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National
Skill Development
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Transforming the skill landscape

New Delhi, 21st December, 2018

Approval of Basic Training Providers (BTP) under Apprenticeship

This is with reference to Para 3.2.3 of the Guidelines for BTP under the Apprenticeship Programme issued by the MSDE vide letter dated 19th November 2018 which states that a variant specifying standards to be met by BTP/BTCs under the Apprenticeship Programme is being developed and will be issued separately. The same has since been approved by the MSDE and is attached for information of all concerned. In case an establishment decides to avail financial reimbursement under NAPS, they need to follow center accreditation norms in the Column "NAPS". Similarly, in case an establishment decides not to avail financial reimbursement under NAPS, they need to follow center accreditation norms in the Column "non-NAPS".

The process is completely self-reporting based. Further, till such time the tool for BTP is developed on the portal, the application to become BTP should be send to the Apprenticeship helpdesk – apprenticeship@nsdcindia.org. The Apprenticeship Division will review your application and get back to you with the decision.

21.12.18

Surajit Roy

Senior Head, Apprenticeship Division

National Skill Development Corporation

Annexure I: Registration Metrics for BTP under Apprenticeship

The Training Centres applying for registration under Apprenticeship program needs to qualify in all the parameters of the Standards in the table below to get registered. These are mandatory and non-negotiable.

S. No.	Accreditation Standard	Centre's compliance for Accreditation		Documents required
		NAPS	**Non-NAPS**	
1.0	**Classroom area/ Capacity of Classroom (For each Classroom):** (Total carpet area of the Classroom) / Capacity of the Classroom in terms of number of trainees			Specify Area along with Floor plan approved by Architect
a	**Minimum space requirement for each Classroom is 100 square feet.** Minimum space requirement per trainee in each Classroom is 10 Square Feet	Yes	Yes	
b	If the Classroom is not meeting above criteria	No	No	

2.0	**Laboratory area/ Capacity of Laboratory (For each Laboratory):** (Total carpet area of the Laboratory) **/** Capacity of the Laboratory in terms of number of trainees			Specify Area along with Floor plan approved by Architect/
a	Laboratory has to meet SSC specifications in case of Basic training In case SSC specific requirements are not given, Minimum space requirement for each Laboratory is 150 square feet. Minimum space requirement per apprentice in each Laboratory is 10 Square Feet **Hybrid arrangement** is also allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab). (Example: if Classroom is 100 sq. ft., and Lab is 200 sq. ft., then Hybrid room should be 240 sq. ft. at least). In case nothing specified by SSC hybrid @12 sq feet/apprentice; Minimum room size to be 150 Square feet	Yes	Lab specification must meet industry requirement as per the course	

b	If the Laboratory is not meeting above criteria	No	No	
3.0	**Type of Construction of the Building of the Training Centre**			Photographs
a	All walls of the Training Centre including Classrooms, Laboratories, Library, and Reception etc. should be well plastered, colored / distempered/ whitewashed. The walls and roof made of Tin / Bamboo sheets are not allowed. Exceptions are as follows: 1. Engineering Sector: The lab or practical area for such trades can have tin/ bamboo structures however, the Classrooms shall have proper false	Yes	Yes	

	Ceiling in case such structures are used. Also, Centre needs to provide detailed justification for its usage. 2. Services Sector: No exemption 3. Agriculture Sector: The lab/ practical/ demonstration area for such trades can have tin/ bamboo structures however, the Classrooms shall have proper false Ceiling in case such structures are used. Also, Centre needs to provide detailed justification for its usage. The floor of the Training Centre including Classrooms, Laboratories should be cemented/ tiled/ mosaic/ ceramic/ hardwood/ laminate/ marble. All the Classrooms and Laboratories should be properly ventilated. All the wires and switchboards in the Training Centre should properly covered and secured.			
b	Non-compliance to any of the above	No	No	
6.0	**Separate Male and Female Washroom facility**			Photographs
a	Availability of separate Male and Female washroom facility	Yes	Yes	

b	Unavailability of separate Male and Female washroom facility	No	No	
7.0	**Cleanliness and Hygiene**			Photographs
a	Availability of a satisfactory housekeeping arrangements at the Training Centre. Availability of safe/clean drinking water facility in the form of Reverse Osmosis (RO) / Water purifier/ Packaged drinking water/ Packaged drinking water dispenser Dustbin should be placed in all the rooms, reception area and all washrooms.	Yes	Yes	
b	Non-compliance to any of the above	No	No	
8.0	**Trainers certified by SSC or Availability of Qualified and Experienced Trainers as per SSC/CITS Specifications (For concerned Job Role)**			Provide proof of qualification of trainers
a	All trainers who are not certified by SSC/CITS or Trainers but meet the minimum educational qualification as well as minimum work experience criteria , as prescribed by SSC/CITS will however	Yes	No Trainers for both Basic Training and OJT chosen by the industry but should meet the qualification criteria of curricula. It is desirable that trainers be	

	need to get certified within 2 months from the date of Conditional Accreditation. Automatic de-accreditation by APPRENTICESHIP portal after 2 months if condition is not met with a warning before 1 month of de-accreditation. For re-accredited Centres, Trainers should be mandatorily SSC/CITS Certified.			certified by SSC/CITS as far as Basic Training is concerned.	
b	Non-compliance to the above	No		No	
9.0	**Availability of Equipment/ Tools/ Machinery in Laboratory For each Job Role**				Photographs
a	Laboratory is equipped with mandatory equipment (as per SSC specified mandatory list) for each job role	Yes As required by the course		Yes Establishment to decide in accordance to the course	
b	Laboratory is not equipped with mandatory equipment (as per SSC	No		No	

	specified mandatory list) for each job role			
10.0	**Availability of Chair and Table in Classroom and Laboratory**			Photographs
a	Availability of Chair and Table/ Chairs with fixed or attached writing plank in Classroom	Yes	Yes	
b	Non-compliance to the above	No	No	
11.0	**IT/ Computer Laboratory facility with Air conditioner**			Photographs
a	Availability of IT/ Computer Laboratory with Air conditioner facility (If IT/ Computer Laboratory is used as Hybrid Lab or Sector Specific Lab even then air conditioner is a mandatory requirement) (Availability of AC in High altitudes Regions is exempted) Internet facility with a speed of at least 1 MBPS should be there in the IT Lab	Yes As required by the course	Yes Establishment to decide in accordance to the course	
b	Non-compliance to the above	No	No	

12.0	**Power Backup for the training centre**			Photographs
a	Availability of power backup for the centre, at least covering IT Lab and minimum facilities like lights and fans in the classrooms and lab area	Yes	Yes	
b	Non-compliance to the above	No	No	
13.0	**Availability of Aadhaar Enabled Biometric Attendance System (AEBAS)**			
a	Availability of AEBAS	Yes	No	Photographs *Sub domain URL of skill attendance to be reported*
	AEBAS should be on-boarded on Skill Attendance Portal and needs to be in working condition	As per NAPS guidelines *clause No 8.2 c*	But proper attendance needs to be maintained and produced as and when required. It is desirable to have AEBAS	
	AEBAS should be accessible position			
	Power backup should be there for AEBAS			
	1 AEBAS devise should cater to not more than 4 concurrent batches and for more than 4 concurrent batches, 2 devises should be installed			

b	Non-compliance to the above			
14.0	Availability of fixed tutoring media such as black board/ green board/ white board/ projector screen in all classrooms			Photographs
a	Availability of fixed tutoring media such as black board/ green board/ white board in all classrooms	Yes	Yes	
b	Non-compliance to the above	No	No	
15.0	**Health Facilities : First- Aid Kit**			
a	Availability of the First-Aid kit as per below mentioned norms First-Aid kit should contain below mentioned items, and the First aid box should be wall mounted at the Training Centre (accessible to all): 1. Emergency telephone numbers for emergency medical services 2. Sterile gauze pads (dressings) in small and large squares to place over wounds 3. Disinfectants like Dettol or Savlon 4. Medicines like pain killers 5. Roller bandages to hold dressings in place 6. Adhesive tape / Adhesive bandages in assorted sizes	Yes	Yes	Photographs

	7. Scissors and Tweezers 8. Antiseptic wipes or soap 9. Thermometer			
b	Non-compliance to the above	No	No	
16.0	**Safety Facilities : Fire Fighting Equipment**			

a	Availability of the Fire Fighting equipment as per below mentioned norms
	1. Fire-Fighting Equipment - At least one of the following equipment to be available at the Centre with Fire safety instructions should be well displayed at key areas of the Training Centre along with Fire extinguisher:
	    1. Water based Fire Extinguisher
	    2. Foam based Fire Extinguisher
	    3. Dry Powder based Fire Extinguisher
	    4. Carbon dioxide based Fire extinguisher
	    5. Wet Chemical based Fire Extinguisher
	                AND
	2. Contact number for fire brigade, hospital, ambulance and other emergency numbers should be well displayed in Classroom, Laboratories and
		Yes	Yes	Photographs

	the Reception area. AND 3. Emergency Exit directions			
b	Non-compliance to the above	No	No	