

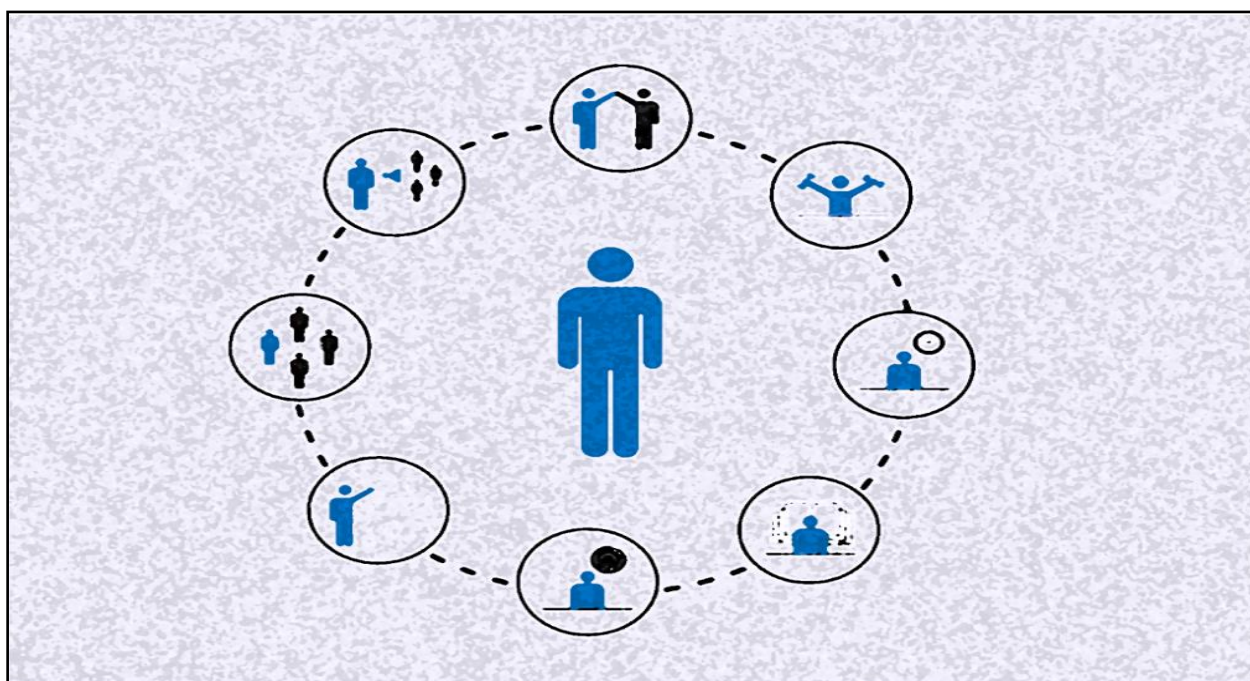


GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

**COMPETENCY BASED CURRICULUM**

# **EMPLOYABILITY SKILLS**

**FOR CRAFTSMEN TRAINING SCHEME (CTS)**



**Designed in 2019**

**Developed By**

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

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## RATIONALE

Employability skills play an important role in one's career. Professional skills are a person's skill set and ability to perform a certain type of activity or task. Employability skills are a person's ability to interact effectively with co-workers and customers. Hard skills are mainly applicable at the work place. Employability skills are applicable both at workplace and outside the work place. Employability skills complement the hard skills which are occupational requirement of a job. It also complements many other activities even outside the work place. Presently employability skills are increasingly sought out by employers in addition to standard qualification. There are instances of professions where employability skills proved to be more important, on a long term basis than occupational skills. Employability skills refer to behavior, communication, IT Skill, work ethics etc. which makes a person suitable to effectively work in a team. Studies suggest that employability skills are equally important indication of job performance as hard skills. The competency level of the worker increases with the Employability skills and takes him to the next level.

Recognizing this importance of soft skills the DGT during its 38<sup>th</sup> Meeting held on 31<sup>st</sup> May, 2011 recommended introduction of subject "Employability Skills" replacing "Social Studies" in ITI curricula. Government of India accepted the above recommendation and introduced the subject "Employability Skills" in ITI curricula in place of "Social Studies" from the August, 2012 session.

In the STRIVE meeting held on 26<sup>th</sup> march 2019 through video conferencing for "Improved Teaching with blended mode of Learning" with CSTARI and NIMI along with DDG (C&P), chaired by DG/AS, It was directed to revamp the present employability skills of 110 Hrs. Accordingly, Employability Skills syllabus of 80 hrs. duration for all six months trades and 160 Hrs. duration for all other one and two year CTS trades is designed during 1<sup>st</sup> year. Further for 2 year CTS trades, an additional 80 Hrs web based module on "English and Communication Skills" is designed and to be implemented during the 2<sup>nd</sup> year.

## GENERAL INFORMATION

<b>1. Name of the subject</b>	<b>EMPLOYABILITY SKILLS</b>
<b>2. Applicability</b>	<ul style="list-style-type: none"> <li>• CTS - Mandatory for all trades</li> </ul>
<b>3. Hours of Instruction</b>	<ul style="list-style-type: none"> <li>• 80 Hrs. for all CTS trades of six months duration</li> <li>• 160 Hrs. in 1<sup>st</sup> year for all one and two year CTS trades</li> <li>• 80 hrs. module (Blended mode) in 2<sup>nd</sup> year for 2 years trade only.</li> </ul>
<b>4. Examination</b>	<ul style="list-style-type: none"> <li>• The examination for the subject will be held at the end of course / each year</li> </ul>
<b>5. Instructor Qualification</b>	<p>MBA/ BBA /any Graduate / Diploma in any discipline with Two years' experience with short term ToT course in Employability Skills from DGT institutes. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above).</p> <p style="text-align: center;"><b>OR</b></p> <p>Existing Social Studies Instructors in ITIs with short term ToT course in Employability Skills from DGT institutes.</p>

## EMPLOYABILITY SKILLS –I (160 Hrs.)

### Common for all One-year and Two-year trades

Syllabus for Employability Skills – I (160 Hrs.)	
Module	Topics
<b>1. Behavioral Skills</b>	
<b>Duration: 10 Hrs.</b>	
<b>Expectation Setting</b>	Creating a focused and responsible learning environment
<b>Personal Strength Analysis/ Strength Blindness</b>	Self -awareness and confidence building
<b>Perception Management</b>	Display Professionalism at the institute and work place
<b>Ethics, Values&amp; Etiquette</b>	Increased social initiations relationships and networks Acceptance of peers from different cultures and social groups and work with them. Collaboration with team to prioritize the common goal and compromise individual priorities.
<b>Social Etiquette</b>	Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time.
<b>Role Modeling</b>	Adopting best practices and aspire to follow success stories of individual for personal development.
<b>2. English Literacy</b>	
<b>Duration: 30 Hrs.</b>	
<b>Functional English</b>	Importance of Learning English Different Naming words, Words used for replacing names, Action words, Describing people, place and their use. Introduction to punctuation - Comma, Full stop, Question mark. Singular plural Change of tense - Simple present, past; present, past progressive Construction of simple sentences - Kinds of sentences Usage of appropriate words to express themselves Greetings & Self Introduction Asking &responding to questions Sharing information with others Formal & Informal communication Speak and provide information about workplace Discussions on current happenings.
<b>Reading</b>	Reading simple sentences about: a) Self b) Work c) Environment
<b>Written English</b>	Simple writing skills

<b>3. Communication Skills</b>		<b>Duration: 20 Hrs.</b>
<b>Self- Introduction</b>	Interview Skills/Confidence Building	
<b>Perception Management</b>	Professionalism and Display of same at the institute and work place	
<b>a. Verbal Communication</b>	Understand the usage of appropriate words to express themselves Communicate effectively on telephone.	
<b>b. Non-Verbal Communication</b>	Manage Personal Hygiene and Presentation	
	Positive body language: adopt and use it appropriately to build a positive impression	
	Different spatial zones: Understanding and need to maintain it, create safe zones for communication	
	Maintaining appropriate eye-contact in building trust and confidence	
	Impact of touch in a formal environment. Acceptable and unacceptable touch.	
	Role of tone in any communication.	
<b>Campus to Work</b>	Time Management and Planning Skills	
	Interview skills- its phases & ways to crack interview.	
	Handling setbacks/rejection and recover from it with an action plan.	
	Developing strong professional contacts/network to gain support in learning process and career as a whole.	
<b>4. I.T. Literacy</b>		<b>Duration: 20 Hrs.</b>
<b>Basics of Computers</b>	Introduction to Computers and its applications. Hardware and peripherals. Starting and shutting down of computer. Basic of computer Networks.	
<b>Operating System</b>	Basics of Operating System. Types of Operating Systems. User interface of Windows 10 OS/ latest. Create, Copy, Move and delete Files and Folders. Use of External memory like pen drive, CD, DVD etc, Introduction to inbuilt windows apps, Tools and features.	
<b>MS-Word</b>	Basic operating of Word Processing. Creating, opening and closing Documents. Use of shortcuts, Creating and Editing of Text, Formatting the Text. Creating simple document like - resume, letter writing, job application etc., Printing document.	
<b>MS-Excel</b>	Basics of Excel worksheet & its importance. Creating simple worksheets. Adding and average functions. Printing of simple excel sheets.	
<b>Web browsers &amp; Search Engines</b>	Introduction to world wide web (WWW), Useful websites, web browser - usage, search engine etc. Using popular sites like Bharat Skills, Skill Training related Government portals, naukri.com and other job portals, CITS applications, Apprenticeship portal (NAPS), resize images, signing up, Online fund transfer using UPI gateway.	
<b>Email</b>	Creating & using an email account –like Gmail or any other. Usage of CC & BCC. Attaching documents Checking email and composing Email.	
<b>Mobile application</b>	Scanning QR/AR code, Sharing best practices and downloading trade related	

	videos using Wi-Fi, Fund transfer through App like BHIM.
<b>5. Entrepreneurship Skills</b>	
	<b>Duration: 20 Hrs.</b>
<b>Entrepreneur</b>	<p>Need of becoming entrepreneur.</p> <p>Ways to become a good entrepreneur.</p> <p>Enabling environment available to become an entrepreneur. Different Govt. institutions/schemes promoting Entrepreneur viz., Gramin banks, PMMY-MUDRA loans, DIC, SIDA, SISI, NSIC, SIDO.</p> <p>Ways to set up an enterprise and different aspects involved viz., legal compliances, Marketing aspect, Budgeting, etc.</p> <p>Day to day monitoring mechanism for Maintaining an enterprise.</p> <p>Different Government schemes supporting entrepreneurship.</p> <p>Examples of successful and unsuccessful entrepreneurs.</p>
<b>6. Maintaining Efficiency at Workplace</b>	
	<b>Duration: 10 Hrs.</b>
<b>Maintaining Efficiency at Workplace</b>	<p>Factors affecting productivity</p> <p>Improving Productivity</p> <p>Personal finance literacy Planning, Saving, Tax, Govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), etc.</p>
<b>7. Occupational Safety, Health and Environment Education</b>	
	<b>Duration: 10 Hrs.</b>
<b>Safety and Health</b>	Introduction to Occupational Safety & health at work place, Occupational Hygiene
<b>Occupational Hazards</b>	Basic Hazards. Chemical ,Physical (Electrical, Temperature, Illumination) Ergonomic, Biological, Vibro acoustic, Mechanical, Psychosocial Hazards, Prevention of hazards
<b>Accident and Safety</b>	Different types of Personal Protective Equipment (PPE). Accident Prevention techniques.
<b>First-aid</b>	Care of injured & Sick at the workplace. First-Aid& Transportation of sick person.
<b>Basic provisions on safety and Health</b>	Basic provisions of safety & health
<b>Environmental Issues</b>	<p>Introduction to Environment, ecosystem and factors causing imbalance</p> <p>Pollution and pollutants including liquid, gaseous, solid and hazardous waste</p> <p>Protecting the environment - Energy Conservation, ground water, global warming</p> <p>Responsibility about the environment</p> <p>Segregation and disposal of waste</p>
<b>Environmental ethics</b>	Different actions people that affect others and the environment.
<b>Disaster Management</b>	Types, causes & effects, areas in India that are prone to be affected, preparedness & mitigation, dos and don'ts- Before, During and After any Disaster, how to reduce man-made disasters.
<b>8. Essential skills for success</b>	
	<b>Duration: 10 Hrs.</b>

<b>Essential skills for success</b>	Building basic skills to navigate life and career. Self-Awareness, articulating personal values, Value-based decision making, Dilemma situations. Identify sources and types of stress (positive / negative stress), Managing stress (long-term / short-term), Handling rejection and building resilience, Identify day wasters.
<b>9. Labour Welfare Legislation</b>	
	<b>Duration: 05 Hrs.</b>
<b>Labour Welfare Legislation</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act, POSH. Interpret applicable labour and industrial laws.
<b>10. Quality Management</b>	
	<b>Duration: 05 Hrs.</b>
<b>Quality Concept and Consciousness</b>	Create awareness on introduction of quality Concepts.
<b>Concept of Quality Management (QMS) &amp; PDCA</b>	Concept of Quality Management (QMS), PDCA, Fishbone, 5S, 5D, KAIZEN
<b>Concept of ISO</b>	Introduction of ISO
<b>11. Preparation to the world of work</b>	
	<b>Duration: 10 Hrs.</b>
<b>Career Plan</b>	Identify the difference between job and career
<b>Basic Professional Skills</b>	Job roles available in respective trades
<b>Career Pathways</b>	Awareness of industries, and the respective professional pathways
<b>Search and apply for a job</b>	Awareness of higher education / up skilling (short-term) options Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website.
<b>12. Customer Interaction / service</b>	
	<b>Duration: 10 Hrs.</b>
<b>Greeting customers</b>	Forms of greeting
<b>Probing-understanding customer requirements</b>	Use of positive body language
<b>Handling grievances</b>	Handling grievances (Use of ask-listen-repeat technique)
<b>Relationship building with customers</b>	Relationship building with customers, importance of probing.
<b>To identify the importance of probing</b>	Use of open-ended/ close-ended questions to gauge requirement



# LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS - I	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Apply safe working practices	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Report all unsafe situations according to site policy
	Identify and take necessary precautions on fire and safety hazards and report according to procedures.
	Identify, handle and store / dispose of dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify site policies and procedures in regard to illness or accident.
	Apply safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Execute site evacuation procedures according to site policy.
	Use Personal Protective Equipment (PPE) as per related working environment.
	Perform basic first aid and use them under different circumstances.
	Use different fire extinguisher as per requirement during Drill or other necessary situation.
2. Comply with environment regulation and housekeeping.	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Apply different components of 5S in the working environment.
	Use energy and materials in an environment friendly manner.
	Reduce waste and dispose of the waste as per procedure.
3. Interpret & use formal and technical communication.	Identify and use appropriate words for communication.
	Choose proper tools to communicate.
	Use Positive body language while communicating.
	Maintain proper eye contact to built trust and confidence.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Identify the trades and critical ingredients.
	Identify factors affecting productivity.
	Awareness on quality concepts.
	Maintain quality management systems (QMS) via using PDCA, Fishbone,5S, 5D,Kaizen.

5. List and interpret various acts of labour welfare legislation.	Explain benefits guaranteed under various applicable Acts.
	Interpret applicable labour and industrial laws.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain energy conservation, cause of global warming and pollution.
	Show protective measures to balance the resources of nature.
	Explain effects of global warming and its precautions from damage. Dispose waste following standard procedure.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the Policies/Programmes, procedure and available schemes.
	Prepare Project report to become an entrepreneur for submission to financial institutions.
8. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	Work with MS Office viz., word, excel, etc.
	Use internet for finding out various data pertaining to the trade.

## EMPLOYABILITY SKILLS –II (80 Hrs.)

### For second year of all Two-year trades

EMPLOYABILITY SKILLS-II (Blended Mode)		
Module	Topics	Methodology
<b>1. English Literacy</b>		<b>Duration: 20 Hrs. Marks: 12</b>
<b>Me/Myself, We/Ourselves</b>	Greetings Introducing yourself Talking about your family Likes and dislikes	Student speaks & writes 1 paragraph about themselves
<b>Role Models</b>	Introduce their role model Discuss strength and weakness / criticism etc. Adjectives, verbs, pronouns etc. all covered. Write up about this person	Group activity – who are the role models of each group. Displayed on a chart with pictures and text – make a collage and present.
<b>My Society</b>	Describe your surrounding Changes in your environment Dos and dont's Dumping of garbage Use of plastic Water conservation Strength and weakness Roads / pollution Gardens	Summarizing the discussion Pictures of something in the past / what it is now
<b>My Interests</b>	Theme parks Historical areas / cities (places) Adventure – sea, mountain, beaches Hobbies	Student speaks about their favorite place / area of interest / hobby and why they like it
<b>My Work</b>	What they want to do Why they want to do it What do they know about this opportunity Competition / sector	Bring a newspaper clipping / news item of that industry and discuss it [individual activity – everyone has to talk about it and write about it]
<b>App based Learning</b>	Actual speaking practice – all 4 skills tested Gamified Vernacular Capability Mapped to what is covered in class Benefits Interactive Self-confidence High engagement	App based learning practice by the trainee using popular apps available

<b>2. Communication Skills</b>		<b>Duration: 20 Hrs.</b> <b>Marks: 12</b>
<b>Personal</b>	Reflection Template Revision Importance of Communication Managing Emotions Create online profile + Formal Introduction of self (based on the industry)	Self-reflection -Pg 193 Case study from the workplace - videos Reflection on Industry visit Digital practice + Classroom Practice
<b>Interpersonal</b>	Giving and Receiving Feedback Communication based on context - Formal, Informal Verbal & Non-verbal Listening Skills Gender Sensitivity Application of Gender sensitivity	Burgar Feedback Template & Practice Role play and Peer Evaluation Role Play & Reflection Gender Pledge
<b>Workplace Communication</b>	Interview Preparation (With Resume, Formal Dress) Communication Etiquette: a. Mobile Applications for the workplace b. Fake News Customer Interaction a. Defining my customer (other department, client) b. Communication based on the customer base Workplace Communication - Peer, Superior, Junior Formal Communication - Practice	Career Day: Scenario based activity, with Guest Lecture or HR person Reflection of Market Scan Trade specific examples + Role play Case Study Role Play Case Study Digital practice via email
<b>3. I.T. Literacy</b>		<b>Duration: 15 Hrs.</b> <b>Marks: 10</b>
<b>MS-PowerPoint</b>	Basics - creating, opening, closing, slideshow	ppt, audiovisual, task-based activities.
<b>File Conversion &amp; reducing file size</b>	identify file types, types of files - pdf, jpg, doc, excel, ppt converting files to other types	ppt, demonstration & practice
<b>Data/webcasting through mobile</b>	casting desktop application or web application by WIFI or Bluetooth	demonstration & practice
<b>Server &amp; cloud computing</b>	introduction to server and cloud computing accessing, storing and retrieving file through google drive	audio visual, task-based activity, demonstration
<b>Language translation</b>	language translation through voice voice to text, text to voice application	task-based, demonstration
<b>customize and use online CVs</b>	access CV templates online Customize CVs as per requirement	task-based, demonstration

Artificial Intelligence	latest technology based model or simulated software	demonstration & practice
<b>4. Entrepreneurship Skills</b>		<b>Duration: 10 Hrs.</b> <b>Marks: 6</b>
<b>Entrepreneurship Mindset</b>	<p>Aspect of inspiring/motivating should be sprinkled across all topics.</p> <p>Recall the qualities/characteristics.</p> <p>Being a leader (your values, personal code of conduct) (ownership for my enterprise).</p> <p>Listen, Learn and Observe (framework of an effective leader)</p> <p>Grit (<b>Addressing difficulties /challenges in an entrepreneur's life positively</b>)</p> <p>Managing personal time</p> <p><b>Focus on breaking myths related to entrepreneurship wherever possible.</b></p>	Share experience of successful entrepreneurs (examples of alumni from ITI) (Can be given as an instruction to teachers)
<b>Opportunity identification</b>	<p>Selection of type of business - Product/service/trading</p> <p>UVP – unique idea about the business</p> <p>Being environment friendly (to be touched upon in as many activities that learner is taking part in)</p> <p>Reminder about Business model framework</p>	Systems thinking and then doing market research ( <b>related to innovation and problem solving done by other players in the market</b> )
<b>Being Resourceful</b>	<p>Being resourceful</p> <p>Identify ways of being resourceful – Inexpensive ways of marketing</p> <p>Networking</p> <p>Importance of Networking (interpersonal skills, communication skills related activity)</p> <p>How to connect (through Net and otherwise – bring in English and IT skills related activity)</p> <p>Business model revisit</p>	<p>communication skills related activity</p> <p>project</p> <p>English and IT skills related activity</p> <p>Business model revisit</p> <p>Connecting with like minded people</p>
<b>Ease of Doing Business</b>	<p>Single window mechanism for running the business</p> <p>How to apply for business, awareness of statutory compliances, and govt or non govt schemes</p> <p>Business model revisit activity</p>	learner can be directed to it through communication and interpersonal focused activities
<b>Managing Resources</b>	<p>Human resource (customers and internal employees or other entities in the business cycle)</p> <p>Finance (activities to bring about importance of financial literacy)</p> <p>Infrastructure (location, equipment, machinery etc.)</p>	Activities will bring about importance of communication and interpersonal skills

	Use of Internet (importance of IT skills) Business model revisit activity	
<b>Mentorship and Role Models</b>	Importance of mentorship They will to look at mentors in their own ecosystem, connecting with them through Net or otherwise again importance of	Interpersonal skills, communication and IT skills can be reinforced
<b>Learning Cycle</b>	Business model revisit (it's an ever-evolving model and you may need to revisit the model and different aspects of it along with your own capabilities, revisit mindsets frequently, being a lifelong learner by being aware of skills and attitudes displayed by other successful entrepreneurs.	Role Play/ live demonstration Skills and attitudes displayed by other successful entrepreneurs
<b>5. Sustainable Career</b>		<b>Duration: 15 Hrs.</b> <b>Marks: 10</b>
<b>Career Awareness</b>	Learn and explore upcoming advances in the industry Students will be able to connect all the subsequent topics with real-life experience, and understand the importance of mastering career planning and readiness topics Gain exposure to a modern workplace from his / her industry	Webinar / online pre-recorded lectures from industry representatives. Visit / view a video on online portal / interact with industry experts. A video about the evolution of workplace in the past few years (past to future). The students must get a template to record the insights from the visit / interaction like a simple worksheet.
<b>Career Planning</b>	Learn and apply growth mindset to career planning Ashok Leyland shares an example - they are undergoing an extensive tech. overhaul and technicians will have to learn new things to stay relevant / updated in their jobs. Learn about personal skills and interests  Adapt to ever-changing business environment  Learn about continuous upskilling / reskilling learning requirements in their industry ITI students should be aware that their skilling journey will continue for life, and will not end with the end of final year.  Map career pathways within your sector	Case studies / self-awareness activities / mapping the barriers to growth mindset in everyday life, and devising strategies to apply growth mindset through easy-to-implement actions everyday. Write 16PF, or other relevant personality tests that gives students an insight into their strengths, and also provides them a vocabulary to express their personal strengths and interests Case studies/ teamwork activities to practice adaptability / working in ambiguity / openness to change in industry. Online job search / advanced market scanning related to their chosen sectors - update your year

		<p>1 market scan. Within the same market scan activity - explore both - jobs and self-employment opportunities</p> <p>Share a template on which students can envision their future of work - identify what your workplace looks like today - through market research, online content etc. and what it will look like in a decade.</p> <p>QA has developed videos on how new jobs will look different from today's jobs. Anticipate challenges (apprenticeships, untimely termination, location of job - be open to migration, assess cost of living etc.) Common future plan template - for planning a self-employment journey / career options</p> <p>Share relevant keywords / direction for conducting a career pathway search for each trade</p>
<b>Career Readiness</b>	<p>Practice writing technical evaluations / aptitude test. Communicate their fit (positive attitude / adaptability / self-led learner) during the interview.</p> <p>Final year students are placement read. Hence, placement prep. Prepare and review final resume. Identify and apply for apprenticeships on NAPS. Register on government job portals (national and state).</p> <p>Learn and apply for DST / internship opportunities.</p> <p>Apply for jobs (practice reading keywords in job descriptions, understand salaries and benefits) Request and receive feedback to improve performance.</p> <p>Develop cultural intelligence.</p> <p>Respecting gender equality at workplace.</p> <p>Cultivating professional attitude.</p> <p>Apply green practices in life and career.</p>	<p>Conduct a mock interview exercise involving a panel, which includes industry representative, college faculty, HR (desired) Scores / internship experience etc. is most relevant</p> <p>Employment Exchange / Youth Employability Services</p> <p>What is an internship? Structured and unstructured.</p> <p>State Skill Development Missions portals.</p> <p>Respecting my time / others time, work/life balance, cooperativeness / quality conscious / team work / empathy /commitment / deliver on time.</p>

## LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS- II	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Speak in simple English independently.	Introduce yourself in English.
	Use vocabulary appropriately.
	Use grammatical structures appropriately
	Discuss and respond to content of a reading or listening passage.
	Communicate in English to participate in group and class discussions.
	Describe your surroundings- Changes in your environment/ Dos and dont's/Dumping of garbage/Use of plastic /Water conservation/ Roads / Pollution/ Gardens.
	Deliver an effective oral presentation about their favorite place / area of interest / hobby and why they like it.
2. Communicate effectively with the customers/ at work place.	Create online profile.
	Communicate - Formal, Informal/Verbal & Non-verbal.
	Communicate with Peer/ Superior/ Junior
3. Apply the IT literacy skills at work place/ business.	Prepare a formal PPT using MS Power point.
	Cast desktop application or web application by WIFI or Bluetooth.
	Access, store and retrieve file through google drive.
	Apply language translation through voice to text, text to voice application.
4. Apply the entrepreneurship skills whenever required.	Select of type of business - Product/service/trading.
	Apply Inexpensive ways of marketing.
	Use Single window mechanism for running the business.
	Comply for business- statutory, govt.regulations.
5. Carryout self-career planning.	State about upcoming advances in the industry.
	Demonstrate personal skills and interests
	Demonstrate evolutionof workplace in the past few years (past to future).
	Achieve sustainability in complex path of dealing with diverse interests, parties, and organizations.
	Write technical evaluations / aptitude test.
	Conduct a mock interview exercise involving a panel, which includes industry representative, college faculty, HR (desired)
	Scores / internship experience etc. is most relevan
	Request and receive feedback to improve performance
Apply green practices in life and career	



# EMPLOYABILITY SKILLS –III (80 Hrs.)

## Common for six months CTS trades

Syllabus for Employability Skills –III (80 Hrs.)		
Module	Topics	
<b>1. Behavioural Skills</b>		<b>Duration: 6 Hrs.</b>
<b>Expectation Setting</b>	Creating a focused and responsible learning environment	
<b>Personal Strength Analysis/Strength Blindness</b>	Self -awareness and confidence building	
<b>Perception Management</b>	Display Professionalism at the institute and work place	
<b>Ethics, Values&amp; Etiquette</b>	Increased social initiations relationships and networks Acceptance of peers from different cultures and social groups and work with them. Collaboration with team to prioritize the common goal and compromise individual priorities.	
<b>Social Etiquette</b>	Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time.	
<b>2. English Literacy</b>		<b>Duration: 20 Hrs.</b>
<b>Functional English</b>	Importance of Learning English Different Naming words, Words used for replacing names, Action words, Describing people, place and their use. Introduction to punctuation - Comma, Full stop, Question mark. Singular plural Change of tense - Simple present, past; present, past progressive Construction of simple sentences - Kinds of sentences Usage of appropriate words to express themselves Greetings & Self Introduction Asking & responding to questions Sharing information with others Speak and provide information about workplace	
<b>Reading</b>	Reading simple sentences about: a) Self b) Work c) Environment	
<b>Written English</b>	Simple writing skills	
<b>3. Communication Skills</b>		<b>Duration: 10 Hrs.</b>
<b>Self- Introduction</b>	Interview Skills/Confidence Building	

<b>a. Verbal Communication</b>	Understand the usage of appropriate words to express themselves Communicate effectively on telephone.
<b>b. Non-Verbal Communication</b>	Manage Personal Hygiene and Presentation
	Positive body language: adopt and use it appropriately to build a positive impression
	Maintaining appropriate eye-contact in building trust and confidence
	Impact of touch in a formal environment. Acceptable and unacceptable touch.
	Role of tone in any communication.
<b>Campus to Work</b>	Time Management and Planning Skills
	Interview skills- its phases & ways to crack interview.
<b>4. I.T. Literacy</b>	
<b>Duration: 10 Hrs.</b>	
<b>Basics of Computers</b>	Introduction to Computers and its applications Hardware and peripherals Starting and shutting down of computer Basic of computer Networks.
<b>Operating System</b>	Basics of Operating System Types of Operating Systems User interface of Windows 10 OS/ latest Create, Copy, Move and delete Files and Folders Use of External memory like pen drive, etc,
<b>MS-Word</b>	Basic operating of Word Processing Creating, opening and closing Documents Use of shortcuts, Creating and Editing of Text, Formatting the Text Creating simple document like - resume, letter writing, job application etc., Printing document
<b>Web browsers &amp; Search Engines</b>	Introduction to world wide web (WWW), Useful websites, web browser - usage, search engine etc. Using popular sites like Bharat Skills, Skill Training related Government portals, naukri.com and other job portals, CITS applications, Apprenticeship portal (NAPS), resize images, signing up, Online fund transfer using UPI gateway.
<b>Email</b>	Creating & using an email account –like Gmail or any other. Usage of CC & BCC. Attaching documents Checking email and composing Email.
<b>Mobile application</b>	Scanning QR/AR code, Sharing best practices and downloading trade related videos using Wi-Fi, Fund transfer through App like BHIM.
<b>5. Entrepreneurship Skills</b>	
<b>Duration: 10 Hrs.</b>	
<b>Entrepreneur</b>	Need of becoming entrepreneur.
	Ways to become a good entrepreneur.
	Enabling environment available to become an entrepreneur.
	Different Govt. institutions/schemes promoting Entrepreneur viz., Gramin banks, PMMY-MUDRA loans, DIC, SIDA, SISI, NSIC, SIDO.

	Different Government schemes supporting entrepreneurship.
<b>6. Maintaining Efficiency at Workplace</b>	
	<b>Duration: 6 Hrs.</b>
<b>Maintaining Efficiency at Workplace</b>	Factors affecting productivity.
	Improving Productivity.
	Personal finance literacy Planning, Saving, Tax, Govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana ( <b>PMJJBY</b> ), etc.
<b>7. Occupational Safety, Health and Environment Education</b>	
	<b>Duration: 6 Hrs.</b>
<b>Safety and Health</b>	Introduction to Occupational Safety & health at work place, Occupational Hygiene.
<b>Occupational Hazards</b>	Basic Hazards. Chemical, Physical (Electrical, Temperature, Illumination) Ergonomic, Biological, Vibro acoustic, Mechanical, Psychosocial Hazards, Prevention of hazards.
<b>Accident and Safety</b>	Different types of Personal Protective Equipment (PPE) Accident Prevention techniques.
<b>First-aid</b>	Care of injured & Sick at the workplace First-Aid & Transportation of sick person.
<b>Basic provisions on safety and Health</b>	Basic provisions of safety & health.
<b>Environmental Issues</b>	Introduction to Environment, ecosystem and factors causing imbalance Pollution and pollutants including liquid, gaseous, solid and hazardous waste Protecting the environment - Energy Conservation, global warming Segregation and disposal of waste
<b>8. Labour Welfare Legislation</b>	
	<b>Duration: 04 Hrs.</b>
<b>Labour Welfare Legislation</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act, POSH. Interpret applicable labour and industrial laws.
<b>9. Quality Management</b>	
	<b>Duration: 02Hrs.</b>
<b>Quality Concept and Consciousness</b>	Create awareness on introduction of quality Concepts.
<b>10. Preparation to the world of work</b>	
	<b>Duration: 6 Hrs.</b>
<b>Career Plan</b>	Identify the difference between job and career
<b>Basic Professional Skills</b>	Job roles available in respective trades
<b>Career Pathways</b>	Awareness of industries, and the respective professional pathways
<b>Search and apply for a job</b>	Awareness of higher education / up skilling (short-term) options Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website.

## LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS- III	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Apply safe working practices.	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Identify, handle and store / dispose of dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify site policies and procedures in regard to illness or accident.
	Apply safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Execute site evacuation procedures according to site policy.
	Use Personal Protective Equipment (PPE) as per related working environment.
	Perform basic first aid and use them under different circumstances.
2. Comply with environment regulation and housekeeping.	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Use energy and materials in an environment friendly manner.
	Reduce waste and dispose of the waste as per procedure.
3. Interpret & use formal and technical communication.	Identify and use appropriate words for communication.
	Choose proper tools to communicate.
	Use Positive body language while communicating.
	Maintain proper eye contact to built trust and confidence.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Identify factors affecting productivity.
	Awareness on quality concepts.
5. List and interpret various acts of labour welfare legislation.	Explain benefits guaranteed under various applicable Acts.
	Interpret applicable labour and industrial laws.

6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain energy conservation, cause of global warming and pollution.
	Show protective measures to balance the resources of nature.
	Explain effects of global warming and its precautions from damage. Dispose waste following standard procedure.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/non-financing support agencies to familiarize with the Policies/Programmes, procedure and available schemes.
8. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	Work with MS Office viz., word, etc.
	Use internet for finding out various data pertaining to the trade.

## TOOLS & EQUIPMENTS

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all softwares should either be latest version or one/two version below)	01 computer for two trainees
2.	UPS	As required
3.	Scanner cum Printer	1 no.
4.	Computer Tables	As required
5.	Computer Chairs	01 no. for each trainee
6.	LCD Projector	1 no.
7.	White Board 1200mm x 900mm	1 no.
<i>Note: Above Tools &amp; Equipment not required, if Computer LAB is available in the institute.</i>		

## LIST OF EXPERTS

<b>Members participated for Trade committee meeting to finalize the syllabus of Employability Skills at NIMI, Chennai</b>			
<b>S No.</b>	<b>Name &amp; Designation (Shri/Smt)</b>	<b>Organization</b>	<b>Remarks</b>
1.	R.P. Dhingra, Director	NIMI, Chennai	Chairman
2.	Sanjay Kumar, Director	DGT, New Delhi	Member
3.	B.V.S. Sesa Chari, Director	CSTARI, Kolkata	Member
4.	Dr.T. Jayasudha, Deputy Director	NIMI, Chennai	Secretary
5.	Nirmalya Nath, Deputy Director	NIMI, Chennai	Member/ coordinator
6.	Sarita Upadhyay	Medha Leaning Foundation	Member
7.	Shivani Sharma	Medha Leaning Foundation	Member
8.	Padma Jayaraman	Mahindra Pride Classroom	Member
9.	Anandhi Arvind, State Head	Mahindra Pride Classroom	Member
10.	Mohammed Faiyaz	Mahindra Pride Classroom	Member
11.	Deonizia Sampai, Manager, Facilitator Development	TATA STRIVE	Member
12.	Sailas Praveenth, Project Manager, Programme Execution	TATA STRIVE	Member
13.	Charu Babbar, Specialist – Content Design & Development	TATA STRIVE	Member
14.	Ajita Karve, LEAD – Design & Incubation	TATA STRIVE	Member
15.	Sarmila Mohapatra, YDM – Facilitator	TATA STRIVE	Member
16.	Muthurama Subramanian, Manager Service Training	Ashok Leyland Limited, Guindy	Member
17.	Ashish Katiyar	KPMG – PMC Team STRIVE PROJECT	Member
18.	Dhanya Narayanan, COO	Rubicon Skill Development	Member
19.	Pravir Kumar, CEO	Rubicon Skill Development	Member
20.	Shalini Mehra, Associate Director	Quest Alliance	Member
21.	Sushmitha Sridhara, Manager Training & Content	Quest Alliance, Bangaluru	Member
22.	Ashutosh Tosaria	Quest Alliance	Member

23.	Kotresh H. B	Quest Alliance	Member
24.	Dr.Sumathi Shivakumar, Asst. Professor of English	A. M. Jain Collage, Chennai	Member
25.	Ashoke Rarhi, Dy. Director	CSTARI Kolkata	Member
26.	K. Karpagam, Deputy Director	DET, Chennai	Member
27.	Mayank N Parikh, Principal	ITI Saraspur, Ahmedabad, Gujarat	Member
28.	K.V. Satya Narayana, Trg. Officer	CSTARI,Kolkata	Member
29.	C.Gopinath, Trg. Officer	NSTI Chennai	Member
30.	A. Vairamani	Govt. ITI, Aruppukottai, Tamil Nadu	Member
31.	J.Kingsly Peter	GOVT ITI Coonoor, Tamil Nadu	Member
32.	K.Mani Kandan, Trainer	GOVT ITI Cuddalore, Tamil Nadu	Member
33.	P.Selvam, Trainer	GOVT ITI – Ariyalur, Tamil Nadu	Member
34.	J.Sajin, Trainer	GOVT ITI – Konam, Nagercoil, Tamil Nadu	Member
35.	B.R. Srikanth, Trainer	GOVT ITI, Trichy, Tamil Nadu	Member
36.	Dr. Poonam Sinha, Director	NEISBUD	Expert
37.	Ashwinder Singh Bahal, Director (Voc)	NIOS, New Delhi	Expert
38.	Rajeev Khurana, Senior Advisor	Training Academy Division, Maruti Suzuki India Limited,Gurgaon	Expert
39.	Leena Deshpande, Associate Vice President (HR) and Head CSR	Bharat Forge Ltd., Pune	Expert
40.	G. Murali, Principal	Ramkrishna Mission Vidyalaya, Coimbatore	Expert
41.	Jeetamitra Satpathy, Principal	ITI, Bhubaneswar	Expert



**Members participated for Trade committee meeting to finalize the syllabus of Employability Skills (2<sup>nd</sup> year, 80 hours) at NIMI, Chennai on 25<sup>th</sup> February 2020**

S No.	Name & Designation (Shri/Smt)	Organization	Remarks
1.	R. Senthil Kumar, DDG	DGT, MSDE,	Chairman
2.	R.P. Dhingra, Director	NIMI, Chennai	Member
3.	Sanjay Kumar, Director	DGT, New Delhi	Member
4.	B.V.S. Sessa Chari, Director	CSTARI, Kolkata	Member
5.	Dr. T. Jayasudha, Deputy Director	NIMI, Chennai	Secretary
6.	Nirmalya Nath, Deputy Director	NIMI, Chennai	Member/ coordinator
7.	Prasanna Kapoor, Strategy Manager	Medha Leaning Foundation	Member
8.	Shivani Sharma, Programme Designer	Medha Leaning Foundation	Member
9.	Anshula Madgula, Curriculum Lead	Udhyan Learning Foundation	Member
10.	Gauri Parate, Curriculum Lead	Udhyan Learning Foundation	Member
11.	Charu Babbar, Specialist – Content Design & Development	TATA STRIVE	Member
12.	K. V. Satya Narayana, Trg. Officer	CSTARI, Kolkata	Member, co- ordinor
13.	Digant Mehta, Technical Officer	DET, Gandhinagar, Gujrat	Member
14.	Pabithra Kumar Roy, E.S. Instructor	Ramkrishna Mission Vidyalaya, ITI Coimbatore	Member
15.	B. Monikandan, Deputy Director	EDII, Chennai	Member
16.	N. Arun Kumar, Deputy Manager	A M Jain College, Chennai	Member
17.	Udit Hinduja, COO	Bengaluru	Member
18.	Dr. Sumathi Shivakumar, Asst. Professor	Chennai	Member
19.	K. Karpagam, Deputy Director	DET, Chennai	Member
20.	C.S. Murthy, JDT	CSTARI, Kolkata	Member
21.	Saswathan. M, Programme Officer	Chennai	Member
22.	Dr. Rajesh P. Khamtay, Joint Director	Bhopal	Member
23.	Sushmitha Sridhara, Manager	Bangalore	Member