

Government of Pakistan

National Vocational and Technical Training Commission

Prime Minister's Hunarmand Pakistan Program

"Skills for All"



Course Contents/ Lesson Plan

Course Title: Plumber with Solar Water Heating

Duration: 6 Months

Course Details / Description & Preliminaries

Course Title	Plumber with Solar water Heating
Objectives and Expectations	<p>Employable skills through an intensive course onPlumberwith Solar water Heating</p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but also soft skills (i.e. interpersonal/communication skills; personal grooming of the trainees etc.) as well as entrepreneurial skills (i.e. marketing skills; free lancing etc.). The course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>Main Expectations:</p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hands- on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to</p>

Key Features of Training & Special Modules

be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training.

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. In order to materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the later part of this course (5th & 6th month) through which, the trainees will be made aware of the Job search techniques in the local as well as international job markets (Gulf countries). Awareness around the visa process and immigration laws of the most favored labor destination countries also forms a part of this module. Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will also be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the

Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides +short video documentaries. Needless to say that if the training provider puts his heart and soul into these otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.

In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:

- motivational lectures
- success stories
- case studies

These techniques would be employed as an additional training tool wherever possible (these are explained in the subsequent section on Training Methodology).

Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.

Training Tools/ Methodology

(i) Motivational Lectures

The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic

role & responsibilities as a Pakistani. Motivational lectures may also include general topics such as the importance of moral values and civic role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

As this tool is expected that the training providers would make arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

(ii) Success Stories

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training.

A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person

achieved his goal through hard work, dedication and devotion. An inspiring success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed in the form of:-

- Directly in person (At least 2-3 cases must be arranged by the training institute)
- Through an audio/ videotaped message (2-3 high quality videos must be arranged by the training institute)

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

(iii) Case Studies

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for

	<p>such case studies whichever is deemed suitable but it's important that only those cases are selected that are relevant and of a learning value. The Trainees should be required and supervised to carefully analyze the cases.</p> <p>For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation.</p> <p>Case studies can be implemented in the following ways:-</p> <ol style="list-style-type: none"> i. A good quality trade specific documentary(At least 2-3 documentaries must be arranged by the training institute) ii. Health & Safety case studies(2 cases regarding safety and industrial accidents must be arranged by the training institute) iii. Field visits(At least one visit to a trade specific major industry/ site must be arranged by the training institute)
<p>Learning Outcome of the Course</p>	<p>By the end of the course the trainees will be able to have following competencies and skills.</p> <ul style="list-style-type: none"> • Identify the skills needed to use plumbing tools on the common types of plumbing and piping systems, as well as the applicable codes, standards, and licensing procedures • List how to select and use the proper tools for various tasks, perform computations, interpret architectural drawings, disinfect water, use plumbing valves and meters, and differentiate the installation procedures for the types of heating systems • Describe the basics of plumbing system design, calculating required pipe lengths and system dimensions, scheduling work, installing DWV and supply piping, system testing, and doing finish work • Identify equipment and methods for working with specialized plumbing systems, doing service work, and performing calculations

	<ul style="list-style-type: none"> • Outline how to remove old fixtures, choose and install new fixtures, and repair fixtures • Explain the fundamentals of drawings and fluid-power diagrams and the assembly of piping and accessories. • Identify the local, state, and national codes required for compliance in the design, installation, and repair of plumbing systems • To diagram a plumbing schema of a solar water heater • Demonstrating a technical concept of solar water heating • Shade mapping and solar siting of solar water heating system
Course Execution Plan	Total Duration of Course: 6 Months (26 Weeks)
	Class Hours: 4 Hours per day (06 Days/Week)
	Theory: 20% Practical: 80%
	Weekly Hours: 24 Hours Per week
	Total Contact Hours: 600 Hours
Companies Offering Jobs in the respective trade	The following public and private companies can offer jobs in the trade:- Health department, Construction companies, Oil mills, flour mills, Petrol & CNG stations and townships etc.
Job Opportunities	<p>The passed out can work as:-</p> <ul style="list-style-type: none"> • Plumber in industry (Textile, Leather, Pharmaceuticals, Food Processing, Automotive, Cement etc.) • Owner of Self-Business
No of Students	25
Learning Place	Classroom / Lab / Workshop / Industry

WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Introduction	<ul style="list-style-type: none"> • Course Introduction • Motivational Lecture(For further detail please see Page No: 3-4) • Application of the course • Job market overview • Institute/Work ethics(For further detail please see Annexure-II at the end) • Health & Safety 	Task-1 (Details may be seen at Annexure-I)
Week 2	Basic Numeracy	<ul style="list-style-type: none"> • Recognize basic arithmetic symbols. • State the correct sequence for arithmetical operations and solve equations. • Common Weights and Measures • Units of Measurements & Their interconversion. • Identify two- and threedimensional shapes which may include: Rectangle, Triangle, Sphere, Cube, Cylinder, Pyramid, Square, Polygons, Circle, Cuboids • Calculate area and volume of regular shapes and objects • Demonstrate basic calculation procedures related to money and time, including whole numbers, simple fractions and decimals • Demonstrate knowledge of graphs and tables • Demonstrate use of simple formulae and algebraic expressions may relate to: Area, Perimeter, Dimensions of regular and irregular shapes 	Task-2 (Details may be seen at Annexure-I)
Week 3	Planning and Preparation of work	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3-4) • Necessity of safety rules & regulations • Lifting • Understanding, importance of drawing • Identification and selection of tools 	Task-3 (Details may be seen at Annexure-I)

<p>Week 4</p>	<p>Use of tools & equipment</p>	<ul style="list-style-type: none"> • Types, purpose and use of plumbing tools Measuring Tap, Hammer, Chisel, Threading Machine (Die), Hand Hacksaw, Pipe Wrench, Screw Wrench, Screw Driver, Punch Tool, Pipe cutter, Vice, File, Pliers, Leveling tool, Drill Machine, Shear Plate, Scraper, Coking Tool, Tap, Spanners, Wire Brush, Oil Can, Chain Block, Tripod, Catcher, Puller, Thin Rope, Shovel, Reamer, Pick Axe, Allen Key, Trowel, Air Compressor, Pipe Bender, Blow Lamp, Basin Spanner, P.P.R.C Heater, Grinding Machine, Socket Spanner Set, Heat Gun, Vernier Caliper, Micro Meter, Steel Rule, Tri Square, Pressure Gauge, Plumb, etc. 	<p>Task-4 (Details may be seen at Annexure-I)</p> <p>1stMonthly Test</p>
<p>Week 5</p>	<p>Excavation</p>	<ul style="list-style-type: none"> • Describe excavation • Excavation tools • Briefly describe drainage system • Describe Traps • Traps material, types, parts, and characteristics • Importance of traps • Identification & marking for excavation, Leveling & Quality inspection • Case Study (Health & Safety) (For further detail please see Page No:5-6) 	<p>Task-5 (Details may be seen at Annexure-I)</p>
<p>Week 6</p>	<p>Sewerage System</p>	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3-4) • Define sewerage system • Types of sewerage system • Drain Line • Saver • Air saver • Types of sewerage pipes • Importance of slop & water Level • Cleaning of saver line • Describe installation of saver pipes • Jointing of saver pipes • Describe Manhole • Detection of blockage in saver pipes and its removal techniques • Repair/maintenance of saver system • Septic Tank and its capacity 	<p>Task-6 (Details may be seen at Annexure-I)</p>

		<ul style="list-style-type: none"> • Soakage Pit system 	
Week 7	Drain System	<ul style="list-style-type: none"> • Describe Drain system • Describe the installation of drain system of washroom • Describe the installation of drain system of urinal • Describe the installation of drain system of bathtub • Describe the installation of drain system of kitchen sink • Describe the drain mechanism of ablution system • Types of pipes used for drainage system • Detection of blockage in drainage and its removal techniques • Repair/maintenance of drain system • Success story(For further detail please see Page No: 4-5 and Annexure-III at the end) 	Task-7 (Details may be seen at Annexure-I)
Week 8	Describe Plumbing fittings	<ul style="list-style-type: none"> • Describe types, sizes & applications of plumbing fittings; Elbow, Tee, Socket, Union, Bend, Valve (Ball valve & Gate Valve etc.), Tap, Mixer, Nipple, Pipe nipple, Connection pipe, Tee, Cross, Stopper, Huck, Clip, Shower, Muslim shower, Reducer, Adapter, Coupling, Double-tapped bushing, Barb, Mechanical Sleeve, Plug & cap, Why (Y), 45° elbow, cross over, etc. • Case Study (Health & Safety) (For further detail please see Page No: 5-6) 	Task-8 (Details may be seen at Annexure-I) 2nd Monthly Test
Week 9	Pipe Cutting & Threading	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3-4) • Describe pipe types, material, and sizes (Iron pipes, steel pipes, copper tubes, GI, PPR, etc.) • Describe cutting procedure of GI pipe using hacksaw, pipe cutter • Describe cutting procedure of cutting of PPRC pipe • Describe threading procedure of GI pipes • Describe jointing procedure of PPRC pipes 	Task-9 (Details may be seen at Annexure-I)

Week 10	Plumbing fixtures	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3-4) • Describe types & applications of the following plumbing fixtures; Washbasin, WC Indian, English kamod (WC English or seato), Flush Tank (both Indian, English WCs), Bidet, Kitchen sink, Bathtub, Urinal, Shower tray, combination fixtures, Channel drain, Janitor sink,etc. 	Task-10 (Details may be seen at Annexure-)
Week 11	Plumbing fixtures Continued...	<ul style="list-style-type: none"> • Describe types & applications of the following plumbing fixtures; Drinking fountains, Hose bib (connection for water hoses), Water filter, water pump, water tank, Geezer (Gas, Electric), Instant Geezer (Gas, Electric), Electric water cooler etc. • Case Study(For further detail please see Page No: 5-6) 	Task-11 (Details may be seen at Annexure-I)
Week 12	Installation of plumbing fixtures	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3-4) • Marking for fitting & fixtures • Installation of washbasin • Installation of Indian & English WC with flush tanks • Leveling & quality inspection 	Task-12 (Details may be seen at Annexure-I) 3rdMonthly Test
Week 13	Overview of the previous weeks & Mid Term Examination		Task-12 Continued...
Week 14	Installation of plumbing fixtures Continued...	<ul style="list-style-type: none"> • Installation of bidet • Installation of urinal • Installation of shower tray • Installation of bathtub • Leveling & quality inspection • Success story(For further detail please see Page No: 4-5 and Annexure-III at the end) 	Task-13 (Details may be seen at Annexure-I)
Week 15	Installation of plumbing fixtures Continued...	<ul style="list-style-type: none"> • Installation of kitchen sink • Installation of drinking fountains • Installation of Channel drain • Leveling & quality inspection • Case Study(For further detail please see Page No:5-6) 	Task-13 Continued...
Week 16	Installation of plumbing fixtures Continued...	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3-4) • Installation of combination fixtures • Installation of Janitor sink • Installation of hose bib (connection for water hoses) • Leveling & quality inspection 	Task-14 (Details may be seen at Annexure-I) 4thMonthly Test

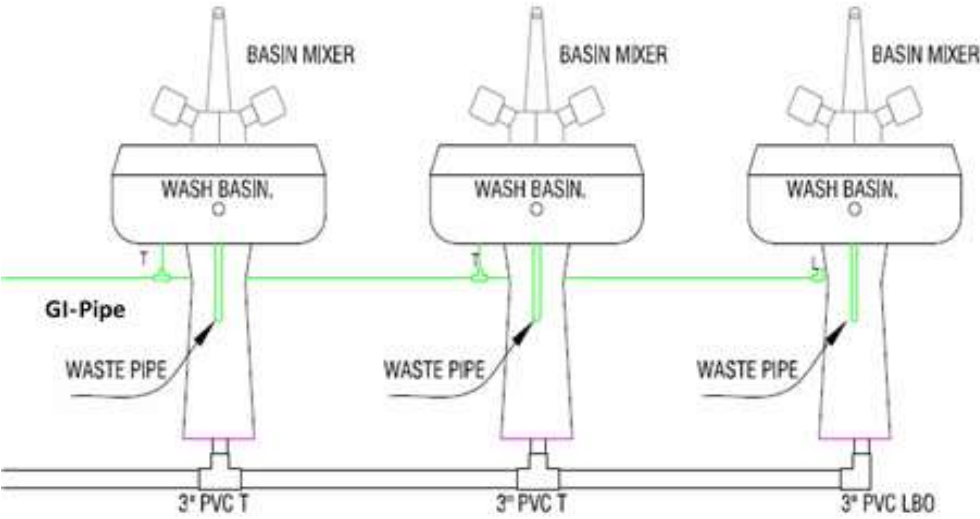
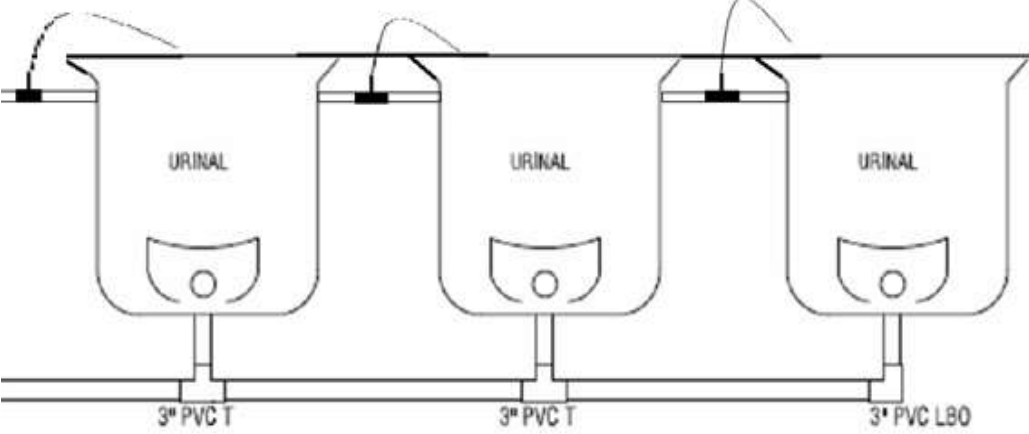
Week 17	Job Search/ Entrepreneurial Skills (Job Market)	<ul style="list-style-type: none"> • Job market & job search • Job related skills. • Interpersonal skills • Communication skills • Success story(For further detail please see Page No: 4-5 and Annexure-III at the end) 	Task-14 Continued...
Week 18	Job Search/ Entrepreneurial Skills (CV Building)	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3-4) • Session on CV Building. • How to make notable CV. • Dos and Don'ts of CV making. 	Task-14 Continued...
Week 19	Solar Water Heating	<ul style="list-style-type: none"> • Basic element of solar water heating • History of solar water heating • Characteristics of solar water heating • Light and heating energy • Greenhouse effect • Capacity of solar water heater • Merits & demerits of solar water heating • Case Study(For further detail please see Page No:5-6) 	Task-15 (Details may be seen at Annexure-I)
Week 20	Job Search/ Entrepreneurial Skills (self-business)	<ul style="list-style-type: none"> • Session on Self-Employment • How to start a Business. • Requirements (Capital, Human &Physical etc) • Benefits/Advantages of self-employment • Success story(For further detail please see Page No: 4-5 and Annexure-III at the end) 	5thMonthly Test
Week 21	Solar Water Heating Continued...	<ul style="list-style-type: none"> • Motivational Lecture(For further detail please see Page No: 3-4) • Solar Thermal Energy • Purpose of domestic solar thermal energy • Types of solar water heating Thermosiphon system, Forced circulation system, Open loop system, Closed loop system, Batch heating system, Continues flow system, Active system, Passive system, Direct system, Indirect system 	Task-16 (Details may be seen at Annexure-I)
Week 22	Describe parts of solar water heating system	<ul style="list-style-type: none"> • Describe solar Thermal collector • Types of solar collector • Flat plate collector • Vacuum tube collector (Direct flow collector, Heat pipe collector, 	Task-16 Continued...

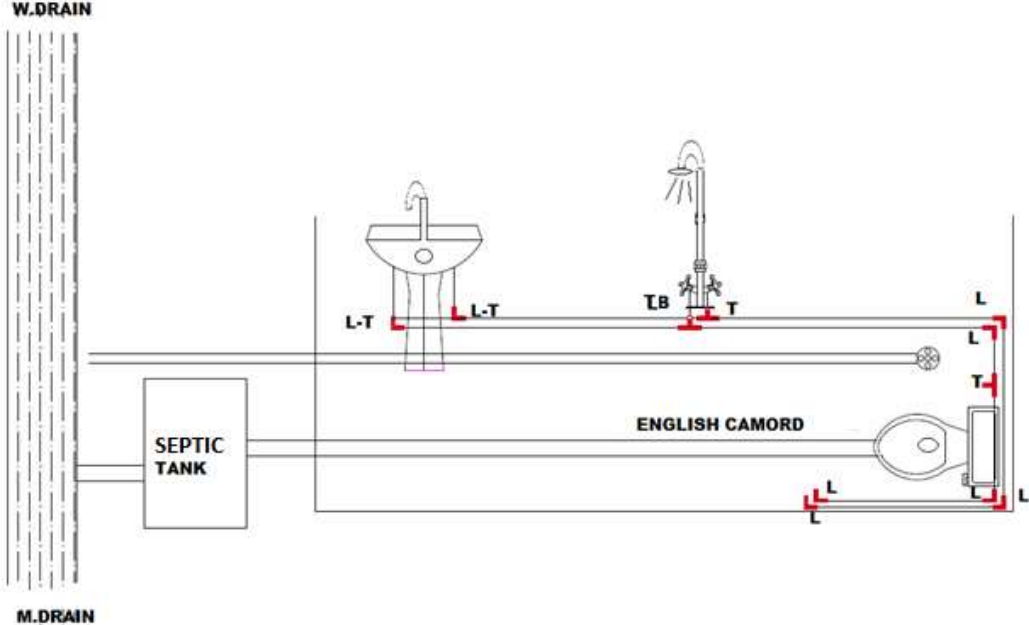

		<p>Spiral tubes collector, Super tube collector)</p> <ul style="list-style-type: none"> • Integral collector storage • Case Study(For further detail please see Page No: 5-6) 	
Week 23	Job Search/ Entrepreneurial Skills (General Overseas Employment)	<ul style="list-style-type: none"> • Session on General Overseas Employment opportunities. • Job search Avenues. • Visa Processes and other necessary requirements. • Immigration Information (Legal age requirements, Health Certificate, Police Clearance & Travel Insurance) 	Task-16 Continued...
Week 24	Installation of hot water storage tank	<ul style="list-style-type: none"> • Frame • Storage vessel • Safety valve • Expansion vessel • Air vent • Alternate system of gas/electric system • Water pump • Mixing valve • Pipe insulation material • Auto controller • Backup heater • Gas geezer as backup heater • Success story(For further detail please see Page No: 4-5 and Annexure-III at the end) 	Task-16 Continued...
Week 25	Job Search/ Entrepreneurial Skills	<ul style="list-style-type: none"> • Motivational Lecture (For further detail please see Page No: 3-4) • Selection of two countries of destination (Gulf Countries, Malaysia, South Korea etc) focusing on:- <ul style="list-style-type: none"> I. Trade specific Job Prospects and Earning levels in that country. II. Country Specific Labor laws, entry and exit requirements (Legal age requirements, Health Certificate, Police Clearance & Travel Insurance etc.) 	
Week 26	Review of course & Final Assessment	Review of previous Weeks & Final Assessment	Final Assessment

Tasks For Plumber with Solar Water Heating

Note: The following tasks are required to be performed multiple times by each trainee/group until sufficient proficiency level is acquired. The trainer is required to determine the number of times the task needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.

Task No.	Task	Description
1	Prepare safety charts.	Showing General & Trade specific safety measure (text/pictorial). Each trainee will prepare different chart.
2	Apply basic numeracy	<ul style="list-style-type: none"> i. Find area of a circle having radius = 6cm, also convert the result into inches. ii. Find area of a square having each side = 3 inches, also convert the result into mm. iii. Find area of a triangle having height = 8.6 cm & base = 0.05m, also convert the result into inches. iv. Cylinder having height = 2.25ft & radius = 255mm, also convert the result into meters. <p>(Note: Draw neat and clean sketches of all of the above on drawing sheet)</p>
3	Drawing and estimate	Draw the layout of bathroom on drawing sheet and estimate the bathroom accessories for installation. Each trainees will prepare for different bathroom
4	Draw sketches of tools & equipment used by plumber	Draw neat & clean sketches of different tools & equipment used by a plumber. Each trainee will draw sketches of at least 10 items.
5	Install traps (Floor & Bottle trapes)	Install floor & bottle traps at appropriate places to drain waste water.
6	Installation of sewerage pipe	Install appropriate pipe for domestic sewerage system and connect/attach it to manhole.
7	Installation of drain system	Install kitchen sink drain system using appropriate material.
8	Drawing plumbing fittings	Draw neat sketches of plumbing fittings on drawing sheet, each trainee to draw at least 10 different sketches.
9	Perform cutting and threading	Take an unthread 3.4 ft piece of 1 ¾ inches GI pipe and perform threading operation at both ends. Then connect an elbow at one end and a ½ inches reducer at the other end.
10	Install Indian/English WC	Install complete Indian/English WC and connect it to sewerage system properly, also enlist & demand all the necessary tool, equipment etc.

11	Installation of Instant Geezer	Install Instant Gas/Electric Geezer and connect it to water supply, also examine its performance.
12	Install washbasin hall	<p>Install a washbasin hall as per below sketch. Also Enlist & demand Tools, Equipment & Accessories etc. to be used in this task.</p> 
13	Install urine hall	<p>Install a urine hall as per below sketch. Also Enlist & demand Tools, Equipment & Accessories etc. to be used in this task.</p> 

<p>14</p>	<p>Double Bathroom fitting</p>	<p>Install a double bathroom fittings as per below sketch. Also Enlist & demand Tools, Equipment & Accessories etc. to be used in this task. Use GI or PPRC pipe.</p> 
<p>15</p>	<p>Drawing of solar water heating system</p>	<p>Draw neat and clean sketch of domestic solar water heating system on drawing sheet.</p>
<p>16</p>	<p>Install Solar water heating system</p>	<p>Install solar water heating system as per given sketch, also enlist & demand the tools, equipment etc. to be used.</p> 

Workplace/Institute Ethics Guide

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for employee's success:

1. Attendance:

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

2. Character:

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

3. Team Work:

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

4. Appearance:

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are, can last a life time

5. Attitude:

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

6. Productivity:

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your

work; do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

7. Organizational Skills:

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

8. Communication:

Written communication, being able to correctly write reports and memos.

Verbal communications, being able to communicate one on one or to a group.

9. Cooperation:

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

10. Respect:

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.

Suggestive Format and Sequence Order of Success Story

S. No	Key Information	Detail/Description
1.	Self & Family background	<ul style="list-style-type: none"> • Self-introduction • Family background and socio economic status, • Education level and activities involved in • Financial hardships etc
2.	How he came on board NAVTTC Training/ or got trained through any other source	<ul style="list-style-type: none"> • Information about course, apply and selection • Course duration, trade selection • Attendance, active participation, monthly tests, interest in lab work
3.	Post training activities	<ul style="list-style-type: none"> • How job / business (self-employment) was set up • How capital was managed (loan (if any) etc). • Detail of work to share i.e. where is job or business being done; how many people employed (in case of self-employment/ business) • Monthly income or earnings and support to family • Earning a happy life than before
4.	Message to others (under training)	<ul style="list-style-type: none"> • Take the training opportunity seriously • Impose self-discipline and ensure regularity • Make Hard work pays in the end so be always ready for the same.

Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.