



# User manual for Optional Trades Course Creation



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP

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## Table of Contents

1	Introduction .....	2
2	Course .....	3
2.1	Create a Course.....	4
2.2	Submit for Approval.....	10
2.3	View Course Details .....	11
3	Approve Course.....	16
3.1	Send Back For Modification .....	18
3.2	Reject .....	19
3.3	Disable.....	20
3.4	Enable.....	21
4	Change Status .....	22
5	Edit Course .....	23

## 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.

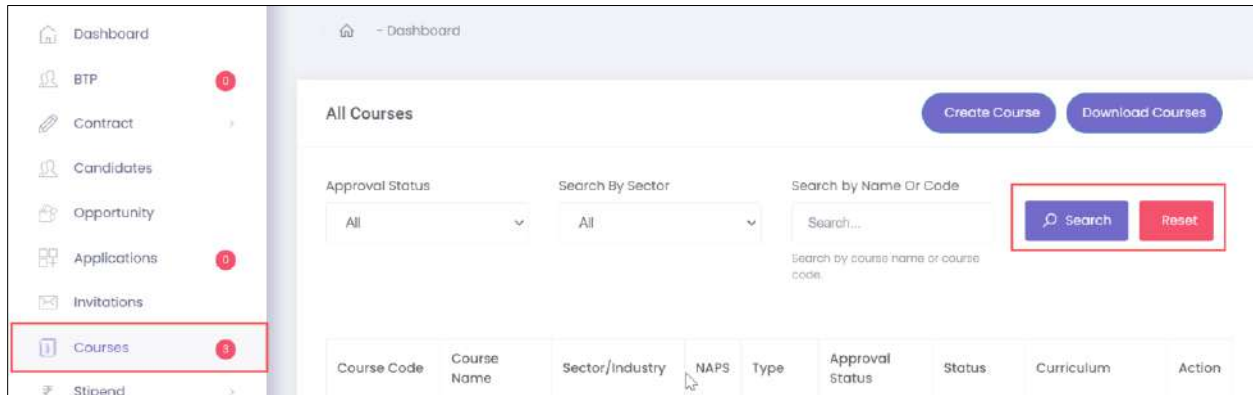
- Course
  - Create a Course
  - Submit for Approval
  - View Course Details
- Approve Course
  - Send Back For Modification
  - Reject
  - Disable
  - Enable
- Change Status
- Edit Course

## 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.

### To Navigate

Home - - > Dashboard - - > Courses



Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Curriculum	Action
-------------	-------------	-----------------	------	------	-----------------	--------	------------	--------

- 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:

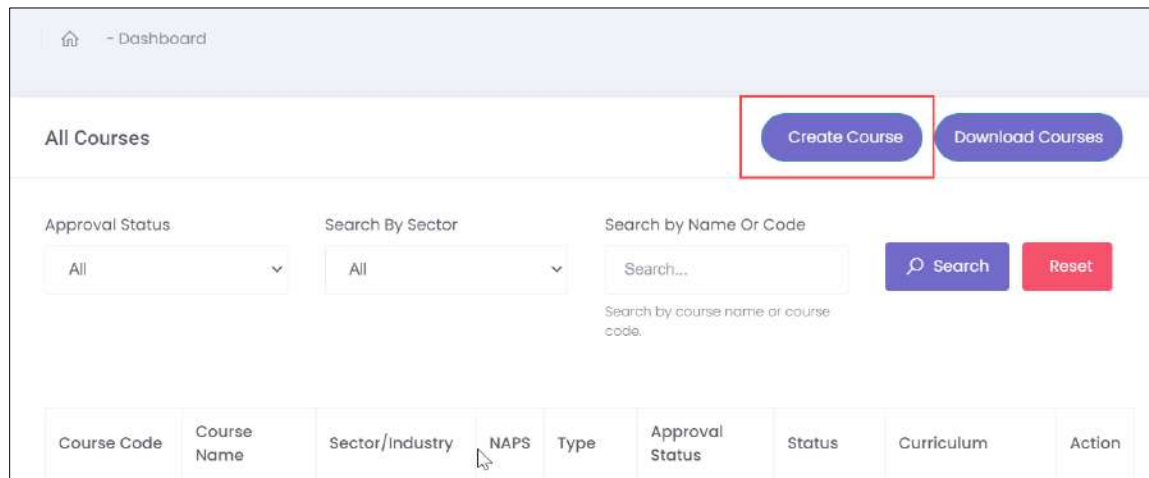
- The TPA can create a course, only by getting into the ecosystem of an Establishment (with mutual association).
- The courses under Designated Trades are NCVT certified and are implemented by DGT through RDSDEs.
- The courses under Optional Trades are industry and/or SSC certified and implemented by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

## 2.1 Create Course

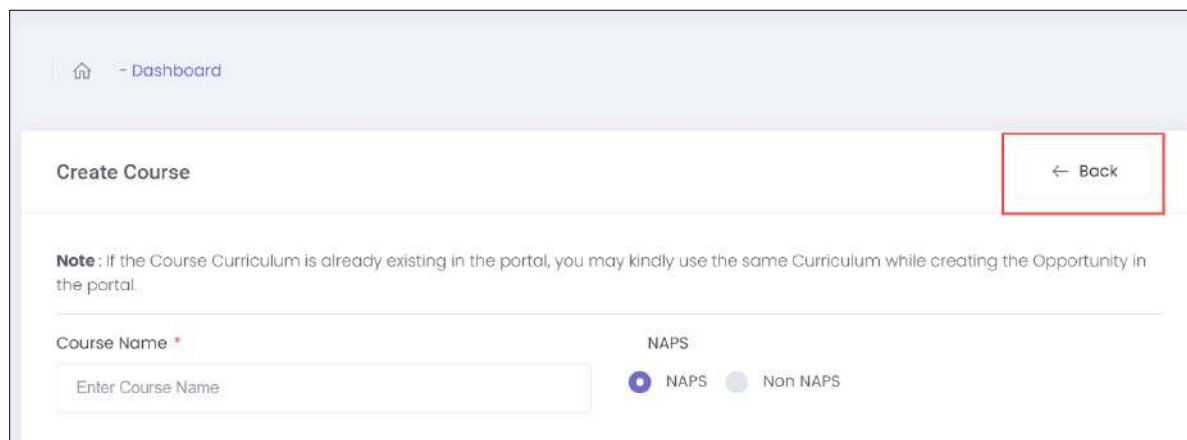
The **Create Course** screen allows the users (establishment, TPA, SSC, and NSDC) to create the required courses.

### To Navigate

Home --> Dashboard --> Courses --> Create Course



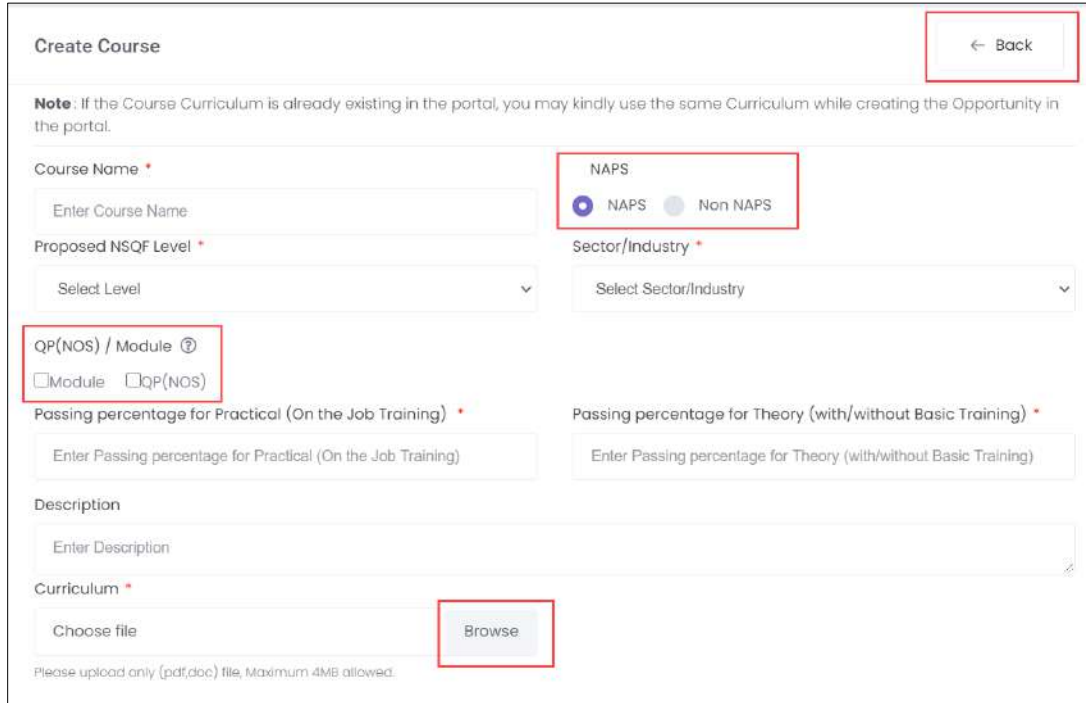
- The **All Courses** screen allows the user (establishment, TPA, SSC, and NSDC) to create the required course. Click **Create Course**, the **Create Course** screen appears.



- 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.



**Create Course** ← Back

**Note:** If the Course Curriculum is already existing in the portal, you may kindly use the same Curriculum while creating the Opportunity in the portal.

Course Name \*

Proposed NSQF Level \*

QP(NOS) / Module ⓘ  
 Module  QP(NOS)

Passing percentage for Practical (On the Job Training) \*

Description

Curriculum \*  
 Browse

Please upload only (.pdf,.doc) file, Maximum 4MB allowed.

- 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.



Modules \*

- 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.

### Qualification Pack \*

Select Qualification Pack \* Select NOS \*

+ Add

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

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 *	Action
Nos	SSC/Q8605	RPA Test Engineer	1.0	SSC/N9006	Build and Maintain relationships in a Workplace	<input type="text"/>	<input type="text"/>	<span style="border: 2px solid red; border-radius: 10px; padding: 5px 10px; color: white; background-color: #e74c3c; display: inline-block;">Delete</span>
<b>Total Marks :</b>						<b>0</b>	<b>0</b>	

- 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.

### Minimum Qualification Required \*

Qualification Type \*

Category/Sector

Minimum Qualification \*

Specialization

+ Add

- 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) *
<input type="text" value="Enter Duration"/>	<input type="text" value="Enter Duration"/> <input type="text" value="0"/>	<input type="text" value="Enter Duration"/>	<input type="text" value="Enter Duration"/> <input type="text" value="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.

### Basic Training Exemption Criteria\*

Qualification Type \*

Select Qualification type

Minimum Qualification \*

Select Minimum Qualification

Category/Sector \*

Select Category/Sector

+ Add

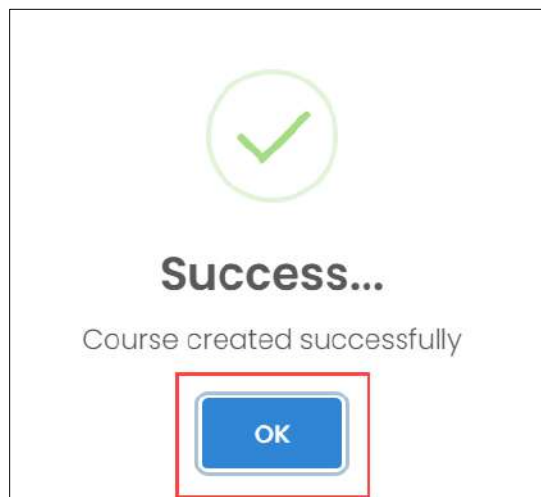
- Click **+Add**, the added exemption detail appears.

Qualification Type	Schemes	Minimum Qualification	Sector	Category/Sector	Job Role	Action
Educational Qualification	--	10+2 Vocational	--	Apparel Made-ups & Home Furnishing	--	<div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #e91e63; color: white; border-radius: 10px;">Delete</div>
						<div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #4a7ebb; color: white; border-radius: 10px;">Save</div>

- 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.



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

**Additional Information:**

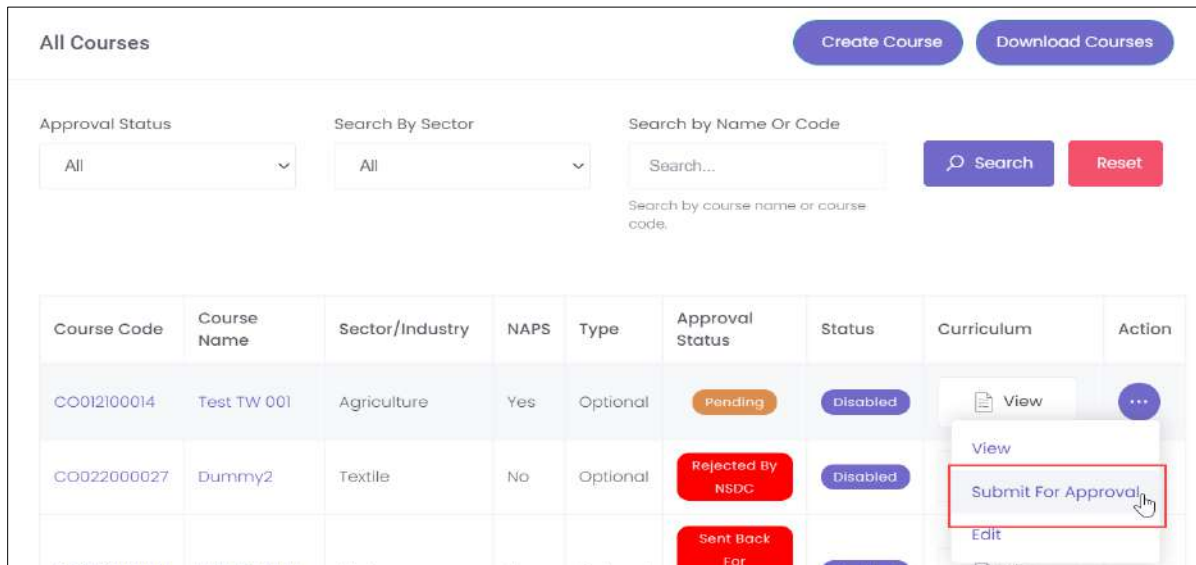
- If the user selected the NAPS course, then the course will be sent to SSC for further action (approve/reject/send back for modification).
- If the user selected **Non NAPS** course, then the course will be sent to **NSDC** for further action. (approve/reject/send back for modification).
- For NON NAPS 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

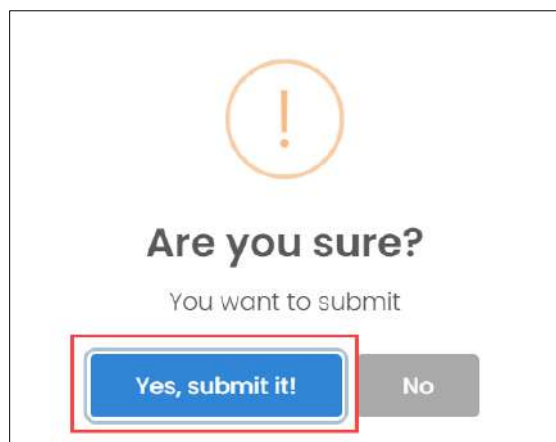
Home - - > Dashboard - - > Courses - - > All Courses - - > Action - - > Submit for Approval



The screenshot shows the 'All Courses' interface. At the top, there are buttons for 'Create Course' and 'Download Courses'. Below these are search filters for 'Approval Status' (set to 'All'), 'Search By Sector' (set to 'All'), and 'Search by Name Or Code' (with a search input field and 'Search' and 'Reset' buttons). A table lists courses with columns: Course Code, Course Name, Sector/Industry, NAPS, Type, Approval Status, Status, Curriculum, and Action. Two courses are visible: 'Test TW 001' (Agriculture, NAPS Yes, Type Optional, Approval Status Pending, Status Disabled) and 'Dummy2' (Textile, NAPS No, Type Optional, Approval Status Rejected By NSDC, Status Disabled). The 'Action' column for the second course has a dropdown menu open, with 'Submit For Approval' highlighted by a red box.

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Curriculum	Action
CO012100014	Test TW 001	Agriculture	Yes	Optional	Pending	Disabled		View
CO022000027	Dummy2	Textile	No	Optional	Rejected By NSDC	Disabled		View Submit For Approval Edit

- 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.



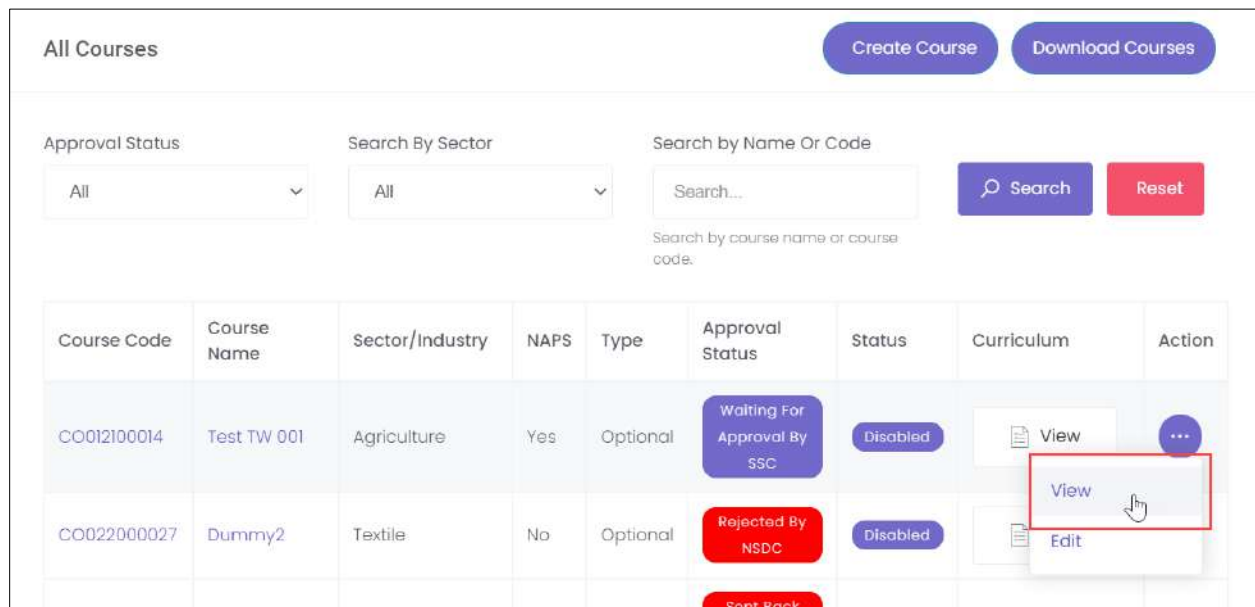
- Click **yes, submit it!**, the **Submitted Successfully** message appears.

## 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.

### To Navigate

Home --> Dashboard --> Courses --> All Courses --> Action --> Submit for Approval



The screenshot shows the 'All Courses' page with the following elements:

- Buttons: 'Create Course' and 'Download Courses' (top right).
- Filters: 'Approval Status' (dropdown: All), 'Search By Sector' (dropdown: All), and 'Search by Name Or Code' (text input: Search...).
- Buttons: 'Search' and 'Reset' (right side).
- Text: 'Search by course name or course code.' (below search input).
- Table with columns: Course Code, Course Name, Sector/Industry, NAPS, Type, Approval Status, Status, Curriculum, Action.
- Table Rows:
  - Row 1: CO012100014, Test TW 001, Agriculture, Yes, Optional, Waiting For Approval By SSC, Disabled, View, ...
  - Row 2: CO022000027, Dummy2, Textile, No, Optional, Rejected By NSDC, Disabled, View, Edit
  - Row 3: (partially visible) Sent Back

- 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 **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
<b>Total Marks :</b>						<b>100</b>	<b>100</b>
<b>Passing percentage for Practical (On the Job Training)</b>			100%	<b>Passing percentage for Theory (with/without Basic Training)</b>			100%
<b>NOS/Module Remarks from NSDC</b>		--	<b>NOS/Module Remarks from SSC</b>		--		

- 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
<b>Total Marks :</b>						<b>44</b>	<b>44</b>
<b>Passing percentage for Practical (On the Job Training)</b>			50%	<b>Passing percentage for Theory (with/without Basic Training)</b>			50%
<b>NOS/Module Remarks from NSDC</b>		--	<b>NOS/Module Remarks from SSC</b>		--		

- 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
<b>Training Remarks from NSDC</b>		--				
<b>Training Remarks from SSC</b>		--				

- The **Minimum Qualification** section displays the qualification details associated with course such as Qualification Type, Schemes Eligibility 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: <b>Rs:5000</b>								
<b>Minimum Qualification Remarks from NSDC</b>		--						
<b>Minimum Qualification Remarks from SSC</b>		--						

- 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.

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

- 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			
<b>Establishment Name</b>	IBM Delhi NCR	<b>Establishment Email</b>	harsha.h@transneuron.com
<b>Establishment Address</b>	<b>Address 1</b> :Aerocity <b>Address 2</b> : <b>City</b> : ZZZ <b>District</b> : Central <b>State</b> : Delhi <b>Zip Code</b> : 110029		

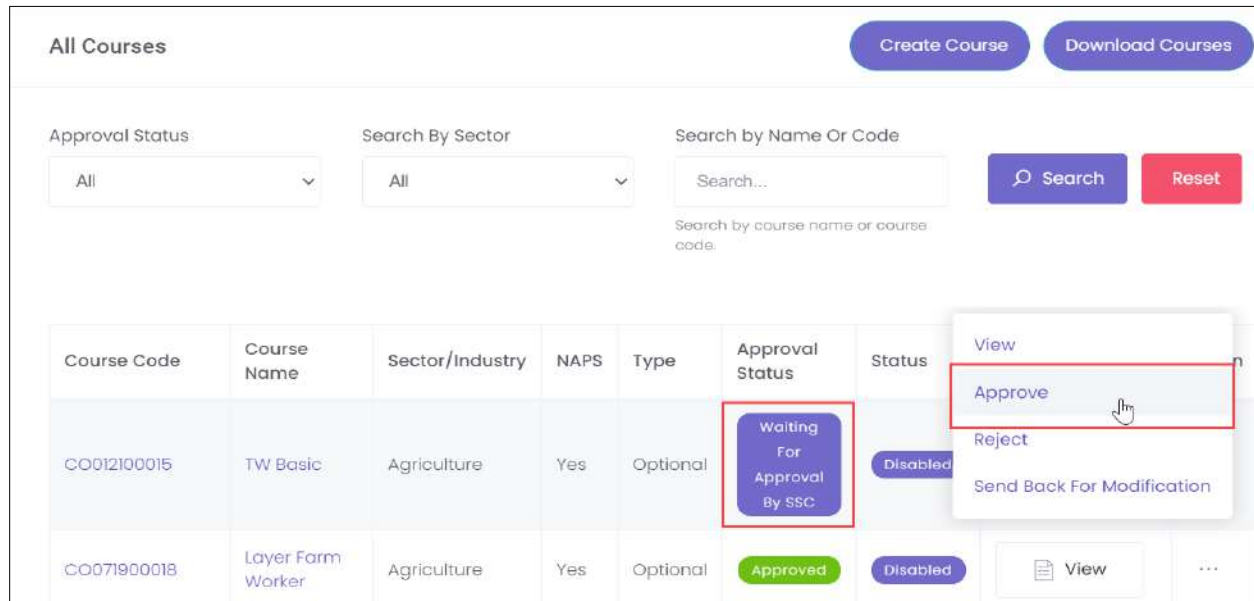


### 3 Approve Course

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

#### To Navigate

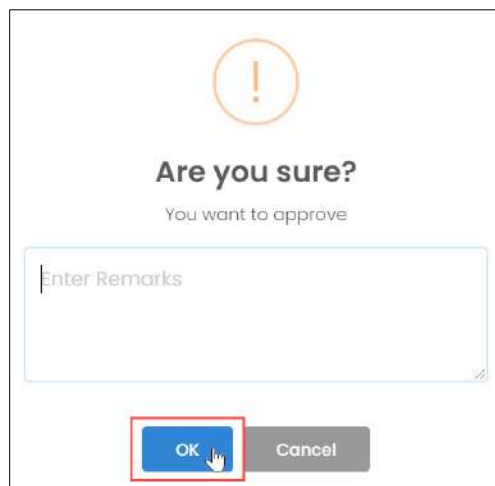
Home --> Dashboard --> Courses --> All Courses --> Action --> Approve



The screenshot shows the 'All Courses' dashboard. At the top right, there are buttons for 'Create Course' and 'Download Courses'. Below these are search filters for 'Approval Status' (set to 'All'), 'Search By Sector' (set to 'All'), and 'Search by Name Or Code' (with a search input field and 'Search' and 'Reset' buttons). The main content is a table of courses. The first row is highlighted, and a context menu is open over it, showing options: 'View', 'Approve', 'Reject', and 'Send Back For Modification'. The 'Approve' option is highlighted with a red box. The 'Approval Status' for this course is 'Waiting For Approval By SSC', and its 'Status' is 'Disabled'. The second row shows a course with 'Approval Status' 'Approved' and 'Status' 'Disabled', with a 'View' button.

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Action
CO012100015	TW Basic	Agriculture	Yes	Optional	Waiting For Approval By SSC	Disabled	View, Approve, Reject, Send Back For Modification
CO071900018	Layer Farm Worker	Agriculture	Yes	Optional	Approved	Disabled	View, ...

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



The dialog box has a title 'Are you sure?' and a subtitle 'You want to approve'. It contains a text input field labeled 'Enter Remarks'. At the bottom, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

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

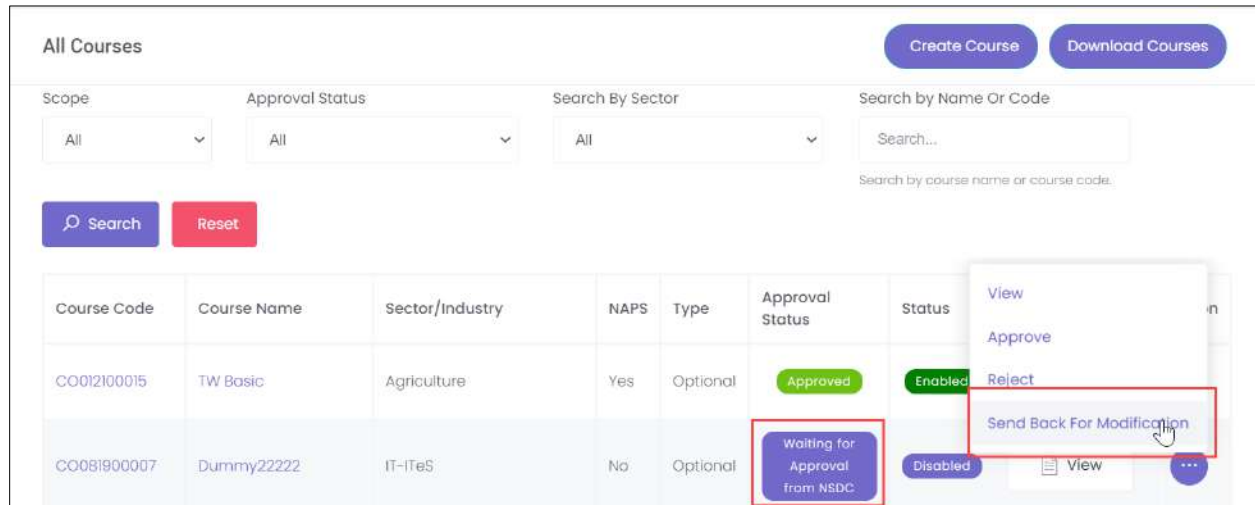


### 3.1 Send Back For Modification

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

#### To Navigate

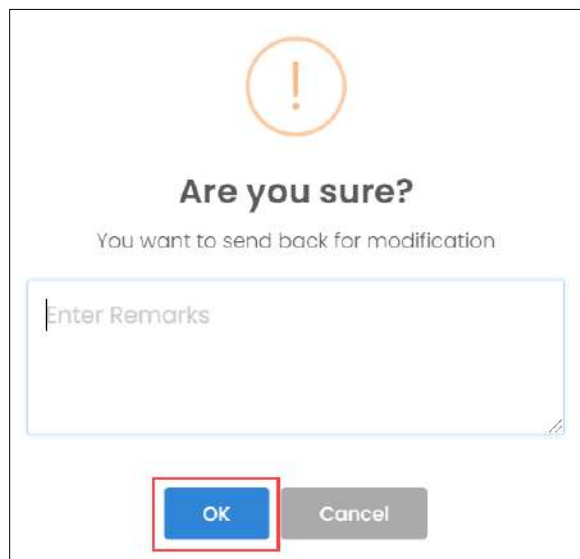
Home --> Dashboard --> Courses --> All Courses --> Action --> Send Back for Modification



The screenshot shows the 'All Courses' management interface. At the top, there are buttons for 'Create Course' and 'Download Courses'. Below these are search filters for Scope, Approval Status, Search By Sector, and Search by Name Or Code. A table lists courses with columns for Course Code, Course Name, Sector/Industry, NAPS, Type, Approval Status, and Status. A context menu is open over the 'Send Back For Modification' button for a course with the status 'Waiting for Approval from NSDC'.

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status
CO012100015	TW Basic	Agriculture	Yes	Optional	Approved	Enabled
CO081900007	Dummy22222	IT-ITeS	No	Optional	Waiting for Approval from NSDC	Disabled

- Click **Send Back For Modifications**, the following screen appears



The dialog box has a title 'Are you sure?' and a subtitle 'You want to send back for modification'. It contains a text input field labeled 'Enter Remarks'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

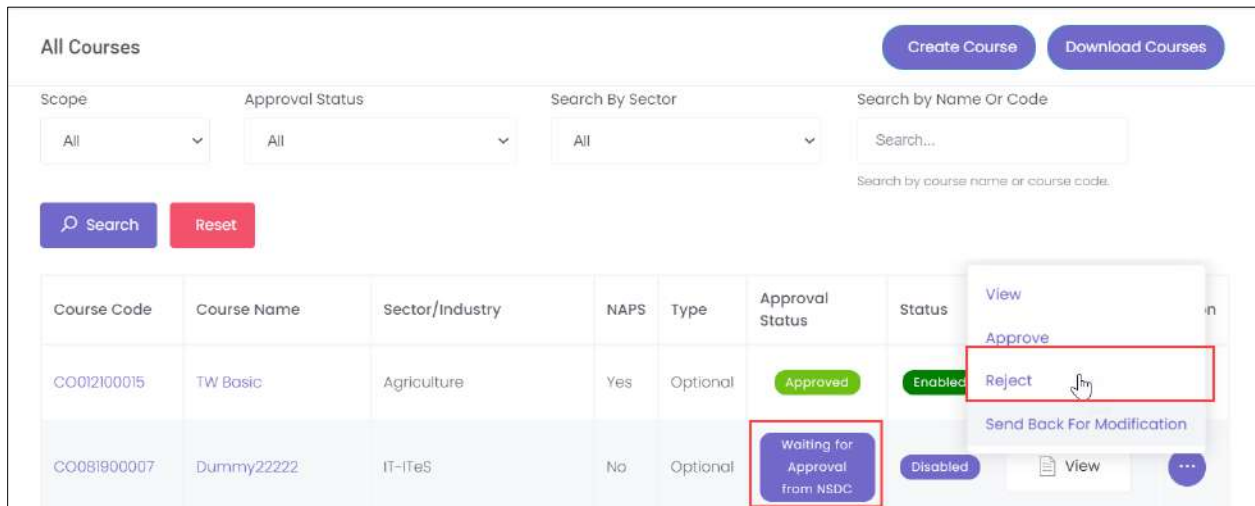
- Enter an appropriate reason and click **OK**, the **Course Sent Back for Modification** successfully message appears.

### 3.2 Reject

The user (SSC and NSDC Admin) can Reject the courses submitted for approval.

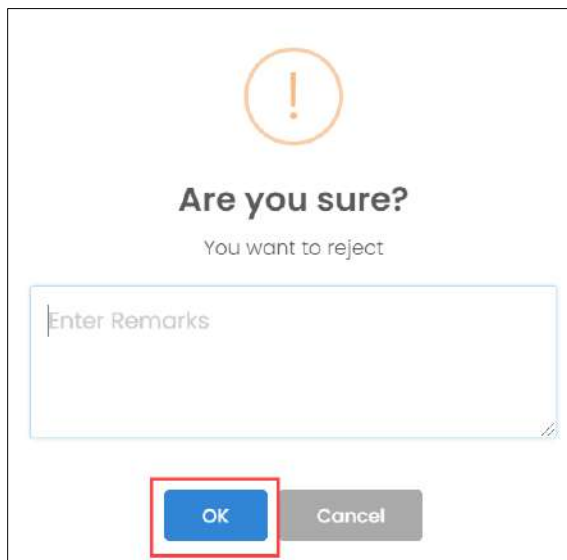
#### To Navigate

Home --> Dashboard --> Courses --> All Courses --> Action --> Reject



Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status
CO012100015	TW Basic	Agriculture	Yes	Optional	Approved	Enabled
CO081900007	Dummy22222	IT-ITeS	No	Optional	Waiting for Approval from NSDC	Disabled

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



**Are you sure?**  
You want to reject

Enter Remarks

**OK** Cancel

- Enter the appropriate reason. Click **OK**, the **Course Rejected Successfully** message appears.

### 3.3 Disable

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

#### To Navigate


Home --> Dashboard --> Courses --> All Courses --> Action --> Reject

All Courses Create Course Download Courses

Scope: All Approval Status: All Search By Sector: All Search by Name Or Code: Search...

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Curriculum	Action
CO012100015	TW Basic	Agriculture	Yes	Optional	Approved	Enabled	View	...
CO082000011	Electrician v2	Construction	No	Optional	Waiting for Approval from NSDC	Disabled	View	Reject
CO012000034	Coating, Curing and Marking Operator	Electronics	Yes	Optional	Approved	Enabled	View	Disable

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



**Are you sure?**  
You want to dissable

Enter Remarks

- Enter appropriate reasons, click **Yes, Disable it!**, the **Course Disabled successfully** message appears.

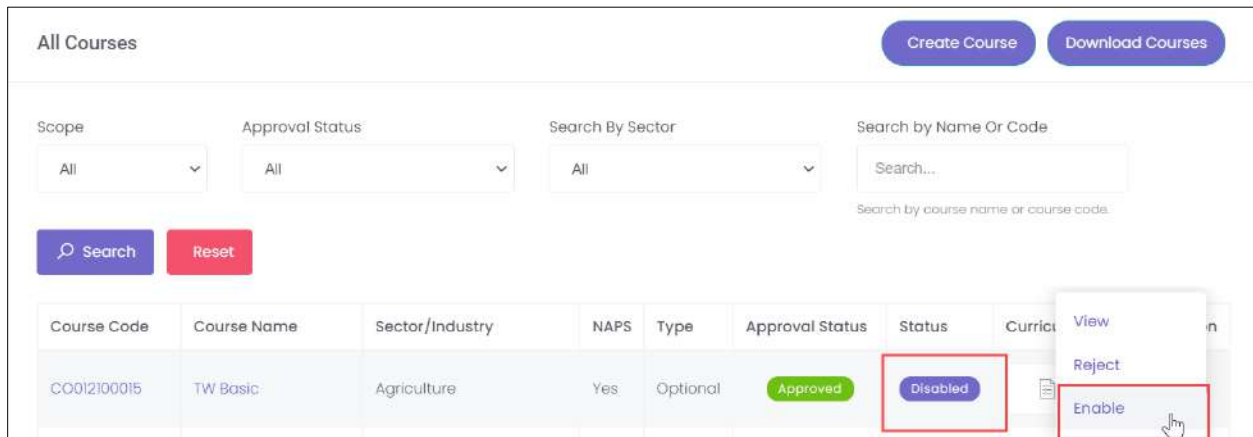
**NOTE:** The NSDC Admin and SSC can disable the **approved** (NAPS and Non-NAPS) courses.

### 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



The screenshot shows the 'All Courses' page with search filters and a table of courses. The 'Status' column for the course 'CO012100015' has a 'Disabled' button highlighted in a red box. A context menu is open over this button, with the 'Enable' option also highlighted in a red box.

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Curric	Action
CO012100015	TW Basic	Agriculture	Yes	Optional	Approved	Disabled		View, Reject, Enable

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



The dialog box contains a warning icon, the text 'Are you sure?', and 'You want to enable'. Below the text are two buttons: 'Yes, enable it!' (highlighted with a red box) and 'No'.

➤ Click **Yes, enable it!**, the **Course Enabled successfully** message appears.

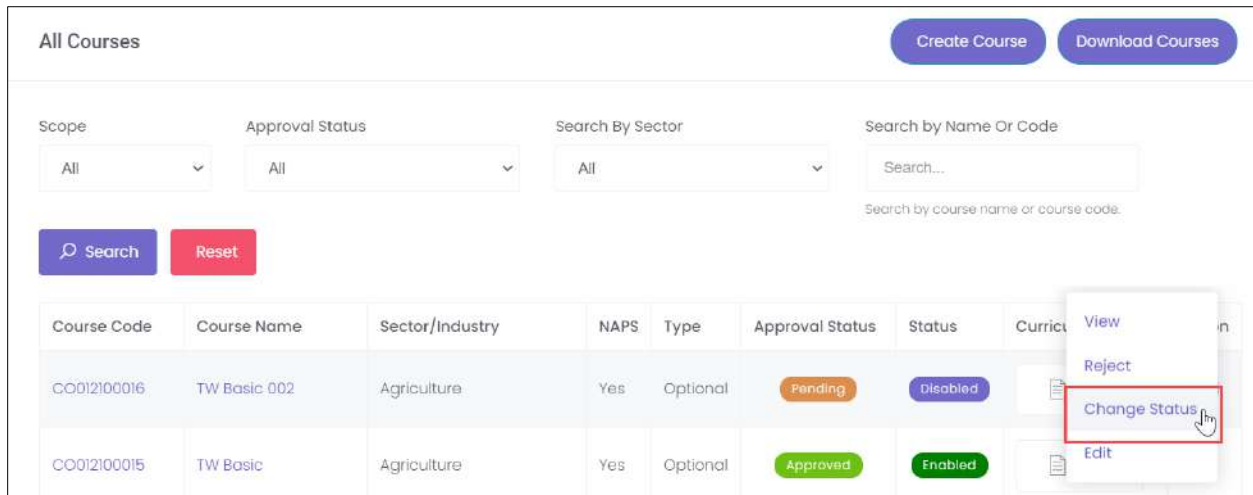
**NOTE:** The NSDC Admin and SSC can enable the **approved** and **disabled** (NAPS and Non-NAPS) courses.

## 4 Change Status

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

### To Navigate

Home --> Dashboard --> Courses --> All Courses --> Action --> Change Status



The screenshot shows the 'All Courses' interface. At the top right, there are buttons for 'Create Course' and 'Download Courses'. Below these are search filters for 'Scope', 'Approval Status', 'Search By Sector', and 'Search by Name Or Code'. A 'Search' button and a 'Reset' button are also present. The main part of the page is a table with columns: Course Code, Course Name, Sector/Industry, NAPS, Type, Approval Status, Status, and Curriculum. Two rows are visible: one with 'Pending' and 'Disabled' status, and another with 'Approved' and 'Enabled' status. A context menu is open over the first row, with 'Change Status' highlighted in a red box.

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Curriculum
CO012100016	TW Basic 002	Agriculture	Yes	Optional	Pending	Disabled	
CO012100015	TW Basic	Agriculture	Yes	Optional	Approved	Enabled	

- 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

**All Courses** Create Course Download Courses

Approval Status: All Search By Sector: All Search by Name Or Code:  Search Reset

Search by course name or course code.

Course Code	Course Name	Sector/Industry	NAPS	Type	Approval Status	Status	Curriculum	Action
CO012100015	TW Basic	Agriculture	Yes	Optional	Approved	Enabled	View	...
CO032000003	Human resource executive	Management & Entrepreneurship and Professional	No	Optional	Rejected By NSDC	Disabled	View	<div style="border: 1px solid red; padding: 2px;"> <a href="#">Edit</a> </div>
CO081900007	Dummy22222	IT-ITeS	No	Optional	Sent Back for Modification by NSDC	Disabled	View	...

- 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.

**Update Course** ← Back

**Note:** If the Course Curriculum is already existing in the portal, you may kindly use the same Curriculum while creating the Opportunity in the portal.

Course Name \* NAPS

TW Basic 0004

NAPS  Non NAPS

Proposed NSQF Level Sector/Industry \*

3

IT-ITeS

- 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.

QP(NOS) / Module ⓘ

Module  QP(NOS)

Modules \*

mod 1
✕

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 *	Action
Module	--	--	--	MOD00068	mod 1	100	100	<span style="background-color: #f44336; color: white; padding: 2px 5px; border-radius: 5px;">Delete</span>
<b>Total Marks :</b>						<b>100</b>	<b>100</b>	

Passing percentage for Practical (On the Job Training) \* Passing percentage for Theory (with/without Basic Training) \*

50

50

Description

Enter Description

Curriculum \*

Choose file

Browse

Please upload only (.pdf,.doc) file, Maximum 4MB allowed.

View

- 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 and Days) \*

On The Job Training Duration (Hours) \*

On The Job Training Duration (Months and Days) \*

+ Add

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	<span style="border: 1px solid red; padding: 2px 5px; background-color: #e91e63; color: white; border-radius: 5px;">Delete</span>

- 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 \*

Minimum Qualification \*

Category/Sector

Specialization

+ Add

Qualification Type	Schemes	Eligibility Criteria (Min. Qualification)	Minimum Qualification	Sector	Category/Sector	Job Role	NSQF Level	Specialization	Action
Educational Qualification	--	--	12th	--	Science	--	--	--	<span style="border: 1px solid red; padding: 2px 5px; background-color: #e91e63; color: white; border-radius: 5px;">Delete</span>

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.

### Basic Training Exemption Criteria

Qualification Type

Minimum Qualification

Category/Sector

Specialization

Qualification Type	Schemes	Minimum Qualification	Sector	Category/Sector	Job Role	Specialization	Action
Educational Qualification	--	Graduate	--	B.Arch	--	--	<input type="button" value="Delete"/>

- 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.