NATIONAL APPRENTICESHIP TRAINING SCHEME

Instituted by Board of Apprenticeship and Training / Practical Training
Ministry of Human Resource Development, Government of India

STUDENT USER MANUAL

Version 1.0

Copyright Information

Version History

Date	Version	Description
11/09/2017	1.0	First version of Student User Manual for Establishment Requests module

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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 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-month 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 any employment exchanges across India as a valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

1.2. NATS Dashboard

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

- Candidate/Student Dashboard

2. About the Student 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/Students.

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 is displayed.
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 is displayed. 2. In the category drop-down list, click **Student** and then click **Register**. The Student Enrollment page is displayed.

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
SIP	Survey Information Proforma

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.

To log on to the portal

1. On the **Home** page, click **Login**. The Login page is displayed.

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 student dashboard is displayed.

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

For more information about your roles and responsibilities in the NATS portal, see Roles and Responsibilities.

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 is displayed.

2. Click **Click Here**. The related fields are displayed.

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 and then click **Click Here**. The newly generated user ID is displayed in the **NEW USER ID** area.

3. Manage Establishment Requests

You can use the **Establishment Requests** module to search and apply to an establishment for apprenticeship training offered in the NATS portal.

This chapter contains the following sections:

Find Establishment

• [Apply to Establishment](#)

3.1. Apply to Establishment

You can use the **Find Establishment** module to search for and apply to required establishments for apprenticeship training. You can search based on branch of study, education, state and so on.

Additionally, you can save establishment details in CSV, PDF and Excel file formats or print the details.

> *If you have applied to a particular establishment in the last 90 days for training, then you cannot apply to the same establishment again within the 90 days period.*

To apply to an establishment

1. Log in and view the dashboard. For more information, see the [Log On](#) section.
2. On the dashboard, point to **Establishment Requests** and then click **Find Establishment**. The Find Establishment page is displayed with **Upload Resume** pop-up.

3. Click **Upload** and in the **Open** window, select your resume document from the local drive.
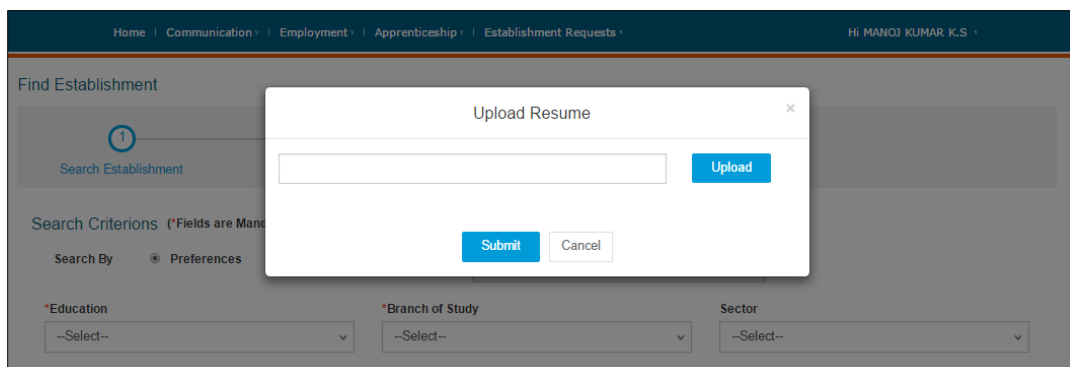
4. Click **Open**. The selected file name is displayed in the **Upload Resume** pop-up.
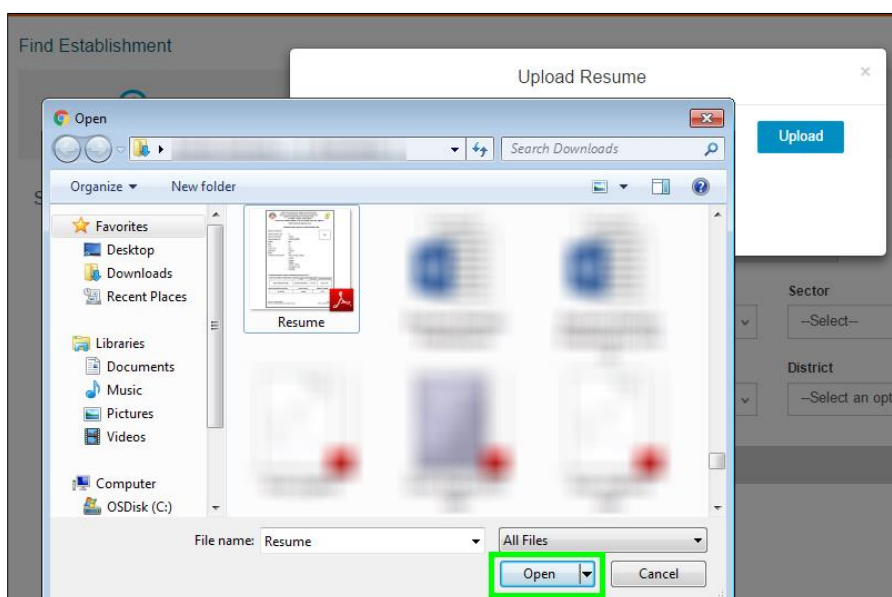
5. In the **Upload Resume** pop-up, click **Submit.** Your resume is submitted and stored in the NATS portal.

6. In the **Search Establishment** section, in the **Search Criterions** area, type or select the required details. For more information on the fields, refer to the following table.

- To expand and view additional search criteria fields, click **Advanced Search**.

Field	Description
Search By	To search by criteria, such as Education or Branch of Study, in the list, click **Preferences**. The related search fields are active. Or To search by the required establishment name, in the list, click **Establishment Name**. The related search field is active
If you select the **Preferences** option in the **Search By** field, the following search fields are active.	
Education*	In the drop-down list, click the education type that is associated with the establishment you are searching for. This can be Graduate, Diploma or Vocational/+2.
Branch of Study*	In the drop-down list, click the branch of study that is associated with the establishment you are searching for. For example, Advanced Computer Application, Agriculture Engineering, Digital Systems and so on.
Sector	In the drop-down list, click the type of sector that is associated with the establishment's setup. This can be Private, Central or State.
Region	In the drop-down list, click the region where the establishment is located. This can be Northern, Eastern, Western or Southern.
State	In the drop-down list, click the state where the establishment is located based on the region selected.

Field	Description
District	In the drop-down list, click the district where the establishment is located based on the state selected.
If you select the **Establishment Name** option in the **Search By** field, the following search field is active.	
Establishment Name*	In the text box, type the establishment name that you are searching for.
Advanced Search	
Choice of Establishment/Nature of Technical Activity	In the drop-down list, click the check boxes of the technical activities or choices of establishment that you are looking for.
Elective Subject	In the text box, type the elective subject's name that is associated with the required establishment.

7. Click **Search**. The search results are displayed in the **Establishment List** section. For more information about the fields, refer to the following table.

- To filter the search results, in the **Search** box, type full or partial text associated with the required establishment.

Or

To clear the selected fields, click **Reset**.

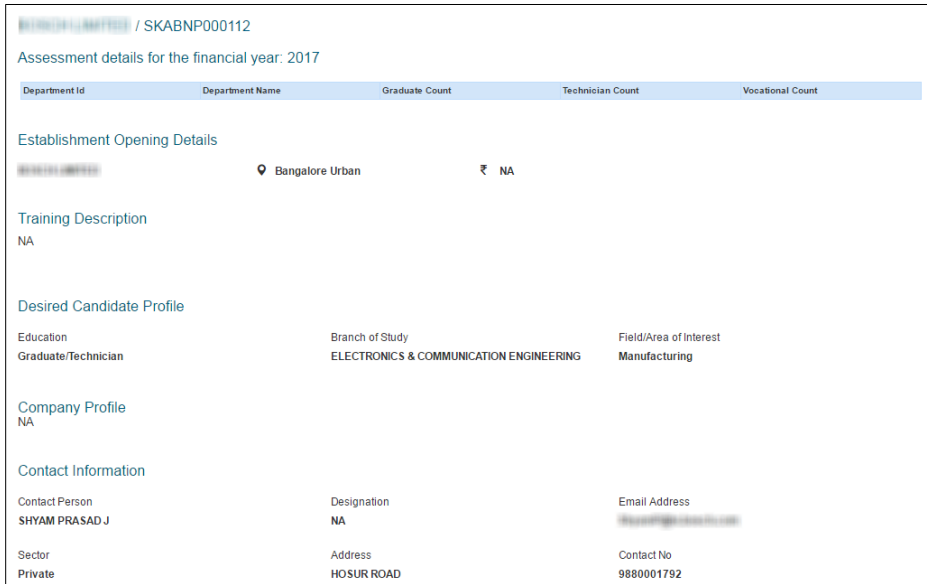| Field	Description
Copy	To copy details of all the listed establishments, click **Copy**. The confirmation message is displayed. *You can paste the copied row(s) of establishment details to any document, notepad or text area.*

Field	Description
Excel	To download details of all the listed establishments as an Excel worksheet, click **Excel**. The details are downloaded.
CSV	To download details of all the listed establishments as a CSV worksheet, click **CSV**. The details are downloaded.
PDF	To download details of all the listed establishments as a PDF file, click **PDF**. The details are downloaded.
Print	To print details of all the listed establishments, click **Print**. The Print Preview window is displayed for you to confirm the print settings.
Establishment Name	This field displays the establishment's name as a link. To view the establishment details, click this link. For example, view a screenshot of the establishment details.
Elective Subject	This field displays the elective subject's name that is associated with the establishment.
Field/Area of Interest	This field displays the fields or areas of interests that are associated with the establishment.
Sector	This field displays the type of sector that is associated with the establishment's setup. This can be Private, Central or State.
Region	This field displays the region where the establishment is located. This can be Northern, Eastern, Western or Southern.

Field	Description
State	This field displays the state where the establishment is located.
District	This field displays the district where the establishment is located.
Action	To apply to the establishment for training as an apprentice, click **Apply**.

8. In the **Action** column, click **Apply**. The establishment details page is displayed.

9. Click **Apply**. A message is displayed that you have successfully applied to the establishment for apprenticeship training.

- If the selected establishment accepts your resume and profile, they will contact you. You can use the **Establishment Request Status** module to check the status.

Successfully applied for the training position. Based on availability, you will be contacted by the establishment

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Assessment details for the financial year: 2017

Department Id	Department Name	Graduate Count	Technician Count	Vocational Count
103	CIVIL ENGINEERING	12	7	0
115	COMPUTER ENGINEERING	8	4	0
186	ELECTRICAL AND ELECTRONICS ENGINEERING	0	0	0

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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	Any 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.