

## **Framework for empanelment of THIRD PARTY AGGREGATORS (TPA) for promotion of NATS in BOAT (SR), Chennai.**

### **1. BACKGROUND**

Ministry of Education, Department of Higher Education, Government of India, implements the National Apprenticeship Training Scheme (NATS) through Boards of Apprenticeship Training located at Chennai, Mumbai, Kanpur and Board of Practical Training at Kolkata for providing skill training to Graduates, Diploma Holders in Engineering & Technology as Graduate & Technician apprentices under the Apprentices Act 1961. The Scope being extended to the General Stream Graduates i.e. B.A., B.Sc., B.Com. etc., from January 2022 onwards.

Apprentices are provided on the job training (OJT) by the establishments using the facilities/resources available under the provision of trainers, through structured training module to ensure the apprentices acquire skills and competences after the training which will enhance their confidence and employability. During the period of apprenticeship, the apprentices are paid monthly stipend, 50% of the minimum stipend rate reimbursable to the employer from Government of India. After successful completion of training, the apprentices are issued digitally signed Certificate of Proficiency by Government of India which is considered as one year experience when they go for further employment. National Apprenticeship Training Scheme is one of the flagship programmes of Government of India for skilling the Indian Youth.

Board of Apprenticeship Training (Southern Region), implements the Apprentices Act for the above-mentioned three categories in the Southern States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and Union Territories of Puducherry and Lakshadweep. BOAT (SR), Chennai is in the process of identifying Third Party Aggregators:

To facilitate the Industry to undertake apprenticeship programmes mandated under the Apprentices Act 1961, a provision exists under the section 8(2) of the Apprentices Act, 1961 enabling several employers to join either themselves or through an agency approved by the Apprenticeship Adviser; and provide apprenticeship training to the apprentices under them; according to the guidelines issued from time to time by the Government.

TPAs are envisioned as the key partners and facilitators of the apprenticeship ecosystem towards bridging the demand of establishments for apprentices and the candidates aspiring to undergo apprenticeship programme. They also play a key role towards mobilizing and counseling aspiring apprentices, meeting

prescribed curriculum requirements, creation of contracts, raising record of progress/add performance, processing & submission of claims and returns on behalf of establishments, facilitate in issuing certification of proficiency to successfully completed apprentices, among other key roles.

In a bid to broaden the reach of NATS through, the Ministry of Education, Government of India has revised the guidelines for a simplified process for TPA empanelment. This will also lead to gaining access to wider network of establishments and opportunities across industries for the aspiring apprentices under the NATS.

## **2. ELIGIBILITY OF TPA**

Institutions / Organizations fulfilling all the following criteria can apply for empanelment as TPAs:

- a. Organisations / Institutions Registered as a company / Partnership or Proprietary Firm / Trust / Society / NGO / Industry Association or Chamber / Educational and Technical institutions including universities, polytechnic colleges and HR / staffing and recruitment companies and start-ups
- b. 2 years of mandatory experience in industrial training / skilling / education / placement / non-profit activities / industry promotion and facilitation.
- c. 1 year of relevant experience in mobilization of qualified candidates as per the prescribed eligibility criteria.
- d. Such Organization or any of its related concerns applying for empanelment should not have been blacklisted by any Organization and must self-declare the same in Organization's letter head with seal and signature (Annexure - C).
- e. The Organization/ Institution must have a registered office with an expert team & sufficient infrastructure in the respective state headquarter/Branch offices of Southern States, if any.

## **3. SELECTION PROCESS FOR TPAs**

The selection process for TPAs will be as under:

- a. The applicant needs to visit [www.boat-srp.com](http://www.boat-srp.com) (News & Events) and download the registration form, and fill all the required details and submit hard copy along with a covering letter addressed to “The Director, Board of Apprenticeship Training (SR), 4<sup>th</sup> Cross Street, CIT Campus, Tharamani, Chennai – 600113” along with the supporting documents listed below on or before 10<sup>th</sup> May 2023 at 05:00 PM.
  - i. Brief organization/Company profile
  - ii. Registration form (Annexure – A), Covering letters, along with supporting documents such as Certificate of Incorporation, PAN, latest IT Return Acknowledgement Statement along with proof of work experience.
  - iii. Proof of Address of Head Office and branch offices(s) if any
  - iv. The TPA will have to submit the Annual Action Plan for achieving the target, along with Registration form at the time of registration that will be reviewed every three months.
  - v. Letters of support from at least 10 establishments wanting to engage apprentices stating that it is willing to appoint the applicant institution / organization as a TPA.
  - vi. Self-declaration duly filled in stating that it will not engage existing workers of the informal / formal enterprises under apprenticeships. Involvement in such practices, if found, will lead to de-empanelment and blacklisting of the TPA by BOAT (SR), Chennai.
  - vii. Self-declaration duly filled in stating that it has not been **“blacklisted”** by any other organization. In case of blacklisting by any other organization, the blacklisting notice mentioning the cause of action / grounds of blacklisting, additional comments, documents, etc. to be attached along with the self-declaration. (Format enclosed as Annexure – C)
  - viii. TPAs de-empanelled for not generating requisite number of contracts within a specified time will not be allowed to re-apply for empanelment for a period of one year, post which the BOAT (SR) Officers Committee may stipulate targets appropriately to

reflect the TPA's commitment in terms of contract generation and mobilizing industry support.

- ix. Undertaking letter to be submitted along with the registration form and other Supporting documents. (Format enclosed as Annexure – B)
- b. Shortlisted applications (complete in all respect) will be placed before the BOAT (SR) Officers Committee.
- c. The shortlisted applicants may be asked to present their proposal before the BOAT (SR) Officers Committee preferably on 25<sup>th</sup> May 2023.
- d. The BOAT (SR) Officers Committee reserves the right to accept / reject any / all the applications and the decision of the BOAT (SR) Officers Committee shall be final and binding.
- e. The status of the TPA Applications will be informed by post/email by BOAT (SR), Chennai.

#### **4. Performance Evaluation of the TPAs:**

The Performance of the TPAs will be evaluated on the following parameters:

##### **a. Outreach activities:**

No. of Workshops or Webinars on apprenticeship awareness, NATS Portal related process flows and procedures,etc.

And/OR

No. of Career Guidance program /Apprenticeship Fair for candidates / Supervisory development programs for Apprentices.

And/OR

Events with Industry bodies organised / MoUs signed (Copy has to be submitted for every Industry registered with BOAT (SR), Chennai)

##### **b. Extending the landscape of NATS:**

- i. No. of contracts generated
- ii. New Establishments\* (active establishment\*) registered in NATS Portal
- iii. No. of MSME/ MSME Clusters/Industries on boarded in the NATS Portal

(Copy of MoU to be submitted with 7 days of the MSME/ MSME Clusters/Industries registered in the NATS Portal)

\*Active Establishment are those, which have generated a minimum of one contract.

After empanelment, the targets for the TPAs will be as given below:

Sl. No.	Duration	No. of Establishments registered	No. of Contracts created
Provisional Empanelment			
1	1st Year - First 6 Months	50 (Minimum)	1000 (Minimum)
Regular Empanelment			
2	1st Year- Next 6 Months	100 (Minimum)	2500 (Minimum)
Total		150 Establishments (Minimum)	3500 (Minimum)

The targets outlined above are the bare minimum threshold for the TPAs to retain their empanelment. The targets above and beyond the stipulated threshold shall be considered during the performance evaluation and shall influence the overall ranking of the TPA.

### **c. Contract Completion / Termination**

TPA has to ensure that during any financial year the average contract completion rate has to be above 80%. Correspondingly, the average contract termination rate translatesto under 20% for the same.

### **d. Placement Support**

i. The performance evaluation will be held on a quarterly basis during the financial year. However, the BOAT (SR) Officers Committee reserves the right to conduct special performance evaluation of any TPA, if needed. Participation and cooperation in such a review shall be binding on the empaneled organizations.

Based on above criteria, the TPAs will be evaluated and ranked accordingly.

## 5. TERMS AND CONDITIONS OF EMPANELMENT AS A TPA

- a. Organisations will be given provisional empanelment for 1 year. During this period the empaneled TPA has to generate a minimum of 3500 contracts. In case of an Industry Association as a TPA, the industry association has to ensure at least 20% of all its industry members are enrolled as establishments on the NATS Portal within first six months of their provisional empanelment.
- b. Provisional empanelment will cease upon achieving the minimum contract criteria and such eligible TPAs will be awarded empanelment for next year.
- c. TPAs which could not achieve the minimum mandate under provisional empanelment will not be eligible for future empanelment process.
- d. Empanelment renewal after one year will be based on the performance of the TPA as mentioned in serial number 4.
- e. The empaneled organizations are expected to maintain a high level of professional ethics and not act in any manner, which is detrimental to the interest of the Apprenticeship program of BOAT (SR), Chennai.
- f. BOAT (SR), Chennai will have right to remove any empaneled TPA who is unable to achieve the target or involved in any unethical activity. Such TPAs will be barred from applying again as a TPA.
- g. BOAT (SR), Chennai can ask the TPAs to submit their plan for apprenticeship and present before the BOAT (SR) Officers Committee as and when required.
- h. BOAT (SR), Chennai also reserves the right to modify the terms & conditions for empanelment of institutions / organizations from time to time and such modified terms shall be binding on the empaneled organisations.

## 6. Do's and Don'ts for TPA:

### Do's

- a. Candidate will be able to apply/undergo apprenticeship only if he/she

- has completed his/her Graduation/Diploma within 3 years of passing out.
- b. To match the demand of establishments for apprentices with the candidates desiring to undergo apprenticeship program.
  - c. To mobilize and counsel candidates to undergo apprenticeship training.
  - d. To create contracts of apprenticeship on the NATS Portal on behalf of the establishment based on specific request from establishments.
  - e. To upload the training module for the prescribed duration with the Skills on behalf of the establishment approved by competent authority
  - f. To raise performance assessment of the apprentices on Quarterly basis for four quarters.
  - g. To generate and submit reimbursement claims on behalf of establishment towards stipend paid to apprentices.
  - h. Maximum effort in reaching out to MSMEs/IT/ITeS/Processing/Engineering/Manufacturing/Construction/Infrastructure/ BFSI/Retail/Insurance/Pharma etc. and onboarding them in NATS Portal
  - i. To assist the establishment completing all the above returns and generating Certificate of Proficiency for successfully completed apprentices.
  - j. Completion of contract is the responsibility of TPA.
  - k. To impart any specific Industry required training module to the apprentices.
  - l. TPA should ensure the issue of certificate to the apprentice on time and this process should be fast and hassle free.
  - m. TPA should also keep record of terminated contracts
  - n. TPAs should provide handholding and support to the establishments regarding the online processes and procedures pertaining to the NATS Portal.
  - o. TPA should submit Monthly status/performance report along with

supporting documents/proof.

- p. A copy of the MoU/Agreement signed with Industries to be submitted to BOAT (SR), Chennai to keep track on the performance of the TPA on monthly basis.

### **Don'ts**

- a. TPA should not engage existing workers of the informal / formal enterprises under NATS. Involvement in such practices, if found, will lead to de- empanelment and blacklisting of the TPA.
- b. TPA should not charge any money from apprentices at any point of time.
- c. TPA may charge from the establishment on mutual agreement for the services rendered.
- d. TPA must not involve in any fraudulent / unethical activities.
- e. TPA must not involve in any financial malpractices / promote corruption of any sort in apprenticeship program not to give any false information to any stakeholder in Apprenticeship Program.
- f. Not to use candidate data available on NATS Portal ([www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)) for the purpose other than engaging them under NATS, & TPA should strictly adhere to the Privacy Policy in respect of BOAT (SR) stakeholders.
- g. TPA must not generate contract on the NATS Portal without the consent of both parties, that is, Establishment and Candidate.
- h. Ensure Establishment DO NOT pay stipend in cash.



## Process and Procedures for application and Critical dates

### a. Application Process & Supporting documents required:

A covering letter addressed to “The Director of Training, Board of Apprenticeship Training (SR), 4<sup>th</sup> Cross Street, CIT Campus, Tharamani, Chennai - 600113” is to be sent along with the following supporting documents on or before 10<sup>th</sup> May 2023 (as per the below order):

- i. Registration form with Seal and signatures (Annexure – A format enclosed)
- ii. Brief Organization/Company profile
- iii. Certificate of Incorporation
- iv. Latest IT returns Acknowledgment
- v. PAN
- vi. Annual Action Plan for achieving the target
- vii. Relevant Work experience
- viii. Letters of Support from at least 10 establishments
- ix. Undertaking letter (Annexure B- Format enclosed)
- x. Declaration (Annexure C - Format enclosed)

### b. Critical dates for applying for TPA Empanelment with BOAT (SR), Chennai - Phase I:

- i. Last date for receipt of application at BOAT (SR), Chennai is 10<sup>th</sup> May 2023 @ 5:00 PM
- ii. Invitation from BOAT (SR), Chennai to shortlisted TPA is 15<sup>th</sup> and/or 16<sup>th</sup> May 2023
- iii. Presentation by shortlisted TPA before BOAT (SR), Chennai is on 25<sup>th</sup> May 2023.

**Special Note: TPAs applying for the empanelment has to super scribe in the envelope as: “Application for the Empanelment of TPA for NATS with BOAT (SR), Chennai”.**

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**BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION) CHENNAI*****Third Party Aggregator Registration*****General Details**

TPA Name: \_\_\_\_\_

Registration Type:  Organisations  Institutions Registered as a company  
 Partnership or Proprietary Firm  Trust  Society  NGO  
 Industry Association or Chamber  Educational and Technical Institutions including universities,  
polytechnic colleges and HR  Staffing and recruitment companies  Start – ups

**Contact Person Details:**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Telephone No: STD Code \_\_\_\_\_ Landline Number: \_\_\_\_\_

**Address Details**

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ District: \_\_\_\_\_

State: \_\_\_\_\_ Pin code: \_\_\_\_\_

I have read, understood and agree to abide by the TPA Guidelines of BoAT (SR) Chennai, and understand that, I am entering into a legally binding contract. I hereby declare that all the information furnished along with all the enclosed documents are true.

Yours Truly,

Place:

Date:

Name:

Designation:

Seal:

**Enclosure:**

1. Brief Company Profile
2. Certificate of Incorporation
3. IT Returns Acknowledgement & PAN
4. Annual Action Plan
5. Relevant work experience
6. Letters of support from Establishment (At least 10 Letters)
7. Undertaking letter (Annexure – B)
8. Declaration (Annexure – C)

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**Annexure - B**

**UNDERTAKING**

We M/S \_\_\_\_\_, represented by Mrs./Mr. \_\_\_\_\_ of the company having its registered office at \_\_\_\_\_ do hereby declare and undertake as under:

- a. That we will registering a minimum of 50 establishments (those who have not engaged NATS apprentices for last three years) under NATS and registering at least 1000 contracts of apprentices with BOAT (SR) during next 6 months after empanelment as TPA under BOAT (SR)
- b. That we will maintain a high level of professional ethics as TPA with BOAT (SR) and will not act in any manner which is detrimental to the interest of the NATS/BOAT (SR)/MoE and other Central / State Govt. organisations.
- c. That we will not share any information with anyone (person / company /firm / body etc.) regarding registering of apprentices and establishments with BOAT (SR) without written permission of BOAT (SR)
- d. The TPA shall not use any information/data developed through NATS portal or disclose confidential or unpublished information obtained through NATS portal/establishment connected during the course of engagement of TPA or even after validity period is over with BOAT (SR).
- e. The TPA shall be responsible for protecting the NATS Intellectual property, copy rights and proprietary information. Proprietary information is any information created, acquired or controlled by TPA, which the TPA has determined should not be published or released to any Recruitment Agency/Consultants/Job Portals etc.

We hereby state that above stated Declaration is out of my free will and consent after fully understanding the same without any undue influence and / or coercion and I hereby undertake to abide by the same by putting my Signature hereunder.

WITNESS:

1.

Signature:

Name:

Designation:

Seal:

**Annexure - C**

**Declaration**

I/We hereby declare that that our company M/s \_\_\_\_\_ being represented by Shri/Smt:\_\_\_\_\_ applying for empanelment as TPA with BOAT (SR), Chennai, has not been blacklisted by any State Government, Central Government, Central, Autonomous bodies & State Govt. Undertakings / Organizations and by any other Quasi Government bodies / Organizations/ and any other major Enterprise / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

**Signature:**

**Name:**

**Designation:**

**Seal:**