User manual for Optional Trades Course Creation

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1 Introduction

The *User Manual for Optional Trades Course Creation* is designed to provide information on, how the courses can be created by Establishments, TPA, Sector Skill Councils (SSC), and NSDC Admin and also list the additional functionalities with reference to the course in NAPS.
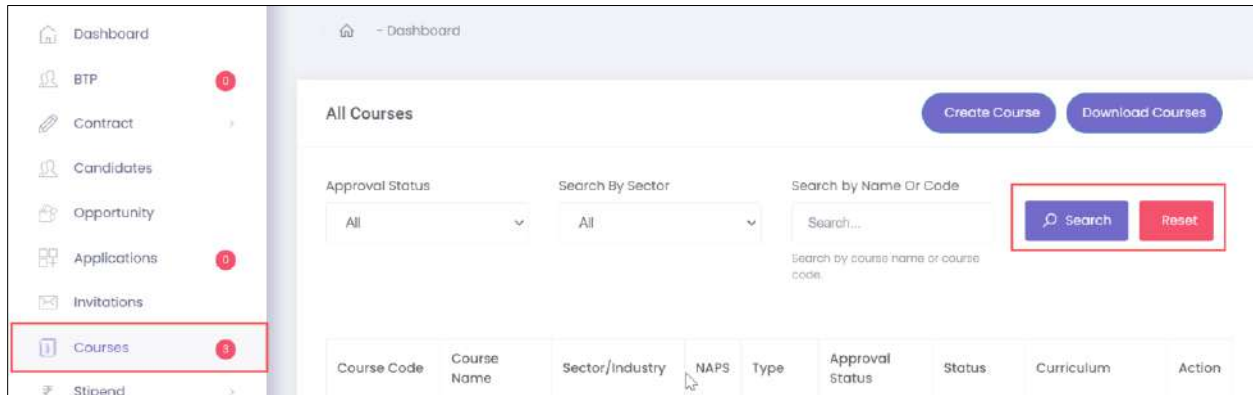
- Course
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2   Course

The **All Courses** screen displays all the courses created by the respective logged in users such as establishment, TPA, Sector Skill Council (SSC), and NSDC.

➢ The **All Courses** screen lists all the courses created along with the details such as Course Code, Course Name, Sector/Industry, NAPS, Type, Approval Status, Status, and also allows the establishment to view the Curriculum.

➢ The users (establishment, TPA, SSC, and NSDC) can search for the required course by Approval Status, Search By Sector, and Search by Name Or Code, and click **Search**.

Additional Information:

- The TPA can create a course, only by getting into the ecosystem of an Establishment (with mutual association).
- The courses under Designated Trades are NCVT certified and are implemented by DGT through RDSDEs.
- The courses under Optional Trades are industry and/or SSC certified and implemented by NSDC through SSCs.
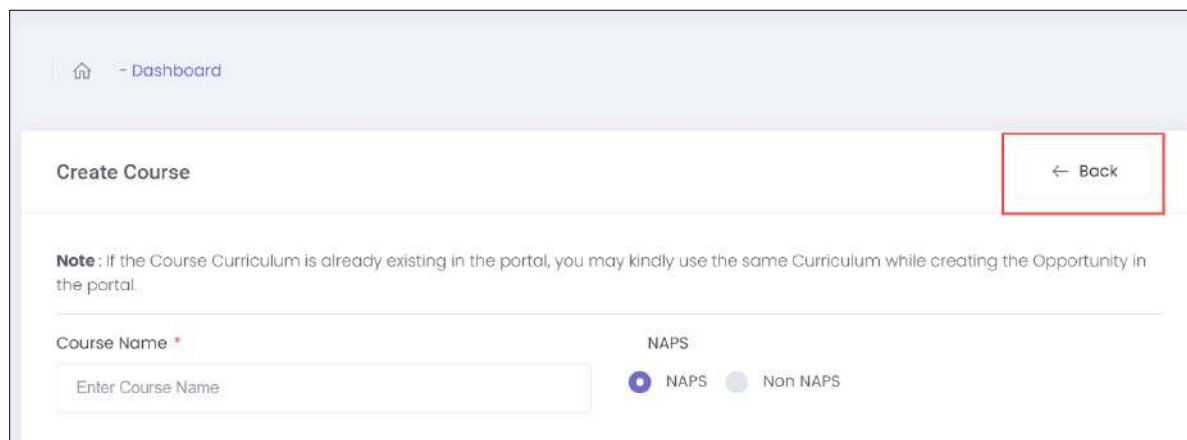
2.1 Create Course

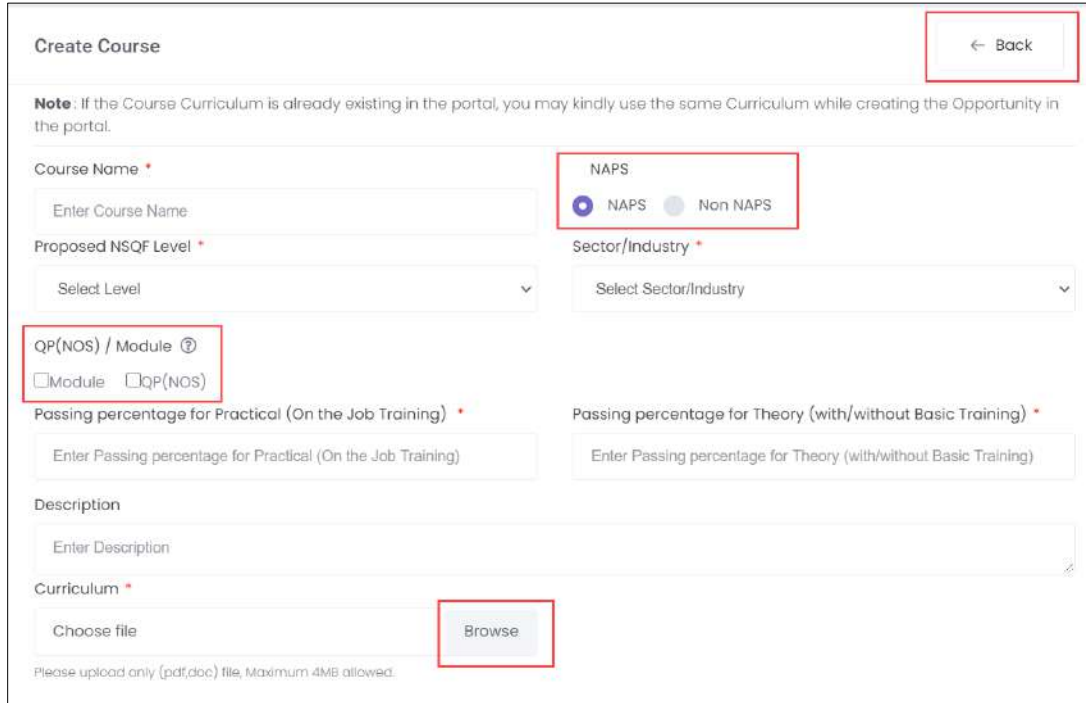The **Create Course** screen allows the users (establishment, TPA, SSC, and NSDC) to create the required courses.
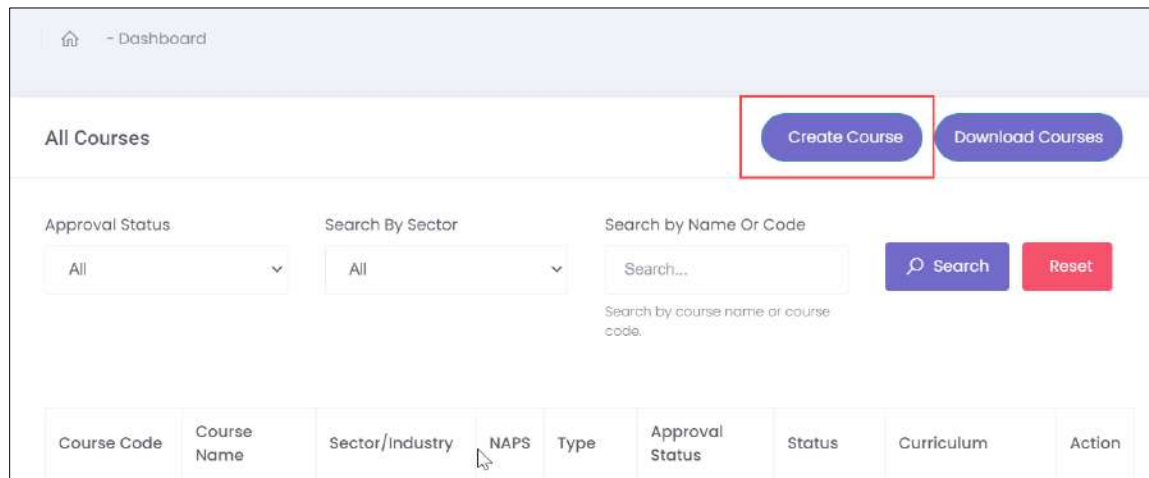
➢ The **All Courses** screen allows the user (establishment, TPA, SSC, and NSDC) to create the required course. Click **Create Course**, the **Create Course** screen appears.

➢ The **Create Course** screen allows the users (establishment, TPA, SSC, and NSDC) to enter the course details in *four* sections as listed below.

- Course Details
- Minimum Qualification Required
- Training Blocks
- Basic Training Exemption Criteria

➢ The **Course Details** section allows the user (establishment, TPA, SSC, and NSDC) to enter the details of the course such as Course Name, NAPS (NAPS/Non NAPS), Proposed NSQF Level, Sector/Industry, QP(NOS) / Module, Passing percentage for Practical (On the Job Training), Passing percentage for Theory (with/without Basic Training), Description and also allows the establishment to upload the Curriculum.

➢ Click **Browse** to *upload* the appropriate supporting documentation for the Curriculum. The user (establishment, TPA, SSC, and NSDC) can upload only pdf or doc and the maximum file size is **four** MB.

➢ On the selection of the **module**, the following screen appears. The user (establishment, TPA, SSC, and NSDC) can type the module name to add the module from the drop-down list.

➢ On the selection of **QP (NOS)** the following screen appears. The user (establishment, TPA, SSC, and NSDC) can select the required Qualification Pack (QP) and National Occupational Standard (NOS) from the drop-down list.

➢ Click **+Add**, the **NOS Mapped** list appear as follow.

➢ The **NOS Mapped** section displays the added QP-NOS for the course along with the details such as Type, QP Code, QP Name, QP Version, NOS/MODULE CODE, and NOS/MODULE Name. Also, allow the user to enter the required Maximum Practical (On the Job Training) marks, Maximum Theory (with/without Basic Training) marks for the selected QP-NOS.

➢ The **Minimum Qualification Required** section allows the user (establishment, TPA, SSC, and NSDC) to enter the required qualification for the course such as Qualification Type, Minimum Qualification, Category/Sector, and Specialization.

➢ Click **Add**, to add the selected **Minimum Qualification** for the course.

➢ The **Added Minimum Qualification** section displays the selected minimum qualification for the course such as Qualification Type, Schemes, Eligibility Criteria (Min. Qualification), Minimum Qualification, Sector, Category/Sector, Job Role, NSQF Level, Specialization, and also allows the user to delete the added minimum qualification under Action.

Qualification Type	Schemes	Eligibility Criteria(Min. Qualification)	Minimum Qualification	Sector	Category/Sector	Job Role	NSQF Level	Specialization	Action
Educational Qualification	--	--	10+2 Vocational	--	Agriculture	--	--	Test TW	🗑 Delete

Stipend as per the minimum qualification will be: **Rs:7000**

Additional Information

- The **Minimum Qualification** required, there is an option of adding education and/or technical qualification. Maximum *three* qualifications can be added.
- If the curriculum is based on QP, kindly add the same education qualification as approved in National Skills Qualifications Committee (NSQC).

➢ The **Training Blocks** section allows the user to enter the training details such as Training Blocks, Basic Training Duration (Hours), Basic Training Duration (Months and Days), On The Job Training Duration (Hours), and The Job Training Duration (Months and Days).

Training Blocks *

Basic Training Duration (Hours) *	Basic Training Duration (Months and Days) *		On The Job Training Duration (Hours) *	On The Job Training Duration (Months and Days) *	
Enter Duration	Enter Duration	0 ⌄	Enter Duration	Enter Duration	0 ⌄

+ Add

➢ Click **+Add**, the selected and added training blocks will appear as follows.

Basic Training Duration (Hours)	Basic Training Duration (Months)	Basic Training Duration (Days)	On The Job Training Duration (Hours)	On The Job Training Duration (Months)	On The Job Training Duration (Days)	Action
100	3	2	2	3	2	🗑 Delete

➢ The **Added Training Block** section displays the selected added training blocks details for the course such as Basic Training Duration (Hours), Basic Training Duration (Months), Basic Training Duration (Days), On The Job Training Duration (Hours), On The Job Training Duration (Months), On The Job Training Duration (Days), and allows the user to delete the added training blocks under Action.

Additional Information

- The weekly hours of work of an apprentice while undergoing practical training shall be as follows (as given in Apprenticeship Rules, 1992, schedule V, point 4 a).
  - The Total Number of hours per week shall be 42 to 48 hours (including the time spent on related instructions).
  - Apprentice during Basic Training shall ordinarily work for 42 hours per week including the time spent on related instruction.
  - Apprentice during the **Second Year** of apprenticeship shall work for **42** to **45** hours per week including the time spent.

➢ The **Basic Training Exemption Criteria** section allows the user to enter the training exemption requirement such as Qualification Type, Minimum Qualification, and Category/Sector.

➢ Click **+Add**, the added exemption detail appears.

➢ The **Added Training Exemption** section displays the selected exemption details for the course along with the details such as Qualification Type, Schemes, Minimum Qualification, Sector, Category/Sector, Job Role, specialization and also allows the user to delete the added exemption under Action.

> **Note**: The user can add a maximum of *ten* exemptions per course. (Please refer to NAPS guidelines for adding basic training exemption criteria)

➢ Click **Save**, the following screen appears.

Success...

Course created successfully

OK
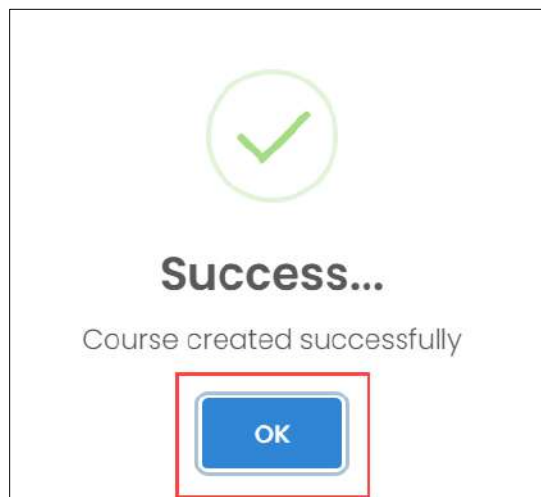
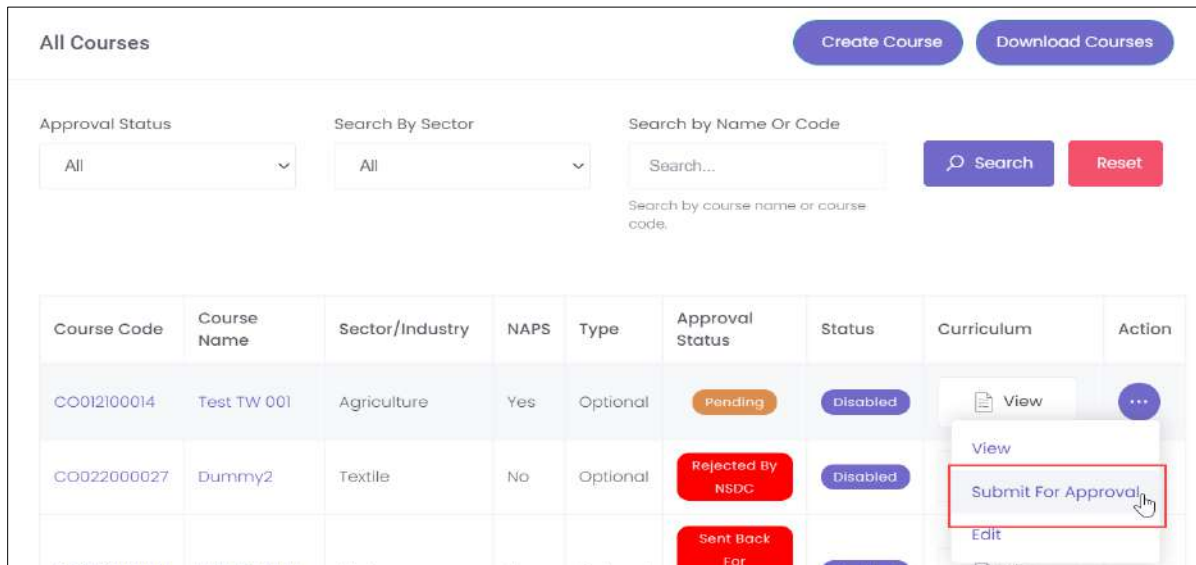➢ Click **OK**, to create the course and navigate to the **All Courses** screen.

> **Additional Information:**
>
> • If the user selected the NAPS course, then the course will be sent to SSC for further action (approve/reject/send back for modification).
> • If the user selected **Non NAPS** course, then the course will be sent to **NSDC** for further action. (approve/reject/send back for modification).
> • For NON NAPS courses, no NSQF level to be entered

2.2   Submit for Approval

The **Submit for Approval** section allows the user (establishment, TPA, and SSC) to submit the created course for review.
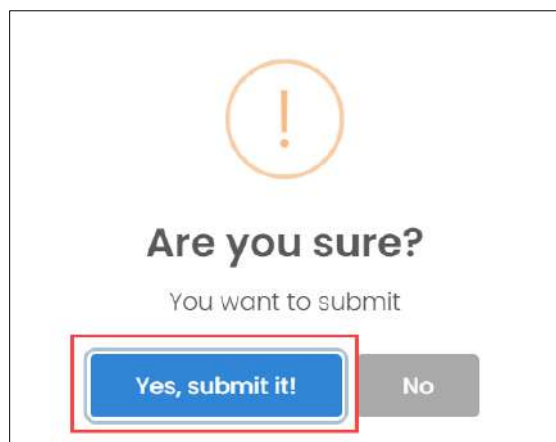
To Navigate
Home - - > Dashboard - - > Courses - - > All Courses - - > Action - - > Submit for Approval

➢ The **All Course** screen lists all the courses created by the user along with the details such as Course Code, Course Name, Sector/Industry, NAPS, Type, Approval Status, Status, Curriculum, and also allows to view the created course under Action.

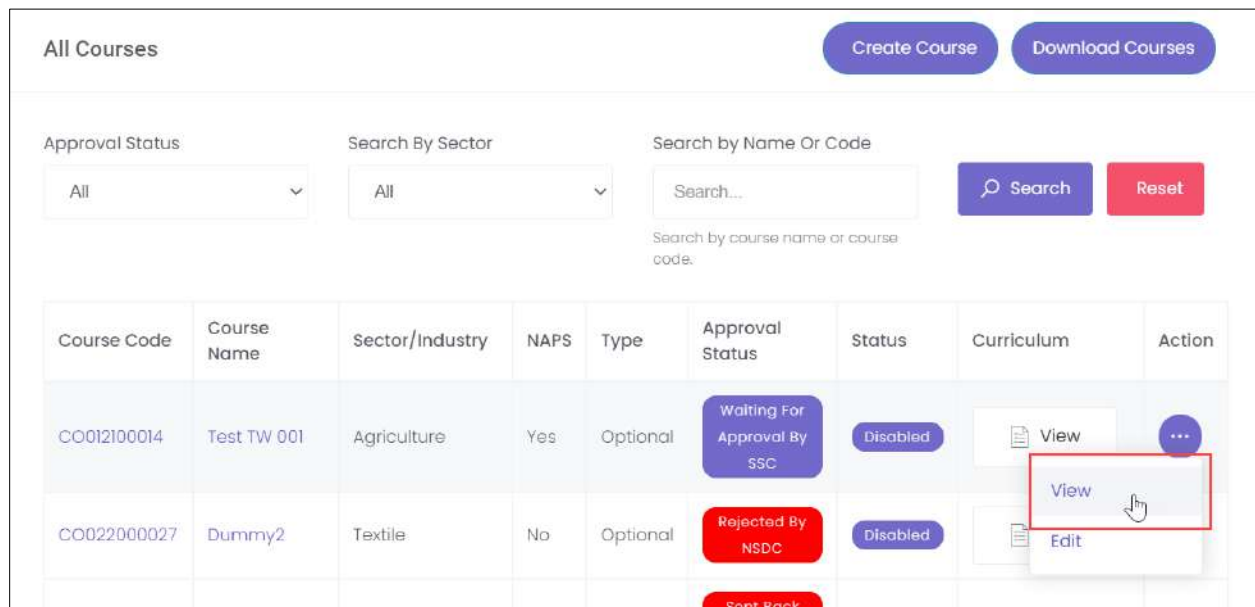➢ Click **Submit For Approval**, the following screen appears.

➢ Click **yes, submit it!**, the **Submitted Successfully** message appears.

2.3 View Course Details

The **View Course Details** section allows the user (establishment, TPA, SSC, and NSDC) to view the details of the courses created.

> ➢ Click **View**, to navigate to the **Course Details** screen.

> ➢ The **Course Details** screen displays all the course details under *seven* sections as listed below.

- General Information
- Qualification Packs
- NOS Mapped/Module Mapped
- Training Blocks
- Minimum Qualification
- Basic Training Exemptions Criteria
- Establishment Details

➢ The **General Information** section displays the information of the course such as Course Name, Description, Course Name, NAPS, Proposed NSQF Level, Sector/Industry, Status, Type, Owner, Remarks, Course Remarks from NSDC, and Course Remarks from SSC.

Electrician V2		Submit For Approval	← Back

Description	Electrician is electrician		
Course Name	Electrician V2	**NAPS**	No
Proposed NSQF Level	1	**Sector/Industry**	Construction
Status	Pending	**Type**	Optional
Owner	IBM Delhi NCR	👁 View	
Remarks	--	**Disable Remarks**	--
Course Remarks from NSDC	--		
Course Remarks from SSC	--		

➢ The **Qualification Packs** section displays the details of the qualification pack for the course such as Name, Code, Description, NSQF Level, Sector/Industry and also displays the Qualification Packs Remarks from NSDC and Qualification Packs Remarks from SSC.

Qualification Packs

Name	Code	Description	NSQF Level	Sector/Industry
		No Records Found		

Qualification Packs Remarks from NSDC	--
Qualification Packs Remarks from SSC	--

NOTE: The Qualification Packs (QP) are integrated from SIP portal on daily basis.

➤ The **NOS Mapped** section displays the details of the NOS associated with QP of the course along with the details such as Type, QP Code, QP Name, QP Version, NOS/MODULE CODE, NOS/MODULE Name, Maximum Practical (On the Job Training) marks, Maximum Theory (with/without Basic Training) marks, Total Marks, Passing percentage for Practical (On the Job Training), Passing percentage for Theory (with/without Basic Training) and also displays the NOS/Module Remarks from NSDC, NOS/Module Remarks from SSC.

NOS Mapped

Type	QP Code	QP Name	QP Version	NOS/MODULE CODE	NOS/MODULE Name	Maximum Practical (On the Job Training) marks	Maximum Theory (with/without Basic Training) marks
Nos	PCS/Q5108	General Industrial (Liquid) Painter	--	PCS/N5106	Pre-treat the section to be powder coated	100	100
Total Marks :						100	100

Passing percentage for Practical (On the Job Training)   100%

Passing percentage for Theory (with/without Basic Training)   100%

NOS/Module Remarks from NSDC   --

NOS/Module Remarks from SSC   --

➤ The **Module Mapped** section displays the details of the added module for the course such as Type, QP Code, QP Name, QP Version, NOS/MODULE CODE, NOS/MODULE Name, Maximum Practical (On the Job Training) marks, Maximum Theory (with/without Basic Training) marks, Total Marks, Passing percentage for Practical (On the Job Training), Passing percentage for Theory (with/without Basic Training) and also displays the NOS/Module Remarks from NSDC, NOS/Module Remarks from SSC.

Module Mapped

Type	QP Code	QP Name	QP Version	NOS/MODULE CODE	NOS/MODULE Name	Maximum Practical (On the Job Training) marks	Maximum Theory (with/without Basic Training) marks
Module	--	--	--	MOD00732	Health & Safety In Industry	44	44
Total Marks :						44	44

Passing percentage for Practical (On the Job Training)   50%

Passing percentage for Theory (with/without Basic Training)   50%

NOS/Module Remarks from NSDC   --

NOS/Module Remarks from SSC   --

- The **Training Blocks** section displays the details of the Training blocks such as Block, Basic Training Duration (Hours), Basic Training Duration (Months), Basic Training Duration (Days), On The Job Training Duration (Hours), On The Job Training Duration (Months), On The Job Training Duration (Days), and also displays the Training Remarks from NSDC, Training Remarks from SSC.

Training Blocks

Block	Basic Training Duration (Hours)	Basic Training Duration (Months)	Basic Training Duration (Days)	On The Job Training Duration (Hours)	On The Job Training Duration (MOnths)	On The Job Training Duration (Days)
Block 1	4	44	2	4	44	6

Training Remarks from NSDC   --

Training Remarks from SSC   --

- The **Minimum Qualification** section displays the qualification details associated with course such as Qualification Type, SchemesEligibility Criteria (Min. Qualification), Minimum Qualification, Sector, Category/Sector, Job Role, NSQF Level, Specialization, and also displays the Stipend as per the minimum qualification will be, Minimum Qualification Remarks from NSDC, Minimum Qualification Remarks from SSC.

Minimum Qualification

Qualification Type	Schemes	Eligibility Criteria(Min. Qualification)	Minimum Qualification	Sector	Category/Sector	Job Role	NSQF Level	Specialization
Educational Qualification	--	--	6th	--	--	--	--	--

Stipend as per the minimum qualification will be: **Rs:5000**

Minimum Qualification Remarks from NSDC   --

Minimum Qualification Remarks from SSC   --

➢ The **Basic Training Exemptions Criteria** section displays the details of the course such as Qualification Type, Schemes, Minimum Qualification, Sector, Category/Sector, Job Role, and also displays the Basic Training Exemptions Criteria Remarks from NSDC, Basic Training Exemptions Criteria Remarks from SSC.

Qualification Type	Schemes	Minimum Qualification	Sector	Category/Sector	Job Role
Educational Qualification	--	ITI Dual	--	NCVT	--
Basic Training Exemptions Criteria Remarks from NSDC	--				
Basic Training Exemptions Criteria Remarks from SSC	--				

➢ The **Establishment Details** section displays the basic details of the establishment (who created the course) such as Establishment Name, Establishment Email, and Establishment Address.

Establishment Details

Establishment Name	IBM Delhi NCR	**Establishment Email**	harsha.h@transneuron.com
Establishment Address	Address 1 :Aerocity Address 2 : City : zzz District : Central State : Delhi Zip Code : 110029		
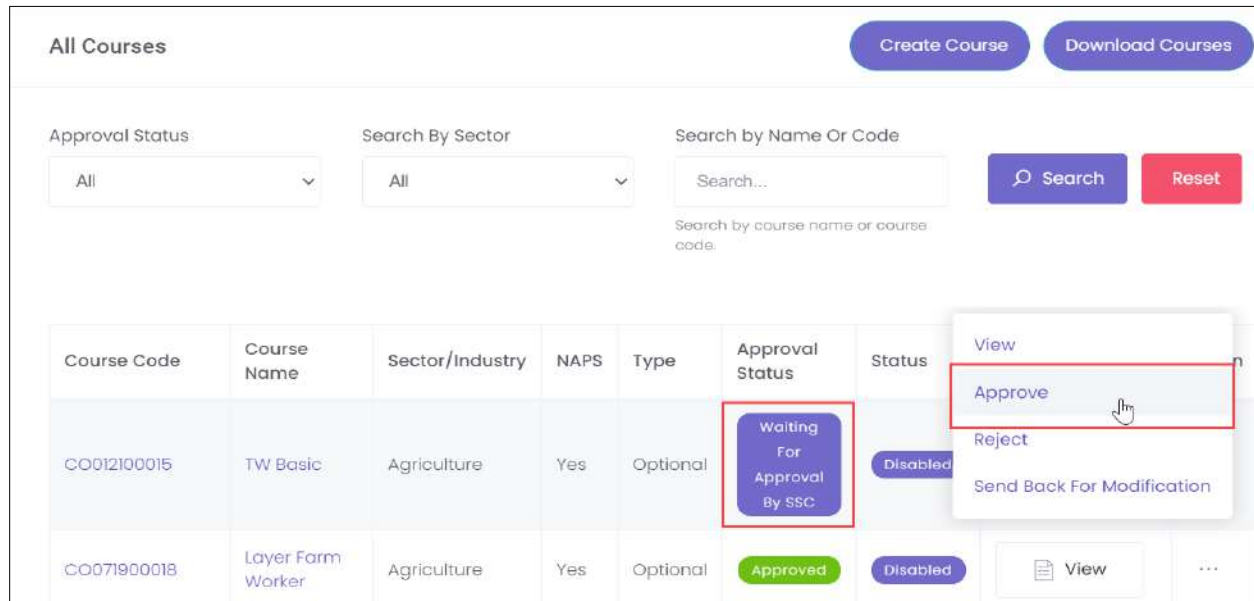
3 Approve Course

The user (SSC and NSDC Admin) can approve the course created by the establishment and/or TPA.

➢ Click **Approve**, the following screen appears.

➢ Enter the **Appropriate Comments**, Click **OK,** and the **Course Approved Successfully** message appears.

Additional Information:

- The Establish, SSC, and TPA can submit the created course for approval.

- The SSC can approve the course (NAPS) created by Establishment.

- The NSDC admin can approve both NAPS and Non-NAPS courses created by Establishment, and SSC.

- The NSDC admin can approve only SSC approve NAPS courses.

- The NSDC Admin and SSC can get the courses updated by selecting Send Back for Modifications for both NAPS and Non-NAPS courses.

- The NSDC Admin and SSC can reject both NAPS and Non-NAPS courses with an appropriate reason for rejection.

- The NSDC Admin and SSC can disable the approved and enabled course (both the NAPS and Non-NAPS) with an appropriate reason for disabling.

- The NSDC Admin and SSC can enable **only** the approved NAPS and Non-NAPS courses.

3.1 Send Back For Modification

The user (SSC and NSDC Admin) can send back the courses submitted for approval for required modifications.

To Navigate

Home - - > Dashboard - - > Courses - - > All Courses - - > Action - - > Send Back for Modification

➢ Click **Send Back For Modifications**, the following screen appears
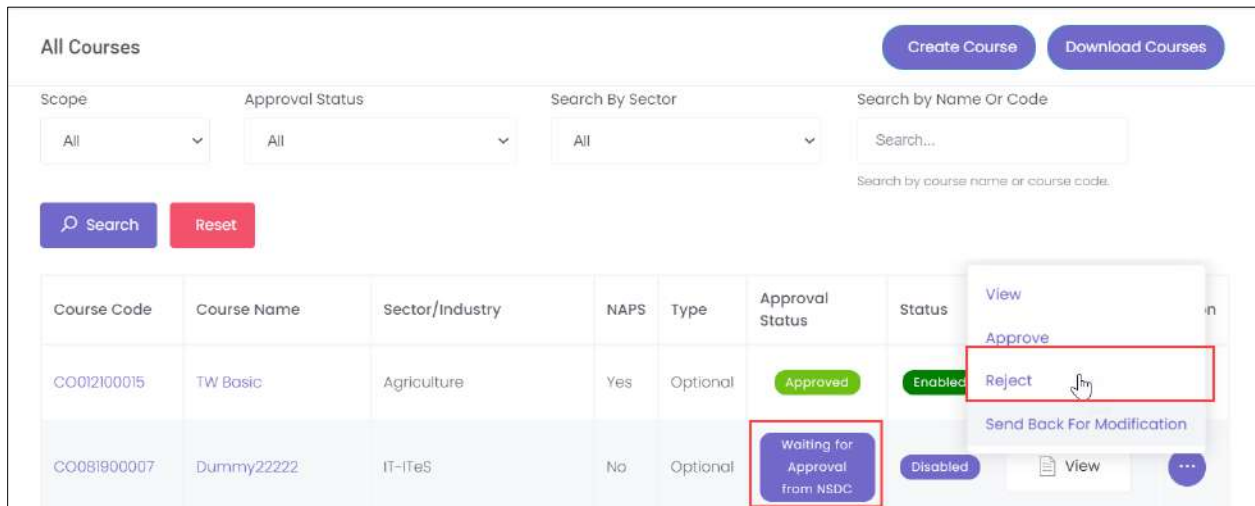
➢ Enter an appropriate reason and click **OK**, the **Course Sent Back for Modification successfully** message appears.

3.2   Reject

The user (SSC and NSDC Admin) can Reject the courses submitted for approval.
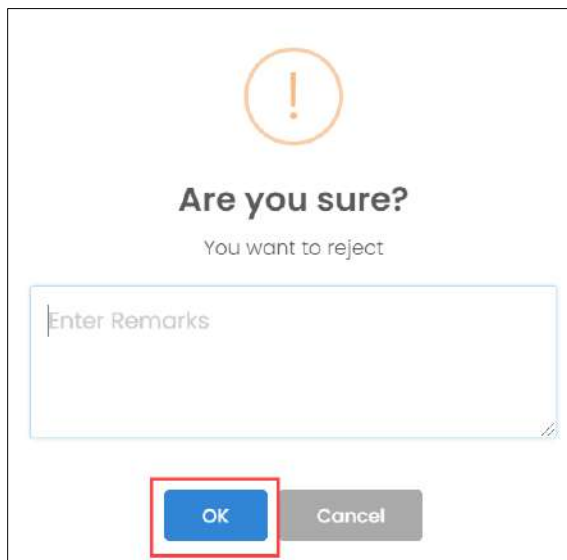
To Navigate
Home - - > Dashboard - - > Courses - - > All Courses - - > Action - - > Reject

➢   Click **Reject**, the following screen appears.

➢   Enter the appropriate reason. Click **OK**, the **Course Rejected Successfull**y message appears.

3.3   Disable

The Disable section allows the user (SSC and NSDC Admin) to disable the approved course.

➢ Click **Disable**, the following screen appears.

➢ Enter appropriate reasons, click **Yes, Disable it!**, the **Course Disabled successfully** message appears.
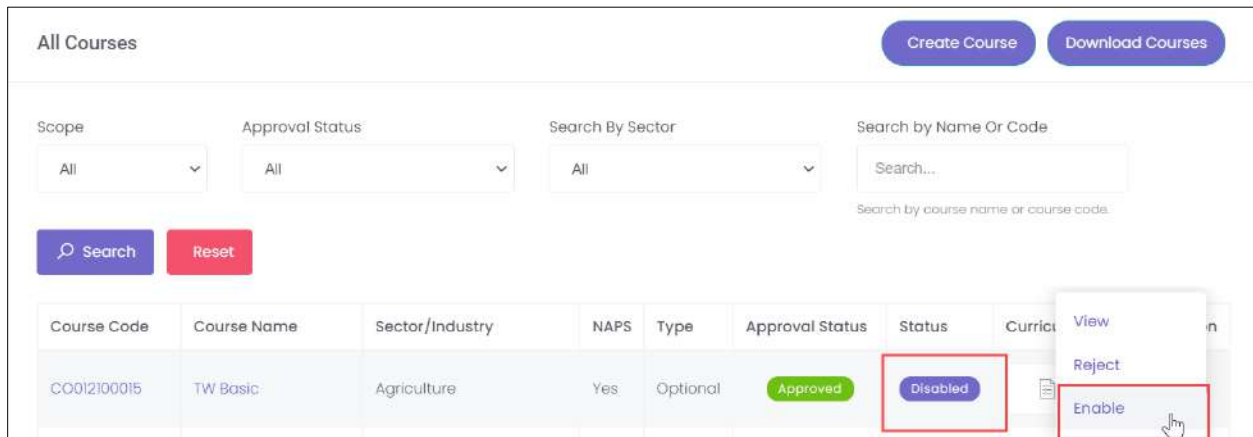
NOTE: The NSDC Admin and SSC can disable the **approved** (NAPS and Non-NAPS) courses.

3.4 Enable

The **Enable** section allows the user (SSC and NSDC Admin) to enable the disabled courses.

To Navigate
Home - - > Dashboard - - > Courses - - > All Courses - - > Action - - > Enable

➢ Click **Enable**, the following screen appears.

➢ Click **Yes, enable it!,** the **Course Enabled successfully** message appears.
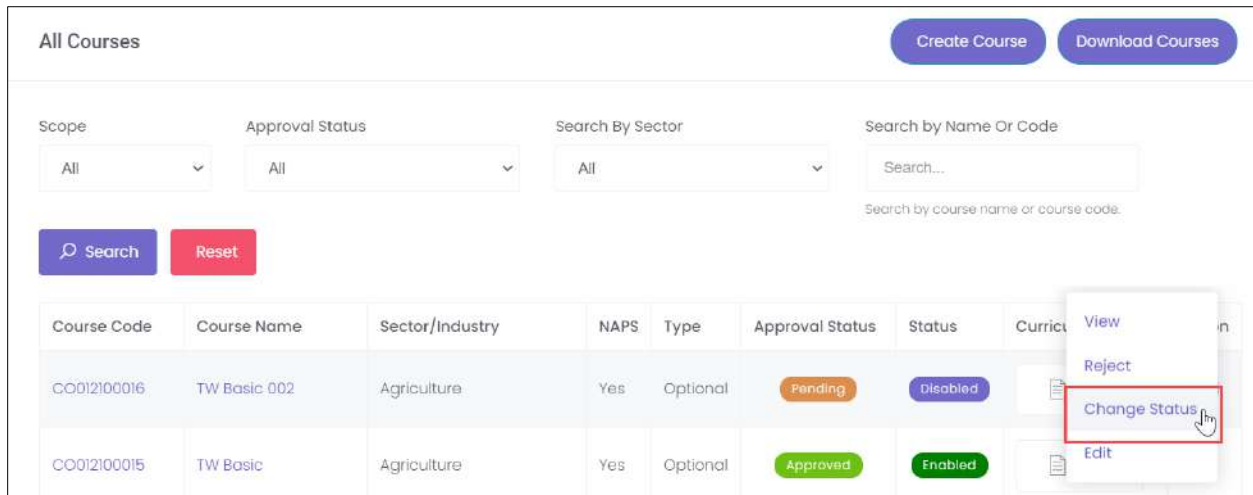
NOTE: The NSDC Admin and SSC can enable the **approved** and **disabled** (NAPS and Non-NAPS) courses.

4 Change Status

The **Change Status** allows the NSDC admin to approve or reject the course created.

➤ Click **Change Status**, the following screen appears.

➤ Click **Yes, approve it!,** the **Course Approved Successfully** message appears.

NOTE: The NSDC Admin changes the status of the self-created (NAPS and Non NAPS) courses from Pending and disabled to approved and enable.

5   Edit Course

The **Edit Course** section allows the user (SSC, and Establishment) to update the courses sent back for modification.

To Navigate
Home - - > Dashboard - - > Courses - - > All Courses - - > Action - - > Edit

➢ Click **Edit**, to navigate to the **Update Course** screen.

➢ The **Update Course** allows the user to edit the course details such as

- General Information
- Qualification Packs
- NOS Mapped/Module Mapped
- Training Blocks
- Minimum Qualification
- Basic Training Exemptions Criteria
- Establishment Details

NOTE: The users (SSC, Establishment, and TPA) can *edit* only the courses with the status of **Send Back for Modification by NSDC/SSC**.

➢ The **General Information** section allows the users (SSC, and Establishment) to edit the details such as Course Name, NAPS or Non NAPS, Proposed NSQF Level, and Sector/Industry.

➢ The **QP(NOS) / Module** section allows the user (SSC, Establishment, and TPA) to edit and/or update the information about the selected QP or Module.

➢ The **Training Blocks** allows the user (SSC, Establishment, and TPA) to edit and/or update the training details.

Training Blocks *

Basic Training Duration (Hours)	Basic Training Duration (Months)	Basic Training Duration (Days)	On The Job Training Duration (Hours)	On The Job Training Duration (Months)	On The Job Training Duration (Days)	Action
100	1	0	100	3	2	Delete

➢ The **Minimum Qualification Required** section allows the user (SSC, Establishment, and TPA) to update the qualification requirement for the course.

Minimum Qualification Required *

Qualification Type * — Select Qualification type

Minimum Qualification * — Select Minimum Qualification

Category/Sector — Select Category/Sector

Specialization — Enter Specialization

+ Add

Qualification Type	Schemes	Eligibility Criteria (Min. Qualification)	Minimum Qualification	Sector	Category/Sector	Job Role	NSQF Level	Specialization	Action
Educational Qualification	--	--	12th	--	Science	--	--	--	Delete

Stipend as per the minimum qualification will be: **Rs:7000**

➢ The **Basic Training Exemption Criteria** allows the user (SSC, Establishment, and TPA) to update or edit the exemption criteria for the selected courses.

➢ Click **Update**, the **Course Update Successfully** message appears.

➢ Once course is updated, it need to be resubmitted for approval of NSDC admin through proper channel.