	Candidates
9b.	VTP Co-ordinator
9c.	Assessor
9d.	Assessment Co-ordinator
10.	Surveillance Check
10a.	Snap Shots
10b.	Recording
10c.	Surprise Visits
Quality Assurance Post Assessment	
11.	Result Collation
12.	Result Verification
13.	Result Sharing
14.	Result Upload
15.	Result Record-keeping
16.	Re-evaluation Methodology

- Once the assessing body clears the due diligence process, the accreditation is given along with terms and conditions.
- 2) Post-accreditation process: Post accreditation, the accredited assessing bodies needs to fulfill following minimum eligibility criteria or requisites for implementation:
- All Empanelled Assessors would have to undergo **“Train the Assessor”** Program conducted by HSSC for each job role time to time.
 - Accredited Assessing Body would have to abide with requisite time-lines, policies and regulations declared by HSSC.
 - Accredited Assessing Body with times would have to contribute in expansion of the questionnaire.

2.2 Creation of Assessor Pool:

HSSC creates Assessor Pool to conduct assessments on-site. To develop this pool, HSSC selects assessor based on the criteria laid down below:

ELIGIBILITY CRITERIA:

- **Minimum Educational Qualifications and Experience:** As per requisite qualification of assessors set by HSSC for each job role.
- **Registration Status:** Registered Medical Professionals (registered with state council or any other council approved by the government of India) with experience in teaching or clinical practices.
- **Region-wise:** Assessors are selected for each locality of India to facilitate cost-effective assessment. This is preferable also because the local assessors would be more readily available as well as able to communicate with the candidates of local area more efficiently.
- **Conflict of Interest:** To avoid conflict, assessor should not be associated with any training partner. For which they have to submit undertaking in HSSC format.

TRAINING DETAILS:

- Each assessor needs to undergo 2 days “Train the Assessor” training program conducted by HSSC time to time.
- They need to clear examination held at the end of 2 day training session for empanelment with HSSC.
- The Assessors will have to undergo a refresher capsule after every review of national occupational standards.
- During training, assessors are sensitized regarding assessment process and strategy which is outlined on following mandatory parameters:
 - ✓ Guidance regarding NSQF
 - ✓ Qualification Pack Structure
 - ✓ Guidance for the assessor to conduct theory, practical and viva assessments
 - ✓ Guidance for trainees to be given by assessor before the start of the assessments.
 - ✓ Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
 - ✓ Viva guidance for uniformity and consistency across the batch.
 - ✓ MOCK assessments
 - ✓ Sample question paper and practical demonstration

BENEFITS OF CREATION OF POOL OF ASSESSORS:

- Certified & Empanelled Assessors will be given assessments to be performed in HSSC affiliated training institutes.
- Certified & Empanelled Assessors may also be used for physical inspection of training institutes for giving affiliation.
- Certified and Empanelled Assessors may also be used for imparting their technical expertise to develop content and assessment tools.
- Certified & Empanelled Assessors may also be used as master assessors for giving training to fresh assessors in “Train the Assessor” training program.

QA OF HSSC DURING ASSESSOR POOL CREATION:

- The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to HSSC Assessment Framework, competency based assessments, assessors guide etc.

- HSSC also conduct telephonic orientation of the assessors before each assessment for the given job role to assure quality, fairness and timely conduct of assessment.
- The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency 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.

2.3 Assessment Strategy:

HSSC conducts third party assessment of the trainees through their Certified Assessor Pan India as per pre-defined assessment strategy.

KEY ELEMENTS

- 1) Assessment should be done on the basis of information or evidence about the individual's ability against clearly stated objectives or standards.
- 2) A diversity of assessment methods is required to achieve the multiple purposes and to satisfy the requirements of competency based assessment, in keeping with National Occupational Standards (NOS).
- 3) Appropriate evidence is to be collected from activities that can be clearly related to the Units of Competency in NOSs.
- 4) Assessment should cover all the elements and performance criteria/indicators in the NOS.

HIGHLIGHTS OF ASSESSMENT PLAN

- 1) No. of candidates to be assessed
- 2) No. of Assessors to be involved for how many no. of candidates and how many no. of days
- 3) Competencies (NOS and PCs) to be assessed for each and every candidate
- 4) Date, Time and Venue for assessment
- 5) Communication to center/candidates pre, during and post assessment
- 6) Assessment methods to be undertaken
- 7) Space required for each assessment method
- 8) Equipment required for each assessment method
- 9) Material required for each assessment method

2.4 QA Regarding Assessment papers:

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria.

The assessment papers for both theory and practical are developed by Subject Matter Experts (SME) hired by Healthcare Sector Skill Council or with the HSSC accredited Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessments papers are also checked for the various outcome based parameters such as quality, time taken, precision, tools & equipment requirement etc.

The assessment sets are then reviewed by panel of experts from Industry as well as HSSC official for consistency and suitability. The assessments are designed so as to assess maximum parts during the practical hands on work. The technical limitations at the training centres are taken care in theory and viva.

2.5 Phases of Assessment

PREPARATORY PHASE

1) Reading

- Assessment Criteria
- Practical Papers

2) Writing

- Viva Questions to be asked
- Categorizing Hard and Soft NOS

3) Documents

- Seal Pack of Papers
- Invigilation Sheet/Covering letter
- OMR/Answer sheet

4) Co-ordination

- Assessment Co-ordinator of assessing body
- Co-ordinator from skill center

PHASE OF CONDUCT

1) Written Examination:

- o Assessor should reach the VTP 30 minutes before the assessment and ensure that all the arrangements are as per the HSSC rules and regulation
- o He should make seating arrangement to students leaving minimum 3 feet space between candidates.
- o He should make the students sit in the order of seating arrangements.
- o The enrolment numbers are to be written on the desks before the arrival of students.
- o The details to be filled like assessor name , date and Qualification name should be written on the board
- o Learners should keep all their belongings outside the classroom. All mobiles should be switched off and kept on the desk in front of the invigilator
- o The seal of the assessment materials is opened in front of the students.
- o OMR sheets to be distributed to all learners
- o Assessors should instruct the learners on the rules and regulation of the assessment
 - No. of questions
 - Duration of paper
 - Disciplinary rules
 - Administrative rules

2) Attendance:

- o The assessor/assessment co-ordinator needs to get signature of all candidates while theory as well as practical examination on invigilation sheet. The sheets are signed and stamped by the In-charge /Head of the Training Centre.

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- o The assessor/assessment co-ordinator needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.
 - o The assessor/assessment co-ordinator needs to punch the trainee's roll number on all the test pieces.
 - o The assessor/assessment co-ordinator needs to take a photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.
 - o The assessor/assessment co-ordinator needs to carry a camera to click photograph of the trainees working on the job and giving theory exam as evidence.
 - o The assessor/assessment co-ordinator also needs to carry a photo ID card.
 - o The assessor/assessment co-ordinator also needs to take the photographs as evidence from appropriate angles/sides of the final work piece/job submitted by the trainee. This evidence is signed by the trainee at the time of submission of the job piece.
 - o The assessor/assessment co-ordinator needs to measure the dimensions and finish of the submitted job piece as per the tolerance or standards mentioned in the assessment guide.
- 3) **Segregate learners into batches:**
- o Assign combination of one critical and one elementary NOS along with the soft skill NOS
 - o Allocate time to learner
 - o Ask learners to be present 5 minutes earlier than the time allotted at the lab
- 4) **Conduct Practical Assessments:**
- o Assign practical task to the learners
 - o Ask the learner to collect articles and be ready for assessments
 - o Observe learner conducting the assigned task
 - o Evaluate and Record observations and marks and in the recording sheets
 - o You may ask learners question on the task being done
- 5) **Conduct Viva:**
- o Ask questions from the learners on the assigned task
 - o Ask questions prescribed in the assessment guide on non-prescribed tasks to ensure that the learners have complete knowledge on the assessment
- 6) **Collate Results:**
- o Check written answer scripts
 - o Sum up the practical NOS marks
 - o Sum up the viva marks
 - o Remember to sign off on all sheets where scores are mentioned
 - o Submit the collated result to assessment body representative/project manager

7) **Surprise Visits/Surveillance check** is kept to ensure the quality and fair assessments.

POST-ASSESSMENT PHASE

1) **Verify Result**

- o Check for accuracy of names and date of birth
- o Check for accuracy of marks against each learner
- o Ensure that the pass percentage is correctly applied to the result
- o Ensure that the learner has cleared all sections of the assessments in line with the HSSC assessment strategy
- o Check if the excel sheet for each learner is accurately filled and is available for cross referencing with the covering result sheet
- o Each and every result has to get cross-verified by HSSC official

2) **Upload/Sharing of Results**

- o Once the results are ready it is uploaded on the SDMS website/portal and verified on the same
- o Or the results are shared to Training institute only by HSSC.
- o In case of any query or issue raised for assessment, the assessments are subjected to re-evaluation as per protocol laid down by HSSC.

3) **Documentation**

- o Question papers are kept in secure cupboard with limited and controlled access.
- o Used OMR sheets are to be stored for the next ten years
- o QP should be always current version

2.6 Pre-requisites of Assessment

ARTICLES

- 1) Mannequins
- 2) Mock Ward Infrastructure
- 3) Transferring Equipment
- 4) Job role related equipment

INFRASTRUCTURE

- 5) Class rooms
- 6) Skill Lab
- 7) Aids like board/marker/logistics
- 8) Furniture like display tables, chairs

STAFF

- 9) Co-ordinator from training institute
- 10) Peon
- 11) Some additional members(for simulated situations, if required)

DOCUMENTS

- 12) Admit Card

- 13) Govt. validated ID proof
- 14) Record Books like attendance, log book, internal evaluation sheets
- 15) Student Enrollment details

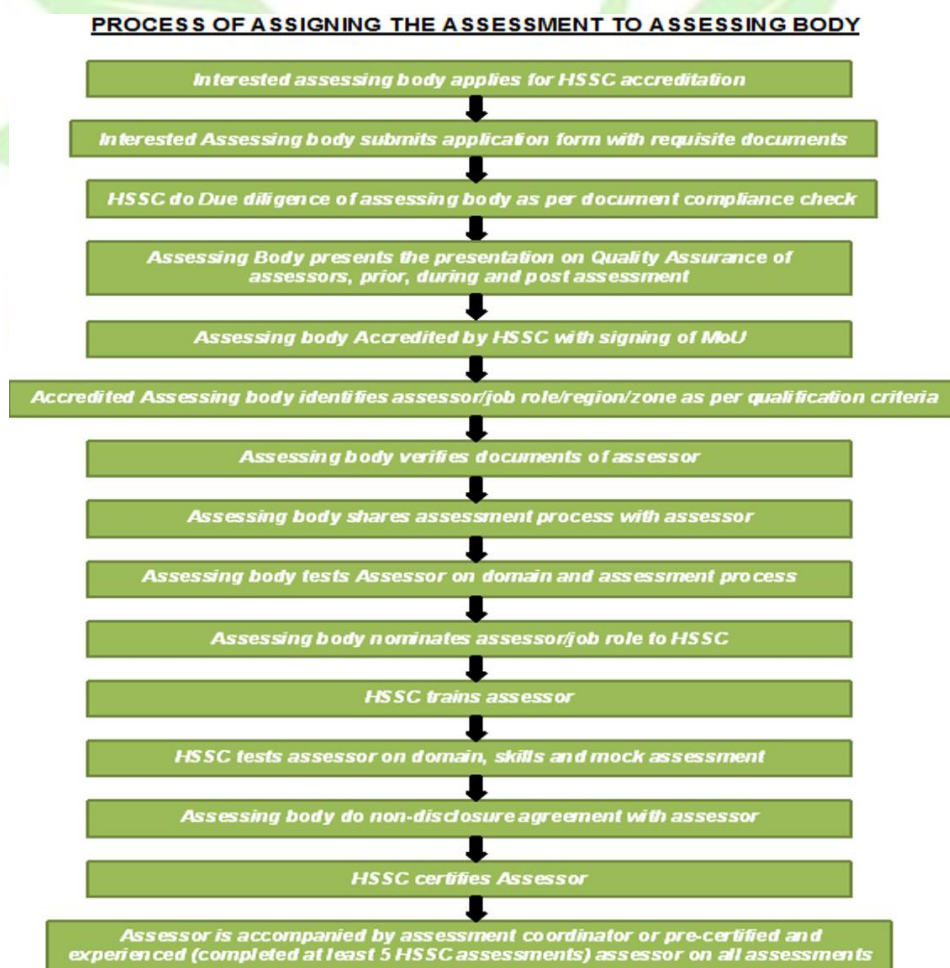
CO-ORDINATION

- 16) One full time co-ordination point for co-ordination with assessment coordinator before, during and after assessment

2.7 Assigning an Assessment

Assessment is assigned to accredited assessing body as per the process defined in Figure 9.

Figure 9- Process of Assigning Assessment to Accredited Assessing Body



3 Assessment Patterns adopted by HSSC

3.1 Assessment in Schools/University:

HSSC conducts QP-NOS based term-wise/year-wise assessment for each and every candidate when the training of job roles are been implemented during normal studies in school or

university. While conducting these assessments, the assessment pattern and scoring followed is given below.

S. No.	Methods of Assessment	Weightage (Max. Marks)	Min. Qualifying Marks	Evaluator
1.	Theory Examination (Written Test)	30	10	Examiner assigned by school board/university
2.	Practical Test & Oral Test/ Viva Voce	50	17	Certified Assessor by HSSC
3.	Continuous Comprehensive Evaluation	20	Will be included only if the student qualify individually in Theory & Practical	Vocational Subject Teacher
Total		100		

THEORY EXAMINATION

- 1) Score
 - 30 marks (15 marks each for both semesters)
- 2) Paper Setting Team
 - Experts of academicians
 - Experts from existing vocational subject experts
 - Subject experts from university, colleges, industry, professional experts who will be recommended by HSSC
- 3) Responsibility
 - Respective School Board
- 4) Examiner
 - Each examiner will be required to assess 30 answer books of the theory exam per day for on the spot evaluation.

PRACTICAL TEST

S. No.	Type of Assessment	Skills & Practical	Marks Allotted
1	Hands on Skill/Demonstration for Skill Competency	A. Spotting: Part 1	10
2		A. Spotting: Part 2	10
3		B. Practical Task 1/Practical Task 2	15
4		C. Communication & Personal Grooming Skills	5
5	Viva Voce	D. Viva Voce	10

Total

50

CONTINUOUS COMPREHENSIVE EVALUATION (CCE):

S. No.	Components	Weightage (Max. Marks)
1.	Competency Based testing (CBT)	30
2.	Project Work/Student Portfolio	20
3.	Class Room Attendance	5
4.	Class Room Participation	5
Total		60
Gross Weightage Calculation		60/3=20

3.2 Assessment in Affiliated Training Partners under any scheme/not

HSSC conducts QP-NOS based final assessment for each and every candidate when the training of job roles are been implemented in affiliated training institutes via HSSC certified assessor. While conducting these assessments, the assessment pattern and scoring followed is given below.

S. No.	Methods of Assessment	Weightage (Max. Marks)	Min. Qualifying Marks	Duration/ candidate
1.	Theory Examination (Written Test)	100	50	90 mins.
2.	Practical Test & Oral Test/ Viva Voce	400	320	45 mins.
3.	Soft Skills & Communication Test	100	80	
Total		600	450	135 mins.

THEORY EXAMINATION

1) Score Card

- Each NOS is allocated with certain marking
- 40 Questions of subject domain
- 10 Questions of Soft Skills & Communication
- Each question carries 2 marks

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- Total=[50 questions X 2 marks]=100 marks
- Passing Criteria= 50% of max. marks (100)= 50 marks

2) Types of Questions

- Identification
- Pictorial
- Fill in the Blanks
- Matching
- True/False
- Multiple Choice Questions (MCQ)

PRACTICAL TEST

1) Score Card

- 1 National Occupation Standard (NOS)= 1 Practical Task
- 2 Tasks of subject domain randomly picked
- Each Task involves Oral Test/Viva Voce
- Each Task carries 200 marks
- Total=[2 Tasks X 200 marks]=400 marks
- Passing Criteria= 80% of max. marks (400)= 320 marks

2) Types of Skill Drill

- ✓ Direct Performance Observation
 - Laboratory/Skill Lab
 - Simulated Work Situation
 - Spotting
 - Identification
 - Oral Test/Viva Voce
- ✓ Indirect Performance Observation
 - Video
 - Third Party Observation
 - Computer Aided Assessment

SOFT SKILLS & COMMUNICATION TEST

1) Score Card

- All National Occupation Standard (NOS) divided into 2 Parts
- 1 NOS from each part picked= 2 Observational Task for assessor
- Each Task involves Oral Test/Viva Voce
- Each Task carries 50 marks
- Total=[2 Tasks X 50 marks]=100 marks
- Passing Criteria= 80% of max. marks (100)= 80 marks

2) Types of Conduct

- ✓ Direct Observation/ Analysis

- Completion of Work
 - Care of safety, neatness & Hygiene
 - Corrective steps being taken
 - Work habits
 - Approach towards accuracy & precision
 - Manners towards others [co – workers & supervisor]
- ✓ Oral Test/Viva Voce
- Communication
 - Attitude
 - Protocol Knowledge

3.3 RPL Assessment

HSSC conducts QP-NOS based direct three-way assessment for each and every candidate applied for recognition of prior learning (vis. Certifying the un-certified but skilled workforce who acquired skills through experience of years). Here, the candidates may undergo short-term training of gaps identified. The assessment is conducted via HSSC certified assessor. The assessment pattern is as follows:

REGISTRATION

The candidates need to submit registration form online along with uploading of scanned copies of some mandatory documents. Based on screening of the form, the candidates would be registered on conforming following eligibility criteria:

1. The candidate must not have any formal certification in the applied job role (for eg: candidate should not be certified as DMLT/BSc MLT/MSc MLT/BSc Microbiology/BSc Biochemistry/others to enroll in phlebotomy technician)
2. The candidate must have documented experience (Certificates/letter of experience from their previous and current employers) in the applied job role for minimum 2 years.
3. The candidate must have salary slips or account statement supporting the same for last 3 drawn salaries
4. The candidate must be currently working in the applied job role supported by offer/appointment/work experience letter from employer
5. The candidate should be of age minimum as 21 years
6. Each candidate can apply for only one job role at a time.
7. The candidate having aadhaar card would be preferred
8. The candidate should be able to communicate in Hindi/English

PRE-ASSESSMENT

- 1) Elements of pre-assessment:
 - Online
 - Objective
 - NOS based
 - Each NOS is compulsory each carrying 100 marks
 - No negative marking for incorrect answers

- Test venue can be home/cyber café/institution/HSSC assessment center but the system should be have google chrome (Version 41.0.2272.101) and a web camera
 - Timed test link which expires after 90 minutes from the time of starting / writing the test
- 2) Result of Pre-assessment:
- Result is presented with no. of questions allotted and answered correctly for each NOS along with marks scored for each NOS out of 100.
 - The purpose of Pre-assessment is not only to shortlist candidates as per prescribed limit, but also to notify gaps NOS wise to each candidate for their own self-training or opting for short-term training module before final assessment
 - The pre-assessment also informs about the reliability of information provided by candidates that they have experience working in the given job role.

PORTFOLIO SCREENING

Each registered candidate has to prepare and submit the portfolio as per formats given by HSSC. The portfolio may be verified by HSSC/nominated assessor during pre-assessment and scoring card is given for each portfolio.

The portfolio of each candidate has to be documented in a file comprising following components in the given order:

S. No.	Components of Portfolio (*Mandatory, otherwise registration can be cancelled)
1.	Covering Page in given format
2.	*Original copy of duly filled application formats in given format
3.	CV/Resume
4.	Self-attested copy of following documents
a)	*2 photos
b)	*Photo id and Address Proof - Copy of Ration Card / Voter ID / Driving License / Passport
c)	AADHAR / UID / NPR No. If available
d)	*Age Proof - Copy of Birth Certificate / 10th Certificate / Passport / School Leaving Certificate
e)	*Certificate for Highest Educational qualification
f)	Certificate for Technical qualification, if any
g)	*Experience certificate from current employer in given format
h)	Experience letters or certificates from previous employer
i)	*Self-declaration of work experience in given format
j)	*Slips for Salary/wages or account statement for last 3 drawn salaries or *In case of self-employment, self-declaration of the same along with income earned
k)	Supporting documents for Position title
l)	Any other achievements/certificates
5.	*A brief about "The Importance of Your Role in Healthcare Industry" in 150 words in given format
6.	*Admit card (to be filled & signed by candidate as well as HCO) in given format
7.	*Checklist for components of portfolio (to be filled by candidate and verified by assessor) in given format
8.	2 Self-addressed envelopes of A4 size (with postal stamps)

FINAL ASSESSMENT

- 1) The candidates conforming to RPL guidelines based on both pre-assessment and portfolio screening are finally selected for final assessment.
- 2) Final assessment is conducted through HSSC accredited Assessing body as per HSSC defined assessment criteria and NOS as defined in *"Assessment in Affiliated Training Partners under any scheme/not"* at point no. 3.2.
- 3) Final Assessment is conducted at the training site or at working place in case number of enrolled candidate from the site is more than agreed minimum batch size.
- 4) If needed, Assessment centers are arranged for assessment of candidates in cluster.

