

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

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

Sir/Madam,

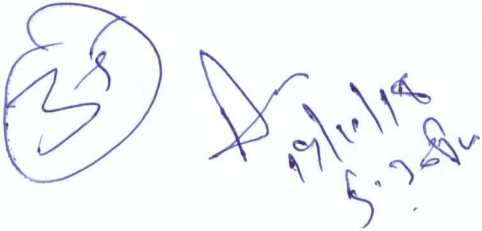
I am to forward herewith the revised Guidelines for Basic Training Providers, Guidelines for Third Party Aggregators and Guidelines for Courses in line with the unified Operational Framework for Apprenticeship Programme.

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. Senior Adviser, MSDE
5. Director, AT, DGT
6. Senior Head, Apprenticeship Division, NSDC
7. Shri Hitesh Kumar, ADT, IT 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.



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 apprentice ship 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 non engineering 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 undustry 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 , GoI 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 NSQC 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 NSQC 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 / DGT, as the case may be, while the practical

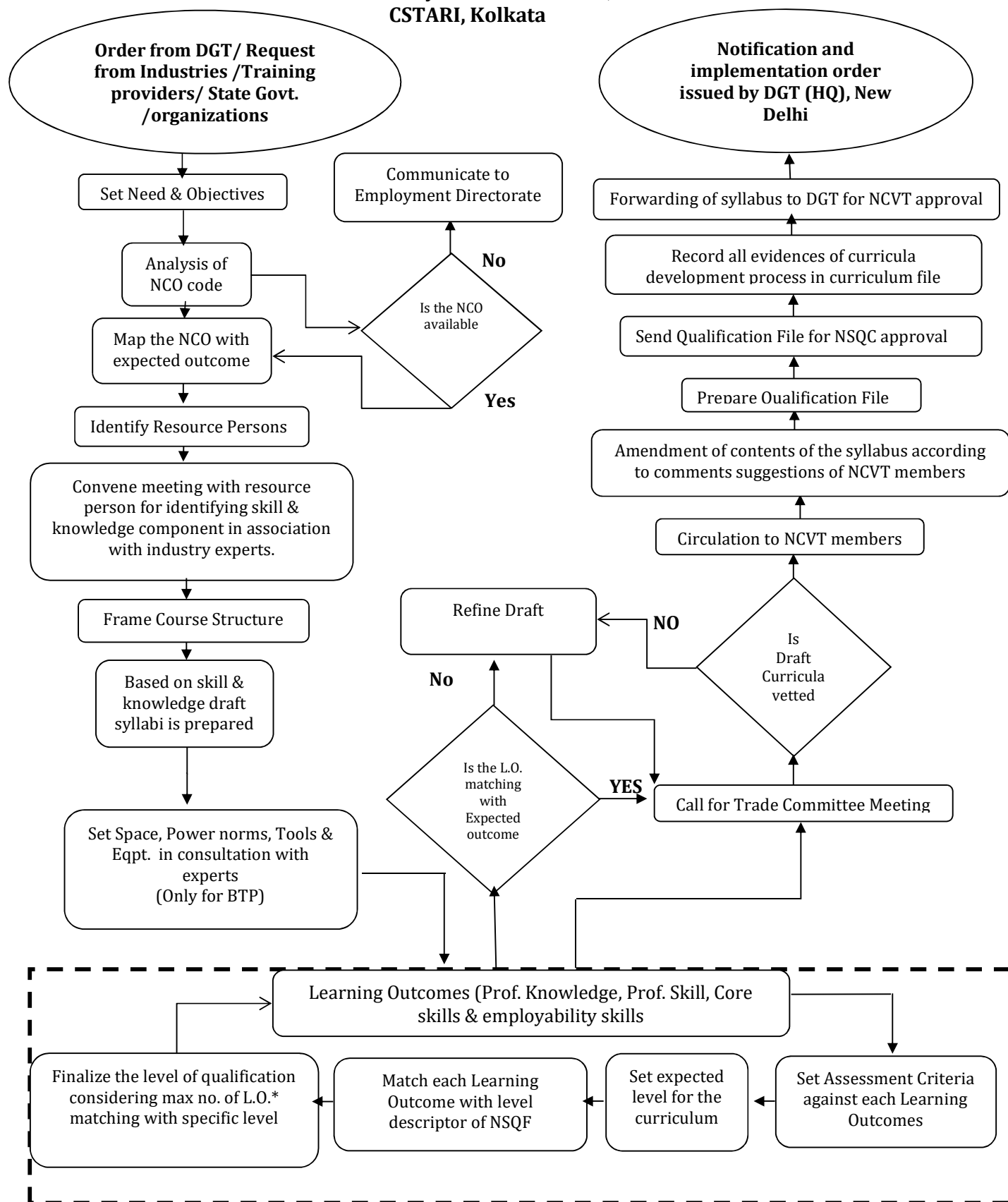
would be conducted by the employer at the shop floor premises and would be evidence based. In such cases the certificates will be awarded to apprentices who pass the assessment jointly by the establishment and the concerned Sector Skill Council /DGT. The assessment details will be uploaded on the portal and certificates, in approved formant will be electronically generated and sent to establishments and successful apprentice.

6.3 Broad Assessment Scheme:

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

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