

## EXPRESSION OF INTEREST AFFILIATION OF ASSESSMENT BODIES UNDER INFRASTRUCTURE EQUIPMENT SKILL COUNCIL

### INTRODUCTION

The Infrastructure Equipment Skill Council ( IESC ) is a Not for Profit organisation promoted by the Indian construction Equipment Manufacturers Association ( ICEMA ) and National Skill Development Corporation ( NSDC ) to spearhead the skilling of workforce in the construction equipment industry with primary focus on training and certification of operators and mechanics.

### SCOPE OF PROJECT

As part of the Pilot Project we have in the first phase developed the National Occupation Standards ( NOS ) and Qualification Packages ( QPs) for operators and mechanics. A total of six products namely Backhoe Loader, Hydraulic Excavators, Mobile Cranes, Wheel Loaders, Compactors and Concrete Pumps covering nearly 80% of the Construction Equipment ( CE ) industry's requirement have been covered. An overview is at **Annexure I** and details are available on our website [www.iescindia.com](http://www.iescindia.com)

**Please note that the number of products will increase in the subsequent years.**

Moving to the next phase of execution we invite '**Expression of Interest**' from Assessing Agencies and Bodies, qualified as per the criteria listed below for carrying out the following functions:

- Assessment of infrastructure facilities of organisations desirous of affiliation to IESC.
- Assist in their accreditation to IESC as Training Partners
- Assessment of existing and new trainers and faculties;
- Assessment and certification of trainees as per the approved norms and criteria.
- Assist in maintaining the Labour Management Information System ( LMIS )

### CONCLUSION

We look forward to professional organisations with passion and commitment joining us on this pioneering and challenging project to change the skill landscape in the infrastructure equipment sector.

May we request you to complete the Affiliation Form as per Annexure 2 with all supporting documents and send it to the undersigned ( both as soft and hard copies ) **latest by 1800 hrs on 15 Apr 15.**

**Hard Copy:** Mr HS Mohan, CEO  
Infrastructure Equipment Skill Council  
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St Marks Road (Opposite SBI)  
Bangalore 560 001 (Karnataka)

**Contact # :** 080 – 4214 6666 & 4212 6666

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## QUALIFICATION CRITERIA AND BRIEF SCOPE OF SERVICE FOR AFFILIATION AS ASSESSMENT BODIES UNDER IESC

### SECTION 1

#### General

1. The Assessment Body should,
  - Be a legal entity, registered / incorporated in India, complying with all statutory requirements as laid down from time to time by both the Central and State authorities.
  - Be registered with the Quality Council of India (QCI) and could include Government / Private Organisations, Industry Associations/ Bodies and Academic Institutes with assessment capabilities and experience.
  - Should have the organisational structure and financial resources necessary for operation of skills assessment system and to cover associated liabilities, pan India including the North East region.
  - Should have the competency to monitor and measure the performance of its assessment framework implementation across all its branches and subsidiaries.

### SECTION 2

#### Organisation Structure

2. 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. However the process is facilitated by the IESC.
3. The Assessment Body should have on their rolls assessors with expertise in Infrastructure Equipment Sector or should be able to empanel such assessors through well defined process of enrolling assessors.
4. 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.
5. IESC shall be involved in the following processes:-
  - Shortlisting of assessors from the existing pool of assessors with assessing body.
  - Empanelling new assessors as required through a well defined transparent process.
6. On successful evaluation, assessors will be affiliated with IESC for all/ specific job roles & NSQF level. Each assessor will be awarded a unique identity number.

## **SECTION 3**

### **Systems and Processes**

7. Assessment Body should ensure that assessments of personnel are carried out in a professional and unbiased manner so that the assessing process achieves its objective of credibility and acceptance both in India and globally.
8. Assessment Body should be independent, fair and impartial with regards to its conduct with Trainers, Trainees and Assessors including their employers and their customers, and implement all possible steps to ensure ethical operations.

### **Pre – Assessment**

9. The assessment of the trainees is to be carried out as necessary before, during and after training through a mix of theory and practical or hands on to comply with the knowledge, skill and performance criteria as defined in National Occupational Standards.
10. The Assessment Body should have well defined methods and mechanism, besides assessment tools and techniques to evaluate the competence of candidate's skill and knowledge, which should be fair, relevant and reliable.
11. The Assessment Body should have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Also there should be a process for regular updating of the question bank. Involvement of domain experts for developing question banks is required.
12. It is the responsibility of the Assessment Body to enquire from the IESC 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.
13. 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.

### **During Assessment**

14. The Assessment Body will make all arrangements for scheduling a particular assessment. This will include the date, time, location and list of candidates being communicated to the IESC and Training Provider.
15. The assessing body shall confirm from the Training Provider that all necessary arrangements for conducting the tests as per directions given by assessing body are in place prior to going ahead with the assessments.
16. Assessment Body must ensure that a Certified Assessor is made available on the proposed date of assessment. Assessment Body has to assign the batch to an Assessor within 5 days of the batch being assigned to them.

17. In case of non availability of assessor on the particular date, the same must be communicated to the Training Partner, through the IESC, at least 2 weeks prior to the proposed date, and an alternate date must be finalized through mutual consent.

### **Post Assessment**

18. The Assessment Body should ensure that assessors prepare results within the stipulated time and submit it to the Assessing Body, who in turn shall consolidate the results, endorse and communicate the same to all concerned as per the IESC guidelines.
19. The Assessment Body shall maintain utmost confidentiality with regard to its assessment records and other documents shared by the IESC from time to time. When required at any time, these may be given on need to know basis only to authorized representative of IESC.

## **SECTION 4**

### **Affiliation Process**

20. The broad stages of the affiliation process are as under:

- Stage 1 : Review of Application from Assessment Body (s)
- Stage 2 : Assessment for compliance as per the above QRs
- Stage 3 : Evaluation of Agency's capacity and capability.
- Stage 4 : Final assessment and approval by the IESC

21. **Note:**

- The Governing Council of the IESC shall take the final decision on selection of Assessment Body. **They can reject any application without assigning any reason. The decision of the IESC on this matter will be final.**
- **The IESC also reserves the right to appoint more Assessment Bodies, if required for operational reasons.**

### **Service Agreement**

On being approved for affiliation the Assessment Body will enter into a **Service Level Agreement ( SLA ) for three ( 3 ) years** with the IESC. This will be **signed within seven ( 7 ) working days** of their being informed through email of being selected.

### **Affiliation Fees**

22. The **minimum** affiliation fees for the first **three ( 3 ) years** is **Rs 10,00,000.00** ( Rupees ten lakhs ) only and is to be paid to the IESC through bankers cheque / demand draft payable at par at Bangalore, within **seven ( 7 ) working days** ( will be linked with signing of the SLA )
23. **Note: Assessment Bodies / Agencies prepared to bid higher affiliation fees will be given preference subject to their meeting all other qualification criteria and terms/conditions.**

## **SECTION 5**

### **Performance Review**

24. **Periodic.** To evaluate the Assessment Body's performance as per the Service Level Agreement ( SLA) the IESC shall conduct a bi-annual review / audit of systems/ processes and records.
25. **Others.** Besides when required IESC may conduct surprise assessment, for which the stipulated assessment fees, including boarding and lodging charges shall be borne by the Assessing Body.

### **Suspension/Cancellation:**

26. The IESC may suspend or cancel an accreditation of the Assessment Body due to any of the following, but not be limited to;
  - Non –compliance or violation of the SLA conditions.
  - Providing insufficient or incorrect information to IESC.
  - Changes in the assessment criteria without IESC approval.
  - Failure to report any major changes / deviations in the assessment criteria.
  - Non-payment of IESC fees and agreed upon expenses.
  - Any act of omission or commission deemed to be inappropriate by IESC.

### **Renewal of Agreement.**

27. The IESC shall carry out an in-depth performance review of the Assessment Body after 3 years from the date of initial accreditation; basis which the SLA will be mutually renewed.
28. The Assessment Body will apply for renewal sixty ( 60 days ) prior to the date of termination of the existing contract, along with all supporting documents and revised affiliation fees.

## **Rights of the IESC**

29. The IESC reserves the right to;
  - Modify and amend any of the above mentioned condition / criteria depending on operational necessities
  - Reject any application without assigning any reason. The decision of the IESC on this matter will be final.

**ANNEXURE 1**

**IESC PILOT PROJECT  
OVERVIEW OF NATIONAL OCCUPATIONAL STANDARDS ( NOS ) AND  
QUALIFICATION PACKAGES**



REF:    **A**                    **B**                    **C**                    **D**                    **E**                    **F**

**OPERATORS**

Ref	Product	NOS - QP	NSQF Level
<b>A</b>	Backhoe Loader	Junior Operator	<b>3</b>
		Operator	4
<b>B</b>	Excavator	Junior Operator	3
		Operator	4
<b>C</b>	Compactor	Operator	4
<b>D</b>	Wheel Loader	Operator	4
<b>E</b>	Mobile Crane		
	Hydra	Operator	4
	Truck Mounted	Operator	4
	Crawler	Operator	4
		Junior operator ( hydra/truck/crawler )	3
<b>F</b>	Concrete Pump	Operator	
		Supervisor – Plant and Machinery	<b>7</b>

**MECHANICS**

No	Category	NOS - QP	NSQF Level
<b>1</b>	Supervisor	Supervisor Maintenance	<b>7</b>
<b>2</b>	Engine	Mechanic Engine	4
<b>3</b>	“	Junior Mechanic Engine	3
<b>4</b>	Hydraulics	Mechanic Hydraulics	4
<b>5</b>	“	Junior Mechanic Hydraulics	3
<b>6</b>	Electrical	Mechanic Electrical/Electronics/Instrumentation	4
<b>7</b>	“	Junior Mechanic Electrical /Electronics / Instru'	<b>3</b>



ANNEXURE 2

APPLICATION FORM
AFFILIATION OF ASSESSMENT BODIES UNDER
INFRASTRUCTURE EQUIPMENT SKILL COUNCIL

General Information

- 1. Name of the Assessing Body:
- Address
- Tel: Fax:
- Mobile: Email:
2. Nodal Point of Contact Details:
- Name
- Designation
- Address
- Tele No. Email

Registration Particulars

- 3. Legal Status of Organization (please tick only one)
- Public/Private/Government
- Company/Partnership/Proprietorship/Registered Society
- Research/Academic Institute/Industry Association
- Others
4. Registered with Quality Control of India ( QCI ) (please tick one)
5. Registered with "Registrar of Companies" (please tick one)
6. Details of PAN / CIN / TIN / ST etc

### Organization Structure

7. Attach chart showing roles and responsibilities of various teams and members related to Assessment Operations. **Names of Directors / Partners and Department / Functional Heads to be mentioned.**

### Facilities Overview

#### 8. Offices and Branches

SI No	Type - Zonal / State etc	Location	Remarks

#### 9. Assessment Centre(s)

##### A. Owned by the Assessment Body

SI No	Name of Assessment Center	Location	Trades assessed (related/similar to Infrastructure Equipment)

##### B. Used in Partnership with others

SI No	Name of Assessment Center	Location	Trades assessed(related/similar to Infrastructure Equipment)

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

10. **Availability of technological platform and centres for conduct of on-line assessment** (for theoretical component of learning) :

Please tick:    Yes    No



## Assessors Profile

### 11. On permanent rolls of the Body

Sl No	Name and age of Assessor	Qualification	Experience in years	Area of Expertise

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

### 12. On temporary basis with the Body

Sl No	Name and age of Assessor	Qualification	Experience in years	Area of Expertise

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

## Experience Overview

### 13. Details of Sector and Trades assessed by the Assessing Body.

S.no.	Sector	Trades assessed (related/similar to Infrastructure Equipment)

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

### 14. Detail of Trade Tests conducted in the last 3 months:

S.no.	Sector & Trade (related/similar to Infrastructure Equipment)	Assessment Center with location	Date(s)	Assessors Assigned

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

15. **Financial.** A copy of the audited accounts of the Assessment Body showing the turnover and profit/loss for the last three years will also be submitted along with the application. **This information will be treated as highly confidential and will not be shared by the IESC with anyone.**

16. **Any other information such as honours and awards; recognition / commendation by other apex bodies and associations to be mentioned below.**

SI No	Brief Description of Recognition with Year/Month

**Declaration**

I hereby declare that the above information is true to the best of my knowledge. I do understand that any incorrect information will result in suspension/cancellation of my organization's accreditation with Infrastructure Equipment Skill Council.

**Place:**

**Date :**

**Signature of Applicant\***

**Name and Designation**

Note: \* Authorized to sign on behalf of the Assessment Body