



BHARAT INSTITUTE OF SECONDARY EDUCATION

— EMPOWERING EDUCATION —

SYLLABUS VOCATIONAL EDUCATION

Unit I – Introduction to Vocational Education

- ★ **Meaning, importance and objectives of vocational education**
- ★ **Understanding work, occupations, careers and employability**
- ★ **Different vocational sectors and career opportunities**
- ★ **Workplace values: discipline, punctuality, responsibility and teamwork**
- ★ **Importance of practical skills and lifelong learning**

Unit II – Employability Skills

- ★ **Communication skills – verbal, non-verbal and workplace communication**
- ★ **Basic digital literacy and responsible use of technology**
- ★ **Self-management, goal setting and time management**
- ★ **Problem-solving, decision-making and critical thinking**



BHARAT INSTITUTE OF SECONDARY EDUCATION

— EMPOWERING EDUCATION —

- ★ **Teamwork, collaboration and workplace etiquette**

Unit III – Entrepreneurship and Career Development

- ★ **Meaning and importance of entrepreneurship**
- ★ **Entrepreneurial qualities, creativity and innovation**
- ★ **Identifying skills, interests and career goals**
- ★ **Basic career planning and pathways for skill development**
- ★ **Understanding local employment and self-employment opportunities**
- ★ **Basic financial awareness for work and small enterprise**

Unit IV – Vocational Skills and Workplace Practices

- ★ **Introduction to sector-specific vocational skills**
- ★ **Selection and safe use of basic tools, equipment and materials**
- ★ **Workplace safety, hygiene and preventive practices**



BHARAT INSTITUTE OF SECONDARY EDUCATION

— EMPOWERING EDUCATION —

- ★ **Following instructions, standard procedures and quality requirements**
- ★ **Basic record keeping, documentation and reporting**
- ★ **Importance of accuracy, productivity and quality of work**

Unit V – Digital and Workplace Skills

- ★ **Basic computer and internet applications for work**
- ★ **Creating simple documents, tables and presentations**
- ★ **Email, online communication and professional digital behaviour**
- ★ **Searching for jobs, courses and skill-development opportunities online**
- ★ **Cyber safety, privacy and responsible use of digital resources**

Unit VI – Career Readiness and Practical Training

- ★ **Preparing a basic resume / biodata**
- ★ **Introduction to interviews and workplace communication**



BHARAT INSTITUTE OF SECONDARY EDUCATION

— EMPOWERING EDUCATION —

- ★ **Understanding rights, duties and responsibilities at the workplace**
- ★ **Professional behaviour, teamwork and conflict management**
- ★ **Occupational health, safety and emergency awareness**
- ★ **Importance of continuous skill upgrading and career progression**

Practical / Activity Work

- ★ **Prepare a personal skills, interests and career-goal profile**
- ★ **Create a simple resume / biodata for a vocational learner**
- ★ **Perform a role-play of a job interview and workplace introduction**
- ★ **Develop a simple idea for a small service or self-employment activity**
- ★ **Answer analytical and application-based questions based on workplace situations**