

NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) [Implemented under The Apprentices (Amendment) Act 1973 & 1986 by Boards of Apprenticeship / Practical Training]

Establishments Role for Skill Development, Quarterly Assessment and Record of Progress

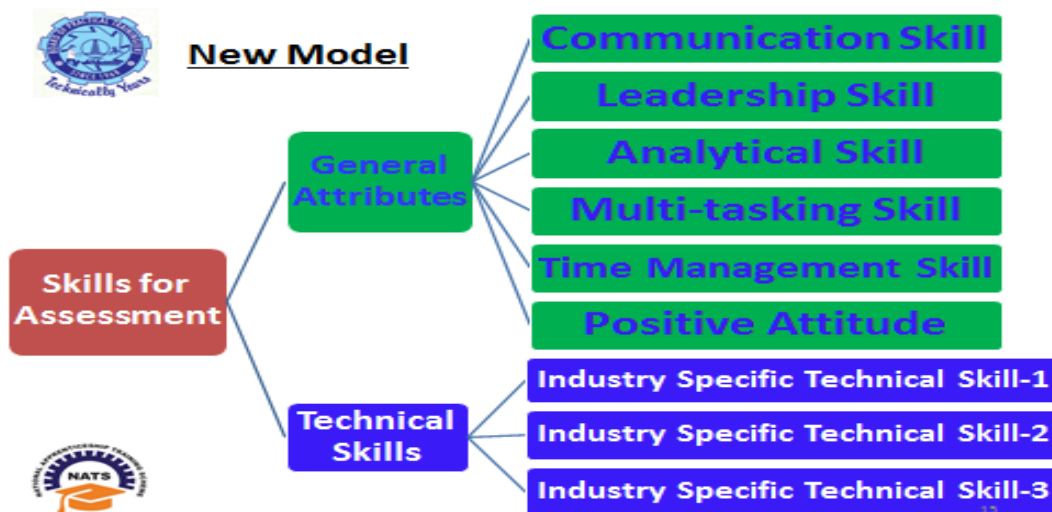
STEP-1: GUIDE LINES FOR SKILL DEVELOPMENT

Dear Establishments.

The following guidelines will help the establishments to develop the Structured Training Module under defined skill sets (General Attributes & Technical Skills) in the apprentices during one year apprenticeship training.

Objectives, Developing Methodology, Defining Skill Sets

Every training establishment shall formulate a training program for the training of Graduate/Technician and (Optional for Technician (voc) Apprentices) apprentices under The Apprentices (Amendment) Act, 1973 & 1986 covering a total period of one year and the same is to be approved by the respective Regional Central Apprenticeship Advisor. The formulated training program shall have the provisions to develop General Attributes consisting of Communication Skill, Leadership Skill, Multi Tasking Skill, Analytical Skill and Positive Attitude. The said training program shall also have the provisions to develop Technical Skill in maximum three areas of specialization.



Development of Skill Sets

The establishment shall ensure that the skill sets in the following categories are developed as per the skill development objectives defined under different skill sets. The development methodology is also defined under each skill sets for a general guidelines to the establishments. Establishments are free to adopt any other methodology approved and practiced in similar industries.

[A] General Attributes-

1.1 Communication Skill

Course Objectives

- To introduce to the apprentices the concept of English and vernacular language, communication strategies, verbal and non-verbal communication etc.
- To enable apprentices to meet high professional expertise with the help of much developed communication skills.
- To enable apprentices for job apply, making resume and cover letters and preparing them for job interviews.

Developing Methodology

- The apprentices shall be provided with lectures along with discussion and opportunities for active participation. They shall be given presentation on different topics. Question and feed back shall be welcomed.

Assessment and Testing

- The performance of the apprentices shall be assessed through quarterly Skill Assessment Tests, presentation, assignments and on job performance.
- The apprentices shall be required to attend at least 80% of the total training days.

Defined Skill Sets

Sr.No.	Code	Definition
10	CS10	Delivering public speaking and presentation
9	CS9	Writing effective business e-communication
8	CS8	Generating/writing daily log books for the work assigned independently
7	CS7	Communicate information and ideas in writing so that colleagues and peers understand
6	CS6	Create documents required on the job (including requirement sheets, query sheets, response or feed back sheets etc.)
5	CS5	Ability to speak at least one local language.
4	CS4	Reading and understanding reviews from colleagues and peers in terms of their requirements, queries and feed backs.
3	CS3	Read and understand policies / procedures and requirement pertinent to the job for best implementation/practice.
2	CS2	Interact with other colleagues and peers to understand their requirements, queries and feed backs on various aspects within the organization.
1	CS1	Interact with organization's internal stake holders.

1.2 Leadership Skill

Course Objectives

- To introduce apprentices a learning platform to use and develop their leadership skill through discharging their responsibilities towards the achievement of the goal of the organization during on-the-job training.
- To enable apprentices to implement and develop their leadership traits so as to develop characteristics of effective leadership.

- To enable apprentices to develop their leadership skills required to fulfil the middle and higher level managements in the organization as a next generation leaders.

Developing Methodology

- By involving apprentices in all activities that incorporate a variety of experiences.
- Apprentices shall be exposed to leadership development programs such as action learning, cross functional rotations, exposure to senior executives, exposure to strategic agenda, formal and informal mentoring, internal case studies, accelerated promotion and conferences, challenging assignments, team projects etc.

Assessment and Testing

- The performance of the apprentices shall be assessed through quarterly Skill Assessment Tests, presentation, assignments and on job performance.
- The apprentices shall be required to attend at least 80% of the total training days.

Defined Skill Sets

Sr.No.	Code	Definition
10	LS10	Developing strong bond between the team members to achieve organization goals and results.
9	LS9	Curiosity and aptitude to learn and willingness to take risks by trying new things.
8	LS8	Maturity with the knowledge of business.
7	LS7	Passion for the work.
6	LS6	Clarity of purpose and the strength to achieve.
5	LS5	Ability to process large amount of information and formulate strategies.
4	LS4	Confident to make difficult decisions.
3	LS3	Honesty and integrity and lead by example.
2	LS2	Strong desire to influence and lead others.
1	LS1	Ability to work in a team and provide leadership as and when required

1.3 Analytical Skill

Course Objectives

- To help the apprentices to evaluate the problem and make a decision.
- To develop creativity or lateral thinking necessary to come up with ideas for resolving the problems and find fresh approaches.
- To develop a logical and methodical approach by identifying problems, finding the problems, examining the options, acting on the plan and analysis of consequences.

Developing methodology

- The apprentices shall be provided with a platform / opportunities to handle small project at least one in each quarter which might be having a good scope for improvement (reduction of cost, environmental improvement, quality enhancement) through analytical skills.

Assessment and Testing

- The performance of the apprentices shall be assessed through quarterly Skill Assessment Tests, presentation, assignments and on job performance.
- The apprentices shall be required to attend at least 80% of the total training days.

Defined Skill Sets

Sr.No.	Code	Definition
10	AS10	Sharing the suggestions/outcome to achieve the desired goal.
9	AS9	Evolving the best possible options based on the outcome of suggestions.
8	AS8	Monitoring the outcome of the action taken, reviewing the problem and problem solving process.
7	AS7	Providing information to other stake holders, delegating tasks and reviewing progress.
6	AS6	Resolving the problem and completing the assignments.
5	AS5	Deciding between possible options for the action, deciding on further information to be gathered before action.
4	AS4	Analysing the options in greater depth, identifying steps that can be taken to achieve the objectives.
3	AS3	Help others in managing the problem, using the information gathered.
2	AS2	Helping in evaluating the problems
1	AS1	Ability to identify the problem.

1.4 Time Management Skill

Course Objectives

- To introduce a platform to the apprentices so as to develop time management skill during the course of one year training to achieve the different goals through setting priorities.
- To develop time management skill through time saving action plan for effective time management.

Developing methodology

- By involving apprentices to prepare time saving action plan through time waster-analysis or any other techniques for efficient discharge of duties and responsibilities in time bound manner.

Assessment and Testing

- The performance of the apprentices shall be assessed through quarterly Skill Assessment Tests, presentation, assignments and on job performance.
- The apprentices shall be required to attend at least 80% of the total training days.

Defined Skill Sets

Sr.No.	Code	Definition
10	TMS10	Reduce meeting time, take time to plan.
9	TMS9	Take breaks and get started.
8	TMS8	Ability to attend multiple jobs.
7	TMS7	Consolidation of similar tasks.
6	TMS6	Start implementing the most urgent task.
5	TMS5	Ability to understand time waste analysis.
4	TMS4	Answering to the questions what is the best use of time right now.
3	TMS3	Preparation of a daily list of “work to do”.
2	TMS2	Setting priorities.
1	TMS1	Preparation of list of goals.

1.5 Positive Attitude

Course Objectives

- At any given time the choices of action are limited and the choices of apprentices regarding their attitude are not. They need to develop a sense of positive attitude.
- The apprentices shall be provided with a platform during the course of one year apprenticeship training to observe case studies of the people with the positive attitude and to practice the same at their work place as well as in their personal life.
- The apprentices shall be made aware of the importance of attitude – boost morning routine, carrying an attitude of happiness, relishing small pleasures, smile, uploading positivity in their brain, taking responsibility, having a zen attitude, positive adoptability of good thoughts, limiting their complaints etc. through visual, audio-visual and reading and on job demonstration.

Developing Methodology

- Providing books and journals on developing positive attitude.
- Through audio-visual display demonstrating real life time situation for developing positive attitude.
- Case study of employees with high positive attitude at the work place.

Assessment and Testing

- The performance of the apprentices shall be assessed through quarterly Skill Assessment Tests, presentation, assignments and on job performance.
- The apprentices shall be required to attend at least 80% of the total training days.

Defined Skill Sets

Sr.No.	Code	Definition
10	PA10	Maintain a pro-active attitude, demonstrate personal motivation.
9	PA9	Take responsibility for the quality of work, focus on the process as well as results.
8	PA8	Stay committed even in difficult times to reach organizational goals, have a good sense of humor.
7	PA7	Work well as a part of a team, support others in decision making process.
6	PA6	Open to new ideas and can be counted to do the right thing.
5	PA5	Solve problems instead of complaining, communicate openly and honestly.
4	PA4	Consider other's feelings and points of views.
3	PA3	Treat others appropriately and listen to other's point of view.
2	PA2	Strive to give the best services possible.
1	PA1	Speak in a friendly and courteous manner.

1.6 Multi Tasking Skill

Course Objectives

[Multi tasking is the fundamental competency requirement of an individual which enables for wider coverage of working components and enhancement of position.]

- To develop multi tasking ability in apprentices in a multi tasking work environment. The ability of multi tasking is to be developed to an extent so as to increase the productivity and reduce overall costs and idleness of workforce.
- To assess the multi tasking ability periodically and to use the assessment to predict future performance in multi tasking environment.

Developing Methodology

- The area of operations of each apprentices are to be defined on rotational basis in a multi-tasking environment. Each environments shall be defined in terms of its characteristics of multi-tasking settings.
- Development of multi-tasking ability of the apprentices are aimed to develop the attributes required for high employability.

Assessment and Testing

- The performance of the apprentices shall be assessed through quarterly Skill Assessment Tests, presentation, assignments and on job performance.
- A well developed system shall be used to screen individual for positions that demand high levels of multi-tasking ability.
- The apprentices shall be required to attend at least 80% of the total training days.

Defined Skill Sets

Sr.No.	Code	Definition
10	MTS10	Works through obstacles.
9	MTS9	Keeps goal in mind throughout the day.
8	MTS8	Keeps quality in mind on all tasks/assignments.
7	MTS7	Deftly juggles several tasks at once.
6	MTS6	Develop urge for multi-tasking with multiple skills.
5	MTS5	Always says 'Yes' to additional responsibilities.
4	MTS4	Prioritize tasks and gives equal focus on all projects/assignments.
3	MTS3	Prioritize projects for maximum productivity.
2	MTS2	Allocates time slot to complete a wide range of tasks.
1	MTS1	Highly regarded and respected for his/her ability to multi task.

[B] TECHNICAL SKILLS

The training establishments shall prepare the structured training module containing areas of specialization (maximum 3 in numbers) in which the apprentices would be placed for developing their skill for specified period during the training. The allocation of area of specialization for training shall be assigned to each apprentices with the specified time period. The establishment shall also prepare for each area of specialization, the content of the skill sets required to be developed for acquiring full skill sets (as a benchmark) needed for the job and to monitor the development during assessment time. The benchmark shall be defined in such a manner as to help the assessor in conducting uniform assessment and allocation of Grades and Points at the time of assessment. The area of specialization and its course content of skill shall be made available to each apprentices well in advance. The establishments may refer Qualification Packs being developed by respective Sector Skill Councils under NSDC from time to time for defining Skill sets in those areas.

Example to develop (Establishment specific) defined skill sets for specialized area

A Company having nature of activities involving Power Distribution may have a defined area of specialization in the following format which is just an example to help the establishments develop such training modules and the apprentices develop their skills as per defined skill sets and also for better understanding of the assessor in assessing and marking the developed skill sets at the time of assessment.

POWER DISTRIBUTION SYSTEM

Course Objective –

- To Learn transmission, distribution and generation of electrical power.

Defined Skill Sets

Sl.No.	Code	Definition
10	TS10	Switchgear operation.
9	TS9	Operational function of overhead conductor.
8	TS8	Operational function of underground cables.
7	TS7	Maintenance and overhauling performance of transformer.
6	TS6	Knowledge on function and operation of different types of insulators.
5	TS5	Erection and commissioning of electrical poles and towers.
4	TS4	Detection and rectification of faults in different installations.
3	TS3	Installation and connection of power to the consumers. Laying of underground cables.
2	TS2	Use and functioning of measuring instruments.
1	TS1	Application of safety devices.

STEP-2 : GUIDELINES FOR SKILL ASSESSMENT

Dear Establishment,

The following guidelines will help the establishment to assess the skill sets (General Attributes and Technical Skills) in the apprentices.

[A] Skill Assessment (General Attributes)

2.1 FREQUENCY OF ASSESSMENT

The progress of skill development shall be monitored through skill assessment to be conducted four times in a year as mentioned below-

- a) Entry level [during 1st quarter of training period]
- b) At the end of 2nd quarter
- c) At the end of 3rd quarter
- d) At the completion of the training period.

2.2 NOMINATION OF ASSESSORS

The establishment shall nominate a group of assessors (preferably at the senior level) not less than two in numbers.

2.3 APPRENTICES TO BE A PART OF ASSESSMENT

The establishments shall ensure that all eligible apprentices are well informed about the date of their assessment about a week in advance. The establishment shall ensure that the apprentices are informed about their grades/points in respect of each skill sets scored in each quarters. The inbuilt system of the portal shall ensure that the same is being provided on the dashboard of the apprentices.

2.4 ASSESSMENT AND TESTING

The establishment shall ensure the assessment of skill sets as mentioned under definition against each skill sets. At the prescribed frequency/interval, the skill sets shall be assessed to know the number of skill sets developed in the apprentices and the same shall form the points for awarding subsequent to assessment. The assessor shall award the grade/points in respect of each assessed skill based on the benchmark that has been provided under each skill sets as mentioned under 2.5 below.

2.5 SCALE OF ASSESSMENT

The assessor shall assess the skill sets on a scale of 1-10 points with the following definition of points & Grades vis-à-vis benchmarking.

Grades/Points Distribution for Assessment

Point	Grade	Evaluation Scheme
10	Outstanding	All ten of the skill sets defined
9	Excellent	Any nine of the skill sets defined
8	Very Good	Any eight of the skill sets defined
7	Good	Any seven of the skill sets defined
6	Moderately Good	Any six of the skill sets defined
5	Above Average	Any five of the skill sets defined
4	Average	Any four of the skill sets defined
3	Below Average	Any three of the skill sets defined
2	Poor	Any two of the skill sets defined
1	Very Poor	Any one of the skill sets defined

[B] ASSESSMENT OF TECHNICAL SKILLS

The establishment shall decide and assign maximum three areas of specialization during the course of one year apprenticeship training to each apprentice. The areas of specialization shall be decided in consultation with each apprentice by the authority of the training establishments. The skill sets developed by the apprentices in these areas of specialization shall be subsequently assessed at the interval mentioned under 2.1 above. The assessment for development of skill sets in the areas of specialization shall be done by the training establishments on a grade/points similar to that applicable for assessment of general attributes.

STEP-3: GENERATION OF RECORDS OF PROGRESS AND SUBMISSION TO BOPT/BOATs

The following guidelines will help the establishments to generate and upload the record of progress in the webportal. Establishment is required to keep the record of progress in the prescribed format duly filled in, signed and sealed for each apprentice for each quarter for uploading.

3.1 TERMS AND CONDITIONS

- The establishment shall implement the training program in line with the objectivity for the development of different skill sets of the apprentices as prescribed in the national webportal.
- The assessment shall be done by the establishment as per guidelines including benchmarks displayed on the national webportal.
- The establishments shall ensure that all necessary steps are taken to ensure continuous development in the different skill sets of the apprentices to the extent as displayed on the national webportal. The establishments shall assess and submit the record of progress in the prescribed format through national portal at regular interval of time as mentioned under Part-A above.
- The establishments shall note that candidates scoring 03 (three) or more points on the scale in at least 03 (three) skill sets (General Attributes and Technical Skills) shall be considered as successful.
- The establishments shall ensure that in a group of apprentices less than 3 points are not awarded to a maximum of 5% of apprentices.
- The establishments shall ensure that all the necessary steps are taken at their end to develop the skill sets further for all apprentices in general and particular to those who have obtained points less than 3 in any quarter.

STEP-4 : SUBMISSION OF RECORD OF PROGRESS:

- Click on the record of progress for concerned quarters.
- Select the apprentices for which the record of progress is to be submitted.
- The following fields will appear, some of them will be auto-populated.

DETAILS OF ASSESSOR


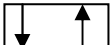
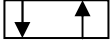
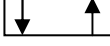
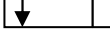
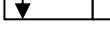
Name	Designation	Name of the establishments where the assessor belongs to

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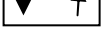
Name	Designation	Name of the establishments where the assessor belongs to

Name of the apprentice: _____ [auto populated]
 Registration Number: _____ [auto populated]

1.0 General Attributes

1.1 Communication Skill	Points		(1 to 10 points)
1.2 Leadership Skill	Points		(1 to 10 points)
1.3 Analytical Skill	Points		(1 to 10 points)
1.4 Time Management Skill	Points		(1 to 10 points)
1.5 Positive Attitude	Points		(1 to 10 points)
1.6 Multi Tasking Skill	Points		(1 to 10 points)

2.0 Technical Skill

2.1 Area of Specialization 1	Points		(1 to 10 points)	Text Box to mention area of specialization <input type="text"/>
2.2 Area of Specialization 2	Points		(1 to 10 points)	<input type="text"/>
2.3 Area of Specialization 3	Points		(1 to 10 points)	<input type="text"/>

- Enter the points/grades against each skill sets on a scale of 1-10.
- Write area of specialization in brief in the text Box and provide grades/points scored by the apprentice during the assessment quarter.
- Enter the name and designation of the assessor.
- Upload the duly filled in skill assessment sheet signed and stamped by the appropriate authority maximum size of which should be 1Mb.
- Click preview button to see the information entered into, after ensuring that the information are correctly entered,
- Click submit button.

Capturing of Assessment Data & Generation of Certificate of Proficiency & Skill Assessment Sheet

1. The quarterly assessment data entered by the establishments each quarter in the format of Skill Assessment Sheet (copy attached) to be available on the dash board of concerned Board officers for approval. The establishment shall be allowed to create claim bill in respect of apprentices whose respective quarterly assessment data is entered in the portal.
2. The assessment data for each apprentice for each of the quarter entered by the establishment to be captured in a single assessment sheet reflecting the data for each quarter.
3. Subsequent to completion of the (date of) training and uploading of data in respect of assessment of all quarters including last quarter by the training establishment, the completely filled in skill assessment sheet shall be available for approval on the dash board of concerned officer and the Directors of Regional Boards.
4. Once approved by the concerned officer and then by the Director, a digitally signed Certificate of Proficiency (COP) in the format attached herewith as well as skill Assessment Sheet (SAS) also digitally signed shall be generated by the portal and be available on the dash board of the student to download.