



Agreement Ref Application Dated:

## **Franchisee Services by IJET**

**To**

**For IJET Franchise Certificates**

IJET  
Malakpet  
Hyderrabad  
Teangaanaa  
Tel: 040 65513441

Initials for IJET \_\_\_\_\_

Initials for Centre \_\_\_\_\_

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## 1. Preamble-

This agreement is between Iiet and \_\_\_\_\_.  
Registered office addresses are as follows-

**Iiet, 211 Jamuna Towers, Malakpet, Hyderabad, Telangaana, Inida**

And

\_\_\_\_\_.

This agreement is for Franchise, validation and moderation services of training courses provided by Franchisee Training Partner.

## 2. Introduction

**Iiet** is an Indian registered educational society and an International Accreditation Certified Education and Training Network Centre selflessly working for the poor people through a series of various educational, awareness and training programs and pioneer in the field from the past 9 years with well-established over 600 Training Network Centres in India.

**Iiet** was formed by a group of professionally qualified Social Workers from reputed institutions, educated locals having real interest and commitment to serve the people of different religions, languages and especially the locals who are in need.

**Iiet** have been conducting Computer Software & Hardware courses, Hotel Tourism Management Courses, Vocational Courses for Women, Teaching Skill Development Courses, Beauty and Health Care Courses, Foreign Language courses and undertaking Government & Corporate training programs and projects.

**Iiet** is committed to impart quality education and technology in wide range of increasingly popular courses. **Iiet** offering different delivery options are correspondence, Internet, Video, CDROM and excellent Classroom Based Courses at several locations across India.

**Iiet** Training Network Centres spread in various States. The centres are guided and provided quality and need-based education and training to the youth. **Iiet** has entered into alliance with eminent organizations in India & abroad and undertaking Government and corporate training programs.

**Iiet** students are well settled in self-employment, majority of the students is in key position serving the industry and has gained good reputation and since grown in to a big training network with above 2000 devoted members working under common banner.

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### 3. Terminology

**A. External Quality Assurance (IJET)**

IJET Training Centre and its Training Programme is a process of benchmarking its quality in comparison to a quality framework of IJET .

**B. Validation:**

The processes adopted by IJET to ensure that a Franchise Partner training programme is at an acceptable level of quality, its inherent structures are sound, defensible and can be executed with proper formalities.

**C. Moderation:**

The mediation processes adopted by IJET to ensure that the measurement of the level of candidates of a Franchise Partner's training programme is reasonably concise, avoids extremes and is consistent in level. Moderation is done by Invigilator/Examiner/Assessor

**D. Module:**

A unit of learning to be measured by assessment

**E. Programme of Study:**

A structured course of learning leading to a certified skill

**F. Course Completion Certificate:**

An award for successful completion of a programme of study

**G. IJET Certified Professional Certificate:**

An award for successfully qualifying the assessment conducted by IJET Board

**H. Online Skill Assessments:**

A procedure in which student appears for online exam and get assessed by set of Objective type questions

**I. Paper Pencil Based Assessments:**

A procedure in which student appears for paper and pencil test and get assessed by set of objective type questions

**J. Practical Skill Assessment:**

A procedure in which a student performs skill in front of a professional assessor and gets certified for its skills

## 4. The Processes

### 4 A. IJET Compliances/Initial Validations

It is the process whereby IJET, as an IJET body, judges a training programme of Franchise Partner as being appropriate to lead to an award. IJET will formulate an IJET validation auditors (i.e IJET Assessments), with a minimum of three qualified persons, which will evaluate the provided information, ratify and confirm the approval (or not) of the programme of study and the terms of its approval.

For the initial validation of any programme of study, Franchise Partner shall provide IJET with all of the following information:

- an outline of the proposed programme of study;
- trainers profile
- its relationship to any other provision or programmes of study offered by Franchise Partner ;
- details of any consultation with relevant employers or professional bodies;
- the target student group/expected student profile;
- expected career destinations for students gaining the Training Programme;
- student entry requirements;
- teaching and learning strategy;
- arrangements for common teaching with other programmes of study;
- title of the award/Training Programme;
- full syllabus which includes a complete list of course modules;
- clear description of standards required for assessment grades to be awarded;
- complete assessment model;
- one sample assessment, associated marking schemes and specimen answers for each module;
- name and contact details of Franchise Partner person responsible for validation of the programme;
- procedures for approving and moderating question papers;
- examination regulations and procedures to ensure question paper and examination security;
- procedures for appointing assessment markers;
- procedures for internally moderating marking of assessments/scripts;
- procedures for issuing accurate results on time and keeping effective student records where awards can be gained over time by the accumulation of module grades etc;
- Schedules and deadlines for any validation/moderation process to clearly identify that there is sufficient time for approval of results and issuing of certificates.

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#### **4. B Annual Re-Validation**

Any programme of study that has been fully validated by IJET and has been given its Approved status, shall be re-validated annually.

IJET will formulate a re-validation panel, with a minimum of three qualified persons, which will evaluate the provided information, ratify and confirm the continued approval (or not) of the programme of study and/or Training Programme award.

For annual re-validation Franchise Partner shall provide IJET with:

- a brief report which gives an overview of the success or otherwise of the implemented programme of study;
- any development or upgrading of syllabuses;
- any plans for change in the programme of study and/or its assessment methodology, entry criteria etc;
- a complete list of course and assessment modules;
- one recent assessment for each module, associated marking scheme and specimen answers;
- Definitive information showing numbers of candidates, success rates at each grade boundary for previous 3 years.

#### **4. C Moderation/ Invigilation/ Online Proctoring**

Moderation is the process whereby IJET measures the consistency within, and the achieved level of, the assessment of candidates by Franchise Partner on a programme of study or Training Programme that has been validated and approved by IJET.

Where Franchise Partner is deemed by IJET to have carried out fully its prescribed duties and the moderation of assessments by IJET has been successfully completed, Franchise Partner may use the following terminology in any of its published documents or on any certificate issued by Franchise Partner

“..... a course/programme of study validated and moderated by IJET”.

IJET Auditors shall appoint examiners, invigilators or assessors to moderate the Franchise training programme

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## 5. Duties of Franchise Partner

- provide facilities and all necessary local arrangements required by IJET ASSESSMENTS for the proper performance of its moderation duties;
- provide at least 1 month in advance of the completion of training, internal examinations and assessment, the number of candidates registered for IJET assessments on each module of a programme
- provide all candidate scripts/projects for each module;
- clearly identify with labelling the module title and Training Programme title of groups of scripts/projects;
- provide mark lists for all candidates;
- ensure completion of all action points raised in the Moderation Executive Summary;

## 6. Duties of IJET

- moderate all examination papers/tests/projects and marking schemes for the assessment of modules and recommend amendments where necessary;
- ensure that assessments have been marked in accordance with marking schemes and have been properly held;
- ensure that satisfactory administrative arrangements have been made by Franchise Partner to provide reliable sets of marks for grading;
- ensure that appropriate grade standards are maintained in relation to the assessments;
- appoint Moderators to carry out the tasks of moderation of the assessments and their marking;
- ratify, verify and modify marks at examination boards
- award printed certificate with mark sheet/assessment report
- Measure the completion and implementation by Franchise Partner of all action points raised in the Moderation Executive Summary.
- audit candidate entry information provided by Franchise Partner and audit the issuing of certificates

## 7. Certification

Certificates will be issued to candidates as an award for successful completion of a validated and moderated programme of study. All certificates will have serial numbers. Certificates will be awarded only by IJET and partner centres name will be provided on every certificate. Certificate will be digitally signed by the following -

- a. Trainers of IJET Partner Centre
- b. Local Assessor appointed and authorised by IJET
- c. Authorised official from IJET

Authorised digital signature shall be provided by the Franchise Training Partner

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## 8. Declaration

IJET Certifications are independently regulated by its own IJET Board and is meant to enhance the profile of candidate and help employers understand their skills. IJET Certifications strongly increases candidate chances of getting shortlisted and for an interview call.

## 9. Termination Clause

This agreement shall continue until terminated as follows: -

- (a) If minimum certification is not achieved by IJET Certified Partner this agreement will automatically get terminated after one year
- (b) Forthwith by IJET Certifications if the IJET CERTIFIED PARTNER is in breach of any of its obligations hereunder including, and (if the breach is remediable), fails to remedy such breach within 14 days of receipt of written notice of the breach.
- (c) Forthwith by either party if the other party enters into liquidation or Administration; compounds with creditors, or has a receiving order made against it, or suffers any similar action in consequence of debt in the country where it is situated.
- (d) Forthwith by IJET if the ownership and/or executive management of the IJET CERTIFIED PARTNER changes and IJET is unwilling to agree to assignment of the agreement to the new owners/management.
- (e) Forthwith if the IJET CERTIFIED PARTNER fails to apply the educational standards pertaining to the programmes and candidate assessment (which will be at the sole discretion of IJET), which should conform to normally acceptable international standards.
- (f) Forthwith if the IJET CERTIFIED PARTNER changes its business location. The new site/location has to be approved by IJET.

## 10. Verbal communication

IJET will be not responsible for any verbal commitments done by any of its executives, only terms and conditions written this agreement will be considered valid

## 11. Flexes and Printing

All co-branding designs with centre will be authorised by IJET. Centre is not allowed to put its own design or alter any designs. IJET will provide only Designs of two Flexes - one outside, one inside for the reception at the time of accreditation.

- Any additional material has to be designed by the Franchise centre
- Fitting And Printing charges of flex will be done by the centre
- IJET does not take any responsibility to pay any charges, fine or Municipal Corporation tax related imposed on the flex fitted.
- IJET logo and its branding should be on Franchise Partners website and social media

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## 12. Confidentiality Clause

Certified partners shall not disclose the financials in this agreement to anyone. Registered students shall be offered certification fee included in the course fee

## 13. Student Registration

1. All students undergoing courses from your centre have to register with IJET
2. Students should be registered at the beginning of the training programme
3. All students should follow online registration through our website
4. All student registration will be as per the disclaimer, privacy policy and Terms of use of IJET. These are mention on IJET Website and can change from time to time
5. All certificates are awarded by IJET
6. All payments made are non-refundable
7. Certificate shall be processed in a batch of minimum 500 students.

## 14. Payments

All Payments shall be made to IJET, including the government taxes as applicable from time to time. Proper invoice shall be issued for all payments.

### Payment method

Bank Account Details

Now you can pay for our services through bank/online payment from anywhere in India by depositing cheques/Cash/online in our account

Current Account Name: **Integrated Institute of Education Technology/IJET**

Account No: **201 941 225 74** (11 digits)

Bank: **Bank of Baroda**

Branch: **Malakpet**, Hyderabad, Telangaana, India.

IFS Code: BARBOVJMAPE

All Cheque(s) / DD should be in favor of "iiet" payable at Hyderabad.

**Online Payment No: 9346469310**

Send your Cheque(s) / DD to our address:

IJET, 211, Jamuna Towers, Malakpet, Hyderabad - 500036, A.P.,INDIA

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## **15. List of Franchise Training Programme**

### **1. Computer Courses**

- 1.1. Computer Applications Course
- 1.2. Information Technology Course
- 1.3. Computer Data Entry Course
- 1.4. Multimedia, Graphic & Animation Course
- 1.5. Hardware Technology Course

### **2. Technology Courses**

- 2.1. Plastic Technology Course
- 2.2. Electronics Course
- 2.3. Electrical Course
- 2.4. Civil Course
- 2.5. Mechanical Course

### **3. Management Courses**

- 3.1. Business Management Course
- 3.2. Hotel Management Course

### **4. Home Science Courses**

- 4.1. Bakery & Confectionary Course
- 4.2. Spoken English Course (BBC Method)

### **5. Vocational Courses**

- 5.1. Beautician Course
- 5.2. Tailoring & Dress Making Course
- 5.3. Embroidery & Needle Craft Course
- 5.4. Pre-Primary Teacher Training
- 5.5. Modern Women Course



## 16. Display f IET Franchise Training Centre

Detailed list of the centres will be provided by IET on its website. The list provided shall be included in this agreement and listed on IET website.

IET Centres shall provide-

1. Photographs of accreditation certificate with centre director
2. Photograph of outside signboard
3. Photograph of reception with IET poster

(Digital soft copy of accreditation certificate, outside sign board and inside poster shall be provided by IET for all centres. IET Centres shall get them printed)

## 17. Scale of Fees

Duration	Certification
3 Months Certificate	_____
6 Months Advanced Certificate	_____
12 Months Diploma	_____
18 Months Advanced Diploma	_____

Minimum Students/Month/Centre 10 and Minimum student shall be providing after 90 days from signing this agreement.

## 18. Signed for and on behalf of

### IET Assessments

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

### Signed for and on behalf of Franchise Partner by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

This Agreement commences day of \_\_\_\_\_

Approved and Authorised by IET. This agreement gets digitally approved by IET, and Franchise certificate is issued. On completion of franchise process centres get listed on website of IET. They can see their details on [www.iiet.net](http://www.iiet.net)

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