

## Training of Assessors (TOA) Process Note

### SCOPE: Training of Assessors- RASCI Certified Assessors/ Experienced Assessors/ Fresh Assessors

#### Objectives:

- To ensure that each assessor is certified on National Skill Qualification Framework (NSQF)-aligned Qualifications Pack/National Occupations Standards (QP/NOS) prior to assessing batches across skilling verticals.
- To ensure quality assessment aligned with the QP/NOS.
- To ensure that the assessor carry out timely assessment
- To create a cadre of competent NSQF-certified assessors in the Retail Industry

#### TOA Overview:

- Defined entry level requirements – Assessors shall be permitted to undergo the TOA programme on establishing their eligibility. Eligibility criteria for assessors based on a combination of educational qualification and relevant industry experience has been defined on job role basis by RASCI.
- Training of assessors have been classified into two training models based on defined pre-screening criteria:
  - ❖ An existing assessor (Recognition of Prior Learning **[RPL] Mode**)
    - An existing trainer/assessor is the one who meets the requisite education qualification, relevant industry experience, and possess a minimum of 1 year of training/assessment experience.
  - ❖ A new assessor (**Normal Mode**)
    - A new assessor is the one who meets the pre-requisite criteria defined by RASCI.
    - A new assessor would have to undergo Normal mode of TOA i.e. a 6-day long programme, wherein applicant would be oriented and certified on domain skills as well as assessment skills.
- Standardized structure of TOA models and recommended fee for training and assessment
- Availability of pre-read materials
- Assessor qualification has been linked to the NSQF, getting a recognized certificate would lead to better trainer's professional recognition, higher esteem, and demonstration of competence to employers.
- Certification of TOA is a two-layered process – Layer 1 is Domain certification and layer 2 is on Assessment skills.
- Grading system for Assessors is provided based on the defined assessment criteria
- Process guidance on conducting TOA program

**Table I: Pre-screening Criteria - RPL Mode:**

Minimum Educational	12th pass or Retail Diploma/Graduate.
Experience	<ul style="list-style-type: none"> <li>• 12th pass with 4 years of experience in Retail Store Operations or Sales including minimum 1 year of supervisory experience</li> <li><b>OR</b></li> <li>• 12th pass with 4 years of experience in Retail Store Operations or Sales including minimum 1 year of training/assessment experience</li> <li><b>OR</b></li> <li>• Retail Diploma/Graduate with 2 years of experience in Retail Store Operations or Sales including minimum 1 year of supervisory experience</li> <li><b>OR</b></li> <li>• Retail Diploma/Graduate with 2 years of experience in Retail Store Operations or Sales including minimum 1 year of training/assessment experience</li> </ul>

NSQF Level 5 and above:

Minimum Educational Qualifications	Retail Diploma/Graduate.
Experience	<ul style="list-style-type: none"> <li>• 5 years of experience in Retail Store Operations or Sales including minimum 2 years of supervisory experience</li> <li><b>OR</b></li> <li>• 5 years of experience in Retail Store Operations or Sales including minimum 2 years of supervisory training experience (who has trained team leaders and above <b>or</b> has functioned as a master trainer)</li> </ul>

**Table II: Pre-screening Criteria - Normal Mode**

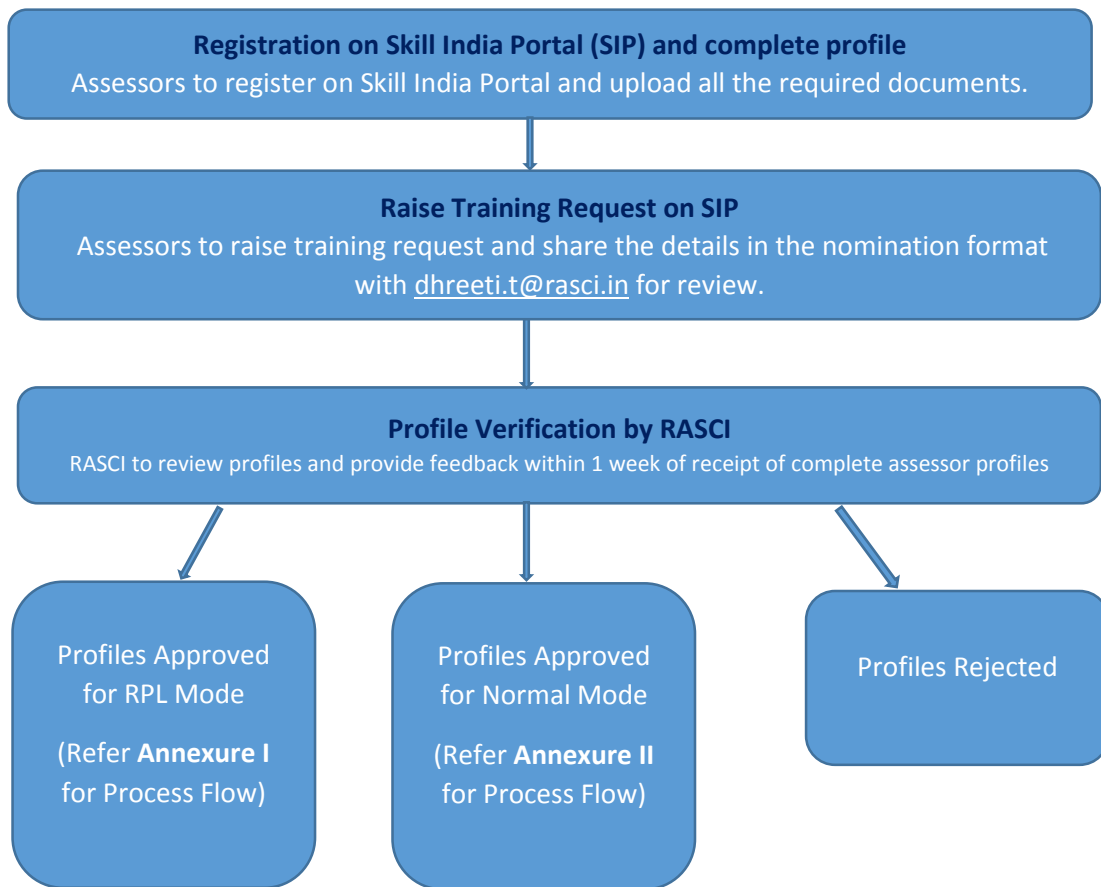
Minimum Educational Qualifications	12th pass or Retail Diploma/Graduate.
Experience	<ul style="list-style-type: none"> <li>• 12th pass with 4 years of experience in Retail Store Operations or Sales</li> <li><b>OR</b></li> <li>• Retail Diploma/Graduate with 2 years of experience in Retail Store Operations or Sales</li> </ul>

**Table III: Training of Assessors Synopsis**

	<b>FEE – TRAINING OF ASSESSORS</b> (Exclusive of applicable taxes)	<b>DURATION</b>
<p>Model 1:</p> <p>ToA FOR AN EXISTING ASSESSOR</p>	<p>An Existing Assessor must possess assessment experience of minimum 5 batches or at least 100 students along with other eligibility criteria set by respective SSC.</p> <p>ToA model for an existing assessor covers assessment and certification on:</p> <ol style="list-style-type: none"> <li>1. Domain skill</li> <li>2. Assessment skill</li> </ol> <p>This model does not cover orientation on domain and assessment skills.</p> <p>Fee applicable for ToA for an existing Assessor is provided in Annexure III</p>	<p>Minimum one day (recommended)</p>
<p>Model 2:</p> <p>ToA FOR A NEW ASSESSOR</p>	<p>A new assessor is the one who is a new assessor or has less than 5 batches/ 100 students' assessment experience. The new assessor must also meet eligibility criteria set by the respective SSC.</p> <p>ToA model for a new assessor covers orientation and assessment on:</p> <ol style="list-style-type: none"> <li>1. Domain skill</li> <li>2. Assessment skill</li> </ol> <p>Fee applicable for ToA for a new assessor is provided in Annexure III</p>	<p>Minimum Six days</p>

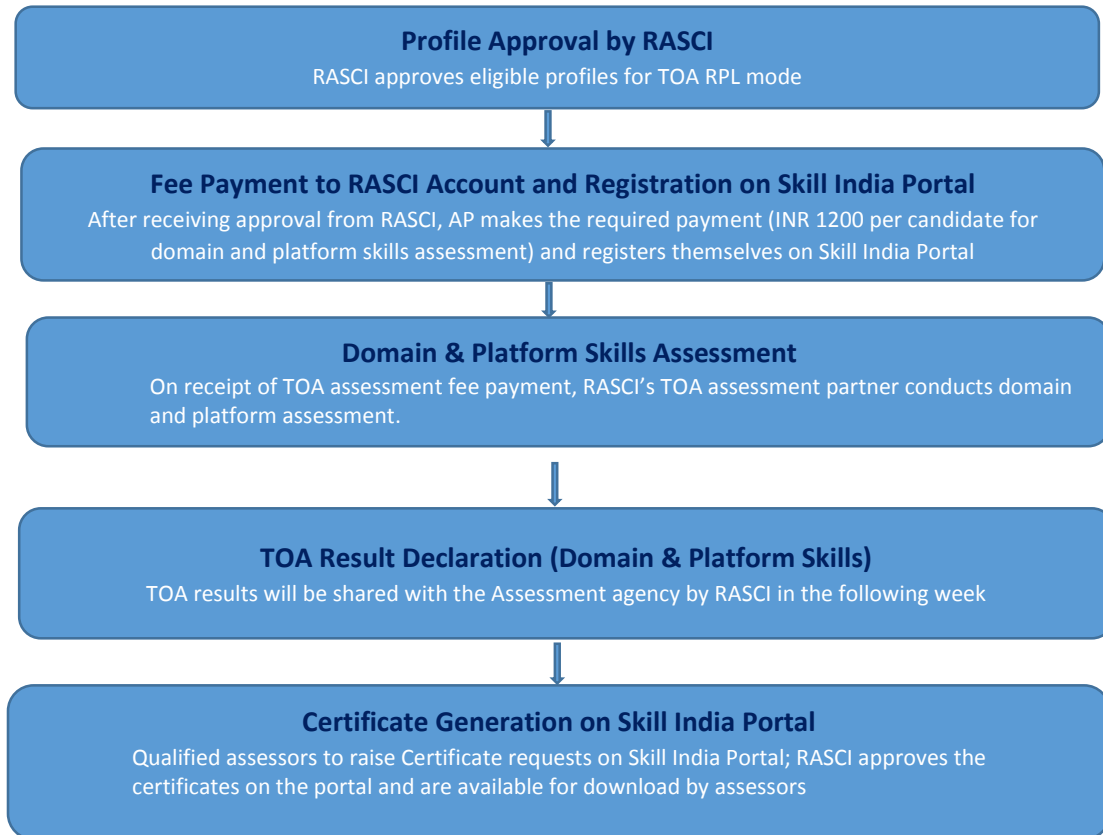
**For more details, please refer Draft Guidelines On Training Of Master Trainers, Trainers And Assessors (version 3.1) issued by NSDC at <https://www.nsdcindia.org/New/sites/default/files/files/Draft-Guidelines-on-ToT-and-ToA-V3.1-NQAF-compliant-20072017-04-08-2017.pdf>**

## RASCI TOA Process Flow



## **Annexure I**

### **TOA RPL Mode Process Flow**



**Notes:**

- Assessments are done in digital mode with comprehensively auditable trails

**Table IV: Structure of TOA Model for an Existing Assessor (RPL Mode)**

STRUCTURE OF TOA MODEL – AN EXISTING ASSESSOR				
Stages of TOA	Orientation	Assessment & Certification	Duration	Fee
Domain Skills	Pre-assessment material (mandatory)	Mandatory	Minimum 1 Day recommended	<ul style="list-style-type: none"> <li>• INR 1200 in case of digital (online) assessment</li> <li>• INR 1800 in case of classroom assessment at TOA center</li> </ul>
Assessment Skills	Pre-assessment material (mandatory)			

**Table V: Possible scenarios for an Existing Assessor certification (RPL mode)**

SCENARIO	DOMAIN ASSESSMENT SCORE	ASSESSOR QP SCORE	CERTIFICATION	FURTHER ACTION
Case 1: Domain and Assessor QP pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Assessor Certificate	Qualified Assessor
Case 2: Domain fail (<80%) and Assessor QP fail (<80%)	For all Levels Domain < 80%	Level 5: <80% score	No certificate	

\*\*Re-assessment is not permitted in the case of existing assessors.

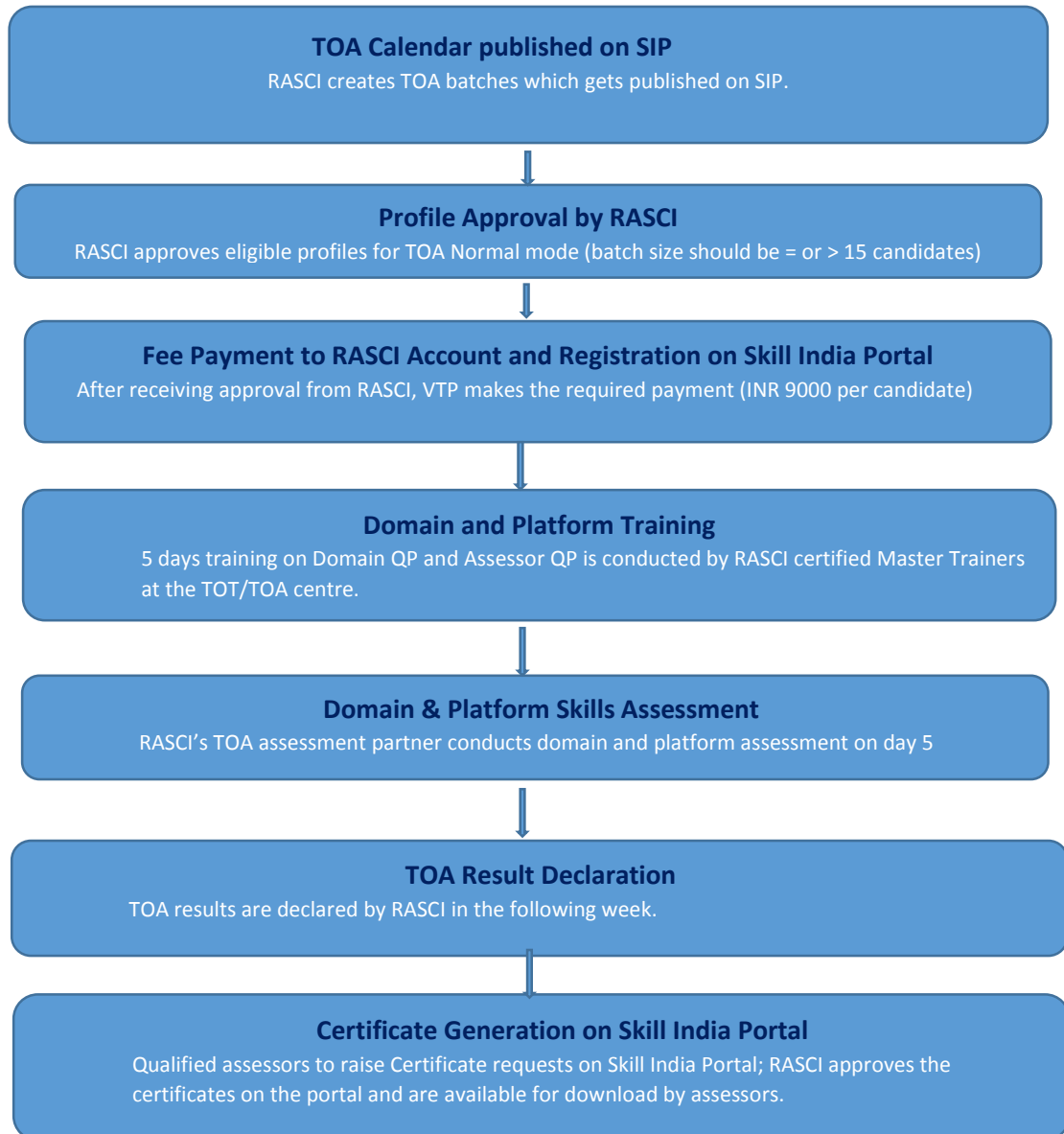
**Note: The provisional certification option is no more available.**

**Annexure II**  
**TOA Normal Mode**

**Table V: Structure of TOA Model for a New Assessor (Normal Mode)**

<b>STAGES OF TOA</b>	<b>TRAINING/ ORIENTATION</b>	<b>ASSESSMENT</b>	<b>TOTAL DURATION</b>	<b>FEE</b>
Domain Skills	2 days (mandatory)	1 day (domain and assessment skills mandatory)	6 days	INR 5000/candidate
Assessment Skills	3 days (mandatory)			

### **TOA Normal Mode (6 days) Process Flow**



**Notes:**

- Assessments are done in digital mode with comprehensively auditable trails



**Table VI: Possible Scenarios on Certification of a New Assessor (Normal Mode)**

SCENARIO	DOMAIN ASSESSMENT SCORE	ASSESSMENT SKILL SCORE	CERTIFICATION	FURTHER ACTION
Case 1: Domain and Assessor QP pass with 80% and above	For all NSQF levels: 80% and above	Level 5: 80% and above	Assessor Certificate	Qualified Assessor
Case 5: Domain fail (<80%) and Assessor QP fail (<80%)	For all Levels Domain < 80%	Level 5: <80% score	No certificate	

**Note:** The provisional certification option is no more available.

### ANNEXURE III

#### A. TOA Nomination format:

To download TOA Nomination format, please refer

<https://drive.google.com/file/d/1rYv623M3xm04j64YgvUVfDzAorMgrzxD/view?usp=sharing>

To Register on SIP, please visit

<https://skillindia.nsdcindia.org/>

Relevant user manuals:

<https://skillindia.nsdcindia.org/tot-user-Manuals>

#### B. PRE-READ MATERIALS

To Download Self-Learning Material, please refer: <https://drive.google.com/open?id=1-ppOXATYRUwh3c6nGF8QKFS33VZ-xCe6>



**Link to Retail QPs:** <http://rasci.in/National-Occupational-Standards.php>

**Link to Assessor QP:** <https://drive.google.com/open?id=1-ppOXATYRUwh3c6nGF8QKFS33VZ-xCe6>

**Link to Facilitator guides:**

1. Retail Trainee Associate
2. Retail Sales Associate
3. Distributor Salesman

<https://drive.google.com/open?id=1SfcGxzMPuGZXVnn8o-gPTYQGDNUec9CY>

### **C. FEE STRUCTURE**

**1. RPL MODE – INR 1200/-**

**2. NORMAL MODE**

- Training fees per trainer: INR 5,000/- per QP for a 6-day program (inclusive of assessment fee)
- Any cost, above the ToA fee such as Travel, Boarding/lodging, etc. to be borne by the Parent Assessment agency (where the assessor is currently employed) or the Assessor, in the case of freelancers.

### **D. PAYMENT PROCESS**

Details for Training / Assessment Fee payments via NEFT / RTGS are to be shared with [dhreeti.t@rasci.in](mailto:dhreeti.t@rasci.in)

Name of the Account: Retailers Association's Skill Council of India

Account No.: 911020057091434

Bank Name: Axis Bank

Bank Branch Name: Andheri East, Mumbai

IFSC Code: UTIB0000328