



## Assessment Center Evaluation Form

مجلس أبوظبي  
للجودة والمطابقة  
Abu Dhabi Quality &  
Conformity Council



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	Vector Training Center Ilc	
Assessment Center Name	Vector Training Center Ilc	
<b>Type of Assessment Center, please specify from below options:</b> (1) TP Owned (2) Proprietorship (3) Outsourced (4) Franchised	LLC Partnership	
Website (if any)	<a href="http://www.vectortrainingcenter.ae">www.vectortrainingcenter.ae</a>	
Social Media Link (if any)	<a href="#">facebook, instagram</a>	
Availability of Security/ Security Guards at the Center? Please specify - Yes/ No	No	
Availability of Biometric Attendance System	No	
<b>Proximity of Center to Public Transport System, please specify from below options:</b> (1) 0 - 3 Km (2) 3.1 - 5 Km (3) 5.1 - 10 Km (4) More than 10 Km	2	
Name of Nearest Bus/Metro/Railway Station	Banyas Bus stop (before China Camp)	
<b>Building Status, please specify from below options:</b>		
1. Stand Alone Building	Plot No. 384	
2. Industrial/Commercial Building	x	
3. Educational Institute/Residential Building		
<b>Type of Construction of Building, please specify from the below options:</b> (1) Pre fabricated (2) Not pre fabricated	2	
Is the Assessment Center well plastered, colored distempered/whitewashed, please specify - Yes/ No	yes	
<b>Assessment Center walls and roof made of Tin / Bamboo sheets, please specify Yes/ No</b>	No	
Center Floor is cemented and furnished, please specify - Yes/ No	yes	

Center Floor is tiled, please specify - Yes/ No	yes	
<b>Front Face of the Building, please specify from the below options:</b>		
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)		
Is the Center easily accessible, please specify - Yes/ No	yes	
<b>Availability of Internet, please specify from below options:</b>		
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	no	
<b>Contact Details</b>		
SPOC Name	Imee Baltero	
SPOC Mobile	50 137 5612	
SPOC Alternate Number	24431007	
SPOC Email ID	<a href="mailto:info@vectortrainingcenter.ae">info@vectortrainingcenter.ae</a>	
Name of Center Principal/ Director	Jennifer Kastoun	
Contact Number of Center Principal/ Director	24431007	
Email Address of Center Principal/ Director	<a href="mailto:jennifer.s@vectortrainingcenter.ae">jennifer.s@vectortrainingcenter.ae</a>	
<b>Commendations and International Affiliations</b>		
Affiliation Name	ACTVET, ADQCC	
<b>Type of Affiliation, please specify from below options:</b> (1) National (2) International	National	

Center Address		
Country	UAE	
Province/State	Abu dhabi	
City/Area	Mafrag Industrial	
Landmark	Hope Medical Center	
Address Lane 1	Plot No. 384	
Pin Code / ZIP Code	3338	
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)	915.41	
Theoretical Lab Area (Sq.M / Sq.Ft)	153.96	
Indoor Practical workshops Area (Sq.M / Sq.Ft)	28.4	
Outdoor Practical Workshops Area (Sq.M)	606.46	
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	
Number of Computer Labs available	3	
Availability of Theory lab devices (Specify the device and No of computers/Tablets/Laptops)	tablets	
Availability of Practical lab devices ((Specify the device and No of Tablets available)	15 tablets with 15 headsets	
Reception Area availability	yes	
Registration PC/Laptop	yes	
Camera for validation of the candidates attached to the registration PC	yes	
Availability of Printer	yes	
Waiting Area for candidates while validation process	yes	
Availability of TV	yes	
Marketing material - Availability of Branding collateral alined as per QCC/UAC guidelines	yes	
Availability of Dustbin in the Room, please specify - Yes/ No	yes	

Facilities		
	To be filled by Assessment Center	To be filled by Evaluator
<b>Differently Abled Friendly Details</b>		
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	
<b>Hygiene and Sanitation</b>		
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	
<b>Availability of Safe Drinking Water, please specify from below options:</b> (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		no	
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		Waste Management	
Job Role 1		Street Cleaner	
Job Role 2		Waste Collection Laborer	
Job Role 3		Waste Collection vehicle operator	
Job Role 4		Mechanical Street Sweeper Driver	
Job Role 5		Waste Services Field Supervisor	
Skill Sector 2		Electrical	
Job Role 1		Senior Electrical Engineer	
Job Role 2		Electrical Engineer	
Job Role 3		Assistant Electrical Engineer	
Job Role 4		Trade Supervisor	
Job Role 5		Trade Electrician	
Job Role 6		Trade Assistant Electrician	
Job Role 7		E1	
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		Electrical	
Availability of Internet		yes	
Availability Of Air Conditioner, please specify - Yes/ No		yes	
Carpet Area (In Sq.Ft)		108.64	
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	
		Lab 2	
Laboratory Title		Waste Management	
Availability of Internet		yes	
Availability Of Air Conditioner, please specify - Yes/ No		yes	
Carpet Area (In Sq.Ft)		60.88	
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		Co2 Fire Extinguisher- and Dry Chemical Powder (DCP) extinguisher	

Fire Fighting hose Pipe Yes/No		yes	
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	
<b>Assessor(s)' Details</b>			
		<b>To be filled by Assessment Center</b>	<b>To be filled by Evaluator</b>
Availability of Trained Staff as Per Occupation - Yes/No		yes	
Name		Gayathry KN	
Sector		Electrical	
Jobrole		Assessor	
Education Background		M. Tech in Power Electronics	
Total Years of Experience		5 years	
Out of Total Experience, Sector related experience (in yrs)		2 years	
Out of Total Experience, Teaching Industry experience (in yrs)		2 years	
Email		<a href="mailto:Assessor@vectortrainingcenter.ae">Assessor@vectortrainingcenter.ae</a>	
Mobile Number		050 137 5612	
Assessor's 'CV' Submission		yes	
Name		Moazam Mustafa	
Sector		Waste Management/ HSE	
Jobrole		assessor	
Education Background		B-Tech Civil, DAE, NEBOSH, IOSH	
Total Years of Experience		14	
Out of Total Experience, Sector related experience (in yrs)		12	
Out of Total Experience, Teaching Industry experience (in yrs)		2	
Email		<a href="mailto:wm-assessor@vectortrainingcenter.ae">wm-assessor@vectortrainingcenter.ae</a>	
Mobile Number		050 137 5612	
<b>To be Filled by Evaluator</b>			
Recommended			If Yes, Provide Date of Inspection :