

Beauty & Wellness Sector Skill Council

RFP for Assessment Agency Empanelment and Application Form

RFP Release date March 6, 2020– **Append 1.**

Last date for Submission of Applications along with Application Fee	April 14, 2020	Tuesday
Desktop Evaluation of Applications by Panel	April 17, 2020	Friday
Last date for any Questions by AA to Panel	April 21, 2020	Monday
Presentations by Selected AA to Panel for Final selection	April 28, 2020	Monday
**Date TBD as per availability of all member in the panel		

2020

APPEND 1-

1. **Email IDs for Applying and Queries – rahul.malik@bwssc.in & hr@bwssc.in**

2. **B&WSSC Bank Account Details for Paying Application Fee.**

1. Cheque in favor of 'Beauty & Wellness Sector Skill Council'.
2. NEFT Bank Transfer. The bank details are as follows:

Beneficiary Name: Beauty & Wellness Sector Skill Council

Beneficiary Account No. 435901000068

Beneficiary Bank Name: ICICI Bank

Beneficiary Bank IFSC Code: ICIC0004359

Beneficiary Address: 247-248, 1st Floor DLF South Court Mall Saket, New Delhi - 110017

In case of bank transfer, please send following bank details along with application form:

- Company Name
- Bank Name
- Transfer Date
- NEFT/UTR No.

3. **B&WSSC Pan** – AACAB4396H

Introduction

1. Assessment is one of the most critical activities of the skills value chain. The National Skills Policy 2009 mandates NSDC to set up Sector Skills Councils with Affiliation, accreditation, examination and certification as one of the key functions amongst other responsibilities.
2. The National Skills Policy 2009 further specifics” “Quality Assured Assessment of Learners for ensuring that assessment is based on national standards (competencies) and uses valid and reliable assessment methods”; The Union Government of India has mandated Sector Skill Councils (SSCs) besides other charter, “Participation in Affiliation, Accreditation, Examination and Certification.”
3. Beauty & Wellness being the services sector, quality is of the highest concern for this sector.
4. **Assessment of trainees or Recognition of Prior Learning (RPL – 1, 2, 3 etc.) of existing workforce leading to certification is therefore one of the key responsibilities of B&WSSC.**
5. A strong and stringent assessment framework will help establish credibility of the organization. Hence is it important to design the protocol and a framework within which all Assessments need to be and will be done.
6. The Assessments will be based on the relevant and approved Qualification Packs for each job role as a matter of policy for compliance. New job roles will be continuously added to the list and older versions will be periodically revised to match with changes required by the industry.
7. This Protocol is the revised version for Assessments in accordance with the NSDC criteria for Empanelment of AA.

Terms of Reference

This protocol for Accreditation of Assessment Bodies is based on the following:

1. Training Provider will **NOT** be an Assessment Body to safeguard against “conflict of interest.” Any deviations to this will be at the discretion of B&WSSC Governing Council based on merit of each case.
2. Assessment processes / procedures should be transparent, demonstrative and in line with international best practices to ensure credibility of the certificate.
3. Lead Assessment Bodies may be considered to manage and administer the assessment process on merit.
4. Seamless documentation and evidence collection will be the key.
5. Assessments through trained and certified assessors / assessors aligned to assess competencies as per the NOS.
6. **No sub-contracting** or franchising would be permissible to the Assessment Agencies.
7. All Assessors have to be mandatorily certified by B&WSSC.

Accreditation Paradigm for Assessment Bodies

1. B&WSSC dictates accreditation of the number of Assessment Bodies, with empaneled Industry experienced assessors.
2. Assessment will be based on the concept of Assessors identified, selected, trained and certified on Assessment techniques. These assessors should be aligned to assess as Per the laid down criteria.
3. Accreditation of Assessment Bodies will be periodically reviewed besides regular audit of the Assessment Bodies. B&WSSC reserves the right to cancel the accreditation based on the reports of periodic review and audit / reports of irregularity from the stake holders.
4. Online systems for monitoring and reporting will be encouraged.
5. As a pre-qualifier, all AAs must possess capabilities to conduct on-line assessment.

Accreditation of Assessment Body

1. The Assessment Body providing Assessment to a standard i.e. NOS, should have the required competence and impartiality.
2. The Assessment Body is expected to have reasonable office space and man-power for managing the operations of assessment. This includes infrastructure and its organization, capability and capacity to develop Assessment Tools for various courses as per B&WSSC Occupational Standards; identification, selection and maintaining quality Assessors; and Quality Management System (QMS) and its operation.

Terms of Engagement for Assessing Bodies

1. Assessment Bodies will be considered for assessment assignments by B&WSSC based on their ability and availability to carry out assessments in the areas where the training has been conducted.
2. B&WSSC reserves the right to allocate the batches for assessment to the assessment bodies.
3. Assessment Bodies will be engaged by B&WSSC at the rates as prevailing at the time of engagement/agreement or as per the scheme.

4. Assessment Bodies shall conduct assessment in States and programs assigned by B&WSSC and will **not** engage in any franchises nor outsource the assessment on their behalf.
5. Assessment Bodies shall form a roll / panel of assessors of high repute and integrity, state wise and forward their names, address, qualifications, experience, contact numbers and photographs to B&WSSC.
6. These assessors shall be accredited through orientation, training and certified by B&WSSC. The assessment of the Trainees can be carried out by these TOA Certified assessors only. The stipulated fee for the TOA would be borne by the AA / Assessor.
7. Assessment Body should conduct assessment only at the training centers of TP as Uploaded on SDMS / Skill India Portal and not change the address for Assessment Without prior approval from B&WSSC.
8. Assessment Body appointed by the B&WSSC shall not enter into any agreement with any other organization for similar assessments without informing B&WSSC.
9. Assessment Body shall maintain full and complete record pertaining to candidates registered, tested, passed, centers, assessors, assessment fee etc., and shall preserve all the records for at least **eight years** / as per applicability of any particular scheme at any point in time and make it available to B&WSSC at any time required. The process records will also be maintained.
10. Assessment Body will sign a non-disclosure agreement for ensuring that any information collected during the course of assessments will not be shared with a third party other than the concerned training provider and B&WSSC.
11. Assessment Body / Assessors will not disclose the results to the Training Provider and upload the results on SDMS/submit the results to B&WSSC as per agreed timelines.

Prerequisites for Selection of AAs

- 1) Legal Existence: AA should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)
- 2) Assessors Quality:
 - a) AA should have a roll / panel of assessors for all sectors
 - b) Details of assessors should also be available on its website with state-wise details (assessors' name, qualifications, experience and photograph along with the details of assessor affiliations with multiple SSCs)
- 3) Assessment Process:
 - a) AA should have an expertise to carry out online assessments with state-of-the-art technology deployment (including Aadhaar based attendance).

- b) The AAs should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.
 - c) AA should have the ability to maintain assessment process records and details pertaining to candidates registered, tested, passed, centres, assessors, etc, and shall preserve all the records for at least 8 years or till the validity of any scheme (whichever is later) at any point in time and make its online access to SSCs.
- 4) Geographic Spread:
- a) The agency applying for Pan India or for Specific State operations must empanel assessors relevant to the concerned job role in all the relevant states.
 - b) Assigned assessors should be able to reach the assessment venue within 24 hours of travel time and must have the ability to conduct assessment in regional languages.
- 5) Organization Structure:
- a) AA should have a structured mechanism for Governance including a well-defined process for affiliation of assessors either on its payroll or on long-term contracts.
 - b) AA should have assessment coordination team on its payroll with required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.
- 6) Conflict of Interest: In case of any, the AA should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.
- 7) Preference will be given to the assessment bodies approved by Director General Employment and Training / Affiliated to other SSCs/ other recognized bodies having capacity to carry out assessments for the job roles applicable to B&WSSC.
- 8) New Infrastructure and Management, including compliance and financial health including proof of empanelment with DGET / SSCs / other recognized bodies.
- 9) Preferably the Body should have experience in assessing the training institutions and evaluate the minimum infrastructure and resources required at the training facility for the relevant batch(es).
- 10) Capacity and expertise to carry out assessments including technology integration.
- 11) Ability to develop the Assessment process and Assessment Tools for different training courses and ability to continuously improve the assessment process and tools as per feedback.
- 12) Quality Management System including an institutionalized system for assessor training / re-orientations and of obtaining feedback on the assessors from the training institutions and students.
- 13) Governance and Leadership including process of empaneling the assessors.
- 14) Capacity and experience of Assessment Coordinators, who will mentor, supervise, plan the assessment strategy and guide the team of assessors.

Fee Structure for AAs

Revised fee structure is as below

	Cost Head	Cost (Rs)
(i)	Application Fees: one time non-refundable (to be paid during Stage 1 of Affiliation Process i.e. While submitting the application)	10,000
(ii)	First Time Affiliation Fee valid for 1 year (to be paid during Stage 3 of Affiliation Process i.e. upon final selection of the AA)	50,000
(iii)	Annual Affiliation Renewal Fee	25,000

*Subject to revision every 2 years.

Affiliation Process of AAs

Three stage processes for Affiliation of an AA will be followed

Stage 1: Application & Desktop Evaluation

Stage 2: Field Visit & Final Evaluation

Stage 3: Affiliation & Orientation

Stage 1: Application & Desktop Evaluation

- 1) Prospective AA will submit the application in prescribed formats along with the payable application fee.
- 2) B&WSSC will carry out Desktop Evaluation of the prospective AA and **may** invite them for deliberation and clarity, if necessary.
- 3) B&WSSC reserves the right to select/reject the AA on merit.
- 4) Decision of B&WSSC in this regard would be final.

Stage 2: Field Visit and Final Evaluation Stage

- 1) B&WSSC team will **visit** the prospective AA, meet their **key staff and** carry out verification of **records and processes**. B&WSSC would also **visit at least two of the existing top 3 customers** of the prospective AA and get their feedback in writing.
- 2) The **composition of the team** will be two members from B&WSSC and one nominated GC member or industry expert.
- 3) Team will submit its **Assessment Report** for consideration.
- 4) The valuation of the AAs would be carried out under the **Evaluation Framework** Suggested by NSDC.
- 5) **Minimum 60% score** would be mandatory for affiliation. Those scoring between 40 to 59% could be given an opportunity for further improvement of score within 3 months based on which affiliation or rejection would happen.
- 6) That AA who have successfully cleared **Stage 1** would be invited to make a final presentation at B&WSSC office. Decision of B&WSSC would **final and Binding to all AA**.

Evaluation Matrix for AA

	Parameter	Max Points	Criteria	Distribution of Points		
I	Overall Experience	15	Number of Years in assessment	More than 10 Years	5 to 10 Years	Upto 5 Years
				15	10	7
II	Experience in sector	10	Number of Years in assessment in the sector	More than 5 Years	3 to 5 Years	Upto 3 Years
				10	8	6
III	Candidates Assessed	10	Total candidates assessed in last 3 years	More than 25,000	10,000 to 25,000	Upto 10,000
				10	7	5
IV	Assessment Methodology	10	To be determined by evaluation committee	Subjective score based on rigour, robustness and innovation of approach and methodology		
V	Affiliation with Govt. Organization (Gol or State Skill Missions)	10	Affiliated with minimum 1 Government organization	More than 5 Organisations	3 to 5 Organisations	1 to 2 Organisation(s)
				10	7	5
VI	Geographic Presence	10	Minimum presence in 3 States/UT	More than 10 States	4 to 10 States	3 States
				10	7	5
VII	Affiliated with other SSCs	05	Minimum affiliation with 3 SSCs	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2
VIII	Mode of assessment – Tablets/Pen and Paper	20	Computer-based assessment and geo-tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
IX	Monitoring Mechanism of assessments	10	Recording and Continuous Monitoring of the Assessment	Real time Online Video-Audio Recording and Monitoring	Availability of Video-Audio Recording for future reference	Visits by Proctors
				10	5	3
X	Number of	20	Based on evaluation of CVs	More than 5	3 to 5 Experts	Upto 2 Experts

XI	Subject Matter Experts on company's payroll	10	Number of Assessors on payroll	Experts		
	Number of Assessors on payroll			20	12	8
				More than 25 Assessors	10 to 25 Assessors	Upto 9 Assessors
XII	Number of full time employees	10	Number of full time employees	10	7	5
XIII	Valid ISO Certification	10	Continuous years in service post- ISO Certification	More than 25 Employees	11 to 25 Employees	Upto 10 Employees
				10	7	3
				More than 5 Years	3 to 5 Years	Upto 3 Years
				10	7	5
	Grand Total	150				

Evaluation Scorecard for AAs

Grade	Score	Action to be Taken for prospective AA	Action to be Taken for Existing AA
A	60% to 100%	To affiliate	To continue in business for 1 year
B	40% to 59%	To reject but could be given an opportunity for further improvement of score within 3 months to Grade 'A' based on which affiliation could happen	To be suspended with a 3 month notice to improve further to Grade 'A', else face termination with eligibility to apply in the next RFP process for AA affiliation
C	Less than 40%	To reject with eligibility to apply in the next RFP process for AA affiliation after 1 year	To terminate from business for 1 year with eligibility to apply in the next RFP process for AA affiliation (post completion of 1 year termination period)

Stage 3: Affiliation & Orientation

- 1) All eligible AAs will be formally intimated by B&WSSC after receiving the prescribed Affiliation Fee.
- 2) The Affiliation will be **valid for one year**, after which the AA will apply for **renewal based on fresh evaluation against Evaluation Matrix**.

Requirements for Empanelment

The requirements for empanelment for an Assessment Body (AA) are classified into 4 components:

Section 1: Institution and Management Profile

Section 2: Quality Aspects in Institution Governance

Section 3: Financial resources

Section 4: Compliance to Statutory and Regulatory Requirements

SECTION 1: Institution and Management Profile

A. Generic guidelines about the kind of the Institution which can be affiliated

1.1. GENERAL: B&WSSC SPECIFIC REQUIREMENTS

The organization which requires empanelment from B&WSSC should have a written mission statement.

The affiliating organization should:

- ✓ Have clearly defined **objectives** that are helpful in establishing as an assessment Body.
- ✓ Have documented processes and procedures covering the entire gamut of Assessments including the ones relating to continual improvement of these processes and procedures.
- ✓ Physically possess the resources or have a documented plan of owning the Resources required to run and deliver assessments.
- ✓ Have documented processes that will help the management to review and analyse the operational processes and procedures.
- ✓ Policy on Assessor Hunt
- ✓ Policy for empanelment of assessors
- ✓ Assessment methodology designed for B&WSSC

B. Organization Details/Profile of the Management Team

1.2. GENERAL:

In this section, the factual information needs to be gathered of the AA applying and its management team:

- ✓ Details of the organization applying for the proposal
- ✓ Prior exposure of the affiliating organization in skill development space
- ✓ Educational qualification and experience of the management team
- ✓ Key achievements of the management team/ project team in the area of Skill Development.
- ✓ Management committee shall identify all statutory and regulatory requirements For compliance.

The Management committee of the AA shall:

- ✓ Involve all members of the Institution in understanding and implementing the mission and quality objectives that are measurable and derived from core training and support processes of the Institution.
- ✓ Identify and plan for resources necessary for achieving the Institution's objectives.
- ✓ Communicate to all members of Institution the importance of meeting the Requirements of interested parties- i.e. students and industry, as well as the applicable statutory and regulatory requirements.
- ✓ Measure the performance of the Institution in order to monitor the fulfilment of the Mission and Quality objectives.

1.3. B&WSSC SPECIFIC REQUIREMENTS

Details of the teams responsible for

- a. Question bank development,
- b. Assessor identification,
- c. Proctors,
- d. On ground implementation and
- e. Overall co-ordination of the assessment activity.

SECTION 2: Quality Aspects in Institution Governance

2.1. GENERAL:



MISSION STATEMENT

The Institution's mission statement should be documented. This shall be consistent with needs & expectations of stakeholders and applicable statutory & regulatory requirements and commitment in delivering excellence.



EXISTENCE OF OPERATIONS MANUAL COVERING THE FOLLOWING

The institution applying for empanelment should have an Operations Document covering the following aspects:



Background of the Institution



Organization Structure



Details of empanelment from other SSC's, if applicable



Profile of senior and middle management



Profile of Subject Matter Expert & assessors



Details of IT infrastructure



Process of internal evaluation



Quality assurance mechanism



SECTION 3: FINANCIAL RESOURCES

The Institution shall have financial resources which shall be capable of sustaining a continuous assessment process for B&WSSC consistent with its stated mission and objectives for long term stability.



SECTION 4: COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS

The Institution shall identify and comply with the applicable statutory and regulatory requirements pertaining to the services provided.

APPLICATION FORM FOR EMPANELMENT

APPLICATION LETTER ON THE COMPANY LETTER HEAD

Date: _____

From

To,

Head – Assessments

Beauty & Wellness Sector Skill Council
247-248, 1st Floor DLF South Court Mall Saket,
New Delhi - 110017
Tel: 011-40342940-42-44-45-52

Subject: Empanelment of Assessment Body with B&WSSC

We are an Assessing Body with necessary experience and expertise in the Beauty and Wellness and hereby apply for Accreditation with B&WSSC.

We desire to apply for Accreditation for the following training courses and geographical space: -

It is on the B&WSSC discretion that they accredit us; or will put our application on hold.

Signature of Authorised Person Name
& Designation:
Phone No: E-
mail



APPLICATION FOR EMPANELMENT AS ASSESSMENT BODY

Name of Assessment Body _____

Address _____

Email _____

Website _____

Head of the Organisation _____

Organisation structure of the company with details of roles of persons, groups and committees. Attach organogram and write-ups as necessary.

Date of Registration/Incorporation _____

(Attach copy of Certificate)

Accreditations and Certifications

(Indicate dates and validity periods) _____

PAN of the company
(Attach Photocopy of PAN Card and last IT
Return) _____

GST Number of Company – Attach a copy of
Average Annual Turnover of the AB
(last 3 years) _____

No of branches/offices and locations
(Attach separate sheet and organogram) _____

Details of all sectors in which assessment is
Carried out by the AB _____

Total number of employees on its rolls
Permanent as well as contractual _____

Qualifications and experience in Assessment
Field _____

Details of cheque submitted for payment of
Application fee of Rs. 10,000/- (Rupees Ten
Thousand Only) _____

Any other details considered appropriate
(Attach documents/brochures/photographs as
Necessary) _____

Signature
Name and designation
Official Stamp with date

List of Enclosures

1. Organizational Manual
2. Assessment Matrix
3. Assessment Blue print
4. Photocopy Copy of Recognition, certification or empanelment
5. List o/ Branches
6. Attach photocopy of the PAN /TAN card and GST Letter as Enclosure
7. Details of Assessors, CV & Acceptance
8. Content and Team, CV & Acceptance
9. Registration Certificate of Trust/ Society / Company
6. Audited Balance Sheet of Last Three Years
7. Sample of Contract with the Assessors

I/We hereby declare that the information provided above is true and correct to the best of my knowledge. Any misrepresentation, falsification or material omission of information on this application may result in my failure to receive accreditation from B&WSSC. I/We accept that an analysis of capacity may be made during the processing of this application and thereafter, and I authorize B&WSSC official or any person/entity authorized by B&WSSC to carry out audit or quality check.

I/We hereby accept all the terms and conditions set by B&WSSC or updated from time to time regarding assessment.

Signature and stamp

Name:

Designation:

Date

ASSESSMENT DEVELOPMENT

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The Assessment shall be designed to test both knowledge and Skill in a Trainee. All the Assessments shall have different sections to Test different aspects of a Trainee. The Knowledge part shall be tested largely through objective type written test, and Viva etc., while skill element shall be tested through Viva and practical etc.

The assessment development is done with close monitoring and support of B&WSSC at every stage.

- **Developing the Blueprint**

- Developing blueprint of the lay-out of Question paper is such that the entire PCs (Performance Criteria) of that QP are covered
- Every question also maps with the desired NSQF level
- The overall scheme of marks coincides with the prescribed Assessment criteria and its potential

- **Selection of Assessment tools**

Assessment tools for a QP are decided based on composition of knowledge and skill in that QP. All assessments shall have at least two tools unless indicated otherwise. All assessments carry time allotment required per trainee, within which the assessment should be completed.

- ***Written test:***

- + **Scope** – Is used to test the knowledge component of the QP.
- + **Tools** – Pen and Paper in form of OMR sheet, computer or tab based online or offline.
- + **Method** – objective type questions, match the columns, fill in the blanks, tick the odd man out, choose the correct option, choose the best answer, True or false, Identify the object, tool or machinery, arrange in proper sequence.
- + **Analysis** – Question paper is divided in sections. Each Section intends to assess a knowledge field of the trainee. Thus, section wise calculation of marks gives the clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

- ***Viva:***

- + **Scope** – Is used to test the knowledge and understanding and breadth of awareness about the subject. Some personality traits and generic skills (such as – promptness, sharpness, communication skills, depth of knowledge, comprehension, presentation, patience etc.) can also be tested required for the QP.
- + **Tools** – Direct dialogue between assessor and Trainee.

- + **Method** – Direct questions open and close ended questions, situation based questions, analytical questions, and decision making based questions. Different questions are included to test relevant practical components from the QP
- + **Analysis** – Assessor is provided with spectrum of ready answers to be expected from trainee. This reduces effect of subjectivity of the assessor. Comparative quality of trainees within a batch or different institutes can be gauged.
- **Practical Test:**
 - + **Scope** – Is used to test primarily the Skill component of the QP. Trainees Expertise in handling and managing the tools and situation is tested.
 - + **Tools** – Demonstration, role play.
 - + **Method** – A situation is narrated or created in front of the trainee and he is asked to react to it. The selected situations are based on real situations. They are predefined and provided to assessor. Assessor is provided with spectrum of reactions to be expected from trainee. Based on these guidelines the assessor fills the score sheet.
 - + **Analysis** – Practical tests are analysed on knowledge and skill component
- **Selection of assessment tool(s) depends on:**
 - The assessment criteria prescribed in that QP/NOS.
 - NSQF level of QP
 - Profile of Candidate to be assessed (e.g.: differently able, education level etc.)
 - Bandwidth of the Assessment Body.

CONDUCTING ASSESSMENTS & CERTIFICATIONS

CONDUCTING ASSESSMENTS:

First TP needs to upload candidate details on SDMS porta/ SIP then TP shares self- declaration form and payment receipt to training team.

Training team checks all details and forwards it to finance team. Finance team checks payments details and forwards it to assessment team. Assessment team assigns batch to assessment body.

- **Fixing Date of Assessment:**

- All the assessments will be routed through SDMS/SIP.
- Assessment date is decided with common agreement of VTP and Assessment Body.
- Any change in dates requested by the AA or VTP are communicated well in advance and never last minute. Inconvenience to either party must be avoided.
- Assessment Body ensures the availability of required infrastructure, tools for the assessment.

- **Assessment Body assigns the batch to an Assessor:**

- Only assessors certified (ToA) by B&WSSC are eligible to conduct the assessment.
- Assessor is provided with location details of the VTP. He contacts VTP a day prior to the assessment to ensure that all the aspects are well managed.
- VTP is informed about the details of the assigned assessor.

- **Assessor conducts the Assessment:**

- Assessor reaches the VTP centre on the pre-fixed time.
- Assessor and a representative from Assessment Body are present on the day of assessment to manage the process at assessment location.
- They carry an identity card or proof of identity.
- Assessor validates the Training centre by inspecting the infrastructure and at least 3 of the following essential documents –
 - ✓ Attendance records
 - ✓ Formative assessments records
 - ✓ Student leave application record
 - ✓ Project work record of the students to be assessed
 - ✓ Internship records
- Assessor verifies the Trainee's identity through documents (any document issued by GOI, such as Ration card, Aadhar Card, Driving Licence, Passport, election card etc.)
- Assessor maintains the records of attendance, verified documents, Score sheets, answer sheets and whatever applicable.
- Assessor shall assess the Trainee as per the format prescribed by B&WSSC (Online format)

- Assessor collects evidences of the assessment in best possible way (videos, pictures, voice recordings etc.)
- Assessor maintains complete confidentiality of the score, compiles the data and document and sends it to assessment Body within two days of Assessment.

- **Assessment Body submits the result to B&WSSC**
 - The assessment Body validates and tallies various aspects of the documents received from the assessor
 - The Assessment Body after processing the results and putting them in standard format hands over to B&WSSC within 7 days of assessment.

- **B&WSSC issues Certificates**
 - B&WSSC cross checks and validates the data with all the respect and declares the result to VTP.
 - Certificate of passed candidates are generated through Pitney Bowes device.
 - Soft copy of the certificate is sent to VTP.
 - VTP then gets the Certificate printed (as per the specified standard paper) and distributes to deserving candidates.

- **Printing Certificate norms**
 - Paper – 300GSM, Colour - White
 - Any certificate printed must conform to above standards.

ASSESSOR EMPANELMENT

ASSESSOR EMPANELMENT

Selection Criteria:

- 1) Education: Minimum 3 years Degree/Diploma program
- 2) No of years of experience (relevant): 5 years' experience in relevant department on a Supervisory /Managerial post
- 3) Relevant experience in the Industry: Minimum 2 References from the Industry
- 4) Character proof

Selection:

Step 1

- B&WSSC defines the criteria for profile of an Assessor (aligning with QP), and gets it validated by Industry.
- Assessor is a person who is currently working in the same industry on same or higher job role and has minimum 5 years of experience.

Step 2

- Based on this, Assessment Body locates the right people from the Industry and submits profiles to B&WSSC.
- B&WSSC approves them after screening (they are screened on basis of resume and personal interview in case of local Assessor otherwise a telephonic interview is conducted)
- These candidates are screened on the basis of communication skills, general understanding of assessment conduction, willingness, capability to handle common issues factor during assessment, attitude and patience.

Step 3

- Assessor takes a ToA
- The cut-off is set at 80% both in Domain and Platform

Step 4

- The assessor is oriented by B&WSSC and Assessment Body through TOA (Train The Assessor) program, on various aspects of the assessment and management of assessment, such as
 - + Skilling Eco system overview
 - + QP and its background
 - + Training on Assessment methodology and how to use Assessment tools.
 - + Scoring system
 - + Maintain integrity at the assessment site
 - + Crisis handling and support system available
 - + Scope of his/her authorities
 - + Administrative responsibilities
 - + Confidentiality management

Step 5

- Assessment Body signs the agreement letter with the Assessor.
- B&WSSC certifies the Assessor.