

## Employability Skills (120 hours)

### 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 21 <sup>st</sup> 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
	<b>Total</b>	<b>120</b>	<b>100</b>

#### 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