



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body under the

Ministry of Education, Department of Higher Education, Government of India

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BOAT WR/2022/Circular/4681

Date: 10/03/2022

CIRCULAR

After the successful completion of apprenticeship training of one year, the candidates are required to be issued a 'Certificate of Proficiency' (CoP) by the concerned Board of Apprenticeship Training. This CoP is issued online once the Record of Progress (RoP) for all the 4 quarters of apprenticeship training of the apprentice is uploaded by the establishment official on the NATS portal through establishment login, which is approved by BOAT Officer. On approval of fourth quarter RoP, the Training Completion Report is generated which initiates the process of issuing the CoP. The CoP so issued to a candidate enhances his / her chances of employment as the Soft Skills, and the Technical Skills acquired during the apprenticeship training, are graded on the second page of the CoP.

As an obligation under Rule 14 (4) of The Apprenticeship Rules, 1992, every employer shall maintain a record of the work done and training undertaken by the graduate and technician apprentices engaged in his establishment, for each quarter and at the end of each quarter shall regularly and timely submit the RoP of all apprentices engaged in his establishment. It is observed that the RoPs are submitted with an inordinate delay. Therefore, the apprentices due to non-submission of the RoP / RoPs are deprived of the award of CoP, with no fault on their part.

The Apprenticeship Advisors of Board of Apprenticeship Training (Western Region), Mumbai, have been constantly advising the establishment officials for timely submitting the RoPs on regular basis during their interactions, and inspections conducted to monitor the apprenticeship training. However, the NATS webportal data in this regard shows that for almost more than 50% of apprentices in each financial year, the RoPs are yet to be submitted.

Therefore, all the establishment officials are hereby requested to submit the pending RoPs immediately and get it approved from the concerned officer of BOAT (W.R.), in the best interest of the candidates who have successfully completed one year of apprenticeship training.

P. U. [Signature]
10/03/2022

Director of Training