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
18/07/2017	1.0	First draft of Establishment User Manual for Stipend module

Table of Contents

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 - View and add new stipend claims - 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
PWD	Person With Disability
BOAT	Board Of Apprenticeship and Training
BOPT	Board Of Practical Training
COP	Certificate of Proficiency
ROP	Record of Performance

2.5. Common Tasks

Common tasks are the functions or tasks that you perform frequently across the NATS portal.

You can perform the following common tasks in the NATS portal:

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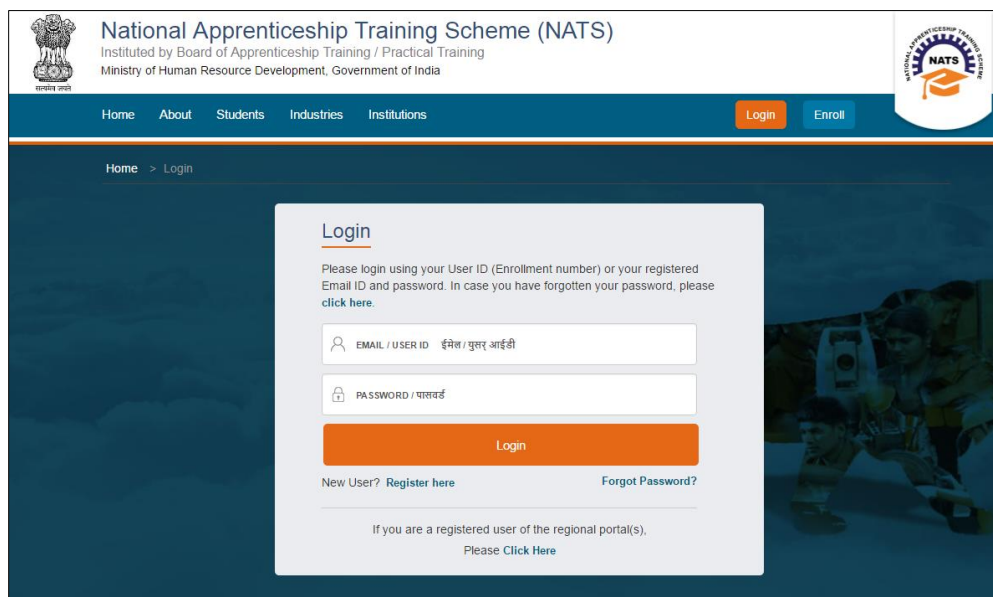
3. In the **PASSWORD** box, type your password.

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.
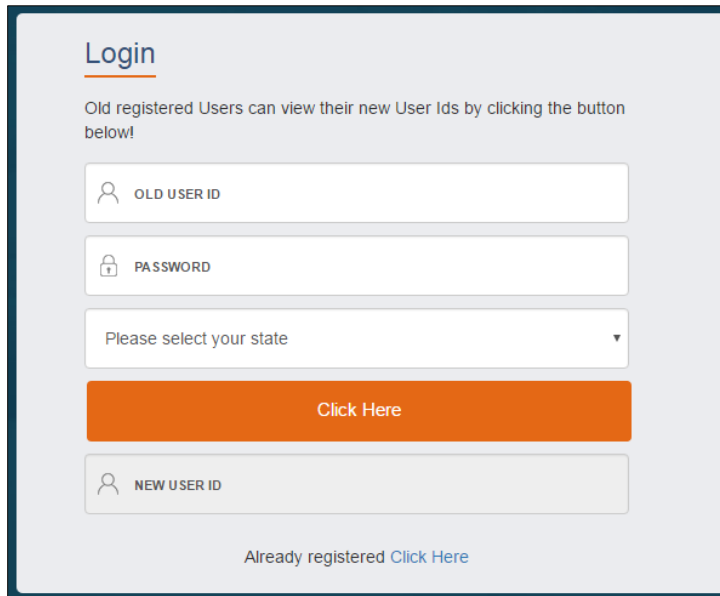
3. In the **OLD USER ID** box, type your old user ID.

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 Stipend

You can use the **Stipend** module to search, view and submit the stipend claims.

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:

- [View Stipend Claim](#)
- [Add Stipend Claim](#)

3.1. View Stipend Claim

To search for a stipend claim

1. Login and view the Establishment dashboard. For more information, see the [Log On](#) section.
2. Point to **Apprenticeship** and click **Stipend**. The Stipend page appears.
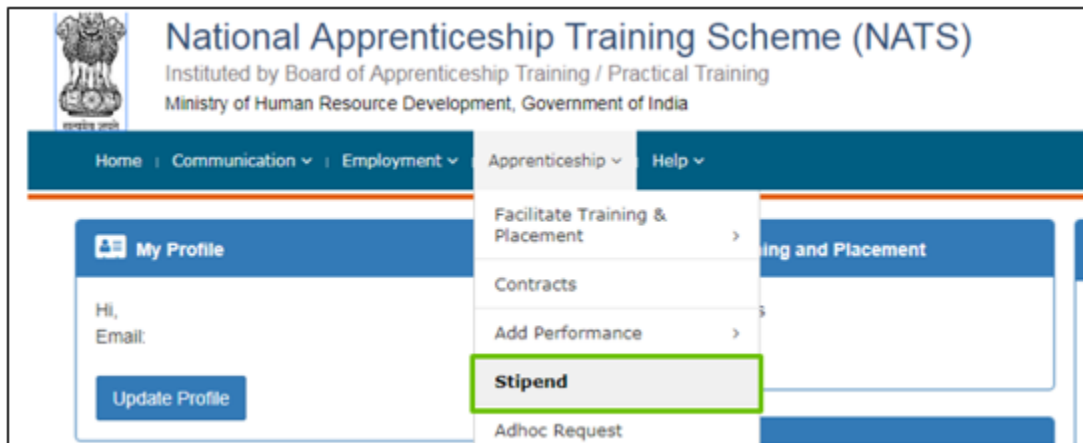
3. In the **From Date** and **To Date** fields, select the date range for which you want to view the stipend claims.

4. Click **Search**. The search results are displayed in the **List of Stipend Claims** section. For more information about the fields, refer the following table.

> • *By default, the entries from first date of the current month till the current date would appear.*

Field	Description
Request No.	This field displays the stipend claim request number associated with the establishment.
Name of Establishment	This field displays the name of the establishment.
Amount Claimed	This field displays the value of the amount claimed by the establishment.
Amount Eligible	This field displays the value of the claim that the establishment is eligible to receive from the government.
Status	This field displays the status of the claim request.
Request With	This field displays the person or group with whom the claim request is pending with.
Remarks	This field displays the remarks shared by BOAT/BOPT officials.
View	To view submitted details of the claims request, click **View**. Or To download submitted details of the claims request on the local drive, click **Print**.

3.2.   Add Stipend Claim

You can add stipend claims for a particular establishment. The stipend claim requests raised individually will be rejected automatically. The establishment is required to club up to 50 requests so as to facilitate the approval process. The zone and the state of the establishment appears by default depending on the login.

To search for a stipend claim

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

2.   Point to **Apprenticeship** and click **Stipend**. The Stipend page appears.
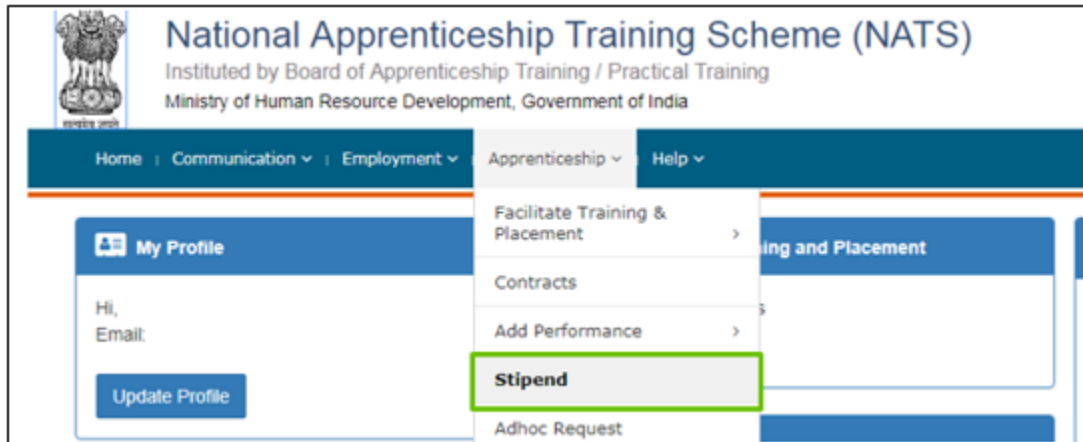
3.   Click **+New Claim** to add new stipend claim.

4. A pop-up appears like below. Choose **Contract Start Year (FY)**, **No. of Approved ROPs to be processed** and click **Search**.

5. New stipend page appears with the note that all the records are selected by default. Deselect the required contract number if required.

6. Click **Expected Contract Not Listed?** to find the possible reasons for not finding the expected contract in the list.

7. Click **Stipend Calculator** to view the details about stipend calculation.

8. Results page appears with the following fields. Select or deselect the required contract numbers from the list to proceed further.

Field	Description
Contract No.	This field displays the contract number associated with the apprentice.
Student Name	This field displays the name of the apprentice.
Student Type	This field displays the type of education in which the student is enrolled.
Eligible Claim Period	This field displays the period for which the student is eligible for stipend.
Already Claimed (in Rs)	This field displays the amount that is already claimed.

9. Click **Next** after choosing the required contract number and the page appears with the following fields.

Field	Description
Contract Reg No.	This field displays the contract number associated with the apprentice.
Name of Apprentice	This field displays the name of the apprentice.
Month	This field displays the date range for which the student is eligible to claim the stipend.
Disbursed Amount	This field displays the disbursed amount for each month.
Total Disbursed Amount	This field displays the total disbursed amount.

- *Click Contract Reg.No to view the ROP status of the contract number.*

10. Click **Save** to proceed further. Select the required contract number and click **Remove Selected Content** to deselect any row.

11. Click **Submit** after reviewing the results.

Contract Number & Student Name	Registrat ion type	Claim Period ⓘ	Actual Payment (Rs)		Deduction		Reimbursement (Rs)			
			Stipend Amount ⓘ	Amount Disburse d ⓘ	LOP Days ⓘ	Deductio n (Rs) ⓘ	Govt Prescrib ed ⓘ	50% of the Govt ⓘ	Net Amt being claimed ⓘ	
STNDP16001000015 VISHVANATHAMOORTHY R	Diploma	01-04-2017 to 31-03-2017	10450	236.13	0	0	236.14	118.07	118.07	⌃
		01-04-2017 To 31-03-2017	10450	236.13	0	0	236.14	118.07	118.07	
STNDP16006000912 SUGUMAR M	Diploma	01-11-2016 to 31-01-2017	10450	10626	0	0	10626	5313	5313	⌄
STNDP16006000926 Sathiyanarayanan E	Diploma	01-10-2016 to 31-12-2016	10450	10626	0	0	10626	5313	5313	⌄

Show 10 ▾ entries

Previous 1 Next

Submit Cancel

- *Month wise stipend can be viewed*.

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12. A pop-up appears after successful submission of stipend claim request. A Request No is generated and the request is sent to the accounts user for approval.

Request No STI1800121 submitted sucessfully

List of documents to be submitted through mail:

✔ Signed Stipend claim form with office seal.
✔ Bank statement for proof (or) in the absence of the same, a declaration from the finance head of the institution that stipend has been disbursed to all the students true to their knowledge

Note: The request will not be processed until the above documents are received by the regional board office. If any clarifications required on these documents contact respective board's accounts section.

OK

13. On clicking **OK**, a confirmation message appears

Claim Request STI1800236 successfully submitted to Accounts User
Physical hard copy of the new stipend claim statement and receipt certificate duly signed by competent authority should be submitted to the BOATs/BOPT office for further process failing which the Claim will not be processed.

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- Claim Request is successfully submitted to Accounts User.
- Physical copy of the new stipend claim statement and receipt certificate duly signed by authority should be submitted to the BOATs/BOPT office for further process, failing which the Claim will not be processed.

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.