Preface to Latest Edition

Directorate General of Training (DGT) under the Ministry of Skill Development and Entrepreneurship (MSDE) is the apex body in the country as regards planning, formulating and prescribing norms, standards, procedures and guidelines in respect of various vocational training schemes. Prescribing well designed curriculum and putting in place appropriate assessment and certification procedure are among the vital aspects of vocational training.

From session starting September 2022, DGT has revised the Core Skill curriculum of Employability Skills and the following 12 Modules have been re-aligned for First year and Second year (120 Hrs + 60 Hrs) :

1. **Introduction to Employability Skills**
2. **Constitutional values - Citizenship**
3. **Becoming a Professional in the 21st Century**
4. **Basic English Skills**
5. **Career Development & Goal Setting**
6. **Communication Skills**
7. **Diversity and Inclusion**
8. **Financial and Legal Literacy**
9. **Essential Digital Skills**
10. **Entrepreneurship**
11. **Customer Service**
12. **Getting ready for Apprenticeship & Jobs**

In this latest edition, fairly large number of MCQs on all the above Modules have been provided which is all the more useful to successfully pass the Annual A.I.T.T. exams.

Thus this book, complete in all respects should, we hope, fully serves the needs of instructors and especially the trainees to thoroughly understand and learn and prepare for the trade test with confidence.

Undoubtedly we would welcome suggestions from our esteemed readers for further improvement of this volume.

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