



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

EMPLOYABILITY SKILLS

FOR CRAFTSMEN TRAINING SCHEME (CTS)



Revised in 2025

Developed By

CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE

EN-81, Sector - V, Salt Lake
Kolkata – 700091

www.cstaricalcutta.gov.in

CONTENTS

S No.	Topics	Page No.
1.	Rationale	1
2.	General Information	2
3.	Syllabus for Employability Skills - I (120 hours)	3
4.	Learning Outcomes and Assessment Criteria Employability Skills – I	10
5.	Syllabus for Employability Skills – II (60 hours)	13
6.	Employability Skills II – NOS (60 hours)	16
7.	Syllabus for Employability Skills – III (60 hours)	20
8.	Employability Skills III – NOS (60 hours)	23
9.	List of Members	27

RATIONALE

Employability skills play an important role in one's career. Professional skills are a person's skill set and ability to perform a certain type of activity or task. Employability skills are a person's ability to interact effectively with co-workers and customers. Hard skills are mainly applicable at the work place. Employability skills are applicable both at workplace and outside the work place. Employability skills complement the hard skills which are occupational requirement of a job. It also complements many other activities even outside the work place. Presently employability skills are increasingly sought out by employers in addition to standard qualification. There are instances of professions where employability skills proved to be more important, on a long-term basis than occupational skills. Employability skills refer to behavior, communication, IT Skill, work ethics etc. which makes a person suitable to effectively work in a team. Studies suggest that employability skills are equally important indication of job performance as hard skills. The competency level of the worker increases with the Employability skills and takes him to the next level.

Recognizing this importance of soft skills, the DGT during its 38th Meeting held on 31st May, 2011 recommended introduction of subject "Employability Skills" replacing "Social Studies" in ITI curricula. Government of India accepted the above recommendation and introduced the subject "Employability Skills" in ITI curricula in place of "Social Studies" from the August, 2012 session.

As per NCrf guideline, Employability Skills is a mandatory subject for all trades under the Craftsmen Training Scheme (CTS)

- For one-year trades, it is covered in 120 hours.
- For two-year trades, it is covered in 120 hours during the first year. During second year it is covered in 60 hours.
- For six-month trades, it is covered in 60 hours.

GENERAL INFORMATION

1. Name of the subject	EMPLOYABILITY SKILLS
2. Applicability	• CTS - Mandatory for 1st year for all one- and two-year CTS trades
3. Hours of Instruction	• Employability Skills –I: 120 Hrs. common for all one year and 1st year for two-year CTS trades • Employability Skills –II: 60 Hrs. Common for all 2nd year of Two-year CTS trades • Employability Skills –III: 60 Hrs. common for all CTS trades of six months duration
4. Examination	• The examination for the subject will be held at the end of course / each year
5. Instructor Qualification	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' of teaching or industry experience with short term ToT Course in Employability Skills conducted by DGT institutions. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) OR Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills conducted by DGT institutions.

EMPLOYABILITY SKILLS –I (120 Hrs.)

Common for all One year and 1st year of Two-year trades

Syllabus for Employability Skills – I (120 Hrs.)		
Module	Topics	
1. Foundations of Employability Skills		Duration: 04 Hrs.
Skills That Shape Your Future / What it means to be skilled today?	• What employability skills are - Understand what it means to be skilled in today's world. • What is the importance of employability skills in work & life? • Recognize why your trade skills are valuable and something to be proud of.	
Explore the Future of Work	• How jobs & workplaces are changing today / What the future of work looks like. • What skills are needed for the future of work / How to prepare for the future of work. • The importance of continuous learning & becoming a self-learner.	
Learning how to Learn	• Understand how you learn best by reflecting on your own learning process. • Use simple strategies and techniques to learn more effectively in different situations. • Adapt your learning approach based on what you are trying to learn.	
Developing a Growth Mindset	• Understand what it means to have a growth mindset. • Learn from feedback, mistakes, and others' success. • Build personal strategies to keep improving.	
Critical Thinking – Decision Making and Problem Solving	• Identify steps to make a good decision. • Understand how to gather facts and avoid assumptions. • Try out simple methods to solve problems (think-pair-decide).	
2. Exploration & Goal Setting		Duration: 06 Hrs.
Understanding Self – My Interests & Abilities	• How to identify your interests, strengths, and areas where you can improve / Reflect on what I enjoy doing and what I'm good at. • How your personality traits and values influence the choices you make. • How knowing yourself better can help you make better career decisions.	
Understanding the World of Work	• Know the difference between a job and a career. • What types of jobs, sectors, and industries exist today? • Explore different kinds of work pathways (formal, gig, freelance, self-employed, etc.).	
Finding Suitable Opportunities	• Understand which pathways (job, business, freelance, apprenticeship) suit me. • Explore how my trade fits into these pathways. • How to conduct a market scan.	

Setting Goals & Building a Plan	• Write a short-term and long-term goal for my future / Use SMART goals to prepare a plan for my future. • Create an action plan with steps and a timeline. • Identify possible challenges and support needed.
3. Essential Digital Skills	
Duration: 15 Hrs.	
Introduction to Digital Literacy & Computer Basics	• Understand what digital literacy means and why it matters. • Identify parts of a computer system and basic functions (hardware, software, OS). • Practice logging in, opening files, and navigating the desktop.
Creating and Editing Documents (MS Word)	• Create, edit, and format a basic document in MS Word. • Use text alignment, bullets, font tools for resumes, reports, letter or profile page. • Save and print a document.
Working with Numbers (MS Excel)	• Create a basic spreadsheet / Enter data into rows & columns. • Use simple formulas (add, average, percentage). • Apply formatting for readability.
Internet Use & Online Safety	• Understand what the internet is and how it can help in learning and work. • Use search engines to find useful information (job roles, learning videos, and trade info). • Recognise safe and unsafe online behaviour / online content and scams.
Communication Using Emails	• Create and use an email ID. • Learn how to attach files and use CC and BCC when sending emails.
Using Online Meeting Tools	• How to use online meeting tools. • How to use Zoom. • How to use Google Meet.
Social Media for Work & Life	• Understand the purpose of different social media platforms and how to use them responsibly. • Create or review your own social media profile with safety and professionalism in mind. • Explore how social media can support your learning, job search, and career growth.
Mobile Apps & Internet of Things	• Identify common mobile apps used for work, learning, and finance. • Understand what IoT means through relatable examples.
4. Introduction to Artificial Intelligence	
(Digital first → AI next = better absorption)	
Duration: 08 Hrs.	
Understanding AI	• What is AI? • Where do you find AI? • What is not AI?
How does AI work?	• How does AI work? • What is data and why is it important? • How AI Learns from Data: Machine Learning vs. Deep Learning.
Types of AI	• Types of AI: Narrow and General. • History of AI.

What can AI do?	• What is Generative AI, and how does it affect us? • How to talk to AI. • Uses of Generative AI in various fields of work.
Impact of AI on Jobs & Industries	• How AI is impacting jobs and industries. • Advantages and disadvantages of AI at work.
Exploring Careers with AI	• How to explore career options with AI.
Learning with AI	• How AI can help you learn better
Using AI Responsibly	• What Ethical AI is and Why It Is Important? • Identifying the Ethical Challenges in AI. • How to use AI responsibly.
5. Financial and Legal Literacy	
Duration: 08 Hrs.	
Introduction to Money Management	• Identify sources of income (salary, stipend, gigs). • Understand where money goes—needs vs wants. • Recognize the importance of saving regularly.
Using Banks and Digital Payments	• Learn how to open and use a bank account. • Understand UPI, mobile wallets, and ATM use. • Practice digital safety for money transactions.
Budgeting, Saving & Starting to Grow Money	• Create a basic monthly budget. • Understand saving strategies for short- and long-term goals. • Get introduced to simple investment options (e.g., PPF, RD).
Loans and Insurance – Basics to Know	• Understand how small loans work and when to take/avoid them. • Know what insurance is and how it helps in emergencies. • Learn the risks of borrowing from informal sources.
Legal Literacy	• Key government policies related to legal literacy, such as the Legal Literacy Mission, Right to Information (RTI), and public grievance systems. • Identify basic employee rights at the workplace, including safe working conditions, fair treatment, and protection against exploitation. • Understand the concept of minimum wages and how it applies to different types of jobs.
6. Communication Skills	
Duration: 06 Hrs.	
What Is Communication & Why It Matters	• Understand the meaning and importance of communication in life and work (Use trade-specific miscommunication examples to show importance.) • Understand different types of communication: verbal, non-verbal, written and visual.
Active Listening / Practice Effective Communication	• Identify common barriers to communication (language differences, attitude, misunderstanding). • Practice active listening techniques (Roleplays for instruction-following, job-site clarity.)
Speaking Confidently and Respectfully	• Recognize the difference between passive, assertive, and aggressive communication.

	- Practice expressing opinions respectfully (Customer and co-worker scenarios.) - Use empathy to understand others in the workplace or group setting.
Giving & Receiving Feedback	- Understand what feedback is and why it is important in learning and work. - Give constructive feedback in a polite and helpful way / Practice giving helpful feedback using positive language (Practice through peer-review of simple tasks.) - Receive feedback without getting defensive and use it to improve.
Managing Conflicts	- Identify common causes of conflict at the workplace or in daily life. - Recognize the role of communication in solving conflicts. - Practice resolving simple conflicts using calm and respectful communication. [Workplace conflict simulations (e.g., tool damage, payment delays)].
7. Functional English for Work & Daily Life	
Duration: 14 Hrs.	
Greetings & Self-Introduction	- Greet others in formal/informal situations / The appropriate expressions to greet people in formal and informal situations. - How to introduce yourself to others effectively [Use simple sentence structures (I am / My name is / I live in...)]
Asking and Responding to Questions	- Use question words: What / Where / When / How / Why. - Answer simple WH questions. - Practice question-answer format in real-world situations (classroom, workshop, customer).
Speak and Share Information about Workplace	- How to share specific information about a job or a workplace. - How to communicate your views and opinions about a workplace.
Telephone Skills	- Three phases of a telephone call. - How to use correct phrases to make telephone calls in a professional manner.
Group Discussion on simple topics	- How to express your thoughts clearly in a group discussion. - Useful expressions to use while participating in a discussion.
Reading and Understanding Simple Texts	- Read short messages, labels, instructions, signs. - Understand job ads and form fields. - Answer questions based on a short text.
Writing for Work	- Write simple sentences. - Fill basic forms (leave application, registration form). - Write short messages/emails/resumes/cover letters.
8. Becoming a Responsible & Inclusive Professional (D&I + Citizenship)	
Duration: 06 Hrs.	
Respecting Differences – Identity, Bias, and Belonging	- Recognize visible and invisible aspects of identity. - Identify bias or exclusion in everyday situations. - Respecting individual differences.
My Values and Our Constitution	Identify personal values (honesty, fairness, respect, hard work), family values.

	• Understand key constitutional values (justice, liberty, equality, fraternity), fundamental rights & duties. • Apply values to workplace situations and decisions.
Working in Diverse and Inclusive Teams	• Describe what makes a team diverse. • Explain why diversity is important at work. • Identify behaviors that support inclusion in group work. • Practice resolving differences through inclusive communication.
Gender at Work – Equality, Challenges, and Change	• Identify common gender stereotypes in jobs and training. • Reflect on the impact of these stereotypes. • Learn how to support gender equality at work.
Safe and Respectful Workplaces – POSH & Beyond	• Understand what workplace harassment means. • Provisions of the Prevention of Sexual Harassment (POSH) Act - Know your rights and how to seek support. • Do's and Don'ts under POSH Act.
9. Workplace Mindset & Effectiveness (Becoming a Professional in the 21st Century)	
Duration: 05 Hrs.	
Building a Positive Work Attitude / Workplace Behaviour & Attitude	• Understand what behavior and attitude mean at work. • Recognize the impact of attitude on teamwork and performance. • Identify do's and don'ts for professional interactions (expected etiquette and discipline). • Apply simple strategies to bounce back from criticism, rejection, or failure (e.g. active listening, asking for feedback, setting small improvement goals).
Time Management in the Workplace	• Identify key time-wasters and how to avoid them. • Use simple tools to plan tasks (to-do list, prioritisation). • Respect timelines and deadlines in class, shop floor, or on projects.
Working Well in a Team	• Identify what makes a team work well (roles, listening, helping). • Practice respectful group behavior and shared responsibility. • Reflect on your role in a team setting.
Staying Safe, Healthy, and Stress-Free at Work	• How to stay safe and avoid accidents at work. • Simple habits to stay physically healthy on the job. • How to recognize and manage stress. • When and how to ask for support.
10. Green Skills	
Duration: 10 Hrs.	
What is Sustainability and Why It Matters	• Explain what sustainability means in simple terms and why it is important for people, work and the planet.
Three Pillars of Sustainability	• Describe environmental, social, and economic pillars of sustainability with examples.
Systems Thinking – How Everything is Connected	• Describe how different sustainability issues are connected through simple cause-effect chains.
Emergent Sources of Energy	• Nuclear, solar, wind, geothermal, hydropower, and biomass/biofuels.
My Footprint – Daily Choices and Their Impact	• Assess how daily actions impact the environment and identify at least two personal changes to reduce that impact.

Our Place: Community Issues	• Conduct green audit & identify local challenges (e.g., plastic waste/garbage/drainage, water, energy use). • Map local issues on campus or home. Prioritize one to act on.
Designing Local Green Solutions + Advocating for Sustainability in Community	• Design or adapt a basic green solution for a local problem or trade area. • Create and share a campaign or action message promoting sustainability.
Exploring Green Career Pathways	• Explore, compare, and evaluate green & nuclear energy careers and entrepreneurship options; identify preferred directions.
My Green Career Map – Plan Your Path	• Learners match their trade skills and interests to a green career path, and use tools (like job portals, AI, government schemes) to plan next steps.
11. Entrepreneurship	
Duration: 18 Hrs.	
Who is an Entrepreneur?	• Understand what entrepreneurship and self-employment mean, and how they are similar or different. • Identify entrepreneurial qualities.
Spotting Opportunities and Customer Needs	• Identify unmet needs in local markets. • Understand how to study what customers want. • Observe opportunities for self-employment in their trade & Match trade skills with local market needs.
Selection of type of business - Product/service	• Difference between product and service. • Things to consider when choosing a product/service idea.
Developing My Business Idea / Planning My Business Idea	• Understand how to develop a business idea based on your interests, skills, and market needs. • Learn the key components of a business plan — product/service, customers, cost, price, etc. • Create a simple business plan for your idea.
Budgeting for My Business / Accounting for My Business	• Estimate startup costs, tools, and space. • Understand costing and pricing. • Learn how to track income and expenses.
Talking About My Business / Pitching My Business	• Create a simple pitch for your business idea. • Explain what makes their idea useful or needed. • Receive & reflect on peer feedback.
Getting Support to Start / Funding My Business	• Know where to get help: schemes, mentors, documents. • Learn about PMEGP, Mudra, MSME basics. • Process of applying for funds. • Requirement to apply for funds with Private and Government bodies.
Awareness of Legal and statutory compliances for my business	• The registrations for different types of businesses. • How to register a business on Udyam website. • The necessary rules and regulations for licences and taxes for a sole proprietorship.
Marketing My Business	• Understand marketing and its importance. • List the 7 P's of marketing and give one simple example of how each can apply to their product or service.

Running My Business	• Understand customer service and building trust. • Learn using simple selling techniques: FAB & Cross Selling. • How to close a sale or service. • How to handle customer feedback & ensure customer satisfaction.
12. Getting Ready for Apprenticeship & Jobs	
Duration: 20 Hrs.	
Presenting Yourself Professionally	• Recognize importance of hygiene and grooming. • Learn simple do's and don'ts for workplace dressing and habits. • Understand how to present yourself confidently in interviews and at work.
Building a Resume	• Key components of a resume. • Writing your own resume. • Checking your resume for common mistakes.
Preparing for Interviews	• Practice answering common interview questions. • Learn tips for confident body language and communication. • Handle common interview scenarios through role-play.
Professional Networking	• The meaning and importance of professional networking. • How to build a professional network.
Applying for Jobs through Online Portals	• Identifying various job roles available for technicians. • Exploring job search engines. • Applying for jobs online.
Enrolling for Apprenticeship	• Introduction to NAPS portal. • Registering on NAPS portal. • Applying for jobs on NAPS portal.
Introduction to Platform-based Jobs	• What are platform based jobs. • How to register on portals like Urban Company, Helpr etc.
Career Pathways – Reflect and Decide	• Revisit different work options: job, gig, self-employment, apprenticeship. • Reflect on what career path suits their interests and skills & revise career goals.
Guest Lecture by Alumni	• Relate real-world experiences shared by alumni to their own trade and career goals. • Ask at least two relevant questions about career pathways, challenges, or skill requirements. • Identify one new strategy or habit they can adopt from the alumni's success story.
Industry Visit	• Observe key workplace processes, safety practices, and team roles in a real work setting. • Compare what they see on site with the practices and tools taught in their ITI training. • Reflect on one aspect of the workplace (e.g., equipment use, workflow, communication) they'd like to improve in their own practice.

LEARNING OUTCOMES AND ASSESSMENT CRITERIA

EMPLOYABILITY SKILLS- I	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Demonstrate understanding of employability skills, their importance in modern workplaces, and strategies for continuous self-learning.	Define the term “employability skills” and explain its relevance today.
	Identify at least three key employability skills needed for the future.
	Describe how continuous learning supports career growth.
	Give one example of adapting skills to a changing workplace.
	Reflect on personal strengths in relation to future work trends.
2. Identify personal strengths, interests, and career pathways, and create SMART action plan for career development.	Identify at least two personal interests and strengths relevant to career choice.
	Differentiate between job and career with examples.
	Match personal trade skills with at least two career pathways.
	Write one short-term and one long-term SMART goal.
	Create an action plan listing steps, timelines, and possible challenges.
3. Use digital tools, software applications, and online platforms safely and effectively for work and learning.	Demonstrate basic computer operations, including logging in and file navigation.
	Create and format a simple document in MS Word.
	Use formulas and formatting in an Excel spreadsheet.
	Search for relevant work-related information online and evaluate its credibility.
	Send a professional email with appropriate attachments, CC, and BCC.
4. Explain fundamental AI concepts, types, uses, and ethical considerations in workplace contexts.	Define AI and give two real-life examples of its use.
	Differentiate between Narrow AI and General AI.
	Describe the concept of machine learning using a simple example.
	Identify at least two ways AI impacts jobs in a specific industry.
	List two ethical guidelines for using AI responsibly.
5. Apply basic financial management skills and understand essential legal rights and responsibilities at work.	Create a basic monthly budget showing income and expenses.
	Identify at least two digital payment methods and explain their safety measures.
	Describe one short-term and one long-term saving strategy.
	State two basic employee rights as per Indian labour laws.
	Give one example of how minimum wage laws apply in a workplace.

6. Communicate effectively and respectfully in various workplace situations using verbal, non-verbal, and written methods.	Identify at least two barriers to effective communication and suggest solutions.
	Demonstrate active listening in a role-play scenario.
	Express an opinion respectfully in a given workplace situation.
	Give and receive constructive feedback using positive language.
	Resolve a simulated workplace conflict using calm and respectful communication.
7. Use functional English to engage in basic workplace communication, read and write simple texts, and participate in discussions.	Introduce yourself using correct sentence structure.
	Ask and answer WH questions in a role-play scenario.
	Share simple workplace information orally.
	Read a short work-related text and answer comprehension questions.
	Write a short email, message, or resume section with correct grammar.
8. Demonstrate inclusive, respectful, and value-based behavior in workplace and community settings.	Identify at least two examples of bias or exclusion in the workplace.
	Explain one constitutional value and its relevance at work.
	Suggest behaviours that support teamwork in a diverse group.
	Identify two ways to support gender equality in the workplace.
	State the key provisions of the POSH Act.
9. Exhibit positive workplace behavior, manage time effectively, work in teams, and maintain safety and well-being.	Describe how a positive attitude impacts workplace performance.
	Prepare prioritised to-do list for given task set.
	Demonstrate respectful collaboration in a group activity.
	Identify at least two workplace safety practices.
	Suggest two strategies for managing stress.
10. Apply sustainability concepts to daily work practices and explore opportunities in green careers.	Explain sustainability and give one workplace example.
	Describe the three pillars of sustainability with examples.
	Assess your personal ecological footprint and suggest two improvements.
	Propose a simple green solution to a local issue.
	Identify one green career path matching your skills.
11. Develop a simple, market-aligned business idea and plan, applying basic budgeting, marketing, and compliance concepts.	Identify at least two entrepreneurial qualities you possess.
	Describe a business idea and its target customers.
	Create a simple budget for starting the business.
	List at least three marketing strategies for your product/service.
	Identify one legal registration required for your business.
12. Prepare professional job applications, resumes, and	Demonstrate appropriate grooming and body language for interviews.

interview responses, and explore apprenticeship opportunities.	Create a resume highlighting skills and experience.
	Answer at least three common interview questions confidently.
	Apply for a job through an online portal and upload necessary documents.
	Reflect on learning from an industry visit or alumni talk and suggest one improvement in your own career plan.

TOOLS & EQUIPMENTS

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 softwares should either be latest version or one/two version below)	01 computer for two trainees
2.	Laptop: Intel Core i5 or i7 (or AMD equivalent) processor, 16GB or more of RAM, a 512GB or larger SSD, and 15-inch or larger display with at least 1080p resolution Wi-Fi 6, Bluetooth 5.2	1 no.
3.	UPS	As required
4.	Scanner cum Printer	1 no.
5.	Computer Tables	As required
6.	Computer Chairs	01 no. for each trainee
7.	LCD Projector	1 no.
8.	White Board 1200mm x 900mm	1 no.
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

EMPLOYABILITY SKILLS –II (60 Hrs.)

Common for all 2nd year of Two-year CTS trades

Model Curriculum

Module Summary:

S. No	Module Name	Duration (hours)	Assessment Marks (in percentage)
1.	Basic Career Skills	8	14
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

Employability Skills II – NOS (60 hours)

Description

This NOS unit is about carrying out operations about learners applying basic and advanced Employability Skills concepts in real life situations to become a successful 21st century professional

Scope

The scope covers the following:

- plan and prepare advance employability skills activities
- carry out the work to plan and prepare the learners to build key knowledge and skills for career development in the 21st century using advanced employability skills
- documenting the record

Elements and Performance Criteria

plan and prepare the advanced employability skills activities

To be competent, the user/individual on the job must be able to:

- PC1. identify the advanced employability skills activities
- PC2. prepare schedule to plan and prepare the learners to build key knowledge and skills for career development in the 21st century using advanced employability skills
- PC3. arrange required class room, multimedia computer, white board and LCD projector

carry out the work to plan and prepare the learners to build key knowledge and skills for career development in the 21st century using advanced employability skills

To be competent, the user/individual on the job must be able to:

- PC4. follow the safety precautions while handling computer and LCD projectors
- PC5. prepare learners will be able to build a resume, write a cover letter & a job application
- PC6. plan and prepare use basic English skills to communicate in formal situations
- PC7. plan and prepare use basic English skills to communicate in informal situations
- PC8. practice to demonstrate workplace etiquette, effective teamwork in real-life situations
- PC9. plan and prepare to use their knowledge of platform & gig economy to identify jobs relevant to them
- PC10. plan and prepare to identify self-employment opportunities relevant to them
- PC11. plan and prepare to identify and solve for challenges in migrating for work opportunities
- PC12. plan and prepare to explore the SDIP platform to identify potential international job opportunities available to them

- PC13. plan and prepare to differentiate workplace practices that align/misalign with green mindset
- PC14. plan and prepare to identify the stages of the design thinking process
- PC15. prepare to apply design thinking principles to solve a real-life problem and identify a potential business idea
- PC16. practice to build and present a comprehensive business plan including marketing, finance, scale up, accounting, reflecting entrepreneurial mindset.
- PC17. carry out the work to use the internet to find, sort & present information on a given topic and reflect on their self-learning process
- PC18. prepare and practice to use the internet to explore key job portals, identify and apply for potential jobs
- PC19. plan and prepare to apply for jobs by attaching their resume, cover letter & other relevant documents via email
- PC20. prepare and practice to identify how to use social media tools such as WhatsApp, you tube, Instagram etc. to build alternate career paths
- PC21. prepare to demonstrate people skills, personality skills, thinking skills required in various workplace scenarios

documenting the record

To be competent, the user/individual on the job must be able to:

- PC22. execute the advance employability skills
- PC23. record the plan and prepare the learners to build key knowledge and skills for career development in the 21st century using advanced employability skills activities
- PC24. ensure plan and prepare the learners to build key knowledge and skills for career development in the 21st century using advanced employability skills as per the check list

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. basic knowledge of need for advance employability skills
- KU2. basic theory of process to be followed to apply to a job - writing resume, cover letter & application form
- KU3. basic knowledge of identify & differentiate between formal and informal situations.
- KU4. basic theory about choosing the right language necessary in different situation.
- KU5. basic knowledge of list acceptable and unacceptable behaviors at workplace
- KU6. basic theory of learners will be able to list out the essential skills required for the future workplace, using basic internet search skills
- KU7. basic knowledge about differentiate platform, gig & self-employment opportunities
- KU8. basic knowledge to identifying platforms/application that provide relevant job opportunities
- KU9. basic theory about able to outline the pros & cons of migrating for work

- KU10. basic theory about able to describe the objective of the SDIP portal.
- KU11. basic theory about learners describe what is green mindset.
- KU12. basic theory about able to outline the framework of a business plan
- KU13. basic theory about able to locate/find the information on the internet
- KU14. basic theory about lists the steps involved in sending an email.
- KU15. basic theory about different types of enterprises and ways to identify business opportunities
- KU16. basic knowledge about can list different social media platforms and describe its usefulness.
- KU17. basic knowledge of learners will be able to recognize the importance of people skills in the workplace.
- KU18. learners will be able to state the importance of continued professional development.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and write different types of documents/instructions/correspondence in English and other languages
- GS2. career mindset
- GS3. develop a mindset to differentiate a job and a career to build a sustainable career
- GS4. demonstrate digital fluency in personal & professional context
- GS5. demonstrate skills required to thrive in a 21st century work culture

TOOLS & EQUIPMENTS

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)	01 computer for two trainees
2.	UPS	As required
3.	Scanner cum Printer	1 no.
4.	Computer Tables	As required
5.	Computer Chairs	01 no. for each trainee
6.	LCD Projector/ Interactive Flat Panel	1 no.
7.	White Board 1200mm x 900mm	1 no.
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

EMPLOYABILITY SKILLS –III (60 Hrs.)

Common for all six-month CTS trades

Model Curriculum

Module Summary:

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	1.5	2
2.	Constitutional values - Citizenship	1.5	2
3.	Becoming a Professional in the 21st Century	2.5	6
4.	Basic English Skills	10	6
5.	Career Development & Goal Setting	2	3
6.	Communication Skills	5	4
7.	Diversity & Inclusion	2.5	2
8.	Financial and Legal Literacy	5	5
9.	Essential Digital Skills	10	8
10.	Entrepreneurship	7	4
11.	Customer Service	5	3
12.	Getting Ready for Apprenticeship & Jobs	8	5
	Total	60	50

Key Learning Outcomes

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 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.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD.
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Employability Skills III – NOS (60 hours)

Target audience: As per 16th NSQC MoM, 60 hours ES to be included for level 3, 4, 5 and above

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Performance Criteria (PC)

Introduction to Employability Skills

To be competent, the individual must be able to:

- PC1. Identify employability skills required for jobs in various industries
- PC2. Identify and explore learning and employability portals

Constitutional values – Citizenship

- PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

- PC5. recognize the significance of 21st Century Skills for employment
- PC6. practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

- PC7. use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

- PC10. understand the difference between job and career
- PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

- PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13. work collaboratively with others in a team

Diversity & Inclusion

- PC14. communicate and behave appropriately with all genders and PwD
- PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

- PC16. select financial institutions, products and services as per requirement
- PC17. carry out offline and online financial transactions, safely and securely
- PC18. identify common components of salary and compute income, expenses, taxes, investments etc.
- PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

- PC20. operate digital devices and carry out basic internet operations securely and safely
- PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

- PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

- PC26. identify different types of customers
- PC27. identify and respond to customer requests and needs in a professional manner.
- PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

- PC29. create a professional Curriculum vitae (Résumé)
- PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC31. apply to identified job openings using offline /online methods as per requirement
- PC32. answer questions politely, with clarity and confidence, during recruitment and selection
- PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. need for employability skills and different learning and employability related portals
- KU2. various constitutional and personal values

- KU3. different environmentally sustainable practices and their importance
- KU4. 21st century skills and their importance
- KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6. importance of career development and setting long- and short-term goals
- KU7. about effective communication
- KU8. POSH Act
- KU9. Gender sensitivity and inclusivity
- KU10. different types of financial institutes, products, and services
- KU11. how to compute income and expenditure
- KU12. importance of maintaining safety and security in offline and online financial transactions
- KU13. different legal rights and laws
- KU14. different types of digital devices and the procedure to operate them safely and securely
- KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.
- KU16. how to identify business opportunities
- KU17. types and needs of customers
- KU18. how to apply for a job and prepare for an interview
- KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and write different types of documents/instructions/correspondence
- GS2. communicate effectively using appropriate language in formal and informal settings
- GS3. behave politely and appropriately with all
- GS4. how to work in a virtual mode
- GS5. perform calculations efficiently
- GS6. solve problems effectively
- GS7. pay attention to details
- GS8. manage time efficiently
- GS9. maintain hygiene and sanitization to avoid infection

TOOLS & EQUIPMENTS

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)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

LIST OF MEMBERS

Members participated for Trade committee meeting to finalize the syllabus of Employability Skills at Quest Learning Observatory, Bangalore on 31.07.2025			
S No.	Name & Designation (Mr./ Ms.)	Organization	Remarks
1.	Trisaljit Sethi, AS/DG	DGT, New Delhi	Chairman
2.	T. Ragulan, Director	CSTARI, Kolkata	Member
3.	T.V. Rajasekar, Executive Director	NIMI Chennai	Member
4.	Aakash Sethi, CEO	Quest Alliance, Bangalore	Member
5.	Bhaskar Singh B	Toyota Kirloskar Motor Pvt Ltd.	Member
6.	P.S. Shivananje Gowda	Toyota Kirloskar Motor Pvt Ltd.	Member
7.	Ramesha. S.S.	Govt. ITI N.R. Mohalla Mysore-570007	Member
8.	Ravishankar G.	Govt. ITI H.D Kote	Member
9.	A. Muthukumar	NIMI Chennai	Member
10.	Apith C	Impact Group	Member
11.	Ayesha Begem	Govt. ITI, Tumkur Road	Member
12.	Lakshminarayana Raju, AD	DITE, Karnataka	Member
13.	G. Jayakumar	NTTF, Electronics City	Member
14.	Chandral Ambike M	Hindustan Aeronautics Ltd	Member
15.	Vineeta Sharma	Edunet Foundation	Member
16.	Ajita Karve	TATA Strive	Member
17.	Sweety.U	Bosch India Foundation	Member
18.	S.M Solanki	BHEL-EDN Mysore Road	Member
19.	Dr. Joydeep R.C.	Techno Media Software Solutions Pvt Ltd	Member
20.	Ashwini M. Koli	NSTI (W) Bangalore	Member
21.	Gopalakrishnan. S	NIMI Chennai	Member
22.	Preeti Arora	S.V.P Foundation	Member
23.	Anita Patil Chauhan	TATA STRIVE	Member
24.	Shobha Niranjji	Loyola ITI Bangalore	Member
25.	Pauavi. A	BHEL-EDN Bangalore	Member
26.	Chai Tanya Kumar. G	BHEL-EDN Bangalore	Member
27.	Shyna Mariya Chandy	FRSN	Member
28.	Rishi Nandwani	FRSN	Member
29.	Nikita Bengani	Quest Alliance	Member
30.	Soorya Menon	Quest Alliance	Member
31.	Kotresh H.B.	Quest Alliance	Member
32.	Prachi Singh	Quest Alliance	Member
33.	Pallab Datta, Training Officer	CSTARI, Kolkata	Member
34.	K.V.S Narayana, Training Officer	CSTARI, Kolkata	Member