



तंत्रशिक्षण विभागीय कार्यालय, औरंगाबाद

(ISO 9001:2008 प्रमाणित)

पत्र पेटी क्र -५१६ औरंगाबाद - ४३१ ००५

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website : <http://www.dteau.org> email : roaurangabad@dtmaharashtra.gov.in



जाक्र/विकाऔ/शिक्षण/२०१९/ १०१०
दिनांक 2-6 MAR 2019

प्रति,
प्राचार्य,

शासकीय/अनुदानीत व विना अनुदानीत अभियांत्रिकी, औषधनिर्माणशास्त्र/व्यवस्थापन शास्त्र/
वास्तुशास्त्र पदविका, पदवी व पदव्युत्तर पदवी अभ्यासक्रमांच्या संस्था
औरंगाबाद विभाग

विषय:- Guidelines for Basic Training Providers, Third Party Aggregators and Courses.

संदर्भ :- १) सहसंचालक, कौशल्य विकास आणि उद्योजकता मंत्रालय, नवी दिल्ली यांचे पत्र
दि. १९-११-२०१८

२) सहसंचालक व्यवसाय शिक्षण व प्रशिक्षण प्रादेशिक कार्यालय, औरंगाबाद यांचे पत्र
क्र.मविका/२०१९/१७१४,दि. ०२-०३-२०१९

उपरोक्त विषयी कळविण्यात येते की, Basic Training Providers, Third Party Aggregators संदर्भात
कौशल्य विकास आणि उद्योजकता, नवी दिल्ली यांचे पत्र सोबत जोडले आहे.

सध्या अस्तिवात असलेल्या MSME आस्थापना, सार्वजनिक अंगीकृत आस्थापना केंद्र सरकारी व वाणिज्य
आस्थापना यांच्या तांत्रिक अडचणीमुळे शिकाऊ उमेदवारी घेण्यात मागे पडतात. MSME सारख्या आस्थापनांची ही
अडचण सोडविण्यासाठी शिकाऊ उमेदवारी कायदा १९६१ मध्ये काही आस्थापना एकत्रीत येऊन किंवा एखादी अशी
सुविधा देणा-या संस्थेमार्फत शिकाऊ उमेदवारी योजनेची अंमलबजावणी करू शकतात. त्यामध्ये तृतीय पक्ष समुह
Third Party Aggregators त्यांची नेमणूक करून त्यांचे मार्फत मोठ्या प्रमाणात युवकांना शिकाऊ उमेदवारी
प्रशिक्षणात सहभागी करणे शक्य होणार आहे. याबाबत संदर्भ क्र. १ च्या पत्रामध्ये तपशीलवार मार्गदर्शक सुचना व
कार्यप्रणाली देण्यात आली आहे.

सोबत जोडलेल्या पत्रात दर्शविलेल्या मार्गदर्शक नियमानुसार मोठ्या प्रमाणात युवकांना शिकाऊ उमेदवारी
प्रशिक्षणात सहभागी करण्यासाठी आपल्या संस्थेची नोंद करावी.

सोबत: वरीलप्रमाणे.

(महेश शिवणकर)

प्र.सहसंचालक

तंत्रशिक्षण विभागीय कार्यालय, औरंगाबाद

प्रत: या कार्यालयाच्या प्रोग्रामर यांना वेबसाईवर अपलोड करण्यासाठी.

RAM/dte and other sr office

F.No. - MSDE-01/01/2018-AP(PMU)
Government of India
Ministry of Skill Development & Entrepreneurship

New Delhi, 19th November, 2018

To.

1. All the State Apprenticeship Advisors (As per List enclosed)
2. All the Regional Directors, RDATs (As per List enclosed)
3. Chief Executive officer, NSDC (As per List enclosed)

Subject :- Guidelines for Basic Training Providers, Third Party Aggregators and Courses.

Sir/Madam,

I am to forward herewith the revised Guidelines for Basic Training Providers, Guidelines for Third Party Aggregators and Guidelines for Courses in line with the unified Operational Framework for Apprenticeship Programme.

Yours faithfully


(Anita Srivastava)
Joint Director

Copy of information to :-

1. PS to Secretary, MSDE
2. PS to AS(RA), DGT,
3. PS to JS(RA), MSDE
4. Economic Adviser, MSOE
5. Senior Adviser, MSDE
6. Director, AT, DGT
7. Senior Head, Apprenticeship Division, NSDC
8. Shri Hitesh Kumar, ADT, ITI Cell, DGT, MSDE with the request to forward the Guidelines to all the concerned Ministries of Central Government, all the State governments, RDATs and to upload them on the NAPS website.

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28/11/18

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27/11

श्रीमती अनामिका
सोवियत गणराज्य
BTP विभाग मात - (क) का अवरुद्धता का
दत्त.
28.11.2018

GUIDELINES FOR BASIC TRAINING PROVIDERS

1. Background

- 1.1 The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Apprentices Act, 1961 makes it obligatory for employers, who have a workforce of 40 employees (sum total of regular and contract employees), or above, across the manufacturing, services, trading sectors to engage apprentices in designated trades or/and in optional trades. For establishments having work force of 6-40 employees this is optional. Establishments with 5 employees or less are not permitted to engage apprentices.
- 1.2 Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. Basic Training is imparted to the fresher apprentices for acquiring a reasonable ability to handle Instruments/Machineries/Equipment independently prior to moving to Shop Floor/Work Area for practical training / On-Job Training. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself.
- 1.3 Keeping in view the importance of Apprenticeship training a new scheme "National Apprenticeship Promotion Scheme (NAPS)¹" was launched by the government on the 19th of August 2016 to encourage apprenticeship training in the industry. The scheme provides for:
 - i) Reimbursement of 25% of prescribed stipend subject to a maximum of INR 1500/- per month per apprentice to all employers. The stipend support would not be given during the basic training period for fresher apprentices.
 - ii) Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal training (fresher apprentices) under NAPS. Basic training support would be INR 7500/- for a maximum of 500 hours calculated @ INR 15/- per hour.

¹NAPS has a physical target of 50 lakhs with 10 lakhs for fresher apprentices needing Basic Training. The scheme is currently up to March 2020.

1.4 It is in this context that these Guidelines for BTPs for implementing the Apprenticeship (including NAPS) are being issued.

2. Basic Training Provider (BTP)

Basic Training Provider (BTP) is an entity who has adequate/necessary facilities for a trade and providing basic training to fresher apprentices, who otherwise do not have any formal education and/or training in related trades, engaged by an establishment.

2.1 Types of BTPs

- i) National Skill Training Institutes (NSTI), National Skill Training Institutes (W)
- ii) Government Industrial Training Institutes (ITIs) having 2 star @tin@ or above and Private ITI having 2.5 Star rating or above affiliated to NCVT
- iii) Government & Private Training Centers affiliated with NSDC under SMART portal & the Pradhan Mantri Kaushal Kendras (PMKK).
- iv) Industries establishments with "In-House Basic Training facility"
- v) Basic Training Centre set up/supported by Industry/Industry clusters/Industry Chambers/Associations.
- vi) Stand-alone Basic Training Centres like Polytechnic, Universities, Engineering & Management Colleges having good ranking.
- vii) Training Centres empaneled under State Govts & other Gov schemes.

2.2 Concerned Authority for BTPs under the Apprenticeship Act/rules Guidelines

The concerned authority to deal with all approvals /issues regarding BTPs under the Apprenticeship Programme in case of Designated Trades will be the DGT/ RDAT and in case of Optional Trades it will be the NSDC/SSC.

3 Procedure for registration and selection of BTP:

3.1 Procedure for registration and Selection of BTP opting for Designated Trades

3.1.1 National Skill Training Institutes (NSTI), National Skill Training Institutes (W), NSTI and NSTI(W) are designated as pre-approved BTP in related trades , RDAT/DGT shall approve and allot them a BTP registration number online.

3.1.2 Government/Private ITI s affiliated to NCVT:

- a) Government & Private Industrial Training Institutes (ITIs) having grading with 2.5 above are designated as pre-approved BTP in NCVT affiliated trades only, RDAT shall approve and allot them a BTP registration number online.

- b) Government ITIs having grading less than 2.5 and more than 2, have to apply through apprenticeship portal using their NCVT affiliation MIS code. For this purpose, a separate BTP module is available in the portal for registration.
- c) ITIs can act as BTP only for the NCVT affiliated trades/units, in spare capacity as notified by DGT.
- d) The ITI registering to act as a BTP must have a bank account (to facilitate on line reimbursement of basic training fee).
- e) On submission of relevant details through portal by the Industry/establishment, their application will be directed on line to concerned RDATs.
- f) RDATs will take action to verify/ cross check using the MIS portal the following details:
 - i) Status of affiliation, list of trades/ units affiliated
 - ii) List of active trades in the ITI
 - iii) Present status of admission
 - iv) Result of previous batches.
- g) On fulfillment of above requirements concerned RDAT shall approve and allot the ITI a BTP registration number online.
- h) On allotment of BTP registration number, the concerned ITI will be permitted to conduct Basic Training under the Apprenticeship programme in trades allotted by RDAT.
- i) Establishments would be able to depute its apprentices to a BTP after signing of apprenticeship contract.

3.2 Procedure for registration and Selection of BTP opting for Optional Trades

3.2.1 Govt. & private Training Institutes empaneled with NSDC on its SMART including Pradhan Mantri Kaushal Kendras (PMKK)

BTPs empaneled with NSDC under its SMART portal, including the PMKKs have been pre-approved to run Basic Training Classes for the establishments under the apprenticeship programmes in job roles for which they are so affiliated provided that they fulfill the spare capacity as notified by NSDC. The BTPs under the NSDCs SDMS portal will however need to apply for empanelment of such Training Centres (TC) under the NSDCs SMART portal immediately to run Apprenticeship programmes and have the TCs empaneled under it by March 31st 2019 in order to continue running BT courses under the Apprentice programme in such TCs beyond March 31st 2019. They will not be permitted to commence any such courses beyond March 31st 2019 unless they get the TC empaneled under NSDCs SMART portal. They will however be allowed to complete the BT courses which are already running as on March 31st 2019 from their centers.

All such BTPs must have a bank account (to facilitate on line reimbursement of Basic training fee).

- 3.2.2 In house Basic Training Centres (TC) set up on its own by the Industry or TCs supported by industry cluster /Chamber/ Association or Standalone Basic Training Centres** like Polytechnic, Universities, Engineering & Management Colleges or Training Centres empaneled under State Govts & other Govt schemes wanting to undertake Basic Training under Optional Trades: procedure is as under:
- Basic Training facility in a TC includes staff, space, tools and equipment and allied infrastructure in an industry/establishment. For providing basic training under "Optional trade" the industry/establishment is required to refer to the prescribed syllabus of the curriculum concerned on the portal before applying to register as a BTP in order to ensure that it meets all the criteria of the curriculum selected in terms of equipment, qualified and trained trainers etc., to run the Basic Training programme.
- b) Industries/ establishments who have their own in house TCs or TCs supported by Industry clusters/ Chambers/ Association or Training Centres empaneled under State Govts & other Govt schemes with Training facility to run the apprenticeship programme are permitted to start such programmes. They will however need to apply for empanelment of such TCs under the **NSDCs SMART** portal immediately to run Apprenticeship programmes and have the TCs empaneled under it by March 31st 2019 in order to continue running BT courses under the Apprentice programme in such TCs beyond March 31st 2019. They will not be permitted to commence any such courses beyond March 31st 2019 unless they get the TC empaneled under NSDCs **SMART** portal. (They will however be allowed to complete the BT courses which are already running as on March 31st 2019 from their centers).
 - c) **Industry/Industry cluster/Chamber/ Associations** registering as a **BTP**, in case if they do not possess the required space, staff and necessary tools and equipment as per syllabus can tie-up with nearby NCVT affiliated ITIs (One or more NCVT affiliated ITI as the case may be), Polytechnic Colleges/NSDC affiliated BTPs Industry/ Industry cluster/Chamber/ Association may also tie-up with any other Commercial training/skilling provider accredited/ approved for conducting Government run skill development schemes like Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Udaan, Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) under Ministry of Rural Development (MoRD) etc. However, while doing so the industry/industry cluster/Chamber/Association must take into account the distance between such external institutions and the TC backed by the industry/industry cluster or the establishment as the case may be.
 - d) Standalone Basic Training Centres like Polytechnic, Universities, Engineering & Management Colleges wanting to undertake Basic Training under Optional Trades will need to apply for empanelment of such TCs under the NSDCs SMART portal immediately to run Apprenticeship programmes and have the TCs empaneled under

- it. They will not be permitted to commence any such courses unless they get the TC empaneled under NSDCs SMART portal.
- e) Upon successful empanelment under SMART such TCs will be classified as BTPs under the Apprenticeship programme and will be permitted to conduct Basic Training under the Apprenticeship programme in the specified Optional Trade(s).
 - f) The concerned authority of NSDC/ SSC, may at his discretion, verify such facility from time to time with regard to adequate availability of trainers/staff, space, tools & equipment and power connection to administer basic training. In addition to the above, requisite computer facilities with internet and other accessories must be available.
 - g) The industry/establishment registering to act as a BTP must have a bank account (to facilitate online reimbursement of basic training fee).
 - h) All centres registered as BTP under designated trade by the RDATs will deemed to be approved as BTP for the optional trade. Similarly, all NSTIs and ITIs (grading 2.5 or above) will deemed to be a BTP for the optional trade for the NCVT affiliated trades, and subject to available spare capacity.

3.2.3 Criteria of registering under NSDC's SMART portal

A variant for eligibility to be empaneled under SMART to run apprenticeship programmes is being developed by NSDC and will be notified on the apprenticeship portal of NSDC i.e. www.apprenticeshipindia.org

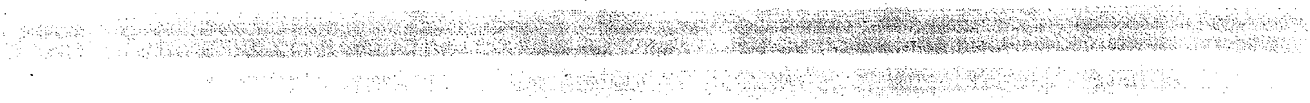
4 Terms & Conditions for BTPs running basic training under the Apprenticeship programme.

- i) All BTPs approved to run Basic Training (BT) courses under the apprenticeship programme are expected to conduct training programme as per specified curricula for the designated/optional trades in related job roles. They should prepare time table for the classes in advance for the complete duration of Basic Training under the apprenticeship programme.
- ii) Unlike in case of Short Term trainings, they will not be engaged for this directly by the RDAT/NSDC as the case may be. Instead they will need to be engaged for basic training by the Industry/group of industries/industry associations/clusters/TPAs as the case may be under the apprenticeship programme. The particulars of the BTP will be specified in the individual apprenticeship contracts being signed between the candidate and establishment and generated on line.

5 Payment of Basic Training Cost

- a. The establishment engaging the "fresher" apprentices must have the apprenticeship contract signed with the apprentices.
- b. After signing of contract of apprenticeship, employer shall depute the "fresher" apprentices to the approved BTP for basic-training.
- c. BTP will be provided with a Basic training support for duration as specified in the approved curriculum. This will be for a maximum upto 500 hours/3 months per apprentice and the BT cost to be reimbursed will be calculated @INR 15 per hour upto a maximum of INR 7500/- per apprentice (500 hours). Target for fresher candidate is limited to 20% (10 lakh apprentices) of total target under NAPS (which is 50 lakh apprentices by March 2020). Reimbursement shall be made on first come basis i.e. date of signing of contract between establishment and apprentices.
- d. During the period of basic training, attendance of apprentices will be uploaded by the BTP on the apprenticeship portal.
- e. BTP shall upload the details of completion of basic training and the claim reimbursement of the basic training cost through the establishment/s, (in cases where the industry itself is not the BTP), who have engaged the BTP to conduct the BT for an apprentice on the apprentice portal.
- f. The NSDC/RDAT shall scrutinize the claim and on the recommendation of the establishment engaging the BTP, make the payment limited to 2/3rd of the estimated support for BT under NAPS (up to INR 5000 per apprentices) towards cost of Basic Training directly to BTP through their bank account in the first instance.
- g. The establishment/BTP shall upload the results of assessment after such assessment is done, the BTP can claim of the remaining basic training cost on the apprentice portal (up to INR 2500) for the apprentices who have appeared for assessment.
- h. The RDAT/NSDC shall scrutinize the claim and on the recommendation of the establishment engaging the BTP make the balance payment towards final cost of Basic Training directly to BTP through their bank account.
- i. In case of BT being conducted simultaneously with on the Job training payment would be made @ INR 10 per hour per apprentice at every month on the recommendation of the establishment engaging the BTP upto completion of basic Training and the remaining @ INR 5 per hour per apprentices after assessment in respect of only those apprentices who appear for assessment. (Limited to a maximum of 500 hours).
- j. BTP shall not charge any fee from apprentices for Training. However, an apprentice may be expected to pay a nominal examination fee prescribed by the concerned "assessment & certification" agency like SSC/DGT/NCVT etc.

- k. A BTP cannot cease to function during the mid of a basic training session. However, if it ceases from operating during the course of training, it cannot make a claim for basic training cost on any circumstances.
- l. If a BTP ceases from operating during the course of training, the establishment or industry cluster/chamber/ association has to make a fresh arrangement with another BTP near to the vicinity so that the basic training for apprentices are not affected. However, the new BTP can make a claim only for the period of actual basic training it has offered on a pro-rata basis.



GUIDELINES FOR THIRD PARTY AGGREGATORS

■ - BACKGROUND

At present, only 4.17 lakh trade apprentices are undergoing apprenticeship training across organizations in different sectors throughout the country under the Apprentices Act, 1961. Given the fact that the formal Indian work force is approx. 100 million this number is miniscule. Out of these, 36,000 apprentices are in Central Public Sector Undertakings/Central Government and 1.94 lakh apprentices are in State Public Sector Undertaking/State Government Departments. There are about 50 lakh employees in Central Public Sector Undertaking, Central Government and Banking Sector. If these establishments engage apprentices even up to the mandatory minimum limit of 2.5% of the total manpower strength, the number could reach 1,25,000. Besides the larger PSUs & Private Sector Industries, there are a large numbers of establishments in MSMEs sector who come under the ambit of the Act. But their participation in implementation of apprenticeship training has not been encouraging. There are multiple reasons behind this including limited availability of training facilities as per prescribed curriculum, inability to hire instructional staff because of financial constraints, inadequacy of supporting staff to support activities involved with apprenticeship training such as maintaining contract of apprenticeship, uploading the contract details on the apprenticeship portal etc. There are about 21 lakh MSMEs having 6 or more workers. Even if each establishment engages one apprentice, the number could be 21 lakh. Therefore, there is a huge potential in apprenticeship training which remains untapped because MSMEs do not have adequate staff to support activities involved with apprenticeship training.

To facilitate the Industry (specially the MSMEs) to undertake apprenticeship programme as mandated under the Apprenticeship Act, 1961, a provision has been made under section 8(2) of the Apprentices Act, 1961 which enables several employers to join together either themselves or through an agency approved by the Apprenticeship Adviser, for and provide apprenticeship training to the apprentices under them according to the guidelines issued from time to time by the Government.

Further, the government of India has launched a new scheme 'National Apprenticeship Promotion Scheme (NAPS)' on 19th August, 2016 to provide financial support to establishments undertaking apprentice programmes. The target under the scheme is to undertake apprenticeship for 50 lakh persons by 2019-2020 against which we have covered less than 5 lakh at present.

It is, therefore, proposed to support MSMEs and other establishments by providing them the facility of Third Party Aggregators (TPA) and encourage them to engage large number of youth for Apprenticeship Training in accordance with these guidelines.

2. ELIGIBILITY OF TPA

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

- a) The institution/organization must be registered as a company/partnership or Proprietary firm /Trust/Society /NGO/Industry Association or Chamber
- b) Institution/ organization with at least 5 years of experience of working in the area of Industrial training/ skilling/ education/ placement/ non-profit activities/working as an registered industry association or chamber
- c) Institution/ organization must have a registered office (with an expert team & sufficient infrastructure in place at its Head-Quarters/ Branch so as to be able to coordinate the running of an apprenticeship programme and have courses/curriculum designed etc. in its domain area)
- d) Institution/ organization must have exposure in mobilization of men, women and youth for education, skilling interventions, facilitating wage/ self-employment or involved with non-profit activities pertaining to social/community development.
- e) Institution/ organization must possess letters of support from at least 20 establishments wanting to engage apprentices stating that it is willing to appoint the applicant institution/organization as a TPA.
- f) Institution/ 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 the prescribed template.

3. Selection process for TPAs

The selection process for TPAs will be as under: -

- a) The application form can be downloaded from the apprenticeship website <http://apprenticeshipindia.org> filled in by the applicant institution/organization and uploaded on the portal alongwith the following documents:-
 - i) registration documents
 - ii) documents to establish conditions under paras (b) to (d) above.
 - iii) letters of support from at least 20 establishments wanting to engage apprentices stating that it is willing to appoint the applicant institution/organization as a TPA.
 - iv) self-declaration from duly filled in stating that it has not been blacklisted by any organization.
 - v) till such time as this functionality is available on the portal the applicant institution/organization can E-mail the form after filling it in along with the listed documents to **apprenticeship@nsdcindia.org**
- b) Applications will be scrutinized by the Apprenticeship Division set up at the NSDC in respect of basic eligibility criteria and placed before a committee set up under the Chairmanship of the JS (Apprenticeship) in the MSDE constituted of officers from the MSDE, DGT & NSDC for consideration of approval. The applications found eligible will be informed of the same by the Apprenticeship Division.
- c) The committee may if it deems fit refer the application to the RDAT, DGT or the State Engagement Officer, NSDC for field verification.
- d) The committee may also, if deemed, fit invite the shortlisted applicant to make a presentation before it on a pre-fixed date

- e) The committee reserves the right to accept/reject any/all of the applications & the decision of the Committee shall be final and binding.
- f) The decision of the Committee will be communicated to the applicant institutions/organizations on line by the Apprenticeship Division at NSDC.

4. Term and Conditions of empanelment as a TPA will be as under:-

- a) Institutions/organizations will be empaneled for a period of three years;
- b) Performance of the institutions/organizations as a TPAs will be reviewed on a periodic basis
- c) MSDE will have right to remove any institutions/organizations from the empaneled list at any time in cases where it is satisfied that the said institutions/organizations is not performing well as a TPA .
- d) MSDE also reserves the right to modify the term and conditions for empanelment of institutions/organizations from time to time and such modified terms shall be binding on the empaneled institutions/organizations. .
- e) The empaneled institutions/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 programme or the MSDE/State Governments or its allied departments/organizations like the DGT/NSDC/SSDMs.

This document and other related information with regard to TPAs are uploaded in the website UR <http://www.apprenticeshipindia.org/Material/TPAGuidelines.pdf>

5. ROLE OF TPAs

5.1 ROLE OF TPAs will be as under:-

- a) to arrange the basic training under the Apprenticeship Act through Basic Training Providers for fresher apprentices (apprentices who come directly to undertake apprenticeship training without any formal training) in case the establishment is desirous of outsourcing the basic training.
- b) to assist the establishments get approval for Basic Training Centers (BTCs) in case these are not in the panel of approved BTCs under the DGT/NSDC as per the case
- c) to select not more than 3 establishments for on-the-job/ practical training of apprentices by studying the infrastructure facilities available with individual employers in such a manner that the combined facilities available with the selected establishments (maximum upto 3) meets the requirement of prescribed curriculum of the trade. TPA can organize on-the-job /practical training for apprentices in these selected establishments in coordination with employers.
- d) to match the demand of establishments for apprentices with the candidates desiring to undergo apprenticeship programme

- e) to mobilise and counsel candidates to undergo apprenticeship trainings
- f) to assist the establishment in designing courses under the apprentice programme and getting them NSQF aligned (in case establishments opt for NAPS)
- g) to upload contracts of apprenticeship on the apprenticeship portal on behalf of the establishment for registration by Apprenticeship Adviser. Login and password will be provided to TPA for this purpose.
- h) to upload the syllabus with duration of apprentices courses on behalf of the establishment
- i) to furnish all the returns on the portal site on behalf of the establishment
- j) to submit reimbursement claims on behalf of establishment towards stipend paid to apprentices
- k) to submit reimbursement claims for basic training cost in case establishment is the basic training provider under NAPS.
- l) to ensure compliance of all formalities by the apprentices for appearing in assessment examinations as and when required.
- m) to assist the establishment to conduct assessment and issue certificates (also to help establishments to coordinate with assessment authorities as required under Designated Trades & NAPS)
- n) TPA will not charge any money from apprentices. However, it may charge the establishment for services rendered such as mobilization and to provide administrative support to the establishment to run its apprenticeship programme

5.2 RESPONSIBILITIES OF EMPLOYERS (in cases where it engages TPAs)

The following core activities under the Apprenticeship act will continue to be the responsibility of the employer even in cases where it engages the services of the TPA:-

- a) Enter into contract of apprenticeship with apprentices
- b) Ensure uploading of apprenticeship contract on portal
- c) Ensure uploading of the syllabus with duration on portal
- d) Arrange provide of basic training to fresher apprentice.
- e) Provide on-the-job training/practical training at his workplace to apprentice engaged by him.
- f) Payment of prescribed stipend to apprentices
- g) Payment of compensation in case personal injury is caused to an apprentice, by an accident during training.
- h) Organizing assessment & certification at the end of the apprenticeship programme.

GUIDELINES FOR FRAMING OF COURSES FOR APPRENTICESHIP TRAINING PROGRAM

Back Ground: Apprenticeship Training consists of Basic Training and On-the-Job-Training(OJT)/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself. Basic Training usually accounts for 20-25% of the duration of the overall apprenticeship programme but can vary depending on the specific requirement of the curriculum. The basic training and on-the-job training component can run simultaneously or sequentially one after the other, in accordance with the arrangement between employer and SSC/ training partner. However for sequential mode basic training will precede OJT.

1. Trades /Courses under the Apprenticeship act

1.1 There are two categories of trades defined under the Apprenticeship act 1961 as amended from time to time those notified by the Govt. referred to as "Designated Trades" and the others which are not included in the notified list of the Designated Trades but opted as a Trade/Course to be run under the apprenticeship Act by an establishment. These are referred to as "Optional Trades".

1.2 Rationale behind introducing "Optional Trade"

Optional trades have been introduced under the Apprentices Act, 1961 to allow employers to create their own courses/trades for providing training to apprentices. The concept of "Optional Trade" was introduced to give more flexibility to establishment to create courses as per their requirements in the manufacturing, services, trade or any other sector. This has also opened up opportunities to non-engineering graduates in fields such as B.A, B.Com., B.Sc., (including those pursuing such courses) and 10+2 pass outs from social sciences/commerce or those who have completed NSQF aligned short terms courses, and fresh apprentices from among those who are class V pass & above to enroll under apprenticeship training programmes and become industry ready.

1.3 Legal provision Under the Act,

"Optional trade" is defined as any trade or occupation or any subject field in engineering or nonengineering or technology or any vocational course as may be determined by the employer for the purposes of the Apprentice Act, 1961. As per Rule 7A(6) an employer is required to upload the syllabi and duration of the Optional trade on the Apprenticeship portal.

2. Apprenticeship Courses Under Designated Trade

These courses are designed and developed by the Central Staff training and Research Institute, Kolkata (CSTARI), approved by the Central Apprenticeship Council & National Council for Vocational Training and notified by the Govt. as a Designated Trade. There are at present 261 such courses notified. Details are available on the apprenticeship portal <http://apprenticeshipindia.org>. The algorithm to develop curricula is given at Annexure-A.

3. Apprenticeship Programmes /Courses under Optional Trade-how to design a course

3.1 As per the extant provisions under the updated Apprentices Act, 1961/ Apprenticeship Rules 1992, an establishment has full discretion to design & run an Optional Trade Apprenticeship Programme; it needs to only upload the syllabus and duration on the portal. However, in case an establishment opts for financial support under NAPS it needs to have these course National Skill Qualification Framework (NSQF) aligned as public funding has NSQF alignment as a pre-requisite.

3.2 To facilitate establishments to design their own "optional courses" & frame requisite entry qualifications and curriculums under them, a template has been designed. A standardized template also makes it easy for the candidates to understand the courses and the different pathways available to him/her for employment.

An establishment will need to fill the details of the course in the standard template and E- mail it to the Apprenticeship Division at the National Skill Development Corporation (NSDC) through 'E- mail at apprenticeship@nsdcindia.org' (this feature will be on line by end December 2018). The Apprenticeship Division will go through the template only to ensure that all the essential requirements of the course have been filled in the template by the establishment, and advise the establishment to upload the course on apprenticeship portal with modifications if any required. However till such time as this functionality is activated on the portal, the Apprenticeship Division will itself upload the course on the portal and intimate the establishment after having done so.

3.3 Further the NSDC has posted on the apprenticeship portal more than 2000 Qualification Packs designed by Industry experts/Sector Skill Councils (SSCs) across sectors including manufacturing & services which are pre-approved in the short term course format and most of which are NSQF aligned. The Industry can use these QPs also to design an apprenticeship curriculum for their establishment. Use of approved QP will enable easy alignment of the optional trade chosen with NSQF. The employer could choose to run an Optional Trade under the Apprenticeship Training Programme in any one of the following modes :-

a) Embedded mode- In this mode the QP contain both the basic training and OJT as part of qualification. The basic training can either be delivered by the industry at its shop floor or can be delivered by a Training Provider (TP) and the OJT will need to be delivered by the industry.

b) Top up mode- -an establishment can pair two QPs which it feels are compatible and run them under the Apprenticeship programme. Under this scenario it will be required to design the Apprenticeship Course in such a manner that the first QP will be treated as Block I (basic training/class room training/lab component) of the Apprenticeship Programme & the second QP will be treated as Block II (by running it on-the-job/shop floor training mode).

The NSDC has, after discussions with the SSCs, identified 100 embedded and 49 Paired courses which it felt were relevant for running under the apprenticeship programme from out of the 2000 plus QPs. The details are available on the portal. More such courses will be added in phases,

In all such cases since the duration of course will change from what was approved for the course to be run on Short Term Training mode, the National Skill Development Agency (NSDA), would need to be intimated about the changes (when run under the, Apprenticeship mode) by the SSC concerned for necessary amendments in qualification files.

However as mentioned in Para 3.1 above, the establishments are at liberty to choose from any of these QPs to design its apprenticeship course or design its own course (even outside of the 2000 plus QPs on portal) to run an apprenticeship programme in an optional trades.

4. Financial support under NAPS to run an Apprenticeship Course:-

The "National Apprenticeship Promotion Scheme (NAPS)" launched by the Govt of India in August 2016 provides for financial support to establishments undertaking apprenticeship programmes under the Apprenticeship Act in the following manner :

- (i) Reimbursement of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all employers.
- (ii) Sharing of basic training cost in respect of apprentices, who come directly to apprenticeship training without any formal training. Basic training support would be Rs. 7500/- for 500 hours calculated @ Rs 15/-per hour.

To avail the financial support under NAPS establishments will need to fulfill the following conditions:-

- (i) Run an designated/optional trade course which is NSQF aligned
- (ii) Get the assessment of apprentices at the end of the programme done through the Sector Skill Councils under the NSDC, for Optional Trades or through the DGT/NSVT for Designated Trades, or any other institution recognized for this purpose by the MSDE, Govt from time to time.

The financial support is subjected to total financial and physical target approved under the scheme till March 2020.

5. Approval process for new course (under NAPS) which are not QP aligned- Optional Trades

- (i) Approval process for courses (under NAPS)-Optional Trades will be as under;-
- (ii) Establishment will send the courses to the Apprenticeship Division of NSDC
- (iii) The Apprenticeship Division after initial scrutiny place the course before the "Technical Approval Committee" (TAC) for approval, The Technical Approval Committee shall comprise of representatives of NSDC, DGT, concerned Sector Skill Council (SSC) (more than one SSC can be part of the TAC in case the course is relevant to more than one sector) and experts from the industry
- (iv) The Technical Approval Committee will check whether the course and curriculum meets all the requirements for getting the course NSQF aligned and if so approve the same and advise the SSC concerned to send it to the NSQF for final approval
- (v) An approved list of NSQF aligned courses is also available on the portal which will be duly supplemented by all new courses which are **NSQF** aligned. If an establishment picks up a course from this list, no further approval process will be required.
- (vi) Once the course is approved by the NSQF an establishment can avail the financial support under NAPS to run this course.

The approval process for a new course under NAPS is explained in the flowchart placed at **Annexure -B**.

6. Assessment and Certification

6.1 Assessment and Certification by Establishments (non NAPS)

After completion of apprenticeship training, apprentices will need to go through an assessment to be conducted by the establishment. Certificates will be awarded by the establishments to apprentices based on marks obtained by them in the assessment by the establishment. A model template for certificate will be available on portal for adoption by the industry.

6.2 Assessment and Joint Certification under NAPS

Under NAPS, and in cases where the employer/ establishment opts for Joint certification, the assessment will be conducted jointly by the establishment and the concerned Sector Skill Council, (in case of Optional Trades) or the DGT (in case of

Designated Trades). The theory part of this assessment would be on line to be conducted through the SSC concerned I DGT, as the case may be, while the practical would be conducted by the employer at the shop floor premises and would be evidence based. In such cases the certificates will be awarded to apprentices who pass the assessment jointly by the establishment and the concerned Sector Skill Council /DGT. The assessment details will be uploaded on the portal and certificates, in approved formant will be electronically generated and sent to establishments and successful apprentice.

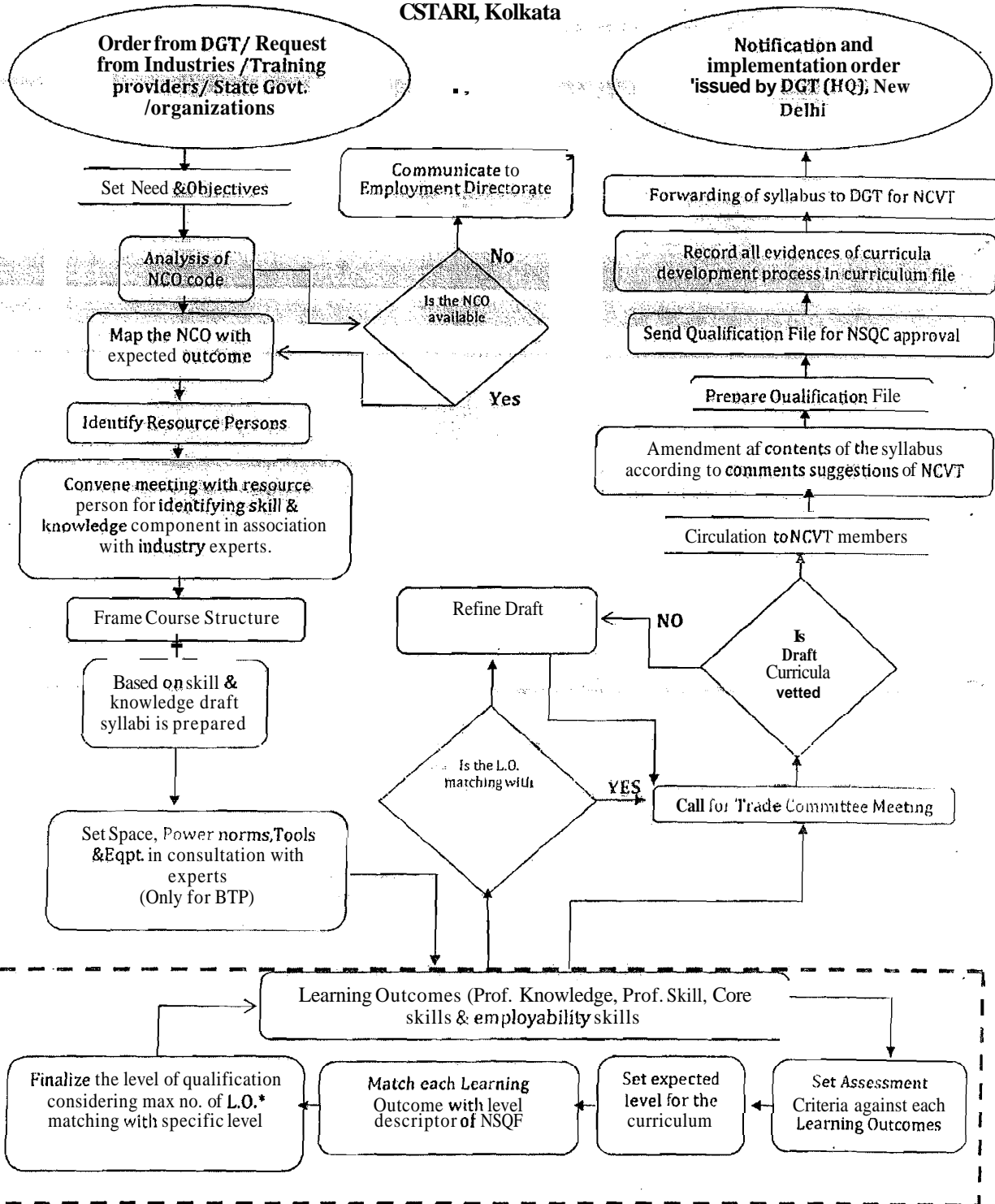
6.3 Broad Assessment Scheme:

Area Practical	Sub Area Practical Examination	Agency Employer (on the shop floor)
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Theory	Theory - (Online Examination)	Certifying Agency
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Annexure-A

Algorithm of sequence for designing new ATS Curriculum (for Designated Trade) followed by Research Section, CSTARI, Kolkata



The approval process for a new course under NAPS

