Syllabus for

EMPLOYABILITY SKILLS

Under

**CRAFTSMAN TRAINING SCHEME (CTS) /**

**APPRENTICESHIP TRAINING SCHEME (ATS)**

Redesigned in

2014

By

**Government of India**

**Ministry of Labour & Employment**

**Directorate General of Employment & Training**

**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**

**EN-Block sector –V, Salt Lake**

**Kolkata -700091**

**Distribution of Topics between Semesters**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** |  | **Semester1** |  | **Semester2** |  |
| **Duration** |  |  |  |  |  |
|  | **Topics** |  | **Topics** | **Examination** |
|  |  |  |
|  |  |  |  |  |  |
| **01 Year** | **1.** | **English Literacy** | **4.** | **Entrepreneurship** |  |
| **2.** | **I.T. Literacy** |  | **Skills** | **Final examination** |
| **(Two** | **3.** | **Communication** | **5.** | **Productivity** | **at the end of** |
| **semesters)** |  | **Skills** | **6.** | **Occupational safety ,** | **second semester** |
|  |  |  |  | **Health and** |  |
|  |  |  |  | **Environment** |  |
|  |  |  |  | **Education** |  |
|  |  |  | **7.** | **Labour Welfare** |  |
|  |  |  |  | **Legislation** |  |
|  |  |  | **8.** | **Quality Tools** |  |
|  |  |  |  |  |  |
| **02 Years** | **1.** | **English Literacy** | **4.** | **Entrepreneurship** |  |
| **2.** | **I.T. Literacy** |  | **Skills** | **Final examination** |
| **(Four** | **3.** | **Communication** | **5.** | **Productivity** | **at the end of** |
| **Semesters)** |  | **Skills** | **6.** | **Occupational safety ,** | **second semester** |
|  |  |  |  | **Health and** |  |
|  |  |  |  | **Environment** |  |
|  |  |  |  | **Education** |  |
|  |  |  | **7.** | **Labour Welfare** |  |
|  |  |  |  | **Legislation** |  |
|  |  |  | **8.** | **Quality Tools** |  |
|  |  |  |  |  |  |

**E. Detail of Syllabus**

|  |  |  |
| --- | --- | --- |
|  | **1.** | **English Literacy** |
| **Hours of Instruction: 20 Hrs.** | | **Marks Allotted: 09** |
|  |  | |
| **Pronunciation** | Accentuation (mode of pronunciation) on simple words, | |
|  | Diction (use of word and speech) | |
| **Functional Grammar** | Transformation of sentences, Voice change, Change of tense, | |
|  | Spellings. |  |
| **Reading** | Reading and understanding simple sentences about self, work | |
|  | and environment | |
| **Writing** | Construction of simple sentences | |
|  | Writing simple English | |
| **Speaking / Spoken** | Speaking with preparation on self, on family, on friends/ | |
| **English** | classmates, on know, 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 | |
|  | Greeting and introductions office hospitality, Resumes or | |
|  | curriculum vita essential parts, letters of application reference | |
|  | to previous communication. | |
|  |  |  |
|  | **2.** | **I.T. Literacy** |
| **Hours of Instruction: 20 Hrs.** | | **Marks Allotted: 09** |
|  |  | |
| **Basics of Computer** | Introduction, Computer and its applications, Hardware and | |
|  | peripherals, Switching on-Starting and shutting down of | |
|  | computer. |  |
| **Computer Operating** | Basics of Operating System, WINDOWS, The user interface | |
| **System** | of Windows OS, Create, Copy, Move and delete Files and | |
|  | Folders, Use of External memory like pen drive, CD, DVD | |
|  | etc, Use of Common applications. | |
|  | Basic operating of Word Processing, Creating, opening and | |
| **Word processing and** | closing Documents, use of shortcuts, Creating and Editing of | |
| Text, Formatting the Text, Insertion & creation of Tables. | |
| **Worksheet** | Printing document. | |
|  | Basics of Excel worksheet, understanding basic commands, | |
|  | creating simple worksheets, understanding sample worksheets, | |
|  | use of simple formulas and functions, Printing of simple excel | |
|  | sheets |  |
|  | Basic of computer Networks (using real life examples), | |
| **Computer** | Definitions of Local Area Network (LAN), Wide Area | |
| Network (WAN), Internet, Concept of Internet (Network of | |
| **Networking and** | Networks), |  |
| **INTERNET** | Meaning of World Wide Web (WWW), Web Browser, Web | |
|  | Site, Web page and Search Engines. Accessing the Internet | |
|  | using Web Browser, Downloading and Printing Web Pages, | |
|  | Opening an email account and use of email. Social media sites | |
|  | and its implication. | |
|  | Information Security and antivirus tools, Do’s and Don’ts in | |
|  |  |  |

Information Security, Awareness of IT – ACT, types of cyber crimes.

**3. Communication Skills**

|  |  |
| --- | --- |
| **Hour of Instruction: 15 Hrs.** | **Marks Allotted: 07** |
|  |  |
| Topic | Contents |
|  | Communication and its importance |
|  | Principles of Effective communication |
|  | Types of communication – verbal, non verbal, |
| **Introduction to** | written, email, talking on phone. |
| Non verbal communication –characteristics, |
| **Communication Skills** | components-Para-language |
|  | Body – language |
|  | Barriers to communication and dealing with |
|  | barriers. |
|  | Handling nervousness/ discomfort. |
|  |  |
|  | Listening-hearing and listening, effective listening, |
|  | barriers to effective listening guidelines for |
| **Listening Skills** | effective listening. |
|  | Triple- A Listening – Attitude, Attention & |
|  | Adjustment. |
|  | Active Listening Skills. |
|  |  |
|  | Characteristics Essential to Achieving Success |
|  | The Power of Positive Attitude |
|  | Self awareness |
| **Motivational Training** | Importance of Commitment |
| Ethics and Values |
|  | Ways to Motivate Oneself |
|  | Personal Goal setting and Employability Planning. |
|  |  |
|  | Manners, Etiquettes, Dress code for an interview |
| **Facing Interviews** | Do’s & Don’ts for an interview |
|  |  |
|  | Problem Solving |
| **Behavioral Skills** | Confidence Building |
|  | Attitude |

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|  | **4. Entrepreneurship Skills** | |  |
| **Hour of Instruction: 15 Hrs.** | | **Marks Allotted: 06** | |
|  |  |  |  |
| **Concept of Entreneurship** | Enterpreneur – | Entrepreneurship | – Enterprises:- |
|  | Conceptual issue |  |  |
|  | Entrepreneurship | vs. management, | Entrepreneurial |
|  | motivation. Performance & Record, Role & Function of | | |
|  | |  |  |

entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.

**Project Preparation &** Qualities of a good Entrepreneur, SWOT and Risk

**Marketing analysis** Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.

**Institutions Support** Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.

**Investment Procurement** Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure

– Loan procurement – Banking Processes.

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|  | **5. Productivity** |  |
| **Hour of Instruction: 10 Hrs.** | | **Marks Allotted: 05** |
|  |  |  |
| **Productivity** | Definition, Necessity, Meaning of GDP. |  |
| **Benefits** | Personal / Workman – Incentive, Production linked Bonus, | |
|  | Improvement in living standard. |  |
|  | Industry |  |
|  | Nation. |  |
| **Affecting Factors** | Skills, Working Aids, Automation, Environment, Motivation | |
|  | How improves or slows down. |  |
| **Comparison with** | Comparative productivity in developed countries (viz. | |
| **developed countries** | Germany, Japan and Australia) in selected industries e.g. | |
|  | Manufacturing, Steel, Mining, Construction etc. | |
|  | Living standards of those countries, wages. | |
| **Personal Finance** | Banking processes, Handling ATM, KYC registration, safe | |
| **Management** | cash handling, Personal risk and Insurance. | |

1. **Occupational Safety, Health and Environment Education**

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| --- | --- | --- |
| **Hour of Instruction: 15 Hrs.** | | **Marks Allotted: 06** |
|  |  | |
| **Safety & Health** | Introduction to Occupational Safety and Health importance | |
|  | of safety and health at workplace. |  |
| **Occupational** | Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, | |
| **Hazards** | Mechanical Hazards, Electrical Hazards, Thermal Hazards. | |
|  | Occupational health, Occupational hygienic, Occupational | |
|  | Diseases/ Disorders & its prevention. |  |
| **Accident & safety** | Basic principles for protective equipment. | |
|  | Accident Prevention techniques – control of accidents and | |
|  | safety measures. |  |
| **First Aid** | Care of injured & Sick at the workplaces, First-Aid & | |
|  | Transportation of sick person |  |
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| **Basic Provisions** |  | Idea of basic provision of safety, health, welfare under | |
|  |  | legislation of India. | |
|  |  |  |  |
|  |  | Introduction to Environment. Relationship between Society | |
| **Ecosystem** |  | and Environment, Ecosystem and Factors causing | |
|  |  | imbalance. | |
| **Pollution** |  | Pollution and pollutants including liquid, gaseous, solid and | |
|  |  | hazardous waste. | |
| **Energy Conservation** |  | Conservation of Energy, re-use and recycle. | |
| **Global warming** |  | Global warming, climate change and Ozone layer | |
|  |  | depletion. | |
| **Ground Water** |  | Hydrological cycle, ground and surface water, | |
|  |  | Conservation and Harvesting of water | |
| **Environment** |  | Right attitude towards environment, Maintenance of in – | |
|  |  | house environment | |
|  |  |  |  |
|  |  | **7. Labour Welfare Legislation** | |
| **Hour of Instruction: 05 Hrs.** | | | **Marks Allotted: 03** |
|  |  |  |  |
| **Welfare Acts** |  | Benefits guaranteed under various acts- Factories Act, | |
|  |  | Apprenticeship Act, Employees State Insurance Act (ESI), | |
|  |  | Payment Wages Act, Employees Provident Fund Act, The | |
|  |  | Workmen’s compensation Act. | |
|  |  |  |  |
|  |  |  | **8. Quality Tools** |
| **Hour of Instruction: 10 Hrs.** | | | **Marks Allotted: 05** |
| **Quality Consciousness** |  |  | Meaning of quality, Quality characteristic. |
| **Quality Circles** |  |  | Definition, Advantage of small group activity, |
|  |  |  | objectives of quality Circle, Roles and function of |
|  |  |  | Quality Circles in Organization, Operation of Quality |
|  |  |  | circle. Approaches to starting Quality Circles, Steps |
|  |  |  | for continuation Quality Circles. |
| **Quality Management** |  |  | Idea of ISO 9000 and BIS systems and its importance |
| **System** |  |  | in maintaining qualities. |
| **House Keeping** |  |  | Purpose of House keeping, Practice of good |
|  |  |  | Housekeeping. |
| **Quality Tools** |  |  | Basic quality tools with a few examples |

**F. Tools & Equipments for Employability Skills:**

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| --- | --- | --- |
| **Sl.** | **Name of the Equipment** | **Quantity** |
| **No.** |  |  |
| 1 | Computer (PC) with latest configurations and Internet | 10 nos. |
|  | connection with standard operating system and standard |  |
|  | word processor and worksheet software |  |
| 2 | UPS – 500Va | 10 nos. |
| 3 | Scanner cum Printer | 1 no. |
| 4 | Computer Tables | 10 nos. |
| 5 | Computer Chairs | 20 nos. |
| 6 | LCD Projector | 1 no. |
| 7 | White Board 1200mm x 900mm | 1 no. |

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