

SYLLABUS

FOR

EMPLOYABILITY SKILLS

(COMMON FOR ALL TRADES)

UNDER

**CRAFTSMAN TRAINING SCHEME/APPRENTICESHIP TRAINING
SCHEME**

Year: 2011

**GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT, DGE&T**

**SYLLABUS FOR THE SUBJECT OF
EMPLOYABILITY SKILLS**

Total Time of Instruction: 110 Hours

(As regards to imparting instruction, flexible approach like weekend class or evening class may be adopted. This has been suggested keeping in view that duration of training period under CTS varies from 6 month to 3 years. The existing norms of 2 hours per week may not be sufficient for 6 month course, therefore this time may be enhanced accordingly.)

1. English Language course- 25 Hrs.

Subject	Topic
Pronunciation	Stress and accents, accentuation (mode of pronunciation) marks, intonation (utter with particular tone), diction (use of word and speech) with audio-video aids.
Functional Grammar	Transformation of sentences, adjectives of comparison, voice change, narration, change of tense, spellings.
Reading	Reading simple English with preparation-news reports elementary office correspondence. Purpose, skimming (take the best part) , scanning(reading with attention) , cognates(relative words) and false cognates, text structures. Reading simple letters. Office task and duties, applying for a job. Reading current news and giving opinions.
Writing	Construction of simple sentences Writing simple English and preparation- news reports, paragraphs. Form filling, addressing envelopes, layout of letters- Writing requests, responses to requests. Resumes or curriculum vita essential parts, letters of application-reference to previous communication, requesting something, asking someone to do something, simple comprehension.
Speaking	Speaking with preparation on self, on family, on friends/classmates, on known environment, dialogue-group discussion, picture reading; gain confidence through role-playing and discussions on current happening, job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers, ordinal numbers,. Taking messages, passing messages on, and filling in message forms. Greetings, and introductions, office hospitality.

2. Communication skills- 25 Hrs

Need for communicate

Communication and its importance

Principles of Effective communication

Process of communication

Types of communication – verbal, non verbal, written, e-mail, talking on phone

Non verbal communication – characteristics, components – para- language, body – language (Kinesics, proxemix)

Barriers to communication and dealing with barriers

Communication content development

Speaking

Listening – hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening

Asking Questions, types of questions

Answering questions

Handling nervousness/discomfort

Quality of communication

Pedagogy

The course should be delivered in a workshop mode, wherein every learner gets an opportunity to practice the inputs and gets coaching to improve his skills to attain the desired level. Suitable mix of time for theoretical inputs with appropriate demonstrations and practice will need to be developed

Listening Skills

- Listening – hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening
- Triple-A Listening- Attitude, Attention & Adjustment
- Active Listening Skills

Motivational Training:-

- Characteristics Essential to Achieving Success
- The Power of Positive Attitude
- Self awareness
- Importance of Commitment
- Ethics and Values
- Ways to Motivate Oneself
- Personal Goal Setting and Employability planning

Facing Interviews: -

- Manners, Etiquettes, Dress Code for an Interview
- Do's & Don'ts for an interview

Time Management Skill:-

- Tools to plan your work:
 - To-Do Lists
 - Scheduling your day
- Getting organized

- Maximizing the available time
- The importance of right attitude

3. QUALITY TOOLS: 20 Hrs

- Introduction to Quality consciousness
- Quality concept
- Quality tools
- Introduction to Quality Parameters – 5 S concept, kaizen, TPM, SGA (Small Group Activity) / Quality Circle.
- Introduction to Concept of TQM and ISO (QMS – Quality Management System.)

4. Occupational Safety and Health (OSH): 20 hours

(i) Introduction to occupational Safety and Health

- Definition of occupational health and safety
- Occupational hazards
- Occupational hygiene
- Ergonomics

Accident prevention techniques

- Prevention and control of accidents and occupational diseases
- Safety Measures

Occupational Safety and Health legislations in India

- Overview of the existing OHS legislations in India
- The Factories Act
- The Workmen's Compensation Act
- The Employee's State Insurance Act

(ii) HIV / AIDS, STD

- HIV risk behavior & activities—what is safe or risky?
- Current trends on HIV testing & facilities
- Easy guide to understanding HIV in the body and the conditions & treatments available
- Exploring the myths, attitudes & prejudice relating to HIV to increase confidence when challenging prejudice
- Understanding the social, physical & emotional impact of those living with HIV and their careers & families

5. Entrepreneurship : 20 Hrs

- Needs, scope for self-employment with special reference to self-employment scheme and sources of assistance in Central & State Government Organization like DIC, SIDA, SISI, NSIC, SIDO, Financial institutions and banks.
- Entrepreneurship values, attitude & motives.
- Identifying & developing entrepreneurial competence and networking, entrepreneurial culture.
- Characteristics of successful entrepreneur successful enterprise.
- The cause of failure and identification of entrepreneurship abilities through self assessment and other technique.
- Types of business in different trades and the important of skill.
- Understanding the consumer, market through consumer behavior, market survey scope and influence publicity and advertisement, consumer action forum.
- SWOT
- Self Analysis
- Creativity and Idea Generation
- Project Formation, Feasibility, Viability, Profitable study
- Investment Procedure – Loan Procurement – Agencies – banking Process.
- Accounting and Analysis – Bank Operation i.e. Debit and Credit Book Keeping, Financial Software packages, invoicing and challans.
- National Scheduled Tribes Finance and Development Corporation (NSTFDC) : Organisation, function, salient features of schemes for financial assistance (www.nstfdc.nic.in)

Training Methodology:

- Interactive Pedagogy
- Class Room Training
- Audio Visual method
- Role Play

Qualification for Instructor

- Graduate preferably with proficiency in English Language.
- Should have experience for 2 years in teaching communication skills & personality development.
- Guest Faculties / Experts can be invited for specialized subject
- Existing instructor of Social Study required to be re- trained in new areas of curricula.

NOTE :

Apprentices has to cover/learn the content of the syllabus of Employability Skills for Craftsmen Training Scheme (Common for all trades under CTS) if they had not learnt/covered the aforesaid syllabus before their appointment as apprentices.

General Instruction:

1. Holidays and after training hrs may be used for completing the syllabus.
2. Subject be taught by guest faculty or existing instructors of Social study, properly trained in new areas.
3. Training to be imparted using comprehensive study material/ Question Bank developed by DGE&T.
4. Subject will be included under "All India Trade Test" with 50 marks in place of Social Study and trainees have to secure minimum 40% marks to pass the subject.
5. The course be introduced from the session starting from August, 2011 for all schemes of DGE&T.