

CURRICULUM

FOR THE TRADE OF

Executive (Contracts & Procurement)

UNDER

APPRENTICESHIP TRAINING SCHEME



GOVERNMENT OF INDIA

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

DIRECTORATE GENERAL OF TRAINING

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1. BACKGROUND

1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are five categories of apprentices namely; **trade apprentice, optional trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of trade apprentices and optional trade apprentices vary from trade to trade. The apprenticeship training consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger

proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

1.3 **Reformation**

The Apprentices Act, 1961 has been amended and brought into effect from 22nd December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- ☐ Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- ☐ Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- ☐ Scope has been extended also to non-engineering occupations.
- ☐ Establishments have been permitted to outsource basic training in an institute of their choice.
- ☐ The burden of compliance on industry has been reduced significantly.

2. RATIONALE

(Need for Apprenticeship in **Executive (Contracts & Procurement)**)

1. It will enhance the ability to understand the Contracts & Procurement functions of industrial organization.
2. It will enhance the ability to understand and perform Contracts & Procurement related works etc.
3. It will enhance the ability to understand the software being used in various activities of Contracts & Procurement.
4. It will enhance the interpersonal skill required in handling various activities of Contracts & Procurement.
5. It will also provide outline knowledge of being used in day to day activities of Contracts & Procurement.

3. JOB ROLES:

Brief description of job roles:

Executive (Contracts & Procurement)

The individual shall learn/ perform basics of Contracts & Procurement activities and report to Contracts & Procurement Incharge. The apprentice will learn on the job by assisting in:



- i. Contracts (various: including formal, short form, and annual contracts)—Drafting, Evaluation, Negotiation and Execution:
- ii. Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
- iii. Develop and implement procedures for contract management and administration in compliance with company policy.
- iv. Monitor compliance by company employees with established procedures.
- v. Coordinate contractual insurance requirements.
- vi. Monitor competitive terms. Monitor customer satisfaction with our terms and conditions and contracting practices. Recommend changes.
- vii. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.
- viii. Handle on-going issue and change management
- ix. Monitor transaction compliance (milestones, deliverables, invoicing etc.)
- x. Ensure contract close-out, extension or renewal.

4. GENERAL INFORMATION

1. Name of the Trade : **Executive (Contracts & Procurement)**
2. Duration of Apprenticeship Training : **12 Months**
 - (i) Basic Training : Nil
 - (ii) Practical Training : 12 Months
3. Entry Qualification : **MBA (Material Management) / Post Graduate Diploma in Material Management (2 years full time Course)**
4. Selection of Apprentices : **The apprentices will be selected as per the Apprentices Act amended time to time**
5. Trainer/Instructor Qualification : **Middle Management / Senior Management Level Executives having Post Graduate Qualification in the field of Material Management / Contract & Procurement / Sales & Purchase, with on the job experience as Head of the Department, Material Management / Contract & Procurement / Sales & Purchase at Factory/Offices, for more than 5 years.**

5. COURSE STRUCTURE

Training duration details: -

Components of Training	Duration of Training in Months 											
	1	2	3	4	5	6	7	8	9	10	11	12
Practical Training												

6. BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

Name of the trade: Executive (Contracts & Procurement)

Duration: 12 months

(A) Basic training components

- (i) Basic numeracy related to course/trade: Not required
- (ii) Theory: Not required
- (iii) Practical: On the job training in the field of Contracts & Procurement
- (iv) Engineering drawing and Science related to course/trade (If required): Not Required

(B) Practical Training/On-the job training (Please mention the expected learning outcomes).

Duration : 12 months (52 weeks)	
Sl. No.	Practical skills to be covered during on the job training
1	Inventory Management
2	Stores Management
3	Supply Chain Management
4	Vendor Development
5	Purchase Management
6	Logistics
7	Tendering and e-Tendering
8	Management Information System

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.

INFRASTRUCTURE FOR ON-JOB TRAINING

Trade : Executive (Contracts & Procurement)

Actual training will depend on the existing facilities available in the company/establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted.