

**Protocols for Affiliating Assessment  
Agencies**

**By**

**RUBBER SKILL DEVELOPMENT COUNCIL**

## **Introduction to RSDC**

*“Rubber Skill Development Council (RSDC), a Sector Skill Council for the rubber sector set up by All India Rubber Industries Association (AIRIA) & Automotive Tyre’s Manufacturer Association (ATMA) in Collaboration with NSDC is focusing on skill development & training needs of the rubber sector. RSDC’s key objectives are conducting research, quality assurance and improving delivery mechanism for skilling and up-skilling professionals in the rubber sector.”*

In the current scenario most of the skill learning on the shop floor in the industry happens through largely unstructured and on-job training. There is a significant gap between the skills required vis-a-vis skills available in the Rubber sector. Therefore, the industries endorse an urgent need of developing short-term and mid-term vocational courses to impart practical and on the job trainings so the students are readily deployable.

### **Objectives of RSDC:**

Being the Sector Skills Council for the Rubber Sector, RSDC’s key objectives are:

- 1. Develop a robust Labour Market Information System (LMIS) by collecting data with respect to prevailing skill gaps both qualitative and quantitative which would enhance the understanding of the skills-requirement and plan for capacity building needs in the rubber industry.*
2. Development of National Occupational Standards (NOS) for various job roles, considering the current and futuristic requirements of the industry by involving industry representatives.
3. Validation of Skill Competency based curriculum for all levels.
4. Capacity building through training of teachers and master trainers.
5. Affiliations and quality assurance of schools/ institutes offering rubber technology courses.
6. Assessments and certification of the trainers and trainees.

### **Assessment agency/Organisation Eligible to Affiliate as Assessment Agency to RSDC**

1. Assessment agency/Organisation working in the Skill Development sector
2. Assessment agency/Organisation set up/affiliated by Government of India
3. Assessment agency/Organisation affiliated to other Sector Skill Council
4. Assessment agency/Organisation conducting assessments on Tablets
5. Assessment agency/Organisation having strong backend IT infrastructure
6. Assessment agency/Organisation having subject matter expert on the company roles
7. Assessment agency/Organisation having experience of conducting assessment in manufacturing Job roles
8. Company/Firm/Society/Trust - Any of the above fulfilling any of the following criteria:
  - a. An organization registered in India, conducting business in the domain of skill development & training, having Permanent Income Tax Account Number (PAN) and Service Tax Registration Number and audited accounts of statements at least for last 3 year.

### **Requirements for Affiliation**

The requirements for affiliation for an Assessment agency (AA) classified into 4 components:

**Section 1:** Institution and Management Profile

**Section 2:** Quality Aspects in Institution Governance

SECTION 1: Institution and Management Profile

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

**1.1. GENERAL: RSDC SPECIFIC REQUIREMENTS**

The organization which requires affiliation from RSDC should have a written mission statement.

The affiliating organization should:

- ✓ Have clearly defined **objectives** that are helpful in establishing as an assessment agency.
- ✓ 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.
- ✓ Rubber Experts on AA's rolls
- ✓ Policy for empanelment of assessors
- ✓ Assessment methodology designed for RSDC

**B. Organization Details/ Profile of the Management Team**

**1.2. GENERAL:**

In this section, the factual information needs to be gathered of the affiliating AA 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. RSDC SPECIFIC REQUIREMENTS**

- ❖ At least 1 representative from Rubber Industry to be members of Advisory Body of the institute.
- ❖ Prior experience in rubber industry/ manufacturing industry
  - a. Details of the teams responsible for
  - b. Question bank development,
  - c. Assessor identification,
  - d. Proctors,
  - e. On ground implementation and
  - f. Overall co-ordination of the assessment activity.

## SECTION 2: Quality Aspects in Institution Governance

### 2.1. GENERAL:

#### ✓ **MISSION STATEMENT**

The Institution's mission shall 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 affiliation should have an Operations Document covering the following aspects:

- ✓ Background of the Institution
- ✓ Organization Structure
- ✓ Details of affiliations from other SSC, if applicable
- ✓ Profile of senior and middle management
- ✓ Profile of Subject Matter Expert & accessors
- ✓ Details of IT infrastructure
- ✓ Process of internal evaluation
- ✓ Quality assurance mechanism

#### ➤ **FINANCIAL RESOURCES**

The Institution shall have financial resources which shall be capable of sustaining a sound vocational educational program on rubber technology consistent with its stated mission and objectives for long term stability.

#### ➤ **COMPLIANCE TO STATUTORY AND REGULATORY REQUIREMENTS**

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

## Process of Affiliation

The process of affiliation along with the timelines is outlined below:

1. Any AA wishing to affiliate to RSDC will have to apply on-line along with application fee payment details on the RSDC website only.
2. The process of the application, post submission at the RSDC will be as follows:

The task of due-diligence will be done by RSDC directly or through a third party.

- a. The first level online check on completeness of the application form will be done by RSDC and if the third party assessors are involved, forward the application to them.
- b. The due-diligence of the AA application will be completed by RSDC either directly or with the help of appointed third party assessor.
- c. The due-diligence report of recommending or rejecting affiliation will be shared by RSDC or the third party assessors post completion of the due-diligence.
- d. RSDC after evaluation of the same, with its comments added will forward the same to the Affiliation Sub-Committee.
- e. The Affiliation Sub-Committee members will review the report and will give their online acceptance or rejection back to RSDC.
- f. RSDC will communicate the decision to the concerned AA

In the event of any arbitration, the first level of appellate will be the Governing Council (GC) of RSDC.

**ASSESSMENT AGENCY AFFILIATION FEES**

<b>S.No</b>	<b>Cost Head</b>
1	
(a) Application Fees – One Time	10,000
(b) Visit Fee for spread over two to three days - Annual	10,000
I. Compliance Checks	
II. Document Checks	
(C) Affiliation fees (to be revised every year)	40,000
<b>Total</b>	<b>60,000</b>



# **ON-LINE APPLICATION FORM FOR AFFILIATION**

**APPLICATION LETTER ON THE COMPANY LETTER HEAD**

Date: \_\_\_\_\_

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,  
Rubber Skill Development Council  
PHD House (4th Floor), Opp. Asian Games Village,  
Siri Fort Institutional Area,  
New Delhi – 110016

**Subject: Empanelment of Assessment Body with RSDC**

We are an Assessing Body with necessary experience and expertise in the Rubber Sector and hereby apply for Accreditation with RSDC.

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

S. No	Job Role	Location
1.		
2.		
3.		
4.		
5.		

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

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



**APPLICATION FOR ACCREDITATION 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)

---

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 Draft/multicity cheque (payable at  
New Delhi) submitted for payment of  
Application fee of 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

### KEY PARAMETERS

S.No	Key Aspects	Remarks/Attach as Annexure
1	Affiliated with other SSC	
2	Presence in the metros	
3	Mode of assessment – Tablets / Pen & Paper	
4	Monitoring Mechanism of the assessments	
5	Financials Proposal for Manufacturing and Service (Natural Rubber) Job roles	
6	Assessment Methodology	
7	Number of Subject Matter Expert on company payrolls (CV's to be attached)	
8	Subject Matter Expert for Question Bank development (CV's to be attached)	
9	Internal training process of accessors	
10	Question Bank development process	

**Annexure attached in support to Key parameters**

S.No.	Details	YES/NO	Annexure No.
1	Rubber Experts on AB's rolls		
2	Number of assessors on AB's payrolls		
3	Assessors Industry Experience and qualification		
4	Assessors undergone any specialised training		
5	Policy for empanelment of assessors		
	Assessment methodology designed for RSDC		

**Assessment Processes, Procedures and Assessment Tools**

6	Assessment planning team		
7	AB policies and procedure for assessment		
8	Guidelines/handbooks for assessors		
9	Assessment tools		
10	System of feedback for improvement of assessment process		
11	System of evaluating the assessments and assessors performance		
12	Procedure to ensure confidentiality of the Assessments		
13	Question bank development methodology job role wise		

**Assessment & Monitoring Technology**

14	Audio/Video Recording		
15	Software/Hardware used for assessments		
16	Geo tagging		
17	Real time monitoring		
18	Maintenance of Record of Assessment		