

# Associate- Learning

**Aliases:** Associate - Training, Associate - Learning and Collaboration, Training Executive

**Industry/Sector(s):** IT-ITeS

## JOB DESCRIPTION <sup>1</sup>

The tasks an Associate –Learning is expected to perform include:

- Structuring the learning courseware for training
- Preparing training material according to the specifications which may be digital, multimedia, web-based or printed
- Creating content and documents for sharing, using software tools
- Structuring the e-learning course material to facilitate effective learning
- Applying engaging and performance-enhancing learning techniques
- Providing administrative support to learning processes

## WORK ENVIRONMENT <sup>6, 3, 1, 2</sup>

- It is a desk job
- Need not handle a team
- Local travelling is not part of this job role
- Part-time work and contractual jobs may be available
- Work from home option is not available

### Working hours

- Organizations usually work for 5 days a week and 8 to 9 hours everyday. This may vary from organization to organization
- Shift system is available
- Overtime may be required

### Is the job suitable for a candidate with special needs?

This may vary from organization to organization

## HEALTH AND SAFETY REQUIREMENTS/RISKS

- This job is not considered hazardous or dangerous
- One may develop occupational hazard like poor eyesight, lethargy, joint pain etc. if not taken care of

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>1</sup>

- Preferably, Bachelor's Degree in any discipline
- Certified training for Associate-Learning (programme aligned to SSC/Q 2801 released by IT-ITeS SSC NASSCOM)

## KEY COMPETENCIES <sup>1</sup>

- Knowledge of the purpose and scope of work to be carried out
- Knowledge of the sources of information and reference materials for creating documents
- Knowledge of different styles and templates used in documents
- Skilled in different ways of structuring documents
- Knowledge of selecting the best structure for the agreed content
- Efficiency in making corrections for editorial errors, factual inaccuracies, linguistic mistakes, formatting, etc.
- Skilled in the use of tools such as Word, Visio, PowerPoint, Excel, etc.
- Proficiency in English language
- Proficiency in content writing

## DESIRABLE COMPETENCIES <sup>1</sup>

- Certification in instructional design
- Certification in English language
- Good communication skills
- Good analytical skills
- Result-oriented

## PERSONALITY TRAITS <sup>1</sup>

- Good communication skills
- Team player
- Good analytical skills
- Quick learner
- Result-oriented

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

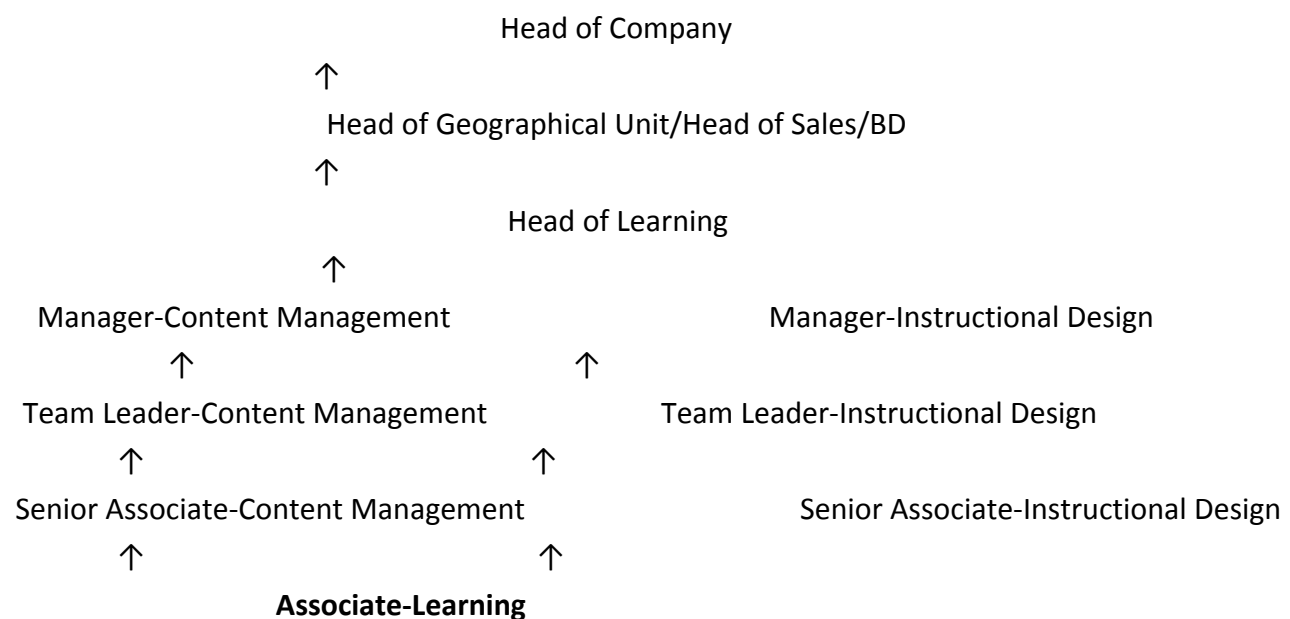
For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/main.do>
- <http://nscsindia.org/AboutUs.aspx>
- <http://mhrd.gov.in/scholarships-education-loan>

## SAMPLE OF TRAINING AND LEARNING COURSES

<http://studychacha.com/discuss/53801-certificate-course-instructional-design-india.html>

## CAREER PROGRESSION PATH <sup>4</sup>



*The progression is indicative*

### Transfer option

- India: Yes
  - Abroad: Yes
- (\*This field to open the relevant job title when clicked)

## EXPECTED EARNINGS <sup>5</sup>

- For new entrants –Rs 15,000 to Rs 30,000 per month
- For candidates with experience –Rs 25,000 to Rs 43,000 per month

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE <sup>1</sup>

Generally, 0-2 years of work experience/internship as an Instructional Designer required

## CURRENT MARKET TRENDS

### **Growth and Development in the IT-ITeS Sector in India**

India commands attention as the world's largest sourcing destination for IT (Information Technology) industry. This has led to major transformations in the Indian economy and changed the way the world perceives India. Apart from providing the most cost-effective IT solutions to the world, India also houses numerous innovation centres for various global IT firms. This has created a demand for engineering and computer science courses in the education field.

FDI and various other funding are some of the major reasons why India is enjoying the position it does today. Start-ups are receiving increasing importance and motivation from national and international companies. Government initiatives also have a major role to play in this transforming scenario. Digital India Initiative and Start-Up India Campaign have boosted the IT market to achieve more accolades. Largest pool of hire-ready talent and strong opportunities for steady growth are two other reasons why India is one of the top IT destinations in the world.

2015-16 has seen some notable trends in the industry that seem promising. India is being seen as a global sourcing hub and a global delivery model for the world. Not only is India the most preferred source for offshoring, but it also remains one of the most lucrative markets for investment. New technologies and large players gaining advantage are also changing the way this sector functions. The most dynamic change that is being observed in India is tapping of Tier II cities by IT companies and increasing rural access and connectivity. These changes will have a positive impact on the job scenario in India for the IT-ITeS sector.

## PROBABLE EMPLOYERS

<http://www.nasscom.in/>

## JOB OPPORTUNITIES IN INDIA

Job openings are available in Mumbai, Bangalore, Chandigarh, Hyderabad, Secunderabad, New Delhi and NCR, Pune, Chennai and other metro cities.

## PEOPLE'S CORNER

Coming soon

## KEYWORDS

- Training Consultant
- Training Executive

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	2641.0801	Associate- Learning
ISCO 2008	2641	Authors and Related Writers
NIC 2008	90004	Activities of individual writers, for all subjects including fictional writing, technical writing etc.
QP Reference	SSC/ Q 2801	Associate-Learning
NSQF	7	Not Available

## REFERENCES

1	<a href="http://www.nsdcindia.org/sites/default/files/files/qp-bpm-associate-learning.pdf">www.nsdcindia.org/sites/default/files/files/qp-bpm-associate-learning.pdf</a>
2	<a href="http://en.wikipedia.org/wiki/Working_time">http://en.wikipedia.org/wiki/Working_time</a>
3	<a href="http://socialjustice.nic.in/policiesacts3.php">http://socialjustice.nic.in/policiesacts3.php</a>
4	<a href="https://pursuite-production.s3.amazonaws.com/media/career_guides/ITS_Career_Guide.pdf">https://pursuite-production.s3.amazonaws.com/media/career_guides/ITS_Career_Guide.pdf</a>
5	<a href="http://www.payscale.com/research/IN/Job=Instructional_Designer/Salary">http://www.payscale.com/research/IN/Job=Instructional_Designer/Salary</a>
6	<a href="http://www.naukri.com/job-listings-Sr-executive-instructional-Designer-11-9-Shifts-No-Cabs-mumbai-Spectral-Consultants-Search-and-Recruitments-Firm-Mumbai-3-to-8-years-210616009061?src=jobsearchDesk&amp;sid=14665811143340&amp;xp=1&amp;qp=instructional%20designer,%20shift,%20timing&amp;srcPage=s">http://www.naukri.com/job-listings-Sr-executive-instructional-Designer-11-9-Shifts-No-Cabs-mumbai-Spectral-Consultants-Search-and-Recruitments-Firm-Mumbai-3-to-8-years-210616009061?src=jobsearchDesk&amp;sid=14665811143340&amp;xp=1&amp;qp=instructional%20designer,%20shift,%20timing&amp;srcPage=s</a>