



Model Curriculum

QP Name: Public Accountant

QP Code: MEP/Q5104

QP Version: 1.0

NSQF Level: 6

Model Curriculum Version: 1.0

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Training Parameters

Sector	Management & Entrepreneurship and Professional Skills
Sub-Sector	Entrepreneurship
Occupation	Entrepreneurial Skills
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3313
Minimum Educational Qualification and Experience	Pursuing first year of 2-year PG program after completing 3-year UG degree in relevant area OR Pursuing PG diploma after 3-year UG degree in relevant area OR 12th grade pass with Commerce with 4 years of relevant experience OR Previous relevant Qualification of NSQF Level 5 (Consultant (Chartered Tax Practitioner) with 3 years of relevant experience
Minimum Level of Education for Training in School	N.A.
Pre-Requisite License or Training	N.A.
Minimum Job Entry Age	21 years
Last Reviewed On	28 February 2023
Next Review Date	28 February 2026
NSQC Approval Date	28 February 2023
QP Version	1.0
Model Curriculum Creation Date	28 February 2023
Model Curriculum Valid Up to Date	28 February 2026
Model Curriculum Version	1.0
Minimum Duration of the Course	660 hrs
Maximum Duration of the Course	660 hrs

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills:

- Explain entity wise regulatory framework
- Apply accounting standards
- Prepare sample financial statements of various entities
- Prepare sample income tax, TDS, TCS & GST returns of the client
- Draft sample responses to various demand notices, orders under direct and indirect tax laws
- Draft sample letters/submissions to be submitted before tax authorities
- Explain difference between Tax planning and Tax Avoidance
- Describe payroll compliances
- Prepare sample salary muster
- Prepare sample PF, ESIC returns
- Explain business entity wise statutory compliances and prepare plan to meet to the same
- Explain health and safety hazards, its prevention and management.
- Apply principles of professional practice.
- Prepare Financial statements of Corporates including single entity and consolidated statements & Interpretation of the same using ratio analysis techniques
- Work as Audit Associate for the audit form
- Manage Finance, Treasury functions, Advisory on financial planning
- Discuss budgeting and cost control and management & performance evaluations using management accounting techniques
- Explain the significance of Employability Skills

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
MEP/N5123 Manage & Advise business regulatory compliances NOS Version No.1 NSQF Level 6.5	30:00 hrs	30:00 hrs	--	--	60:00 hrs
Module 1: Business Laws	30:00 hrs	30:00 hrs	--	--	60:00 hrs
MEP/N5124 Direct & Indirect tax planning & advisory including international taxes NOS Version No.1 NSQF Level 6.5	60:00 hrs	30:00 hrs	--	--	90:00 hrs
Module 2: Taxation Laws	60:00 hrs	30:00 hrs	--	--	90:00 hrs
MEP/N5125: Manage Corporate Financial Reporting NOS Version No.1 NSQF Level 6.5	60:00 hrs	30:00 hrs	--	--	90:00 hrs
Module 3: Financial Reporting	60:00 hrs	30:00 hrs	--	--	90:00 hrs
MEP/N5126 Assist in Audit & Assurance services NOS Version No.1 NSQF Level 6.5	60:00 hrs	30:00 hrs	--	--	90:00 hrs
Module 4: Audit & Assurance	60:00 hrs	30:00 hrs	--	--	90:00 hrs
MEP/N5127 Manage, Plan & Prepare for financial advice & Investment Decisions NOS Version No.1 NSQF Level 6.5	60:00 hrs	30:00 hrs	--	--	90:00 hrs
Module 5: Financial Management	60:00 hrs	30:00 hrs	--	--	90:00 hrs

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
MEP/N5128 Manage strategic decisions using budgeting & other management accounting techniques NOS Version No.1 NSQF Level 6.5	60:00 hrs	30:00 hrs	--	--	90:00 hrs
Module 6: Management Accounting	60:00 hrs	30:00 hrs	--	--	90:00 hrs
MEP/N9903 Apply health and safety practices at the workplace NOS Version No.5 NSQF Level 4	10:00 hrs	20:00 hrs	--	--	30:00 hrs
Module 7: Apply health and safety practices at the workplace	10:00 hrs	20:00 hrs	--	--	30:00 hrs
MEP/N9912 Apply principles of professional practice at the workplace NOS Version No.3 NSQF Level 5	10:00 hrs	20:00 hrs	--	--	30:00 hrs
Module 8: Principles of professional practice at the workplace	10:00 hrs	20:00 hrs	--	--	30:00 hrs
DGT/VSQ/N0103: Module 9: Employability Skills (90 Hours)	30:00 hrs	60:00 hrs	--	--	90:00 hrs
Total Duration	390:00 hrs	270:00 hrs	--	--	660:00 hrs

Module 1: Business Laws

Mapped to MEP/ N5123, Manage & Advise on business regulatory Compliances,

V 1.0

Terminal Outcome:

- Discuss how to advise on starting and closing of business entities
- Describe how to manage statutory compliances of various business entities
- Elucidate how to manage payroll

Duration: 30:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the purpose and types of businesses and how they interact with key stakeholders and the external environment • Describe business organizational structure, functions and the role of corporate governance. • Recognise the functions, systems and new technologies in accountancy and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data. • Identify the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed • Highlight the importance of personal effectiveness as the basis for effective team and organizational behavior • Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values • Describe the various laws affecting business entities. • Explain major provisions of The Indian Contract Act 1872 affecting business transactions. Know available legal remedies under contracts acts, • Explain when and how business can claim Specific relief or performances under specific relief act • Explain Sales of goods act 1930 provisions with regards of sale of goods and services. Explain available remedies 	<ul style="list-style-type: none"> • Draft sample Registration, amendment and cancellation procedures of various entities- <ol style="list-style-type: none"> i. filing MSME registration and cancellation application ii. filing Uday Aadhar registration and cancellation application iii. filing for shop act registration and cancellation applications iv. filing food license application for MSME’s v. Drafting of Partnership deeds in various scenarios of admission, retirement, death, dissolution & supplementary deed vi. Procedure for Incorporation of an NGO in different types (Trust/ Society/Sec 8 Co) vii. Drafting MoA & AoA of NGO’s viii. Annual maintenance of NGO’s ix. Closure/winding up procedure of NGO’s x. Filing NGO’s application for getting NITI Aayog ID xi. Filing NGO’s FCRA registration application and annual return xii. Procedure of incorporation forms of companies (OPC & Private Ltd & Section 8 only) including DIN, DSC, Name approval requirements, drafting of MoA & AoA xiii. Voluntary struck off provisions for companies xiv. Drafting notice and minutes of the board meetings, prepare resolutions xv. Drafting AGM notice and minutes of GM and resolutions thereon xvi. Filing change management forms in a company including annual directors KYC xvii. Filing annual returns of companies after due certification from professionals xviii. LLP Incorporation, Closure & Change management

<ul style="list-style-type: none"> • Discuss how to apply principles of negotiable instruments act 1931 • Explain major provisions of - <ul style="list-style-type: none"> ○ Interpretation of statutes ○ Indian Stamp Act ○ Arbitration and reconciliation act • Describe various Types of entities, explain they're with advantages and disadvantageous. <ol style="list-style-type: none"> 1. List out statutory compliances under – 2. Shop & Establishment Act 3. Partnership Act 1932 4. Limited Liability Partnership Act 2008 5. Companies Act 2013 6. Indian Trust Act 7. Societies registration act 1860 8. Model Cooperative Act & Multi State Cooperatives Act 2002 9. NGO's and FCRA regulations 10. MSME Act • Describe compliance procedures • List out Labour Laws compliances under- <ol style="list-style-type: none"> 1. Profession Tax 2. Employees state insurance act 1948 3. EPF and Misc. Provisions act 1952 4. The payment of gratuity act 1972 5. Factories Act 1948 6. Payment of wages act 1936 7. Minimum wage act 1948 8. Payment of bonus act 1965 9. Other misc. labour laws 10. new labour codes on wages, social security, occupation safety, industrial relations, health and working conditions as and when applicable • Describe return filing procedures • Identify the essential elements of the legal system, including the main sources of law • Recognize and apply the appropriate legal rules relating to the law of obligations • Explain and apply the law relating to employment • Distinguish between alternative forms and constitutions of business organizations • Identify and compare types of capital and the financing of companies • Describe and explain how companies are managed, administered and regulated • Recognise the legal implications relating to insolvency law 	<ul style="list-style-type: none"> • Prepare sample Salary Slip • Prepare sample periodic returns under PF, ESI, PT & TDS • Maintain sample Salary Muster • Generate sample form 16
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- Discuss
 - Law on foreign exchange
 - Law of Competition
 - Laws on banking, Insurance & Securities sector
 - Consumer Protection
 - Laws on bribery and money laundering
 - Insolvency & valuations laws
 - IP & Environmental laws

Classroom Aids:

Computer, printer, projector, white board/ flip chart, marker and duster.
Internet connection, (installed) online training platform

Tools, Equipment and Other Requirements

Module 2: Taxation Laws

Mapped to MEP/N5124, Direct & Indirect tax planning & advisory including international taxes, V 1.0

Terminal Outcome:

- Apply direct & indirect tax laws in practice
- Prepare sample income tax & GST returns for the clients
- Prepare sample responses for notices and demands to handle post filing compliances
- Explain tax planning & tax evasion
- Describe the process of Import & Export management and calculate duties and drawbacks

Duration: 60:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain basic concepts in income tax • Describe the mechanism of taxing based on residential status • Explain incomes which do not form part of total Income • Describe and classify income into five Heads of income, • Describe set off, clubbing and carry forward of losses provisions • Explain deductions/ reliefs/Rebates • Describe the process of computation of Incomes of various persons • Explain differences between Tax Planning V/s Tax Evasion • Discuss how to apply TDS & TCS provisions • Explain the income tax authorities and cases classification system • Explain assessment mechanism • Describe various penalties & offenses • Explain International Taxation principles & GAAR rules • Describe the process of becoming Authorised income tax practitioner • Explain Basic Concepts under GST law • Explain Taxable Event scenario, Supply & Charge of tax principles 	<ul style="list-style-type: none"> • Prepare sample computation of Income Statement • Prepare sample PAN/TAN registrations -Form 49 & 49AA, Form 49B, • Prepare sample firm registrations- Form 11 & 11A • Prepare sample NGO registration- Forms 10 & 10A • Draft sample deduction forms- Form 15G,15H,60,61 • Prepare Sample Income Tax Returns in form ITR 1,2,3,4,5,6,7 • Prepare sample TDS/TCS returns in Form 24Q,26Q,27Q,27EQ • Prepare sample tax challans in Form 280 & 281 • Prepare sample return form • Prepare sample application for rectification • Draft sample response to demand notices • Draft sample response to scrutiny notices • Explain Basic Concepts under GST law • Explain Taxable Event scenario, Supply & Charge of tax principles

<ul style="list-style-type: none"> • Describe various exemptions under GST law • Explain place of supply provisions. • Explain time and valuation of supply provisions • Describe registration conditions, tax invoice requirements and Debit and Credit note system under GST law <ul style="list-style-type: none"> • Describe accounting records under to be maintained under GST law • Explain procedure of payment of GST Tax & Interest via challans • Explain various provisions of TDS & TCS • Describe various returns under GST • Explain refund scenarios, how and when to claim refunds • Describe various types of Assessments & Audits under GST law and how to comply with them • Explain taxation of job work and Ecommerce operators • Explain inspection, Search & Seizure powers of GST officers • Describe demand & recovery provisions under GST • Explain how reverse Charge mechanism works • Describe various offences & penalties provisions under GST • Explain appeals and revision application Advance ruling procedure • Explain Misc. & Transitional Provisions • Describe process of becoming GST Practitioner • Explain Customs Act and Regulations, Foreign Trade Policy with regards to import and exports concepts • Describe the process of Import of goods and services & calculate Import duty • Describe export procedures & duty calculations with respect to refund/ duty draw backs • Describe Custom Broker licensing eligibility & requirements 	<ul style="list-style-type: none"> • Prepare sample tax audit Forms 3CA/CB/CD/10B/6B • Prepare sample Forex outward remittances Forms- 15CA/CB • Prepare sample MAT Forms in 29B & C • Prepare sample GST computation statement • Prepare sample GST return in Form GSTR1,2,3,3B,4,5,6,7,8,9, 10,11 • Prepare sample input tax credit form GST ITC 01/02/03/04 • Prepare sample refund forms in GST RFD-01 & RFD-10 • Prepare sample GST payment forms in GST-PMT 02,03,06,07,08,09 • Prepare sample E way bills • Prepare sample E invoices • Draft GST Registration forms in REG-01,07,10,11,13,14,16,21,24 • Draft transporters registration form in ENR-01 • Draft sample GST Assessments form in ASMT 01, APL01,05,06,07,08 • Draft sample advance ruling application in ARA 01,02 • Draft IEC code application • Prepare Import duty computation statement • Prepare Export duty and drawback/ refund calculations statements
<p>Classroom Aids:</p>	
<p>Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, online training platform app/link.</p>	

Module 3: Financial Reporting

Mapped to MEP/ N5125, Manage corporate financial reporting, V 1.0

Terminal Outcome:

- Discuss how to manage financial accounting and reporting of corporates & non-corporates.

Duration: 60:00	Duration: 30:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Discuss and apply conceptual and regulatory frameworks for financial reporting, also evaluate the appropriateness of the financial reporting framework and critically discuss accounting regulation • Discuss how to apply accounting for various transactions in accordance with IFRS and Ind AS, also apply professional judgement in the reporting of the financial performance of a range of entities • Analyse and interpret financial statements for different stakeholders • Discuss fundamental ethical and professional principles to ethical dilemmas and the consequences of unethical behavior • Explain meaning, purpose & fundamental concepts of Financial Accounting • Explain double entry accounting system/ accounting equation • Describe book keeping process from identifying business transactions and recording journal entries into ledgers to drafting of a trial balance • Describe process of passing rectification entries & Year-end adjustment entries to Finalization of books of accounts • Explain IFRS differences to Indian AS 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Prepare sample financial statements of non-corporate entities – (preparation of Manufacturing, Trading, Profit & Loss Account, Income & Expenditure accounts from single-entry system to double entry system) • Prepare sample corporate financial statements of corporates as per Sch III of Companies Act involving complex scenarios with cash flow & notes to accounts • Prepare sample consolidated financial statements as per IFRS • Prepare sample ratio analysis report and interpret the results as per industry standards
<p>Classroom Aids:</p> <p>Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, (installed) online training platform</p>	
<p>Tools, Equipment and Other Requirements</p>	

Module 4: Audit & Assurance

Mapped to MEP/ N5126, Assist in Audit & Assurance services, V 1.0

Terminal Outcome:

- Discuss how to manage audit reporting as audit associate for the firm.

Duration: 60:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the concept of audit and assurance and the functions of audit, corporate governance, including ethics and professional conduct • Describe and evaluate internal controls, techniques, and audit tests, including IT systems to identify and communicate control risks and their potential consequences, making appropriate recommendations. • Describe the scope, role and function of internal audit • Identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the International Standards on Auditing (ISAs) • Recognise the legal and regulatory environment and its impact on audit and assurance • Discuss appropriate quality management policies and procedures in relation to the acceptance and retention of professional appointments • Identify the work required to meet the objectives of non-audit assignments • Describe the current issues and developments related to the provision of audit-related and assurance services 	<ul style="list-style-type: none"> • Prepare sample reports for statutory audits of various entities, learn the process of auditing and assisting the lead audit manager in executing assignments • Prepare sample tax audits (IT & GST) for submissions and reporting by audit manager for the Firm and procedures in it • Prepare sample internal audit report, including fraud detection assignments learn the process of auditing and assisting the lead audit manager in executing assignments • Learn to draft accountant’s report and other non-assurance reports • Demonstrate how the auditor obtains and accepts audit engagements, obtains an understanding of the entity and its environment, assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements. • Demonstrate the ability to work effectively on an assurance or other service engagement within a professional and ethical framework
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, (installed) online training platform	
Tools, Equipment and Other Requirements	

Module 5: Financial Management

Mapped to MEP/ N5127, Manage, Plan & Prepare for financial advice & Investment Decisions, V 1.0

Terminal Outcome:

- Managing Finance & Treasury, Financial Planning & Investment Advisory functions.

Duration: 60:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Discuss the role and purpose of the financial management function Assess and discuss the impact of the economic environment on financial management Explain and evaluate the role and responsibility of the senior financial executive or advisor in meeting conflicting needs of stakeholders and recognise the role of international financial institutions in the financial management of multinationals Discuss and apply working capital management techniques Carry out effective investment appraisal Evaluate potential investment decisions and assessing their financial and strategic consequences, both domestically and internationally Identify and evaluate alternative sources of business finance Discuss and apply principles of business and asset valuations Assess and plan acquisitions and mergers as an alternative growth strategy Evaluate and advise on alternative corporate re-organisation strategies Explain and apply risk management techniques in business Apply and evaluate alternative advanced treasury and risk management techniques. Discuss & Apply financial planning principals 	<ul style="list-style-type: none"> Prepare sample bank project report for Working capital and Term loan finance. Prepare sample MIS report for working capital management, Investment Appraisal and decision making, Treasury risk management, Business financial assets valuation & reporting in mergers in restructuring Prepare sample financial plans as per the requirements and regulations for the clients
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, (installed) online training platform	
Tools, Equipment and Other Requirements	

Module 6: Management Accounting

Mapped to MEP/ N5128, Manage, strategic decisions using budgeting & other management accounting techniques, V 1.0

Terminal Outcome:

- Discuss how to manage cost using budgets and performance evaluation using management accounting techniques.

Duration: 60:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the nature, source and purpose of management information & also explain and apply data analysis and statistical techniques • Identify and discuss the information, systems and developments in technology required for organizations to manage and measure performance. • Explain and apply basic cost accounting techniques, also explain and apply specialist/ alternative cost and management accounting techniques • Select and apply decision-making techniques to facilitate business decisions and promote efficient and effective use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks • Compare actual costs with standard costs and analyze any variances. • Explain and apply performance measurements and monitor business performance • Assess the performance of an organisation from both a financial and non-financial viewpoint, appreciating the problems of controlling divisionalised businesses and the importance of allowing for external aspects • Use strategic planning and control models to plan and monitor organizational performance. • Identify and evaluate the design features of effective performance management information and monitoring systems and recognise the impact of developments in technology on performance measurement and management systems • Apply appropriate strategic performance measurement techniques in evaluating and improving organizational performance 	<ul style="list-style-type: none"> • Prepare sample periodic budget report of various types for cost control compare with standards • Prepare sample MIS report for effective decision making using different management accounting techniques & applying performance measurement & evaluation decisions • Prepare budgets for planning and control & identify and apply appropriate budgeting techniques, including quantitative techniques, and methods for planning and control and use standard costing systems to measure and control business performance and to identify remedial action • Role play on how to advise clients and senior management on strategic business performance evaluation
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet connection, (installed) online training platform	
Tools, Equipment and Other Requirements	

Module 7: Apply health and safety practices at the workplace

Mapped to MEP/N9903, V 5.0

Terminal Outcome:

- Describe the application of health and safety practices at the workplace.

Duration: 10:00	Duration: 20:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> Describe workplace hygiene practices and hygiene related concerns. Explain correct handwashing and sanitising process. List first aid box items and their use. List situations that may lead to accidents at the workplace and ways to prevent them. Elaborate on emergencies in office, in public places and those created by miscreants. Describe the steps of emergency procedures during accidents/fire or other hazardous situations. Describe the role of guards and other stakeholders during emergency situations. Explain the significance of safety signs. Describe different types of fire extinguishers. 	<p>Practical – Key Learning Outcomes</p> <ul style="list-style-type: none"> Demonstrate how to maintain personal hygiene at the workplace. Demonstrate correct handwashing. Apply the appropriate ways to keep the workplace neat and tidy. Demonstrate the first aid procedure to be given in different situations. Dramatize (role-play) the emergency procedures during accidents or hazardous situations. Select the appropriate fire extinguishers for the different classes of fires.
<p>Classroom Aids:</p> <p>Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools</p>	
<p>Tools, Equipment and Other Requirements</p> <p>Personal protective equipment (such as mask and helmet) Fire extinguishers (Class A,B,C,D & K fires: extinguishers may contain water, sand, foam, dry powder, CO2, or wet chemical), first aid box (sterile dressings, plasters, disposable sterile gloves, scissors, anti-septic wipes, thermometer)</p>	

Module 8: Principles of professional practice at the workplace

Mapped to MEP/N9912, V 3.0

Terminal Outcome:

- Apply principles of professional practice like professional image, professional competence, discipline, ethics and work effectiveness.
- Develop personal and professional development competencies.
- Distinguish between unethical conduct, inappropriate behavior and conflict of interest.

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• Describe professional appearance and behaviour.• Differentiate between personal and professional goals and how to develop them.• Describe the importance of continuous learning professional development plan.• Describe the policies related to non-discrimination and rights of the clients.• Distinguish between unethical conduct, inappropriate behaviour and harassment at workplace using sample situations.• Discuss situations that may lead to conflict of interest and ways to resolve them.<ul style="list-style-type: none">• Discuss conflict resolution and ways to avoid conflicts.	<ul style="list-style-type: none">• Practice professional appearance.• Dramatize (role-play) professional behaviour.• Prepare personal and professional goal and a sample professional development plan.• Demonstrate ways of communicating with team members and different stakeholders in a professional manner.• Prepare strategies for handling unethical conduct, inappropriate behaviour and harassment at workplace.
Classroom Aids:	
Computer, printer, projector, white board/ flip chart, marker and duster. Internet, online training platform installed on computer, synchronous and asynchronous tools	
Tools, Equipment and Other Requirements	

Module 9: Employability Skills (90 hours)

S. No	Module Name	Duration (hours)	Assessment Marks
1.	Introduction to Employability Skills	3	2
2.	Constitutional values - Citizenship	1.5	2
3.	Becoming a Professional in the 21st Century	5	4
4.	Basic English Skills	10	8
5.	Career Development & Goal Setting	4	3
6.	Communication Skills	10	4
7.	Diversity and Inclusion	2.5	2
8.	Financial and Legal Literacy	10	4
9.	Essential Digital Skills	20	8
10.	Entrepreneurship	7	5
11.	Customer Service	9	3
12.	Getting ready for apprenticeship & Jobs	8	5
	Total	90	50

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: 1.5 Hours

4. 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
5. Demonstrate how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 5 Hours

6. Discuss relevant 21st century skills required for employment
7. 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
8. Create a pathway for adopting a continuous learning mindset for personal and professional development

Basic English Skills Duration: 10 Hours

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

Career Development & Goal Setting Duration: 4 Hours

12. Create a career development plan
13. Identify well-defined short- and long-term goals

Communication Skills Duration: 10 Hours

14. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
15. Write a brief note/paragraph on a familiar topic

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

Financial and Legal Literacy **Duration: 10 Hours**

18. Discuss various financial institutions, products, and services
19. Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement
20. Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
21. Calculate income and expenditure for budgeting
22. Discuss the legal rights, laws, and aids

Essential Digital Skills **Duration: 20 Hours**

23. Describe the role of digital technology in day-to-day life and the workplace
24. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
25. Demonstrate how to connect devices securely to internet using different means
26. Follow the dos and don'ts of cyber security to protect against cyber crimes
27. Discuss the significance of displaying responsible online behavior while using various social media platforms
28. Create an e-mail id and follow e-mail etiquette to exchange e-mails
29. Show how to create documents, spreadsheets and presentations using appropriate applications
30. utilize virtual collaboration tools to work effectively

Entrepreneurship **Duration: 7 Hours**

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

Customer Service **Duration: 9 Hours**

35. Classify different types of customers
36. Demonstrate how to identify customer needs and respond to them in a professional manner
37. Discuss various tools used to collect customer feedback
38. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs **Duration: 8 Hours**

39. Draft a professional Curriculum Vitae (CV)
40. Use various offline and online job search sources to find and apply for jobs
41. Discuss the significance of maintaining hygiene and dressing appropriately for an interview
42. Role play a mock interview
43. List the steps for searching and registering for apprenticeship opportunities

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			2	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
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

Trainer Certification	
Domain Certification	Platform Certification
Certified in 90-hour Employability NOS (2022), with a minimum score of 80% OR Certified in 120-hour Employability NOS (2022), with a minimum score of 80%	NA

Master Trainer Requirements

Master Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	

Graduate/CITS	Any discipline			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
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Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602)			3	EEE training of Management SSC (MEPSC) (155 hours)	<ul style="list-style-type: none"> • 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
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Master Trainer Certification	
Domain Certification	Platform Certification
Certified in 90-hour Employability NOS (2022), with a minimum score of 90% . OR 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 formative/summative assessment at the end of the course and as this NOS and MC is adopted across sectors and qualifications, the respective AB can conduct the assessments as per their 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)	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

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

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Qualified or Part qualified CA/CMA/CS Professional with Bachelor or Master's degree holder in relevant stream	Accounting & Finance	3 Years	Accounting & Finance	3 Years		

Trainer Certification	
Domain Certification	Platform Certification
MEP/Q5104, V1.0 PublicAccountant Minimum accepted score is 80%.	MEP/Q2601, V3.0 Trainer (VET and Skills) Minimum accepted score is 80%

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Qualified or Part qualified CA/CMA/CS Professional with Bachelor or Master's degree holder in relevant stream	Accounting & Finance	3 Years	Accounting & Finance	5 Years		

Assessor Certification	
Domain Certification	Platform Certification
MEP/Q5104, V1.0 PublicAccountant Minimum accepted score is 80%.	MEP/Q2701, V3.0 Assessor (VET and Skills) Minimum accepted score is 80%.

Assessment strategy

Assessment system Overview

Assessment will be carried out by assessment partners having no link to training partners. Based on the results of assessment, MEPSC will certify the learners. Before assessing any training, the Assessor has to pass the job role and assessor certification.

The assessment will have both theory and practical components in 40:60 ratio.

While theory assessment is summative and a written exam; practical assessment will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Testing Environment

Training partner has to share the batch start date and end date, number of trainees and the job role to the assessment partner.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue. However, trainer or training partner members will not be allowed to be present during the assessment.

Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.

Question bank of theory and practical will be prepared by assessment agency or assigned vendors and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, essay etc. which will test the trainees on their theoretical knowledge of the subject.

The theory and practical assessments will be carried out on the same day. The question paper is pre-loaded in the computer and it will be in the language requested by the training partner.

Presentation will be one mode of assessment and so computers and LDC projector will be available for assessment. Viva will also be used to gauge trainee's confidence and correct knowledge in handling job role.

Assessment Quality Assurance framework

Assessor has to go through orientation program organized by Assessment Agency. This would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them.

Marks and the questions in the test are guided by an objective framework which will maintain standardization of marking scheme.

In case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who completed test to meet those who have not. Once the first batch has moved out of the knowledge- based assessment area, the second batch will be taken from the main waiting area and seated in the respective seats for their knowledge -based assessment.

For practical assessment, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

The assessment will be video recorded and submitted to MEPSC. The training partner will intimate the time of arrival of the assessor and time of leaving the venue. Additionally, it is recorded in the computer/tablet used for assessment.

Methods of Validation

Unless the trainee is registered and attended all the days of the training, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification is carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment.

Assessor conducts the assessment in accordance with the assessment guidelines and question bank pertaining to the job role.

The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.

Video of the practical session is prepared and submitted to MEPSC by the assessor or assessment agency.

Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment and to identify any breaches in the guidelines.

Assessment agency will be responsible to put details of the assessment in SIP.

MEPSC will validate the data and result received from the assessment agency.

Method of assessment documentation and access

The assessment agency will upload the result of assessment in the SIP portal. The data cannot be accessible for making changes by the assessment agency after the upload. The assessment data will be validated by MEPSC assessment team. After upload, only MEPSC can access this data.

MEPSC approves the results within a week and uploads final result on SIP.

Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.

Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
EEE	English, Employability and Entrepreneurship
NCO	National Classification of Occupations
NQR	National Qualification Register