File No. MSDE/1(7)/2022-AT
(Comp. No.:51646)
Government of India/भारत सरकार
Ministry of Skill Development and Entrepreneurship / कौशल विकास एवं उद्यमशीलता मंत्रालय
(Apprenticeship Division) / (अप्रेंटिसशिप प्रभाग)

Kaushal Bhawan, New Delhi
Dated: 22.05.2025

To

1. Regional Central Apprenticeship Advisers of all RDSDEs
2. State Apprenticeship Advisers of all States/ UTs
3. Joint Apprenticeship Advisers, All Sector Skill Councils

Subject: Guidelines for issuing Certificate of proficiency in Optional Trade - Regarding

Sir/ Madam,

It is aware that Optional trades have been introduced under the Apprentices Act, 1961 (amended in 2014) to allow employers to create their own courses/trades for providing training to apprentices as per their requirements in the manufacturing, services, trade or any other sector.

(2) Further, sub-rule:17 of rule 7(A) of the Apprenticeship Rules,1992 (amended in 2015) states that "The progress in apprenticeship training of every apprentice in optional trades will be assessed by the employer from time to time and every apprentice who completes his apprenticeship training to the satisfaction of the employer shall be granted a certificate of proficiency by that employer."

(3) Accordingly, competent authority has approved the guidelines for issuing the 'Certificate of Proficiency (COP)' and the same is enclosed to this letter. It may be noted that CoP will be issued subject to the assessment process stated at section 8 of the guidelines.

Yours faithfully,

Enclosure: as stated above.

(V.S. Arvind)
Director (AT)

Copy for information:

1. Sr PPS to Secretary, MSDE, New Delhi.
2. Director General, DGT, Kaushal Bhawan, New Delhi – for kind information and needful support please.
3. PPS to Joint Secretary (AT), MSDE, New Delhi
4. DDG (Hqrs) / DDG (SR), DGT
5. Director dealing with BoAT/ BoPT, Department of Higher Education, Ministry of Education, New Delhi
6. CEO, NSDC
7. Exec VP (AT) / Exec VP (IT), NSDC
8. GM (AT) / GM (IT) – with a request to implement functionalities of CoP on the apprenticeship portal on time.
9. Guard File 2025.

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
[APPRENTICESHIP DIVISION]

GUIDELINES

FOR

ISSUANCE OF CERTIFICATE OF PROFICIENCY

FOR

OPTIONAL TRADE APPRENTICES

2025

C O N T E N T S

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Table of Acronyms

S.No	Acronym	Full Form
1.	AB	Awarding Body
2.	CoP	Certificate of Proficiency
3.	DT	Designated Trade
4.	EoI	Expression of Interest
5.	NCrF	National Credit Framework
6.	NCVET	National Council of Vocational Education and Training
7.	NOS	National Occupational Standards
8.	NSQF	National Skill Qualification Framework
9.	OT	Optional Trade
10.	QR code	Quick Response Code
11.	SSC	Sector Skill Council

Definitions

1.	**"Apprentice**" means a person who is undergoing apprenticeship training.
2.	**"Apprenticeship Advisor"** means a person appointed as such under section 27 of the Apprentices Act, 1961.
3.	**"Apprenticeship Training"** means a course of training in any Industry or Establishment undergone in pursuance of a contract of apprenticeship.
4.	**"Awarding body"** means a person which awards or which proposes to award certification for a skill or a qualification.
5.	***"*Certificate of Proficiency**" means a Certificate granted by the Industry/ Establishment in accordance with sub-rule 17 of rule 7A of Apprenticeship Rules,1992.
6.	**"Designated trade"** means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course which the Central Government, after consultation with the Central Apprenticeship Council, may, by notification in the Official Gazette, specify as a designated trade for the purposes of Apprentices Act, 1961
7.	"**Establishment**" includes any place where any industry is carried on and where an establishment consists of different departments or have branches, whether situated in the same place or at different places, all such departments or branches shall be treated as part of that establishment.
8.	"**Industry**" means any industry or business in which any trade, occupation or subject field in engineering or non-engineering or technology or any vocational course may be specified as a designated trade or optional trade or both.
9.	**"National Council for Vocational Education and Training (NCVET)"** established by Ministry of Skill Development and Entrepreneurship. It is entrusted with the development, qualitative improvement and regulation of vocational education and training, for granting recognition to and monitoring the functioning of awarding bodies, assessment agencies, skill information providers, and training bodies.
10.	**"National Skill Qualification Framework (NSQF)"** The NSQF organizes qualifications according to a series of level descriptors covering knowledge, skills and aptitude. Each level of NSQF is described by a statement of learning outcomes in five domains, which are known as level descriptors.
11.	**"Optional Trade (OT)"** 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 this Act and not covered under Designated Trades.
12.	**"Sector Skill Council (SSC)"** is an employer-led organization that covers a specific industry-there are 36 such SSCs as on date, the list is on NSDC website.

1. Background

1.1. A very important quality criterion for apprenticeship is the performance and employability of apprentices after the training. An assessment should test whether the learner has acquired the full range of professional skills required in the chosen occupation. Occupational competency establishes the foundation for lifelong learning that allows the individual to adapt to ever-changing labour market requirements. In this context, the assessment should give both the learner and the trainer the certainty that the learning objectives have been achieved.

1.2. Optional trade (OT) introduced under the Apprentices Act, 1961 (amended in 2014) to allow employers to create their own courses/trades for providing training to Apprentices. The premise of introducing OT Apprenticeship was to provide an avenue for establishments to offer apprenticeship positions which are not already covered under "Designated Trade" (DT). However, it has been observed that more than 90% of the OTs have been developed by the Sector Skill Councils (SSCs), covering approximately 98% of enrolments under such trades. Despite this, the formal assessment and certification rate in OTs remain low.

1.3. According to sub-rule 17 of rule 7A of Apprenticeship Rules,1992, *"The progress in apprenticeship training of every apprentice in OT shall be assessed by the employer from time-to-time and every apprentice who completes his apprenticeship training to the satisfaction of the employer shall be granted a certificate of proficiency by that employer."*

1.4. It is envisaged that the Certificate of Proficiency (CoP) issued by the Employer, as per this rule, will improve the rate of assessment and serve as proof of completion of apprenticeship training in OT.

2. Introduction to CoP under OT Assessment

2.1 The CoP is being introduced, allowing Industry/ Establishments to issue this Certificate to apprentices completing their training in an OT through the Apprenticeship portal. The CoP will be generated based on the practical assessment conducted by the Employer/ Establishment as per the curriculum of the course.

2.2 The CoP serves solely as recognition that Apprentices have completed their apprenticeship training and does not confer any credits. In order to receive credit-based certificates, as approved by National Council of Vocational Education and Training (NCVET), Apprentices must undergo a subsequent theoretical assessment conducted by the relevant SSC or Awarding Body (AB), aligned to the particular trade.

3. Pathways for Certification under OT

3.1. Candidates on completion of their apprenticeship training in any OT shall have following pathways for obtaining certificates:

a) **Employer-Issued CoP:** All Apprentices who are found eligible as per the eligibility criteria defined in this Guideline will be able to receive CoP. The CoP can be downloaded from the Apprenticeship portal.

b) **NCVET Certificate:** Apprentices may appear for a formal assessment through an AB on completion of the apprenticeship training, and if successful, will be awarded certificate for National Skill Qualification Framework **(**NSQF) aligned and approved qualifications. **This will be applicable only for those OTs which are NSQF aligned and approved as per NCVET Guidelines.** Credits will be calculated as per NCVET notification F.No 26001/01/2019-20/NCVET dated 12th May, 2023 and any subsequent instructions issued by NCVET from time to time. (Refer order no. 32001/08/2023/NCVET dated 05-09-2023).

4. Models for issuing NCVET Certificate

4.1. Three models under OT are available for issuing NCVET certificate aligned with National Credit Framework (NCrF):

Table-1: Models for issuing NCVET Certificate

Model 1	Industry/ Establishment may seek NCVET recognition as a dual-category AB. This enables alignment with NSQF and issuance of NSQF- aligned credit-based certificates.
Model 2	Industry/ Establishment may collaborate with existing NCVET recognized AB. The AB will align trades to NSQF for issuing credit-based certificates.
Model 3	Industry/Establishment may be accorded the status of a deemed-AB in Apprenticeship. In this case, they submit an Expression of Interest (EoI) and a curriculum in prescribed structure aligned with NCVET Guidelines. Assessment may be conducted by the Establishment themselves or a NCVET recognized assessment agency. NCVET shall detail the modalities of this process.

5. Curricular Structure for issuance of CoP

5.1. Any Industry/ Establishment implementing an apprenticeship training program under OT would require developing a Curriculum having following details:

a) Duration of Apprenticeship training
b) Learning Outcomes
c) Training Methodology
d) Assessment: Strategy and Methodology for both formative and summative assessment

5.2. The curricular structure shall be uploaded on the Apprenticeship portal for reference.

6. Activities to be carried by an Industry / Establishment

6.1 For candidates to obtain CoP under OT through the Apprenticeship portal and/ or to obtain a NCVET Certificate, the Employer/ Establishment is responsible to:

a) Upload the attendance of the Apprentice.
b) Conduct practical assessment for the Apprentice.
c) Upload the practical marks on the Apprenticeship portal.

6.2 Industry/ Establishment uploads organization logo on the portal (one-time activity).

7. Eligibility Criteria for CoP under OT

7.1 The eligible criteria for generating CoP are listed below:

a) **Apprenticeship contract** must be registered with the Apprenticeship Adviser on the portal.
b) **Minimum attendance** of 80% is required to appear for the practical assessment.
c) **Minimum passing marks** 60% average passing marks across all National Occupational Standards (NOS)/ modules in the practical assessment only.

7.2 For those Apprentices who do not possess the minimum attendance of 80%, the Industry/ Establishment shall extend the period of the training in accordance with sub-rule (2)(a) of rule 7 of the Apprenticeship Rules, 1992. The extension of Apprenticeship training will be initiated by the Industry/ Establishment on the portal atleast 40 days before the expiry of the period of apprenticeship training.

7.3 In case of premature termination of contract for apprenticeship for failure on the part of the Apprentice to carry out the terms and conditions of apprenticeship training as per the contract, the CoP will not be generated on the Apprenticeship portal even if the eligible criteria for generating CoP as stated at section 7.1 above of this Guideline are satisfied.

8. Assessment process under OT

8.1. The number of assessments will vary from minimum one (1) to maximum three (3) depending on the duration of the OT as explained in Table-2 below.

8.2. Attendance and practical marks are uploaded as per the practical assessment milestone(s) as below:

Table-2: Practical Assessment Periodicity

Duration of OT	No. of Assessments	Milestone(s)	Remark(s)
6 or 9 months	One	Last month of training	A final Consolidated mark sheet will be issued at the end of training after completion of all assessments.
12 months	Two	6^{th} and 12^{th} month	
>12 and ≤24 months	Two	12^{th} month and last month of Training	
>24 and ≤36 months	Three	12^{th}, 24^{th} and last month of Training	

8.3. Industry/ Establishment shall be required to upload the attendance of the Apprentice on the Apprenticeship portal atleast 45 days before the completion of the assessment month milestone stated at Table-2 at section 8.2 above.

8.4. Industry/ Establishment identifies and uploads details of practical "examiner" on the assessment module of the Apprenticeship portal.

8.5. Post uploading the attendance details on the Apprenticeship portal, Industry/ Establishment shall be required to upload the practical assessment marks of the Apprentice on the Apprenticeship portal atleast 15 days before the completion of the assessment month milestone stated at Table-2 at section 8.2 above. To prevent any possible manipulation to the entered marks, the same has to be freezed upon upload.

8.6. Notifications/ reminders for uploading the practical assessment marks of the OT Apprentice on the Apprenticeship portal will be sent to the Industry/ Establishment concerned.

8.7. Practical Assessment will be conducted at the Industry/ Establishment premises.

8.8. No fee to be paid by the Apprentice for practical assessment.

8.9. Industry / Establishments not abiding to the timeline stated above or not initiating the assessment activities will be reminded through the Apprenticeship portal. If still, the Industry/ Establishment is not uploading attendance and/ or practical assessment marks, the concerned Apprenticeship Adviser will be notified for their action.

9. Performance Scale

9.1. Basis the percentage of marks obtained by an Apprentice in all the practical assessments; performance will be graded as per the performance scale below.

Table-3: Scale to grade performance

Overall % Marks Obtained	Performance
Equal to 60%	Average
>60% and ≤70%	Good
>70% and ≤80%	Very Good
>80% and ≤90%	Outstanding
>90% and ≤100%	Excellent

9.2. Consolidated statement of marks will be generated automatically on the portal on expiry of the training period as per the Apprenticeship contract or as extended in accordance with sub-rule (2)(a) of rule 7 of the Apprenticeship Rules, 1992 (refer to section 7.2 above).

9.3. The marks scored in every practical assessment milestone can be viewed after logging into the Apprenticeship portal for both Apprentice and Establishment.

9.4. If the consolidated percentage of marks obtained is less than 60% in all practical assessments as per the periodicity mentioned in Table-2 at section 8.2 above, the Apprentice has to reappear for practical assessment for which additional chances will be provided.

10. Additional chances to reappear for CoP

10.1 Apprentices who do not obtain the minimum required percentage of marks in their practical assessments or/ and absent for the practical assessment, will be given adequate opportunity to obtain CoP as stated below:

a) Three (3) additional chances will be provided within one-and-a-half year from the end date of apprenticeship training.
b) Reassessment will be conducted only after the expiry of the training period.

11. CoP and Statement of Marks

11.1. CoP and consolidated statement of marks are generated automatically on the Apprenticeship portal on expiry of the training period as per the contract and as per the eligible criteria for generating CoP stated at section 7.1 above of this Guideline.

11.2. CoP and statement of marks can be downloaded by the Apprentices and Industry/ Establishment from the Apprenticeship portal.

11.3. The URL of the Apprenticeship portal currently in operation is https://www.apprenticeshipindia.gov.in

11.4. No fee needs to be paid by the Apprentices for practical assessments including reappearance, if any. However, there will be a fee for appearing in theory examinations for award of NCVET certificate as stated in section 13 below.

12. Special Features of CoP

12.1. The CoP and statement of marks will bear the logo of Industry/ Establishment and signature of the Industry/ Establishment.

12.2. The CoP and statement of marks will be QR code-enabled for authentication. The template of CoP is at (*Annexure-I)* and that of the mark statement is at (*Annexure-II)*.

12.3. Functionality to authenticate both the CoP and statement of marks will be available on the Apprenticeship portal. They will also be made available in DigiLocker.

13. NCVET Certificate

13.1. The concerned SSC/ AB/ deemed-AB shall undertake training and assessment of the theory component as per the NSQF aligned and approved qualification.

13.2. Apprentices may be required to register separately for the theory assessment conducted by the concerned SSC/ AB.

13.3. Applicable fee may be required to be paid as per the extant Guidelines issued from time to time.

13.4. The number of additional chances to obtain a NCVET Certificate is restricted to three (3) within a period of six (6) months from the first appearance.

13.5. **This will be applicable only for those OTs which are NSQF aligned and approved qualifications aligned to NCrF.** NSQF-aligned OT Apprentices who have successfully obtained CoP may then undergo further theoretical assessment conducted by the concerned SSC/ AB / deemed-AB.

13.6. Concerned SSC/ AB/ deemed-AB may conduct the theoretical assessments between 1–15 days before the expiry / completion of training period.

13.7. The model NCVET Certificate is at (*Annexure-III).*

***

Contract Code: _____ Certificate Number: 00000

Skill India Logo

QR Code here

Certificate of Proficiency

(Issued under Sub rule 17 of Rule 7A of the Apprenticeship rules, 1992)

This is to certify that Mr./ Mrs/ Ms.……(Aadhaar Number masked)……..……..……..…

son/daughter of Mr./ Ms./ Mrs. ……..……..…….

has successfully undergone apprenticeship training under the Apprenticeship Act,1961 during the period from.……to .....

as an Optional Trade (OT) apprentice in the NSQF/ Non-NSQF …… (OT name)…… ……

under……..sector at ……..(Establishment name, Place)……

His/her progress and performance during the training has been assessed to be ……. Average /Good/Very Good / Outstanding/ Excellent…… and the statement of marks(for practical assessment only) is annexed (--------- Mark sheet Serial Number --------)

Date: dd/mm/yyyy
Place: .....

Employer logo

.....
Signature of Industry/ Establishment
Designation
Industry/ Establishment
Address

Disclaimer:

(1) *The Certificate of Proficiency (CoP) and consolidated statement of marks is solely a recognition of the completion of apprenticeship training under OT and acceptance of this Certificate for any benefit entirely subject to rules of the said organization.*

(2) *To earn credits/ obtain NSQF aligned certificate, the apprentice must undergo a subsequent theoretical assessment conducted by Sector Skill Council (SSC) or the relevant awarding body. However, apprentices having completed a NSQF aligned OT will only be eligible for this*

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Annexure-II

OT Marksheet S. No. 00000000

QR Code here

Apprenticeship Training (OT) Practical Marksheet

(Issued under Sub-rule 17 of Rule 7A of the Apprenticeship Rules, 1992)

1) Name of the apprentice:

2) Date of Birth:

3) Aadhaar number (masked):

4) Apprentice/ Candidate Code (A Code):

5) Contract Code:

6) Father/ Mother/ Guardian Name:

7) OT Name:

8) Whether NSQF aligned: Yes/ No

9) Sector:

7) Duration of the training:

8) Period of training: From dd/mm/yyyy to dd/mm/yyyy

9) Establishment Code:

10) Name of the training establishment:

10) Place of the establishment:

11) Reappearance details, if any:

12) Count of Reappearance (Allowed Max 3 reappearance within 1 ½ years)	13) Last date up to which reappearance is allowed (Training end date + 1 ½ years)	14) Details of previous reappearance(s)

CONSOLIDATED STATEMENT OF MARKS (PRACTICAL ASSESSMENT ONLY)

National Occupational Standard (NoS)/ Module Name and NoSCode	Maximum Marks	Marks obtained
Nos Code-1 / NoS/ Module Name		
Nos Code-2 / NoS/ Module Name		
Nos Code-3 / NoS/ Module Name		
…		
Total (NoS-1+NoS-2+NoS+….)	[A]	[B]

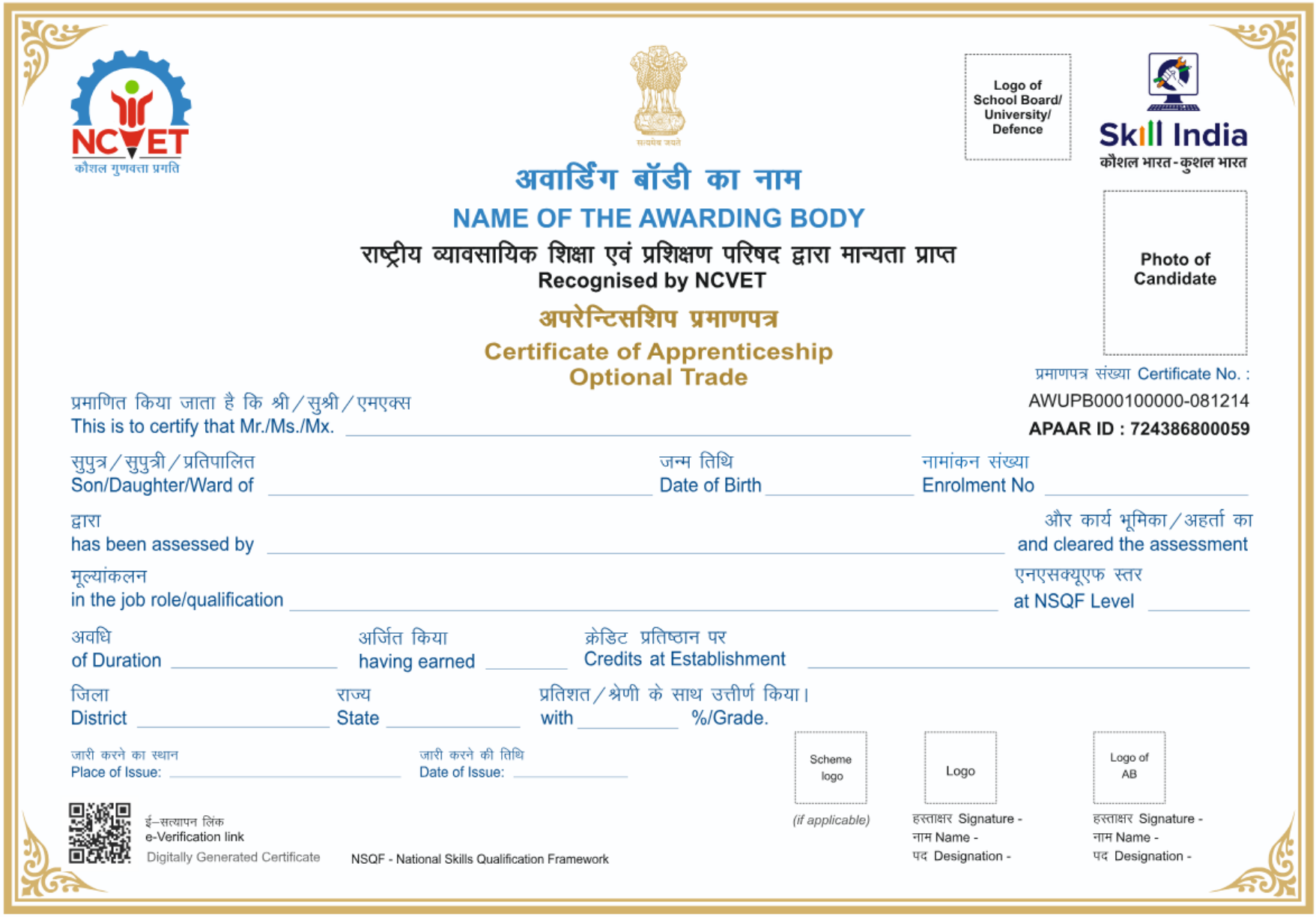
Result	% of marks obtained	Performance	Remarks
	[(B) ÷ (A)] multiplied by 100		Eligible for CoP* / Not eligible for CoP*

*CoP: Certificate of Proficiency. CoP can be downloaded only if the apprentice meets the minimum passing criteria specified in the Guideline issued by MSDE vide letter number_____ dated _____.

PERFORMANCE SCALE

Less than 60%	Equal to 60%	Greater than 60% and upto 70%	Greater than 70% and upto 80%	Greater than 80% and upto 90%	Greater than 90% and upto 100%
Reappear	Average	Good	Very Good	Outstanding	Excellent

Date: Place:	Industry/ Establishment logo	Signature of the Industry/ Establishment Designation



कौशल गुणवत्ता प्रगति

Logo of School Board/ University/ Defence

Skill India
कौशल भारत-कुशल भारत

अवार्डिंग बॉडी का नाम
NAME OF THE AWARDING BODY

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त
Recognised by NCVET

Photo of Candidate

अपरेन्टिसशिप प्रमाणपत्र
Certificate of Apprenticeship
Optional Trade

प्रमाणपत्र संख्या Certificate No. :
AWUPB000100000-081214
APAAR ID : 724386800059

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स
This is to certify that Mr./Ms./Mx. _____

सुपुत्र/सुपुत्री/प्रतिपालित
Son/Daughter/Ward of _____ जन्म तिथि Date of Birth _____ नामांकन संख्या Enrolment No _____

द्वारा
has been assessed by _____ और कार्य भूमिका/अहर्ता का and cleared the assessment

मूल्यांकन
in the job role/qualification _____ एनएसक्यूएफ स्तर at NSQF Level _____

अवधि
of Duration _____ अर्जित किया having earned _____ क्रेडिट प्रतिष्ठान पर Credits at Establishment _____

जिला District _____ राज्य State _____ प्रतिशत/श्रेणी के साथ उत्तीर्ण किया। with _____ %/Grade.

जारी करने का स्थान
Place of Issue: _____

जारी करने की तिथि
Date of Issue: _____

Scheme logo
(if applicable)

Logo

हस्ताक्षर Signature -
नाम Name -
पद Designation -

Logo of AB

हस्ताक्षर Signature -
नाम Name -
पद Designation -

ई–सत्यापन लिंक
e-Verification link
Digitally Generated Certificate

NSQF - National Skills Qualification Framework