# Boards of Apprenticeship and Training/ Board of Practical Training

NATIONAL APPRENTICESHIP TRAINING SCHEME

User Manual Document

Version 2.0

## **USER MANUAL FOR NOTIFY STUDENT ABSENCE**

### I. Establishment Login

#### 1. What is Notify Student Absence?

• If the student left the training before contract end date without informing the Establishment and the establishment is not able to contact him to know the reason for his absence, then the Establishment can Request the NATS officials for terminating the contract using Notify student absence. Once Notify Student Absence request is approved then the Establishment can terminate the contract.

#### 2. Preconditions for raising Notify Student Absence Request?

- Contract must be in approved status and Contract No should have generated.
- No other requests must be pending for approval such as Amend contract, Terminate contract.
- Absence from date must be between Contract Start date and End date.
- In case, ROP recorded then Notify Absence Request could not be raised until the ROP recorded date.
- Notify Absence Request cannot be raised for Terminated and Novated Contracts.

#### 3. How to Raise Request for Notify Student Absence?

1. Go to Contracts Listing Page by clicking Contracts under Apprenticeship.

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🖽 My Profile	Facilitate Placemen	ilitate Training & cement			Apprenticeship Fair
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		STNG	10817060000	1	
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2. Search for the contract for which Notify Student Absence Request must be raised. Select the contract by clicking the radio button and click Notify Student Absence Button.

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3. Verify the student details and enter the Date from which the student is absence for the training. Click Save.

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4. Success message will be displayed if it is processed successfully.

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5. Once NATS officials approve the request then the final status will be "Approved for Termination". If the status is displayed as "Approved for Termination," then the Establishment can raise the termination request to officially break the contract agreement established with the student.

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