



## 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	✓
<b>Type of Assessment Center, please specify from below options:</b> (1) TP Owned (2) Proprietorship (3) Outsourced (4) Franchised	1	✓
Website (if any)	<a href="https://www.adveti.ac.ae/">https://www.adveti.ac.ae/</a>	✓
Social Media Link (if any)	<a href="https://www.instagram.com/adveti_abudhabi/">https://www.instagram.com/adveti_abudhabi/</a>	✓
Availability of Security/ Security Guards at the Center? Please specify - Yes/ No	Yes	✓
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	3	✓
Name of Nearest Bus/Metro/Railway Station	Shahama	✓
<b>Building Status, please specify from below options:</b>		
1. Stand Alone Building	Yes	✓
2. Industrial/Commercial Building	No	✓
3. Educational Institute/Residential Building	Yes	✓
<b>Type of Construction of Building, please specify from the below options:</b> (1) Pre fabricated (2) Not pre fabricated	Not Pre-Fab	✓
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>	Sandwich panel-Roof	✓
Center Floor is cemented and furnished, please specify - Yes/ No	Yes	✓
Center Floor is tiled, please specify - Yes/ No	No	✓
<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)	2 lane	✓
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		Not Applicable
3. Speed of Less Than 512 KBPS		Not Applicable
4. Internet not Available		Not Applicable
Adequate Power Backup (UPS/ GenSet/Inverter) Please specify - Yes/ No	No	✓
<b>Contact Details</b>		
SPOC Name	Dr. Ghassan Frache	✓
SPOC Mobile	561882354	✓
SPOC Alternate Number		
SPOC Email ID	<a href="mailto:ghassan.frache@actvet.gov.ae">ghassan.frache@actvet.gov.ae</a>	✓
Name of Center Principal/ Director	Dr. Maktoum Rashed Al Kaabi	✓
Contact Number of Center Principal/ Director	561882341	✓
Email Address of Center Principal/ Director	<a href="mailto:maktoum.alkaabi@actvet.gov.ae">maktoum.alkaabi@actvet.gov.ae</a>	✓
<b>Commendations and International Affiliations</b>		
Affiliation Name	National Qualification center (NQC)	✓
<b>Type of Affiliation, please specify from below options:</b> (1) National (2) International	1	✓
<b>Center Address</b>		
Country	United Arab Emirates	✓
Province/State	Abu Dhabi	✓
City/Area	Al Shahama	✓
Landmark	Zayed Military City	✓
Address Lane 1	311 Road	✓
Pin Code / ZIP Code	78617	✓

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)	430 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	✓
Number of Computer Labs available	1	✓
Availability of Theory lab devices (Specify the device and No of computers/Tablets/Laptops)	15 Computers	✓
Availability of Practical lab devices ((Specify the device and No of Tablets available)	3 Tabs	✓
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
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	Construction, Energy, Electrical Works (Internal Wiring) and Maintenance	✓
Job Role 1	Assistant 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	Senior Electrical Engineer	✓
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 (Sq.M / Sq.Ft)	250 Sq. M	✓
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	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	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	<a href="mailto:essar.gafar@actvet.gov.ae">essar.gafar@actvet.gov.ae</a> ; <a href="mailto:mohammed.kmail@actvet.gov.ae">mohammed.kmail@actvet.gov.ae</a>	✓
Mobile Number	Essar(971 507517357), Mohammed (+971547967723)	✓
Assessor's 'CV' Submission	Yes	✓
To be Filled by Evaluator		
Recommended	Yes	
Provisional	Not Applicable	
Not Recommended	Not Applicable	
Reinspection Yes/No	No	If Yes, Provide Date of Inspection : N/A
Remarks :	Evaluation Date:	20/02/2025
	Evaluator Name:	J.Nagaraju
	Evaluator Designation:	Center Evaluator / Technical Executive
	Evaluator Signature	

## ANNEXURE - 1

### ADVETI - SHAHAMA CENTER PICTURES

Sl. No.1	Reception/Waiting Area Pictures	
Image:1		Image:2
		
Sl. No.2	Computer Lab Area Pictures	
Image:1		Image:2
		
Sl. No.3	Practical Lab Area Pictures	
Image:1		Image:2
		

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