GUIDELINES FOR IMPLEMENTATION OF "NATIONAL APPRENTICESHIP PROMOTION SCHEME", (AS PER OPERATIONAL FRAME WORK) FOR APPRENTICESHIP IN INDIA (Updated as on 9st October, 2093)

9. Background

- 9.9. The Apprentices Act, 9889 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for implementation of this Act.
- 9.2. The National Policy of Skill Development and Entrepreneurship २०१५, launched by the Hon-ble Prime Minister on १५th July, २०१५, focuses on apprenticeship as one of the key programs for creating skilled manpower in India. The Government is working pro-actively with industry including MSME sector to facilitate a tenfold increase in apprenticeship opportunities in the country by २०२०.
- **9.3.** 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. After undergoing apprenticeship training, candidates become equipped to easily adapt to the industrial environment unlike applying for regular employment.
 - ➤ It is one of the most important modes of training in terms of quality of training, practical learning and enhanced employability of candidates.
 - ➤ It is the most promising skills delivery vehicle in the Industrial/training ecosystem of the country as it provides for structured and rigorous training in a real working environment which helps apprentices to acquire skills and adapt to the workplace.
 - ➤ It gives apprentices a real chance to put acquired skills into practice and helps them to gain confidence in a working environment.

- 9.8. 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 fresher candidates who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. Basic Training is imparted to the fresher apprentices 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. It usually accounts for 20-24% of the duration of the overall apprenticeship training but can vary depending on the specific requirement of the curriculum. 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.
- 9.4. The Apprentices Act, 9% § 9 makes it obligatory for employers who have a workforce of 30 employees or above (sum of total regular and contract employees), to engage apprentices in designated trades and/or "optional trades" across the manufacturing, services, trading sectors etc. For establishments having work-force of 8-7% employees, engagement of apprentices is optional. However, establishments with 3 employees or less, are not permitted to engage apprentices. Within a financial year, each establishment shall engage apprentices in a band of 7.4 per cent. to 94 per cent. of the total strength of the establishment including contractual staff, subject to a minimum of 4 per cent. of the total to be reserved for fresher apprentices and skill certificate holder apprentices.
- **9..**Under each of the two broad trade specific categories of designated trades and optional trade, there can be following categories of apprentices:
 - trade apprentices who have passed out of ITIs,
 - ➤ fresher trade apprentices class ∠th, 9oth and 92th pass outs
 - graduate apprentices who are graduates in engineering or non-engineering courses,
 - technician apprentices who have passed out of Polytechnics,
 - > technician(vocational) apprentices who have passed out of a 90+2 vocational

training course

- apprentices who are perusing their graduation/diploma courses
- apprentices who have passed out of any NSQF aligned Short term training Course including courses under the PMKVY/DDUGKY/MES
- resher apprentices from amongst those who are class V pass & above who are not covered under any of the afore-mentioned categories but meet the Educational/technical qualifications as specified in the course curriculum.

A new "Operational Framework for Apprenticeship in India (Including National Apprenticeship Promotion Scheme)" was launched on 99th July, 2092, with an aim to make apprenticeship engagement smoother both for the industry and the youth. Ministry of Skill Development and Entrepreneurship (MSDE) will coordinate the implementation of apprenticeship including National Apprenticeship Promotion Scheme (NAPS) across the country through the Directorate General of Training (DGT) and its Regional Directorates of Skill Development and Entrepreneurship (RDSDEs), National Skill Development Corporation (NSDC), State Skill Development Mission (SSDMs), Sector Skill Councils (SSCs), State Apprenticeship Advisers (SAAs), various Chambers of Commerce, Industry Associations and MSME associations across the country. Government bodies like DGT, RDSDE and SAA will be involved in implementation of training for designated trades across the country whereas NSDC, SSCs, SSDMs, Chamber of Commerce, Industry Associations etc. will be involved in implementation of training for optional trades under Apprenticeship in the country.

2. Current status

?.9.Since the time data capturing through the online portal began in year २०٩६, around ξ.ξζ lakh trade apprentices are undergoing/completed apprenticeship training across organizations in different sectors throughout the country under the Apprentices Act, 9ξξ9. During current Financial Year, as on 9ξth September, २०9ξ approximately ?.οζ Lakh apprentices are engaged in designated or Optional trades.

Amendments in the Apprentices Act, 9989 and Apprenticeship Rule-9999

3.9. The Government brought comprehensive amendments in the Act in December 2098 to make it more attractive for both industry and the youth. Major changes introduced in the amendments included replacing the restrictive system of trade wise and unit wise regulation of apprentices, introduction of optional trades, bringing in the service sector under the ambit of apprenticeship, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

The 38th Meeting of the Central Apprenticeship Council (CAC) was held on July 9oth 2098 in New Delhi. The Council approved various amendments to the Apprenticeship Rules, 9882. These amendments have been notified vide in extra ordinary Gazette of India

Vide GSR ξζξ (E) dated ζζth September, 209ς.

8. Potential available for Apprenticeship Training

- 8.9. The performance of Apprenticeship Training is not commensurate to the size and rate of growth of economy in Country. There are a large number of establishments where training facilities are available but these facilities have not been utilized because such establishments express their inability to come under the purview of the Apprentices Act 9889 citing lack of support from Government. Thus, a large number of training facilities remain unutilized thereby depriving youth of the benefits of Apprenticeship Training and industry to prepare their future productive workforce using apprenticeships.
- 8.2. There are about 4º lakh employees in Central Public Sector Enterprises including PSUs, PSBs etc. If these establishments engage apprentices even up to the mandatory minimum limit of 2.4% of the total manpower strength, the number could reach 9, 24,000. Large private sector enterprises can further add to this intake. Besides, there are a large numbers of establishments in MSME sector which come under the ambit of the Act, but their participation in implementation of apprenticeship training has not been optimal. There are about 29 lakh MSMEs having & or more workers. Even if each establishment engages one apprentice, the number of apprentices could be 29 lakhs. Therefore, there is a huge potential

for apprenticeship training in the country.

৭. Incentivizing Establishments

- **4.9.** Apprenticeship training provides for an industry-led, practice-oriented, effective and efficient mode of formal training and hence strengthening of apprenticeship training needs to be given a high priority.
- 4.2. Although On-the-Job-Training/Practical Training facilities are available with the employers, they are not able to engage apprentices as they do not have basic training facilities. Employers are not interested to outsource basic training to other training providers, as they have to bear the basic training cost to be paid to the basic training providers and also the stipend payable to apprentices during the basic training period.
- **4.3.**Keeping in view the importance of Apprenticeship Training, the "National Apprenticeship Promotion Scheme" was approved by the government. The scheme was notified by the Ministry of Skill Development & Entrepreneurship (MSDE) Government of India on 9ςth August २०٩६ providing for financial support to the industry undertaking apprenticeship programmes under the Apprentices Act, 9ςξ9.

&. National Apprenticeship Promotion Scheme

The scheme is for:

- (i) Sharing of 24% of prescribed stipend subject to a maximum of INR 9400/- per month per apprentice to all apprentices with the employers.
- (ii) Sharing of cost of basic training with Basic Training Providers (BTP) up to a maximum of INR 6400 per trainee for a maximum of 400 hours calculated @ INR 94 per hour.

§.9.Objective of the Scheme

The main objective of the scheme is to promote apprenticeship training and to increase the engagement of apprentices from 7.3 lakh during August, २०१६ to ५० lakh cumulatively by year २०२०.

₹.२.Components of the Scheme

The scheme has the following two financial support components:

- §.?.9. Sharing of ?4% of prescribed stipend subject to a maximum of INR 9400/per month per apprentice with the 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 trade training. Basic training cost will be limited to INR.19400/- for a maximum of 400 hours calculated @ INR 94 per hour. There is a provision to fund basic training for 90 lakh apprentices till March 2020.

६.३.Scope of the Scheme

This scheme will cover all categories of apprentices except apprentices which are covered under National Apprenticeship Training Scheme (NATS) administered by Ministry of Human Resource Development.

₹.8.Scheme Targets

Target under the scheme shall be 4 lakh apprentices in ₹09ξ-90, 90 lakh apprentices in ₹090-92, 94 lakh apprentices in ₹092-95 and ₹0 lakh apprentices in ₹095-₹0.

६.५. Implementing Agencies

§.y.9. The Regional Directorates of Skill Development and Entrepreneurship (RDSDEs) under the control of Directorate General of Training (DGT) are the

implementing agencies in their respective states/ regions in respect of all "Designated Trades" under the Act for all establishments coming under the central government jurisdiction. National Skill Development Corporation (NSDC) and CEOs of the Sector Skill Councils under the control of NSDC are the implementing agencies in their sectors in respect of "Optional Trades" for the establishments under the Central Government jurisdiction. The State Governments will also be encouraged to appoint SSCs as Apprenticeship Advisers for implementation of optional trade within their States for both public and private sector entities.

- ξ.γ.?. The respective State Governments are the appropriate authorities in respect of any establishments other than those coming under the Central government jurisdiction. State Apprenticeship Advisers (SAA) are implementing agencies in their regions in respect of all "designated trades" a well as "optional trades" for State Public Sector Units and private establishment falling under their jurisdiction as per the Apprentices Act 9ςξ9. They may also appoint the Mission Directors of the respective State Skill Development Missions (SSDMs) to act as implementing agency for all establishments under the state government. jurisdiction, in respect of "Optional Trades". They can also consider appointing SSCs as implementing agency for all establishments under the State Govt. jurisdiction, in respect of Optional trades.
- ६.५.३ Funds shall be provided by MSDE, in advance, to DGT, NSDC and other implementing agencies like SSA and SSDM based on realistic estimated requirement for the current FY, utilization certificate in respect of funds released earlier and physical achievements during previous years. Funds to SSA and SSDM will be released through State Treasury. However, funds to establishments, actually engaging apprentices will be released on reimbursement basis by implementing agencies based on the total stipend paid by them to apprentices.

ξ.ξ. Key Features

ξ.ξ.9. Wider option for the apprentices-integration with other schemes
Courses under Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Modular

Employable Skill (MES) courses under Skill Development Initiative (SDI) of erstwhile DGE&T or courses approved by State Government/Central Government shall be linked with apprenticeship training. These courses will be given status of optional trades & the relevant practical content for on-the-job training shall be added by respective course approving authority.

ξ.ξ.?. Ease of Administering through technology

A specially designed online portal "www.apprenticeshipindia.org" shall be used for administering the entire implementation of the Apprenticeship Training on line. It shall facilitate the requirements of all key stakeholders as under.

For Industry

- Online registration
- Online posting of apprenticeship opportunities
- Online uploading of course curriculum
- Search & shortlisting of candidates specific to sector, trades, region, etc.
- Issue offer letters to candidates for engaging as apprentices
- Submit contract of apprenticeship on-line for approval by the concerned Apprentice Advisor/Additional/Joint/Assistant Apprenticeship Advisor (herein after referred to as the concerned authority)
- Monitoring of apprenticeship training
- On-line submission of returns and records
- On-line submission of claims under NAPS.
- Online reimbursement of Government share under NAPS

For candidates

- On-line registration indicating their preferred sector/trades of choice
- Sending application to potential employers for apprenticeship training,
- Online receipt and acceptance of offer letters from establishments

- Process all necessary contractual obligations online.
- Posting preferred apprenticeship opportunities, place of Basic Training,
 Basic Training Provider (BTP) specific to sector, trades and region.

For DGT/RDSDEs/NSDC/SAA / SSDMs in respect of their jurisdictions

- Register/ Approve contracts of apprenticeship
- Monitor the implementation of apprenticeship training
- Processing online reimbursement of 24% of prescribed stipend subjected to a maximum of INR9400/- per month per apprentice to the establishments.
- Processing Payment for basic training costs to BTP on line.

For Basic Training Provider (BTP)

- Online registration
- Posting basic training seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc. for Basic
 Training
- Provide basic training to apprentices who have been sponsored by an employer/establishment after execution of contract with apprentice
- Placement of apprentices for on-the-job training with employer after basic training.
- Online submission of claims for reimbursement of Basic Training costs with appropriate authorities.

The Apprenticeship Portal will also facilitate time bound approval of contract of apprenticeship by the concerned authority (wherever applicable under the provisions of the Act or conditions under NAPS), act as a centralized database for compliance and monitoring, online verification of candidates profile, uploading of results after assessment by the concerned authority after assessments by DGT/SSCs/ any other authority specified by Government from time to time & issue of certificates to apprentices.

§.§.3. Involvement of States/UTs

As per the Apprentices Act, monitoring of apprenticeship training in State Public Sector Undertakings and Private Sector Establishments is done by the respective State Governments.

States have a very important role in implementing the programme as most of the smaller Industries and MSMEs come under the State jurisdiction. Hence sensitizing the states & State Skill Development Missions (SSDMs) & also officers up to the District level, on the intent of the reforms becomes critical & a matter of priority. The **District Skilling Committees** being promoted by both the Central and State governments will be mandated to identify apprenticeship opportunities in their district and ensure appropriate utilisation of same.

ξ.ξ.β. Promoter and Facilitators/Third Party Aggregators (TPA)

Since this scheme involves multiple stakeholders, the role of facilitators or Third Party Aggregators (TPAs) becomes important for mobilizing the apprentices, mapping their preferences with the demand from the establishments for apprenticeship opportunities posted on the portal, and helping the establishment in identifying Basic Training Providers. TPAs shall be engaged as per the guidelines issued by MSDE for their selection.

9. Communication campaign

(i). Workshop/Seminars

Meetings/Workshops will be organized with all stakeholders including CII, FICCI, ASSOCHAM, Sectorial Associations and local industry chambers/clusters

(ii). Publicity & advertisements using both print and electronic media.

(iii). Brand Ambassadors

Appointing Brand Ambassadors for states and for local industrial clusters to act as facilitators and promoters to promote apprenticeship training. Brand Ambassadors may be from large, medium and small industries. They will be

actual practitioners & will include those employers who have/are engaging apprentices. Brand ambassadors will be formally recognized by granting them certificates/badges.

८. Implementation plan

c.9. Eligibility of Employer to run Apprenticeship Programmes

The employers interested to avail the benefits of the scheme must fulfill the following:

- (i). A person who employs four or more persons to do any work in an establishment for remuneration
- (ii). Employer shall engage apprentices in a band of 2.4% to 94% of the total strength of the establishment
- (iii). Employers must have EPFO/ESIC/Factory/Cooperative /MSME registration number.
- (iv). Employers must have TIN/TAN /GST/SGST number.
- (v). Employers must register on the apprenticeship portal.
- (vi). Employers must have bank account linked with Aadhaar/Pan No.

८.२.Eligibility of Apprentice

An apprentice is a person who has executed a contract of apprenticeship with the employer for apprenticeship training under the Act.

A. Apprentices can be engaged from the following categories:

- (i). Trainees passed out from ITI courses
- (ii). Trainees under dual-learning mode from ITIs
- (iii). Trainees who have completed any NSQF aligned Short Term Course including PMKVY/DDUGKY/MES
- (iv). Graduates /candidates, pursuing graduation courses/Diplomas courses in any stream or 90+2 vocational certificate holders
- (v). Candidates who possess minimum educational qualification required

for a trade and have not undergone any formal trade training (Fresher apprentices).

B. Apprentice must possess minimum of 98 years age, educational and physical qualification prescribed for the trade and other requirements of the Apprentices Act, 989.

C. Other requirements

- (i). Every apprentice has to register on the portal.
- (ii). Every apprentice must have an Aadhaar Number/any other prescribed document.

¿. §. Eligibility of Basic Training Providers

Basic Training Provider (BTP) is an entity who has the facilities for imparting basic training to apprentices

A. Types of BTPs:

- (i). National Skill Training Institutes(NSTI), National Skill Training Institutes for Women, NSTI(W)
- (ii). Government/Private Industrial Training Institutes (ITIs) having grade

 9and above affiliated to NCVT/DGT
- (iii). Government & Private Training Centers approved by NSDC under its SDMs/SMART portal & Pradhan Mantri Kaushal Kendras (PMKK)
- (iv). Industries/ establishments with "In-house basic training facility".
- (v). Basic Training Centre set up/supported by Industry/Industry

 Clusters/ Chambers/Association
- (vi). Stand-alone Basic Training Centers like Polytechnic, Universities, and Engineering & Management Colleges.

(vii). Training Centres empanelled with State Governments and/or other Government of India schemes

B. Concerned Authority for BTPs under the Apprenticeship Act/rules Guidelines:

The concerned authority to deal with all approvals /issues regarding BTPs under the Apprenticeship Programme in case of Designated Trades will be the DGT/RDSDE and in case of Optional Trades, it will be the NSDC.

C. Selection of BTP:

- (i). NSTI and NSTI (W) are designated as pre-approved BTP in related trades. RDSDE shall approve and allot them a BTP registration number online.
- (ii). Government/Private Industrial Training Institutes (ITIs) already affiliated to NCVT/DGT having grade ?.o and above are preapproved BTP in NCVT/DGT affiliated trades. For ITIs having grade 9 to 9.99, have to apply through Apprenticeship portal using their NCVT/DGT affiliation MIS code.
- (iii). Government & Private Training Centers approved by NSDC under SDMs/SMART & PMKKs provided that they have spare capacity to run them
- (iv). BTP will have to apply through portal for registration
- (v). RDSDE for designated trades and NSDC for optional trades will review the application of BTP

- (vi). RDSDE/NSDC as per their jurisdiction, will arrange for physical inspection of BTP by a committee constituted for this purpose.
- (vii). Submission of inspection report on-line by the committee.
- (viii). Review of inspection report and approval of BTP by RDSDE/NSDC, as per the BTP pertaining to their jurisdiction.
- (ix). Selection and offer to BTP on-line by RDSDE/NSDC, as per the BTP pertaining to their jurisdiction.
- (x). Ministry will slowly move towards a uniform process of approval of BTPs for both designated and optional trade in due course of time

D. BTPs interested to avail the benefits of the scheme must fulfill the following:

After approval, they can get registered-

- (i). BTP must be registered on the "apprenticeship.gov.in" portal (for Designated Trades) and apprenticeshipindia.org (for Optional Trades). The two portals will get merged into one integrated portal shortly.
- (ii). BTP must have an Aadhaar/ Pan linked Bank Account.

6.8. Fields under apprenticeship training

Apprenticeship training can be provided to apprentices across all Industry sectors including manufacturing, services and trading. These can be broadly categorized under two categories as under:

- (i). Designated trade-Designated trade means any trade or occupation as notified by the Government. As on 39st July 2096, there are 2ξ9 designated trades are available for apprenticeship training as notified on the portal.
- (ii). Optional trade- All Apprenticeship courses approved by SSCs but not included as part of "Designated trade"

८.५. Duration of Apprenticeship training

Apprenticeship Training consists of Basic Training and on the-Job-Training/Practical Training at the workplace in the industry. Duration of apprenticeship training for designated as well as optional trades is & to 3& months. Basic training exemption for different routes for getting the financial benefits of the scheme will be as follows:

Routes of Apprenticeship Training	Basic Exempted	Training	
ITI Pass Outs	Yes		
Graduates(only for optional trades)	Yes		
Diploma Holders	Yes		Note-
All Pass Outs from the NSQF aligned courses	Yes		
including PMKVY/DDUGKY etc.			
Pursuing Graduation//Diplomas	Yes		
Fresh Apprentices	No		

Exemption in basic training is only in case the candidate opts for Apprenticeship training in a course related to his qualification as specified in the curriculum of each course separately. It is expected that candidates exempted from Basic Training have enough knowledge to enable them to undertake OJT, without the need to go through Basic Training.

८.६. Contract of apprenticeship

Contract of apprenticeship must be done between apprentice and the employer. All contracts of apprenticeship under Designated Trade must be registered with the appropriate "Apprenticeship Advisor". For Optional Trades, the contract of apprenticeship must be registered with the appropriate

"Apprenticeship Advisor" to make them eligible for financial support under NAPS.

८.७. Examination and certification

After completion of apprenticeship training, apprentices will need to go through an assessment conducted by DGT/SSC/Establishment/NSQF awarding bodies. Certificates will be awarded to apprentices on the basis of marks secured by the apprentice. In case of DGT/SSC exam, practical will be conducted by the establishments engaging the apprentices and theory will be in the form of an online exam conducted by DGT/SSCs/ NSQF awarding bodies.

In case the employer opts for NAPS (or even without NAPS in case the establishment opts for Joint certification), the assessment will be conducted jointly by the concerned Sector Skill Council & the establishment. The theory part of this assessment would be in online mode conducted by DGT/SSC concerned 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 on the basis of assessment done jointly by the establishment and DGT/ concerned Sector Skill Council.

In case of apprentices of Dual System of Training (DST) in ITIs, their exam would be conducted by DGT as per the examination guidelines of DST. The successful candidates shall be eligible for NTC certificate and not NAC certificate.

Processing of Claims under NAPS.

I. The prescribed stipend, shall be paid to apprentices by the establishment on a monthly basis through the Aadhar linked bank accounts of apprentices (or any other prescribed bank account in case of NE states & J&K). For this purpose, the employers are required to seek bank details from the apprentices.

- II. Establishments are required to upload a proof for payment of full amount of stipend to the apprentice along with the attendance particulars. Government of India's share will be reimbursed on a quarterly basis by the respective agency i.e. DGT/RDSDE/SAA in respect of Designated Trades & NSDC/SSDMs in respect of Optional Trades. The entire processing of such claims will be online. (Here on after defined as the relevant authority)
- III. The respective agency will verify the information uploaded by the establishment and on confirmation of the training conducted and full amount of stipend paid, they will reimburse the payment to establishments bank account on receipt of claims in prescribed format from the employers on line at the end of each quarter, subject to on-line verification of payment of stipend to the apprentices.
- IV. Payment for last quarter shall be made only after apprentices appear for the assessment
- V. Payment for each quarter shall be made only after adjusting for dropouts.

9.2. Sharing of Basic Training Cost to Basic training Providers under NAPS

The following procedure shall be adopted under the scheme for payment of basic training cost i.e. INR 0400/- per apprentice for maximum of 400 hours calculated @ 94 per hour:

The respective agency will make the payment towards cost of basic training to Basic Training Providers through their bank account on the advice of the establishment which has engaged the TP to conduct the basic Training. For the basic training of 400 Hours, payment of INR 4000/- per apprentice as basic training cost shall be made after successful completion of basic training and the remaining basic training cost i.e. INR. 2400/- per apprentice shall be paid after completion of apprenticeship training by the apprentice & upon his/her being successful in appearing in the assessment process in respect of courses where Basic Training & OJT is being done sequentially. In case where the Basic Training & OJT is being done simultaneously, the payment will be made @ INR

90/- per hour at the end of each month. The remaining INR 4/- per hour will be released after the completion of apprenticeship training by the apprentice & upon his/her being successful in appearing in the assessment process.

90. Monitoring of the establishments

Monitoring is required to ascertain the status of implementation of the scheme. Therefore, it is expected that 4% to 90% of the total beneficiary establishments under the scheme would be subject to actual physical verification every year by the concerned authority under the Act. They will be selected on a random basis by a computerized processes.

99. Eligibility and role of Brand Ambassadors

- (i). Those who Have undergone apprenticeship training and are successful in their field.
- (ii). Employers engaged or engaging apprentices.
- (iii). Those selected/appointed by the MSDE

Brand ambassadors will be paid @ INR २५००/- per day whenever they are invited for any workshops/seminar/meeting. They would also be reimbursed travel expenses at actuals whenever they are required to travel not exceeding INR 9000/- per visit.
