

Protocol for Affiliation of Assessing bodies & Assessors under SCMS

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.
- 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 the affiliation with SCMS, these have been criteria as follows:

- QCI registered bodies
- Govt. organizations with Assessing capabilities
- Pvt/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 for knowledge and skills related to job roles in Mining 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 SCMS.
- 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.

- 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 competence of candidate's skill and knowledge.
- The assessing body shall have effective assessment guidelines and making procedures for guidance of assessors.
- The assessing body shall have "question banks" for random selection of questions to 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 –role/empanelled assessors with expertise in Mining domain 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 during the training or at the end of the training as decided by SCMS for specific job roles.
- Define assessment methodology, which shall be a mix of theory and practical's/hands-on assessment.
- Make arrangements for scheduling particular assessment, including date, time and list of candidates and the location under intimation to SCMS & Training Provider.
- 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 the SSC on the language that the trainees of the batch are to be assessed. Care must be taken to translate the question paper into the same language.

- In case the assessment is conducted online or through a digital system (such as tablet), 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 SCMS skill development scheme only to authorized representative of SCMS 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. SCMS shall be involved in the following processes:-
 1. Shortlisting of assessors from the existing pool of assessors with assessing body. Shortlisting will be for specific job roles.
 2. Empanelling the fresh assessor.
- On the successful evaluation, assessors will be affiliated with SCMS for specific job roles & 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 with in 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 SCMS.

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 SCMS

The Governing Council, SCMS shall take the final decision on affiliation of assessment bodies.

Affiliation Fee: (Annexure iii)

Periodic Reviews: To evaluate assessing body's continuing conformance to SCMS Criteria and the effective implementation of the procedures, SCMS shall normally conduct an annual surveillance for:

Administrative procedures, practices and records

SCMS may conduct surprise assessment, for which the stipulated assessment fee, including boarding and lodging charges shall be borne by the assessing body.

Re- Assessment:

- SCMS shall carry out Re-assessment after 3 years.
- SCMS shall carry out reassessment of the office procedures, documentation and at least one complete assessment process to verify the compliance with the prescribed criteria.
- The assessing body shall apply for its reassessment enclosing the necessary papers and the fee after three years from the date of initial accreditation.

Suspension and cancellation of affiliation:

SCMS may suspend or cancel an accreditation of the course because of any of the following, but not be limited to;

- Non –compliance or violation of the SCMS requirement.
- Providing insufficient or incorrect information to SCMS.
- Changes in the assessment criteria without SCMS approval.
- Failure to report any major changes in the assessment criteria any deviations.
- Non-payment of SCMS fees and agreed upon expenses.
- Any other condition deemed appropriate by SCMS.