

Vocational Skills have given students wings

Vocational skills is different from academic education. Here we emphasise more on **knowledge ,skills and attitudes** that help students handle practical challenges and work situations. Skills programs emphasise only on hands on skills. However in the vocational courses done in schools we lay emphasis on the practical skills as well as the underlying theoretical knowledge, life skills and the soft skills, the 21st century skills required to be successful in the fast changing work place. These include communication skills, digital and financial literacy and entrepreneurship.

This emphasis on practical's and learning a skill gives students tremendous confidence to face the real world challenges and earn their livelihood. Here we would like to share the experiences of some of our teachers and students from Madhya Pradesh. LAQSH Job Skills Academy has teachers developing skills of the students in IT/ITES skills. In the past few years our Teacher training has focussed on how to develop practical skills amongst students leveraging labs in the school and work spaces in and around the school.

The Vocational training program has given students wings and they are exploring their potential.



Prashant Karrahe has learnt how to refill Toner/ Cartridges and helps his father save money by refilling cartridges in his shop.

On the job training (OJT) is an essential aspect of the vocational course on Electrical Technology. On The Job Training (OJT) helps students understand the working of an organization and their role in it.

Students can develop skills like punctuality, understanding how to work in teams, customer satisfaction, among other things. IT/ITES training covers various aspects related to information technology and its services, such as among other topics.

This has enthused students and parents across the state. In this issue we are happy to share some stories of these students.



Students from Govt Ex H S School, Bina learn Computer Assembly and internet services such email etc.,

Students learn the working of a Lok Seva Kendra

Nutan Kumar Jaitwar VT from Government Excellence School Paraswada took his ITES level 4 students to Lok Seva Kendra at Paraswada, Balaghat for their OJT. He divided his students into two batches of 28 students each, and each batch spent 60 working hours for 15 days from 1st May 2019 to 30th May 2019.

The students learnt 1) browsing the internet, 2) use of printer & scanner, 3) use of MS office etc. This training also enables the students to work as an office assistant in any other office as well. Apart from these necessary IT skills, the students also learnt about different kinds of certificates issued at the Lok Seva Kendra, the criteria and procedure for getting these certificates. Additionally, students also learnt grooming and the importance of team work.

Students were happy with the positive change they saw in themselves. They felt more capable and upon learning that a Lok Seva Kendra employee can earn between Rs 8000/- to Rs 15000/- per month, they felt hopeful and enthusiastic.



Pic: OJT by Aniket Khatre From Govt H S School, Lalburra

Mr Aniket Katre the VT of Govt Excellence Higher Secondary School, Lalburra, Balaghat(MP) took his students to Sihore Computer Centre in Lalburra(MP). The training was conducted for 22 days from 1st May 2019 to 24th May 2019 and the number of working hours during the training was 90 hours.

During the OJT, the students learnt different aspects of data entry and typing using MS office, photo-editing, image correction in photoshop and web development. With these skills, they can work as web developers or work in a photo studio or work in e-commerce companies as image editors.

The students were given career guidance, appraised of avenues of career growth. A good photo editor or a web developer can earn anywhere from Rs 30000/- to Rs 60000/- per month. A student who is capable of data entry can become an office assistant and can earn Rs 8000/- to Rs 15000/- .



Pic: OJT conducted by Nutan Kumar Jaitwar from Govt Excellence School, Paraswada

Students Learn Photo Editing

Students learnt to work on Ms Office

Rinkesh Raghuvanshi is the VT at Government Excellence Secondary School, Sironj. He organized the OJT from 10th May 2019 to 25th May 2019 at Navankur Computer, Chatri Naka in Siroj district.

During the training students learnt typing and editing in MS word. They learnt how to type in Hindi as well as English. They learnt other features of Word such as 1) Cut, copy& paste, 2)Formatting of paragraphs, 3) Adding borders, 4)Using stylized text, 5)Inserting and using tables in word etc., They learnt about file formats and saving in pdf. Additionally, they learnt how to do online content search and research. The students also learnt how to enter, and edit data in Excel, how to apply some basic formulae in MS Excel. With both Word and Excel skills under their belt the students can apply for Office Assistant, Data Entry Operator or Junior HR executive jobs. They can earn a starting salary of Rs 10,000/- .

Students were quite satisfied with the training provided, and well-equipped lab and felt that they have learnt essential computer and IT skills.



Pic: OJT conducted by Vijay Bhavsagar From Govt Ex H S School, Zirapur

Vijay Bhavsar is the Vocational trainer (VT) at Govt Ex H S School, Zirapur. For the OJT he took his students to Sairam Marketing and Decent Computer Academy for 15 days for a total of 60 working hours. The OJT aimed to teach students some basic data entry and accounting skills.

Mr Vijay Bhavsar, along with Yogesh Kumar of Sairam Marketing and Decent Computer Academy, taught children basic data entry and accounting in Excel and SAP. They learnt concepts such as data entry, making payables, receivables, bill generation, and adding new clients. Along with these technical skills, students were also given soft skills such as grooming themselves, effective communication and were also given motivational and career guidance sessions.

With these skills, children can find employment as junior accountants or entry-level accountants/HR professionals in companies and can get a starting salary of Rs 8000/- to Rs 15,000/-



Pic: OJT conducted by Rinkesh Raghuvanshi From Govt Ex H S School,

Students learnt to work on Accounting

Students learnt to work on Biometric devices

Ms Anju Tiwari is the Vocational Trainer(VT) at Govt Excellence School, Gotegaon. Ms Anju wanted her students to get the maximum benefit out of the OJT and hence placed them in three different establishments. The training was conducted for 100 working hours from 03/05/2019 to 23/05/2019 at Govt ITI Gotegaon, Tax online solutions Gotegaon and Bhagyashree online centre Gotegaon.

The students learnt data entry and content manipulation in MS Office, internet browsing and uploading/downloading of Audio/video files, writing emails, sending attachments in the email, downloading examination results from websites form filling for various kinds of govt certificates, working on Aadhar related documents, filing TDS/ITR, Modifying images and other functions of Photoshop, Printing and scanning documents, Toner/Cartridge refilling, Use of Biometric devices, knowledge of different kinds of operating systems, formatting computers and installing operating systems.

Due to these wide ranges of skills acquired during the OJT children can work as Office assistants/HR personnel in an office at entry-level and earn from Rs. 8000/- to Rs. 15,000/- they can even dream about setting up their shop or computer centre and train other students. Due to her planning and foresight, students have benefitted enormously from the training.



Pic: OJT conducted by Rajesh Gupta and Vikram Yadav From Govt E H S School, Biora

Mr Rajesh Gupta and Vikram Yadav took their students to ITI PRAGYAN, NATRAJ COMPUTER MP Online Kiosk Biora(MP) for their OJT from 1st May 2018 to 17th May 2018 for 4 hours each day.

Technical aspects covered during the training were use of MS Office, basic internet operations, printing, use of Tally for admin work, Basic computer programming, Using HTML/CSS to create webpages, different kinds of multimedia, different kinds of operating systems, different types of electronic devices, windows editing tools etc., It is worthwhile to note about the training they received on accounting and office admin work using Tally. Accounting using Tally is a norm in small enterprises and is the primary method of bookkeeping. In small enterprises, HR professionals double up as accountants, and thus this skill comes in handy. With this, students can generate receivables, payables, make invoices, etc.; They would be capable of earning a starting salary Rs 8000/- to Rs 15000/- .

Students learnt to work on Web Designing



Pic: OJT conducted by Anju Tiwari From Govt Ex H S School, Gotegaon