

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 Centre for Technical and Vocational Education and Training (ACTVET)	
Assessment Center Name	International Centre for Training and Development (ICTD)	
Type of Assessment Center, please specify from below options: (1) TP Owned (2) Proprietorship (3) Outsourced (4) Franchised	Proprietorship	
Website (if any)	https://ictd.ae	
Social Media Link (if any)	https://www.instagram.com/ictdabudhabi?igsh=MWF2cGo3ZjN2eXU0Ng%3D%3D&utm_source=qr	
Availability of Security/ Security Guards at the Center? Please specify - Yes/ No	Yes	
Availability of Biometric Attendance System	Yes	
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	0.28 Km	
Name of Nearest Bus/Metro/Railway Station	Khalifa Bin Zayed St/ Butti Bin Khadim Al Qubaisi St	
Building Status, please specify from below options:		
1. Stand Alone Building		
2. Industrial/Commercial Building	✓	
3. Educational Institute/Residential Building	✓	
Type of Construction of Building, please specify from the below options: (1) Pre fabricated (2) Not pre fabricated	Not pre-fabricated	
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	No	
Center Floor is cemented and furnished, please specify - Yes/ No	Yes	

Center Floor is tiled, please specify - Yes/ No	Yes	
Front Face of the Building, please specify from the below options:		
1. Glass and aluminium sliding window	✓	
2. Glass Cover	✓	
3. Reinforced Cement Concrete (RCC)	✓	
4. Others		
Approach Road to the Center (Please write the approximate width of the Road approaching the Center Entrance)	Approximately 130 - 200 feet	
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	✓	
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	Yes	
Contact Details		
SPOC Name	Haneefa Pathayakkandi	
SPOC Mobile	971529843380	
SPOC Alternate Number	97126310426	
SPOC Email ID	assessment@ictd.ae	
Name of Center Principal/ Director	Mr. Noor Al Deen Hashem	
Contact Number of Center Principal/ Director	971504434030	
Email Address of Center Principal/ Director	nooraldeen@ictd.ae	
Commendations and International Affiliations		
Affiliation Name	International Accreditation Organization (IAO)	
Type of Affiliation, please specify from below options: (1) National (2) International	International	

Center Address		
Country	United Arab Emirates	
Province/State	Abu Dhabi	
City/Area	Corniche Street	
Landmark	H.H. Sheikh Sultan Bin Zayed Al Nahyan	
Address Lane 1	H.H. Sheikh Sultan Bin Zayed Al Nahyan Building No.(15) Mezzanine (0) Floor	
Pin Code / ZIP Code	Al Danah / 22204	
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)	Approximately 800.00 meter ²	
Theoretical Lab Area (Sq.M / Sq.Ft)	39.75 meter ²	
Computer Lab Area (Sq.M / Sq.Ft)	45.05 meter ² (Practical Room)	
Is the entire Center situated at Ground Floor?	No, 0 Floor	
Other Details		
Availability of Air Conditioning	Yes	
Availability of CCTV Camera with Recording Facility, please specify - Yes/ No	Yes	
Number of Computer Labs available	1	
Availability of Theory lab devices (Specify the device and No of computers/Tablets/Laptops)	2 Laptops	
Availability of Practical lab devices ((Specify the device and No of Tablets available)	Currently no tablets available (we will arrange upon requirement)	
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	No	
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	Curently No	
Availability of Lifts in case the Center is extended to other floors(besides ground floor), please specify - Yes/ No	Yes	
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	Packaged Drinking Water Dispenser	

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	Electrical Works	
Job Role 1	Asssistant Electrician	
Job Role 2	Electrician	
Job Role 3	Electrical Technical Supervisor	
Job Role 4	Assistant Electrical Engineer	
Job Role 5	Electrical Engineer	
Job Role 6	Engineer Consultant	
Job Role 7	Senior Electrical Engineer	
Job Role 8	Senior Engineeer consultant	
Job Role 9	Solar PV Integrator	
Skill Sector 2		
Job Role 1		
Job Role 2		
Skill Sector 3		
Job Role 1		
Job Role 2		
Job Role 3		
Job Role 4		
Job Role 5		
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	Theory and Practical Room	
Availability of Internet	Yes	
Availability Of Air Conditioner, please specify - Yes/ No	Yes	
Carpet Area (In Sq.Ft)	45.05 meter ² (Practical Room)	
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	DCP, CO2	
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	

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	Dr. Sameh Moussa Mohamed Ali Noufal	
Sector	Senior Electrical Engineer	
Jobrole	Electrical Engineering Trainer/Assessor	
Education Background	Bachelor of Engineering (Elec Power and Machine Dept.) Master Science in Energy Conservation & Management. PHD in Electrical Engineering	
Total Years of Experience	34 years	
Out of Total Experience, Sector related experience (in yrs)	34 years	
Out of Total Experience, Teaching Industry experience (in yrs)	27 years	
Email	sameh_nofal99@yahoo.com	
Mobile Number	971508115782	
Assessor's 'CV' Submission	Yes	
To be Filled by Evaluator		
Recommended		
Provisional		
Not Recommended		
Reinspection Yes/No		If Yes, Provide Date of Inspection :