NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

THE GUIDELINES FOR ON THE JOB TRAINING

DOCUMENT TO BE FILLED ON COMMENCEMENT OF TRAINING

Contract of Apprenticeship

The trainee, employer and 2 witnesses should sign the contract form in 3 copies. All copies should be sent to by registered post to NAITA for getting the registration within 14 days after reporting to the On the Job training.

Worksite Form

The worksite should be filled by the trainee. Then it should be sent to National Apprentice and Industrial Training Authority with the completed three contract copies.

Novation of contract

The trainee will be required to forward the duly completed "Novation of Contract" Forms (3 Copies) to the contact address in case they report at another establishment for training. The first employer, second employer and the apprentice with two witnesses should sign 3 copies of the form.

RECORDING OF TRAINING

Record of progress – Daily Diary

All trainees should maintain a daily diary for recording their progress in training and it should be submitted to the Engineer/Training Officer of the training establishment at the end of each week for comments and certification. (**The Daily Diary can be purchased from On the Job Training Section of NAITA Head Office ,Rajagiriya at a cost of Rs. 300/= , Registration fee Rs.750/=**)This payment can be deposited to the **Collection Account, Peoples Bank, Nugegoda Branch to the Account No.174100170347379.** Original receipt should be attached to the Contract Form and send to our Authority. Keep a Photocopy of the receipt with you. This Daily Diary should always be with the trainee so that the training supervising officer on inspection could monitor the progress in training individually.

BEHAVIOUR AT TRAINING

Maintaining Discipline

As the training followed by the trainee is a compulsory course requirement for his/her final certificate, it is expected that the trainee will show interest and be amendable to discipline. However in terms of the training contract the trainee will be governed by the rules and regulations of the establishment where he/she undergoes training. Their employer may take any measure deemed necessary in consultation with the NAITA On the Job Training section, to ensure proper and appropriate conduct of the trainee.

P.T.O

Mode of Taking Leave

For each month completed, the leave entitlements are ½ day casual and 01 day medical. Anyhow in a special case the trainee may take the full leave quota per period on approved leave basis. No trainee will be permitted to take leave unless the training supervising officer of the training establishment has granted prior approval.

Accommodation

The responsibility for finding suitable accommodation, rest entirely with the trainee. However wherever possible the assistance of the employer in this regard is greatly appreciated.

OTHER IMPORTANT MATTERS TO BE NOTED

On commencement if any trainee fails to report for training within the prescribed period without tendering a valid excuse in writing, it will be presumed that he/she is no longer interested in the On the Job training. After a reasonable period of time NAITA will delete the name of the trainee from the register.

- Trainee has to comply with the formalities of signing the training contract and notifying the location of training in order to effect monitoring and assessment of training at the end.
- Once decided on, there is no possibility of changing the training establishment or effecting mutual transfers, as the document of trainees would have already been forwarded to the respective establishment for notification and action
- The telephone Numbers of the NAITA Head Office are 0112888782 -5.
- Trainees are considered to be part of the work force and they should conduct themselves by adhering to the rules and regulation of the organization.
- All communications should be in writing and be addressed to the On the Job Training section NAITA Head Office
- No Trainees may extend the training period without prior approval from NAITA , and if such training has taken place it will be considered as lost of training
- NAITA discourages taking leave against the training period (ex. for study leave), if such leave has been granted, an extension of the training period will be decided upon.
- No payment will be made to the trainees by NAITA while on training.
- It should be noted that NAITA would assist to provide training to the trainees as long as the trainee maintain good behavior in Industry. If due to any misconduct the industry refuses to provide training to the student, NAITA may also refuse to undertake further the training activity.

COMMUNICATION WITH NAITA HEAD OFFICE-

Assistant Director (On the Job Training)
National Apprentice and Industrial Training Authority
971, Sri Jayawardanapura Mawatha, Rajagirya

COMMUNICATION WITH DISTRICT OFFICE-