Employability Skills (60 hours)

Model Curriculum

Module Summary:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Module Name</th>
<th>Duration (hours)</th>
<th>Assessment Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Introduction to Employability Skills</td>
<td>1.5</td>
<td>2</td>
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<tr>
<td>2.</td>
<td>Constitutional values - Citizenship</td>
<td>1.5</td>
<td>2</td>
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<tr>
<td>3.</td>
<td>Becoming a Professional in the 21st Century</td>
<td>2.5</td>
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<td>4.</td>
<td>Basic English Skills</td>
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<td>5.</td>
<td>Career Development &amp; Goal Setting</td>
<td>2</td>
<td>3</td>
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<td>6.</td>
<td>Communication Skills</td>
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<tr>
<td>7.</td>
<td>Diversity &amp; Inclusion</td>
<td>2.5</td>
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<td>8.</td>
<td>Financial and Legal Literacy</td>
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<td>9.</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
<td><strong>50</strong></td>
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</tbody>
</table>

Key Learning Outcomes

**Introduction to Employability Skills**  Duration: 1.5 Hours
After completing this programme, participants will be able to:
1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

**Constitutional values - Citizenship**  Duration: 1.5 Hours
3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

**Becoming a Professional in the 21st Century**  Duration: 2.5 Hours
5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

**Basic English Skills**  Duration: 10 Hours
8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e-mail using basic English

**Career Development & Goal Setting**  Duration: 2 Hours
11. Create a career development plan with well-defined short- and long-term goals

**Communication Skills**  Duration: 5 Hours
12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

**Diversity & Inclusion**  Duration: 2.5 Hours
15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

**Financial and Legal Literacy**  Duration: 5 Hours
17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

**Essential Digital Skills**  
**Duration: 10 Hours**

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. Utilize virtual collaboration tools to work effectively

**Entrepreneurship**  
**Duration: 7 Hours**

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

**Customer Service**  
**Duration: 5 Hours**

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

**Getting Ready for apprenticeship & Jobs**  
**Duration: 8 Hours**

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

**Trainer Requirements**

<table>
<thead>
<tr>
<th>Minimum Educational Qualification</th>
<th>Specialization</th>
<th>Relevant Industry Experience</th>
<th>Training Experience</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate/CITS</td>
<td>Any discipline</td>
<td></td>
<td>2</td>
<td>Teaching experience</td>
</tr>
<tr>
<td>Current ITI trainers</td>
<td>Employability Skills Training (3 days full-time course done between 2019-2022)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified current EEE trainers (155 hours)</td>
<td>from Management SSC (MEPSC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified Trainer</td>
<td>Qualification Pack: Trainer (MEP/Q0102)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Prospective ES trainer should:**

- have good communication skills
- be well versed in English
- have digital skills
- have attention to detail
- be adaptable
- have willingness to learn

**Trainer Certification**
## Domain Certification

Certified in 60-hour Employability NOS (2022), with a minimum score of **80%**

**OR**

Certified in 120-, 90-hour Employability NOS (2022), with a minimum score of **80%**

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## Master Trainer Requirements

<table>
<thead>
<tr>
<th>Master Trainer Prerequisites</th>
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</thead>
<tbody>
<tr>
<td><strong>Minimum Educational Qualification</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Graduate/CITS</td>
</tr>
</tbody>
</table>

- Employability Skills curriculum training experience with an interest to train as well as orient other peer trainers

| Certified Master Trainer | Qualification Pack: Master Trainer (MEP/Q2602) | | 3 | |

- EEE training of Management SSC (MEPSC) (155 hours)

- Prospective ES Master trainer should:
  - have good communication skills
  - be well versed in English
  - have basic digital skills
  - 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

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## Master Trainer Certification

<table>
<thead>
<tr>
<th>Master Trainer Certification</th>
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</thead>
<tbody>
<tr>
<td><strong>Domain Certification</strong></td>
</tr>
<tr>
<td>Certified in 60-hour Employability NOS (2022), with a minimum score of <strong>90%</strong>.</td>
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</tbody>
</table>

**OR**

Certified in 120-, 90-hour Employability NOS (2022), with a minimum score of **90%**
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.

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of the Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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)</td>
<td>As required</td>
</tr>
<tr>
<td>2.</td>
<td>UPS</td>
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<tr>
<td>3.</td>
<td>Scanner cum Printer</td>
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<tr>
<td>4.</td>
<td>Computer Tables</td>
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<tr>
<td>5.</td>
<td>Computer Chairs</td>
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<tr>
<td>6.</td>
<td>LCD Projector</td>
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<tr>
<td>7.</td>
<td>White Board 1200mm x 900mm</td>
<td>As required</td>
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</tbody>
</table>

Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.
Employability Skills – NOS (60 hours)

Target audience: As per 16th NSQC MoM, 60 hours ES to be included for level 3, 4, 5 and above

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 apprenticeship, getting ready for jobs and career development.

Performance Criteria (PC)

**Introduction to Employability Skills**
To be competent, the individual must be able to:
1. Identify employability skills required for jobs in various industries
2. Identify and explore learning and employability portals

**Constitutional values – Citizenship**
3. Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
4. Follow environmentally sustainable practices

**Becoming a Professional in the 21st Century**
5. Recognize the significance of 21st Century Skills for employment
6. Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

**Basic English Skills**
7. Use basic English for everyday conversation in different contexts, in person and over the telephone
8. Read and understand routine information, notes, instructions, mails, letters etc. written in English
9. Write short messages, notes, letters, e-mails etc. in English

**Career Development & Goal Setting**
10. Understand the difference between job and career
11. Prepare a career development plan with short- and long-term goals, based on aptitude

**Communication Skills**
12. Follow verbal and non-verbal communication etiquette and active listening techniques in various settings
13. Work collaboratively with others in a team

**Diversity & Inclusion**
14. Communicate and behave appropriately with all genders and PwD
15. Escalate any issues related to sexual harassment at workplace according to POSH Act

**Financial and Legal Literacy**
16. Select financial institutions, products and services as per requirement
17. Carry out offline and online financial transactions, safely and securely
18. Identify common components of salary and compute income, expenses, taxes, investments etc
19. Identify relevant rights and laws and use legal aids to fight against legal exploitation

**Essential Digital Skills**
20. Operate digital devices and carry out basic internet operations securely and safely
21. Use e-mail and social media platforms and virtual collaboration tools to work effectively
22. Use basic features of word processor, spreadsheets, and presentations

**Entrepreneurship**
23. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
24. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
25. Identify sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity

**Customer Service**
26. Identify different types of customers
27. Identify and respond to customer requests and needs in a professional manner.
28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

29. create a professional Curriculum vitae (Résumé)
30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
31. apply to identified job openings using offline /online methods as per requirement
32. answer questions politely, with clarity and confidence, during recruitment and selection
33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)
The individual on the job needs to know and understand:

1. need for employability skills and different learning and employability related portals
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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
6. importance of career development and setting long- and short-term goals
7. about effective communication
8. POSH Act
9. Gender sensitivity and inclusivity
10. different types of financial institutes, products, and services
11. how to compute income and expenditure
12. importance of maintaining safety and security in offline and online financial transactions
13. different legal rights and laws
14. different types of digital devices and the procedure to operate them safely and securely
15. how to create and operate an e-mail account and use applications such as word processors, spreadsheets etc.
16. how to identify business opportunities
17. types and needs of customers
18. how to apply for a job and prepare for an interview
19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)
User/individual on the job needs to know how to:

1. read and write different types of documents/instructions/correspondence
2. communicate effectively using appropriate language in formal and informal settings
3. behave politely and appropriately with all
4. how to work in a virtual mode
5. perform calculations efficiently
6. solve problems effectively
7. pay attention to details
8. manage time efficiently
9. maintain hygiene and sanitation to avoid infection

Assessment Criteria:

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<th>Module Name</th>
<th>Assessment Marks</th>
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<tbody>
<tr>
<td>1.</td>
<td>Introduction to Employability Skills</td>
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<td>No.</td>
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<tr>
<td>2</td>
<td>Constitutional values - Citizenship</td>
<td>2</td>
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<td>3</td>
<td>Becoming a Professional in the 21st Century</td>
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<td><strong>Total</strong></td>
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**National Occupational Standards (NOS) Parameters**

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<td>NOS Name</td>
<td>Employability Skills (60 Hours)</td>
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<tr>
<td>Sector</td>
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<tr>
<td>Sub-Sector</td>
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