

# **Guidelines for framing Optional Courses under National Apprenticeship Promotion Scheme**

## **1. Optional Trade**

### **(i) Rationale**

Optional trades have been introduced under the Apprentices Act, 1961 to allow employers to create their own courses/trades for providing apprenticeship training under the Apprentices Act, 1961. Before the introduction of optional trade, all courses/trades to be implemented under the Act were required to be notified in the gazette of India. The notification of courses/trades which includes preparation of course contents & vetting of course contents by experts takes considerable time. This concept was introduced to give more flexibility to employers to create courses as per their requirements.

In order to give more opportunities of apprenticeship training for graduates in fields such as B.A, B.Com., B.Sc., B.E. etc. optional courses can be created by employers. These optional courses are in addition to the designated courses.

## **2. Legal provision**

Under the Act, optional trade is defined as:

"Optional trade" means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course as may be determined by the employer for the purposes of the Apprentice Act, 1961.

## **3. National Apprenticeship Promotion Scheme (NAPS)**

NAPS has been launched on 19<sup>th</sup> August, 2016 with an indicative outlay of Rs. 10,000 crore to provide apprenticeship training to 50 lakh youth by 2020.

Under this scheme, Government of India will

- (i) Share 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice with employers.
- (ii) Share the cost of basic training with Basic Training Providers (BTP).

**NAPS also covers optional trades/courses.**

#### 4. **For getting benefits under NAPS:**

There is a need to frame guidelines for optional courses under apprenticeship training.

Employers who wish to engage apprentices in approved courses/trades can get benefits of NAPS provided they fulfill the following guidelines in addition to NAPS guidelines:

##### ***(i) Template***

Apprenticeship Training consists of Basic Training (BT) and On-the-Job-Training/Practical Training (OJT) at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. It accounts for 20-30% of overall duration of Apprenticeship Training. 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.

To facilitate employers to frame requisite entry qualifications and curriculums for optional courses, a template has been designed to help employers in framing curriculums (Annexure- I). All courses have a component of BT as per requirement, however, each course must have practical component. for OJT. Learning outcomes will have to be defined appropriately.

##### ***(ii) Notification on apprenticeship portal***

Employer will send the courses to DGT for approval. Approved course will be uploaded on apprenticeship portal under Optional Trade ([www.apprenticeship.gov.in](http://www.apprenticeship.gov.in)).

##### ***(iii) Contract of apprenticeship and registration***

Employer will enter into contract of apprenticeship with apprentices before starting the apprenticeship training. Thereafter, employer will upload contract of apprenticeship on the portal for registration. The concerned Apprenticeship Adviser will register contract of apprenticeship.

**5. Examination and certification**

After completion of apprenticeship training, apprentices can appear in the All India Trade Test (AITT) conducted by National Council for Vocational Training (NCVT). Certificates will be awarded to apprentices who pass the AITT.

**6. Other benefits**

EPF, ESI etc. will not be deducted for apprentices undergoing training in optional trades whose contract of apprenticeship training are available on the apprenticeship portal.

**TEMPLATE FOR DESIGNING OPTIONAL COURSES UNDER APPRENTICESHIP TRAINING  
FOR AVAILING BENEFITS UNDER NAPS**

**GENERAL INFORMATION**

1. Name of the Course/Job role/Subject field/Trade :
2. Proposed duration of Apprenticeship Training(**Refer table given below**) :  
*Break up of the Apprenticeship Training*
- (i) Duration of Basic Training :
- (ii) Duration of Practical Training/On-the-job Training :
3. Entry Qualification(**Refer table given below**) :

**Table**

S. No.	Entry Qualification	Duration of Basic training (in months)	Duration of Practical/ On-the-job-training (in months)	Total duration (in months)
1.	Non-engineering graduate/ diploma in _____	0*	12	12
2.	Engineering graduate/diploma in _____	0*	12 - 24	12 - 24
3.	PMKVY/MES-SDI/Courses under any Central Government/ State Government approved scheme in _____	0**	12 - 24	12 - 24
4.	ITI pass-outs in _____	0**	12 - 24	12 - 24
5.	10+2 vocational certificate holders in _____	0**	12	12
6.	School leavers (5 <sup>th</sup> to 12 <sup>th</sup> ) standard	2-3	12 - 21	14 - 24

**Framework for designing curriculum**

- (A) Basic training components
- (i) Basic numeracy related to course/trade
- (ii) Theory
- (iii) Practical
- (iv) Engineering drawing and Science related to course/trade (If required)
- (B) Practical Training/On-the job training (Please mention the expected learning outcomes).
- (1)
- (2)
- (3)
- (4)
- .
- (n)

Note: \* The basic training may not be required as it is expected that candidates with such educational/technical background are having sufficient knowledge to enable them to undertake OJT. However, an employer can provide the same, if felt necessary.

\*\* It is expected that candidates with such educational/technical background are having sufficient knowledge to enable them to undertake OJT, without any basic training.