

NATIONAL APPRENTICESHIP PROMOTION SCHEME (NAPS)

GUIDELINES FOR BASIC TRAINING PROVIDERS

BACKGROUND

Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. Persons after undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment. The other advantages of apprenticeship training are

- It provides quality of training, experiential learning and the enhanced employability.
- it provides for a structured and rigorous training programme which helps apprentices becomes skilled.
- It gives apprentices a real chance to put skills into practice and helps them to gain confidence in a working environment.

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 (Fresher Apprentices)** before taking up on-the-job-training/practical training. It accounts for **20-30% of overall duration of apprenticeship training**. **On-the-job training is performed in the establishments.**

Keeping in view the importance of Apprenticeship training for Promoting Apprenticeship Training A new scheme **“National Apprenticeship Promotion Scheme (NAPS)”** launched by the Honorable Prime minister on **19.12.2016**. The scheme provides the

- Reimbursement of **25% of** prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all employers. **The stipend support would not be given during the basic training period for fresher apprentices.**
- 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 a maximum of 500 hours/3 months.**

Target under the scheme shall be 5 lakh apprentices in 2016-17, 10 lakh apprentices in 2017-18, 15 lakh apprentices in 2018-2019 and 20 lakh apprentices in 2019-20. **The engagement of fresher apprentices shall be 20% of total annual target.**

Fresher apprentices are those apprentices who possess minimum educational qualification required for a trade and have not undergone any formal Institutional training.

1.0 Basic Training Provider (BTP)

1.1. **Basic Training Provider (BTP) is an entity who has adequate/necessary facilities** for a trade and providing basic training to apprentices **engaged by an establishment** as a fresher apprentices.

1.2. Basic Training is imparted to the fresher apprentices by a BTP for acquiring a **reasonable ability** to handle Instruments/Machineries/Equipment **independently prior to being moved to Shop Floor/Work Area for practical training / On-Job-Training.**

1.3. Types of BTPs

- a. **Government & Private Industrial Training Institutes(ITIs) affiliated to NCVT**
- b. **Industries/ establishments with “In-House Basic Training facility”**
- c. Basic Training Centre set up/supported by **Industry clusters/ Sector Skill Councils**

2.0 Procedure for registration and Selection of BTP:

2.1 Government/Private ITI s affiliated to NCVT:

- a. Government & Private Industrial Training Institutes (ITIs) already **affiliated to NCVT** can register to become a BTP.
- b. ITIs 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..**
- d. ITIs can use only the **spare seats** (available within overall affiliation)/ units for BTP purpose or **can opt for a separate shift** in the **NCVT affiliated trades for apprentices.**
- e. The **ITI** registering to act as a BTP must have a **Bank account.**
- f. On submission of relevant details through portal by the Industry/establishment, their application will be shown in the concerned RDAT page under the portal
- g. RDAT 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. availability of spare seats, if any.
- h. On fulfillment of above requirements concerned **RDAT shall approve and allot the ITI a BTP registration number online.**
- i. On allotment of BTP registration number, concerned ITI can conduct Basic Training in trades allotted by RDAT.
- j. **Establishment deutes its apprentices to a BTP after signing of apprenticeship contract.**
- k. Institute Management Committee **(IMC) of Government ITI** can also register as a BTP using the **MIS code** Government ITI

2.2 Industries/ establishments with “In-House Basic Training facility”

- a. “In-House Basic Training facility” includes staff, space, tools and equipment and other allied infrastructure in an Industry/establishment. For providing basic training in “designated trade” or “Optional trade” the Industry/establishment are required to refer to the prescribed syllabus made available in the portal before applying to register as a BTP. Also, Industry/establishment is invited to refer to section 3 of this guideline.
- b. **Industries/ establishments having “In-House Basic Training facility” will register through apprenticeship portal.**
- c. The applicant Industry/ establishment can opt to provide basic training for one or more sector(s) along with the designated trade or an optional trade corresponding to that/those sector(s).
- d. The Industry/establishment registering to act as a BTP must have a **Bank account.**

- e. On submission of relevant details through portal by the Industry/ establishment, their application will be shown in the concerned RDAT page under the portal
- f. **RDAT** will take action to review the application and before grant of approval **will verify** for adequate availability of staff, space, tools & equipment, power connection to administer basic training. In addition to the above, **requisite computer facilities with internet** and other accessories must be available.
- g. On fulfillment of above requirements RDAT shall approve and allot a BTP registration number online to the Industry/establishment. **However, the BTP Registration number will be linked with the establishment registration code under the apprenticeship portal.**
- h. On allotment of BTP registration number, concerned establishment can conduct Basic Training in trades allotted by RDAT.
- i. **Establishment deputes its apprentices to its "In-House Basic Training facility" through the portal.**

2.3 Basic Training Centre set up/supported by Industry clusters association / Sector Skill Council*

*Notified under NSDC, Govt of India

- a. **"Industry cluster association"/ Sector Skill Council** is required to refer to the prescribed syllabus made available in the portal before applying to register as a BTP. Also, it is invited to refer to section 3 of this guideline.
- b. **Industry cluster associations / Sector Skill Council** **will apply** through apprenticeship portal for registration.
- c. The applicant Industry cluster association / Sector Skill Council is required to opt for sector(s) along with a designated trade or an optional trade corresponding to that sector.
- d. The Industry clusters association/Sector Skill Council registering to act as a BTP must have a Bank account.
- e. Industry cluster 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**. Industry cluster associations **may also tie-up with 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. In the case of Sector Skill Councils, they can utilize the affiliated Training partners under them. However, Industry cluster association / Sector Skill Councils must take into account the distance between such external Institutions (ITIs/Polytechnic Colleges/ Commercial Training/ Skilling Centre/ Skill provider/ Training Partner) and the Industry cluster or the establishment as the case may be.

- f. On submission of relevant details through portal by the Industry cluster association, their application will be shown in the concerned RDAT page under the portal.
- g. RDAT will take action to review the application and before grant of approval will verify for adequate availability of staff, space, tools & equipment, power connection to administer basic training. In addition to the above, requisite computer facilities with internet and other accessories must be available. RDAT will verify the external training partners as stated in para-2.2.e; as the case may be.
- h. On fulfilment of above requirements RDAT shall approve and allot a BTP registration number online to the Industry cluster association / Sector Skill Council. Also, RDAT will allocate External Institution registration no. for the external Institutions (EIs) associated with the BTPs. However, for NCVT affiliated ITI, the EI Registration number will be the ITI code under NCVT portal.
- i. On allotment of BTP registration number, Industry cluster association / Sector Skill Council can conduct Basic Training in trades allotted by RDAT.
- l. Establishment deputed its apprentices to a BTP after signing of apprenticeship contract.

3.0 Payment of Basic Training Cost

- a. The establishment engaging the “fresher” apprentices must first have the apprenticeship contract signed with the apprentices.
- b. After signing of contract of apprenticeship, employer shall depute apprentices to the approved BTP for basic training.
- c. BTP will be provided with a Basic training support of Rs. 7500/- for 500 hours/3 months per apprentice. However, Sector Skill Council (SSC) acting as BTP will be provided basic training support only for those courses for which they are not getting any financial support from Central Government.

- d. For an apprentice undergoing 2 year training, a BTP can claim basic training support for a period not more than 3 months during a year.
- e. During the period of basic training, monthly attendance of apprentices will be uploaded by the BTP in the apprenticeship portal.
- f. BTP shall upload the details of completion of basic training and the claim of basic training cost in the apprentice portal.
- g. RDAT shall scrutinize the claim and make the payment of Rs 5000 per apprentices towards cost of Basic Training to BTP through their bank account in the first instance.
- h. Under normal circumstances, claim cannot be fragmented among many BTPs.
- i. A BTP cannot cease to function during the mid of a basic training session. However, if it ceases from operating during the course of a training, it cannot make a claim for basic training cost on any circumstances.
- j. If a BTP ceases from operating during the course of training, the establishment or Industry cluster 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 in both instances viz. first instance Rs 5000/- and 2nd instance Rs. 2500/-

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