

COURSE 1.4.11(Optional)
Work and Vocational
Education
UNIT -4
Aides, Equipment and
Assistance in Teaching Work
& Vocational Education

MANAGEMENT AND WORK EDUCATION

A. Selection of work Project – While planning for the work project it is important to focus on the following —

1. Providing opportunities for self-expression to the children.
2. Providing a chance to arouse interest and observe their environment.
3. Helping them perform their routine activities properly .
4. Bringing awareness about conservation of environment.
5. Helping in integration experience gained through different activities.
6. Helping children in acquiring basic skills required to solve the day to day problem.
7. Develop positive attitude for helping others and living in group.

B. Budgeting —

1. Budgeting helps to ensure that we have correct estimates of revenue and expenditure.
2. Budgeting helps institutions to meet their objectives.

3. Budgeting makes it possible to provide equitable allocation of resources.
4. The budget ensures economic use of resources and for the appropriate projects that are needful to be funded.
5. Budgeting helps education institutions to achieve the purpose expected by society.

Planning

Criteria for planning a good project —

1. It should be purposeful, useful and practicable to the daily life of pupils.
2. The project should care for the activities of the pupils.
3. There should be full freedom for the students to work of their own according to their will.
4. It should be economical and purpose of the project should be achieved without any waste of money or time.
5. It should be challenging.
6. It should be flexible.

Time-Allocation

Time for each activity can be allocated on the basis of nature, its objectives and the expected results. It is not necessary that all the stages of each activity may be performed in the school. There may be some activities which may begin with the demonstration by teacher and then may experience in their houses or community as per their convenience. Important point of view regarding time is – which activity is to

be done in which part of the year/session. Fixing of this point will depend on the nature of activity and need of school and community.

Materials and equipment

1. Make it easy to procure material and tools as per the need . By making it easy to procure means, there should be no hesitate in using material and tools. In many schools, a lot of material is not used lest it should break.

Most of the tools are rendered useless without using them. It is expected that you would not do it.

2. Whenever they are given to students, they should be informed about the main points regarding their careful usage.
3. It is important to take care of place for storing material and tools.
4. For some reasons if the tools are not being used, is essential to clean them time to time.
5. It is expected that you would acquire skills to repair ordinary breakage and develop the same skill in your students so that they are able to repair tools if required.

Disposal of finished products-

- 1) That all scrap valuable waste and salvageable materials associated with remodelling, renovation maintenance and new construction accomplished.
- 2) To reduce the possibility of misappropriation of scrap valuable waste and salvageable materials or the perception that such material is being misappropriated during the course of normal physical plant work functions.
- 3) To strictly control short or long term storage of salvageable material and equipment to reduce easily storage of non valuable or obsolete material and equipment with physical plant.

School complex-

- 1) **No isolation of schools-** The schools complex brings the schools of an area together. It will help to break the terrible isolation under which each school functions at present and like with other schools in a particular area for raising the quality of education and organize similar units throughout the country. It will enable a similar group of schools working in a neighbourhood to make co-operative effort to improve standards.
- 2) **Sharing Instructional works-** The school complex provides scope for the sharing of instructional work among the different constituent school. The expert teachers of the complex may visit other schools, teach and plan new educational

experiments. It will help to follow improve method of teaching.

- 3) **Sharing material facilities-** The school complex can provide new teaching aids like projector, a good library, a good laboratory in each secondary school as a unit and make them functionally available to all the school in one area.
- 4) **Co-operative efforts for improvement-** The different school work in close co-ordination for mutual benefit it will help for educational reform and development of the country. It will help mobilize both human and material resources for the progress of education. It helps the school of function in small face to face co-operative groups.
- 5) **In service teaching-** The complex is able to facilitate to provide in surprise teaching teachers and upgrading of the less qualified teachers. The group of schools and teachers of one complex can get maximum freedom to develop their own programs under this program the school will get much strength and will be able to make the system more elastic and dynamic. The school complex can co-ordinate its work with local communities and can derive as much help from the source as possible.

WORKSHOP:

OBJECTIVES-

- 1) To meet curriculum requirements.
- 2) Provide knowledge and development develop skills.

- 3) Provide fun interactive and hands on opportunities to enhance learning.
- 4) To cater for different learning styles and learning needs.
- 5) To provide all the resources for an event to remember.
- 6) To provide inclusive activities accessible to all.

Field Study-

For students, field studies create opportunities for first-hand experiences that encourage critical thinking, long term retention, transfer potential, positive attitudes towards science, appreciation for nature, and increased scientific curiosity.

- a) Provide an opportunity for students to integrate cognitive and experiential learning, and to employ various disciplinary perspectives in analyzing a particular setting.
- b) Provide students with an opportunity for independent study, to foster a greater sense of confidence in their abilities, and to use knowledge gained in the classroom in working with people and with organizations.
- c) Provide students with an opportunity to explore roles outside of the context of the Earlham classroom. This exploration key include a potential career field, but is not a requirement of the field study.

Excursion/Educational Tour- These tour provide the students with oppurtunities of learning through travel, especially to places that they may not otherwise get to visit. Educational trips provide valuable

educational opportunities away from the classroom, without using textbook and other tools which are used in a normal school setting.

1) These tours provide the students with the opportunity of learning through travel, especially to places that they may not otherwise get to visit. Educational trips provide valuable educational opportunities away from the classroom, without using textbook and other tools which are used in a normal setting.

2) The learning trips also provide entertainment for students. They often act as powerful motivator for students. Breaking away from the routine provides students refreshment that might make them more focused back in studies.

3) Getting away from the routine atmosphere of the college or school gives students opportunity to spend time with each other in a new environment. They may be able to connect on more of a personal level without structure of normal school day.

4) On an educational tour, students get to experience different styles of teaching and see a new side to their subject of study.

5) While away from home and the ease of a regular support system, students have opportunities to see what they are capable of accomplishing by themselves.

Laboratory-

A laboratory is a facility that provides controlled conditions in which scientific or technological or research, experiments and measurement may be

performed. Laboratory services are provided in a variety of settings.

- 1) Understanding the complexity and ambiguity of empirical work.
- 2) Developing practical skills.
- 3) Cultivating interest in work education and interest in learning work education.
- 4) Developing teamwork abilities.