NATIONAL APPRENTICESHIP TRAINING SCHEME

Instituted by Board of Apprenticeship and Training / Practical Training
Ministry of Human Resource Development, Government of India

ESTABLISHMENT USER MANUAL

Version 1.0

Copyright Information

Version History

Date	Version	Description
29/03/2017	1.0	First draft of Establishment User Manual for Contracts module
29/06/2017	1.1	Create Contract changes
13/07/2017	1.2	Remove vocational course

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1. About the Application

The National Apprenticeship Training Scheme (NATS) portal allows stakeholders to gain detailed information on the Apprenticeship Training Scheme (ATS), and access services provided by the Board of Apprenticeship and Training (BOAT)/Board of Practical Training (BOPT). The stakeholders, such as Technical Institutions, Establishments (Central, State and Private Sector), Candidates and Employees of BOAT/BOPT can use the portal as described below:

- **Technical Institutions** can upload information about their students and view the details related to their selection, sponsorship and placement status in different industries or establishments. They can also view details of available training slots based on subject, branch and fields.

- **Establishments** can view information on how to enrol apprentices for the training scheme, receive notifications for new training positions and recruit apprentices, manage various reports posted to BOAT/BOPT, and submit apprenticeships, contracts, and claims.

- **Employees of BOAT/BOPT** can use the portal to send a list of candidates to industries or establishments for apprenticeship training, issue Registration Numbers and certificates, display list of industries with vacancies for apprenticeship training, view details on claims reimbursement, and send all correspondence related to NATS.

- **Candidates** or students can use the portal to enrol for the Apprenticeship Training, receive information on available Apprenticeship vacancies and their benefits, employment news, interview tips, and view information related to their reports and certificates.

The portal can be also be used to provide insights related to Apprenticeship Training such as:

- budget requirements and costs

- manpower needs

- analysis of supply-demand pattern

- placement of apprentices

- utilisation of resources

1.1. About NATS

The National Apprenticeship Training Scheme in India was started by the Board of Apprenticeship and Training/Practical Training. It is a flagship programme from the Government of India, and undertaken by the Ministry of Human Resource Development. The programme is aimed at enhancing the employability of students by equipping technically qualified youth with practical knowledge and skills required in their respective field(s) of work.

As part of this programme, organisations and Training Managers provide year-long or six months relevant training to apprentices using well-developed training modules. The establishments can pay stipend amount greater than or equal to the minimum stipend amount fixed by the Government of India to the apprentices. The establishments are reimbursed with half of the minimum prescribed stipend amount.

The apprentices are trained at Central, State and Private organisations. At the end of the training programme, the apprentices are issued a Certificate of Proficiency by the Government of India. This certificate can be registered at all employment exchanges across India as valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

1.2. NATS Dashboard

After logging into the NATS portal by using your login credentials generated during enrolment, you will see the following dashboard based on your access rights.

- Establishment Dashboard

2. About the Establishment User Manual

2.1. Structure of the Document

The User Manual is divided into several chapters. Each chapter has an overview and a set of tasks.

Task Overview

The task overview details why you need to perform a task, and how it is connected to the application or process workflow.

Procedural Steps

The procedural steps explain how to perform the task through a set of simple, step-by-step instructions. Screenshots are provided for reference.

Field description tables are added to explain the details of all the fields that is discussed in a task.

2.2. Roles and Responsibilities

The NATS portal can be accessed by four types of users — Educational Institutions, Establishments, BOAT/BOPT Officials and Candidates.

The following table provides details of tasks that each user role can perform in the NATS portal:

Role	Functionality
Educational Institutions	- Upload student data - View the details of students related to their placement in industries - View details of industries such as available branch, subject, and field-based training slots
Establishments	- View notifications about the Apprenticeship Scheme - Manage notifications on new training positions and recruitment - Manage reports on training

Role	Functionality
BOAT/BOPT Officials	• Manage student enrolment and reimbursement claims • Manage information related to reports • Manage correspondence related to ATS from Establishment • Manage list of candidates for apprenticeship training based on requests from Establishment • Manage Registration Numbers, and Certificates with Digital Signature • View notifications related to vacancy from Establishment • Manage Student, Establishment, and Institution
Candidates/Students	• View list of establishments and details related to the ATS • View Periodical Progress Report sent by Establishment to concerned BOAT/BOPT • View Training Completion Report sent by Establishment • View status of Certificate of Proficiency (COP) • View information on vacancies available across industries for apprentices

2.3. Document Conventions

Convention	Description	Example
Bold	The bold typeface is used to present references to menu options, fields, numbered caption, section and button names.	1. On the home page, click **Register**. The Student Enrolment page appears.
Bulleted List	An unordered series of concepts, items or options.	A student with any of the following qualifications is eligible to enrol as a trainee: • Graduation • Diploma
Numbered List	A sequence of processes, events or steps.	1. On the home page, click **Register**. The Registration page appears. 2. In the category drop-down list, click **Student** and then click **Register**. The Student Enrollment page appears.

Convention	Description	Example
(*)	The mandatory fields are indicated by using the asterisk symbol in red colour.	**Field** Institution Name* AICTE/DOTE/DTE/Govt. Approval No.*
💡	Good-to-know information that helps improve task efficiency is provided as a tip	💡 *Before proceeding with enrolment, it is recommended that you read the **Terms and Conditions** section.*
📝	Important information that needs to be highlighted regarding a concept or task is provided in the form of a note.	📝 *You can edit this field only if the **Others** option is selected in the **Branch of Engineering** field.*

2.4. Acronyms

Acronyms	Description
NATS	National Apprenticeship Training Scheme
CGPA	Cumulative Grade Point Average
PWD	Person With Disability
BOAT	Board Of Apprenticeship and Training
BOPT	Board Of Practical Training
NDNC	National Do Not Call
ACRF	Apprentice Contract Registration Form
ATS	Apprenticeship Training Scheme
COP	Certificate of Proficiency
IFSC	Indian Financial System Code
MICR	Magnetic Ink Character Recognition

Acronyms	Description
CSV	Comma Separated Values file
PDF	Portable Document Format
OTP	One Time Password

2.5. Common Tasks

Common tasks are the functions or tasks that are repeatedly performed across the NATS portal.

The following are the common tasks that can be performed in NATS:

- Log On
- Get New User ID

2.5.1. Log On

You can log on to the portal with your email ID or user ID and password and perform the tasks displayed on your dashboard. These login credentials can be obtained after enrolment. For more information for enrolling to NATS, see the **Establishment Enrolment User Manual** in the **Establishment Enroll** screen.

To log on to the portal

1. On the Home page, click **Login**. The Login page appears.

2. In the **EMAIL/USER ID** box, type your email ID or user ID.

3. In the **PASSWORD** box, type your password.

4. Click **Login**. The dashboard specific to you appears. For more information about your roles and responsibilities in the NATS portal, see Roles and Responsibilities.

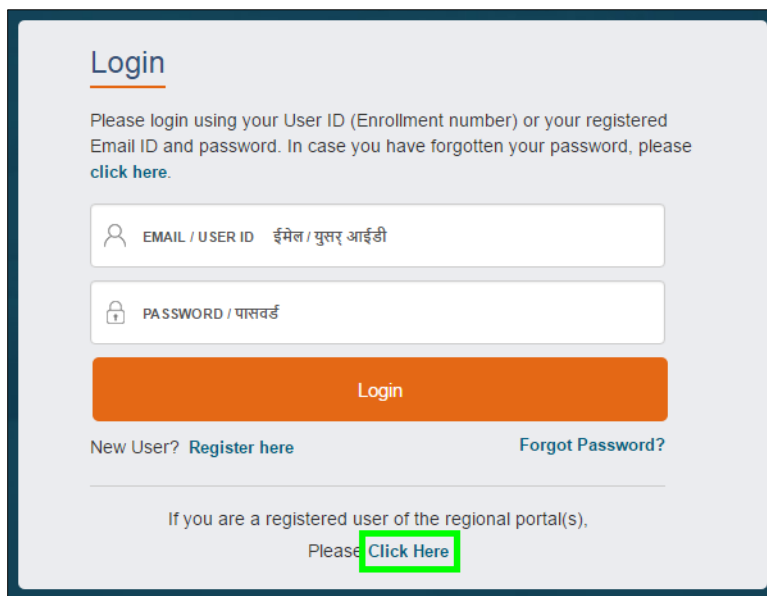> *To retrieve your password, click **Forgot Password**.*

2.5.2. Get New User ID

If you have enrolled on any of the BOAT/BOPT regional portals previously, you will require a new user ID to access the new NATS portal. You can get a new user ID to log on to the portal by providing your old user ID, password and your state of residence.

To get a new user ID

1. On the home page, click **Login**. The Login page appears.

2. Click **Click Here**. The related fields appear.
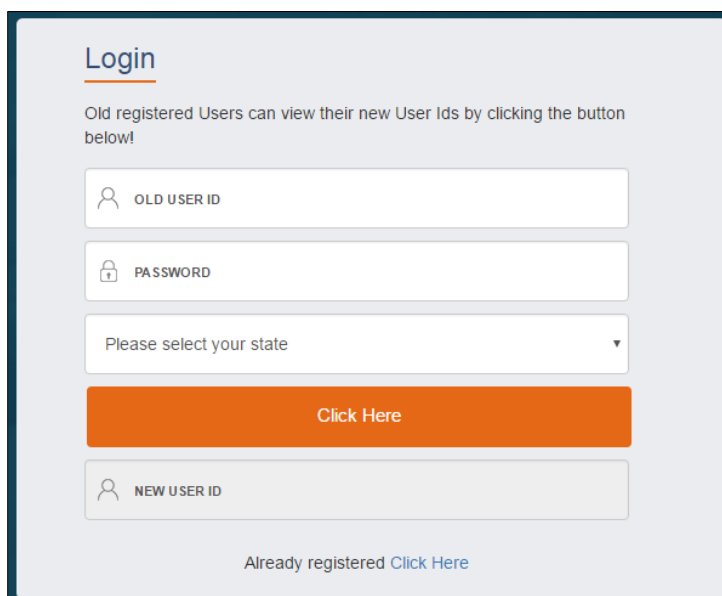
3. In the **OLD USER ID** box, type your old user ID.

4. In the **PASSWORD** box, type your password.
5. In the state drop-down list, click your state of residence and then click **Click Here**. The newly generated user ID appears in the **NEW USER ID** area.

3. Managing Contracts

You can use the Contracts module to search, create and view contract for an apprentice/student; initiate termination, amendment and novation of a contract; notify an apprentice's absence; and download various forms generated in the portal.

You have to edit the contract if a BOAT/BOPT Official seeks clarification for a contract sent for verification and approval.

Using your login credentials, you can view the Establishment dashboard and perform the tasks based on your access rights.

This section contains the following topics:

- Search Contract
- Create Contract
- Edit Contract

3.1. Search Contract

You can search for existing contracts created for an apprentice. You can also search for contracts pending for approval from the BOAT/BOPT Officials.

To search for a contract

1. Login and view the Establishment dashboard. For more information, see the Log On section.

2. Point to **Apprenticeship** and then click **Contracts**. The Contracts page appears.

3. In the **Contracts** section, type or select the required details. For more information about the fields, refer to the following table.

Field	Description
Search By	To view contract requests pending for verification or approval, in the list, click **Pending**. Or To view all contracts, in the list, click **All Requests**.
Contract No	In the text box, type the number assigned to the required contract.
From To	Click the calendar icon to select the **From** and **To** dates within which the required contract was created.

4.   Click **Search**. The search results appear

    4.1. To filter the search results, in the **Search** box, type the full or partial name of the student.

        Or

        To save the search results, you have the following options:

- To copy the search results onto a document or note pad, click **COPY**.
- To download the search results as a file, click **Excel** or **CSV** or **PDF**, as required. The search results are downloaded as a file on the local drive.
- To print the search results, click **Print**.

3.2.   Create Contract

You can create a contract for a student if you are an establishment approved by BOAT/BOPT. You can create a contract after seven days of a student joining the Apprenticeship Training Scheme (ATS). Ensure that the student must have joined the training programme within 3.3 years of graduating. You could also request the Placement User assigned to the place of training to create a contract on your establishment's behalf.

To complete contract creation for a student, you have to first search for a specific student or multiple students, create contract by filling student details and upload student's original documents. You can also inform the students if their documents are missing.

- *It is your responsibility as an Establishment to ensure that the Student details are verified with the original documents.*

- *You can be prepared with the following details to successfully create a contract: Student IDs, Registration type, Course type, Branch of Study, Technical Skills, Stipend Amount, Date of Joining, Student's original documents in PDF format, Period of Training and Section 22 details.*

To create a contract for single or multiple students

1. Login and view the Establishment dashboard. For more information, see the Log On section.

2. Point to **Apprenticeship** and then click **Contracts**. The Contracts page appears.

3. Click **Create Contract**. The Create Contract page appears.

4. Type or select the required details. For more information about the fields, refer to the following table.

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*To view assessment and apprentice details for the current financial year in a separate window, click the "**Click here**" link in the **Click here to view assessment details** area.*

Create Contract

* Fields are Mandatory

ⓘ Note
- Contract can be created for maximum of 10 students in a single search
- Searched students should have same 'Date of joining', 'Period of training', 'Stipend amount', 'Technical skills' and 'Section 22' entry
- Searched students should belongs to same 'Registration type' (Graduate/Technician/Vocational) and 'Course type' (Regular/Sandwich)
- This is a system based acceptance of terms and conditions replacing the physical signature and has all legal security.

*Enter Date of Joining to check availability of training slots   DD/MM/YYYY

*Student IDs (comma or semi-colon separated)

[Search] [Clear]

Field	Description
Enter Date of Joining to check availability of training slots*	To view available training slots for creating contract, click and select the date on which the student(s) joined the training programme.
	You can create contract for students who join training within 3.3 years of graduating. *For example, if a student's Year of Passing is March, 2014 and Date of Joining is June, 2017, then you cannot create contract as it exceeds 3.3.*
Total Training slots available	On selecting the joining date of students, the total available training slots are displayed based on the student details submitted. It is displayed for **Graduate, Diploma** and **Vocational** students in the format of: Total number of slots (**Grad:** number of slots | **Dip:** number of slots | **Voc:** number of slots
	• *If there are "0" slots displayed, you cannot create any new contract for that FY (Financial Year)* • *The minus (-) sign displayed for a Registration type is when other slots are not available.*

Field	Description
Student ID(s)*	In the text box, type the 16 digit ID (Identification number) of the required active student or students from the same Registration type and Course typey.
	• *If you are entering multiple student IDs, separate the IDs using semi-colon or comma or on a separate line.* • *If you are entering multiple student IDs, the students must have similar **Date of Joining**, **Stipend Amount**, **Period of Training**, **Technical Skills** and **Section 22** entry.* • *You can create contracts for maximum 10 students simultaneously.* • *You cannot create contract for students who have other contracts or have no branch of study mapped to them.*

5. Click **Search**. The student details appear in the Search Result section.

> *A message is displayed if you exceed the available slots. To delete a specific student from the list, click ⬛ and then, click **Confirm**.*

6. Type or select the required details. For more information about the fields, refer to the following table.

6.1. To specifically select a student from the list, in the **Search** box, type the required student's partial or full name.

Field	Description
Date of Joining	This field displays the selected date on which the student or students joined the training programme.
Period of Training*	In the drop-down list, click to select the period of training for the selected student or students. 💡 *You can select **6 months** training period for Sandwich students only.*
Stipend Amount*	In the text box, type the stipend amount that is to be paid to the selected student or students.
Technical Skill 1*	In the text box, type the technical skill expected from the selected student or students.
Technical Skill 2 (Optional)/ Technical Skill 3 (Optional)	In the text boxes, type the technical skills expected from the selected student or students.
We will be engaging apprentices under of the Apprenticeship Act*	To specify according to which section of the Apprenticeship Act the student or students will be engaged under for the training programme, click **Sec 22 (1)** or **Sec 22 (2)**, as applicable. To view section 22 (1) and section 22 (2) details, click **Click Here** for details.
To specifically select a student from the list to upload documents, in the **Search** box, type the required student's partial or full name.	

Field	Description
Enrollment No	This field displays the enrolment number of the student for whom you want to create the contract.
	To view enrolment details of the student in a separate window, click the link for the required student. The Personal information, Education Details and Training Preferences details of the enrolment are displayed.
Student Name	This field displays the name of the student.
Govt ID Proof*	1. If a student did not upload the government ID proof document, click **Upload** for the required student.
	2. Select the required government ID proof document (PDF format only) from the local drive, and then click **Open**.
	Government ID proof documents can be Aadhar Card, Passport, Voter ID and such.
	To view uploaded document, click . The document is downloaded on the local drive.
Educational Certificate*	1. If a student did not upload the educational certificate document, click **Upload** for the required student.
	2. Select the required student educational certificate document (PDF format only) from the local drive, and then click **Open**.
	Student certificates are Provisional Degree or Diploma Certificate, as applicable, which is recognised by the Government of India.
	To view uploaded document, click . The document is downloaded on the local drive.
Student Photo*	1. If a student did not upload the photo, click **Upload** for the required student.
	2. Select the required student photo (PDF format only) from the local drive, and then click **Open**.
	To view uploaded document, click . The document is downloaded on the local drive.
Employee ID	In the text boxes, type your employee ID or the employee ID of the representative from the establishment.

Field	Description
Estb Declaration *	If you have verified student details with the original documents, select the check box for the required student.
Remove	• To remove a student from the list, click ![trash icon] for the required student and then click **Confirm**. The confirmation message appears. 📄 *If you have exceeded the available slots for the FY, you can remove a student from the list.* • If a student did not upload the required documents, click ![trash icon] and a dialog box appears to intimate the student to upload the missing documents. Click **Confirm** and the confirmation message appears.

7. Click **Create**. The confirmation message appears and the ACRF document is generated.

   • The contract is submitted to the candidate/student for accepting the contract.

   • To view the ACRF document in a separate window, in the **ACRF Document** column, click the PDF link.

   • To view uploaded documents, click ![icon] for the required document. The document is downloaded on the local drive.

3.3. Edit Contract

You can edit a contract of an apprentice if a BOAT/BOPT Official seeks clarification on the contract. The official could seek clarification for incorrect contract details.

To edit a contract

1. To search for an existing contract, see the Search Contract section. The search results appear.

2. In the **View** column, click the **View** link for the required student enrollment number. The View Contract Form page appears.

    - To download the ACRF document, in the **View** column, click the Print ACRF link.

3. Edit the required details. For more information about the fields, refer to the following table.

Field	Description
Enrollment No	This field displays the enrolment number of the selected student for whom you want to create the contract.
Email ID	This field displays the email ID of the selected student.
Mobile No	This field displays the mobile number of the selected student.

Field	Description
Date of Joining*	To edit the date on which the student joined the training programme, click and select the required date.
Period of Training	This field displays the period of training of the student.
Stipend Amount	In the text box, edit the stipend amount that is to be paid to the student.
Employee ID	In the text box, edit the employee ID of the representative from the establishment.
Area of Specialization 1/2/3	In the text boxes, edit the three areas of specialisation associated with the student.
Government ID Proof	To view the government ID proof of the student, click **View PDF**.
Student Certificate	To view the provisional certification of the student, click **View Certificate**.
Student Photo	To view the photo of the student, click **View Photo**.
We will be engaging apprentices under*	To specify according to which section of the Apprenticeship Act the student or students will be engaged under for the training programme, click **Sec 22 (1)** or **Sec 22 (2)**, as applicable.
Remarks	This field displays the remarks or comments provided by the Placement User or the State Officer.
Industry Remarks*	In the text box, type remarks or comments associated with contract completion.

4. Click **Save**. The contract is edited and the confirmation message appears.

- The contract is re-submitted to the BOAT/BOPT Officials for verification or approval.

4. Index

5. Glossary

Term	Description
Apprentice	A person, who is trained by an organisation or establishment or an individual mentor, to follow and learn a trade or skill for a fixed period of time.
Surety	Any individual who undertakes responsibility in case the apprentice is a minor.
Novation	A legal term that refers to the transfer of contract from one establishment to another when the former is not in a position to support training of the apprentice.
Contract	A voluntary, legally-binding agreement between a student and an establishment for the Apprentice Training Scheme as per The Apprentices Act, 1961.