



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 1.1

Copyright Information

©2017 National Apprenticeship Training Scheme

Version History

Date	Version	Description
10/05/2017	1.0	First draft of Establishment User Manual for Add Performance module
07/08/2017	1.1	Screenshots updated and minor excel sheet content changes
14/11/2017	1.2	Screenshots added, excel sheet content changes and structure changes

Table of Contents

1.	About the Application	5
1.1.	About NATS.....	5
1.2.	NATS Dashboard.....	6
2.	About the Establishment User Manual	7
2.1.	Structure of the Document	7
2.2.	Roles and Responsibilities	7
2.3.	Document Conventions.....	8
2.4.	Acronyms.....	9
2.5.	Common Tasks.....	10
2.5.1.	Log On	10
2.5.2.	Get New User ID	12
3.	Manage Add Performance	14
3.1.	Search Apprentice.....	14
3.2.	Record Baseline Performance	17
3.2.1.	Generate and Update Baseline Performance	17
3.2.2.	Upload Updated Baseline Template	23
3.3.	Record Quarter Performance	27
3.3.1.	Generate and Update First Quarter Performance	28
3.3.2.	Upload Quarter Template.....	33
3.3.3.	Generate and Update Second Quarter Performance.....	36
3.3.4.	Generate and Update Third Quarter Performance	42
3.3.5.	Generate and Update Fourth Quarter Performance.....	47
4.	Index.....	53
5.	Glossary.....	54

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 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

The screenshot displays the NATS dashboard for an establishment user. The header includes the Government of India emblem, the NATS logo, and the text: "National Apprenticeship Training Scheme (NATS)", "Ministry of Human Resource Development", and "Department of Higher Education, Government of India". The user is identified as "Hi Ashok Leyland Ltd".

The dashboard is divided into several sections:

- Facilitate Training and Placement:** Shows "No pending requests".
- Job/Apprenticeship Fair:** Shows "No JobMela Invitations available" with a "View All" link.
- Contracts:** Contains a warning: "Please be aware that the system will allow contract registration only within 7 days of the apprentice joining the training." It lists contract numbers: [STND010160400838](#), [STND010160400809](#), and [STND010160400853](#), with a "More" link.
- Grievances:** Shows "No pending requests".
- COMMUNICATION CENTER:** A large empty box at the bottom.

The navigation bar includes: Home | Communication | Employment | Apprenticeship. The user's name "Hi Ashok Leyland Ltd" is displayed on the right.

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • View notifications about the Apprenticeship Scheme • Manage notifications on new training positions and recruitment • Manage reports on training

Role	Functionality
BOAT/BOPT Officials	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 is displayed.
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: <ul style="list-style-type: none"> • Graduation • Diploma
Numbered List	A sequence of processes, events or steps.	1. On the home page, click Register . The Registration page is displayed. 2. In the category drop-down list, click Student and then click Register . The Student Enrolment page is displayed.

Convention	Description	Example			
(*)	The mandatory fields are indicated by using the asterisk symbol in red colour.	<table border="1"> <thead> <tr> <th>Field</th> </tr> </thead> <tbody> <tr> <td>Institution Name*</td> </tr> <tr> <td>AICTE/DOTE/DTE/Govt. Approval No.*</td> </tr> </tbody> </table>	Field	Institution Name*	AICTE/DOTE/DTE/Govt. Approval No.*
Field					
Institution Name*					
AICTE/DOTE/DTE/Govt. Approval No.*					
	Good-to-know information that helps improve task efficiency is provided as a tip	<hr/>  <p><i>Before proceeding with enrolment, it is recommended that you read the Terms and Conditions section.</i></p> <hr/>			
	Important information that needs to be highlighted regarding a concept or task is provided in the form of a note.	<hr/>  <p><i>You can edit this field only if the Others option is selected in the Branch of Engineering field.</i></p> <hr/>			

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

Acronyms	Description
MICR	Magnetic Ink Character Recognition
CSV	Comma Separated Values file
PDF	Portable Document Format
OTP	One Time Password
ROP	Record of Progress
SIP	Survey Information Proforma
RGB	Record of progress Generated Baseline
RGQ	Record of progress Generated Quarter

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

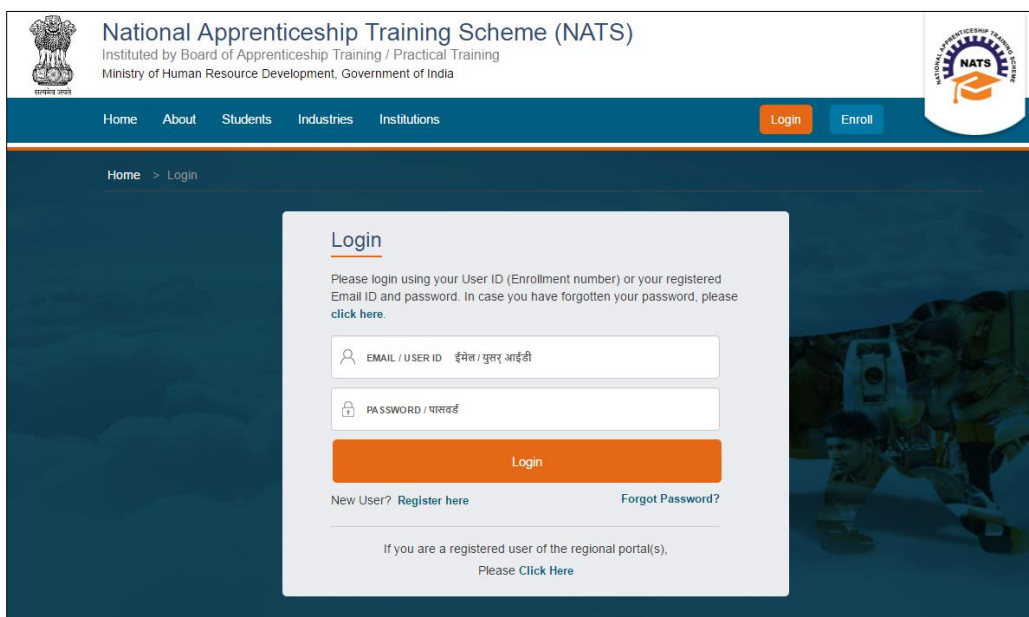
You can log on to the portal with your email ID or user ID and password and perform the tasks displayed on your dashboard. You can get these login credentials after enrolment. For more information about enrolling to NATS, see the **Establishment Enrolment User Manual**.

To log on to the portal

1. On the **Home** page, click **Login**. The Login page is displayed.



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 Establishment dashboard is displayed.



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

The screenshot shows the NATS portal dashboard for Ashok Leyland Ltd. The header includes the Ministry of Human Resource Development logo and the text "National Apprenticeship Training Scheme (NATS) Ministry of Human Resource Development Department of Higher Education, Government of India". The user is logged in as "Hi Ashok Leyland Ltd". The dashboard is divided into several sections:

- Facilitate Training and Placement:** Shows "No pending requests".
- Job/Apprenticeship Fair:** Shows "No JobMela Invitations available" and a link to "View All".
- Contracts:** Contains a warning: "Please be aware that the system will allow contract registration only within 7 days of the apprentice joining the training." Below this are three contract IDs: STND010160400838, STND010160400809, and STND010160400853, with a "More" link.
- Grievances:** Shows "No pending requests".
- COMMUNICATION CENTER:** A large empty box at the bottom.

For information about your roles and responsibilities in the NATS portal, see [Roles and Responsibilities](#).

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 is displayed.

The screenshot shows the NATS Home page. The header includes the Ministry of Human Resource Development logo and the text "National Apprenticeship Training Scheme (NATS) Instituted by Board of Apprenticeship Training / Practical Training Ministry of Human Resource Development, Government of India". There is a language dropdown menu set to "English" and a "NATS" logo. The navigation menu includes "Home", "About Us", "Students", "Industries", and "Institutions". The "Login" button is highlighted with a green box. Below the navigation menu is a large banner with the text "Skill India for Growth" and a sub-headline: "A National Scheme For Providing Skill Training To Fresh Graduates, Diploma Holders In Engg. & Tech. And +2 Vocational Pass Outs." The banner features an image of a tiger composed of various industrial and educational scenes.

2. Click **Click Here**. The related fields are displayed.

Login

Please login using your User ID (Enrollment number) or your registered Email ID and password. In case you have forgotten your password, please [click here](#).

[Login](#)

New User? [Register here](#) [Forgot Password?](#)

If you are a registered user of the regional portal(s),
Please [Click Here](#)

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

Login

Old registered Users can view their new User Ids by clicking the button below!

Please select your state

[Click Here](#)

Already registered [Click Here](#)

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 is displayed in the **NEW USER ID** area.

3. Manage Add Performance

You can use the **Add Performance** module to search for apprentice and record their baseline and quarterly performance details in an Excel Worksheet template. You can record performance details only for apprentices who started apprenticeship training from March 2017.

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

This section contains the following topics:

- [Search Apprentice](#)
- [Record Baseline Performance Details](#)
- [Record Quarter Performance Details](#)

3.1. Search Apprentice


You can search for an apprentice to record performance scores. However, you can only search for those apprentices who started their training from March 2017.

To search for an apprentice

1. Log in to the portal and view the dashboard. For more information, see the [Log On](#) section.
2. Point to **Apprenticeship**, then point to **Add Performance**, and click **Contracts (created) from 2017-2018 financial year**. The Apprentice Performance page is displayed.



You can add performance details for apprentices who joined "before March 2017" by selecting the **Contracts (created) till 2016-2017 Financial Year** module.

3. In the **From Date** and **To Date** fields, click  to select a date range between which the required apprentices registered on the NATS portal.

Apprentice Performance

Note: Please be informed of the revision of ROP. We require additional values to the already submitted records which are denoted with icon.

*From Date: *To Date:

All requests

Pending for Input

Pending For Approval

Approved

Excel Template

[Baseline Input](#) [Quarter Input](#)

4. Click **Search**. The search results are displayed. For more information about the fields, refer the following table.



To filter the search results, in the **Search** box, type the full or partial entry related to the required apprentice record.

All requests

Pending for Input

Pending For Approval

Approved

Excel Template

[Baseline Input](#) [Quarter Input](#)

Showing 1 to 10 of 71 entries

Note: You can select maximum of 20 students

Search:

#	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	VIGNESH S	STNG088160403701	STNGP16088000274	ELECTRICAL AND ELECTRONICS ENGINEERING	TITAN COMPANY LIMITED	07/02/2017	Baseline	view
<input type="checkbox"/>	VIGNESH B	STND006150404133	STNDP16006004040	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	25/01/2017	Baseline	view
<input type="checkbox"/>	VIGNESH A	STND006160408297	STNDP17006001748	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	28/11/2016	Baseline	view
<input type="checkbox"/>	VASANTHAKUMAR S	STND006151001020	STNDP15006000143	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	23/02/2016	Baseline	view

Field	Description
All Requests	To filter and view all performance recording requests, click All Requests .
Pending for Input	To filter and view requests that are pending for input from the Establishment, click Pending for Input .
Pending for Approval	To filter and view quarter performance requests that are pending for approval from the BOAT/BOPT officials, click Pending for Approval .
Approved	To filter and view all approved requests, click Approved .
All	To select students for recording performance scores, select the specific check boxes. <hr/> <div style="display: flex; align-items: center; gap: 10px;"> To select all the students listed on the page, select the check box on the header row. </div>
Student Name	This field displays the name of the student or apprentice.

Field	Description
Enrolment No	This field displays the assigned enrolment number of the apprentice.
Contract No	This field displays the apprentice's contract number.
Specialisation	This field displays the specialisation area of the apprentice's training programme.
Establishment	This field displays the establishment associated with the apprentice's training.
Joined On	This field displays the date on which the apprentice started the training.
Quarter Description	This field displays the quarter or baseline value to record the apprentice's performance details.
View	The View feature is currently disabled.

3.2. Record Baseline Performance

You can record baseline performance details for apprentices who are currently training or have received training at the Establishment. Baseline performance scores are the benchmark against which quarter performance can be recorded for an apprentice.

You must first generate the baseline performance template (Excel worksheet), enter performance details in the template and finally upload this updated template in the portal for processing.

You can record the baseline performance for an apprentice in two steps:


1. [Generate and Update Baseline Performance](#)
2. [Upload Updated Baseline Template](#)

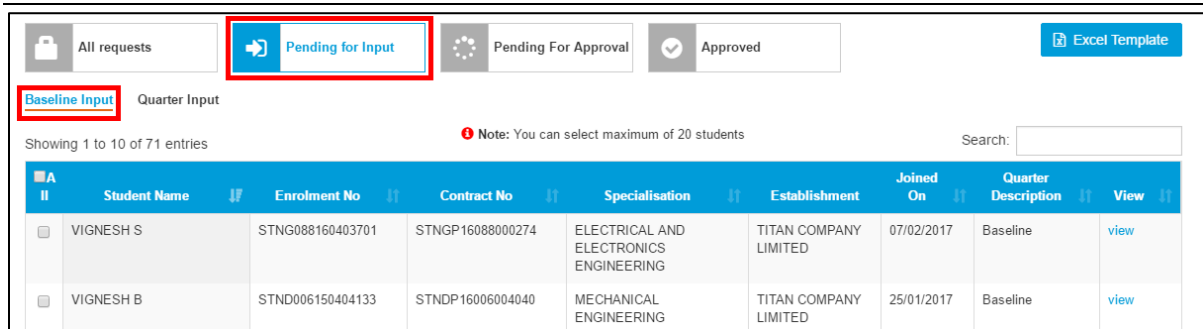
3.2.1. Generate and Update Baseline Performance

Generate baseline template for specific apprentices and update their performance details.

To generate and update baseline performance

1. On the **Apprentice Performance** page, search for an apprentice as shown in the [Search Apprentice](#) section.

 By default, the **Pending for Input** and **Baseline Input** options are selected to view the list of apprentices whose baseline performance details have to be recorded.




The screenshot shows the 'Apprentice Performance' page with the following elements:

- Filters: 'All requests', 'Pending for Input' (highlighted with a red box), 'Pending For Approval', and 'Approved'.
- Buttons: 'Excel Template' (top right) and 'Baseline Input' (highlighted with a red box).
- Text: 'Quarter Input', 'Showing 1 to 10 of 71 entries', and a note: 'Note: You can select maximum of 20 students'.
- Table with columns: Student Name, Enrolment No, Contract No, Specialisation, Establishment, Joined On, Quarter Description, and View.

Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
VIGNESH S	STNG088160403701	STNGP16088000274	ELECTRICAL AND ELECTRONICS ENGINEERING	TITAN COMPANY LIMITED	07/02/2017	Baseline	view
VIGNESH B	STND006150404133	STNDP16006004040	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	25/01/2017	Baseline	view

2. In the **All** column, select the check boxes of the required apprentices.

- 
- To filter the search results, in the **Search** box, type the full or partial entry related to the required apprentice record.
 - You can select maximum 20 apprentices at a time.

Baseline Input
 Quarter Input

Showing 1 to 9 of 9 entries (filtered from 1,179 total entries) ! Note: You can select maximum of 20 students

Search:

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	Vasudevan V	STNG006160608651	STNGP16006001683	MECHANICAL ENGINEERING	LUCAS TVS	18/01/2017	Baseline	view
<input type="checkbox"/>	VASUDEVAN D	STNG006150402027	STNGP15006000254	MECHANICAL ENGINEERING	LUCAS TVS	17/02/2016	Baseline	view
<input type="checkbox"/>	SUDHARSAN P	STNG108150401738	STNGP15108000031	ELECTRONICS & COMMUNICATION ENGINEERING	LUCAS TVS	17/02/2016	Baseline	view
<input type="checkbox"/>	Sudharsan	STND088150403031	STNDP17088000933	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	20/04/2016	Baseline	view
<input type="checkbox"/>	SUDHAKAR U	STND088140403721	STNDP17088000932	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	06/04/2016	Baseline	view
<input checked="" type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Baseline	view
<input type="checkbox"/>	SUDHAKAR G	STND006160406882	STNDP17006001689	MECHANICAL ENGINEERING	LUCAS TVS	15/07/2016	Baseline	view
<input checked="" type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Baseline	view
<input type="checkbox"/>	S VASUDEVAN	STND088160402099	STNDP17088000060	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	18/05/2016	Baseline	view

Show entries

- Click **Generate Baseline Template**. The baseline template is downloaded on the local drive as an Excel Worksheet.



Baseline template files are named **RGB<file number>_G**, where **RGB** is **Record of progress Generated Baseline** and **"G"** is **Generated**.

National Apprenticeship > Documents

File Home Share View

Clipboard: Copy, Paste, Copy path, Paste shortcut

Organize: Move to, Copy to, Delete, Rename

New: New folder, Easy access

Open: Open, Properties, History

Select: Select all, Select none, Invert selection

Name	Date modified	Type	Size
RGB1510663040350_G	11/14/2017 6:07 PM	Microsoft Excel Worksh...	7 KB

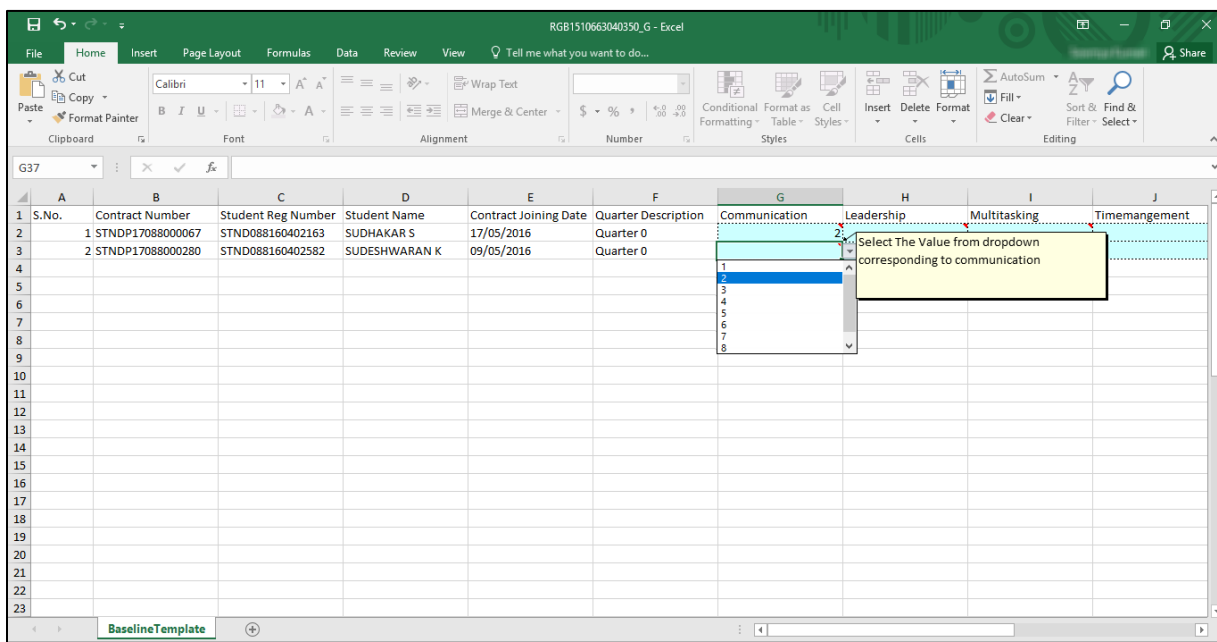
10 items 1 item selected 6.30 KB

Disclaimer | Privacy | Contact Us

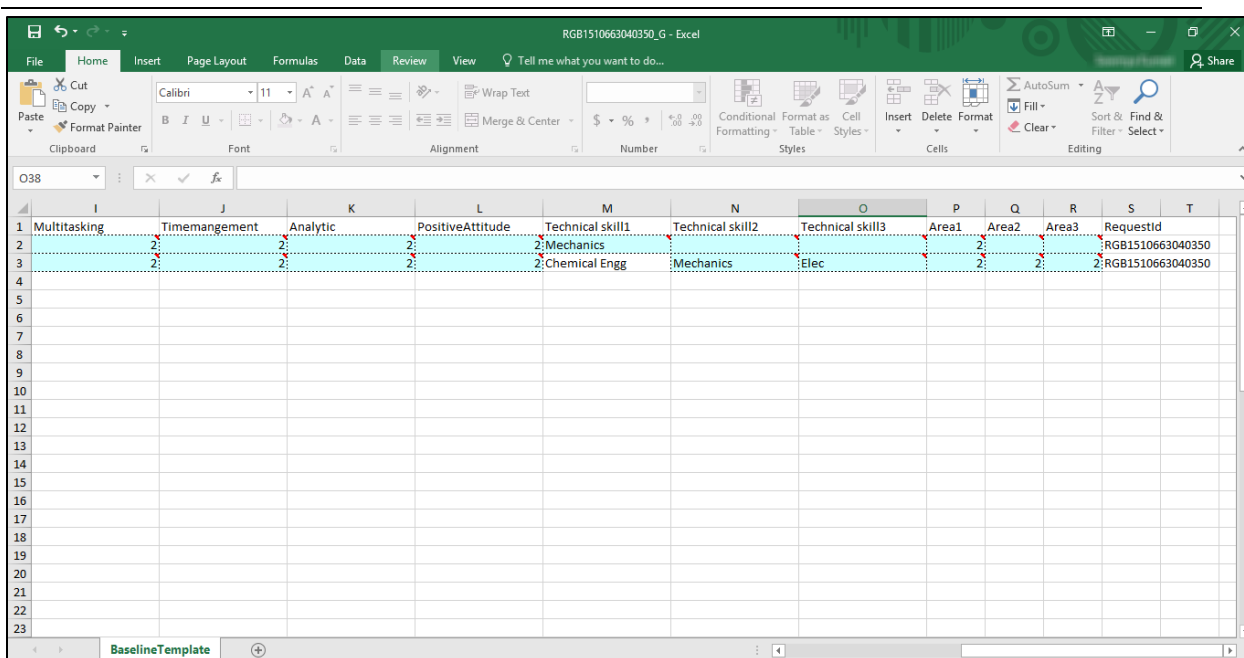
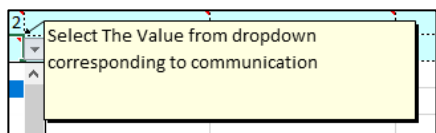
Copyright (c) 2017 National Apprenticeship Training Scheme.

RGB15106630403....xlsx


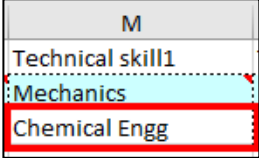

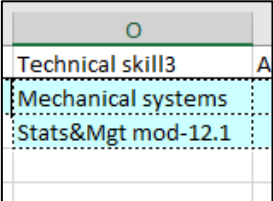
- In the **Baseline Template**, type or select the required performance details as shown in the following images. For more information about the fields, refer the following table.







You can hover over the red indicator in each field to read field instructions.



Fields	Description
Contract Number	This field displays the apprentice's contract number.
Student Reg Number	This field displays the assigned identification number of the apprentice.
Student Name	This field displays the name of the student or apprentice.
Contract Joining Date	This field displays the date on which the apprentice started the training.
Quarter Description	This field displays Quarter 0 which refers to recording baseline performance of the apprentice.
Communication*	In the box, score the apprentice between 1-9 for communication skills.
Leadership*	In the box, score the apprentice between 1-9 for leadership skills.
Multitasking*	In the box, score the apprentice between 1-9 for multi-tasking skills.
Time Management*	In the box, score the apprentice between 1-9 for time management ability.
Analytic*	In the box, score the apprentice between 1-9 for analytical skills.
Positive Attitude*	In the box, score the apprentice between 1-9 for displaying positive attitude at the training.

Fields	Description
	<p>You must enter at least one Technical Skill and its associated Area score for an apprentice.</p>
<p>Technical Skill 1 * Technical Skill 2 Technical Skill 3</p> <p>You must enter at least one of the Technical Skill fields.</p>	<p>If you have provided technical skill description in the apprentice’s contract, then this field is auto-populated and you cannot edit it.</p> <ul style="list-style-type: none"> For example, in the below image, “Chemical Engg” in the Technical Skill1 field is auto-populated from the apprentice’s contract details. You cannot edit this auto-populated field.  <p>Or</p> <p>If you haven’t provided technical skills in the apprentice’s contract, then in the box, type a description for the apprentice’s technical skill.</p> <hr/> <ul style="list-style-type: none"> You must follow these pointers to type valid technical skill descriptions: <ul style="list-style-type: none"> First three characters must be only alphabets You can use space in the first three characters From 4th character onwards, you can use UPPERCASE or lowercase, numbers (0-9), “&” (ampersand), “.” (full stop) or “ - ” (hyphen)  <ul style="list-style-type: none"> Examples for valid descriptions are: 

Fields	Description																
Area1	<p>In the box, score the apprentice between 1-9, only if you have entered a description in the Technical skill 1 field.</p> <p>For example:</p> <table border="1" data-bbox="493 422 1305 579"> <thead> <tr> <th>M</th> <th>N</th> <th>O</th> <th>P</th> </tr> </thead> <tbody> <tr> <td>Technical skill1</td> <td>Technical skill2</td> <td>Technical skill3</td> <td>Area1</td> </tr> <tr> <td>Mechanics</td> <td></td> <td></td> <td>2</td> </tr> <tr> <td>Chemical Engg</td> <td>Mechanics</td> <td>Elec</td> <td>2</td> </tr> </tbody> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	M	N	O	P	Technical skill1	Technical skill2	Technical skill3	Area1	Mechanics			2	Chemical Engg	Mechanics	Elec	2
M	N	O	P														
Technical skill1	Technical skill2	Technical skill3	Area1														
Mechanics			2														
Chemical Engg	Mechanics	Elec	2														
Area2	<p>In the box, score the apprentice between 1-9, only if you have entered a description in the Technical skill 2 field.</p> <p>For example:</p> <table border="1" data-bbox="493 863 1273 1041"> <thead> <tr> <th>N</th> <th>O</th> <th>P</th> <th>Q</th> </tr> </thead> <tbody> <tr> <td>Technical skill2</td> <td>Technical skill3</td> <td>Area1</td> <td>Area2</td> </tr> <tr> <td></td> <td></td> <td>2</td> <td></td> </tr> <tr> <td>Mechanics</td> <td>Elec</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	N	O	P	Q	Technical skill2	Technical skill3	Area1	Area2			2		Mechanics	Elec	2	2
N	O	P	Q														
Technical skill2	Technical skill3	Area1	Area2														
		2															
Mechanics	Elec	2	2														
Area3	<p>In the box, score the apprentice between 1-9, only if you have entered a description in the Technical skill 3 field.</p> <p>For example:</p> <table border="1" data-bbox="493 1325 1187 1514"> <thead> <tr> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> </tr> </thead> <tbody> <tr> <td>Technical skill3</td> <td>Area1</td> <td>Area2</td> <td>Area3</td> </tr> <tr> <td></td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Elec</td> <td>2</td> <td></td> <td>2</td> </tr> </tbody> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	O	P	Q	R	Technical skill3	Area1	Area2	Area3		2			Elec	2		2
O	P	Q	R														
Technical skill3	Area1	Area2	Area3														
	2																
Elec	2		2														
Request ID	<p>This field displays the auto-generated ID assigned to the baseline template request.</p>																

- In the **Excel Worksheet**, click **Save** . The updated baseline performance template is saved on the local drive.

S.No.	Contract Number	Student Reg Number	Student Name	Contract Joining Date	Quarter Description	Communication	Leadership	Multitasking	Timemangement
1	STNDP17088000067	STND088160402163	SUDHAKAR S	17/05/2016	Quarter 0	2	1	2	2
2	STNDP17088000280	STND088160402582	SUDESHWARAN K	09/05/2016	Quarter 0	2	1	2	2

- Proceed to log in to the NATS portal and upload the updated baseline template. Refer the [Upload Updated Baseline Performance](#) section for details.



*If you haven't filled the performance details correctly, you cannot upload the template. Refer the field description table in **Step 5** to enter valid details.*

3.2.2. Upload Updated Baseline Template

After updating the performance details in the Baseline template, you must upload the updated template to the portal.

If you haven't filled the performance details in the template correctly, you cannot upload the template. Refer the field description table in **Step 5** in the [Generate and Update Baseline Performance](#) section to enter valid details.

To upload an updated baseline template

- On the dashboard, point to **Apprenticeship**, then point to **Add Performance**, and click **Contracts (created) from 2017-2018 financial year**. The Apprentice Performance page is displayed.

Apprentice Performance

Note: Please be informed of the revision of ROP. We require additional values to the already submitted records which are denoted with **!** icon.

From Date: 01/01/2016 To Date: 28/09/2017 Search

All requests Pending for Input Pending For Approval Approved **Excel Template**

Baseline Input Quarter Input

Note: You can select maximum of 20 students Search:

Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
VIGNESH S	STNG088160403701	STNGP16088000274	ELECTRICAL AND ELECTRONICS ENGINEERING	TITAN COMPANY LIMITED	07/02/2017	Baseline	view
VIGNESH B	STND006150404133	STNDP16006004040	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	25/01/2017	Baseline	view

- Click **Excel Template**. The details of current month's performance templates are displayed. For more information about the fields, refer the following table.







- If you are searching for templates within a specific date range, you can select the dates in **From Date** and **To Date** fields and then, click **Search**.*
- To filter search results, you can type full or partial entry related to the required record in the **Search** box.*

Apprentice Performance > Excel Templates Back

*From Date: 01/11/2017 *To Date: 14/11/2017 Search

Show 10 entries Search:

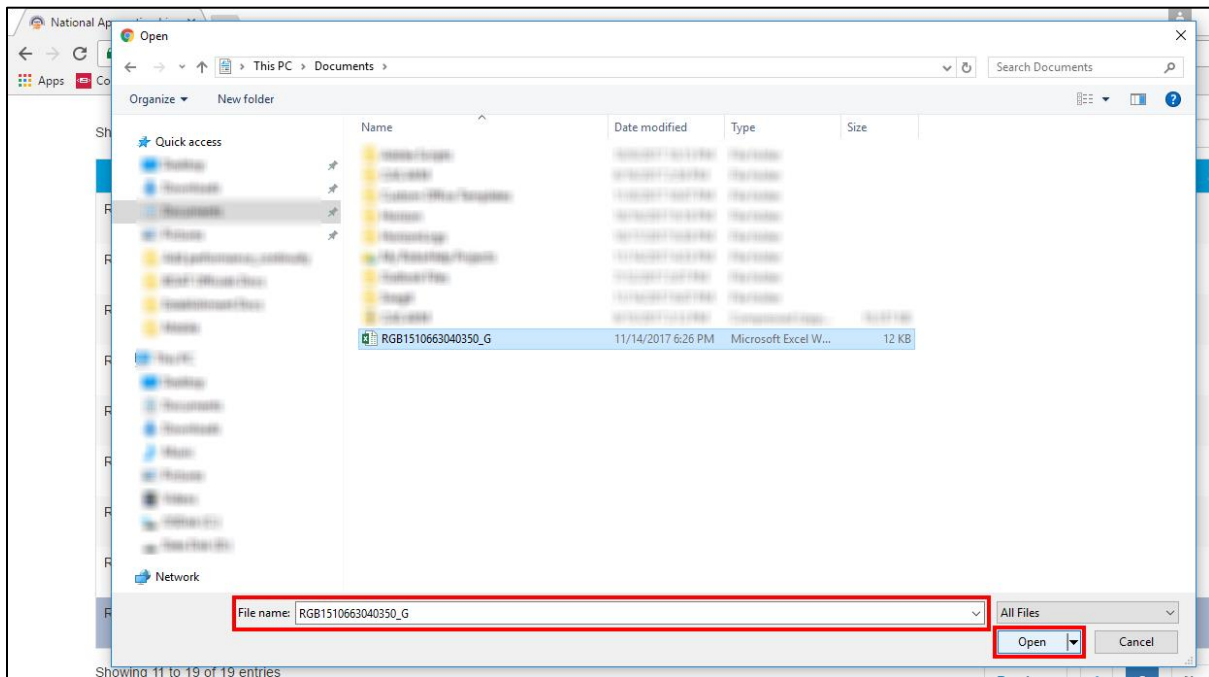
Request Number	Template Type	Generated Template {19}	Uploaded Template {15}	Processed Template {15}
RGQ1510210791017	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510210791017_G.xlsx	File Upload	NA
RGQ1510213584103	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510213584103_G.xlsx	Nov 9, 2017 Ⓞ RGQ1510213584103_U.xlsx	Nov 9, 2017 Ⓞ RGQ1510213584103_P.xlsx
RGQ1510213595781	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510213595781_G.xlsx	Nov 9, 2017 Ⓞ RGQ1510213595781_U.xlsx	Nov 9, 2017 Ⓞ RGQ1510213595781_P.xlsx
RGQ1510215178601	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510215178601_G.xlsx	Nov 9, 2017 Ⓞ RGQ1510215178601_U.xlsx	Nov 9, 2017 Ⓞ RGQ1510215178601_P.xlsx

Field	Description
Request Number	This field displays the request number of the baseline or quarter type of templates.
Template Type	This field displays the type of template as Baseline or Quarter Input .
Generated Template <number of files>	This field displays the date of generating the baseline or quarter type of template. Click  to download the generated template on the local drive.
Uploaded Template <number of files>	This field displays the date of uploading the baseline or quarter type of template. Click  to download an existing template on the local drive. Or Click File Upload to upload an updated template.
Processed Template <number of files>	This field displays the date of processing the baseline or quarter type of template. Click  to download the processed template on the local drive. <hr/>  <ul style="list-style-type: none"> The In Progress status is displayed when an uploaded template is in processing status. It takes 24 hours to process an uploaded baseline template.

- In the **Uploaded Template** column, click **File Upload**. The **Open** window is displayed.

Request Number	Template Type	Generated Template {19}	Uploaded Template {15}	Processed Template {15}
RGQ1510310719181	Quarter Input	Nov 10, 2017 Ⓞ RGQ1510310719181_G.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_U.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_P.xlsx
RGB1510212436583	Baseline	Nov 9, 2017 Ⓞ RGB1510212436583_G.xlsx	Nov 9, 2017 Ⓞ RGB1510212436583_U.xlsx	Nov 9, 2017 Ⓞ RGB1510212436583_P.xlsx
RGB1510307268077	Baseline	Nov 10, 2017 Ⓞ RGB1510307268077_G.xlsx	Nov 10, 2017 Ⓞ RGB1510307268077_U.xlsx	Nov 10, 2017 Ⓞ RGB1510307268077_P.xlsx
RGB1510577531192	Baseline	Nov 13, 2017 Ⓞ RGB1510577531192_G.xlsx	Nov 13, 2017 Ⓞ RGB1510577531192_U.xlsx	Nov 13, 2017 Ⓞ RGB1510577531192_P.xlsx
RGB1510663040350	Baseline	Nov 14, 2017 Ⓞ RGB1510663040350_G.xlsx	File Upload	NA

- In the **Open** window, navigate to the required folder and select the updated baseline template. The template file name appears in the **File name** box.



- Click **Open**. The updated template is displayed in the **Uploaded Template** column.



It takes 24 hours to process an uploaded baseline template.

Request Number	Template Type	Generated Template {19}	Uploaded Template {15}	Processed Template {15}
RGQ1510310719181	Quarter Input	Nov 10, 2017 Ⓞ RGQ1510310719181_G.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_U.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_P.xlsx
RGB1510212436583	Baseline	Nov 9, 2017 Ⓞ RGB1510212436583_G.xlsx	Nov 9, 2017 Ⓞ RGB1510212436583_U.xlsx	Nov 9, 2017 Ⓞ RGB1510212436583_P.xlsx
RGB1510307268077	Baseline	Nov 10, 2017 Ⓞ RGB1510307268077_G.xlsx	Nov 10, 2017 Ⓞ RGB1510307268077_U.xlsx	Nov 10, 2017 Ⓞ RGB1510307268077_P.xlsx
RGB1510577531192	Baseline	Nov 13, 2017 Ⓞ RGB1510577531192_G.xlsx	Nov 13, 2017 Ⓞ RGB1510577531192_U.xlsx	Nov 13, 2017 Ⓞ RGB1510577531192_P.xlsx
RGB1510663040350	Baseline	Nov 14, 2017 Ⓞ RGB1510663040350_G.xlsx	Nov 14, 2017 Ⓞ RGB1510663040350_U.xlsx	NA


- If there are incorrect details in the template, an error is displayed and you cannot upload the template. Refer Step 5 in the [Generate and Update Baseline Template](#) section to enter valid details.
















Apprentice Performance > Excel Templates

Please upload the file with proper values

*From Date

*To Date

- To view the processed template after successful processing, in the **Processed Template** column, click  to download the template on the local drive.

Request Number	Template Type	Generated Template {19}	Uploaded Template {15}	Processed Template {15}
RGQ1510310719181	Quarter Input	Nov 10, 2017  RGQ1510310719181_G.xlsx	Nov 10, 2017  RGQ1510310719181_U.xlsx	Nov 10, 2017  RGQ1510310719181_P.xlsx
RGB1510212436583	Baseline	Nov 9, 2017  RGB1510212436583_G.xlsx	Nov 9, 2017  RGB1510212436583_U.xlsx	Nov 9, 2017  RGB1510212436583_P.xlsx
RGB1510307268077	Baseline	Nov 10, 2017  RGB1510307268077_G.xlsx	Nov 10, 2017  RGB1510307268077_U.xlsx	Nov 10, 2017  RGB1510307268077_P.xlsx
RGB1510577531192	Baseline	Nov 13, 2017  RGB1510577531192_G.xlsx	Nov 13, 2017  RGB1510577531192_U.xlsx	Nov 13, 2017  RGB1510577531192_P.xlsx
RGB1510663040350	Baseline	Nov 14, 2017  RGB1510663040350_G.xlsx	Nov 14, 2017  RGB1510663040350_U.xlsx	Nov 14, 2017  RGB1510663040350_P.xlsx

- You can proceed to record the quarter performance details. Refer the [Record Quarter Performance](#) section for details.

3.3. Record Quarter Performance

You can record quarterly performance details for apprentices training at the Establishment. Quarter performance is recorded after every three months of training.

You must first generate the quarter performance template, enter performance details and finally upload this updated template in the portal for approval.

Performance details are approved for every quarter by the BOAT/BOPT officials from the same region as the Establishment. After all the quarter performances are approved, the BOAT/BOPT official can generate the Certificate of Proficiency for the apprentices.

In the following steps, you can record quarterly performance for an apprentice:

For **Sandwich** apprentices, record performance for **2 quarters** only.

For **Regular** apprentices, record performance for all the **4 quarters**.

1. [Generate and Update First Quarter Performance](#)
2. [Upload Quarter Template](#)
 - Receive approval from BOAT/BOPT official
3. [Generate and Update Second Quarter Performance](#)
4. [Upload Quarter Template](#)
 - Receive approval from BOAT/BOPT official
5. [Generate and Update Third Quarter Performance](#)
6. [Upload Quarter Template](#)
 - Receive approval from BOAT/BOPT official
7. [Generate and Update Fourth Quarter Performance](#)
8. [Upload Quarter Template](#)
 - Receive approval from BOAT/BOPT official



- After the BOAT/BOPT official approves performance details for a specific quarter, you cannot edit or record it again.
- After all the quarter performances are approved, as part of the new flow, you now don't have to add TCR details.

3.3.1. Generate and Update First Quarter Performance

You can record an apprentice's first quarter performance after the first 3 months of training. It is mandatory that you first complete recording Baseline performance details. Refer the [Record Baseline Performance](#) section for details.

You must first generate the quarter template (Excel worksheet), update performance details and then upload the template in the portal for approval from the BOAT/BOPT officials.



After the BOAT/BOPT official approves the quarter performance details, you cannot edit or record it again.

To generate and update the first quarter performance

1. On the **Apprentice Performance** page, search for an apprentice as shown in the [Search Apprentice](#) section.



By default, the **Pending for Input** option is selected to view the list of apprentices whose performance details have to be recorded.

2. Click **Quarter Input**. The list of apprentices whose quarter performance details have to be recorded is displayed.

The screenshot shows the 'Apprentice Performance' interface. At the top, there are tabs for 'All requests', 'Pending for Input' (highlighted with a red box), 'Pending For Approval', and 'Approved'. Below the tabs, there is a 'Baseline Input' dropdown menu with 'Quarter Input' selected (also highlighted with a red box). A search bar contains the text 'sud'. Below the search bar, there is a table with columns: All, Student Name, Enrolment No, Contract No, Specialisation, Establishment, Joined On, Quarter Description, and View. The table contains two rows of data for apprentices SUDHAKAR S and SUDESHWARAN K. At the bottom of the table, there is a 'Generate Quarter Template' button and pagination controls showing '1' of 2 entries.

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

3. In the **All** column, select the check boxes of the required apprentices.



- To filter the search results, in the **Search** box, type the full or partial entry related to the required apprentice record.
- You can select maximum 20 apprentices at a time.

The screenshot shows the NATS interface with the following elements:

- Navigation tabs: All requests, Pending for Input, Pending For Approval, Approved.
- Buttons: Excel Template, Generate Quarter Template (highlighted with a red box).
- Form fields: Baseline Input, Quarter Input, Show 10 entries, Search: su.
- Table with columns: Student Name, Enrolment No, Contract No, Specialisation, Establishment, Joined On, Quarter Description, View.
- Table data:

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input checked="" type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input checked="" type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view
- Footer: Showing 1 to 2 of 2 entries (filtered from 3 total entries), Previous, 1, Next.

- Click **Generate Quarter Template**. The quarter template is downloaded on the local drive as an Excel Worksheet.



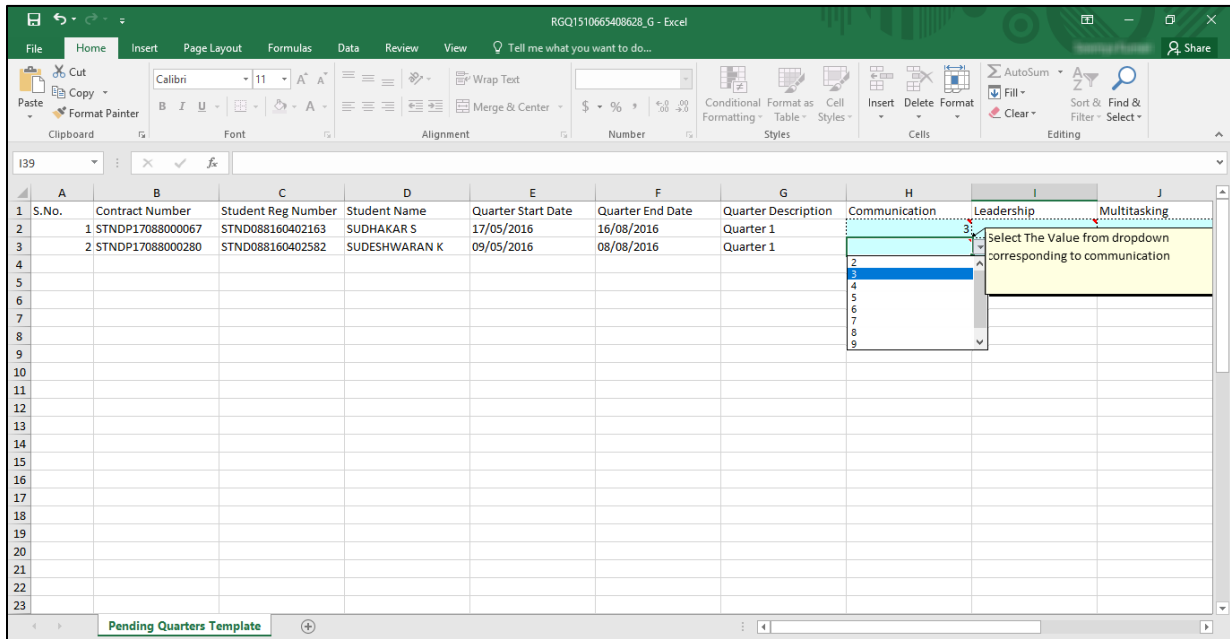
Quarter template files are named **RGQ**<file number>_G, where **RG** is **Record of progress Generated Quarter** and **"G"** is **Generated**.

The screenshot shows a Windows File Explorer window with the following details:

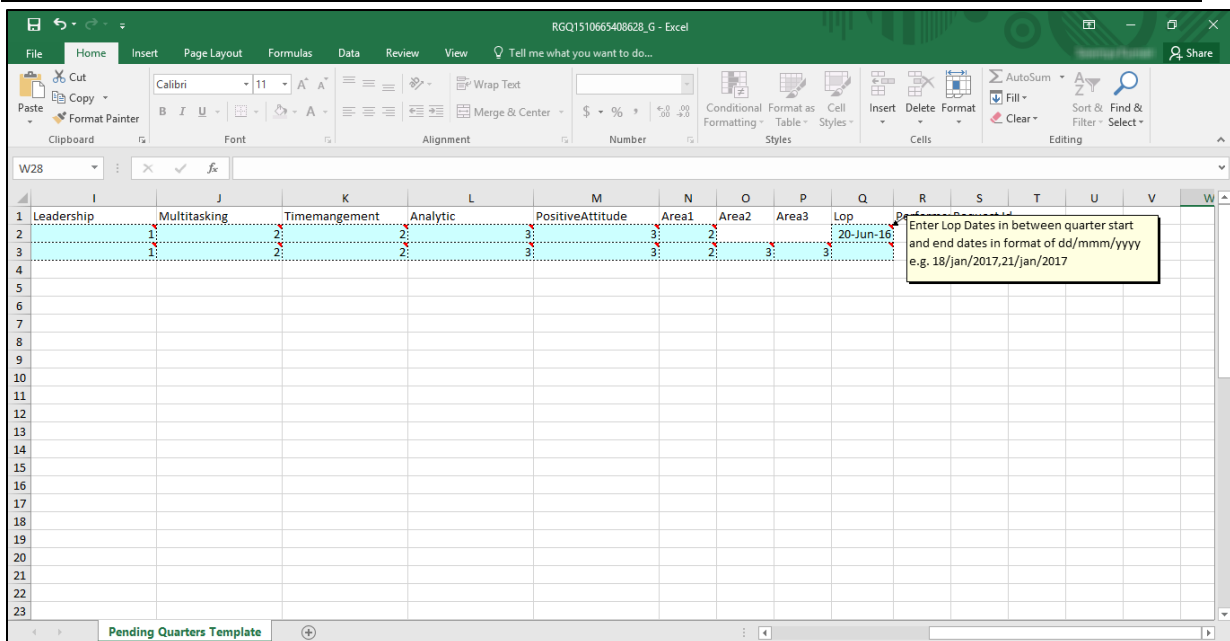
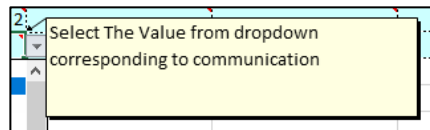
- Path: This PC > Documents
- File list:

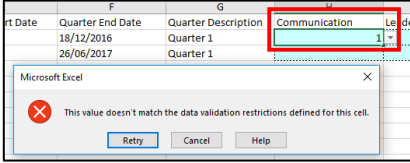
Name	Date modified	Type	Size
RGQ1510665408628_G	11/14/2017 6:47 PM	Microsoft Excel Worksh...	7 KB
- File name: RGQ15106654086...xlsx (highlighted with a red box in the taskbar).




- In the **Quarter Template**, type or select the required performance details as shown in the following images. For more information about the fields, refer the following table.




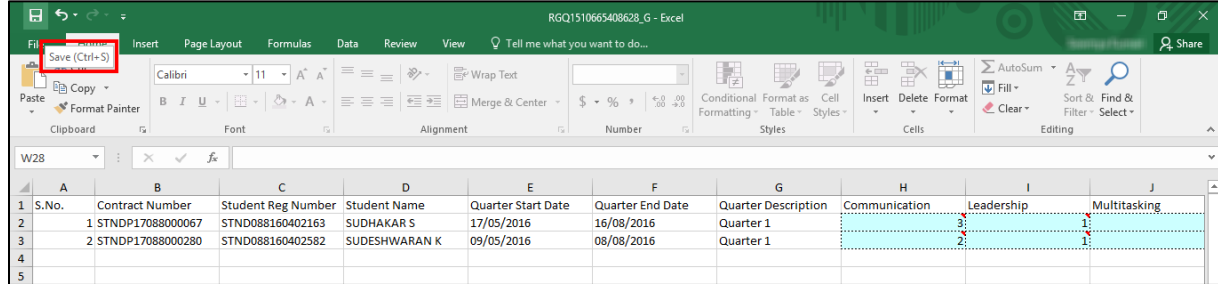
You can hover over the red indicator in each field to read field instructions.



Field	Description
Contract Number	This field displays the apprentice's contract number.
Student Reg Number	This field displays the assigned identification number of the apprentice.
Student Name	This field displays the name of the student or apprentice.
Quarter Start Date	This field displays the start date of the first quarter.
Quarter End Date	This field displays the end date of the first quarter.
Quarter Description	This field displays Quarter 1 for which you want to record performance.
<p><i>In the following fields, you can select the same score or higher than the Baseline score, but not a lower score.</i></p> <ul style="list-style-type: none"> • <i>For example, if you had selected 4 for Communication skills in the Baseline template, then in this First Quarter template, you cannot select scores 1-3. You can select between 4-9 only for Communication skills.</i> • <i>If you attempt to enter a score lower than the Baseline score, an error is displayed. Then, click Retry or Cancel to close the error message.</i> 	
Communication*	In the box, from the available values, score the apprentice for communication skills.
Leadership*	In the box, from the available values, score the apprentice for leadership skills.
Multitasking*	In the box, from the available values, score the apprentice for multi-tasking skills.
Time Management*	In the box, from the available values, score the apprentice for time management skills.
Analytic*	In the box, from the available values, score the apprentice for analytical skills.
Positive Attitude*	In the box, from the available values, score the apprentice for displaying positive attitude.

Field	Description								
Area1	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 1 in the baseline template as shown in these images.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th>N</th></tr> </thead> <tbody> <tr><td>Area1</td></tr> <tr style="border-top: 1px dashed black;"><td>2</td></tr> <tr style="border-top: 1px dashed black;"><td>2</td></tr> </tbody> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th>M</th></tr> </thead> <tbody> <tr><td>Technical skill1</td></tr> <tr style="border-top: 1px dashed black;"><td>Mechanics</td></tr> <tr style="border-top: 1px dashed black;"><td>Chemical Engg</td></tr> </tbody> </table> </div> <hr/> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	N	Area1	2	2	M	Technical skill1	Mechanics	Chemical Engg
N									
Area1									
2									
2									
M									
Technical skill1									
Mechanics									
Chemical Engg									
Area2	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 2 in the baseline template as shown in these images.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th>O</th></tr> </thead> <tbody> <tr><td>Area2</td></tr> <tr style="border-top: 1px dashed black;"><td>3</td></tr> </tbody> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th>N</th></tr> </thead> <tbody> <tr><td>Technical skill2</td></tr> <tr style="border-top: 1px dashed black;"><td>Mechanics</td></tr> </tbody> </table> </div> <hr/> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	O	Area2	3	N	Technical skill2	Mechanics		
O									
Area2									
3									
N									
Technical skill2									
Mechanics									
Area3	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 3 in the baseline template as shown in these images.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th>P</th></tr> </thead> <tbody> <tr><td>Area3</td></tr> <tr style="border-top: 1px dashed black;"><td>3</td></tr> </tbody> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr><th>O</th></tr> </thead> <tbody> <tr><td>Technical skill3</td></tr> <tr style="border-top: 1px dashed black;"><td>Elec</td></tr> </tbody> </table> </div> <hr/> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	P	Area3	3	O	Technical skill3	Elec		
P									
Area3									
3									
O									
Technical skill3									
Elec									
LOP	<p>In the box, type the LOP (Loss of Pay) dates taken by the apprentice in the dd/mmm/yyyy format within the first quarter of training. For example: 18/Jan/2017, 25/Feb/2017, 05/Jul/2018</p>								
Performance	<p>You can enter in this field only in the last quarter of the training period.</p>								
Request ID	<p>This field displays the auto-generated ID assigned to the quarter performance record request.</p>								

6. In the **Excel Worksheet**, click **Save** . The first quarter details are saved on the local drive.



S.No.	Contract Number	Student Reg Number	Student Name	Quarter Start Date	Quarter End Date	Quarter Description	Communication	Leadership	Multitasking
1	STNDP17088000067	STND088160402163	SUDHAKAR S	17/05/2016	16/08/2016	Quarter 1	3	1	1
2	STNDP17088000280	STND088160402582	SUDESHWARAN K	09/05/2016	08/08/2016	Quarter 1	2	1	1

7. Proceed to log in to the NATS portal and upload the first quarter template. Refer the [Upload Quarter Template](#) section for details.



*If you haven't filled the performance details correctly, you cannot upload the template. Refer the field description table in **Step 5** to enter valid details.*

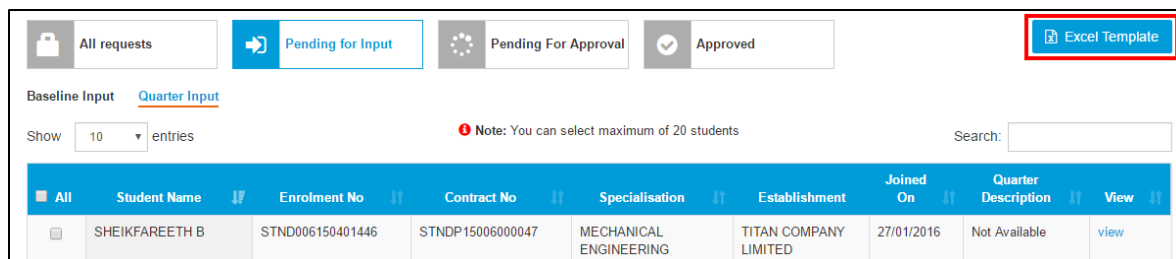
3.3.2. Upload Quarter Template

After recording the performance details in the Quarter template, you must upload the updated template in the portal. You have to upload the template for every quarter. For Sandwich apprentices, you must upload only two quarter templates and for Regular apprentices, you must upload four quarter templates.

If you haven't filled the performance details in the template correctly, you cannot upload the quarter template.

To upload a quarter template

1. On the dashboard, point to **Apprenticeship**, then point to **Add Performance**, and click **Contracts (created) from 2017-2018 financial year**. The Apprentice Performance page is displayed.



All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	SHEIKFAREETH B	STND006150401446	STNDP15006000047	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	27/01/2016	Not Available	view

2. Click **Excel Template**. The details of current month's templates are displayed. For more information about the fields, refer the following table.







- If you are searching for templates within a specific date range, you can select the dates in **From Date** and **To Date** fields, and then click **Search**.*
- To filter search results, you can type full or partial entry related to the required record in the **Search** box.*

Apprentice Performance > Excel Templates Back

*From Date: 01/11/2017 *To Date: 14/11/2017 Search

Show 10 entries Search:

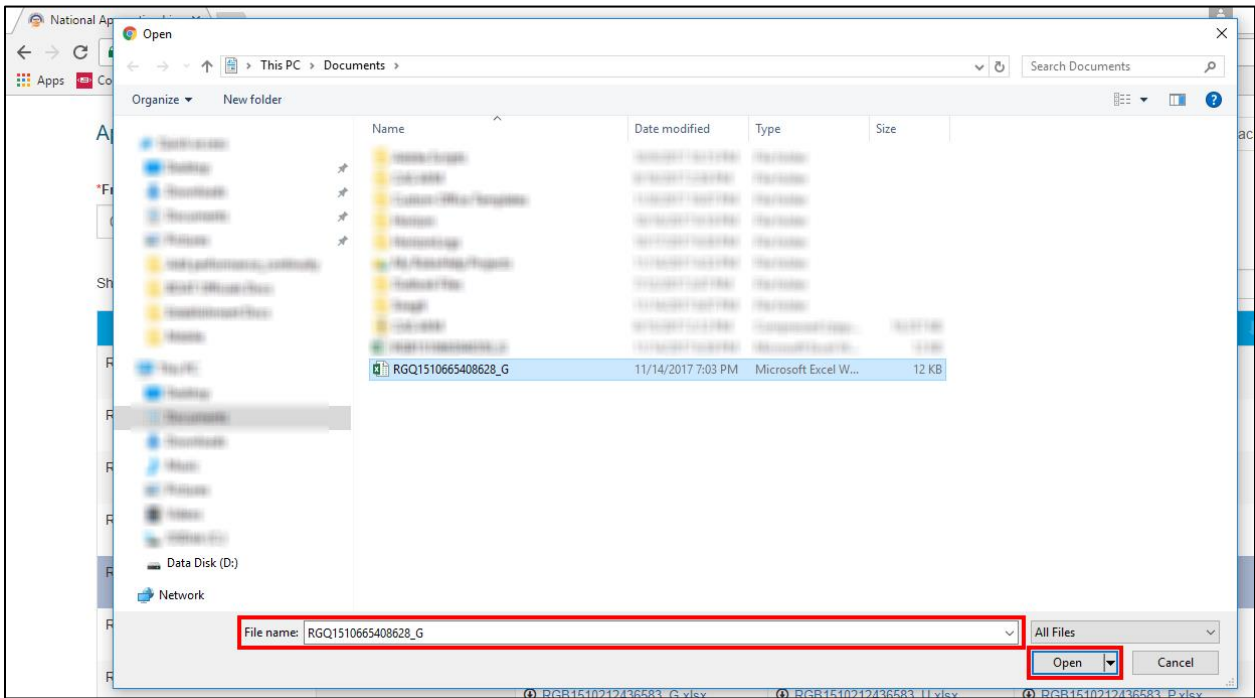
Request Number	Template Type	Generated Template {19}	Uploaded Template {15}	Processed Template {15}
RGQ1510210791017	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510210791017_G.xlsx	File Upload	NA
RGQ1510213584103	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510213584103_G.xlsx	Nov 9, 2017 Ⓞ RGQ1510213584103_U.xlsx	Nov 9, 2017 Ⓞ RGQ1510213584103_P.xlsx
RGQ1510213595781	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510213595781_G.xlsx	Nov 9, 2017 Ⓞ RGQ1510213595781_U.xlsx	Nov 9, 2017 Ⓞ RGQ1510213595781_P.xlsx
RGQ1510215178601	Quarter Input	Nov 9, 2017 Ⓞ RGQ1510215178601_G.xlsx	Nov 9, 2017 Ⓞ RGQ1510215178601_U.xlsx	Nov 9, 2017 Ⓞ RGQ1510215178601_P.xlsx

Field	Description
Request Number	This field displays the request number of the baseline or quarter type of templates.
Template Type	This field displays the type of template as Baseline or Quarter Input .
Generated Template <number of files>	This field displays the date of generating the baseline or quarter type of template. Click  to download the generated template on the local drive.
Uploaded Template <number of files>	This field displays the date of uploading the baseline or quarter type of template. Click  to download an existing template on the local drive. Or Click File Upload to upload an updated template.
Processed Template <number of files>	This field displays the date of processing the baseline or quarter type of template. Click  to download the processed template on the local drive. <hr/>  <ul style="list-style-type: none"> The In Progress status is displayed when an uploaded template is in processing status. It takes 24 hours for the system to process an uploaded template.

- In the **Uploaded Template** column, click **File Upload**. The **Open** window is displayed.

Request Number	Template Type	Generated Template (20)	Uploaded Template (16)	Processed Template (16)
RGQ1510310719181	Quarter Input	Nov 10, 2017 Ⓞ RGQ1510310719181_G.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_U.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_P.xlsx
RGQ1510312983529	Quarter Input	Nov 10, 2017 Ⓞ RGQ1510312983529_G.xlsx	📁 File Upload	NA
RGQ1510578191379	Quarter Input	Nov 13, 2017 Ⓞ RGQ1510578191379_G.xlsx	Nov 13, 2017 Ⓞ RGQ1510578191379_U.xlsx	Nov 13, 2017 Ⓞ RGQ1510578191379_P.xlsx
RGQ1510579079040	Quarter Input	Nov 13, 2017 Ⓞ RGQ1510579079040_G.xlsx	Nov 13, 2017 Ⓞ RGQ1510579079040_U.xlsx	Nov 13, 2017 Ⓞ RGQ1510579079040_P.xlsx
RGQ1510665408628	Quarter Input	Nov 14, 2017 Ⓞ RGQ1510665408628_G.xlsx	📁 File Upload	NA

4. In the **Open** window, navigate to the required folder and select the updated template. The template file name appears in the **File name** box.



5. Click **Open**. The updated template is displayed in the **Uploaded Template** column.



It takes 24 hours for the system to process an uploaded template.

Request Number	Template Type	Generated Template (20)	Uploaded Template (17)	Processed Template (16)
RGQ1510310719181	Quarter Input	Nov 10, 2017 Ⓞ RGQ1510310719181_G.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_U.xlsx	Nov 10, 2017 Ⓞ RGQ1510310719181_P.xlsx
RGQ1510312983529	Quarter Input	Nov 10, 2017 Ⓞ RGQ1510312983529_G.xlsx	📁 File Upload	NA
RGQ1510578191379	Quarter Input	Nov 13, 2017 Ⓞ RGQ1510578191379_G.xlsx	Nov 13, 2017 Ⓞ RGQ1510578191379_U.xlsx	Nov 13, 2017 Ⓞ RGQ1510578191379_P.xlsx
RGQ1510579079040	Quarter Input	Nov 13, 2017 Ⓞ RGQ1510579079040_G.xlsx	Nov 13, 2017 Ⓞ RGQ1510579079040_U.xlsx	Nov 13, 2017 Ⓞ RGQ1510579079040_P.xlsx
RGQ1510665408628	Quarter Input	Nov 14, 2017 Ⓞ RGQ1510665408628_G.xlsx	Nov 14, 2017 Ⓞ RGQ1510665408628_U.xlsx	In Progress

- If there are incorrect details in the template, an error is displayed and you cannot upload the template. Refer the **Step 5** field description tables in the relevant **Generate and Update <number> Quarter Performance** sections to enter valid details.


Apprentice Performance > Excel Templates














Please upload the file with proper values

*From Date: 01/09/2017

*To Date: 27/09/2017

Search

- To view the processed template after successful processing, in the **Processed Template** column, click  to download the template on the local drive.

Request Number	Template Type	Generated Template (20)	Uploaded Template (17)	Processed Template (17)
RGQ1510310719181	Quarter Input	Nov 10, 2017  RGQ1510310719181_G.xlsx	Nov 10, 2017  RGQ1510310719181_U.xlsx	Nov 10, 2017  RGQ1510310719181_P.xlsx
RGQ1510312983529	Quarter Input	Nov 10, 2017  RGQ1510312983529_G.xlsx	File Upload	NA
RGQ1510578191379	Quarter Input	Nov 13, 2017  RGQ1510578191379_G.xlsx	Nov 13, 2017  RGQ1510578191379_U.xlsx	Nov 13, 2017  RGQ1510578191379_P.xlsx
RGQ1510579079040	Quarter Input	Nov 13, 2017  RGQ1510579079040_G.xlsx	Nov 13, 2017  RGQ1510579079040_U.xlsx	Nov 13, 2017  RGQ1510579079040_P.xlsx
RGQ1510665408628	Quarter Input	Nov 14, 2017  RGQ1510665408628_G.xlsx	Nov 14, 2017  RGQ1510665408628_U.xlsx	Nov 14, 2017  RGQ1510665408628_P.xlsx

- You can proceed to record the remaining quarter performance details:
 - To record **second** quarter performance after 6 months of training, refer the [Generate and Update Second Quarter Performance](#) section for details.
 - To record **third** quarter performance after 9 months of training, refer the [Generate and Update Third Quarter Performance](#) section for details.
 - To record **fourth** quarter performance after 12 months of training, refer the [Generate and Update Fourth Quarter Performance](#) section for details.

3.3.3. Generate and Update Second Quarter Performance

You can record an apprentice's second quarter performance after 6 months of training. You must first generate the quarter template (Excel worksheet), update performance details and then upload the template in the portal for approval from the BOAT/BOPT officials.

For Sandwich apprentices, after second quarter approval, the BOAT/BOPT official can generate the Certificate of Proficiency.



- For sandwich apprentices (6 months training), you can record till second quarter only.
- After the BOAT/BOPT official approves the quarter performance details, you cannot edit or record it again.

To generate and update the second quarter performance

- On the **Apprentice Performance** page, search for an apprentice as shown in the [Search Apprentice](#) section.



By default, the **Pending for Input** option is selected to view the list of apprentices whose quarter performance details have to be recorded.

The screenshot shows the 'Pending for Input' tab selected. In the 'Baseline Input' section, 'Quarter Input' is selected. The table below shows two apprentices:

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

Showing 1 to 2 of 2 entries (filtered from 3 total entries)

Buttons: Previous, 1, Next

Generate Quarter Template

- Click **Quarter Input**. The list of apprentices whose quarter performance details have to be recorded is displayed.



In the **Quarter Description** column, **Quarter 2** is displayed for apprentices whose second quarter performance details have to be recorded.

- In the **All** column, select the check boxes of the required apprentices whose second quarter performance details have to be recorded.



- To filter the search results, in the **Search** box, type the full or partial entry related to the required apprentice record.
- You can select maximum 20 apprentices at a time.

The screenshot shows the 'Pending for Input' tab selected. In the 'Baseline Input' section, 'Quarter Input' is selected. The table below shows two apprentices with checkmarks in the 'All' column:

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input checked="" type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input checked="" type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

Showing 1 to 2 of 2 entries (filtered from 3 total entries)

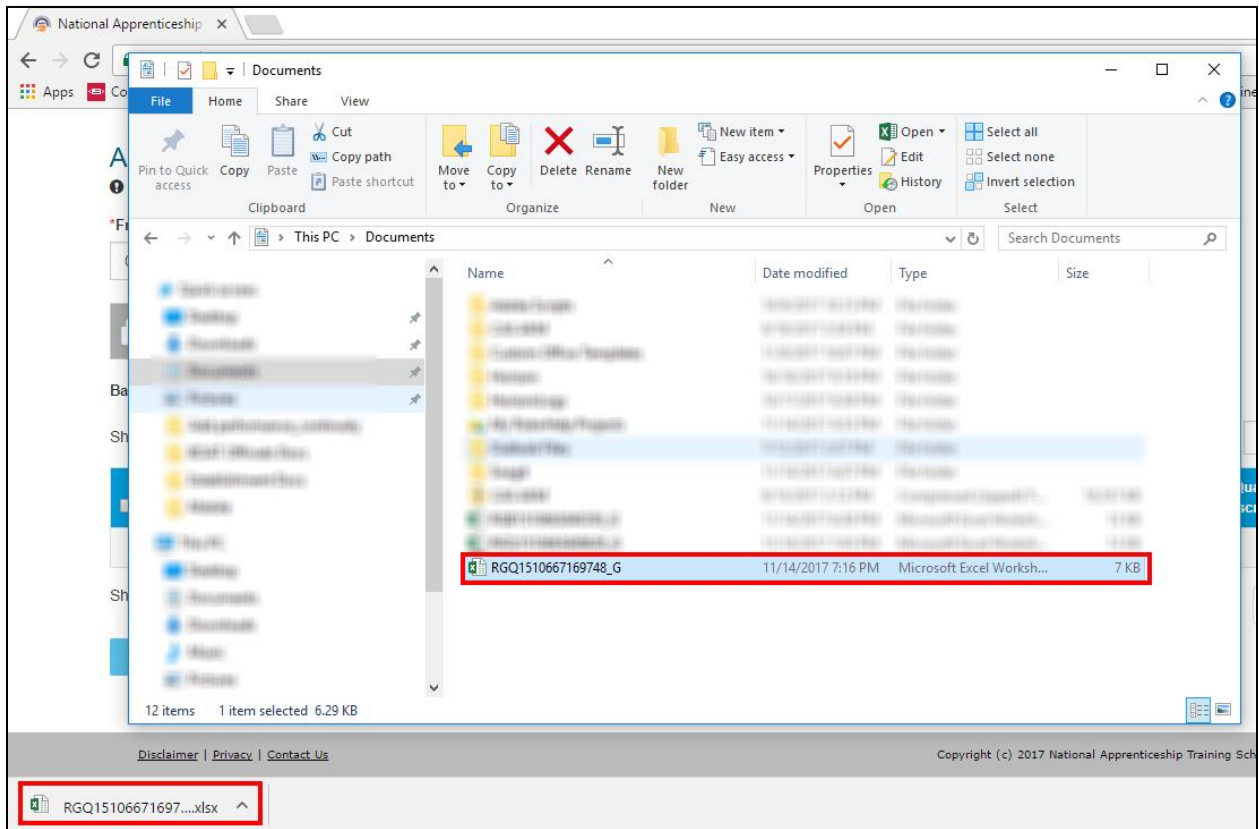
Buttons: Previous, 1, Next

Generate Quarter Template

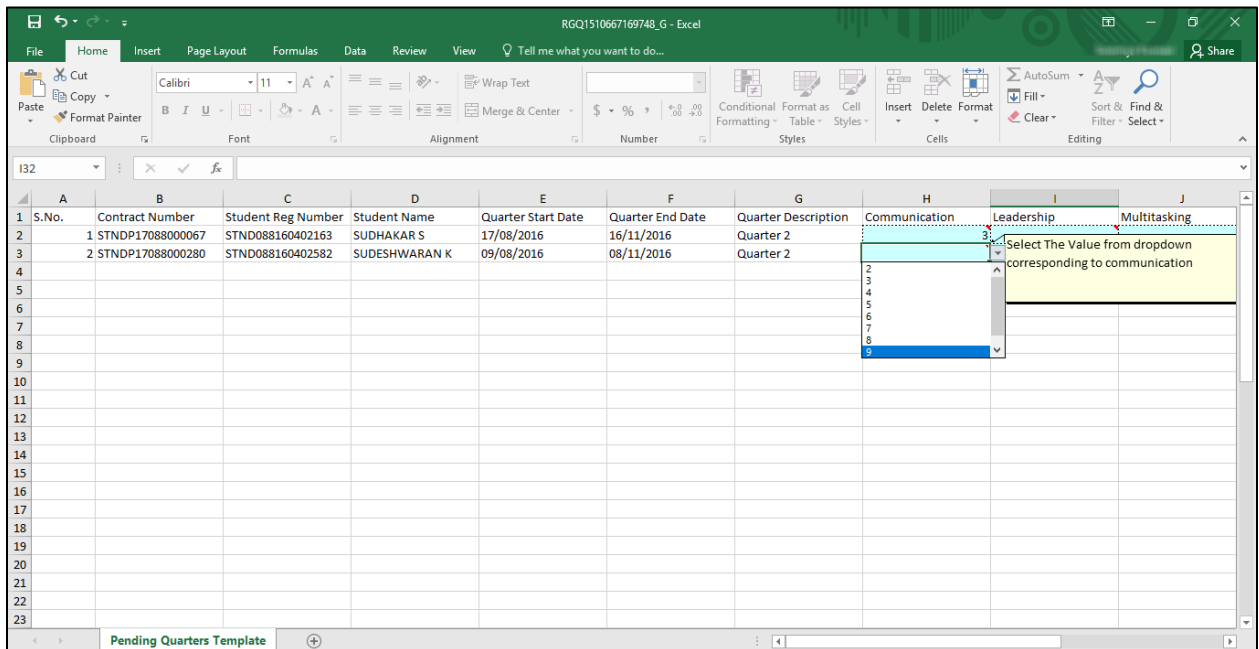
- Click **Generate Quarter Template**. The quarter template is downloaded on the local drive as an Excel Worksheet.

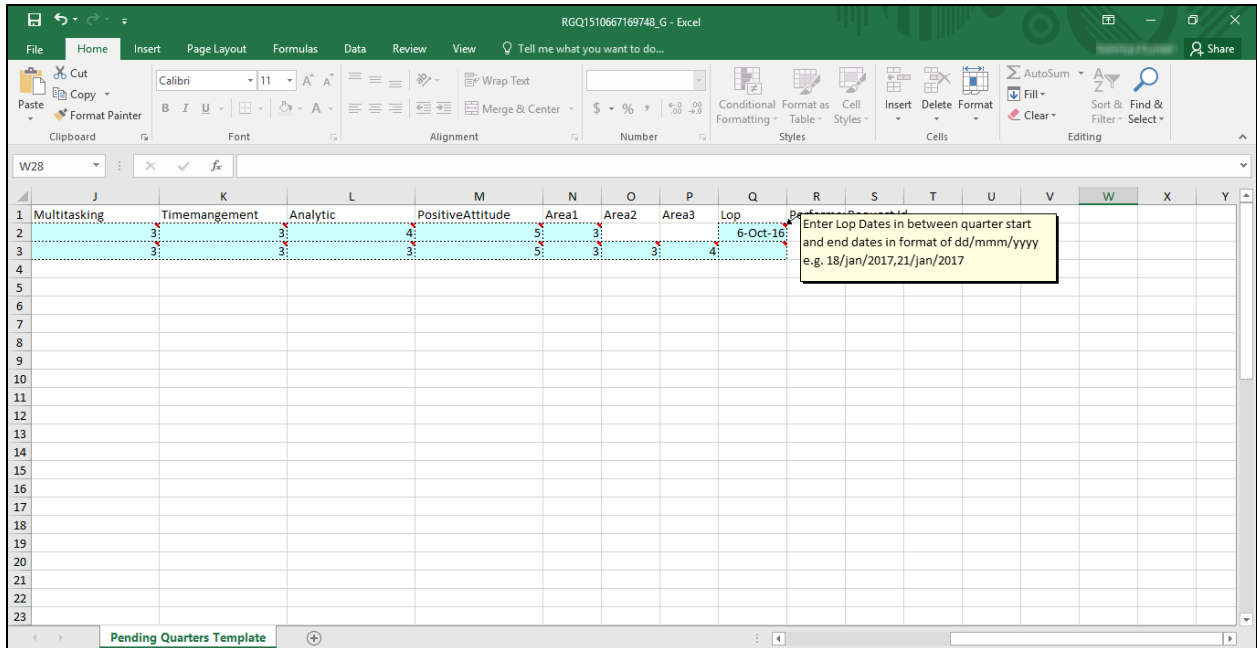


Quarter template files are named **RGQ<file number>_G**, where **RGB** is **Record of progress Generated Quarter** and **"G"** is **Generated**.



- In the **Quarter Template**, type or select the required performance details as shown in the following images. For more information about the fields, refer the following table.

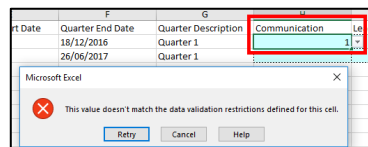






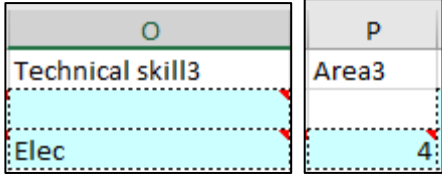
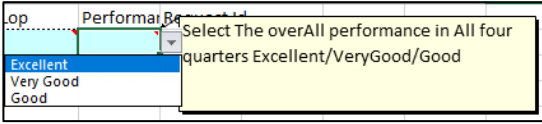
Field	Description
Contract Number	This field displays the apprentice's contract number.
Student Reg Number	This field displays the assigned identification number of the apprentice.
Student Name	This field displays the name of the student or apprentice.
Quarter Start Date	This field displays the start date of the second quarter.
Quarter End Date	This field displays the end date of the second quarter.
Quarter Description	This field displays Quarter 2 for which you want to record performance.


In the following fields, you can select the same score or higher than the First Quarter score, but not a lower score.

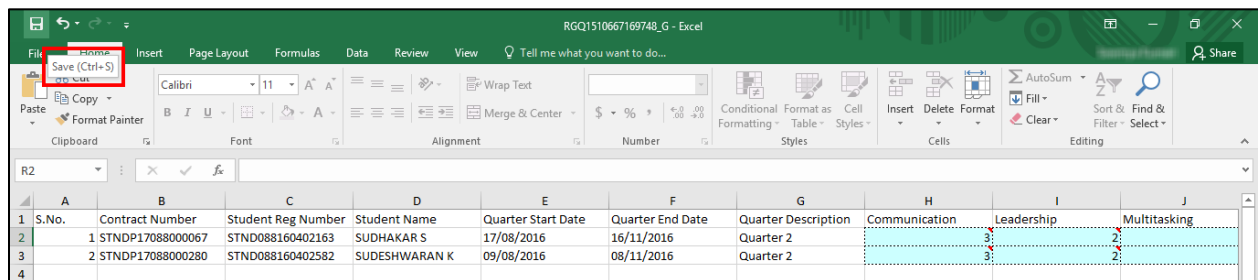
- *For example, if you had selected **4** for **Communication** skills in the First Quarter template, then in this Second Quarter template, you cannot select scores **1-3**. You can select between **4-9** only for **Communication** skills.*
- *If you attempt to enter a score lower than the First Quarter score, an error is displayed. Then, click **Retry** or **Cancel** to close the error message.*



Field	Description								
Communication*	In the box, from the available values, score the apprentice for communication skills.								
Leadership*	In the box, from the available values, score the apprentice for leadership skills.								
Multitasking*	In the box, from the available values, score the apprentice for multi-tasking skills.								
Time Management*	In the box, from the available values, score the apprentice for time management skills.								
Analytic*	In the box, from the available values, score the apprentice for analytical skills.								
Positive Attitude*	In the box, from the available values, score the apprentice for displaying positive attitude at the training.								
Area1	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 1 in the baseline template as shown in these images.</p> <table border="1" data-bbox="574 1031 971 1192"> <thead> <tr> <th data-bbox="574 1031 837 1083">M</th> <th data-bbox="837 1031 971 1083">N</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 1083 837 1115">Technical skill1</td> <td data-bbox="837 1083 971 1115">Area1</td> </tr> <tr> <td data-bbox="574 1115 837 1146">Mechanics</td> <td data-bbox="837 1115 971 1146">3</td> </tr> <tr> <td data-bbox="574 1146 837 1192">Chemical Engg</td> <td data-bbox="837 1146 971 1192">3</td> </tr> </tbody> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	M	N	Technical skill1	Area1	Mechanics	3	Chemical Engg	3
M	N								
Technical skill1	Area1								
Mechanics	3								
Chemical Engg	3								
Area2	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 2 in the baseline template as shown in these images.</p> <table border="1" data-bbox="574 1455 948 1612"> <thead> <tr> <th data-bbox="574 1455 821 1507">N</th> <th data-bbox="821 1455 948 1507">O</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 1507 821 1539">Technical skill2</td> <td data-bbox="821 1507 948 1539">Area2</td> </tr> <tr> <td data-bbox="574 1539 821 1612">Mechanics</td> <td data-bbox="821 1539 948 1612">3</td> </tr> </tbody> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	N	O	Technical skill2	Area2	Mechanics	3		
N	O								
Technical skill2	Area2								
Mechanics	3								

Field	Description
Area3	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 3 in the baseline template as shown in these images.</p>  <p>If you enter a score without the technical skill description, an error is displayed during upload.</p>
LOP	<p>In the box, type the LOP leave (Loss of Pay) taken by the apprentice in the dd/mmm/yyyy format within the second quarter of training. For example: 06/Oct/2017, 25/Feb/2017, 05/Jul/2018</p>
Performance	<ul style="list-style-type: none"> For Regular apprentices, you can enter in this field only in the last quarter of the training period (12 months). For Sandwich apprentices, in the drop-down list, select required remark to indicate the apprentice's performance during the training period. 
Request ID	<p>This field displays the auto-generated ID assigned to the quarter performance record request.</p>

6. In the **Excel Worksheet**, click **Save** . The second quarter details are saved on the local drive.



S.No.	Contract Number	Student Reg Number	Student Name	Quarter Start Date	Quarter End Date	Quarter Description	Communication	Leadership	Multitasking
1	STNDP17088000067	STND088160402163	SUDHAKAR S	17/08/2016	16/11/2016	Quarter 2	3	2	2
2	STNDP17088000280	STND088160402582	SUDESHWARAN K	09/08/2016	08/11/2016	Quarter 2	3	2	2

7. Proceed to log in to the NATS portal and upload the second quarter template. Refer the [Upload Quarter Template](#) section for details.



*If you haven't filled the performance details correctly, you cannot upload the template. Refer the field description table in **Step 5** to enter valid details.*

3.3.4. Generate and Update Third Quarter Performance

You can record an apprentice's third quarter performance after 9 months of training. You must first generate the quarter template (Excel worksheet), update performance details and then upload the template in the portal for approval from the BOAT/BOPT officials.



After the BOAT/BOPT official approves the quarter performance details, you cannot edit or record it again.

To generate and update the third quarter performance

1. On the **Apprentice Performance** page, search for an apprentice as shown in the [Search Apprentice](#) section.



By default, the **Pending for Input** option is selected to view the list of apprentices whose quarter performance details have to be recorded.

The screenshot shows the 'Apprentice Performance' interface. At the top, there are four filter buttons: 'All requests', 'Pending for Input' (highlighted with a red box), 'Pending For Approval', and 'Approved'. Below these is a 'Baseline Input' section with 'Quarter Input' selected. A search bar contains 'sud'. A table displays two apprentices:

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP170880000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

Below the table, it says 'Showing 1 to 2 of 2 entries (filtered from 3 total entries)'. There are 'Previous', '1', and 'Next' navigation buttons. A 'Generate Quarter Template' button is at the bottom left.

2. Click **Quarter Input**. The list of apprentices whose quarter performance details have to be recorded is displayed.



In the **Quarter Description** column, **Quarter 3** is displayed for apprentices whose third quarter performance details have to be recorded.

3. In the **All** column, select the check boxes of the required apprentices whose third quarter performance details have to be recorded.



- To filter the search results, in the **Search** box, type the full or partial entry related to the required apprentice record.
- You can select maximum 20 apprentices at a time.

[Baseline Input](#)
[Quarter Input](#)

Show entries Note: You can select maximum of 20 students Search:

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input checked="" type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input checked="" type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

Showing 1 to 2 of 2 entries (filtered from 3 total entries) Previous **1** Next

- Click **Generate Quarter Template**. The quarter template is downloaded on the local drive as an Excel Worksheet.



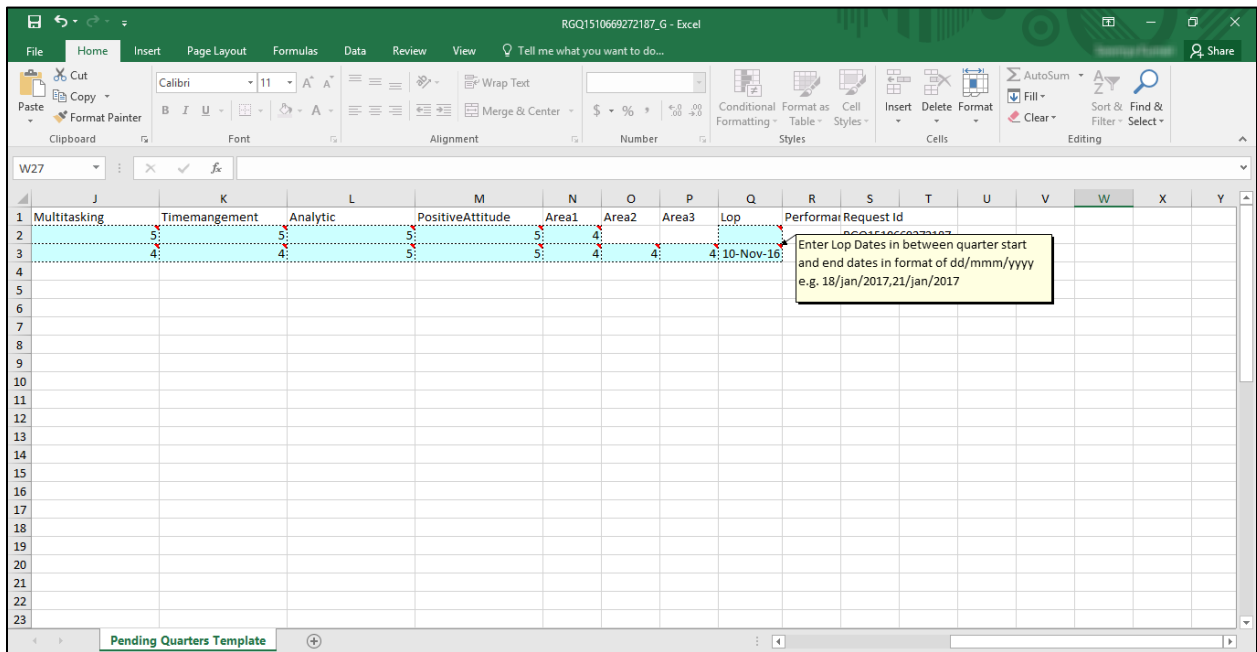
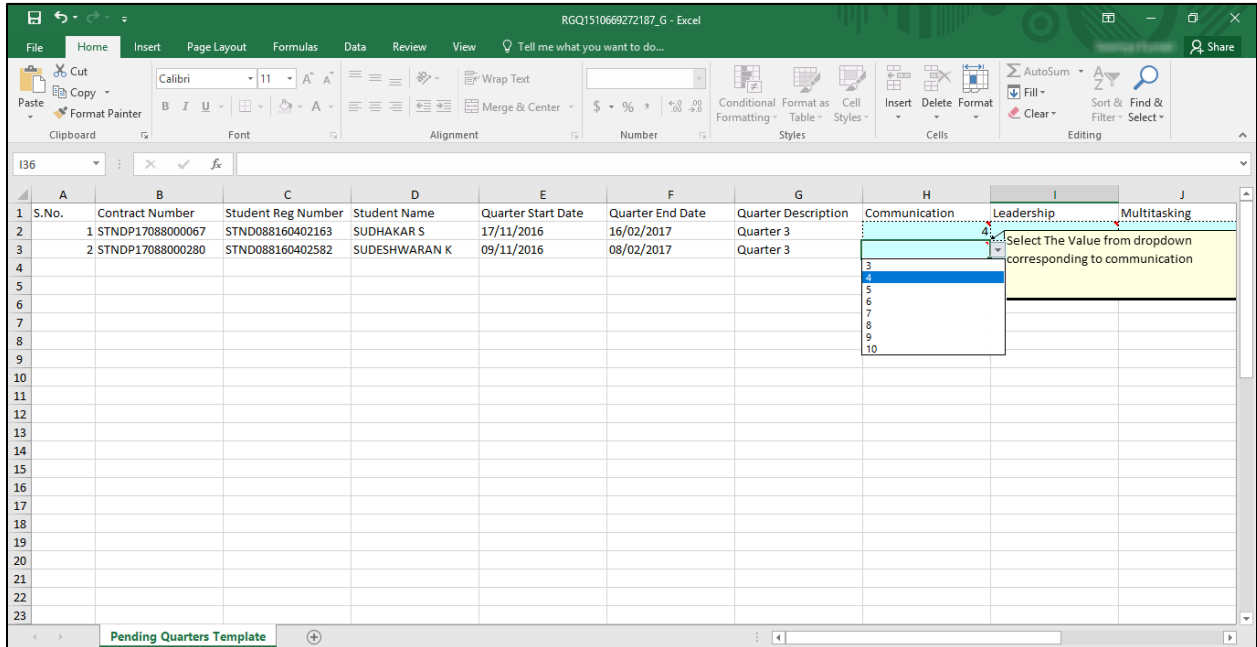
Quarter template files are named **RGQ<file number>_G**, where **RGB** is **Record of progress Generated Quarter** and **"G"** is **Generated**.

The screenshot shows a Windows File Explorer window titled 'National Apprenticeship' with the address bar set to 'This PC > Documents'. The file list contains several folders and files. One file, 'RGQ1510669272187_G', is highlighted with a red box. The file details are as follows:

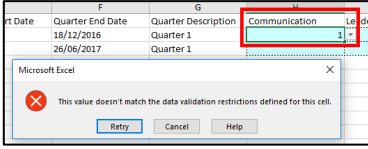
Name	Date modified	Type	Size
RGQ1510669272187_G	11/14/2017 7:51 PM	Microsoft Excel Worksh...	7 KB




At the bottom of the window, the taskbar shows the file name 'RGQ15106692721...xlsx' also highlighted with a red box.


- In the **Quarter Template**, type or select the required performance details as shown in the following images. For more information about the fields, refer the following table.



Field	Description
Contract Number	This field displays the apprentice’s contract number.
Student Reg Number	This field displays the assigned identification number of the apprentice.

Field	Description
Student Name	This field displays the name of the student or apprentice.
Quarter Start Date	This field displays the start date of the third quarter.
Quarter End Date	This field displays the end date of the third quarter.
Quarter Description	This field displays Quarter 3 for which you want to record performance.
<p><i>In the following fields, you can select the same score or higher than the Second Quarter score, but not a lower score.</i></p> <ul style="list-style-type: none"> For example, if you had selected 4 for Communication skills in the Second Quarter template, then in this Third Quarter template, you cannot select scores 1-3. You can select between 4-9 only for Communication skills. If you attempt to enter a score lower than the Second Quarter score, an error is displayed. Then, click Retry or Cancel to close the error message. 	
	
Communication*	In the box, from the available values, score the apprentice for communication skills.
Leadership*	In the box, from the available values, score the apprentice for leadership skills.
Multitasking*	In the box, from the available values, score the apprentice for multi-tasking skills.
Time Management*	In the box, from the available values, score the apprentice for time management skills.
Analytic*	In the box, from the available values, score the apprentice for analytical skills.
Positive Attitude*	In the box, from the available values, score the apprentice for displaying positive attitude at the training.

Field	Description								
Area1	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 1 in the baseline template as shown in these images.</p> <table border="1" data-bbox="529 373 922 531"> <tr> <th>M</th> <th>N</th> </tr> <tr> <td>Technical skill1</td> <td>Area1</td> </tr> <tr> <td>Mechanics</td> <td>4</td> </tr> <tr> <td>Chemical Engg</td> <td>4</td> </tr> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	M	N	Technical skill1	Area1	Mechanics	4	Chemical Engg	4
M	N								
Technical skill1	Area1								
Mechanics	4								
Chemical Engg	4								
Area2	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 2 in the baseline template as shown in these images.</p> <table border="1" data-bbox="529 762 901 911"> <tr> <th>N</th> <th>O</th> </tr> <tr> <td>Technical skill2</td> <td>Area2</td> </tr> <tr> <td>Mechanics</td> <td>4</td> </tr> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	N	O	Technical skill2	Area2	Mechanics	4		
N	O								
Technical skill2	Area2								
Mechanics	4								
Area3	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 3 in the baseline template as shown in these images.</p> <table border="1" data-bbox="529 1142 961 1318"> <tr> <th>O</th> <th>P</th> </tr> <tr> <td>Technical skill3</td> <td>Area3</td> </tr> <tr> <td>Elec</td> <td>4</td> </tr> </table> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	O	P	Technical skill3	Area3	Elec	4		
O	P								
Technical skill3	Area3								
Elec	4								
LOP	<p>In the box, type the LOP leave (Loss of Pay) taken by the apprentice in the dd/mmm/yyyy format within the third quarter of training.</p> <p>For example: 18/Jan/2017, 25/Feb/2017, 05/Jul/2018</p>								
Performance	<p>You can enter in this field only in the last quarter of the training period.</p>								
Request ID	<p>This field displays the auto-generated ID assigned to the quarter performance record request.</p>								

6. In the **Excel Worksheet**, click **Save** . The third quarter details are saved on the local drive.

S.No.	Contract Number	Student Reg Number	Student Name	Quarter Start Date	Quarter End Date	Quarter Description	Communication	Leadership	Multitasking
1	STNDP17088000067	STND088160402163	SUDHAKAR S	17/11/2016	16/02/2017	Quarter 3	4	3	3
2	STNDP17088000280	STND088160402582	SUDESHWARAN K	09/11/2016	08/02/2017	Quarter 3	4	3	3

- Proceed to log in to the NATS portal and upload the third quarter template. Refer the [Upload Quarter Template](#) section for details.



*If you haven't filled the performance details correctly, you cannot upload the template. Refer the field description table in **Step 5** to enter valid details.*

3.3.5. Generate and Update Fourth Quarter Performance

You can record an apprentice's fourth and final quarter performance after 12 months of training. You must generate the quarter template (Excel worksheet), update performance details and then upload the template in the portal for approval from the BOAT/BOPT officials. After approval, the official can generate the Certificate of Proficiency for an apprentice.



After the BOAT/BOPT official approves the quarterly performance details, you cannot edit or record it again.

To generate and update the fourth quarter performance

- On the **Apprentice Performance** page, search for an apprentice as shown in the [Search Apprentice](#) section.



*By default, the **Pending for Input** option is selected to view the list of apprentices whose quarter performance details have to be recorded.*

All requests
 Pending for Input
 Pending For Approval
 Approved
 [Excel Template](#)

Baseline Input: Quarter Input

Show 10 entries Note: You can select maximum of 20 students Search: sud

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

Showing 1 to 2 of 2 entries (filtered from 3 total entries) Previous 1 Next

[Generate Quarter Template](#)

- Click **Quarter Input**. The list of apprentices whose quarter performance details have to be recorded is displayed.



In the **Quarter Description** column, **Quarter 4** is displayed for apprentices whose fourth quarter performance details have to be recorded.

- In the **All** column, select the check boxes of the required apprentices whose fourth quarter performance details have to be recorded.



- To filter the search results, in the **Search** box, type the full or partial entry related to the required apprentice record.
- You can select maximum 20 apprentices at a time.

The screenshot shows a web interface for managing apprentices. At the top, there are tabs for 'All requests', 'Pending for Input', 'Pending For Approval', and 'Approved'. A search bar contains 'sud'. Below the search bar, there is a table with columns: All, Student Name, Enrolment No, Contract No, Specialisation, Establishment, Joined On, Quarter Description, and View. Two rows are visible, both with checked boxes in the 'All' column. Below the table, there is a 'Generate Quarter Template' button highlighted with a red box.

All	Student Name	Enrolment No	Contract No	Specialisation	Establishment	Joined On	Quarter Description	View
<input checked="" type="checkbox"/>	SUDHAKAR S	STND088160402163	STNDP17088000067	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	17/05/2016	Not Available	view
<input checked="" type="checkbox"/>	SUDESHWARAN K	STND088160402582	STNDP17088000280	ELECTRICAL AND ELECTRONICS ENGINEERING	LUCAS TVS	09/05/2016	Not Available	view

Showing 1 to 2 of 2 entries (filtered from 3 total entries)

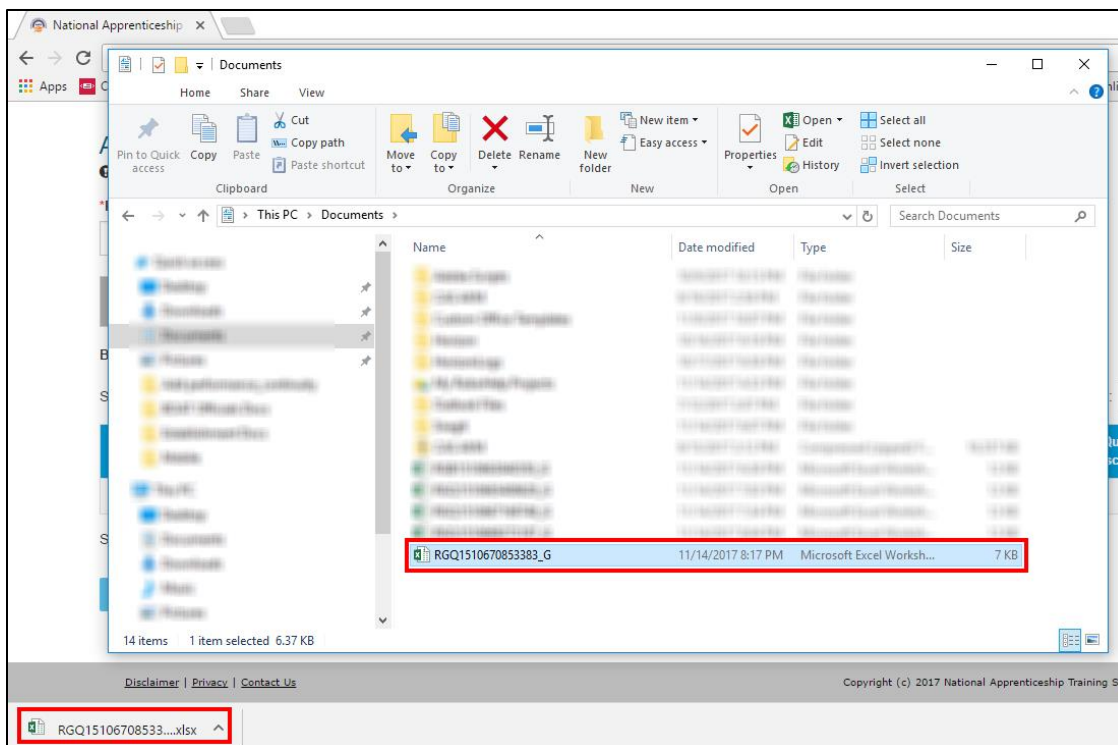
Previous 1 Next

Generate Quarter Template

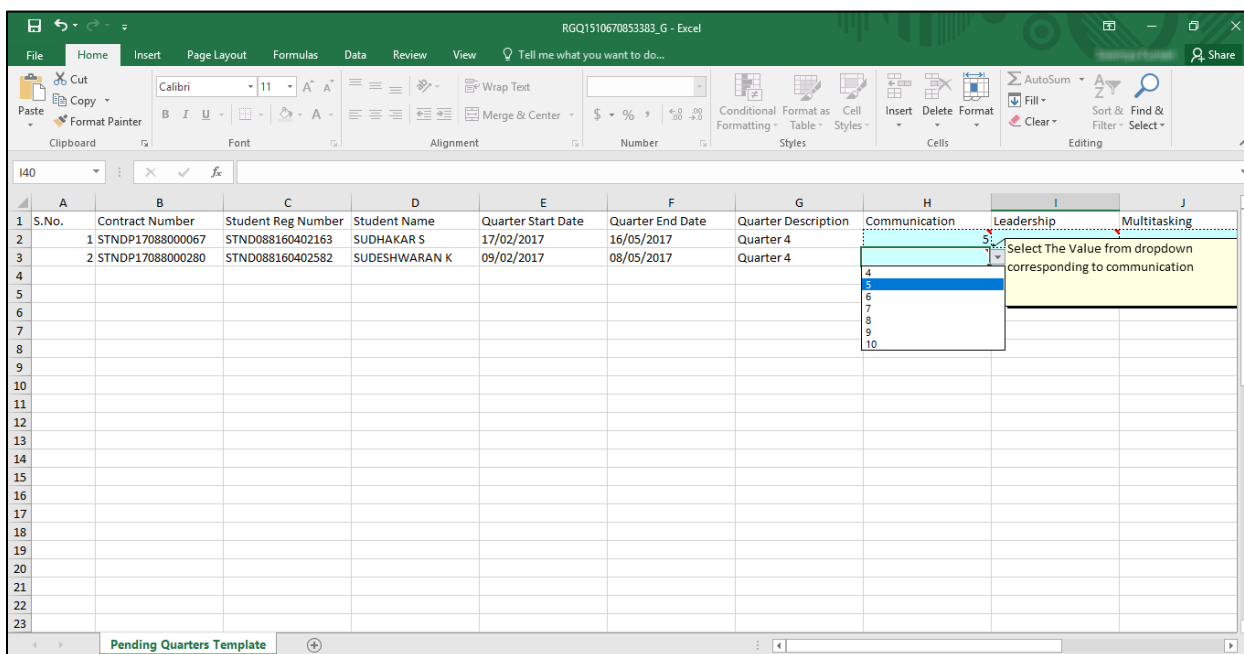
- Click **Generate Quarter Template**. The quarter template is downloaded on the local drive as an Excel Worksheet.

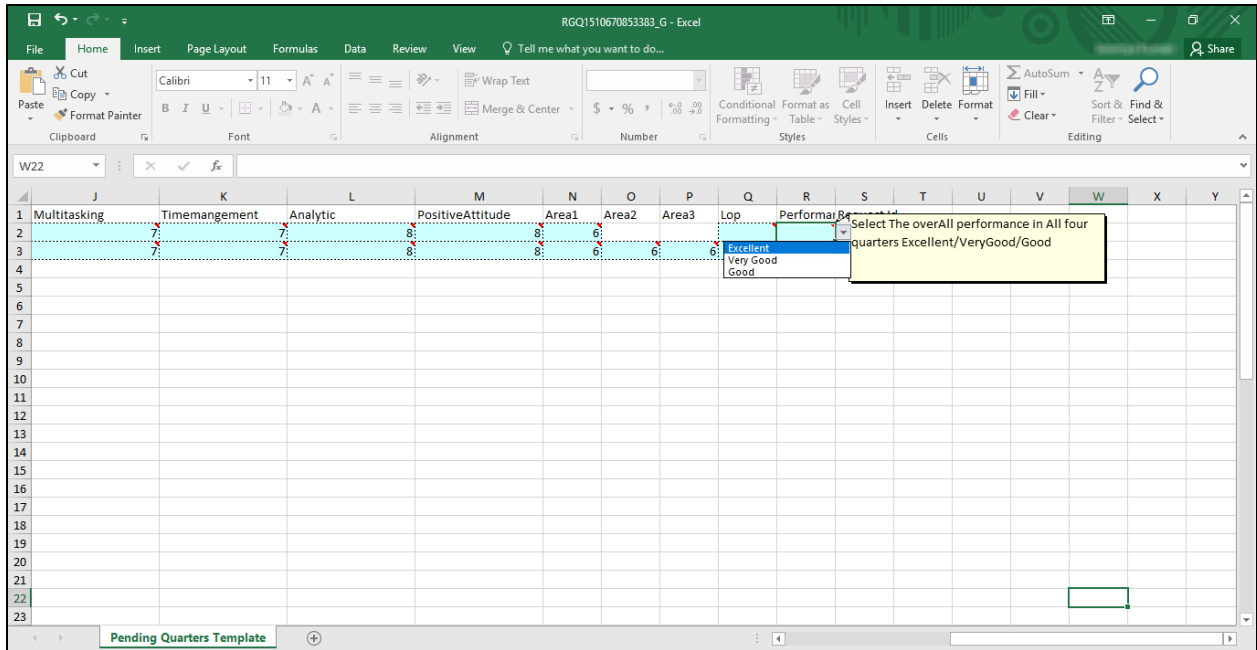


Quarter template files are named **RGQ<file number>_G**, where **RGB** is **Record of progress Generated Quarter** and **"G"** is **Generated**.



5. In the **Quarter Template**, type or select the required performance details as shown in the following images. For more information about the fields, refer the following table.

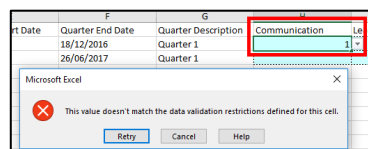






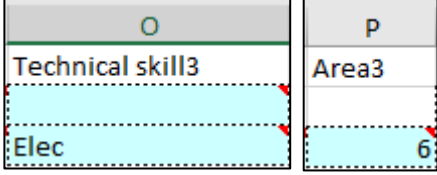
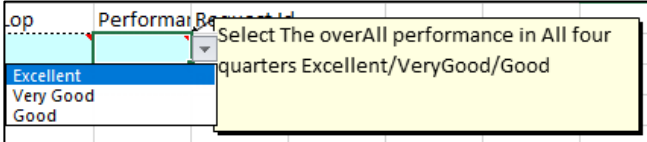
Field	Description
Contract Number	This field displays the apprentice’s contract number.
Student Reg Number	This field displays the assigned identification number of the apprentice.
Student Name	This field displays the name of the student or apprentice.
Quarter Start Date	This field displays the start date of the fourth quarter.
Quarter End Date	This field displays the end date of the fourth quarter.
Quarter Description	This field displays the Quarter 4 number for which you want to record performance.


In the following fields, you can select the same score or higher than the Third Quarter score, but not a lower score.

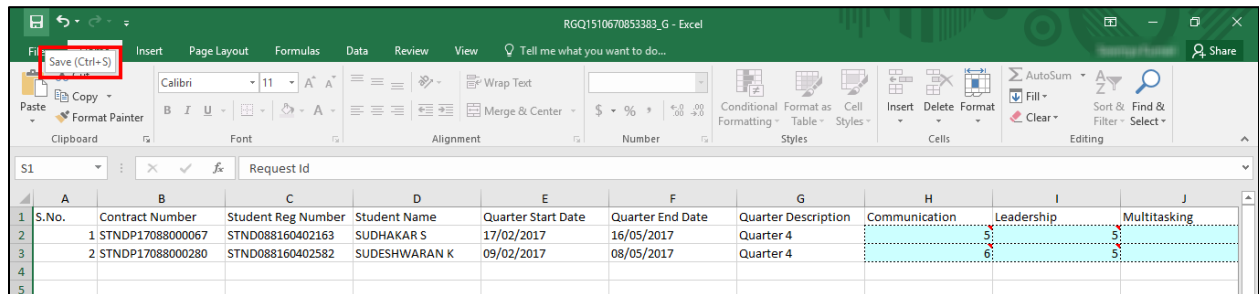
- *For example, if you had selected **4** for **Communication** skills in the Third Quarter template, then in this Fourth Quarter template, you cannot select scores **1-3**. You can select between **4-9** only for **Communication** skills.*
- *If you attempt to enter a score lower than the Third Quarter score, an error is displayed. Then, click **Retry** or **Cancel** to close the error message.*



Field	Description								
Communication*	In the box, from the available values, score the apprentice for communication skills.								
Leadership*	In the box, from the available values, score the apprentice for leadership skills.								
Multitasking*	In the box, from the available values, score the apprentice for multi-tasking skills.								
Time Management*	In the box, from the available values, score the apprentice for time management skills.								
Analytic*	In the box, from the available values, score the apprentice for analytical skills.								
Positive Attitude*	In the box, from the available values, score the apprentice for displaying positive attitude at the training.								
Area1	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 1 in the baseline template as shown in these images.</p> <table border="1" data-bbox="529 928 915 1087"> <thead> <tr> <th data-bbox="529 928 789 978">M</th> <th data-bbox="789 928 915 978">N</th> </tr> </thead> <tbody> <tr> <td data-bbox="529 978 789 1012">Technical skill1</td> <td data-bbox="789 978 915 1012">Area1</td> </tr> <tr> <td data-bbox="529 1012 789 1050">Mechanics</td> <td data-bbox="789 1012 915 1050">6</td> </tr> <tr> <td data-bbox="529 1050 789 1087">Chemical Engg</td> <td data-bbox="789 1050 915 1087">6</td> </tr> </tbody> </table> <hr/> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	M	N	Technical skill1	Area1	Mechanics	6	Chemical Engg	6
M	N								
Technical skill1	Area1								
Mechanics	6								
Chemical Engg	6								
Area2	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 2 in the baseline template as shown in these images.</p> <table border="1" data-bbox="529 1316 899 1476"> <thead> <tr> <th data-bbox="529 1316 776 1367">N</th> <th data-bbox="776 1316 899 1367">O</th> </tr> </thead> <tbody> <tr> <td data-bbox="529 1367 776 1400">Technical skill2</td> <td data-bbox="776 1367 899 1400">Area2</td> </tr> <tr> <td data-bbox="529 1400 776 1434">Mechanics</td> <td data-bbox="776 1400 899 1434">6</td> </tr> </tbody> </table> <hr/> <p> If you enter a score without the technical skill description, an error is displayed during upload.</p>	N	O	Technical skill2	Area2	Mechanics	6		
N	O								
Technical skill2	Area2								
Mechanics	6								

Field	Description
Area3	<p>In the box, score the apprentice from the available values, only if you had provided Technical skill 3 in the baseline template as shown in these images.</p>  <p>If you enter a score without the technical skill description, an error is displayed during upload.</p>
LOP	<p>In the box, type the LOP leave (Loss of Pay) taken by the apprentice in the dd/mmm/yyyy format within the fourth quarter of training.</p> <p>For example: 18/Jan/2017, 25/Feb/2017, 05/Jul/2018</p>
Performance	<p>In the drop-down list, select required remark to indicate the apprentice's performance during the training period.</p> 
Request ID	<p>This field displays the auto-generated ID assigned to the quarter performance record request.</p>

6. In the **Excel Worksheet**, click **Save** . The fourth quarter details are saved on the local drive.



S.No.	Contract Number	Student Reg Number	Student Name	Quarter Start Date	Quarter End Date	Quarter Description	Communication	Leadership	Multitasking
1	STNDP17088000067	STND088160402163	SUDHAKAR S	17/02/2017	16/05/2017	Quarter 4	5	5	5
2	STNDP17088000280	STND088160402582	SUDESHWARAN K	09/02/2017	08/05/2017	Quarter 4	6	6	6

7. Proceed to log in to the NATS portal and upload the fourth quarter template. Refer the [Upload Quarter Template](#) section for details.



*If you haven't filled the performance details correctly, you cannot upload the template. Refer the field description table in **Step 5** to enter valid details.*

4. Index

Common Tasks, 10

- Get New User ID, 12

- Log On, 10

Manage Add Performance, 14

- Record Baseline Performance, 17

- Record Quarter Performance, 27

- Search Apprentice, 14

Record Baseline Performance

- Generate and Update Baseline Performance, 17

- Upload Updated Baseline Template, 23

Record Quarter Performance

- Generate and Update First Quarter Performance, 28

- Generate and Update Fourth Quarter Performance, 47

- Generate and Update Second Quarter Performance, 36

- Generate and Update Third Quarter Performance, 42

- Upload Quarter Template, 33

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.