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

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Version History

Date	Version	Description
02/03/2017	1.0	First draft of Establishment User Manual
30/06/2017	1.1	Vocational course removed

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1. About the Application

The National Apprenticeship Training Scheme (NATS) portal allows stakeholders to gain detailed information on the Apprenticeship Training Scheme (ATS), and access services provided by the Board of Apprenticeship and Training (BOAT)/Board of Practical Training (BOPT). The stakeholders, such as Technical Institutions, Establishments (Central, State and Private Sector), Candidates and Employees of BOAT/BOPT can use the portal as described below:

- **Technical Institutions** can upload information about their students and view the details related to their selection, sponsorship and placement status in different industries or establishments. They can also view details of available training slots based on subject, branch and fields.

- **Establishments** can view information on how to enrol apprentices for the training scheme, receive notifications for new training positions and recruit apprentices, manage various reports posted to BOAT/BOPT, and submit apprenticeships, contracts, and claims.

- **Employees of BOAT/BOPT** can use the portal to send a list of candidates to industries or establishments for apprenticeship training, issue Registration Numbers and certificates, display list of industries with vacancies for apprenticeship training, view details on claims reimbursement, and send all correspondence related to NATS.

- **Candidates** or students can use the portal to enrol for the Apprenticeship Training, receive information on available Apprenticeship vacancies and their benefits, employment news, interview tips, and view information related to their reports and certificates.

The portal can be also be used to provide insights related to Apprenticeship Training such as:

- budget requirements and costs

- manpower needs

- analysis of supply-demand pattern

- placement of apprentices

- utilisation of resources

1.1. About NATS

The National Apprenticeship Training Scheme in India was started by the Board of Apprenticeship and Training/Practical Training. It is a flagship programme from the Government of India, and undertaken by the Ministry of Human Resource Development. The programme is aimed at enhancing the employability of students by equipping technically qualified youth with practical knowledge and skills required in their respective field(s) of work.

As part of this programme, organisations and Training Managers provide year-long or six months relevant training to apprentices using well-developed training modules. The establishments can pay stipend amount greater than or equal to the minimum stipend amount fixed by the Government of India to the apprentices. The establishments are reimbursed with half of the minimum prescribed stipend amount.

The apprentices are trained at Central, State and Private organisations. At the end of the training programme, the apprentices are issued a Certificate of Proficiency by the Government of India. This certificate can be registered at all employment exchanges across India as valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

1.2. NATS Dashboard

After logging into the NATS portal by using your login credentials generated during enrolment, you will see the following dashboard based on your access rights.

- Establishment Dashboard

2. About the Establishment User Manual

2.1. Structure of the Document

The User Manual is divided into several chapters. Each chapter has an overview and a set of tasks.

Task Overview

The task overview details why you need to perform a task, and how it is connected to the application or process workflow.

Procedural Steps

The procedural steps explain how to perform the task through a set of simple, step-by-step instructions. Screenshots are provided for reference.

Field description tables are added to explain the details of all the fields that is discussed in a task.

2.2. Roles and Responsibilities

The NATS portal can be accessed by four types of users — Educational Institutions, Establishments, BOAT/BOPT Officials and Candidates.

The following table provides details of tasks that each user role can perform in the NATS portal:

Role	Functionality
Educational Institutions	• Upload student data • View the details of students related to their placement in industries • View details of industries such as available branch, subject, and field-based training slots
Establishments	• View notifications about the Apprenticeship Scheme • Manage notifications on new training positions and recruitment • Manage reports on training

Role	Functionality
BOAT/BOPT Officials	• Manage student enrolment and reimbursement claims • Manage information related to reports • Manage correspondence related to ATS from Establishment • Manage list of candidates for apprenticeship training based on requests from Establishment • Manage Registration Numbers, and Certificates with Digital Signature • View notifications related to vacancy from Establishment • Manage Student, Establishment, and Institution
Candidates/Students	• View list of establishments and details related to the ATS • View Periodical Progress Report sent by Establishment to concerned BOAT/BOPT • View Training Completion Report sent by Establishment • View status of Certificate of Proficiency (COP) • View information on vacancies available across industries for apprentices

2.3. Document Conventions

Convention	Description	Example
Bold	The bold typeface is used to present references to menu options, fields, numbered caption, section and button names.	1. On the home page, click **Register**. The Student Enrolment page appears.
Bulleted List	An unordered series of concepts, items or options.	A student with any of the following qualifications is eligible to enrol as a trainee: • Graduation • Diploma
Numbered List	A sequence of processes, events or steps.	1. On the home page, click **Register**. The Registration page appears. 2. In the category drop-down list, click **Student** and then click **Register**. The Student Enrollment page appears.

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

2.4. Acronyms

Acronyms	Description
NATS	National Apprenticeship Training Scheme
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
MICR	Magnetic Ink Character Recognition

Acronyms	Description
CSV	Comma Separated Values file
PDF	Portable Document Format
OTP	One Time Password

2.5. Common Tasks

Common tasks are the functions or tasks that are repeatedly performed across the NATS portal.

The following are the common tasks that can be performed in NATS:

- Log On
- Get New User ID

2.5.1. Log On

You can log on to the portal with your email ID or user ID and password and perform the tasks displayed on your dashboard. These login credentials can be obtained after enrolment. For more information for enrolling to NATS, see Managing Establishment Enrolment.

To log on to the portal

1. On the Home page, click **Login**. The Login page appears.

2. In the **EMAIL/USER ID** box, type your email ID or user ID.

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

4. Click **Login**. The dashboard specific to you appears. For more information about your roles and responsibilities in the NATS portal, see Roles and Responsibilities.

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

2.5.2. Get New User ID

If you have enrolled on any of the BOAT/BOPT regional portals previously, you will require a new user ID to access the new NATS portal. You can get a new user ID to log on to the portal by providing your old user ID, password and your state of residence.

To get a new user ID

1. On the home page, click **Login**. The Login page appears.

2. Click **Click Here**. The related fields appear.
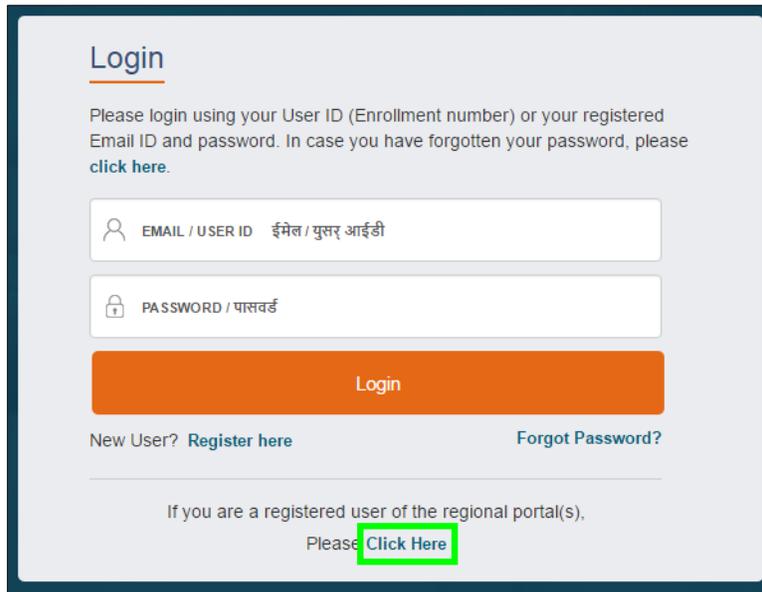
3. In the **OLD USER ID** box, type your old user ID.
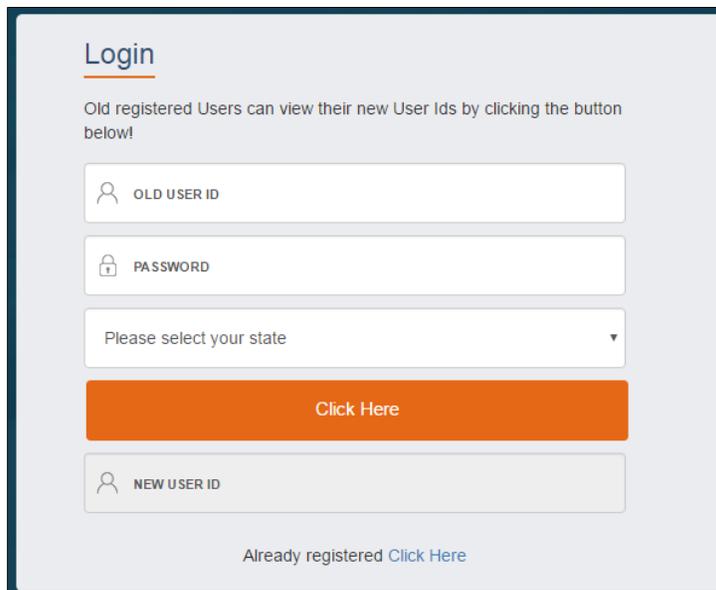
4. In the **PASSWORD** box, type your password.

5. In the state drop-down list, click your state of residence and then click **Click Here**. The newly generated user ID appears in the **NEW USER ID** area.

3. Managing Establishment Enrolment

You can use the Enrolment module to enrol as an establishment. After the enrolment, you can perform tasks based on your access rights.

An establishment can enrol to recruit students with any of the following qualifications:

- Graduation
- Technician

This chapter contains the following section:

- Enrolling Establishment

3.1. Enrolling Establishment

You can enrol as an establishment if you have the requisite infrastructure and trained managers and supervisors to impart training to the apprentices. You can offer training to graduate and diploma students for a year or six months (sandwich students), with subsidy from the Government of India. You can also absorb apprentices onto regular roles in the establishment as per your requirement after the completion of apprenticeship training. It is not mandatory for an establishment to provide transport, food or medical facilities to an apprentice.

After the establishment has been successfully enrolled and approved by BOAT/BOPT, you can perform tasks such as receive notifications for new training positions, forwarding the progress of an apprentice, managing recruitment of apprentices, and managing online submission of claims, apprenticeship contracts and training-completion reports.

This section contains the following topics:

- Enrolling Graduate and Technician Establishment

3.1.1. Enrol Graduate and Technician Establishment

You can enrol as an establishment to train graduates and technicians. During enrolment, you can specify the number of graduates and technicians that you plan to train and also the stipend for each. During the enrolment, you must upload supporting documents to be sent to BOAT/BOPT, such as PAN/TAN ID, company profile, latest Income Tax Return, Structured Training Module and Certificate of Incorporation.

> *Have the following items in hand to enrol with ease: Details about factory or place of training, Infrastructure and Manpower, and Nature of technical activity practiced in the establishment.*

To enrol graduate and technician establishment

1. On the home page, click **Enroll**. The page appears with **Eligibility Check**, **Questionnaire & Guidelines**, **Enrollment Form** and **Preview & Confirm** sections.

2. In the **Eligibility Check** section, in the drop-down list. click **I am an Establishment**. Other establishment related questions appear.

3. Type to answer the questions related to eligibility check for the NATS programme.

    - If you are eligible for the programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
    - If you are not eligible for the programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click **an Establishment**.
Established in the year	In the drop-down list, click the year when the establishment was formed.
Our establishment employs	In the drop-down list, click the number of employees in your establishment, including contractual and casual staff.
My role with the Establishment is	In the drop-down list, click **CEO** or **Training Officer** or **HR** to specify your role in the establishment.

4. Ensure that your establishment has fulfilled the eligibility criteria displayed for enrolment approval and click **I've above data**. The Let's Get Started area is displayed.

5. In the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.

6. In the **One Time Password** text box, type the password sent as a message to your mobile number, and then click **Continue**. The mobile number is verified and establishment related fields appear.

7. Type your name and primary email ID in the **CEO/HR/Training Officer Name** and **Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.

> - *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
>
> - *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*

8. Click **Save and continue**. The **Basic Information** area appears.

9. Upload the mandatory documents and type or select other required details.

> *All the documents should be in PDF or DOCx format and with file size of maximum 1 MB.*

Field	Description
Availability of Certificate of Incorporation? *	In the list, select **Yes** or **No** to specify if the Certificate of Incorporation is available with the establishment. • If Yes, click **Upload**, and select the required document from the local drive, and then click **Open**.
Availability of PAN/TAN? *	In the list, select **Yes** or **No** to specify if PAN or TAN identity document is available with the establishment. • If **Yes**, click **Upload**, and select the required document from the local drive, and then click **Open**.
Availability of Past Assessment year IT Returns*	In the list, select **Yes** or **No** to specify if the IT returns from previous assessment years are available with the establishment. • If **Yes**, click **Upload**, and select the required document from the local drive, and then click **Open**.
Availability of structured training module? *	In the list, select **Yes** or **No** to specify if a structured training module is available with the establishment. • If **Yes**, click **Upload**, and select the required document from the local drive, and then click **Open**.
Availability of internal complaint committee in regard of Sexual harassment of women at work place? *	In the list, select **Yes** or **No** to specify if an internal complaint committee for sexual harassment of women at work place is available with the establishment. • If **Yes**, click **Upload**, and select the required document from the local drive, and then click **Open**.
Availability of Company Profile *	In the list, select **Yes** or **No** to specify if a company profile is available with the establishment. • If **Yes**, click **Upload**, and select the required document from the local drive, and then click **Open**.
Committee Incharge*	In the text box, type the name of the internal complaint committee's in-charge.
Designation*	In the text box, type the designation of the internal complaint committee's in-charge.
Mobile No*	In the text box, type the mobile number of the internal complaint committee's in-charge.
Email ID*	In the text box, type the email ID of the internal complaint committee's in-charge.
Brief details of the committee*	In the text box, type details about the internal complaint committee.

Field	Description
Establishment wishes to register Apprentice Selection Type*	In the drop-down list, click the **Graduate/Technician** option to specify that the establishment wishes to recruit graduates or technicians for the training programme.

10. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.

11. Read the guidelines, required enrolment documents and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.

12. Click **Agree and continue**. The **Enrollment Form** section appears with Organisation Information, Infrastructure for Training and Bank Information & Account Details tabs.

13. On the **Organisation Information** tab, type or select the required details.

Field	Description
Establishment Details	
Name of the Organisation / Establishment*	In the text box, type the name of the establishment.
Year of Incorporation of Establishment*	This field displays the year when the establishment was formed as entered in the **Eligibility Check** section.
Name of Head of Organisation*	In the text box, type the name of the person heading the establishment.
Nature of Industry*	In the drop-down list, click to specify whether the establishment is run by the central government, state government or by a private party.
Nature of Technical Activity*	In the drop-down list, select all the technical activity check boxes that the establishment offers.
Website Address*	In the text box, type the website address of the establishment. *An example for website address:* *https://www.abcd.com.*

Does the Establishment have presence in a minimum of four states across regions and want to enroll on pan India basis?	In the list, select **Yes** or **No** to specify if the establishment has presence in four states across regions and want to enrol on pan-India basis. If **Yes**, more related fields are displayed.	
	Region*	In the drop-down list, click the region where the establishment requires pan India presence.
	State*	In the drop-down list, click the state where the establishment requires pan India presence based on the selected region.
	District*	In the drop-down list, click the district where the establishment requires pan India presence based on the selected state.

Field	Description
Communication Information	
Registered/Corporate/Head Office Address	
Pincode*	In the text box, type the pincode of the establishment's registered or corporate or head office.
State*	In the drop-down list, click the state where the registered or corporate or head office is located.

Field	Description
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.
City/Town/Village*	In the text box, type the name of the city/town where the registered or corporate or head office is located.
Locality*	In the text box, type the name of the locality where the registered or corporate or head office is located.
Street*	In the text box, type the name of the street where the registered or corporate or head office is located.
Phone Number*	In the text box, type the phone number of the registered or corporate or head office.
Fax Number	In the text box, type the fax number of the registered or corporate or head office.
Mobile Number*	In the text box, type the mobile number of the registered or corporate or head office.
Email ID*	In the text box, type the email ID of the registered or corporate or head office.
Factory / Work Address*	• If the factory or work address and communication is same as corporate or head office's address and communication, then select the **Same as Registered/Corporate/Head Office Address** check box. The factory or work address fields are filled out. • If the factory or work address and communication is not the same as corporate or head office's address and communication,, then enter the details for registered or corporate or head office address.
Manpower Details – Graduate/Technician	
Graduate • To add more graduate manpower details, click . A new row is added. • To remove a row, click .	

Field	Description
Department *	In the drop-down list, click the department name associated with the educational qualification of the trainers holding a degree.
Functional Area*	In the text box, type the functional area associated with the educational qualification of the trainers holding a degree.
Manpower*	In the text box, type the total manpower with the educational qualification of a degree.

Diploma

- To add more diploma manpower details, click . A new row is added.

- To remove a row, click .

Department *	In the drop-down list, click the department name associated with the educational qualification of the trainers holding a diploma.
Functional Area*	In the text box, type the functional area associated with the educational qualification of the trainers holding a diploma.
Manpower*	In the text box, type the total manpower with the educational qualification of a diploma.

Total Engineering/Technical/Vocational Manpower

Graduate*	This field displays the total manpower employed at the establishment holding a degree.
Diploma*	This field displays the total manpower employed at the establishment holding a diploma.
Total	This field calculates the total manpower of Graduate, Diploma and Vocational manpower.

Overall Total Manpower

Regular*	In the text box, type the total number of regular manpower employed at the establishment.
Contractual*	In the text box, type the total manpower employed at the establishment on contract basis.
Casual*	In the text box, type the total number of casual manpower employed at the establishment.

Field	Description
Outsourced*	In the text box, type the total number of outsourced manpower employed by the establishment.
Total	This field calculates the total manpower. *The **Total** value should be equal or greater than the value displayed in the **Total** field of the **Total Engineering/Technical/Vocational Manpower** section.*

Apprentice Requirement

Graduate

- To add more departments or functional areas, click ⊕. A new row is added.
- To remove a row, click ⊖.

Branch of Engineering/Technology*		In the drop-down list, click the branch of engineering or technology that the apprentices should have graduated from.
Proposed Training Slots*	Current Year	In the text box, type the number of training slots available for current year.
	Next Year	In the text box, type the number of training slots for next year.
Monthly Stipend*		In the text box, type the monthly salary amount or stipend that is to be paid to graduate apprentices.

Diploma

- To add more departments or functional areas, click ⊕. A new row is added.
- To remove a row, click ⊖.

Branch of Engineering/Technology*		In the drop-down list, click the branch of engineering or technology that the apprentices should have diploma in.
Proposed Training Slots*	Current Year	In the text box, type the number of training slots available for current year.
	Next Year	In the text box, type the number of training slots for next year.
Monthly Stipend*		In the text box, type the monthly salary amount or stipend that is to be paid to diploma apprentices.

14. Click **Save and continue**. The **Infrastructure for Training** tab appears.

Field	Description
Infrastructure Details	
Name*	This field displays your full name as entered in the **Eligibility Check** section.
Designation*	This field displays your designation as selected in the **Eligibility Check** section.
Mobile No	This field displays your mobile number as entered in the **Eligibility Check** section.
Email ID*	This field displays your email ID as entered in the **Eligibility Check** section.
Qualification	In the text box, type your qualification level.

Field	Description
Years of Experience	In the text box, type the total years of experience.
Does the Establishment have exclusive workshop facilities for training?	Select the **Yes** or **No** option, as applicable.
Does the Establishment have lecture-halls/rooms for conducting group discussions & meetings?	Select the **Yes** or **No** option, as applicable.
Does the Establishment have a technical library under the control of the training department?	Select the **Yes** or **No** option, as applicable.
Does the Establishment have hostel facilities for accommodating Apprentices?	Select the **Yes** or **No** option, as applicable.
a. Does the Establishment have canteen facilities for Apprentices? b. Does the Establishment have Transport facilities for Apprentices?	Select the **Yes** or **No** options, as applicable.
Does the Establishment involve the Apprentices in normal production activities?	Select the **Yes** or **No** option, as applicable.
Does the Establishment have its own management training scheme?	Select the **Yes** or **No** option, as applicable.
Where does the Establishment draw the faculty from?	In the list, select the option check boxes to specify the department or functional areas where the training faculty is chosen from.
Does the Establishment have Medical Facility?	Select the **Yes** or **No** option, as applicable.
Does the Establishment have Safety Officer?	Select the **Yes** or **No** option, as applicable.
Whether the Establishment policy provides regular job to the Apprentices after 1 year training?	Select the **Yes** or **No** option, as applicable.

Field	Description
Is the Establishment willing to pay higher stipend than the Government prescribed stipend rate?	Select the **Yes** or **No** option, as applicable.

15. Type or select the required details, and then click **Save and continue**. The **Bank Information & Account Details** tab appears.

Field	Description
Bank Information	
Bank Name	In the drop-down list, click the name of the bank where the establishment has a savings account.
Bank Branch Name	In the text box, type the branch name of the bank.
Bank Account Number	In the text box, type the savings account number.
Name of the Account Holder	In the text box, type the name of the account holder.
IFSC Code	In the text box, type the IFSC (Indian Financial System Code) assigned to the specific bank's branch.

Field	Description
MICR Code	In the text box, type the MICR (Magnetic Ink Character Recognition) code from the account holder's cheque.
Account Officer Details	
Name*	In the text box, type the name of the account officer from the establishment.
Designation*	In the text box, type the designation of the account officer from the establishment.
Mobile No*	In the text box, type the mobile number of the account officer from the establishment.
Email ID*	In the text box, type the email ID of the account officer from the establishment.

16. In the **Declaration** section, select the **By clicking this box I agree to the above Terms and Conditions** check box.

17. Click **Preview**. The Preview page appears with selected details in the required fields.

18. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **User ID**, **Email ID** and **Password** details.
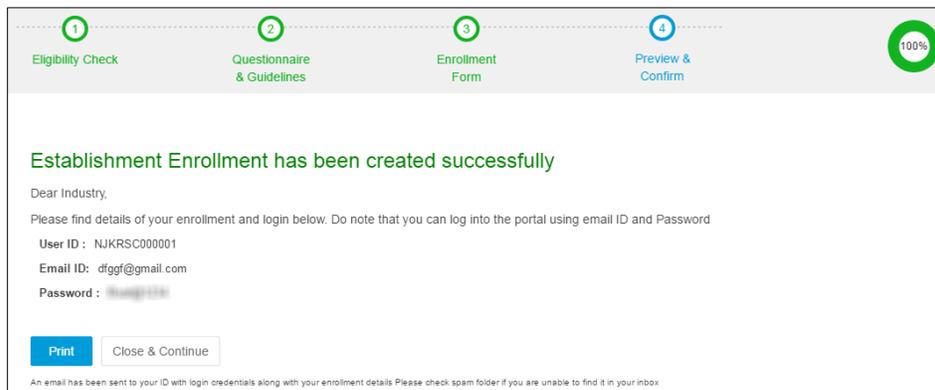
19. Click **Close & Continue**. The Login page appears.

> *You can log on to the NATS application with the enrolment details. For more information about logging on, see the Log On section.*

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

4. Index

5. Glossary

Term	Description
Apprentice	A person, who is trained by an organisation or establishment or an individual mentor, to follow and learn a trade or skill for a fixed period of time.
Surety	An 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.