Expression of Interest for Assessment Bodies and Assessors

under

Power Sector Skill Council

Introduction: Power Sector Skill Council (PSSC)

Power sector skill council (PSSC), a not for profit organisation, registered under the society registration act 1860. The council has been promoted by Central Electricity Authority (CEA) on behalf of Ministry of Power, Ministry of New and Renewable Energy (MNRE) and Indian Electrical & Electronics Manufacturers Association (IEEMA) with financial support by National Skill Development Corporation (NSDC). The Key objectives of the PSSC is to ensure that skilled and certified man power in adequate number is made available across various segments of this industry. The PSSC will create a dynamic labour market information system (LMIS) to keep track of the labour market, will identify skill gaps, and frame occupational standards in order to facilitate development of practical and high quality training content. For the purpose of skill development the scope of the Power Sector Skill Council (PSSC) would cover the following segments jointly referred as Power Industry:

1. Power Sector: Electricity Generation (Thermal, Hydro, Gas, Nuclear), Transmission, Power System Operations and Distribution.
2. Renewable Energy Sector
3. Power Equipment Manufacturing Sector

Objectives of PSSC

The mandate of PSSC is to-

- Collate and disseminate labour market information with respect to number of people getting direct and indirect employment in various areas of the industry.
- Research and aggregate skill requirements of the Industry including sub-sector requirements, regional requirements and international trends and best practices that can be introduced in the domestic skill development space.
- Create skill database of the current and future skill requirements, both in terms of numbers as well as types of skills and investigating the underlying reasons for skill gaps.

- Identify changing technologies in the sector and collate technology specific skills which may be required in future. Besides technical skills, list out soft skill

Details of sectors/trades having been assessed by the assessing body.

SNo.	Sector	Trades (related/similar to Power, e.g. Technical/Manufacturing, etc.)	Volume Nos. Assessed (last 2 years)

Please use a separate sheet in case the space is not adequate.

Details of own assessment centre(s) and partnership assessment centres.

SNo.	Name of Assessment Centre (Own)	Location & Address	Trades assessed (related/similar to Power)

SNo.	Name of Assessment Centre (Partnership)	Location	Trades Assessed (related/similar to Power)

Please use a separate sheet in case the space is not adequate.

Details of trades test conducted in the last 3 months:

SNo.	Sector & trade (related/similar to Power)	Assessment centre with location	Date(s)	Assessors Assigned	Volumes Assessed & Tested

Please use a separate sheet in case the space is not adequate.

Availability of technological platform and centres for conduct of online assessment (for knowledge component of learning): (Yes/No)

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DD/Cheque No.:

Drawn On:

Dated:

Affiliation Fees can also be remitted via NEFT/RTGS as per following details and confirmation mail of the payment may be sent at **pssc@cbip.org**

Name of the Bank	:	CANARA BANK
Address	:	Diplomatic Enclave, New Delhi t 110 021
Bank Account No.	:	0157101029531
IFSC Code	:	CNRB0000157
MICR No.	:	110015007

Declaration:-

I attest that above information is correct. I do understand that any incorrect information will result in suspension/cancellation of my or P v] • š] } v [• Œ] š š] } v Á] š Z W } Á Œ Council.

Signature of Contact Person:

Date:

Annexure-II

Affiliation of Assessors (job role specific affiliation)

Name: Mr./Mrs./Ms. .....

Assessment expertise in: .....

.....

Date of Birth (DD/MM/YY) .....

Contact Details: .....

Home Address:	**Office Address:**
Mobile:	**E-mail:**
Telephone:	**Fax:**

Preferred location (states/cities) of operation as assessors (please list as per priority)

1.
2.
3.

Educational Qualification:

Year	Institution & Place	Qualification	Subject	Grade

Please use a separate sheet in case the space is not adequate.

Course attended/Assessment training undergone:

SNo.	Title of the course	Conducted/organized by (name & address)	Dates	
			From	To

Please use a separate sheet in case the space is not adequate.

Membership/Association with professional bodies or empanelled with any assessment agency:

SNo.	Professional Body (Name & Address)	Membership Reference	Valid upto

Please use a separate sheet in case the space is not adequate.

Experience/subject matter expertise relevant to selected job role at the serial 2 (please write in chronological order with present experience listed first)

Job Role (as selected)	Relevant experience details	Organisation	From-To

Please use a separate sheet in case the space is not adequate.

Details of Assessments conducted, if any, during last 2 years on similar area/job roles:

Job Role/Similar Area	When Assessment carried out	For which organization/scheme

Please use a separate sheet in case the space is not adequate.

Declaration by the Applicant:-

I attest that the above information provided by me is correct. I do understand that any incorrect information will result in disqualification of self and suspension/cancellation of certification by Power Sector Skill Council.

Signature:

Date:

Protocol for Affiliation of Assessing Bodies & Assessors under PSSC

Assessment Agency should be:

- A legal entity, registered in India.
- Shall have financial resources necessary for the operation of skills assessment system and to cover associated liabilities. Please furnish details of last three years Balance Sheet.
- Shall have appropriate methods to monitor and measure the performance of its assessment framework implementation across all its branches and subsidiaries.

Qualification Criteria:

Assessing Body (AB): For the purpose of qualifying the assessing bodies for affiliation with PSSC, they should satisfy the following:-

- QCI registered bodies.

- Govt. Organisations with Assessing capabilities
- Private/Industry bodies, Academic institutes, Industry associations

Assessor enrolled with assessing bodies will be shortlisted for specific job roles after ascertaining their capabilities, experience, etc.

Affiliation body and assessors have to fill the form, as per Annexure 1 & 2.

(*Please attach all the necessary/related documents with the Application Form)*

General Guidelines:

- This protocol has been developed to evaluate assessing bodies and assessors for the purpose of assessing trainees and trainers for knowledge and skills related to job roles in Power Sector.

- The training for the job roles is conducted through affiliated training partners. Compliance of the training to the National Occupational Standards pertaining to job role is responsibility of the training provider. Process however is facilitated by Power Sector Skill Council (PSSC).

- The assessment of the trainees is to be conducted to comply with the knowledge, skill and performance criteria defined in National Occupational Standards.

- Assessing body shall ensure that assessments of personnel are carried out in a professional and unbiased manner so that the assessing scheme achieves its objective of mutual acceptance and global exchange of personnel.

- All information provided by the applicants can be verified at any stage during or after the assessment process.

- Should ensure that the process of Assessment/Trade test has been Independent and impartial in relation to its applicants, candidates and certified persons including their employers and their customers, and implement all the possible steps to assure ethical operations.

- The assessing body shall have defined methods and mechanism to evaluate the }u‰ š v }(v] š [• •l]oo v lv}Áo P X
- The assessing body shall have effective assessment guidelines and making procedures

for guidance of assessors.

- dZ •• ••]vP } Ç •Z oo Z À ^‹µ •š]}v vl•_ (}Œ Œ v }u • evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined. Involvement of subject matter experts for developing question banks is required.
- The assessing body should have well defined process for enrolling/empanelling assessors.

- The assessing body should have on-roll/empanelled assessors with expertise in Power Sector or should be able to empanel such assessors.

- Assessment agency should have well defined assessment tools and technique.

- Assessment shall be fair, valid and reliable.

- Assessment of trainees can be before and during the training or/and at the end of the training, as decided by Power Sector Skill Council for specific job roles.

- Define assessment methodology, which shall be a healthy mix of theory and ‰ Œ š] d9-þn laZsessment.

- Make arrangements for scheduling particular assessment, including date, time and list of candidates and the location under intimation to Power Sector Skill Council and Training Provider.

- Assessment Body should ensure the following:-
    a) Pre & Post-Training Assessment
    b) Evidence of Assessment process including digitization, video filming and other activities.
    c) Sound, robust and reliable system truly reflecting the learning and capacity of Assessee.

- Evaluate entire systems and procedures used for necessary assessments of candidates. Assessment shall be fair, valid and reliable.

- Assessment agency must ensure that a Certified Assessor is made available on the proposed date of assessment. In case of a lack of assessor on the particular date, the same must be communicated to the Training Partner, through the affiliated SSC, at

least 2 weeks prior to the proposed date, and an alternate date must be finalized through mutual consent. This change of date should be reflected on SDMS.

- It is the responsibility of the assessment agency to enquire from Power Sector Skill Council on the language that the trainees of the batch are to be assessed in. Care must be taken to translate the question paper into the same language and communicate verbally accordingly.

- In case the assessment is conducted online or through a digital system, efforts must be made available to have the language preferences given by the trainees of the batch to be assessed.

- Assessment Agency has to assign the batch to an Assessor within 5 days of the batch being assigned to them.

- The assessment agency shall make available all related records pertaining to Power ^ š } Œ ^ l] o os (PSSC) skill development scheme only to authorized representative of PSSC at any time.

- Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. Due diligence is to be ensured by assessing bodies while empanelling the assessors. Power Sector Skill Council shall be involved in the following processes:-

    1. Short-listing of assessors from the existing pool of assessors with assessing body. Short-listing will be for specific job roles.
    2. Empanelling the fresh assessor.

- On the successful evaluation, assessors will be affiliated with PSSC for specific job roles and NSQF level. Each assessor will be awarded a unique identity number.

- The assessing body shall confirm from the training provider that all necessary arrangements for test as per direction given by assessing body are in place prior to going ahead with the assessments.

- The assessing body shall ensure that assessors prepare results within stipulated time and send it to the Assessing Body.

- The Assessing Body shall consolidate the results and make necessary entry and communication of the result as per terms laid down by Power Sector Skill Council.

- The Assessing Body shall ensure that Trainers are evaluated and certified.

Affiliation Process:-

Stage 1	**:**	Review of Application
Stage 2	**:**	Assessment for process compliance
Stage 3	**:**	Capacity and capability assessment
Stage 4	**:**	Final assessment and approval by Power Sector Skill Council

The Power Sector Skill Council (PSSC) shall take the final decision on affiliation of Assessment Bodies.

CORRIGENDUM

12th June 2015

With reference to this document "Expression of Interest for Assessment Bodies and Assessors under Power Sector Skill Council (PSSC)", point nos. 7 and 8 on Page 3 stands deleted.

Chief Executive Officer