

Assessment Center Evaluation Form



The following form is for the Assessment Center Empanelment with Quality assurance process, under which the Assessment Centers' are evaluated against the required requirements. The Empanelment focuses on learning, self-development and encourages the Assessment Center to pursue continual excellence. The process involves guarding the Assessment Centers as per their adherence to the laid down assessment Center evaluation guidelines digitally and physically.

Assessment Center Details		
	To be filled by Assessment Center	To be filled by Evaluator
Name of Assessment Center Provider	Abu Dhabi Vocational Education and Training Institute	
Assessment Center Name	ADVETI assessment center	
Type of Assessment Center, please specify from below options: (1) TP Owned (2) Proprietorship (3) Outsourced (4) Franchised	1	
Website (if any)	https://www.adveti.ac.ae/	
Social Media Link (if any)	https://www.instagram.com/adveti_abudhabi/	
Availability of Security/ Security Guards at the Center? Please specify - Yes/ No	Yes	
Availability of Biometric Attendance System	No	
Proximity of Center to Public Transport System, please specify from below options: (1) 0 - 3 Km (2) 3.1 - 5 Km (3) 5.1 - 10 Km (4) More than 10 Km	3	
Name of Nearest Bus/Metro/Railway Station	Shahama	
Building Status, please specify from below options:		
1. Stand Alone Building	Yes	
2. Industrial/Commercial Building	No	
3. Educational Institute/Residential Building	Yes	
Type of Construction of Building, please specify from the below options: (1) Pre fabricated (2) Not pre fabricated	Not Pre-Fab	
Is the Assessment Center well plastered, colored distempered/whitewashed, please specify - Yes/ No	Yes	
Assessment Center walls and roof made of Tin / Bamboo sheets, please specify Yes/ No	Sandwich panel-Roof	
Center Floor is cemented and furnished, please specify - Yes/ No	Yes	

Center Floor is tiled, please specify - Yes/ No	No	
Front Face of the Building, please specify from the below options:		
1. Glass and aluminium sliding window	Yes	
2. Glass Cover	Yes	
3. Reinforced Cement Concrete (RCC)	Yes	
4. Others		
Approach Road to the Center (Please write the approximate width of the Road approaching the Center Entrance)	2 lane	
Is the Center easily accessible, please specify - Yes/ No	Yes	
Availability of Internet, please specify from below options:		
1. Speed of 1 MBPS and above	Yes	
2. Speed of Less Than 1 MBPS & Greater Than 512 KBPS		
3. Speed of Less Than 512 KBPS		
4. Internet not Available		
Adequate Power Backup (UPS/ GenSet/Inverter) Please specify - Yes/ No		
Contact Details		
SPOC Name	Dr. Ghassan Frache	
SPOC Mobile	561882354	
SPOC Alternate Number		
SPOC Email ID	ghassan.frache@actvet.gov.ae	
Name of Center Principal/ Director	Dr. Maktoum Rashed Al Kaabi	
Contact Number of Center Principal/ Director	561882341	
Email Address of Center Principal/ Director	maktoum.alkaabi@actvet.gov.ae	
Commendations and International Affiliations		
Affiliation Name	National Qualification center (NQC)	
Type of Affiliation, please specify from below options: (1) National (2) International	1	

Center Address		
Country	United Arab Emirates	
Province/State	Abu Dhabi	
City/Area	Al Shahama	
Landmark	Zayed Military City	
Address Lane 1		
Pin Code / ZIP Code		
Center Area Details		
Total Assessment Center Area (Sq.M / Sq.Ft) (The Total Center Area should be a sum of Total Theoretical Lab Area, Total Lab Area, and other Center Areas)	246 Sq. M	
Theoretical Lab Area (Sq.M / Sq.Ft)	8 x 7.3 m= 58 Sq. M	
Computer Lab Area (Sq.M / Sq.Ft)	8 x 14.7 m= 118 Sq. M - 2 rooms combined	
Is the entire Center situated at Ground Floor?	No	
Other Details		
Availability of Air Conditioning	Yes	
Availability of CCTV Camera with Recording Facility, please specify - Yes/ No	Yes	
Availability of Dustbin in the Room, please specify - Yes/ No	Yes	
Facilities		
	To be filled by Assessment Center	To be filled by Evaluator
Differently Abled Friendly Details		
Availability of Ramps at the entrance of the Center, please specify - Yes/ No	Yes	
Availability of Lifts in case the Center is extended to other floors(besides ground floor), please specify - Yes/ No	No	
Hygiene and Sanitation		
Availability of a Dedicated Housekeeping Staff, please specify - Yes/ No	Yes	
Washroom is Clean and Hygienic, please specify - Yes/ No	Yes	
Availability of Daily inspection card/ checklist in the Washroom, please specify - Yes/ No	Yes	
Availability of Safe Drinking Water, please specify from below options: (1) Reverse Osmosis (2) Water Purifier (3) Packaged Drinking Water Dispenser (4) None	3	

Center Staff Details		
	To be filled by Assessment Center	To be filled by Evaluator
Availability of Following Staff:		
1.Receptionist / Front Office Coordinator - Yes/No	Yes	
2.Counselor - Yes/No	Yes	
3.Administration Officer - Yes/No	Yes	
4.IT Coordinator - Yes/No	Yes	
Kindly add rows to provide above Information for additional Staff		
Job Role Details		
	To be filled by Assessment Center	To be filled by Evaluator
	Job Role	
Skill Sector 1	Engineering and technical skills	
Job Role 1	Technician	
Skill Sector 2	Engineering and technical skills	
Job Role 1	Trainer	
Job Role 2	Assessor	
Kindly add rows to provide above Information for additional Job Roles		
Laboratory Details		
	To be filled by Assessment Center	To be filled by Evaluator
	Lab 1	
Laboratory Title	warehouse-3	
Availability of Internet	Yes	
Availability Of Air Conditioner, please specify - Yes/ No	Yes	
Carpet Area (In Sq.Ft)	No	
Availability of Dustbin in the Lab, please specify - Yes/ No	Yes	
Contact of Fire Brigade, Ambulance , Hospital Emergency Numbers displayed in the Lab, please specify - Yes/ No	Yes	
Kindly add rows to provide above Information for additional Labs		

Medical & Safety		
Availability of Fire Fighting Equipment	Yes	
Specify the type of Fire Extinguisher	Carbon Dioxide & DCP	
Fire Fighting hose Pipe Yes/No	No	
Is the First Aid kit wall mounted at the Center, please specify Yes/ No	Yes	
Contact of Fire Brigade , Ambulance, Hospital, Emergency Numbers displayed in the Reception Area, please specify Yes/ No	Yes	
Assessor(s)' Details		
	To be filled by Assessment Center	To be filled by Evaluator
Availability of Trained Staff as Per Occupation - Yes/No	Yes	
Name	Essar Abdelkareem/ MOHAMMED KMAIL	
Sector	Electrical and Electronic Engineering	
Jobrole	Electrical Engineering Assessor	
Education Background	Electrical & Electronics Engineering	
Total Years of Experience	Essar (15), Mohammed (14)	
Out of Total Experience, Sector related experience (in yrs)	Essar (8), Mohammed (7)	
Out of Total Experience, Teaching Industry experience (in yrs)	Essar (7), Mohammed (7)	
Email	essar.gafar@actvet.gov.ae ; mohammed.kmail@actvet.gov.ae	
Mobile Number	Essar(971 507517357), Mohammed (+971547967723)	
To be Filled by Evaluator		
Recommended		
Provisional		
Not Recommended		
Reinspection Yes/No		If Yes, Provide Date of Inspection :
Remarks :		

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



الإمارات العربية المتحدة
وزارة التربية والتعليم

مؤسسة تدريبية معتمدة Registered Training Provider

معهد أبوظبي للتعليم والتدريب المهني ادفيتي

Abu Dhabi Vocational Education and Training Institute - Registered Training Provider

AD021600231

Registered Training Provider Approved for the
period of three years:

مؤسسة تدريبية معتمدة لمدة ثلاث سنوات:

12-May-2022 to 11-May-2025



AD021600231.1

National Qualifications Center

المركز الوطني للمؤهلات