

Frequently Asked Questions (FAQs) for Assessors

<u>1</u>	<p>What is a Training of Assessors (ToA) Program?</p> <p>Training of Assessors (ToA) is a program organised by the Sector Skill Councils which is dedicated for the assessors in the skill eco-system. A ToA model for a new assessor covers orientation and assessment on Domain skills and Assessment skills within a period of 6 days.</p>
<u>2</u>	<p>Why does an assessor need to undergo ToA to conduct assessments?</p> <p>An assessor needs to go undergo a ToA as under the PMKVY 2.0 (2016-20), all assessments can be conducted only the SSC certified assessors. It is, therefore, mandatory to have a TOA before conducting an assessment. The Assessment Agency must ensure on TOA certified assessors to conduct the assessments.</p>
<u>3</u>	<p>What are the different kinds of ToA models available for the assessors?</p> <p>There are two kinds of ToA models available for assessors:</p> <ol style="list-style-type: none"> 1. ToA for a New assessor 2. ToA for an Existing assessor
<u>4</u>	<p>What is meant by the 'ToA model for a new assessor'?</p> <p>The 'ToA model for a new assessor' entails the training of domain QP and assessment skills along with the assessment on both within a period of 6 days, given that the assessor already meets the criteria set by SSCs on educational qualification and industry experience.</p> <p>On passing both the assessments with a minimum score of 80%, the assessor becomes a 'Certified Assessor'.</p>
<u>5</u>	<p>What is meant by the 'ToA model for the existing assessor'?</p> <p>The 'ToA model for an existing assessor' is the ToA model applicable for assessors with prior assessment experience, minimum 500 hours.</p> <p>The ToA entails only the assessment and not the training on domain QP and assessment skills assessment given that the assessor already meets the criteria set for the educational qualification and industry experience and has a minimum training experience of 500 hours.</p>

	On passing both the assessments with a minimum score of 80%, the assessor becomes a 'Certified Assessor'. Any mark below 80% would require the assessor to enrol for the 'ToA model for new assessor' if he wishes to.
<u>6</u>	Where can I find the information on the upcoming training? Updated information on ToA programs is available on www.takshashila.nsdcindia.org under the tab "Training Calendar". For specific queries/requirements, one may directly contact the respective Sector Skill Council (SSC).
<u>7</u>	How can I contact the Sector Skill Councils? The link https://www.nsdcindia.org/New/sector-skill-councils-0 will provide you with the necessary contact information.
<u>8</u>	How can I contact the Sector Skill Councils? The link https://www.nsdcindia.org/New/sector-skill-councils-0 will provide you with the necessary contact information.
<u>9</u>	I'm not an assessor and I wish to become one. Am I eligible? Any person who fulfils the eligibility criteria for assessors defined by SSCs (covering educational qualification for each domain job and relevant industry experience) can become an assessor. Post eligibility match, the assessor must undergo the ToA program on the relevant domain job roles. For the information on educational qualification and industry experience, please click on www.takshashila.nsdcindia.org , under 'Guidelines Section', refer the document 'Eligibility Criteria for Assessors'.
<u>10</u>	How can I enrol for a ToA? To enrol for a ToA, please contact the respective Sector Skill Council. The contact details are available at: https://www.nsdcindia.org/New/sector-skill-councils-0 .
<u>11</u>	Is there any age limit to enrol for the ToA? To enrol for a ToA, you should be in the bracket of the working age limit. However, there is no upper age limit.
<u>12</u>	Can I enrol for multiple job roles? Yes, you may enrol for multiple job roles depending upon the batch composition prepared by

	the Sector Skill Councils. It would be necessary to meet the eligibility criteria for the job roles that you wish to enrol for.
<u>13</u>	<p>Which documents will I be required to submit at the time of the registration?</p> <p>You will be required to submit the following documents at the time of the registration: documents supporting your highest educational qualification, class 10th and 12th class certificates, Aadhaar card, any other identity proof, work certificates for relevant industry experience and work certificate for training experience (if applicable).</p>
<u>14</u>	<p>Is any identity proof to be submitted at the time of the registration?</p> <p>Yes, submission of identity proof is mandatory, preferably your Aadhaar card.</p>
<u>15</u>	<p>What is the eligibility criteria for me to enrol in a ToA?</p> <p>The detailed list of Assessor's qualification and industry experience for job roles can be found at: www.takshashila.nsdcindia.org > Guidelines Section > Eligibility Criteria for Assessors.</p>
<u>16</u>	<p>Whom should I contact for fee payment and other finance related queries?</p> <p>For all your ToA fee related queries, please contact the Sector Skill Council (SSC), under which you wish to receive the training. The contact details of SSC are available on https://www.nsdcindia.org/New/sector-skill-councils-0.</p>
<u>17</u>	<p>What does the ToA cost include?</p> <p>ToA cost includes the following: one-time assessment on Domain & Assessment skills, study material, lunch & refreshment, training through SSC certified Master Trainer, usage of ToA centre infrastructure & consumables and administration support.</p> <p>Travel, accommodation, and other personal expenditure are not covered in the ToA fee.</p>
<u>18</u>	<p>What is the validity of the certificate issued to me?</p> <p>The certificate which will be issued to you will be valid for 2 years.</p>

<p><u>19</u></p>	<p>What is the duration of the training for a new assessor?</p> <p>The duration of the ToA is a total of 6 days: 2 days for domain skills training and 3 days for assessment skills training which will be followed by 1 day for the assessment.</p> <table border="1" data-bbox="244 461 1366 703"> <thead> <tr> <th colspan="4">Structure of ToA model for a New Assessor</th> </tr> <tr> <th>Stages of ToA</th> <th>Training/ Orientation</th> <th>Assessment</th> <th>Total Duration</th> </tr> </thead> <tbody> <tr> <td>Domain Skill</td> <td>2 days</td> <td rowspan="2">1 day</td> <td>2 days</td> </tr> <tr> <td>Assessment Skill</td> <td>3 days</td> <td>3 days</td> </tr> <tr> <td>Complete ToA</td> <td>5 days</td> <td>1 day</td> <td>6 days</td> </tr> </tbody> </table>	Structure of ToA model for a New Assessor				Stages of ToA	Training/ Orientation	Assessment	Total Duration	Domain Skill	2 days	1 day	2 days	Assessment Skill	3 days	3 days	Complete ToA	5 days	1 day	6 days
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<p><u>20</u></p>	<p>What is the duration of the ToA program for Assessors with prior training experience (existing assessor)?</p> <p>Minimum training of 1 day is recommended for the existing assessors who already possess minimum training experience of 500 hours in the skill ecosystem. The assessment would take place for both the domain QP and the assessment skills.</p>																			
<p><u>21</u></p>	<p>Do I need to have any minimum months or years of training experience?</p> <p>There are two types of assessors identified basis assessment experience:</p> <p><u>Existing Assessor</u> - If you have already been a part of the skill ecosystem, minimum 500 hours (or two batches of 250 hours each) of assessment experience with documentary proof of the same.</p> <p><u>New Assessor</u> - If you have less than 500 hours or nil assessment experience in the skill ecosystem.</p>																			
<p><u>22</u></p>	<p>If I have prior assessment experience in the skill eco-system, will my prior assessment experience be considered for relaxation in ToA?</p> <p>Yes, if you have a minimum of 500 hours of assessment experience in related occupation (existing assessor), “ToA model for an existing assessor” would suit your needs as you will not be required to go through the training and can directly sit for the assessment. The duration and fee for this ToA model is relaxed.</p>																			
<p><u>23</u></p>	<p>What is meant by provisional certification/ authorization?</p> <p>Provisional certification/ authorization is provided when the marks obtained in one or both the assessments fall between 70% to 79%. Provisional certification is a time-bound approval which is valid for 6 months to conduct assessments in the training centres. During these 6 months, the candidate is expected to clear the re-assessment with desired passing criteria to become a</p>																			

	<p>‘Certified Assessor’.</p> <p>Provisional certification is valid only in the case of existing assessors.</p>
<u>24</u>	<p>I have not received certificate for the course. Whom should I contact?</p> <p>If you have not received your certificate after having completed the training, please contact the respective Sector Skill Council.</p>
<u>25</u>	<p>Will the training content/ study material be provided for the ToA?</p> <p>Yes, the training material would be provided to you at the time of enrolment or when the ToA starts.</p>
<u>26</u>	<p>What constitutes the study material for the ToA?</p> <p>The study material for the ToA would include all a trainee handbook, facilitator’s guide and assessment skills handbook.</p>
<u>27</u>	<p>What constitutes domain skills?</p> <p>Domain Skills refers to the sector-specific skills, technical knowledge, and know-how to perform a specific job accurately.</p>
<u>28</u>	<p>What constitutes assessment skills?</p> <p>Assessment skills include QP orientation including practice sessions within the ToA duration, leading to learning and thereby improvement in assessment practice.</p>
<u>29</u>	<p>How long does the certification process take?</p> <p>ToA results will be communicated by the Sector Skill Councils within 7 working days from the day of the assessments.</p>
<u>30</u>	<p>What is the time frame window to register as an assessor before the commencement of the training?</p> <p>You must aim to get registered for a ToA program at least a week before the start of the ToA batch, as provided in the ToA calendar. For registration process and other information, please contact the respective SSC.</p>
<u>31</u>	<p>If I fail to pass the assessment in the first attempt and wish to reappear, will I have to go through the entire ToA again and pay the fee again?</p>

	<p>If you fail to clear both the assessments (domain and assessment) (less than 80% in both), you will be required to go through the ToA again by paying the entire fee to become a 'Certified Assessor'.</p>
<u>32</u>	<p>What is the minimum percentage needed to be certified as a 'Certified Assessor'?</p> <p>To become a 'Certified Assessor', you will need to clear both the assessments (domain and assessment) with at least 80% marks.</p>
<u>33</u>	<p>How can I enrol for a re-assessment?</p> <p>To enrol for a re-assessment, please get in touch with the respective Sector Skill Council(s) to know about the re-assessment possibilities. Re-assessment can be taken only by the new assessors within 6 months from the day of the declaration of the results.</p>
<u>34</u>	<p>Can an existing assessor be allowed to sit for re-assessment?</p> <p>If the existing assessor fails to clear both the assessments (domain and assessment), he or she cannot sit for a re-assessment. The person will have to register for a the ToA model for a new assessor if he/ she wishes to.</p>
<u>35</u>	<p>What would be the cost involved if I want to undergo re-assessment for the domain or the assessment QP?</p> <p>To undergo re-assessment for the domain or assessment skills assessment/ evaluation, you would have to bear the assessment cost for each QP. However, no training fee would be required to be paid in such cases.</p>
<u>36</u>	<p>If I am unable to attend the training for one or two days, is there a way those hours can be compensated for within the training period?</p> <p>No. There is no provision to compensate for the hours of training under the ToA program that you're unable to attend.</p>
<u>37</u>	<p>Under what circumstances will I have to repeat the ToA?</p> <p>You will have to repeat the ToA if one of the following situations arise:</p> <p><u>Case I:</u> If your score in the domain QP assessment is 80% and above but less than 70% in the assessment skills assessment.</p>

	<p>Case II: If your score in the assessment skills assessment is 80% and above but less than 70% in the domain QP assessment.</p> <p>Case III: If your score in the domain QP assessment and assessment skills assessment is less than 70%.</p> <p>Case IV: If your score is between 70%-79% in either or both the domain and the assessment skills assessment, you can undergo the re-assessment.</p> <p>However, in the case of existing assessors, you will have to repeat the ToA if you fail to score minimum 80% marks in both the domain QP and assessment skills assessment/ evaluation.</p>
38	<p>Whom should I contact if the training calendar isn't available on the site?</p> <p>If the training calendar isn't available on the site, please contact the respective SSC.</p>
39	<p>Whom should I contact if I can't find a suitable batch in the training calendar?</p> <p>If you're unable to find a batch according to your preference, please contact the respective SSC or consider looking up the training calendar for the following month.</p>
40	<p>I have the required number of years of experience required but with a gap in between. Would I still be eligible to undergo the training?</p> <p>Yes, you will be eligible to undergo the training as it is the total years of work experience which is considered irrespective of a gap in between. The Sector Skill Council, however, would need documentary proof of your work experience.</p>
41	<p>Which all NSQF levels are offered in the ToA?</p> <p>NSQF levels 1-4 job roles are offered in the ToA. However, 'Assessor QP' used in platform skills is NSQF level 5 QP.</p>
42	<p>Is there any gap between the completion of the ToA and the day of the assessment?</p> <p>No. The ToA program is a continuous 6-day program and hence, there is no gap between the completion of the training and day of the assessment.</p>
43	<p>Will I receive separate certificates for domain and assessment skills training?</p> <p>No, a combined certificate would be issued for both the assessments for which you wish to become the assessor.</p>

<u>44</u>	<p>Can I re-appear for the assessment as many times as I wish to?</p> <p>Yes, you may appear for the re-assessment as many times you wish to within the period of provisional authorization i.e., 6 months.</p>									
<u>45</u>	<p>What is the fee structure of the ToA?</p> <table border="1" data-bbox="244 524 1246 685"> <thead> <tr> <th></th> <th>New Assessor</th> <th>Existing Assessor</th> </tr> </thead> <tbody> <tr> <td>Technical Job Role</td> <td>Rs. 7000</td> <td>Rs. 2000</td> </tr> <tr> <td>Non-Technical Job Role</td> <td>Rs. 5000</td> <td>Rs. 1800</td> </tr> </tbody> </table>		New Assessor	Existing Assessor	Technical Job Role	Rs. 7000	Rs. 2000	Non-Technical Job Role	Rs. 5000	Rs. 1800
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<u>46</u>	<p>Can I be allowed to undergo the training of only one set of skills – domain or assessment?</p> <p>No. A complete ToA entails training for both sets of skills.</p>									
<u>47</u>	<p>Is there a provision to take a break between the training for the two sets of skills?</p> <p>No, there is such provision. You are required to complete the training within the period of 6 days as stated above.</p>									
<u>48</u>	<p>Is there any minimum attendance percentage required to sit for the assessment?</p> <p>It is advised that all the sessions in the training program (ToA) should be attended. Ideally, we look forward to having 100% attendance for assessment.</p>									
<u>49</u>	<p>As an existing assessor, if I'm unable to score above 80% in the domain or the assessment skills assessment, what would be the result?</p> <p>As an existing assessor if you're unable to score a minimum 80% score in both the assessments, you will be required to undergo the 'ToA model or a new assessor'.</p>									
<u>50</u>	<p>Can I opt to undergo the training for multiple QP domain certification?</p> <p>Yes, you may opt for the training in multiple QP domain certification if Sector Skill Council offers it.</p>									
<u>51</u>	<p>Whom should I report to if I'm unsatisfied with the quality of training being given to me?</p> <p>If you feel unsatisfied with the quality of the training that you're receiving, please let us know at: tot@nsdcindia.org .</p>									