

Guidelines for Participant's Guide and Workbook

As part of the overall Quality guidelines issued by NSDC, all Training partners are required to have in place a detailed, documented guide or workbook for use by the participants, for each program being conducted. The Participant's Guide should be vetted and cleared by the relevant Sector Skill Council or an NSDC designated authority before implementation.

The participant's workbook should be tailored to suit the student profile or requirement.

- Wherever applicable it should be translated into the local language or vernacular.
- Substitute text with visuals for illiterate or semi-literate candidates.
- Use flow charts and process maps to depict processes
- Use visuals and diagrams to depict equipment and use of equipment.
- Describe in detail the activities or tasks required to be performed for each process along with machinery/ equipment/ tools or resources to be used.

The manual, at a minimum, must include the following elements.

1. Name of the Program and version no.
2. Table of contents (s.no / Module or Topic/ Page No./Duration)
3. General Instructions to participants on how to use the workbook
4. Module Overview with module objectives
5. Session Plan/ Lesson Plan for each module.
6. One module on Soft skills divided into 2 parts – one on generic soft skills and the other with reference to the particular skill being imparted.
7. One module on health & safety measures – both generic as well as with reference to the particular skill being imparted.
8. Short assessment and feedback forms at the end of each module.

The Session Plan/ Lesson plan should include the following:


- a) Session Title
- b) Duration of session
- c) Session Objectives – indicating key learning outcomes (competencies expected to be acquired by the end of the session).
- d) Theory/ underpinning knowledge or principles for each competency/ skill to be acquired.
- e) Screenshot of slide/(s) or visuals being presented during the session.
- f) History/ background/ definitions relating to the topic under discussion – where applicable
- g) Brief on activities to be conducted (including Role Plays where applicable), demonstrations or audio-visual viewing.
- h) Space for logging in key learnings/observations from the activity
- i) Space for taking notes
- j) Exercises/ Assessments to check understanding/ reinforce learning. (Refer Annexure 5 for Session Plan High level design).

A sample format is attached for use as reference for designing the Participant's Guide. Partners are free to use their own design for the manual as long as it covers the above mentioned elements and is an effective aid to instruction. All manuals for NSDC funded programs, carrying the NSDC logo, must be as per the NSDC brand guidelines.

SAMPLE

Disclaimer: The example given below is purely illustrative and has been provided as a reference to assist with the drafting of the document as per the template and the style of language. The contents given below may not strictly, in all senses, reflect a typical curriculum for the course under reference.

Cover Page

<p><i>Partner Logo</i></p>	 <p>N · S · D · C National Skill Development Corporation</p>
<p><u>Participant's Guide/Workbook for</u> <u>(Program Title)</u></p>	
<p><i>Version No., - Date</i></p>	
<p><i>Copyright:</i></p>	

Page 2 – Contents

<u>S.No.</u>	<u>Topic/ Module</u>	<u>Page No.</u>	<u>Duration</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Page 3 – General Instructions for Trainees **(Do's & Don'ts)**

Example:

1. Greet your instructor and the other participants when you enter class.
2. Always be punctual for every class.
3. Be regular. Candidates who fall short of the required attendance will not be certified.
4. Inform your instructor if, for any reason, you need to miss class.
5. Pay careful attention to what your instructor is saying or showing.
6. In case you do not understand something do not hesitate to put up your hand and seek clarification.
7. Make sure you do all the exercises in your workbook. It will help you understand the concept better.
8. Practice any new skills you have learnt as many times as possible. Seek the help of your Trainer or co-participant for practice.
9. Take all necessary precautions, as instructed by your Trainer, when using machinery and tools.
10. Make sure you are neatly attired and presentable at all times.
11. Participate actively in all the activities, discussions and games during training. It will make you more confident and help in the learning process.
- 12.
- 13.
- 14.
- 15.

Page 4 onwards – Session Plan/Lesson Plan for each Module.

Module Overview: *(synopsis of the entire module in not more than 5 to 6 sentences. Should talk about purpose, background, instruction technique, aspect of the training being addressed and key learning outcome).*

Module Objective: *(List out competencies expected to be achieved by the trainee by the end of the module).*

Module Design:

S.No.	Session	Method	Tools/Equipment/Props	Duration

Session Plan

Session Objectives: *(Key learning outcomes/ competencies to be acquired by the participant at the end of the session.)*

Underpinning Knowledge/ Theory/Principle : *(theoretical concept on which the learning is based)*

Duration: (time)

Slide No. *(Visual of slide/ equipment to be inserted)*

Session Title

Activity : *(detail out objectives of activity, resources to be used, duration and key steps. Activities could be in the form of role plays, workbook exercises, discussions, games)*

Instructions to the Trainee: *(based on activity being conducted – exercises, role plays, skill practice, games etc.)*

Equipment/ Tools required: *(as applicable)*

Key Learnings : *(Instruct participants to note down key learnings/ competencies acquired from the experience, what they learnt and whether the learning objectives were met).*

Assessment : *(To test understanding of concepts taught, at the end of each session. It could be in the form of multiple choice, True or False questions or a verbal quiz).*