

**Boards of Apprenticeship and Training/  
Board of Practical Training**  
**NATIONAL APPRENTICESHIP TRAINING SCHEME**

User Manual Document

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*Version 2.0*

# USER MANUAL FOR NOTIFY STUDENT ABSENCE

## I. Establishment Login

### 1. What is Notify Student Absence?

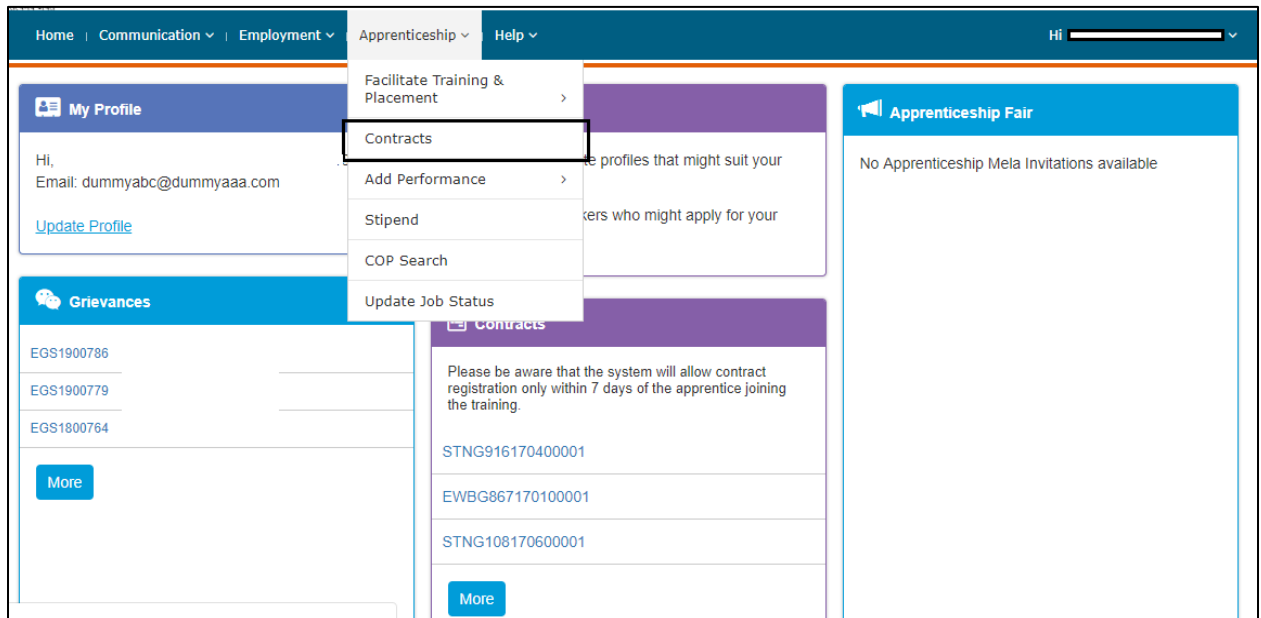
- If the student left the training before contract end date without informing the Establishment and the establishment is not able to contact him to know the reason for his absence, then the Establishment can Request the NATS officials for terminating the contract using Notify student absence. Once Notify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



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.

Home | Communication | Employment | Apprenticeship | Help | Hi [User Name]

### Contracts

[+ Create Contract](#)

Search By:  All Requests  Pending

Contract No: SKAGP19108000001 | From: 01/01/2019 | To: 14/05/2019 | [Search](#)

Showing 1 to 1 of 1 entries

Copy | Excel | CSV | PDF | Print | Search: [ ]

Enrollment No	Student Name	Contract No	Date of Joining	Status	Request Pending With	View
<input checked="" type="radio"/> STNG108170600001	Surjith Kumar K P	SKAGP19108000001	02/04/2019	Approved	KA Placement(Grad & Tech)	View <a href="#">ACRF Notification Form</a>

Show 10 entries | [Previous](#) | [1](#) | [Next](#)

[Novate](#) | [Amend Contract](#) | [Notify Student Absence](#) | [Terminate Contract](#)

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

Home | Communication | Employment | Apprenticeship | Help | Hi [User Name]

### Notify Student Absence

Enrollment No: STNG108170600001 | Student Name: Surjith Kumar K P | Contract Registration No: SKAGP19108000001 | Date of Joining: 02/04/2019

Contract End Date: 01/04/2020

Absence from Date\*

« May 2019 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

[Save](#) | [Cancel](#) | [Reset](#)

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

Home | Communication | Employment | Apprenticeship | Help | Hi [User Name]

Absence Notified to Boat Officer for the Contract Number: SKAGP19108000001

### Contracts

[+ Create Contract](#)

Search By:  All Requests  Pending

Contract No: [ ] | From: 01/05/2019 | To: 14/05/2019 | [Search](#)

- 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.

Home | Communication | Employment | Apprenticeship | Help

Hi [User Name]

### Contracts

[+ Create Contract](#)

Search By:  All Requests  Pending

Contract No:

From: 01/02/2017

To: 14/05/2019

[Search](#)

Showing 1 to 1 of 1 entries (filtered from 1,276 total entries)

[Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

Enrollment No	Student Name	Contract No	Date of Joining	Status	Request Pending With	View
<input type="radio"/> SAPG122170400733	VUNDURTHI SWAROOP KUMAR	SKAGP17122000384	16/11/2017	Approved for Termination	KA Placement(Grad & Tech)	<a href="#">View</a> <a href="#">Termination Notification</a>

Show  entries

[Previous](#) [1](#) [Next](#)

[Novate](#) [Amend Contract](#) [Notify Student Absence](#) [Terminate Contract](#)