

19. AFFILIATION OF ASSESSMENT AGENCIES

Following are the brief outline of affiliation process

Step No	Activity Brief	Remarks
1	SSC to identify Assessment Agencies that can get affiliated with SSC for undertaking assessments under the Scheme	<p>Eligible Assessment agencies include Assessment agencies with national presence and having demonstrated ability to assess the eligible training content with respect to NOS and QPs</p> <p>Assessment Agencies formed by SSC, but operating independent of SSC</p> <p>Assessment agencies participating in assessments of training programs under other government schemes</p> <p>Trade associations</p> <p>Industry bodies</p>
2	Interested Assessment Agencies approach SSCs, pay the necessary affiliation fee (prescribed by SSC) through electronic means and get affiliated through a standard affiliation process set by SSC	Please note that the payment cannot be made in cash
3	NSDC suggests inputs on SLA to be signed between SSC and Assessment Agencies and share them with SSCs	Please refer to: Annexure I – Indicative points for drafting SLA with Assessment Agency
4	Develop the SLA for assessment agencies to sign covering aspects related to delivery, revenue sharing and non-conflict activities etc	
5	Sign SLA with Assessment Agency	Please note that the SLA must take into account penalties if assessments are not done in time or if improper conduct by the Assessment Agency
6	SSC shares copy of SLA signed with Assessment Agency with STAR Program Management Team	
7	Team uploads details of Assessment Agency on NSDC Website	

20. CREATION OF POOL OF ASSESSORS

Step No	Activity Brief	Remarks
1.	Invite potential assessors for training and certification by reaching out to the relevant industry bodies and associations, and by publishing on the SSC website	
2.	Interested assessors can also reach out to SSC for affiliation	Please note that individual assessors have to be contracted by Assessment Agencies to conduct assessments
3.	Pre-screen assessors to ensure relevant industry experience and integrity	
4.	Conduct assessment for assessors as per the following guidelines: → Board of Assessment comprising of at least two GC members. → Assessment by Industry representatives Assessment based on both technical & assessment competencies.	
5.	Provide certification under the following guidelines to assessors: → Qualified on appropriate QP → Each assessor to be registered using a Unique ARC (Assessor Registration Code)	
6.	SSC to enter the relevant details of all certified assessors on SDMS	
7.	SSC to share details of Assessors in the Pool with all Assessment agencies that have affiliated with	
8.	Assessment agencies will identify and sign contracts with selected assessors from the pool	Please note that an assessor can only be contracted by one assessment agency.

21. MANAGEMENT INFORMATION SYSTEM

- a. **Half Yearly Report:** AMHSSC will submit Half Yearly Report on Skill Assessment & Certification work to NSDC

- b. **Online Portal of SSC:** AMHSSC Skill Assessment through its online portal will show the status of Assessment & certification work done. The same can be accessible to the beneficiaries of NSDC Scheme i.e. Assessing Body, training Providers, candidates, Project Monitoring Committee.

22. Details of the organization of Assessing Body Regional Set-up of Skill Assessment Cell

The applicant shall be required to provide full effective organizational structure with name and designation.

This should also have address and contact details of regional set-up and coverage of States etc.

23. ASSESSMENT CHARGES/ FEE STRUCTURE

ASSESSMENT CHARGES / FEE STRUCTURE FOR CANDIDATES

- (i) The main source of income would be the Assessment charges to be taken from the candidates assessed. The rates for assessment shall be decided by SSC in consultation with Assessing Body.

24. METHOD OF PAYMENT OF ASSESSMENT CHARGES TO SSC

- (i) The candidates shall pay the assessment charges to SSC in full beforehand. SSC, as per agreed MoU, shall pay the assessment charges electronically as per agreed rate.

25. SUSPENSION OR CANCELLATION OF AFFILIATION

- (i) Non-compliance or violation of AMH SSC requirement
- (ii) Providing insufficient or incorrect information to AMH SSC
- (iii) Improper use of AMH SSC affiliation mark
- (iv) Change in assessment criteria for QPs / NOs
- (v) Any other conditions deemed appropriate by the AMH SSC

26. EXPIRY OF AFFILIATION

The application shall be valid for a period of one year. Renewal fee, as prescribed by the AMHSSC, shall be required to be paid.

27. APPEAL

Appeal against the decision of AMH SSC can be made to Chairman, NSDC.

28. Application format for seeking affiliation of Assessment Body with AMH SSC

I	1. Name of Institution 2. Address 3. Date of establishment 4. Date of earlier application with AMH SSC		
II	Application sought for	Trade name	QP
III	Manpower (Technical & Non-Technical)	Personal details, date of joining the Institute, Qualification, experience details	
IV	Administration and support staff	Personal details, date of joining the Institute, Qualification, experience details	
V	Infrastructure details	(Provide details)	
VI	Industry partnership	Name of industry & type of partnership	Partnership, tie-ups evidence
VII	Quality Management System	Quality system manual	Copy of manual
VIII	Website	Website of applicant	
IX	Whether previously granted affiliation in any trade	Attach details	
X	Instructor training	No of instructors No of instructors trained as per QP/NOS applied for	
XI	Fee	Rs. 1.50 lac, payable to AMH SSC, Gurgaon	
XII	Apply to	CEO, Apparel, Made-ups & Home Furnishing Sector Skill Council (AMH SSC), Apparel House, Sector-44, Gurgaon – 122 003 (Haryana)	
XIII	Effective date of affiliation As per affiliation procedure decided by the AMH SSC, the effective date of affiliation is the date on which the affiliation is granted by the Norms Committee of the AMH SSC		

29.CERTIFICATION

This shall be the requirement:

Step No	Activity Brief	Responsibility	Timeline (Optional)	Remarks
1	Provide high resolution logo of SSC and signature of signing authority of SSC to NSDC	SSC		
2	SSC to sign an agreement of lease or tariff with Pitney Bowes for the generation of certificates with unique QR code	SSC		
3	Install Pitney Bowes CAM device at SSC	SSC		
4	After assessment is completed by assessment agency and shared on SDMS, SSC to review the assessment completion information for any discrepancy	SSC		
5	SSC will approve the assessment results, if found to be in order on SDMS	SSC		
6	SDMS will generate an excel sheet in a predefined format (with trainee name, course, assessment marks etc.) that will be input to the Pitney Bowes CAM device	Sdms		
7	SSC will trigger certificate generation on Pitney Bowes CAM device for each of the certified trainees (only if Aadhaar number of trainee is available)	SSC		→Certificate cannot be generated if the Aadhaar number of the trainee is not available →In case the Aadhaar number is not available, the trainee is expected to secure an Aadhaar number before he can be given a certificate
8	Pitney Bowes system will generate the certificates for each of the certified trainee (who has an Aadhaar number) in PDF format.	Pitney Bowes system		
9	Review certificates generated for accuracy of information	SSC		
10	Dispatch soft copy of certificate to the Training Partner, who can print and handover Certificate to the trainee	SSC		
11	Record on SDMS that Certificate of trainee has been generated and dispatched	SSC		

Annex-I

Indicative points for drafting SLA with Assessment Agency

- Provide support in pre–screening tasks and work with the SSC concerned to update agency details on to the SDMS.
- Co-ordinate and Liaise with training partners to get information about commencement of training batches.
- Within two working days of receipt of information of the commencement of training batches by the training partner, provide decision to accept assessment of training program related tasks.
- Within two working days of acceptance of conducting the assessment, requisition certified assessors to carry out assessments.
- Ensure that certified assessors are sent to training locations/sites within the specified date and time.
- Ensure that all assessments conform to assessment guidelines and that these are undertaken as per the pre–defined format and in accordance with each of the performance criteria outlined in respective qualification packs.
- Ensure that the assessment exercise happens within the stipulated timeline and that on–site visits are conducted by the agency to cross–check for quality and transparency of assessment exercises.
- Provide the results of the assessment along with the original assessment sheet (physically and electronically) to the assessment agency within two working days of the completion of the assessment.
- Ensure that copies of the original assessment papers are properly documented, collated filed.
- SSCs will validate the results of the assessment undertaken by assessors as per the qualification packs and share the results.
- Agree on a mutually accepted distribution ratio (__:__) of the assessment fee for each candidate.