



NATIONAL APPRENTICESHIP TRAINING SCHEME

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

ESTABLISHMENT USER MANUAL

Version 1.0

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Version History

Date		Version	Description
10/05/2017	1.0		First draft of Establishment User Manual for Add Performance 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 months 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 all employment exchanges across India as valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

1.2. NATS Dashboard

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

- Establishment Dashboard

National Apprenticeship Training Scheme (NATS)
Ministry of Human Resource Development
Department of Higher Education, Government of India

Home | Communication | Employment | Apprenticeship | Hi Ashok Leyland Ltd

Hi, Ashok Leyland Ltd
(STNCHP000270)
Email: dummy@dummy.com
[Update Profile](#)

Grievances
No pending requests

Facilitate Training and Placement
No pending requests

Contracts
Please be aware that the system will allow contract registration only within 7 days of the apprentice joining the training.
[STND010160400838](#) [STND010160400809](#)
[STND010160400853](#) [More](#)

Job/Apprenticeship Fair
No JobMela Invitations available
[View All](#)

COMMUNICATION CENTER

2. About the Establishment 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.





The following table provides details of tasks that each user role can perform in the NATS portal:

Role	Functionality
Educational Institutions	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• View notifications about the Apprenticeship Scheme• Manage notifications on new training positions and recruitment• Manage reports on training

Role	Functionality
BOAT/BOPT Officials	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 appears.
Bulleted List	An unordered series of concepts, items or options.	<p>A student with any of the following qualifications is eligible to enrol as a trainee:</p> <ul style="list-style-type: none"> • Graduation • Diploma
Numbered List	A sequence of processes, events or steps.	<ol style="list-style-type: none"> 1. On the home page, click Register. The Registration page appears. 2. In the category drop-down list, click Student and then click Register. The Student Enrollment page appears.

Convention	Description	Example			
(*)	The mandatory fields are indicated by using the asterisk symbol in red colour.	<table><tr><th>Field</th></tr><tr><td>Institution Name*</td></tr><tr><td>AICTE/DOTE/DTE/Govt. Approval No.*</td></tr></table>	Field	Institution Name*	AICTE/DOTE/DTE/Govt. Approval No.*
Field					
Institution Name*					
AICTE/DOTE/DTE/Govt. Approval No.*					
	Good-to-know information that helps improve task efficiency is provided as a tip	<div><p>Before proceeding with enrolment, it is recommended that you read the Terms and Conditions section.</p></div>			
	Important information that needs to be highlighted regarding a concept or task is provided in the form of a note.	<div><p>You can edit this field only if the Others option is selected in the Branch of Engineering field.</p></div>			

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

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. For more information for enrolling to NATS, see the **Establishment Enrolment User Manual** in the **Establishment Enroll** screen.

To log on to the portal

1. On the Home page, click **Login**. The Login page appears.



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 dashboard specific to you appears. For more information about your roles and responsibilities in the NATS portal, see [Roles and Responsibilities](#).



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

2.5.2. Get New User ID

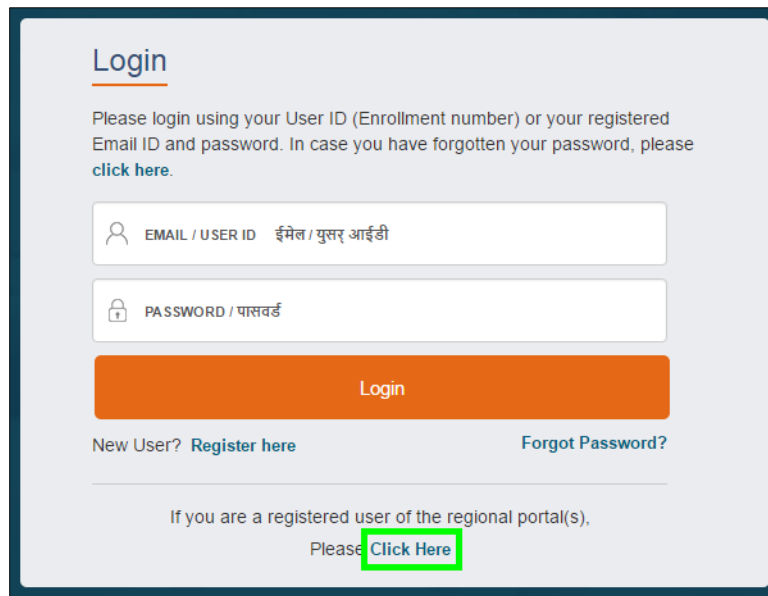
If you have enrolled on any of the BOAT/BOPT regional portals previously, you will require a new user ID to access the new NATS portal. You can get a new user ID to log on to the portal by providing your old user ID, password and your state of residence.

To get a new user ID

1. On the home page, click **Login**. The Login page appears.



2. Click **Click Here**. The related fields appear.



Login

Please login using your User ID (Enrollment number) or your registered Email ID and password. In case you have forgotten your password, please [click here](#).

EMAIL / USER ID ईमेल / युसर आईडी

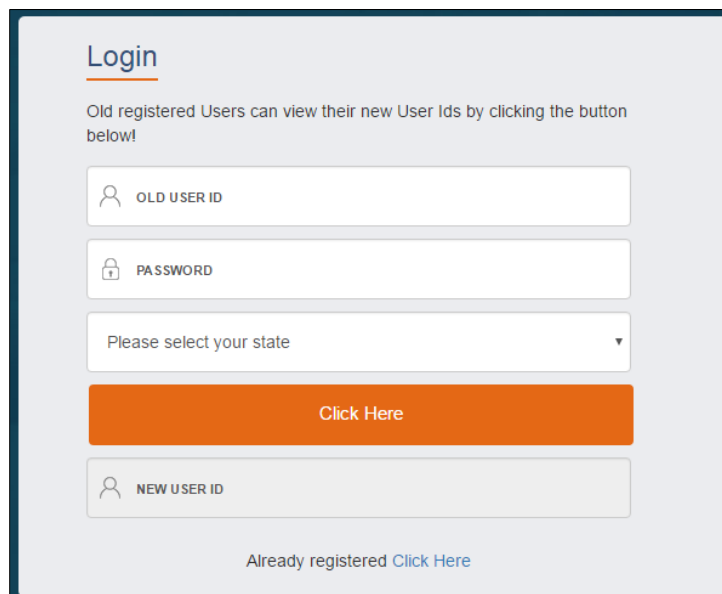
PASSWORD / पासवर्ड

Login

New User? [Register here](#) [Forgot Password?](#)

If you are a registered user of the regional portal(s),
Please [Click Here](#)

3. In the **OLD USER ID** box, type your old user ID.



Login

Old registered Users can view their new User Ids by clicking the button below!

OLD USER ID

PASSWORD

Please select your state ▼

Click Here

NEW USER ID

Already registered [Click Here](#)

4. In the **PASSWORD** box, type your password.
5. In the state drop-down list, click your state of residence and then click **Click Here**. The newly generated user ID appears in the **NEW USER ID** area.

3. Managing Add Performance

You can use the Add Performance module to search for students and record their baseline and quarter performance details on a template. This is for students who started training at an Establishment from March 2017. You can also add performance details individually for a student.

Using your login credentials, you can view the Establishment dashboard and perform the tasks based on your access rights.

This section contains the following topics:

- [Search Student](#)
- [Record Baseline Performance Template](#)
- [Record Quarter Performance Template](#)
 - [Add Performance](#)

3.1. Search Student

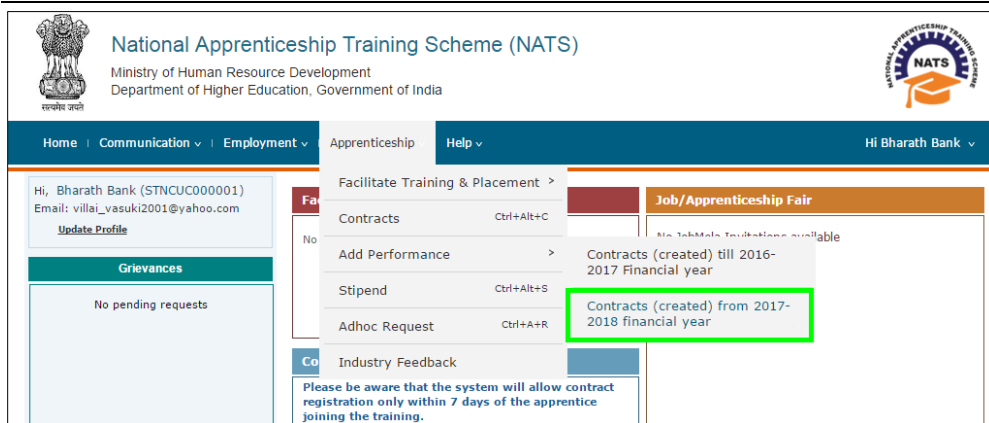
You can search for students to record performance scores. You can search for students who started training at an Establishment from March 2017.

To search for students

1. Login and view the Establishment dashboard. For more information, see the [Log On](#) section.
2. Point to **Apprenticeship**. The Apprenticeship menu appears.
3. Point to **Add Performance** and then click **Contracts (created) from 2017-2018 financial year**. The Apprentice Performance page appears.





*You can view and add performance details for students who joined before March 2017 by selecting the **Contracts (created) till 2016-2017 Financial Year** module.*



4. In the search area, click the calendar icon to select the **From Date** and **To Date** within which the required student or students started training.

Apprentice Performance

Note: Please be informed of the revision of ROP. We require additional values to the already submitted records which are denoted with **!** icon.

*From Date:  *To Date: 

5. Click **Search**. The search results appear. For more information about the fields, refer to the following table.

5.1. To search for a specific student, in the **Search** box, type the full or partial name of the student.

All requests

Pending for Input

Pending For Approval

Approved

Baseline Input

Quarter Input

Showing 1 to 10 of 1,079 entries

Note: You can select maximum of 20 students

Search:

All	Student Name	Reg No	Contract No	specialisation	Establishment	Joined On	Quarter Description	View
	YUVARAJ L	STND108160400163	STNDP17108000091	ELECTRONICS AND COMMUNICATION ENGINEERING	Sakthi Auto Component Limited	18/08/2016	Baseline	View
	VINOTH P	STNG006160402257	STNGP16006000500	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	18/06/2016	Baseline	View
	VINOBHARATH K	STND006150402027	STNDP15006000586	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	06/02/2016	Baseline	View
	VINNARASU M	STNG006150404787	STNGP160060000923	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	01/01/2016	Baseline	View
	VIMALRAJ V	STNG006150503275	STNGP150060000273	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	07/12/2015	Baseline	View

Field	Description
All Requests	To view all add performance recording requests, click this link.
Pending for Input	To view requests that are pending for input from the Establishment, click this link.
Pending for Approval	To view requests that are pending for approval from the BOAT/BOPT officials, click this link.
Approved	To view all approved requests, click this link.
Student Name	This field displays name of the student.
Reg No	This field displays the assigned identification number of the student.
Contract No	This field displays the student's contract number.
Specialisation	This field displays the specialisation area of the student's training programme.

Field	Description
Establishment	This field displays the establishment associated with the student's training.
Joined On	This field displays the date on which the student joined the training.
Quarter Description	This field displays the quarter or baseline for which performance details of the student is to be recorded.
View	If you selected All Requests , Approved or Pending for Approval links and click View , you can view student's performance details and its status.
	If you selected Pending for Input and click View , you can add performance details for a student.

3.2. Record baseline Performance Template

You can record baseline performance scores for a student or students training at the Establishment. You have to generate the baseline template, record performance scores for the selected students, save the template and upload this updated template in the portal.

To record baseline performance template

- To search for the required student or students, follow the steps in the [Search Student](#) section. The search results page appears.
- Click the **Baseline Input** link. Students for whom only baseline performance details have to be recorded appears.



You have to select the **Pending for Input** link to view and record performance details of students.

All requests

Pending for Input

Pending For Approval

Approved

Baseline Input

Quarter Input

Showing 1 to 10 of 1,079 entries

Note: You can select maximum of 20 students

Search:

All	Student Name	Reg No	Contract No	specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	YUVARAJ L	STND108160400163	STNDP17108000091	ELECTRONICS AND COMMUNICATION ENGINEERING	Sakthi Auto Component Limited	18/08/2016	Baseline	View
<input type="checkbox"/>	VINOTH P	STNG006160402257	STNGP16006000500	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	18/06/2016	Baseline	View
<input type="checkbox"/>	VINOBHARATH K	STND006150402027	STNDP15006000586	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	06/02/2016	Baseline	View
<input type="checkbox"/>	VINNARASU M	STNG006150404787	STNGP16006000923	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	01/01/2016	Baseline	View
<input type="checkbox"/>	VIMALRAJ V	STNG006150503275	STNGP15006000273	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	07/12/2015	Baseline	View

3. In the **All** column, select check boxes of the required student or students.



You can select maximum 20 students simultaneously to record performance.

- 3.1. To individually add performance details for a student, in the **View** column, click **View** for the required student name. For more information, see the [Add Performance](#) section.

<input type="checkbox"/>	Vijayan A	STNG006140601148	STNGP1700600026	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	21/04/2016	Baseline	View
<input type="checkbox"/>	VIJAYAMANICKAM P	STNG088150404399	STNGP1608800026	ELECTRICAL AND ELECTRONICS ENGINEERING	Sakthi Auto Component Limited	14/03/2016	Baseline	View
<input checked="" type="checkbox"/>	Vijayalakshmi K	STND088160501149	STNDP1708800024	ELECTRICAL AND ELECTRONICS ENGINEERING	Sakthi Auto Component Limited	12/05/2016	Baseline	View
<input checked="" type="checkbox"/>	VIJAYAKUMAR S	STNG006150404132	STNGP1500600022	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	11/01/2016	Baseline	View
<input type="checkbox"/>	VIJAYAKUMAR R	STNG006160402227	STNGP1700600050	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	03/06/2016	Baseline	View

Show 10 entries

Previous 1 2 3 4 5 ... 108 Next

[Generate Baseline Template](#)

[Excel Templates](#)

4. Click **Generate Baseline Template**. The baseline template is downloaded on the local drive as RGB Excel sheet file.



RGB is **Record of progress Generated Baseline**. All baseline performance files begin with RGB, whereas all quarter performance files start with RGQ.

5. In the generated baseline Excel sheet, type or select the required details for students. For more information about the fields, refer to the following table.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER									
Clipboard Font Alignment Number Styles Cells Editing									
G3									
A	B	C	D	E	F	G	H	I	J
1	S.No.	Contract Number	Student Reg Number	Student Name	Contract Joining Date	Quarter Description	Communication	Leadership	Multitasking
2	1	STNDP17088000246	STND088160501149	Vijayalakshmi K	12/05/2016	Quarter 0			
3	2	STNGP15006000227	STNG006150404132	VIJAYAKUMAR S	11/01/2016	Quarter 0			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

BaselineTemplate

Field	Description
Contract Number	This field displays the student's contract number.
Student Reg Number	This field displays the assigned identification number of the student.
Student Name	This field displays name of the student.
Contract Joining Date	This field displays the date on which the student joined the training.
Quarter Description	This field displays Quarter 0 that refers to updating baseline performance of a student prior to quarter based performance.
Communication	In the drop-down list, click a performance score between 0-9 for the student's communication skills.
Leadership	In the drop-down list, click a performance score between 0-9 for the student's leadership skills.
Multitasking	In the drop-down list, click a performance score between 0-9 for the student's multi-tasking skills.
Time Management	In the drop-down list, click a performance score between 0-9 for the student's time management ability.
Analytic	In the drop-down list, click a performance score between 0-9 for the student's analytic skills.
Positive Attitude	In the drop-down list, click a performance score between 0-9 for the student's positive attitude.
Specialization Area1*	In the text box, type the specialisation area of the student's training programme.
Specialization Area2	In the text box, type the specialisation area of the student's training programme.
Specialization Area3	In the text box, type the specialisation area of the student's training programme.
Area1	In the drop-down list, click a score between 0-9 for the student's performance in the specialisation area 1.
Area2	In the drop-down list, click a score between 0-9 for the student's performance in the specialisation area 2.

Field	Description
Area3	In the drop-down list, click a score between 0-9 for the student's performance in the specialisation area 3.
Request ID	This field displays the auto-generated ID assigned to the baseline performance record request.

- Click **File**, and then click **Save** to save the baseline performance template on the local drive.
- On the **Apprentice Performance** page, click **Excel Templates**. All the generated, uploaded and processed templates with the respective Request Number appear.

<input type="checkbox"/>	Vijayan A	STNG006140601148	STNGP1700600026	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	21/04/2016		View
<input type="checkbox"/>	VIJAYAMANICKAM P	STNG088150404399	STNGP1608800026	ELECTRICAL AND ELECTRONICS ENGINEERING	Sakthi Auto Component Limited	14/03/2016		View
<input type="checkbox"/>	Vijayalakshmi K	STND088160501149	STNDP1708800024	ELECTRICAL AND ELECTRONICS ENGINEERING	Sakthi Auto Component Limited	12/05/2016		View

Show entries

Previous **1** 2 3 4 5 ... 108 Next

[Generate Baseline Template](#)

[Excel Templates](#)

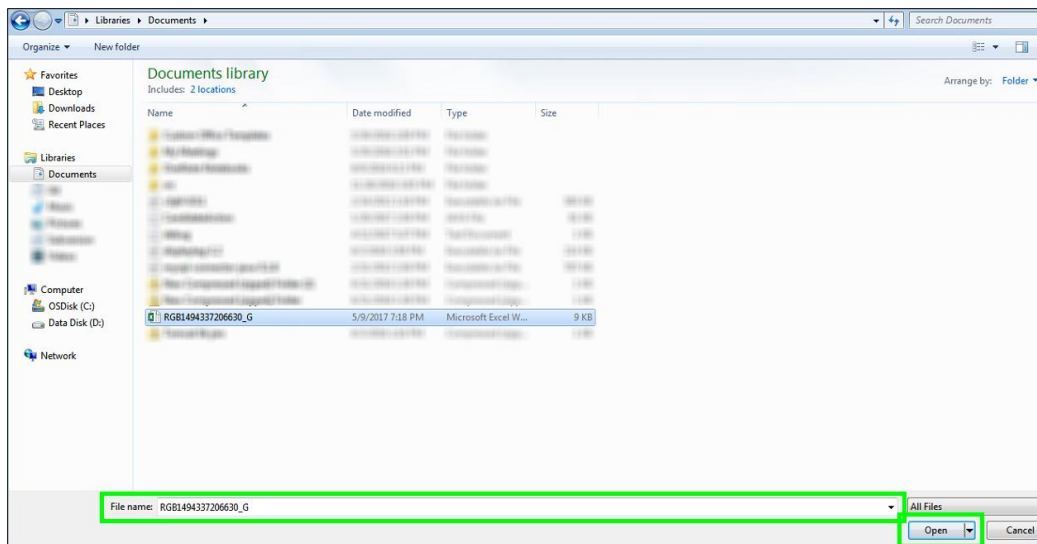
- To upload the recorded baseline performance template, in the **Uploaded Template** column, click **File Upload**. The Open window on the local drive appears.

Apprentice Performance > Excel Templates				
*From Date			*To Date	
<input type="text" value="01/05/2017"/>			<input type="text" value="09/05/2017"/>	<input type="button" value="Search"/>
Show	<input type="text" value="10"/>	entries	Search: <input type="text"/>	
Request Number	Template Type	Generated Template{}	Uploaded Template{}	Processed Template{}
RGQ1494320657074	Quarter Input	May 9, 2017 ⓄRGQ1494320657074_G.xlsx	May 9, 2017 ⓄRGQ1494320657074_U.xlsx	May 9, 2017 In Progress
RGB1494319634299	Baseline	May 9, 2017 ⓄRGB1494319634299_G.xlsx	May 9, 2017 ⓄRGB1494319634299_U.xlsx	May 9, 2017 ⓄRGB1494319634299_P.xlsx
RGB1494337206630	Baseline	May 9, 2017 ⓄRGB1494337206630_G.xlsx	May 9, 2017 File Upload	May 9, 2017 NA
RGB1494337366392	Baseline	May 9, 2017 ⓄRGB1494337366392_G.xlsx	May 9, 2017 File Upload	May 9, 2017 NA
RGB1494337372663	Baseline	May 9, 2017 ⓄRGB1494337372663_G.xlsx	May 9, 2017 File Upload	May 9, 2017 NA

Showing 1 to 5 of 5 entries

Previous **1** Next

- Select the updated baseline performance template, and then click **Open**. The performance template is displayed in the Uploaded Template column.



- The updated baseline performance template is processed and you can view the processed Excel sheet data in the **Processed Template** column.

Apprentice Performance > Excel Templates

*From Date: 01/05/2017 *To Date: 09/05/2017 Search

Show 10 entries Search:

Request Number	Template Type	Generated Template(5)	Uploaded Template(2)	Processed Template(1)
RGQ1494320657074	Quarter Input	May 9, 2017 ①RGQ1494320657074_G.xlsx	May 9, 2017 ①RGQ1494320657074_U.xlsx	May 9, 2017 In Progress
RGB1494319634299	Baseline	May 9, 2017 ①RGB1494319634299_G.xlsx	May 9, 2017 ①RGB1494319634299_U.xlsx	May 9, 2017 ①RGB1494319634299_P.xlsx
RGB1494337206630	Baseline	May 9, 2017 ①RGB1494337206630_G.xlsx	May 9, 2017 ①RGB1494337206630_U.xlsx	May 9, 2017 In Progress
RGB1494337366392	Baseline	May 9, 2017 ①RGB1494337366392_G.xlsx	May 9, 2017 File Upload	May 9, 2017 NA
RGB1494337372663	Baseline	May 9, 2017 ①RGB1494337372663_G.xlsx	May 9, 2017 File Upload	May 9, 2017 NA

Showing 1 to 5 of 5 entries Previous 1 Next

3.3. Record Quarter Performance Template

You can record quarter performance scores for a student or students training at the Establishment. You must record baseline performance details of a student before recording quarter performance. For sandwich students, you can record performance for two quarters only.

You have to generate the quarter template, record performance scores for the selected students, save the template and upload this updated template in the portal. The performance details are then sent to the BOAT/BOPT official from the same region as the Establishment for approval.

You must record student's quarter performance in the ascending order, i.e. starting with 1st to 4th quarter. When performance details for a quarter is approved by the BOAT/BOPT official, it cannot be edited or recorded again. When all two quarters (sandwich students) or four quarters performance details are approved, the BOAT/BOPT official will generate the Certificate of Proficiency.

To record quarter performance template

1. To search for the required student or students, follow the steps in the [Search Student](#) section. The search results page appears.
2. Click the **Quarter Input** link. Students for whom only quarter performance details have to be recorded appears.



You have to select the **Pending for Input** link to view and record performance details of students.

Baseline Input **Quarter Input**

Show 10 entries Note: You can select maximum of 20 students Search: STNDP15006000143

All	Student Name	Reg No	Contract No	specialisation	Establishment	Joined On	Quarter Description	View
<input type="checkbox"/>	VASANTHAKUMAR S	STND006151001020	STNDP15006000143	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	23/02/2016	Not Available	View

Showing 1 to 1 of 1 entries

[Generate Quarter Template](#) [Excel Templates](#)

3. In the **All** column, select check boxes of the required student or students.
 - 3.1. To individually add performance details for a student, in the **View** column, click **View** for the required student name. For more information, see the [Add Performance](#) section.

Baseline Input **Quarter Input**

Show 10 entries Note: You can select maximum of 20 students Search: STNDP15006000143

All	Student Name	Reg No	Contract No	specialisation	Establishment	Joined On	Quarter Description	View
<input checked="" type="checkbox"/>	VASANTHAKUMAR S	STND006151001020	STNDP15006000143	MECHANICAL ENGINEERING	TITAN COMPANY LIMITED	23/02/2016	Not Available	View

Showing 1 to 1 of 1 entries

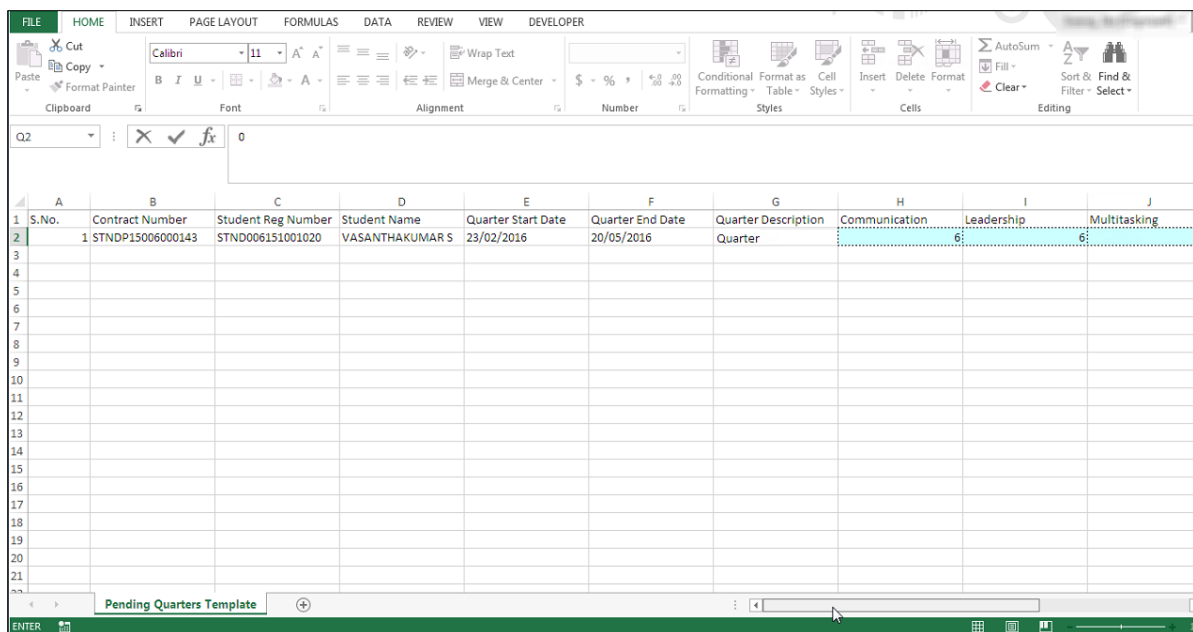
[Generate Quarter Template](#) [Excel Templates](#)

4. Click **Generate Quarter Template**. The quarter template is downloaded on the local drive as RGQ Excel sheet file.



RGQ is **Record of progress Generated Quarter**. All quarter performance files begin with RGQ.

5. In the generated quarter Excel sheet, type or select the required details for students. For more information about the fields, refer to the following table.



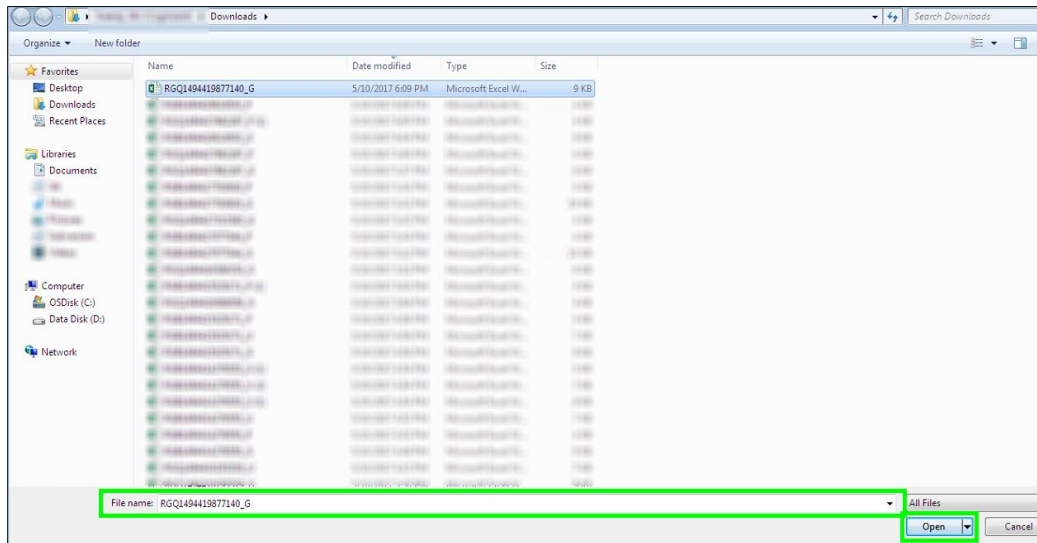
Field	Description
Contract Number	This field displays the student's contract number.
Student Reg Number	This field displays the assigned identification number of the student.
Student Name	This field displays name of the student.
Quarter Start Date	This field displays the start date of the quarter to record performance.
Quarter End Date	This field displays the end date of the quarter to record performance.
Quarter Description	This field displays the specific quarter for which you have to record performance.
Communication	In the drop-down list, click a performance score between 0-9 for the student's communication skills.
Leadership	In the drop-down list, click a performance score between 0-9 for the student's leadership skills.
Multitasking	In the drop-down list, click a performance score between 0-9 for the student's multi-tasking skills.
Time Management	In the drop-down list, click a performance score between 0-9 for the student's time management ability.

Field	Description
Analytic	In the drop-down list, click a performance score between 0-9 for the student's analytic skills.
Positive Attitude	In the drop-down list, click a performance score between 0-9 for the student's positive attitude.
Area1	In the drop-down list, click a score between 0-9 for the student's performance in the specialisation area 1.
Area2	In the drop-down list, click a score between 0-9 for the student's performance in the specialisation area 2.
Area3	In the drop-down list, click a score between 0-9 for the student's performance in the specialisation area 3.
LOP	In the text box, type the number of LOP (Loss of Pay) days taken by the student within the specific quarter.
Request ID	This field displays the auto-generated ID assigned to the quarter performance record request.

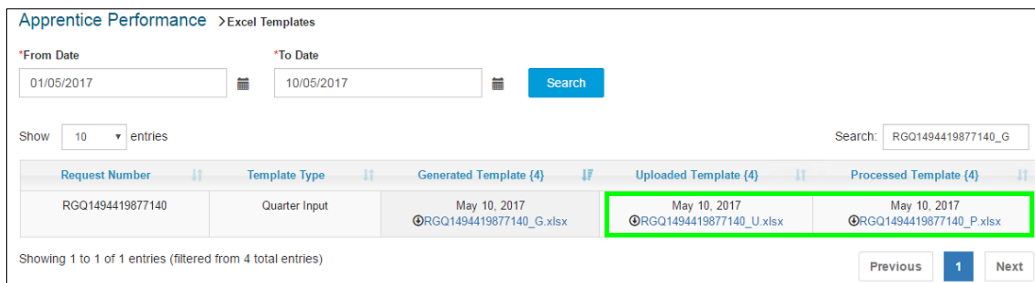
- Click **File**, and then click **Save** to save updated quarter performance template on the local drive.
- On the **Apprentice Performance** page, click **Excel Templates**. All the generated, uploaded and processed templates with the respective Request Number appear.

- To upload the updated quarter template, in the **Uploaded Template** column, click **File Upload**. The Open window on the local drive appears.

9. Select the updated quarter performance template, and then click **Open**. The updated quarter performance template is displayed in the Uploaded Template column.



- The updated quarter performance template is processed and you can view the processed Excel sheet data in the **Processed Template** column.



- The performance details are sent to the BOAT/BOPT official for approval. You can view the request in the **Pending for Approval** link.



- When all two quarters (sandwich students) or four quarters performance details are approved and verified by BOAT/BOPT officials, you as the representative from the Establishment can generate the Certificate of Proficiency.

3.3.1. Add Performance

You can add performance details individually for a student by using the View link. The performance details are recorded for a specific quarter. You have to select the **Pending for Input** link to view the required list of students.

You must record student's quarter performance in the ascending order, i.e. starting with 1st to 4th quarter. When performance details for a quarter is approved by the BOAT/BOPT official, it cannot be edited or recorded again. When all two quarters (sandwich students) or four quarters performance details are approved, the BOAT/BOPT official will generate the Certificate of Proficiency.

To add performance details

1. To search for the required student or students, follow the steps in the [Search Student](#) section. The search results page appears.

Showing 1 to 10 of 15 entries

Search:

All	Student Name	Reg No	Contract No	specialisation	Establishment	Joined On	Quarter Description	View
	YUVARAJ S	STNG006140601078	STNGP16006000329	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	18/06/2016	Quarter 0	View
	YOGANATHAN G	STNG006150404248	STNGP15006000170	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	01/02/2016	Quarter 0	View
	VIVEKANANTH N	STNG006150403927	STNGP16006000044	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	05/10/2015	Quarter 0	View
	VIVEK M	STNG006150405048	STNGP15006000241	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	04/01/2016	Quarter 0	View
	VIVEK KUMAR M	STNG088150503041	STNGP16088000010	ELECTRICAL AND ELECTRONICS ENGINEERING	Sakthi Auto Component Limited	26/10/2015	Quarter 0	View
	VISHNUKUMAR P	STNG006150405551	STNGP160060000364	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	16/11/2015	Quarter 1	View
	PRABAKARAN M	STNG006150504213	STNGP160060000076	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	01/10/2015	Quarter 4	View

2. In the **View** column, click **View** for the required student name. The Apprentice Performance page appears. For more information about the fields, refer to the following table.

Apprentice Performance

[Create TCR](#)
[Add Performance](#)
[Cancel](#)

Apprentice Details				
Student Name	Contract No	specialisation	Establishment	Joined On
PRABAKARAN M	STNGP16006000076	MECHANICAL ENGINEERING	Sakthi Auto Component Limited	01/10/2015

Performance Details								
Date of Commencement	Updating Date	Area of Training	Progress Report for Quarter	Assessment	Remarks	Status	Request With	View
01/07/2016	01/12/2016	Production	Quarter 4	Good	Approved	Approved	TN COP(Grad & Tech)	View
01/01/2016	18/11/2016	Production and Quality Department	Quarter 2	Good	Approved	Approved	TN COP(Grad & Tech)	View
01/10/2015	18/11/2016	Production and Quality Department	Quarter 1	Good	Approved	Approved	TN COP(Grad & Tech)	View

Field	Description
Apprentice Details	
Student Name	This field displays name of the student.
Contract No	This field displays the student's contract number.

Field	Description
Specialization	This field displays the specialisation area of the student's training programme.
Establishment	This field displays the establishment associated with the student's training.
Joined On	This field displays the date on which the student joined the training.
Performance Details	
Date of Commencement	This field displays the date on which the student started training in the specific quarter.
Updating Date	This field displays the date on which the performance details is updated in the specific quarter.
Area of Training	This field displays the training area of the student's training programme.
Progress Report for Quarter	This field displays the quarter for which the performance details is added.
Assessment	This field displays the assessment recorded for the student in the specific quarter.
Remarks	This field displays the remarks recorded for the student in the specific quarter.
Status	This field displays the status of the performance recorded for the student in the specific quarter.
Request With	This field displays the status of the performance recorded for the student.
View	To view the performance details submitted for approval, click the View link.

- Click **Add Performance**. The Add Performance page appears.

Add Performance

Apprentice Performance Information Form

Name	PRABAKARAN M	
Registration No	STNGP16006000076	
Subject field in Engineering or Technology or Vocational Course	MECHANICAL ENGINEERING	
Under Training at (Name of Establishment)	Sakthi Auto Component Limited	
Date of Commencement of Training	01/10/2015	
Area of Training*	Production	
Progress Report for Quarter*	Quarter 4 : 01/07/2016 - 30/09/2016	
Do you have any LOP days in the selected quarter	<input checked="" type="checkbox"/> <input type="checkbox"/>	Total Leaves Availed <input type="text" value="0"/>
Aptitude for Training*	Good	
Performance during the Quarter*	Good	
Shortcomings, if any	<input type="text"/>	
Reaction of Trainee to Corrective Action at above shortcomings	<input type="text"/>	
Assessment*	<input type="radio"/> Excellent <input type="radio"/> Very Good <input checked="" type="radio"/> Good	
Remarks (if any)	<input type="text" value="Approved"/>	

Save Cancel

4. Type or select the required details. For more information about the fields, refer to the following table.

Field	Description
Name	This field displays name of the student.
Registration No	This field displays the assigned identification number of the student.
Subject field in Engineering or Technology or Vocational Course	This field displays the course studied by the student.
Under Training at (Name of Establishment)	This field displays the establishment associated with the student's training.
Date of Commencement of Training	This field displays the date on which the student started training at the Establishment.
Area of Training*	In the text box, type the training area of the student's training programme.
Progress Report for Quarter*	In the drop-down list, click the quarter for which the performance details is added.

Field	Description
Do you have any LOP days in the selected quarter	Select the check box if the student had LOP (Loss of Pay) days in the selected quarter. In the box, click and select the dates on which the student has taken LOP.
Total Leaves Aailed	This displays the number of LOP days taken by the student based on the number of LOP dates selected.
Aptitude for Training*	In the drop-down list, click the option that determines the student's aptitude for training.
Performance during the Quarter*	In the drop-down list, click the option that determines the student's performance during the quarter.
Shortcomings, if any	In the text box, type the student's shortcomings or areas to improve.
Reaction of Trainee to Corrective Action at above shortcomings	In the text box, describe the student's reaction when corrected for their shortcomings.
Assessment*	In the list, click the assessment option that determines student's performance in the quarter.
Remarks, if any	In the text box, type remarks related to student's training.

5. Click **Save**. The performance details are saved.

- The performance details are sent to the BOAT/BOPT official for approval.
- When all four quarter performance details are approved, the BOAT/BOPT official will generate the Certificate of Proficiency.

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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.