TF-VTI (Vocational Training Institute)

Fact Sheet (July to September 2019)

TF VTI planned that enrolled students who were not yet competent in TTB Final Assessment and admitted them in PPL project in three different trades. Finally VTI successfully enrolled 40 students in the month of July with the help of promotional materials like, Banners, leaflets, and with best role of social mobilizer in local community.

Trades

Computer Operator
Graphic Design
Dress Making

Computer Operator

Master Trainer of Computer Operator Mr. Zaffarullah started classes for PPL students in the month of July-19. He had a best performance in computer class. He teaches students in different aspects like giving training sessions, practically performance, and online quizzes etc.

Mr. Zafar Ullah (Master Trainer Computer Operator) conducts regularly computer operator classes in different times in morning he conducts CO Female classes and in evening CO males. First He delivers theoretical lecture to students in lecture hall and after that practical perform by the students in CO Lab. During the computer operator many external person visited here to check the quality of education and they appreciated our hard working.

Syllabus for Computer Operator

Contents of course

1. Maintain Computer System
2. Prepare Word Documents

3. Prepare Spreadsheet
4. Prepare Presentation
5. Prepare In-Page Document

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**OFF**

6. Manage E-Mails and Internet
7. Manage Information System
8. Identify and Peruse New Business opportunities in the Field Of Computer (ICT)

Time Table for Computer Operator Female Students morning

Male students Evening Time Table

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From 03:00 PM **To** 05:00 PM	**From** 03:00 PM **To** 05:00 PM	**From** 03:00 PM **To** 05:00 PM	**From** 03:00 PM **To** 05:00 PM	**From** 03:00 PM **To** 05:00 PM	**From** 03:00 PM **To** 05:00 PM	**OFF**

In the month of August Mr. Zaffarullah held a short visit for students in FC College to visit them in Computer security lab and students defined about computer security and they defined about CCTV cameras setting and their security purposes. After visit in FC College Mr. Nadeem Principal of FC College, visit in TF VTI and he delivered a lecture about (MIS) Manager Information System.







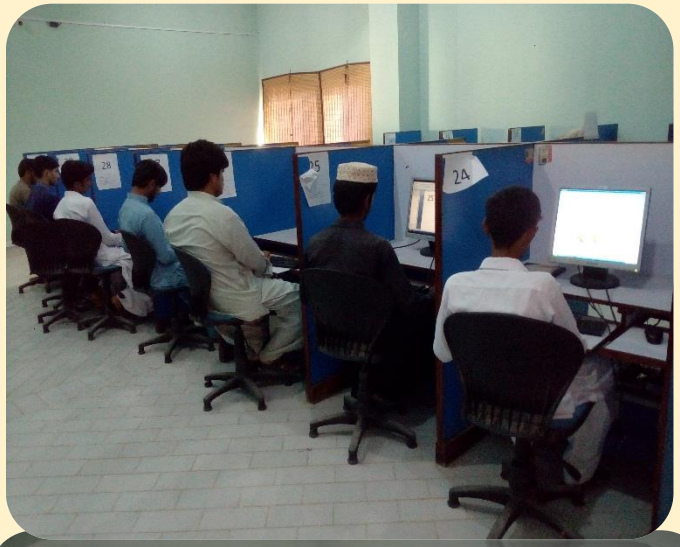
ses







In the month of September Mr. Zaffarullah held q grand quiz of overall course and practically performance of students for their final assessment.











Graphic Design

Master Trainer of Graphic Design Mr. Atif started classes for PPL students in the month of July-19. He had a best performance in computer classes. He arranged his classes in separate graphic lab where internet facility were also provide to students for online hint about any design through which students got help.

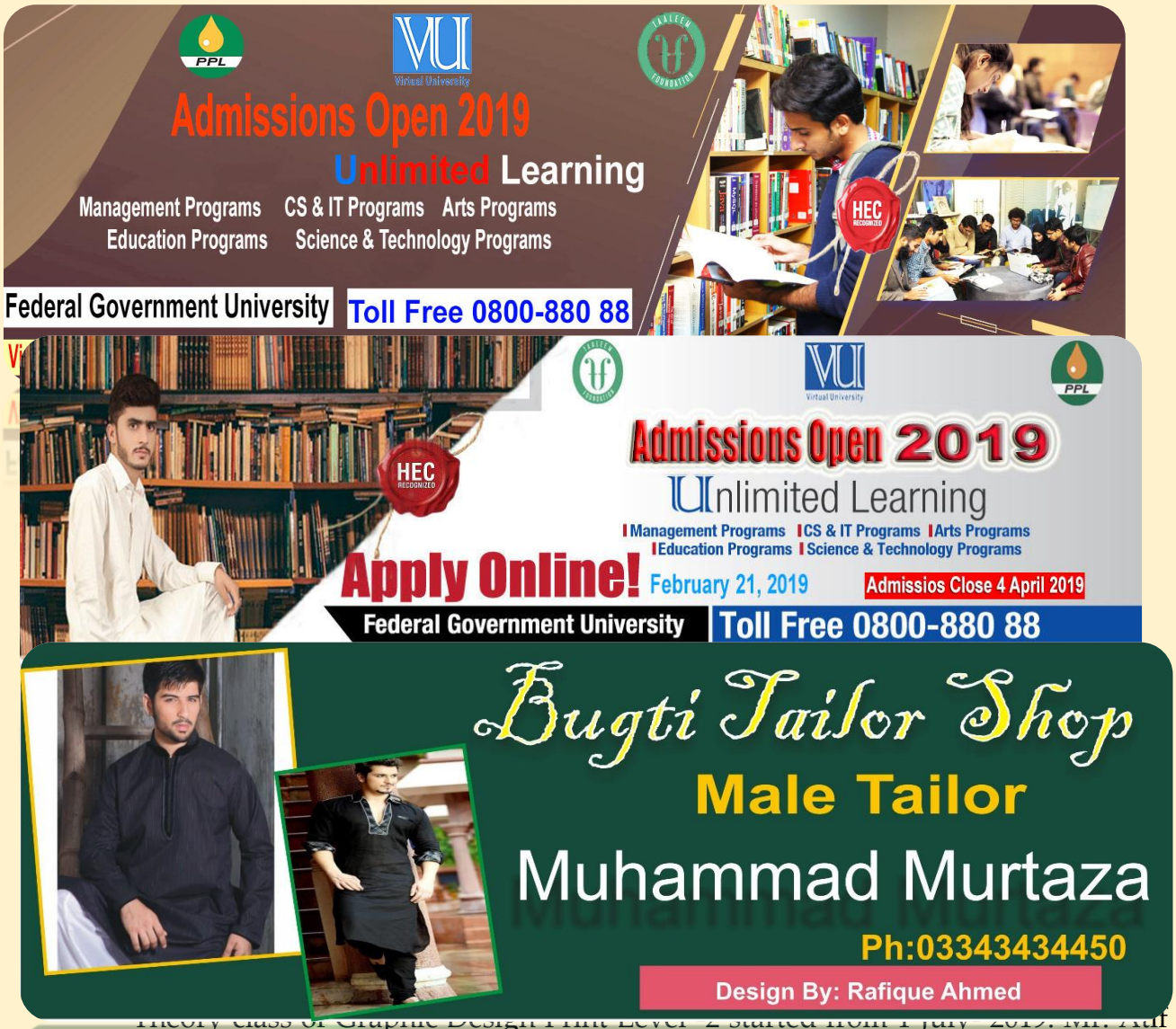
Syllabus for Graphic Design

Contents of Course

1. DEVELOP FAMILIARITY WITH TERMINOLOGIES AND TOOLS
2. DEVELOP DESIGN CONCEPT
3. ANALYZE COST EFFECTIVE SOLUTION
4. EDIT PHOTOS AND DEVELOP GRAPHICS
5. PREPARE PRE-PRESS JOB
6. MAINTAIN SOFTWARE AND HARDWARE
7. COMMUNICATE WITH OTHERS
8. GRAPHICS DESIGN (PRINT MEDIA)

Time Table for Graphic Class

Graphic Design Students Performance during class



Theory class of Graphic Design Print Level-2 started from 1 July 2019. Mr. Atif

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**OFF**

have discussed in theory class about Syllabus, Modules, Learning Units, usage

software's, with elaborately and also discusses about logos design and graphic media design. Theory classes were delivered in separate Graphic lab.

1st Module

DEVELOP FAMILIARITY WITH TERMINOLOGIES AND TOOLS

6 Learning Units

1. Element of design
2. Principal of design
3. Concept of perspective
4. Color Theory and meaning of colors in a design
5. Typography
6. Study tools and software for Graphics and Artwork Creation

We have finished up the 1st module on 8th December 2018

2nd Module

DEVELOP DESIGN CONCEPT

3 Learning Units

1. Identify Unique selling point (USP) of Product/service
2. Determine the number of pages and colors for printing
3. Visualize the layout of the concept following brand Guidelines

We have finished up the 2nd module on 28th December 2018

4th Module

EDIT PHOTOS AND DEVELOP GRAPHICS

2 Learning Units

1. Photo editing and scanning
2. Create Layout

We have finished up the 4th module on 12th Jan 2019

6th Module

MAINTAIN SOFTWARE AND HARDWARE

4 Learning Units

1. Install Graphic Software's
2. Install/ Uninstall Operating System
3. Install/ Configure Drivers, Input/ Output Devices

4. Connect Devices to Ports Using appropriate Cables

We have finished up the 6th module on 28th Jan 2019

7th Module

COMMUNICATE WITH OTHERS

2 Learning Units

1. Understanding the Concept of Perspective
2. Communication with Seniors, Peers and Subordinates

We have finished up the 7th module on 14th Feb 2019

5th Module

PREPARE PRE-PRESS JOB

4 Learning Units

1. Setting Bleed, Margins, Gutter and Slug for Cropping
2. Apply Cropping and Registration Marks
3. Apply USP Guidance
4. Prepare and Publish Artwork

We have finished up the 7th module on 26th Feb 2019

3rd Module

ANALYZE COST EFFECTIVE SOLUTION

3 Learning Units

1. Determine Suitable Size of the Documents
2. Define Particular Branding Guidelines and Themes
3. Visualize the Layout of the Concept following Brand Guidelines

We have finished up the 7th module on 15th March 2019

8th Module

GRAPHICS DESIGN (PRINT MEDIA)

4 Learning Units

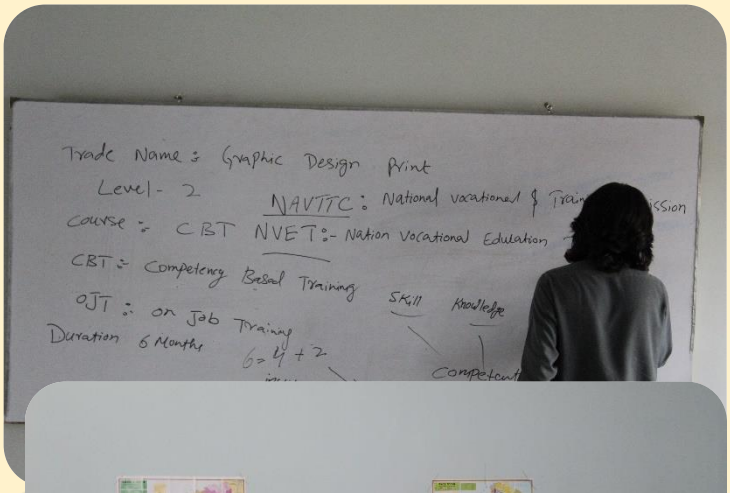
1. Ethics and Professional Conduct
2. Plaining of the Business Process Activities
3. Awareness to Rights
4. Understanding of Copyrights and Piracy

We have finished up the 7th module on 28th March 2019

Theoretical classes pictorials





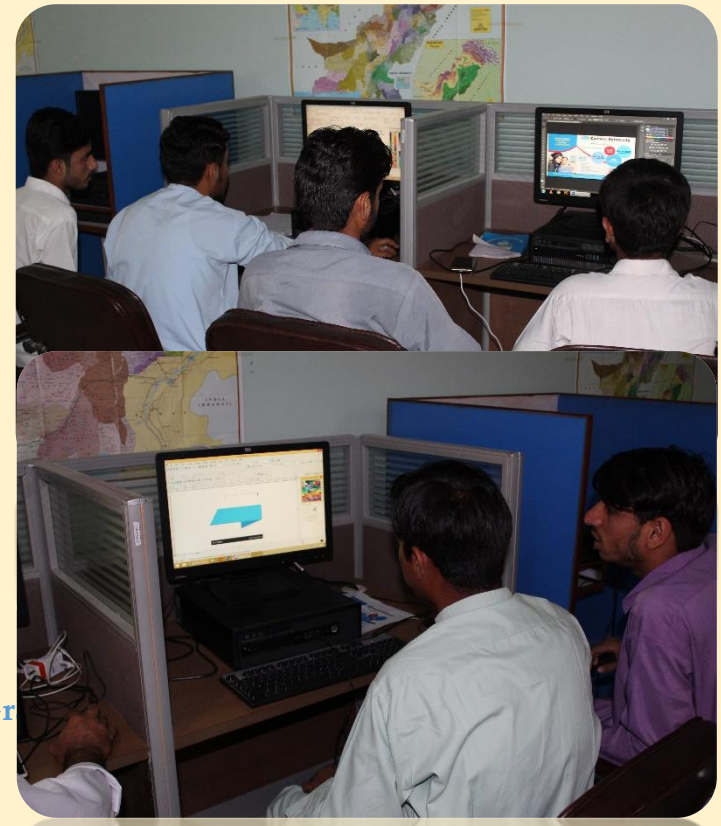




In the month of September Mr. Atif held a practically quiz of students to check their performance after that Mr. Atif held a final assessments of students in Graphic lab and students of graphic were performed well and successfully attempted final assessments and after final assessment certificate were distributed to students along with appreciation certificate to Master trainers.

Final Assessments pictorials.





Gr

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**From** 08:00 AM **To** 11:30 AM	**OFF**

Dress Making in VTI (Vocational Training Institute Sui)

Vocational Training Institute enrolled 10 students in the month of July-19 in PPL Project base courses. Dress making courses started from July-19. Students were also complete their OJT training in TF SOS Sui. Trainer of Dress making was Mr. Fida Hussain.

Syllabus for Dress Making for theory and practical class

1. Analyze the Design
2. Prepare for Dress making
3. Develop pattern
4. Perform fabric cutting
5. Perform stitching
6. Finish Garment

Develop Professionalism

Dress making students during classes pictorials





OJT Report Dress making students doing their OJT in Tailor shops in different areas. In addition, they are earning income through being helper, and some students having their own shop.

We had invite Local industry partnership through social mobilizer for Dress making batch 2nd to check Students performance/ Students work. They attended the meeting with TF/VU/VTI manager, Tailor masters and also discussed about Dress making students files/documents and checked their work done then they visited to VTI Dress making students class and checked their activities. They were satisfied with their work done. Their pictorials showed below.









Finally, in the month of September Dressmaking course ended and Trainer of Dress making held a short quiz for student's final assessment preparation. After that, Final Assessment held in Vocational training institute students performed best in assessments and then ceremony held for certificate distribution to students.