

Preface to Revised Edition

The subject of Employability Skills introduces several soft skills and entrepreneurial talents to the budding Craftsmen, guiding their path along the line of progress. This subject covers a variety of topics and seems to be voluminous, but the resulting confidence gained by the future Engineers will make them pioneers in their work areas.

Directorate General of Training (DGT) under the Ministry of Skill Development & Entrepreneurship has incorporated the concept of competency based curricula and the curricula of all CTS trades have been made NSQF (National Skill Qualification Framework) compliant. From session starting September 2022, DGT has revised the curriculum of Employability Skills and the following Modules have been re-aligned for first year and Second year (120 Hrs + 60 Hrs) :

Employability Skills–I (120 Hours)

(for all one year trades and 1st year of two-year CTS trades)

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

Employability Skills–II (60 Hours)

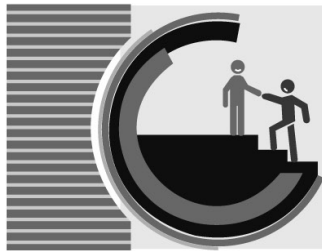
(Common for 2nd year of all two-year trades)

1. Basic Career Skills
2. Future Work Skills
3. Entrepreneurial Skills
4. Internet Skills
5. Professional Skills

In this latest revised edition, all the above Modules have been incorporated according to new syllabus making this book all the more useful to successfully pass the Annual A.I.T.T. exams. For this large number of MCQs have been provided in each module.

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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Model Curriculum for Employability Skills (Latest Syllabus)(vi–viii)

Employability Skills–I (1st Year – 120 Hours)

<p>1. Introduction to Employability Skills..... 3–13 <i>Introduction, Why are Employability Skills, Important?, E-learning During and Post COVID-19, Benefits of E-learning, Using E-learning as a Tool for Self-learning, E-learning Portals for Employability Skills, Different Industries, Trends, Required Skills and the available Opportunities after Post-COVID-19, Available Opportunities, 21st Century skills.</i></p> <p>• MCQs Key 11–13</p>	<p>7. Understanding Diversity and Inclusion..... 99–105 <i>Introduction, POSH Act.</i></p> <p>• MCQs Key 103–105</p>
<p>2. Constitutional Values – Citizenship 14–25 <i>Ethics and Values, Ethics, Values, Difference between Ethics and Values, How Ethics And Values Impact Our Behaviour, Our Constitution, Constitution of India, Preamble, Guiding Principles of The Indian Constitution, Rights And Duties of An Indian Citizen, Fundamental Duties, Importance of Fundamental Duties, Difference between Fundamental Rights and Duties, Protecting Our Environment, 6 Key Environmental Issues, Types of Environmental Degradation, Causes of Environmental Degradation, Effects of Environmental Degradation.</i></p> <p>• MCQs Key 21–25</p>	<p>8. Financial and Legal Literacy..... 106–116 <i>Introduction, Financial Literacy, Legal Literacy, Goals and Objectives, Various Financial Institutions, Various Financial Products and Services, Offline and Online Financial Transactions, Salary Structure in India, Calculation for Income and Expenditure for Budgeting, How to Budget in 7 Steps, Legal Rights, Laws and Aids.</i></p> <p>• MCQs Key 115–116</p>
<p>3. Professional in the 21st Century 26–39 <i>Introduction, Importance of Practicing 21st Century Skills, Self-Awareness, Behaviour Skills, Time Management, Problem-Solving, Creative Thinking, Social and Cultural Awareness, Emotional Awareness, Learning to Learn.</i></p> <p>• MCQs Key 36–39</p>	<p>9. Digital Skills..... 117–161 <i>Introduction, 4 Principles of Digital Literacy, What is Computer?, Basics of Computer Networks, Operating System, Windows 10, Working with Windows 10, Virtual Desktop of Windows 10, Working with File Explorer, Cortana -An Introduction, Quick Actions of Windows 10, Cloud in Windows 10, Using OneDrive, Universal Apps of Windows 10, Security Features of Windows 10, Remote Access in Windows 10, Backup and Recovery in Windows 10, Uninstalling Applications, MS Word 2016, Concept of Word Processing, Starting Microsoft Word 2016, MS Word 2016 Interface, Entering Text in the Document, Saving a Document, Document Editing, Formatting Text, Printing and Previewing, MS Excel 2016, The Excel Window, Microsoft Excel Elements, Columns, Rows and Cells, Workbooks and Worksheets, Entering Text, Mathematics and Formulas, Previewing and Printing a Worksheet, Internet -An Introduction Social Media, Internet Safety, Team Collaboration Tools.</i></p> <p>• MCQs Key 156–161</p>
<p>4. Basic English Skills 40–70 <i>Introduction, Importance of the English Language, How to Learn English, Grammar and Sentences, Noun or Naming Words types of nouns, Pronoun, Verbs or Action Words, Adjective or Describing Words, Adverb, Articles, Rules of Using Articles, Prepositions, Conjunctions, Interjections, Punctuation, Kinds of Sentences, Tenses, Listening, Speaking, Reading, Writing, Group Discussion, Telephone Skills, Writing Applications & Cover Letters, Objectives of a Cover Letter.</i></p> <p>• MCQs Key 66–70</p>	<p>10. Entrepreneurship..... 162–177 <i>Introduction, Types of Entrepreneurship, Types of Enterprises, Process of Identifying Opportunities for Potential Business, Relevant Regulatory and Statutory Requirements, 4 Ps of Marketing, Various Sources of Funding.</i></p> <p>• MCQs Key 174–177</p>
<p>5. Career Development & Goal Setting 71–75 <i>Introduction, SMART System For Your Career Goal.</i></p> <p>• MCQs Key 74–75</p>	<p>11. Customer Service 178–187 <i>Introduction, Customer, Customer Needs, Tools Used to Collect Customer Feedback, Significance of Maintaining Hygiene and Dressing Appropriately.</i></p> <p>• MCQs Key 186–187</p>
<p>6. Communication Skills 76–98 <i>Introduction, Effective Communication, Types of Communication, Verbal Communication: Oral Etiquettes, Verbal Communication: Writing, Non-Verbal Communication, Facial Expressions, Practicing Effective Communication, Introducing to an Individual, Effective Communication in Teamwork, 6 Strategies to Build Team Communication Skills, 4 Team Communication Styles, Best Practices for Effective, Communication on Teams.</i></p> <p>• MCQs Key 96–98</p>	<p>12. Getting Ready for Apprenticeship and Jobs ..188–204 <i>Introduction to CV, Review a Sample CV, Interview Preparation, Job Search Sources, NAPS, Search for a Job Online, Getting Ready for Job.</i></p> <p>• MCQs Key 201–204</p>

Employability Skills–II (2nd Year – 60 Hours)

<p>1. Basic Career Skills 3–21 <i>Applying for a Job, What is a resume?, Resume Success Factors, Basic resume layout, Formal Communication in English, Writing Formally in English, Informal Communication in English, Workplace Etiquette, Effective Teamwork</i></p> <ul style="list-style-type: none"> • MCQs Key 15–21 	<p>4. Internet Skills 65–83 <i>Using internet for self learning, Using internet for job search, How to use the internet for job hunting, Process of applying for a job on a job portal Sending email with attachments, How to apply for jobs by attaching relevant documents via email, Digital Skills For Alternate Career</i></p> <ul style="list-style-type: none"> • MCQs Key 76–83
<p>2. Future Work Skills..... 22–50 <i>Introduction to Future Work Skills, Platform & Gig Economy, Self-Employment Plan, Migrating for Work, Skill India Digital Platform as a Learning and Career Resource, Green Mindset</i></p> <ul style="list-style-type: none"> • MCQs Key 39–50 	<p>5. Professional Skills 84–104 <i>Professional Skills, People Skills, What does it mean to work effectively with others?, Why is team collaboration important?, Personality Skills, Thinking Skills, CPD for Career Growth</i></p> <ul style="list-style-type: none"> • MCQs Key 97–104
<p>3. Entrepreneurial Skills..... 51–64 <i>Build an Entrepreneurial Mindset, Build a Business/ Self-Employment Plan, Present a Business Plan</i></p> <ul style="list-style-type: none"> • MCQs Key 60–64 	



SYLLABUS FOR CORE SKILL

EMPLOYABILITY SKILLS

(Common for All One-year and Two-year Trades)

CRAFTSMEN TRAINING SCHEME (CTS) / APPRENTICESHIP TRAINING SCHEME (ATS)



EMPLOYABILITY SKILLS (120 HOURS) Common for all One Year Trades and 1st Year of all Two-Year Trades

Model Curriculum

MODULE SUMMARY:

S. No.	Module Name	Duration (hours)	Assessment Marks (in percentage)
1.	Introduction to Employability Skills	3	4
2.	Constitutional values - Citizenship	3	6
3.	Becoming a Professional in the 21st Century	5	10
4.	Basic English Skills	20	10
5.	Career Development & Goal Setting	4	6
6.	Communication Skills	10	10
7.	Diversity & Inclusion	5	6
8.	Financial and Legal Literacy	10	10
9.	Essential Digital Skills	20	10
10.	Entrepreneurship	15	10
11.	Customer Service	10	6
12.	Getting Ready for Apprenticeship & Jobs	15	12
	Total	120	100

KEY LEARNING OUTCOMES

Introduction to Employability Skills

Duration: 3 Hours

After completing this programme, participants will be able to:

1. Outline the importance of Employability Skills for the current job market and future of work
2. List different learning and employability related GOI and private portals and their usage
3. Research and prepare a note on different industries, trends, required skills and the available opportunities

Constitutional values - Citizenship

Duration: 3 Hours

4. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen
5. Discuss the role of personal values and ethics such as honesty, integrity, caring and respecting others, etc. in personal and social development
6. Identify and practice different environmentally sustainable practices

Becoming a Professional in the 21st Century

Duration: 5 Hours

7. Discuss relevant 21st century skills required for employment
8. Highlight the importance of practicing 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

9. Create a pathway for adopting a continuous learning mindset for personal and professional development

Basic English Skills

Duration: 20 Hours

10. Use appropriate grammar and sentences while interacting with others
11. Read English text with appropriate articulation
12. Role play a situation on how to talk appropriately to a customer in English, over the phone or in person
13. Write a brief note/paragraph / letter/e -mail using correct English

Career Development & Goal Setting

Duration: 5 Hours

14. Create a career development plan
15. Identify well-defined short- and long-term goals

Communication Skills

Duration: 10 Hours

16. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
17. Write a brief note/paragraph on a familiar topic
18. Explain the importance of communication etiquette including active listening for effective communication

19. Role play a situation on how to work collaboratively with others in a team

Diversity and Inclusion Duration: 5 Hours

20. Exhibit how to behave, communicate, and conduct oneself appropriately with all genders and PwD
21. Discuss the POSH Act and its significance

Financial and Legal Literacy Duration: 10 Hours

22. Discuss various financial institutions, products, and services
23. Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/ statement
24. Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
25. Calculate income and expenditure for budgeting
26. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 20 Hours

27. Describe the role of digital technology in day-to-day life and the workplace
28. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
29. Demonstrate how to connect devices securely to internet using different means
30. Follow the dos and don'ts of cyber security to protect against cyber crimes
31. Discuss the significance of displaying responsible online behavior while using various social media platforms
32. Create an e-mail id and follow e- mail etiquette to exchange e- mails
33. Show how to create documents, spreadsheets and presentations using appropriate applications

34. Utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 14 Hours

35. Describe the types of entrepreneurship and enterprises
36. Discuss the process of identifying opportunities for potential business and relevant regulatory and statutory requirements
37. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
38. Create a sample business plan, for the selected business opportunity
39. Discuss various sources of funding and identify associated financial and legal risks with its mitigation plan

Customer Service Duration: 5 Hours

40. Describe different types of customers
41. Role play a situation on how to identify customer needs and respond to them in a professional manner
42. Explain various tools used to collect customer feedback
43. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs Duration: 20 Hours

44. Draft a professional Curriculum Vitae (CV)
45. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
46. Demonstrate how to apply to identified job openings using offline /online methods as per requirement
47. Discuss how to prepare for an interview
48. Role play a mock interview
49. List the steps for searching and registering for apprenticeship opportunities

EMPLOYABILITY SKILLS –II (60 HRS.) Common for 2nd Year of All Two-Year Trades

Model Curriculum

MODULE SUMMARY:

S. No.	Module Name	Duration (hours)	Assessment Marks (in percentage)
1.	Basic Career Skills	8	16
2.	Future Work Skills	12	22
3.	Engagement Activity 1: Family Engagement	2	—
4.	Entrepreneurial Skills	12	22
5.	Internet Skills	10	20
6.	Engagement Activity 2: Alumni Engagement	2	—
7.	Professional Skills	12	22
8.	Engagement Activity 2: HR Interaction	2	—
	Total	60	100

KEY LEARNING OUTCOMES

Basic Career Skills Duration: 8 Hours

Learners refresh the most important and relevant topics from

Year 1 with focus on application-based learning through RPL (Recollection of Prior Learning)

1. Learners will be able to build a resume, cover letter and a job application

- Learners will be able to use basic English Skills to communicate in Formal Situations
- Learners will be able to use basic English Skills to communicate in Informal Situations
- Learners will be able to demonstrate workplace etiquette, effective teamwork in real-life situations.

Topics

- Applying for a job with updated documents:
 - Building and reviewing resume
 - Cover letter
 - Application
- Communication in English - Informal Communication (Topics include Gender, Life Skills, Financial Literacy)
- Communication in English - Formal Communication in Industry scenario
- 21st Century ES Skills:** Workplace etiquette, effective teamwork.

Future Work Skills

Duration: 12 Hours

- Learners will be able to list out the essential skills required for the Future Workplace, using online and offline modes to collect information
- Learners will be able to use their knowledge of platform and gig economy to identify jobs relevant to them
- Learners will be able to identify self-employment opportunities relevant to them
- Learners identify and solve for challenges in migrating for work opportunities
- Learners explore the SDIP platform to identify potential international job opportunities available to them
- Learners will be able to differentiate workplace practices that align/misalign with green mindset

Topics

- Introduction to Future Work Skills
- Platform and Gig Economy
- Self Employment Plan (includes types of jobs students can explore outside their trade jobs)
- Migrating for work - Inter-state or International, success stories, safety practices (Success Stories)
- SDIP - Explore International jobs
- Green Mindset

Engagement Activity 1: Family Engagement

Duration: 2 Hours

- Family members gain awareness of the career aspirations, job opportunities available for the
- Learners and develop an encouraging mindset
Learners get a more conducive environment for career development

Entrepreneurial Skills

Duration: 12 Hours

- Learners will be able to identify the stages of the design thinking process
- Learners will be able to apply design thinking principles to solve a real-life problem
- Learners will be able to apply design thinking principles to identify a potential business idea

- Learners will be able to build and present a comprehensive business plan including marketing, finance, scale up, accounting, reflecting entrepreneurial mindset.

Topics

- Design Thinking
- Build a business plan/self employment plan
- Present a business plan/self employment plan

Internet Skills

Duration: 10 Hours

- Learners will be able to use the internet to find, sort and present information on a given topic and reflect on their self-learning process
- Learners will be able to use the internet to explore key job portals, identify and apply for potential jobs
- Learners will be able to apply for jobs by attaching their resume, cover letter and other relevant documents via email
- Learners will be able to identify how to use social media tools such as WhatsApp, YouTube, Instagram etc to build alternate career paths

Topics

- Using internet for self learning
- Using internet for job search
- Sending email with attachments
- Digital skills for alternate career

Engagement Activity 2: Alumni Engagement

Duration: 2 Hours

- Learners gain deeper insights about the workplace, its challenges and new ideas to solve for the problems
- Learners feel a greater sense of motivation and confidence towards their career

Professional Skills

Duration: 12 Hours

- Learners will be able to demonstrate people skills, personality skills, thinking skills required in various workplace scenarios
- Learners will be able to state the importance of CPD for their career growth
- Learners are able to identify relevant online courses for upskilling/continuous learning.
- Personality Skills:** Adaptability, Flexibility, Growth Mindset
Thinking Skills: Creative Thinking, Negotiation and Decision Making, Future Thinking

Topics

- People Skills - peer, leader and team skills
- Personality Skills
- Thinking Skills - Future thinking, creative thinking etc
- CPD for Career Growth

Engagement Activity 2: HR Interaction

Duration: 2 Hours

- Learners will be able to resolve their workplace and career related queries
- Learners feel a greater sense of motivation and confidence towards their career