

Employability Skills (30 hours)

Model Curriculum

Module Summary:

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1	2
2.	Constitutional values - Citizenship	1	2
3.	Becoming a Professional in the 21st Century	1	4
4.	Basic English Skills	2	5
5.	Communication Skills	4	2
6.	Diversity & Inclusion	1	2
7.	Financial and Legal Literacy	4	7
8.	Essential Digital Skills	3	10
9.	Entrepreneurship	7	8
10.	Customer Service	4	4
11.	Getting ready for apprenticeship & Jobs	2	4
	Total	30	50

Key Learning Outcomes:

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

Customer Service **Duration: 4 Hours**

17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them
19. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs **Duration: 2 Hours**

20. Create a biodata
21. Use various sources to search and apply for jobs
22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview
23. Discuss how to search and register for apprenticeship opportunities

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have digital skills • have attention to detail • be adaptable • have willingness to learn
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

Trainer Certification	
Domain Certification	Platform Certification
Certified in 30-hour Employability NOS (2022), with a minimum score of 80% OR Certified in 120- OR 90- OR 60-hour Employability NOS (2022), with a minimum score of 80%	NA

Master Trainer Requirements

Master Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	

Graduate/CITS	Any discipline			3	Employability Skills curriculum training experience with an interest to train as well as orient other peer trainers	Prospective ES Master trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have basic digital skills
Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602			3	EEE training of Management SSC (MEPSC) (155 hours)	<ul style="list-style-type: none"> • have attention to detail • be adaptable • have willingness to learn • be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others

Master Trainer Certification	
Domain Certification	Platform Certification
<p>Certified in 30-hour Employability NOS (2022), with a minimum score of 90%.</p> <p>OR</p> <p>Certified in 120- OR 90- OR 60-hour Employability NOS (2022), with a minimum score of 90%</p>	NA

Assessment Strategy

The trainee will be tested for the acquired skill, knowledge and attitude through formative/summative assessment at the end of the course and as this NOS and MC is adopted across sectors and qualifications, the respective AB can conduct the assessments as per their requirements.

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 software should either be latest version or one/two version below)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

Employability Skills – NOS (30 hours)

Target audience: As per 16th NSQC MoM, 30 hours ES to be included for level 1, 2, and 3

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and getting ready for jobs and apprenticeship.

Performance Criteria (PC)

Introduction to Employability Skills

To be competent, the individual must be able to:

1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.

Becoming a Professional in the 21st Century

3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

4. speak with others using some basic English phrases or sentences

Communication Skills

5. follow good manners while communicating with others
6. work with others in a team

Diversity & Inclusion

7. communicate and behave appropriately with all genders and PwD
8. report any issues related to sexual harassment

Financial and Legal Literacy

9. use various financial products and services safely and securely
10. calculate income, expenses, savings etc.
11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

12. operate digital devices and use its features and applications securely and safely
13. use internet and social media platforms securely and safely

Entrepreneurship

14. identify and assess opportunities for potential business
15. identify sources for arranging money and associated financial and legal challenges

Customer Service

16. identify different types of customers
17. identify customer needs and address them appropriately.
18. follow appropriate hygiene and grooming standards.

Getting ready for apprenticeship & Jobs

19. create a basic biodata
20. search for suitable jobs and apply
21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

1. need for employability skills
2. various constitutional and personal values
3. different environmentally sustainable practices and their importance
4. 21st-century skills and their importance
5. how to use basic spoken English language
6. Do's and don'ts of effective communication
7. inclusivity and its importance
8. different types of disabilities and appropriate communication and behavior towards PwD

9. different types of financial products and services
10. how to compute income and expenses
11. importance of maintaining safety and security in financial transactions
12. different legal rights and laws
13. how to operate digital devices and applications safely and securely
14. ways to identify business opportunities
15. types of customers and their needs
16. how to apply for a job and prepare for an interview
17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

1. communicate effectively using appropriate language
2. behave politely and appropriately with all
3. perform basic calculations
4. solve problems effectively
5. be careful and attentive at work
6. use time effectively
7. maintain hygiene and sanitization to avoid infection

Assessment Criteria

S. No	Module Name	Assessment Marks
1.	Introduction to Employability Skills	2
2.	Constitutional values - Citizenship	2
3.	Becoming a Professional in the 21st Century	4
4.	Basic English Skills	5
5.	Communication Skills	2
6.	Diversity & Inclusion	2
7.	Financial and Legal Literacy	7
8.	Essential Digital Skills	10
9.	Entrepreneurship	8
10.	Customer Service	4
11.	Getting ready for Apprenticeship & Jobs	4
	Total	50

National Occupational Standards (NOS) Parameters

NOS Code	TBD
NOS Name	Employability Skills (30 Hours)
Sector	All sectors
Sub-Sector	Life Skills
Occupation	Employability Skills
NSQF Level	2
Credits	TBD
Version	1.0
Next Review Date	TBD