

EMPLOYABILITY SKILLS

FOR CRAFTSMEN TRAINING SCHEME (CTS) (60 Hours Advanced Curriculum)

Common for second year CTS Trainees of all Two-year trades applicable from the session 2023-24

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 & 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 & a job application
- 2) Learners will be able to use basic English Skills to communicate in Formal Situations
- 3) Learners will be able to use basic English Skills to communicate in Informal Situations
- 4) Learners will be able to demonstrate workplace etiquette, effective teamwork in real-life situations.

Topics -

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

Future Work Skills Duration: 12 Hours

- 1) Learners will be able to list out the essential skills required for the Future Workplace, using online & offline modes to collect information

- 2) Learners will be able to use their knowledge of platform & gig economy to identify jobs relevant to them
- 3) Learners will be able to identify self-employment opportunities relevant to them
- 4) Learners identify and solve for challenges in migrating for work opportunities
- 5) Learners explore the SDIP platform to identify potential international job opportunities available to them
- 6) Learners will be able to differentiate workplace practices that align/misalign with green mindset

Topics -

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

Engagement Activity 1: Family Engagement Duration: 2 Hours

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

Entrepreneurial Skills Duration: 12 Hours

- 1) Learners will be able to identify the stages of the design thinking process
- 2) Learners will be able to apply design thinking principles to solve a real-life problem
- 3) Learners will be able to apply design thinking principles to identify a potential business idea
- 4) Learners will be able to build and present a comprehensive business plan including marketing, finance, scale up, accounting, reflecting entrepreneurial mindset.

Topics -

- a) Design Thinking
- b) Build a business plan/self employment plan
- c) Present a business plan/self employment plan

Internet Skills Duration: 10 Hours

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

Topics -

- a) Using internet for self learning
- b) Using internet for job search
- c) Sending email with attachments
- d) Digital skills for alternate career

Engagement Activity 2: Alumni Engagement Duration: 2 Hours

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

Professional Skills Duration: 12 Hours

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

Topics -

- a) People Skills - peer, leader and team skills
- b) Personality Skills
- c) Thinking Skills - Future thinking, creative thinking etc
- d) CPD for Career Growth

Engagement Activity 2: HR Interaction Duration: 2 Hours

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

Trainer Requirements:

Minimum Educational Qualification	Relevant Industry Experience		Training Experience		Remarks
	Years	Specialization	Years	Specialization	
MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) Current ITI trainers or Existing Social Studies Instructors	short term ToT Course in Employability Skills from DGT institutes.		2 Years 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

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

Master Trainer Requirements

Master Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) Current ITI trainers or Existing Social Studies Instructors				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 • 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
Certified in 120-hour Employability NOS (2022), with a minimum score of 90% .	NA

Assessment Strategy:

The trainee will be tested for the acquired skill, knowledge and attitude through summative assessment at the end of the course and as this NOS and MC is adopted across sectors and qualifications, the respective Awarding Bodies can conduct the assessments as per the 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)	04 Nos/As required
2.	UPS	04 Nos/As required
3.	Scanner cum Printer	04 Nos/As required
4.	Computer Tables	04 Nos/As required
5.	Computer Chairs	04 Nos/As required
6.	LCD Projector	01 No./As required
7.	White Board 1200mm x 900mm	01 No./As required

Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.