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CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

“SHIKSHA KENDRA” 2, COMMUNITY CENTER, PREET VIHAR, DELHI-110092

No. CBSE/PO/2012

September 06, 2012

Circular No. Acad - 60/2012

To

All Heads of Institutions

Affiliated to CBSE

Reference: MOU of CBSE with Central Institute of Technology (CIT), Australia

Subject: Expression of Interest to start Vocational Courses of CIT, Perth, Australia

Dear Principal,

Greetings from CBSE!

You will be pleased to note that aligning with priority agenda of Government of India for skill development in India; the Board has signed a Memorandum of Understanding with Central Institute of Technology, Australia.

Central Institute of Technology (CIT) is a registered vocational education institution under the Department of Training and Workforce Development, Government of Western Australia and brings strength in curriculum design, state of the art delivery and extensive international experience in vocational education and training to individuals and industry alike. Central is a leading provider of vocational education and training and a winner of international provider for 2010 and 2011. Central also successfully provides 'VET in schools' programs in Western Australia in a range of learning areas.

As the result of this MoU, Master Trainers of CBSE will be trained at Central's campus in Australia; and following four competency based courses will be offered in CBSE Schools as 'VET in Schools' at senior secondary level from the academic session 2013-14, and contents of these courses will be taught as distributed in Class XI and Class XII:

1. **Design Fundamental-** This course provides students with the ability to create and communicate design concepts using various design technologies and techniques.
2. **Business Administration-** Administrators are the key to an efficiently run organisation. This qualification will provide students with specialist skills of business administration including accounts, keyboard skills and word processing.
3. **Music Technical Production -** This qualification will provide students with a practical introduction to recording processes including, mixing, editing and post-production.
4. **Beauty Services-** This qualification starts students' path to success in beauty therapy. Throughout the studies they will gain the knowledge and skills to provide a variety of basic beauty treatments and services to clients.

Curriculum and Resource materials including assessment plans and templates for lesson plans for teachers and students, for each of these four courses will be provided by CIT, which will be contextualised by CBSE to Indian needs.

Master Trainers will be trained by Central (CIT) in Australia in January 2013.

Teacher training workshops in India will be organized by the board with assistance from Central (CIT).

The CBSE plans to pilot the program by offering the said courses in 100 to 150 schools from the academic session 2013-14. Based on the response and influence of the pilot phase, reach of these courses will be expanded across the nation.

Active participation of your school in this pilot program will be helpful in sensitizing the school population and will go a long way to equip students with skills that are globally accepted and of professional standards.

Request to start the courses at your school:

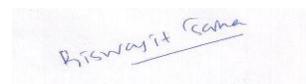
You are requested to introduce at least one or more of the aforesaid new courses in your school under vocational stream from academic year 2013-14.

Please **send your willingness to start these courses** to the undersigned at:

- e-mail address: voc.cbse@gmail.com or
- By post to: Vocational Education Cell
Central Board of Secondary Education
Room No. 1002, 10th floor
Shiksha Kendra, 2, Community Centre, Preet Vihar
Delhi 110 092

The letter of willingness to start any of the above courses must please reach the office of undersigned by **September 28th, 2012** along with an A/C payee Draft in favour of Secretary, CBSE payable at Delhi of Rs.2000 (for Govt. School) / Rs. 6000 (independent Schools) per course to **enable the Board to process the applications on priority basis**. The process will also include **nominating some subject area teachers to participate in the Training of Master Trainers by Central in Australia**.

Yours sincerely,



(Dr. Biswajit Saha)
Programme Officer & Director I/C
(Vocational Education)

Encl:- Appendix-1 giving an outline of objectives and skills developed through the courses, you are encouraged to read the same.

Appendix-2 Proforma for Registration.

Appendix- 1: Outline of Objectives and Skills Developed Through the Courses

1. Design Fundamental

- a. This foundation qualification will provide you with **basic skills and knowledge in design**. You'll learn how to create and communicate design concepts; evaluate design solutions using design terminology, materials and current technologies.
- b. Upon completion of this course you will have **acquired competency** in drawing, colour theory and basic research skills, together with a basic knowledge of the design industry and an entrance point for further studies in Design, Art and Media studies.
- c. Central's design qualifications provide you with **skills** that are relevant to current industry trends and practices. By the end of the course you will be able to:
 - create and communicate design concepts
 - evaluate design solutions
 - use design terminology
 - use visual presentation techniques
 - choose between materials
 - use design technology
- d. This qualification will provide a foundation for **careers** requiring design skills spread across various industries and organisations. You could gain a career as an artist creating public art, an industrial designer designing the products we use in everyday life or an interior designer/decorator creating stylish indoor spaces for commercial or residential interiors.
- e. Your Certificate III in Design Fundamentals is a great precursor to further study of a Certificate IV at Central in design, art or media studies. With a higher qualification in design you open yourself up to a whole range of career opportunities and pathways.

2. Business Administration

- a. Administrators are the key to an efficiently run organisation. This qualification will provide you with **specialist skills in business administration including accounts, keyboard skills and word processing**.
- b. This qualification will make you the first point of contact within an organisation as well as being responsible for administrative procedures such as processing mail, filing, and diary management, maintaining business records and creating documents.
- c. By **participating in a simulated work environment** you will have the skills to begin your career straight away or continue your studies and expand your options.
- d. Central's business qualifications provide you with **skills** that are relevant to current industry trends and practices. By the end of the course you will be able to:
 - Complete administrative tasks in varied work contexts
 - Manage accounts

- Use the keyboard with competence and pace
 - Use word processing applications
 - Make spread sheets and presentations
 - Organise personal work priorities and schedules or
 - **For further study** at Central. Further study will provide you with more skills and may improve employment opportunities.
- e. Your Certificate III in Business Administration **prepares you for career roles such as:**
- Assistant accounts clerk
 - Receptionist
 - Secretary
 - Data entry operator
 - Admin assistant
 - Word processing operator

3. Music Technical Production

- a. This qualification will provide you with a **practical introduction to recording processes including, mixing, editing and post-production.**
- b. Gain skills in recording studios and performance venues and get on track to a career in technical production. This qualification will develop the necessary skills to record and produce music as well as live sound operation.
- c. Throughout the course you will also have opportunity to participate in recording sessions for bands in the studio and follow the production processes through to the completion of a demo recording.
- d. Central's music qualifications provide you with **skills** that are relevant to current industry trends and practices. By the end of the course you will be able to:
- Understand copyright and royalties
 - Understand music industry
 - Understand and implement OHS
 - Understand security practices
 - Listen to music critically
 - Use midi devices
 - Improvise
 - Career plan and perform
 - Lay sound tracks
 - Use AV equipment
 - Digitally edit and mix.
- e. Your Certificate III in Technical Production gives you the skills to begin an exciting **career in music sound production** or **for further study** at Central. Further study will provide you with more skills and may improve employment opportunities.

4. Beauty Services

- a. This qualification starts your path to success in beauty therapy. Throughout your studies you'll gain the **knowledge and skills to provide a variety of basic beauty treatments and services to clients**. Central's beauty therapy qualifications provide you with skills that are relevant to current industry trends and practices.
- b. By the end of this course you will have **skills** and be able to:
 - Provide effective customer service
 - Communicate effectively
 - Demonstrate skincare
 - Sell beauty products
 - Conduct financial transactions
 - Provide lash and eyebrow treatments
 - Provide waxing treatments
 - Provide manicures and pedicures
 - Design and apply make-up
 - Apply nail art and extensions
 - Establish and operate a small business
- c. Job prospects in this industry are generally positive with a high number of salons, day spas, and department and specialist stores. The course will give you the **beauty therapy skills to become a beauty therapy employee or start your own business**. Your Certificate III in Beauty Services prepares you for roles such as:
 - Beauty Therapist
 - Nail Technician
 - Retail Cosmetic Consultant
 - Make-up Artist
 - opens the door for **further qualifications** at Central such as the Certificate IV in Beauty Therapy

Vocational Education Cell
Central Board of Secondary Education
2, Community Center, Preet Vihar, New Delhi-110092

Introduction of Competency based Vocational courses w.e.f-2013-14

1. Name of the Course/s applied for:
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2. Name of the school (complete address)
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3. Affiliation No.
-
-
4. Name of the Principal...
- Phone No. :
- Mobile No. :
- Email :
5. Infrastructure
- No. of Students :
- No. of Teachers :
- Student-Teacher ratio :
- No of classrooms:
- Books in Library :
- Total computers in computer labs:
- Specification of Computers
-
- Details of constructed area for:
- Establishing laboratories for Hospitality and Tourism Courses

6. Teachers who will be taking up this course with their qualifications:

Name:

Qualification

with specialization, if any:

Phone No:

Mobile No:

Email.

7. D.D No..... Amount& Date:
Name of the issuing Bank

Signature & Seal of the Principal:

Note:

The above document complete in all respects may be mailed to.

**Programme Officer (Vocational)
Central Board of Secondary Education
2, Community Center, Preet Vihar, New Delhi-110092**

For any further query you can contact at 22527183 / 22526580/ 22527184