

Standard Operating Procedure for Training of Assessor (ToA)

**Corporate Office: 20th Floor, Amba Deep, 14, KG Marg, New Delhi -110001, India
Phone No: 011-41003504/05
info@mepsc.in | www.mepsc.in**

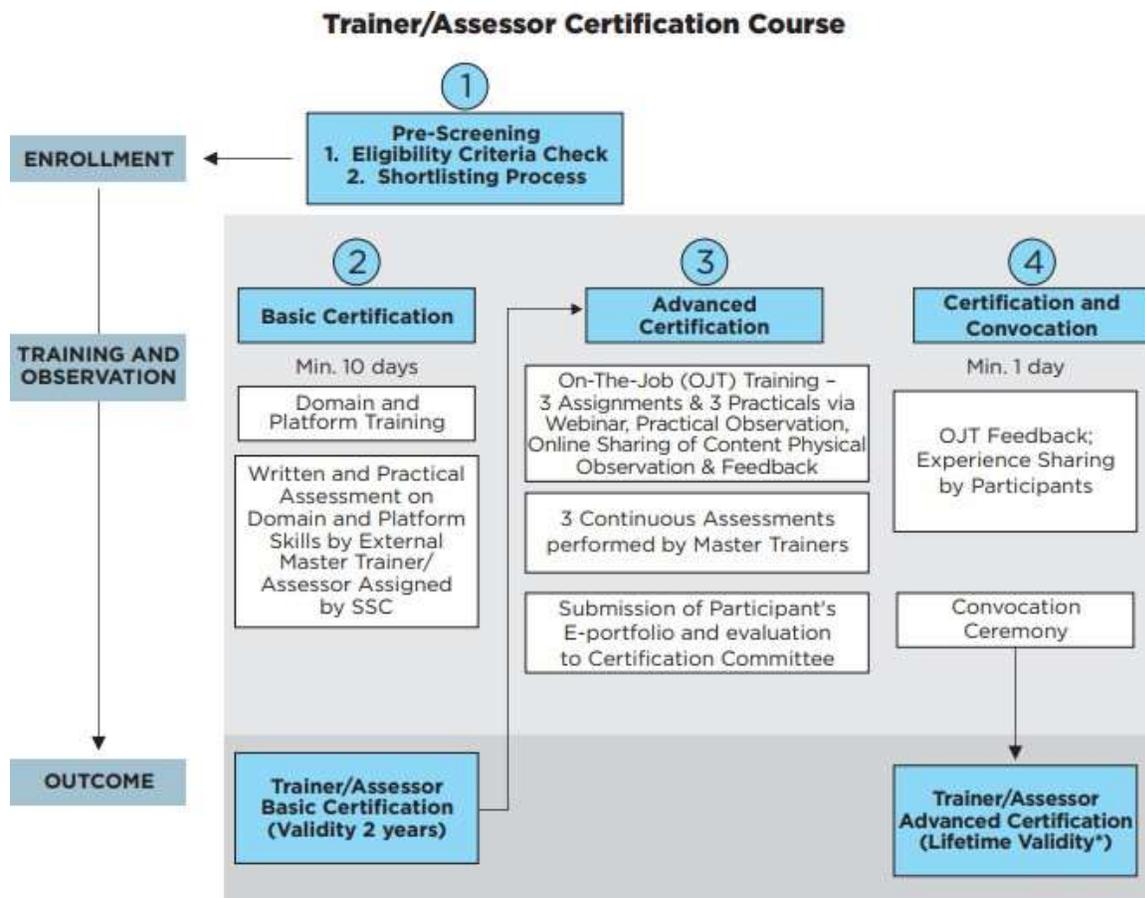
TRAINING OF ASSESSOR

GENERAL INSTRUCTIONS

1. General

TOA Programme will be conducted under the aegis of MEPSC as per the new guidelines issued by NSDC. **The aim of this course is to assess the Domain and Platform skill of Existing as well as New Assessors and certify them as Qualified Assessor to undertake the assessment task in the Skill Eco System.** The Programme will address the training needs of ASSESSOR. The Instructions will be imparted by MASTER TRAINER / REGIONAL DIRECTORS / MEPSC Nominated TRAINERS.

2. Process



3. Venue & Schedule

- i) The Programme will be conducted at _____
- ii) **All trainees to report at 0800 hrs on the first day i.e., _____.**
- iii) Classes will run from 0900 hrs. to 1700hrs.
- iv) Sunday will be observed as holiday until and unless decided otherwise, in consultation with MEPSC.

4. Leave

- a. **No leave will be granted to trainees during the course.**
- b. Trainees will not be allowed to miss the classes because of official work.

5. TOA Model 1: For Existing Assessor

- a. Assessors in skilling eco-system must meet an assessor's qualification criteria set by MEPSC.
- b. Eligibility criteria for an Existing Assessor: An Assessor fulfilling below listed eligibility criteria would be allowed to follow an Existing Assessor ToA model-1.
 - i. Educational qualification: as laid down by MEPSC
 - ii. Relevant industry experience: as laid down by MEPSC
 - iii. The incumbent should be a 'certified Trainer' where domain skills and platform skills are passed with minimum 80% score.
 - iv. Assessment experience: Must have done assessment of minimum 5 batches or 100 students' inskill eco-system. The incumbent should be able to produce a valid 'work experience certificate from the Employer' as documentary proof of the same at the time of enrolment for ToA. The same would be checked by TP/ LEAD TRAINER before enrollment/allowing him to appear in the assessment.

ToA MODEL 1 – FOR EXISTING ASSESSOR				
Stages of ToA	Orientation	Assessment	Duration	Fee
Domain Skills	Pre-assessment Material	Mandatory	Minimum 1 day	Rs. 1800/- per candidate
Platform Skills	Pre-assessment Material			

- c. The course fee draft of Rs 1800/= in favor of MEPSC will be sent in advance to the TP where course is being conducted.
- d. The individual **MUST** remain in touch with the TP and report directly at the center/institute for assessment on the day of the TEST.

- e. The candidates will not be allowed to appear in the assessment if fees are not received in advance.

7. TOA Model-2: For New Assessors.

- 1) Eligibility criteria for a New Assessor:
- 2) Educational qualification: as provided by MEPSC
- 3) Relevant industry experience: as provided by MEPSC
- 4) Assessment experience: An assessor with less than 5 batches/ less than 100 Students' assessment experience in skill eco-system.
- 5) The incumbent should be able to produce a valid 'work experience certificate from the Employer' as documentary proof of the same at the time of enrolment for ToA. The
- 6) Same would be checked by the TP/ Lead Trainer.

STRUCTURE OF TOA MODEL-2: NEW ASSESSORS				
Stages of ToA	Training/ Orientation	Assessment (Days)	Total (Days)	ToA Fee
Domain Skills	2days (mandatory)	1day (domain and platform QP mandatory assessment)	5 days	Non-technical Job Roles: Rs.5000/-
Platform skills	2days (mandatory)			

8. The abovementioned TOA fee covers following elements:

Sl.No.	CostHeads
1	Cost of Training Center infra (One classroom, domain Lab & a computer lab)
2	Cost of consumables
3	Domain Master Trainer fee
4	Platform Skills Master Trainer fee
5	Travel cost of platform skills master trainer
6	Lunch and refreshment for proposed days
7	Domain QP Trainee Handbook and platform skills handbook
8	Assessment and certification–2QPs (domain and platform)
9	Admincost

9. Certification on DOMAIN and PLATFORM SKILLS would be necessary for becoming a certified Assessor.

- a. For a Certified Assessor i.e. Domain certification is necessary to be completed.
- b. Passing criteria of Domain QP for Assessor is minimum 80%marks.

- c. Post completion of the domain training and Assessment–the incumbent could proceed to attend platform training.
- d. Platform skill certification is necessary to be completed.
- e. Platform skills part includes QP orientation including practice sessions within the ToA duration leading to learning and there by improvement in assessment practice.

10. Since course duration is too short, absence from class on any pretext is not allowed.

11. Qualification Requirement: Criteria for Certified Assessor

a. Mandatory Educational Qualification:

- i. Graduate from a recognized university OR
- ii. Degree/ diploma in Security Management from a recognized university.
- iii. Candidate having 10 + 2 qualification may also be considered in exceptional cases.

b. Service Experience:

- i. **For Security:** Minimum 5 years of service with the Armed Forces, (not below the rank of Havildar and equivalent) OR
- ii. Minimum 5 years of service with the Para Military Forces, Central Armed Police Forces, Civil Police, Armed Police, (not below the rank of Head Constable) OR
- iii. NCC commissioned officers with minimum 5 years' service with an educational institution OR
- iv. Minimum 6 years of service with a licensed private security agency as Assistant Security Officer / Security Officer / Assignment Manager/ Security Trainer.
- v. **For Management:** Minimum 5 years of service in Management Sector.

12. Age: NA

Note: Retired Armed Forces personnel in Personnel Below Officer Rank category who have rendered color service of 15 years will be considered as 'Graduate' vide Government of India, Ministry of Personnel, Public Grievance and Pension (Department of personnel & Training), letter No 1502/0/82-estt (O) dated 12 February 1986

13. Domain Skill

- | | |
|-------------------|----------|
| a. Written Test | 60 Marks |
| b. Practical test | 30 Marks |
| c. Viva | 10 Marks |

To qualify in Domain Skill, Individual must secure 80% marks.

14. Platform Skill (ASSESSMENT SKILL)

- a. Written Test 60 Marks
- b. Practical on Assessment Procedure 30 Marks
- c. Viva 10 Marks

To qualify in platform skill, Individual must secure 80% marks.

15. Grading/Qualifying Criteria: Individual securing 80% and above marks in domain skill as well as platform skill will only be graded as Qualified ASSESSOR.

16. In the case of ToA for existing Assessors, the candidates securing marks between 70 % to 79% will be given certification of provisional Assessor for six months but will have to enroll for complete ToA as New Assessor to Qualify the course.

17. In case of ToA for New Assessor, Candidates provisionally passed in Domain Skill / Platform Skill will undergo re- assessment on Domain/Platform skill with in six months of first Assessment.

18. Please note that only those candidates will fall in the category of provisionally passed who secures marks between 70 to 79% and not who secures below 70%

19. Candidates who have secured less than 70% marks in either of the skills must undergo fresh TOA

20. SCRUTINY OF DOCUMENTS

- a. The TP will be responsible for proper scrutiny of documents of trainees prior to commencement of the course.
- b. The application form of the candidate must be signed by the concerned sponsoring company.
- c. The TP/Trainer will ensure that qualification requirements are strictly adhered to & information will be sent to MEPSC as per the format attached.

21. Original Assessor/Trainer certificate issued by MEPSC will be checked by the TP/ TRAINER.

22. The photocopy of same will be attached with the application form of the candidate.

23. The TP / TRAINER will endorse his remarks on photocopy as “ORIGINAL SEEN”.

24. Commercial

- a. For existing Assessor, fee of **Rs 1800/=** and for new Assessor **Rs 5000/-** will be charged for certification as Qualified ASSESSOR by MEPSC.
- b. GST will be imposed.

- c. The candidate will not be allowed to join the course if fees are not deposited on the day of the commencement of the course.

25. Dress for the Course

All trainees will wear their respective uniform/ formal shirt and trousers. For any outdoor training, dress required will be intimated the previous day.

26. Administrative Aspects

Outstation trainees can avail of hotel accommodation, if required. To reserve such accommodation **the concern Training Provider, may be contacted** well in advance. However, participants are advised to make their own arrangements for the duration of the course near the TP if feasible to save time.

27. Documentation

The TP / TRAINER will ensure maintaining and forwarding of following record to MEPSC as per the laid down formats attached.

- i. Agreement as per the format regarding conduct of course signed between MEPSC & TP. Regional Directors/nominated Trainer will sign the agreement on behalf of MEPSC.
- ii. Application forms of the candidates as per the format duly signed by the Individual and sponsoring company. (Hard copy)
- iii. Nominal Roll of Assessors (Soft copy as well as Hard copy with signature of the trainees) duly attested by TP and Regional Director/Nominated Trainer.
- iv. Attendance Sheet (Soft copy as well as Hard copy with signature of the TP/Trainer)
- v. Fees/Payment details of the trainees as per the format (Soft copy as well as Hard copy with signature of the TP and Trainer)
- vi. Photographs of Trainees pasted on A4 sheets mentioning names of the individual duly signed by the TP and Trainer, (soft and hard copy as per Sample attached)
- vii. Photographs of various lectures demonstration/events taken during the course (not more than 5) (only digital soft copy)

- viii. Result sheet of assessment will be prepared separately (Soft copy as well as Hard copy with signature of the Trainer).
- ix. The information of the candidates as per the template prescribed by the NSDC is also to be sent (only soft copy).

28. Please note that the above information be sent in attached format (Excel format) only. Format should not be changed.

29. MEPSC will serve as the contact point for all aspects of the programme.

30. Contact Information of TP

For all course related information please contact the TP concerned where the course is being conducted. The course schedule and other details are available on MEPSC web site www.mepsc.in

APPLICATION FOR ATTENDING CERTIFIED ASSESSOR PROGRAMME

1. Name -----
2. Current Address -----

Photograph of Individual
(Two Copies)
Please write name behind photo
Staple both photos side-by-side, at the edges

3. Tele/ Mob -----

4. E mail -----

5. Present Employment and Designation -----

6. Academic Qualifications (Highest)#

7. Professional Qualifications#

8. Instructional Appointment if any held

9. Experience in the Services/fields -----

10. Language Proficiency	Write	Read	Speak
ENGLISH	-----	-----	-----
HINDI	-----	-----	-----
OTHER LANGUAGE	-----	-----	-----

11. Computer literacy Yes/ No

12. Name, appointment and address for dispatch of Certificate

Signature of Trainee

Date

Seal of Sponsoring Company

Signature of Authorized Company

Official

Date:

Note:

Demand Draft No. _____ in favor of **Management & Entrepreneurship and Professional Skills Council**, amounting to Rs. _____ payable at Gurgaon dated _____ is attached.

Candidates will produce originals and one copy of all details/certificates of details reflected at Serial 5 to 8 on reporting for the programme.