

# Standard Operating Procedure (SoP)

for

Test Centre (TC) creation, Course mapping, and its association with the Establishments  
(to be carried out by the approved BTPs)

Portal: <https://apprenticeshipindia.org>

## Note:

This procedure is for those BTPs which were created on Wipro Portal, and were approved after due inspection. All such approved BTPs are migrated to the IBM portal. Now, these BTPs have to add the Test Centre (TC) and Designated Trade (DT) Course. In DT ecosystem, normally, BTPs and TCs will be the same entity. Below mentioned additional steps have to be carried out by these BTPs to align with the process flow of IBM portal, without requiring to carry out much changes. While creating TC and Course, BTPs should add only approved (as per Wipro portal) Courses and No. of Seats (will be displayed/editable). Non-compliance, will lead to Rejection of the BTP / TC online entry, also Bulk Upload / back-dating will NOT be accepted for such cases.

## A) Test Centre (TC) creation by Basic Training Provider (BTP) and mapping of Designated Trade (DT):

1. **BTP logs in** to the portal.  
(Use the **Contact Person Email-ID**, entered while creating the BTP in Wipro portal, as a **username** to login. Use **Forgot Password** link to set the password for the first-time login).
  2. **Training Centre > Create Training Centre.**
  3. Enter the required data in the fields provided and upload the documents.
  4. Click on **Submit** button, message will be displayed intimating the successful creation of the TC.
  5. To **map** / add the **course** with the TC; **Action** Menu > **Map Course**.
  6. Under **Course (Sector) field**, Search the available **designated trades/courses** by **entering few keywords of the trade**. Trade name will be displayed, select the same. Most of the fields will be pre-filled.  
(BTP user may also click on the hyperlink **Approved DT Course** to get the details of approved DT courses).
- Note: BTP will be able to add/map only approved courses in Wipro and No. of seats.**
7. Select the remaining options and upload the mandatory documents.  
(Note:  
For Aadhaar Enabled Biometric Attendance System\*: supported file types are: doc, docx, and pdf only.  
For Additional Lab Documents\*: supported file formats are: jpg, pdf, and png)
  8. Click on **Submit** button.  
(A popup message will be displayed informing about the success of course mapping).
  9. Now the mapped courses can be checked by clicking on **Course** button (on left panel).
  10. **Submission of TC and Course for approval (to DGT Admin):**
    - a) **Training Centre > Against required TC > Action** Menu > **Submit for Approval**.  
(Message "TC and Course submitted successfully for approval" will be displayed in the top right area of the screen.)  
**After submission to DGT HQ: Please send mail to [ajay.bhagat68@gov.in](mailto:ajay.bhagat68@gov.in) with a Subject Line: "Approval of BTP Test Centre - Wipro portal approved cases").**

## B) Approval of submitted TC and Course by the DGT Admin:

1. DGT Admin logs in and approves the TC and Course.

**(Admin user to check Trade and Seats approved in Wipro portal from the list available, in case of mismatch, TC to be Rejected.**

If approved, this approved TC and Course now becomes available under the BTP login **During back-dating process, No of contracts uploaded will be tracked, so that same do not exceed the approved seats for that trade, in case of mismatch contract data will NOT be approved.**

### **C) Establishment to BTP association procedure:**

*(Note: Before starting this procedure, Pl find out the BTP Code and the Course name; establishment wishes to associate with. Note down the BTP Code and Name).*

#### **1. Creation of Association Request by an Establishment.**

- a) **Establishment logs** in to the portal.
- b) Click on **BTP** (left panel).
- c) Click on "**Available BTP**".
- d) Under **Search** by BTP Name, BTP Code, enter **BTP Code**.
- e) Click on **Search** button.  
*(Required BTP details should get displayed).*
- f) BTP **Action** Menu > **Send Association Request**.
- g) Check the displayed details and click on **Confirm** button.  
*(Success will be informed via a popup box, Click Ok).*

#### **2. Acceptance of association request (sent by Establishment) by the BTP:**

- a) **BTP logs** in to the portal.
- b) Click on **Establishment** in left panel.
- c) Click on "**Pending Requests**".
- d) Against the required Establishment; **Action** > **Approve**.
- e) Check the displayed details, and if Ok, enter the **Remarks**, and click on "**Approve**" button.  
*(Popup box will inform of the success of action, click Ok).*
- f) Click on "**Associated Establishments**" button to cross-check the success of the association process.  
*(Associated Establishment list should get displayed).*

### **D) BTP to Establishment association procedure:**

#### **1. Creation of Association Request by BTP.**

- a) **BTP Logs** in to the portal.  
*(Note: Before starting this procedure, find the Establishment Code and name; BTP wishes to associate with. Note down the **E Number**).*
- b) Click on "**Available Establishments**".
- c) Under "Search by Name, Code" field, enter the **E Number** of the establishment. Click on **Search** button.
- d) Establishment details will be displayed.
- e) Click on **Action** Menu > **Send Association Request**.
- f) Check the displayed details and if Ok, click on **Confirm** button.  
*(Pop up message indicating the success of association request will be displayed, click Ok).*

#### **2. Acceptance of BTP association request by an Establishment**

- a) **Establishment** logs in to the portal.
- b) Click on **BTP** (left panel).
- c) Click on **Pending Association Requests**.  
*(List of BTPs who have sent association requests should be displayed).*

- d) Against required BTP; **Action** Menu > **Accept**.
- e) Enter **Remarks**, Click **Approve** button.  
(Success will be confirmed with a popup box. Click Ok).

**E) Bulk data upload (of Fresher candidates) by Establishments:**

**This Process will be made available after the completion of the above steps by all the BTPs which were approved in Wipro portal.**

**Note: Association process can be initiated by either Establishment or BTP. But, only one of the (C) or (D) procedure to be done.**