



NATIONAL APPRENTICESHIP PROMOTION SCHEME



Directorate General of Training



Industrial Training Institute

Apprenticeship Training Cell
Directorate of Skill Development
Department of Technical Education
Skill Development & Employment, GoMP

Why is Apprenticeship Important?

- ❑ The employment of youth is of paramount importance as it directly affects the overall Growth of the nation.

- ❑ In addition to all of the hands-on skills, the most important skills learned during an apprenticeship are
 - **The Knowledge Of Various Codes**
 - **Safety Rules, Regulations And Procedures**
 - **Appropriate Use Of Tools**
 - **Reading & Interpreting Documentation**
 - **Troubleshooting**
 - **Teamwork**
 - **Communication skills**

Objectives of Apprentices Act

The Apprentices Act, 1961 was enacted with the following objectives:

- ❑ To meet the increasing demand for skilled craftsman in the development of the country

- ❑ Regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training.

Categories of Apprentices

There are five categories:

- ❑ Graduate Apprentices (Graduate Engineers)
 - ❑ Technician Apprentices (Diploma from Polytechnic)
 - ❑ Technician (Vocational) Apprentices (10+2 Voc.)
 - ❑ Trade Apprentices (8th, 10th,12th & ITI pass outs)
 - ❑ Optional trade Apprentices
- a) *Graduate, Technician and Technician (Vocational) apprentices comes under purview of MHRD*
- b) *Trade and Optional trade apprentices comes under purview of MSDE*



**Amendments
{ Apprentices Act & Rules }**

AMENDMENTS

The Apprentices Act, 1961 has been amended from 22nd December, 2014.

The Apprenticeship Rules, 1992 have also been amended from 18th June, 2015.


Main changes are:

- ✓ Engagement of apprentices in a band of 2.5% to 10% of total strength of establishment **(including contractual workers)**
- ✓ Introduction of optional trades
- ✓ Scope has been extended to non-engineering pass outs also.
- ✓ Establishments have been permitted to outsource basic training in an institute of their choice.
- ✓ Aggregation of apprentices through Third Party Agency
- ✓ Submission of returns, other information and contract of apprenticeship through a portal and its time bound approval

Revision of Stipend

Rates of stipend for trade apprentices have been revised & notified on 22.09.2014. The rates are as follows:

1st year	70% (Rs.5763) of minimum wage of semi-skilled workers (Rs.8232) notified by the respective State or Union territory.
2nd year	80% (Rs.6586) of minimum wage of semi-skilled workers (Rs.8232) notified by the respective State or Union territory
3rd & 4th year	90% (Rs.7409) of minimum wage of semi-skilled workers (Rs.8232) notified by the respective State or Union territory.



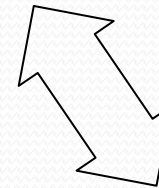
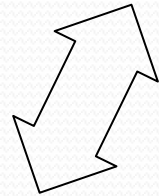
**National Apprenticeship
Promotion Scheme
(NAPS)**

- ❑ National Apprenticeship Promotion Scheme (NAPS) is a new scheme of Government of India to promote apprenticeship.
- ❑ It was launched on 19th August 2016. The scheme comes in to effect from date of notification of scheme i.e. 19th August 2016.
- ❑ The Employers who have already registered apprentices before date of notification of scheme i.e. 19th August 2016 can get the benefits of scheme from the date of notification only.
- ❑ The Scheme has an outlay of Rs. 10,000 crore with a target of 50 Lakh apprentices to be trained by 2019-20.

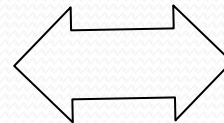


**Components of
National Apprenticeship
Promotion Scheme**

Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers.



Sharing of basic training cost in respect of apprentices who come directly from school without any formal trade training.



Basic Training cost limited to Rs. 7500 for a maximum of 500 hours/3 months.

Eligibility & Requirement For Employers

- Employers must have EPFO/ESIC/LIN/Factory/ Cooperative/ MSME registration number.
- Employers must have TIN/TAN/GST number
- Aadhar Linked Bank Account
- Establishments must register themselves on this portal.
- It is mandatory for establishments having manpower strength of more than 40 to engage apprentices through apprenticeship portal (www.apprenticeship.gov.in).
- Establishments having manpower strength between 6 to 40 may also engage apprentices through the apprenticeship portal.

Eligibility And Requirement For Apprentices

1. Trainees passed out from ITI courses
2. Trainees under dual-learning mode from ITIs
3. Trainees who have completed PMKVY/MES-SDI courses or courses approved by State Governments/Central Government.
4. Graduates/diploma holders or pursuing graduation/diploma in any stream or 10+2 vocational certificate holders (Apprentices who are not covered under NATS administered by MHRD)
5. Candidates who possess minimum educational qualification required for a trade and have not undergone any formal trade training (Fresher apprentices)
6. He/she has completed 14 years of age and fulfils other requirements of the Apprentices Act, 1961.
7. Every apprentice has to register on the portal.

Routes of apprenticeship Training	Duration of training	Basic Training Exemption
ITI pass outs	6 -24 months	Yes
Graduates	3 - 12 months	Yes
Diploma holders	6 - 24 months	Yes
All pass outs from the NSQF aligned courses including PMKVY/DDUGKY etc.	6 -24 months	Yes
Pursuing graduation/diplomas	3-24 months	Yes
Fresh apprentices (8 th ,10 th ,12 th)	6-24 months	No

Implementation Agencies

- ❑ Regional Directorates of Apprenticeship Training (RDATs) under the control of Directorate General of Training will act as implementing agencies in their regions for Central Public Sector Undertaking and establishments operating their business in 4 or more States. .
- ❑ State Apprenticeship Advisers (SAA) will act as implementing agencies for state public sector and private establishments under their jurisdiction.

SALIENT FEATURES OF NAPS

- Establishments can engage apprentices in bandwidth of 2.5% to 10% of its total manpower.
- Minimum 2.5% apprentices engagement is mandatory as per Act.
- Establishments can also design their own courses as per their requirements and get these approved from Govt.
- Establishment can select and appoint apprentices online through the portal.
- Apprentices from any State can be engaged.
- Stipend is to be paid online to the bank account of apprentices.
- Reimbursement claim shall be paid quarterly to the establishments by the Government.

❑ Penalties for Non Compliance of Act.

Rs.500/-per month per apprentice vacant seat during first three months. After three months, fine is Rs. 1000/- per month per apprentice vacant seat.

Benefits to employer under NAPS

- More than 50% saving on wages by the establishments & annual saving is about Rs.60,000/- per year for one apprentice.
- No ESI, No EPF applicable.
- Apprentices cannot participate in Union activities.
- Apprentices while learning, also contributes towards production.
- Expenditure on engaging apprentices more than 2.5% can be booked under CSR liability/funds.

Cost Comparison: Contract vs. Apprentice*

Description	Normal Contractual Worker	Apprenticeship Engagement
Designation difference	These are Contractual Workers	These are Trainees under Govt. Scheme
Qualification	10 th & ITI	Minimum 10 th + ITI , School Dropout
Cost of 1 Person	Salary (INR) 7,977	Salary (INR) 7,500 <i>(As per Govt. 70% to 90% of Semi Skilled Salary)</i>
		GoI Reimbursement 1500
	Att. Aw	Att. Aw
	PF	PF
	ESIC	ESIC
	LWF	LWF
	Cont Sv. Charge	Cont Sv. Charge
	<u>Bonus</u>	<u>Bonus</u>
Total Cost	10,954/-	6,000/-
Total Cost Saving		Rs. 5,000/- Per Month / Employee
Tenure on Employee	Maximum he can stay	Maximum 2 Years

* Adopted from Subros Ltd.

Apprenticeship training is the most efficient way to develop skilled manpower for industry by using training facilities in establishments without any extra burden on exchequer to set up training infrastructure.

MYTHS ✗ **FACTS ✓**



- ✗ Registering with NAPS and apprentice engagement is a long, hectic process involving physical visits, F2F interviews, etc.
- ✓ No physical screening is required!! Dedicated online portal automates and eases the complete registration and apprentice engagement process.



- ✗ Establishments cannot choose their apprentices.
- ✓ Establishments use their discretion to select their desired apprentices.



- ✗ Apprentices can only be taken for manufacturing jobs.
- ✓ Apprentices can be taken for all functions within the manufacturing sector and across sectors such as trade, services, and others.



- ✗ Apprentices will be an added cost for an establishment.
- ✓ Apprentices generate revenue and productivity after acquiring sufficient training. In the long run they save cost to company.



- ✗ A government officer would visit and indicate how many apprentices to be engaged and in how many trades within the establishment.
- ✓ An establishment needs to register on the online portal only, and it will showcase the minimum/maximum number of apprentices that can be engaged by the organisation.



Class 5th & Above

- ✗ Only ITI pass-outs can be engaged as apprentices.
- ✓ Any candidate with minimum Class 5th pass can be engaged as an apprentice.



- ✗ There is no limitation to the number of apprentices that an establishment can engage.
- ✓ An establishment needs to engage only 2.5% to 10% of their total workforce as apprentices.



- ✗ Establishments are bound to offer permanent jobs to apprentices.
- ✓ It is not obligatory to induct apprentices after their training.



- ✗ It is mandatory to pay ESIC and EPF to the apprentices.
- ✓ It is not mandatory and up to the establishment's discretion.



PORTAL ECO SYSTEM

NAPS STAKE HOLDER INTERACTION MATRIX



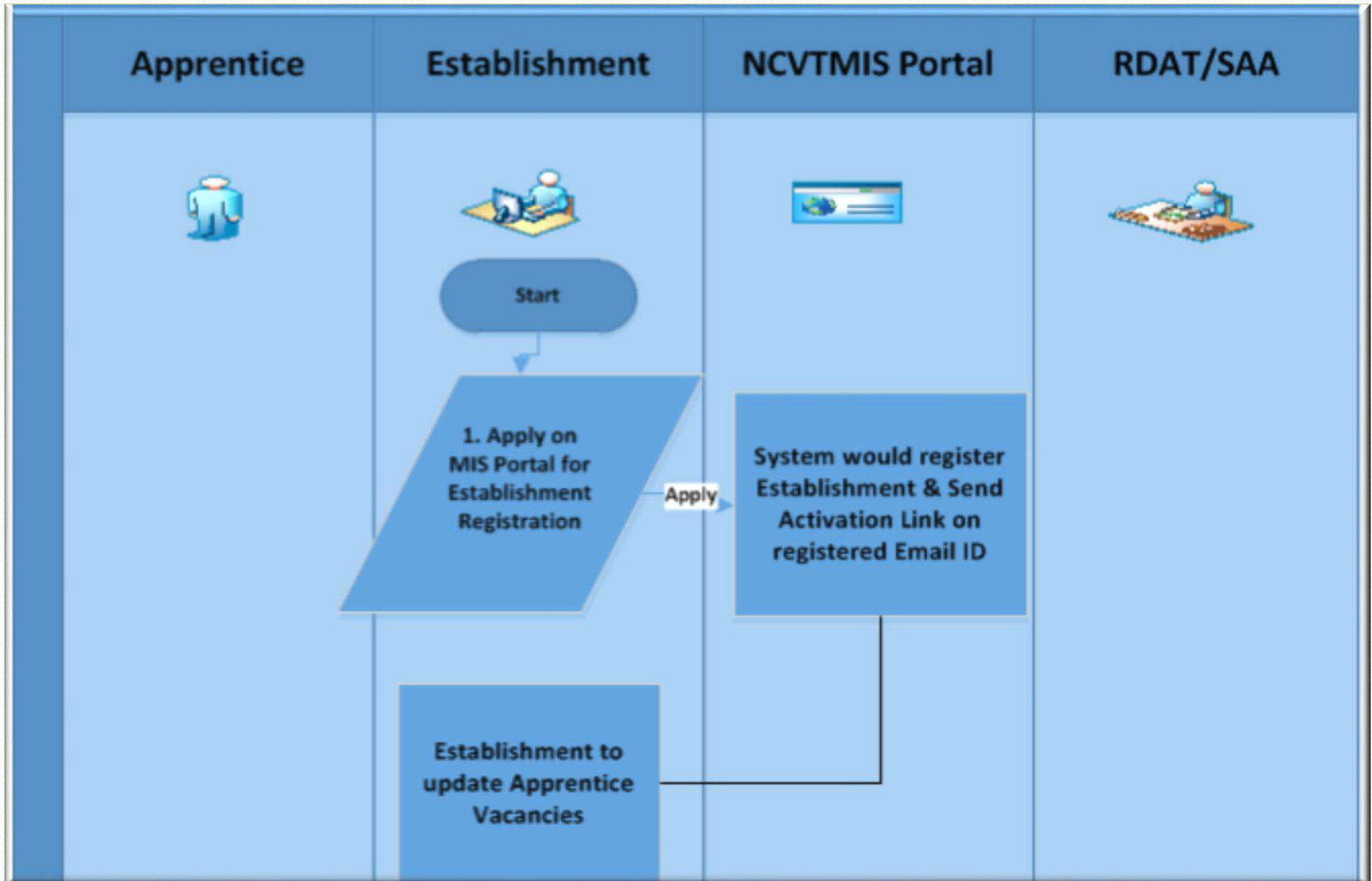
- Registration
- Offer Acceptance
- Contract Generation
- AITT Examination
- NAC (Skilled Certification)

- Approval
- Verification
- Monitoring
- Reimbursement of Stipend (Cost Claims)
- Conduct AITT Examination



- Registration
- On boarding
- Vacancy Creation
- Engage Apprentices
- Stipend
- Attendance
- Quarterly Cost Claim
- AITT Examination
- Placements

System Process – Establishment Enrolment



Welcome to Apprenticeship Training Portal

- Establishment Registration
- Establishment Activation
- Establishment Search

Establishment Registration form for Apprenticeship Training.



Shri Narendra Modi
Hon'ble Prime Minister of India

Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.
- Shri. Narendra Modi (Hon'ble Prime Minister of India)



Shri Rajiv Pratap Rudy
Minister of State (I/C)



Apprentice

- Apprentice Registration
- Establishment Search
- Apply for Apprenticeship Training
- Apprentice Profile

Establishment

- Establishment Registration
- Update Apprenticeship Vacancies
- Apprentice Search
- Claim Submission

RDAT/SAA/AAA

- Contract Approval
- Claim Approval

News & Updates

- TPA detailed advertisement (0.32 MB)
- BTP Guidelines (0.25 MB)
- Hall Tickets for 105th AITT for Apprenticeship April 2017 (0.20 MB)
- 105th AITT under ATS to be held in April, 2017- regarding. (0.50 MB)



Registration of Establishment for Apprenticeship Training

Enter Details for Registration

Establishment Details

Registration Type *	-Select- ▼	Registration No. *	<input type="text"/>
Establishment Name *	<input type="text"/>		
Establishment Type *	-Select- ▼	Establishment Category *	-Select- ▼
Industry Type *	-Select- ▼	Business Nature	<input type="text"/>
<input type="checkbox"/> Is Establishment Dealing with Natural Resources?			
Operating in States (count) *	<input type="text"/>	Working Days in a Week	-Select- ▼
Establishment Strength *	Regular* <input type="text"/> + Contractual* <input type="text"/> + Seasonal* <input type="text"/> + Others <input type="text"/>	Total Strength = 0	
Head Quarter Establishment Registration Number	<input type="text"/>	Apprentice Intake: Minimum Limit = 0 & Maximum Limit = 0	
	Click to Search Establishments		

Establishment Contact Details

Establishment Address *	<input type="text"/>		
State *	-Select- ▼	District *	-Select State- ▼
Pin Code *	<input type="text"/>	Contact Number *	<input type="text"/>
Email *	<input type="text"/>	Fax Number	<input type="text"/>

Details for Head of Establishment

Name *	<input type="text"/>	Designation *	<input type="text"/>
Contact Number #	<input type="text"/>	Email *	<input type="text"/>
Mobile Number #	<input type="text"/>	Fax Number	<input type="text"/>

Details of Contact Person for Apprenticeship

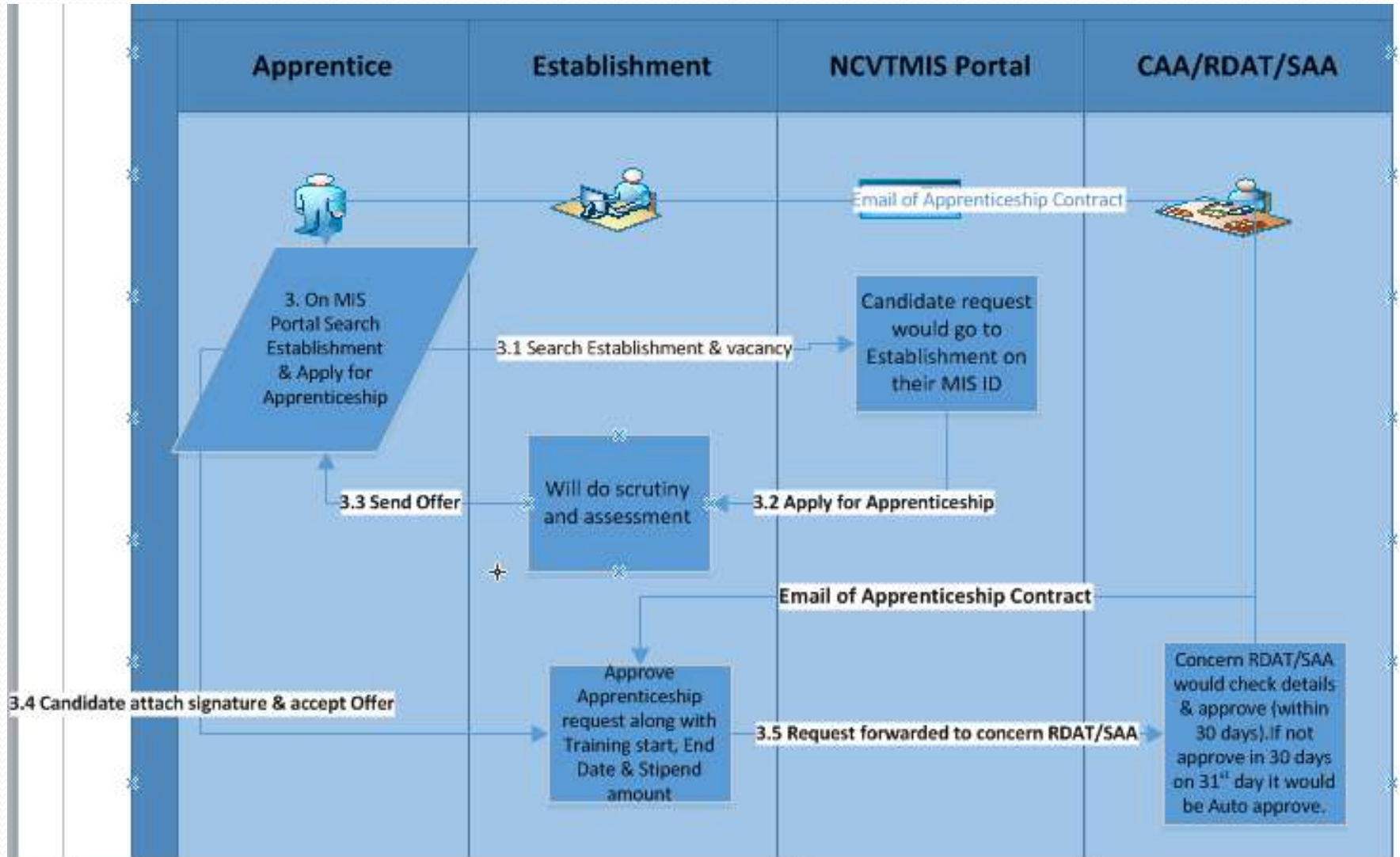
<input type="checkbox"/> Same as Head of Establishment			
Name *	<input type="text"/>	Designation *	<input type="text"/>
Contact Number #	<input type="text"/>	Email *	<input type="text"/>
Mobile Number #	<input type="text"/>	Fax Number	<input type="text"/>
Enter Captcha Image *	<input type="text"/>	8 5 8 h a	Refresh


Activation link for registration and login credentials will be sent on this email.

Submit

Clear

System Process – Contract Approval





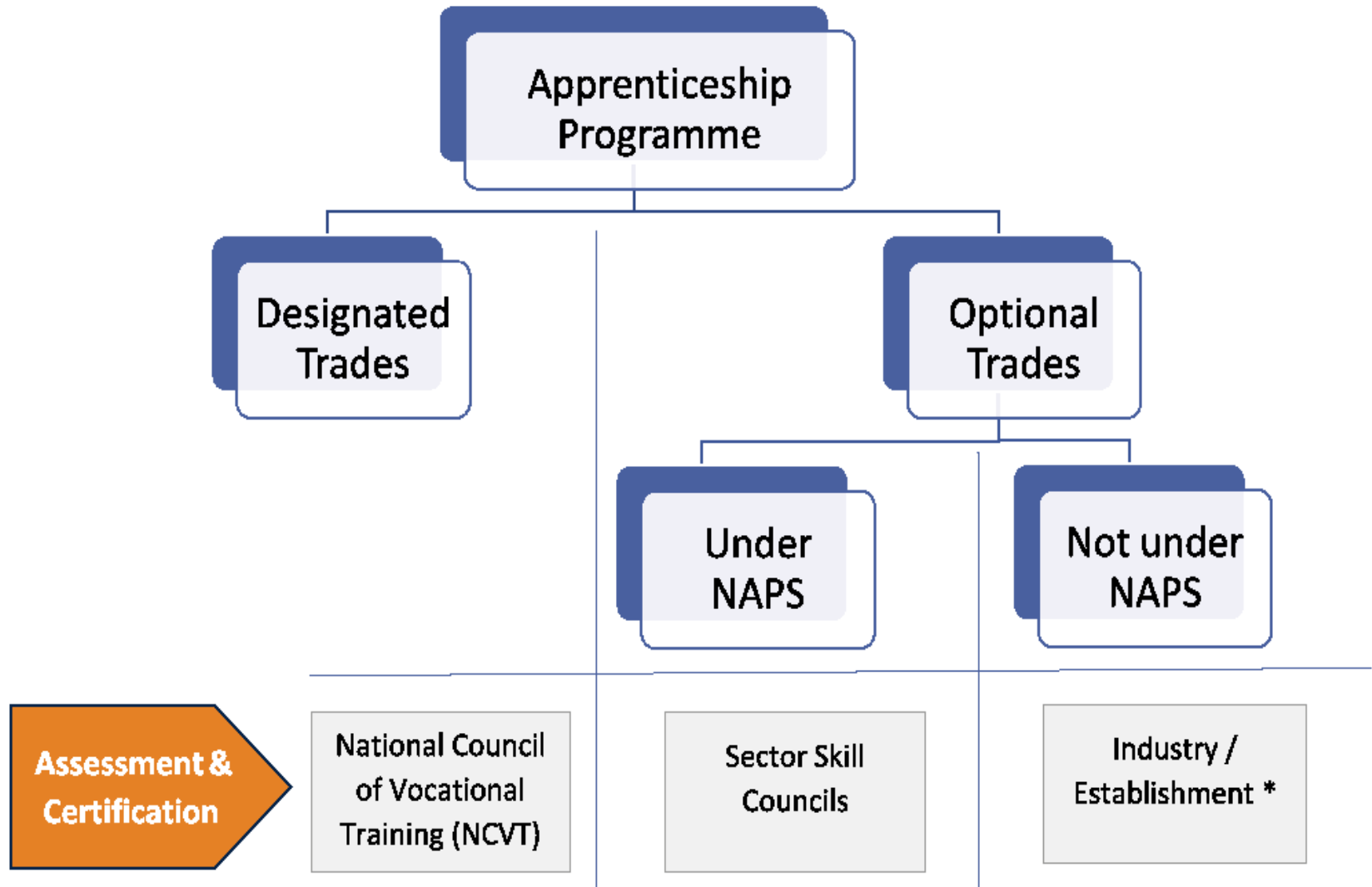
**Framework For
Integration of Short Term
Courses Under NAPS**



Basic Difference | Designated v/s Optional

	Particulars	Designated Trades	Optional Trades
1.	Definition	Any trade or occupation which the Central Government has notified in the official gazette as a Designated Trade	Any trade or occupation not included in Designated Trades determined by the employer or already pre approved by NSDC/DGT which leads to a workplace competency
2.	Course Curriculum Design	The Central Staff Training and Research Institute (CSTARI)	Employer under supervision of Sector Skill Councils/NSDC (148-NSDC,80-DGT,Employer-40)
3.	Course Approval	Central Apprenticeship Council	No approval Required
4.	Course Duration	As per syllabus	As per syllabus
5.	Approved Trades	261	268 (More to be added)
6.	Payment For BTP	INR 7,500 per apprentice for a maximum of 3 months/ 500 hours	INR 7,500 per apprentice for a maximum of 3 months/ 500 hours
7.	Stipend	25% of prescribed stipend(semi-skilled rate) up to max of INR 1,500 per month per apprentice	25% of prescribed stipend(semi-skilled rate) up to max of INR 1,500 per month per apprentice
8.	Assessment & Certification	National Council of Vocational Training	Sector Skill Councils

Assessment & Certifications | Apprentices





Training Delivery Mode | Short Term Courses

TOP UP MODE: Apprenticeship (on-the-job training with the establishment) shall be offered in sequential mode with various courses. Candidates can opt for the apprenticeship training after completion of the course

BT (Block I)

Covered in PMKVY Basic Training, which is conducted using a combination of classroom and practical training.

OJT (Block II)

Conducted primarily through hands-on training as an apprentice with an organization with an assessment as the end.

EMBEDDED MODE: Apprenticeship (on-the-job training with the establishment) shall be made compulsory as part of the short-term course curriculum. In this case, the candidates can undertake basic training and on-the-job training either simultaneously or one after the other, in accordance with the arrangement between employer and Sector Skill Council/ training partner

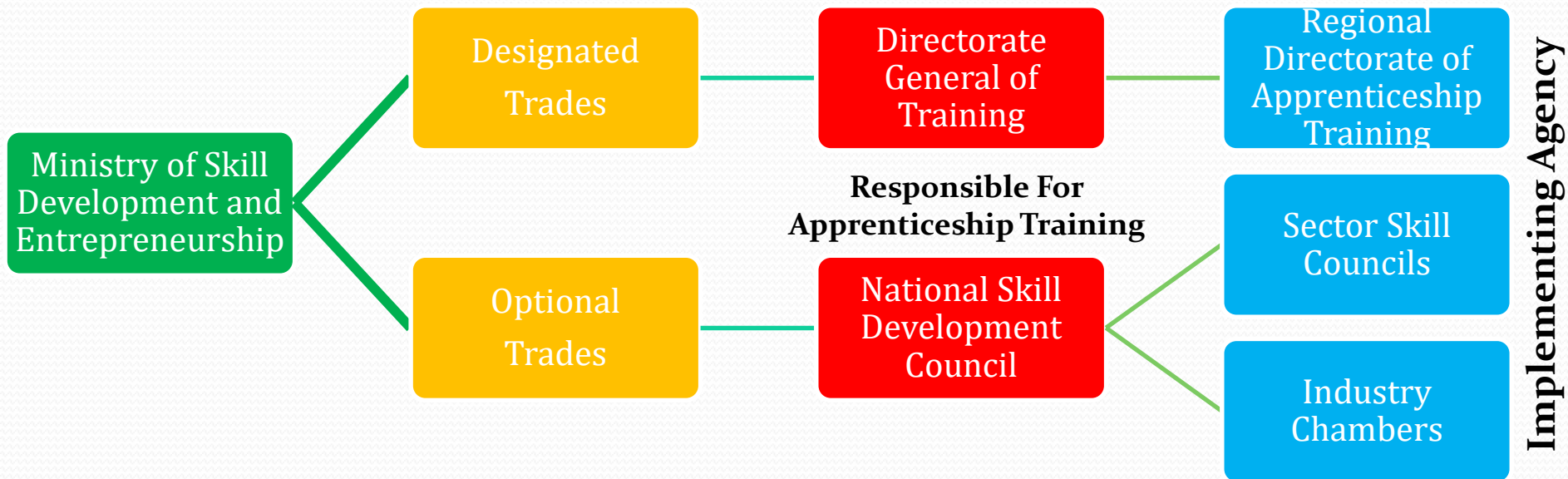
BT (Block I)

A Qualification pack is covered in Basic Training (Block 1), which is Instructor led conducted using a combination of classroom and practical training.

OJT (Block II)

Conducted primarily through hands-on training as an apprentice with an organization with an assessment as the end.

Operational Framework | Central Govt. Establishments



Note:

In case of State Public Sector Units and Private Establishments State Skill Development Mission will be the implementing body in respect of OPTIONAL TRADES and State Apprenticeship Advisors in reference to DESIGNATED TRADES



COST CLAIM PROCESS

Reimbursement of Stipend (Cost Claim) for Establishments under NAPS

The following slides will guide the establishments for reimbursement of stipend (Cost Claim) :

- ❑ The establishments are required to provide relevant information in the respective forms (Form 1 & 2) shown in following slides.
- ❑ The completed (with authorized seal & signature) forms are required to be submitted to respective Principal/AAA* , posted in respective ITI's, along with other relevant documents.
- ❑ The respective Principal/AAA* will then verify the details and send these to the State Apprenticeship Training Cell , Bhopal for further processing.

*AAA: Assistant Apprenticeship Adviser

FORM -1

From,

M/s

To,

Assistant Apprenticeship Advisor-cum-Principal
Govt. ITI Distt (M.P.)
Ref. No. : Dated:

Subject: Regarding Submission of reimbursement claim under NAPS.

Sir,

Kindly refer to the subject cited above.

Our establishment is covered under Apprenticeship Act – 1961 and as such have been registered Apprenticeship Portal with number We are submitting the case for reimbursement of Govt. share of stipend @ 25% of minimum wages for semi-skilled workers or Rs.1500 per month per apprentice whichever is less under NAPS for the following engaged apprentices :-

Sr. No.	Name of apprentices	Apprentices registration no.	Amount of claim
	Total		

The detail information of the above apprentices and claim has been filled up in the prescribed format and desired documentary proofs have been attached. It is requested to kindly reimburse the claim amount into our bank account no..... IFSC Code bank name at the earliest possible.

Thanking You.

Signature
of Authorized representative of establishment with seal

FORM -2

Reimbursement Claim proforma under NAPS Page - 1

Detail of Establishment

a) Establishment Registration Number on portal b) Date of registration on portal c) Establishment on-boarded (Yes/ No)	a) Establishment Name b) Establishment Address	Establishment Type SPSU/ State Govt. Deptt./ Private Sector/ Coopetative Sector	a) Establishment Account No. b) Bank IFSC Code c) Bank Name {Please mention the details of A/c from which the stipend have been paid}	Establishment TIN or TAN No.	Additional Mandatory information on Establishment, Mention the number of Either MSME Registration Number or ESIC No. or EPFO No. or Factory Registration No. or Cooperative Registration No.
2	3	4	5	6	7
a)	a) Name:		a)		
			b)		
b)	b) Address:		c)		
c)					

It is certified that the above mentioned details are true and correct and nothing have been concealed therein.

Seal of the establishment

Signature of the authorized person of the establishment

It is certified that the above given details have been verified from the portal and found correct. The establishment have been on-boarded on the apprenticeship portal.

Signature of JAA

Signature of AAA with seal

Note: Please print proforma 1 and 2 on one paper i.e. on both side of one paper.

FORM -2

Reimbursement Claim proforma under NAPS Page - 2
Details of the Apprentice for claim

Name of the establishment:

Portal registration number of establishment:

Date of Registration on portal

Sr. No	a) Apprentice Registration No. on portal b) Apprentice Name c) Father Name d) Apprentice Type, ITI Pass/Fresher e) Trade Name f) SCVT/ NCVT	a) Apprentice Aadhaar No. b) Is Aadhaar No. seeded with Apprentice's Bank A/C (Y/N) c) Apprentice A/c No. d) IFSC Code e) Bank Name	a) Date of start of Training b) Date of End of Training c) Total Duration d) Basic Training period	Stipend paid by the establishment as per the rate prescribed under the App. Rules								Total stipend paid by the establishment (Add Cols 6 to 12)	Eligible reimbursement amount @ 25% of paid stipend or Maximum Rs. 1500 pm, whichever is less
				Reimbursement claim already paid upto	Month/ Year	Month/ Year	Month/ Year	Month/ Year	Month/ Year	Month/ Year	Month/ Year		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	a)	a)	a)	Month/ Year	No. of present days for which above stipend is paid								
	b)	b)	b)										
	c)	c)	c) Years										
	d)	d)	d) from dateto	% Rate of stipend paid (70%/ 80%/ 90% of notified minimum wages)									
	e)	e)	e) date.....										
f)	Total reimbursable amount: Rs. _____ (Rs..... only)												

It is certified that: 1. The establishment have paid the prescribed stipend amount to the apprentice in his Aadhar Seeded Bank Account mentioned in the column no. 3 above. The proofs of the payment in his bank account and copy of passbook of apprentice and his aadhar card are attached herewith. 2. That the apprentice have undergone the apprenticeship training as per prescribed norms under the Apprenticeship Act and is eligible for the apprenticeship training and prescribed stipend. 3. Establishments undertakes that, if at any stage it is found that this establishment have been paid excess reimbursement amount due to any reason by the State Apprenticeship Advisor under NAPS, then it shall be returned to the SAA without any objection and the SAA has the right to recover it.

Date:

Seal of the establishment

Signature of the authorized person of the establishment

It is certified that the establishment and apprentice are registered on the portal. The apprentice have undergone the apprenticeship training as per prescribed norms under the Apprenticeship Act. Undersigned have personally and carefully seen the proofs produced by the establishment and verified that the stipend have been paid to the apprentice through his Aadhar seeded Bank Account. The establishment is eligible for the reimbursement of stipend claim of Rs.(Rs.....), which is recommended for release/ sanction under NAPS.

The establishment is on board on the apprenticeship portal.

Signature of JAA

Signature of
AAA
with Seal

Documents to be attached

	Particulars	Remarks
1	Covering Letter	As per format (Form-1)
2	Details of Establishment & Apprentices	As per format (Form-2)
3	Proof of attendance of apprentices	As per Establishment Records
4	Proof of Stipend paid to apprentice - Stipend to be paid from Est. Bank A/c (Aadhar Linked) to Apprentice's Bank A/c (Aadhar Linked)	Bank Statement (Monthly) Or Cheque No. and amount paid to apprentice per month - certified by Bank Or Apprentice's Bank Statement/Passbook

All Documents to be duly signed and stamped by Authorized Personnel of the Establishment

Important Points while submitting claim under NAPS

	Particulars	Remarks
1	Establishment should approve contract of apprenticeship	
2	Apprentice duration to be as per Apprenticeship Rule 2015.	As per amendment Dt. 26.02.2016, 02.03.2017, 19.07.2017 & 20.12.2017
3	Stipend paid to apprentices	Stipend should be paid as per act. As notified by labour commissioner of MP (twice a year) for semi skilled worker
4	Establishment should be onboard the apprenticeship portal	Bank details and registrations documents to be uploaded in establishment profile.
5	Payment for the last quarter shall be made only after passing the All India Trade Test (AITT) by the apprentices.	

Websites to remember:

- ✓ www.apprenticeship.gov.in
- ✓ www.mpskills.gov.in

Email addresses to remember:

- ✓ apprenticeship@mp.gov.in
- ✓ ncvtmis-msde@gov.in
- ✓ atsportalhelp@gmail.com

Twitter:

- ✓ Apprenticeship_MP

You Tube:

- ✓ Apprenticeship_MP

THANK YOU