

Guidelines for Participant Handbook

A Participant Handbook is a primary resource of skilling content for the trainees. It is designed to orient students to the specific industry, and help them gain a complete understanding of the job role. It should be tailored to suit the trainee's profile and requirements.

Participant Handbooks may be translated into any Indian regional language.

For all PMKVY courses, it is mandatory that the Participant Handbooks should be vetted and cleared by the relevant Sector Skill Council and NSDC before implementation.

Creating a Participant Handbook

A Participant Handbook is created based upon a qualification pack of a job role. A handbook should conform to the National Occupational Standards (NOSs) prescribed in a Qualification Pack (QP). National Occupational Standards are the standards of performance that people are expected to achieve in their work, and the knowledge and skills they need to perform effectively.

The handbook may provide information about the sector/industry at the beginning. This will help trainees to have an insight into the sector and develop interest. Each NOS of a QP is transcribed into a module which is then further divided into Units and Sub-units.

Elements of a Participant Handbook

A Participant Handbook may include the following:

- **Cover Page** which includes Name of the Sector, Subsector, Occupation, QP Code, Version no. and NSQF Level
- **About this book** which gives an overview about the sector and the program, and the purpose and overall objectives of the program
- **Symbols Used** which includes all the symbols used in the book
- **Table of Content** which details out the modules and the units in each module

Elements of a Module

A **Module** may include the following:

- a. Key Learning Outcomes of the module
- b. Name of the Units
- c. Content for the Units
- d. The Unit Objectives
- e. A Check Your Understanding Assessment at the end of each unit

Recommendations for the Content

The Key Learning Outcomes is a set of defined outcomes for a module. This acts as the basis for the selection of the content. Each unit begins with unit-wise objectives. An objective is the desired result of instruction. Stating the objectives clearly will help in designing the tests/assessments and then in finding out whether the objectives have been accomplished.

Clearly defined objectives will also help trainees organize their own efforts to accomplish the desired objectives.

While writing the objectives, the following steps can be taken into consideration:

1. Objectives should begin with a lead-in line, such as, 'The trainee will be able to:'
2. An objective always says what the learner is expected to be able to do.
3. Unit objectives must be actionable, measureable and observable. Some verbs that can be used to state the objectives are define, describe, identify, list, demonstrate, organize, develop, design, explain, etc.
4. Verbs like understand and know, should be avoided as they are not measurable.

Content Organization

Organizing the content involves breaking down a difficult text into more manageable pieces of information. This will help the trainee understand and retain the information effectively. Presenting content in chunks improves the ability to comprehend and remember it. Break up the content logically into small manageable chunks and organize them under different headings and subheadings.

Formatting Tips for Content

- Use **Headings** and **Subheadings** that clearly contrast with the rest of the text (bolder, larger, etc.).
- Use **Highlighted** keywords (bold, italics, etc.) to emphasize on certain words
- Bulleted or numbered lists should be used to help present the content into more manageable pieces.

Graphical Elements

- Substitute text with visuals wherever possible
- Use flow charts and process maps to depict processes
- Use visuals and diagrams to depict equipment and use of equipment
- Name and number all graphical elements

Use of graphical elements such as charts, tables, images, maps, and flow charts related to the content adds value to the course content. It also helps semi-literate candidates in understanding the content easily.

Formative Assessment

The achievement of the unit objective can be measured by practice test items, problem-solving exercises, or other formative assessment methods during or after the unit.

A check your understanding exercise soon after the completion of each topic can help check the learner's understanding of the topic. An assessment or final quiz at the end of a course, can help test the learner's understanding of all the topics covered in course.