10. Job Placement

To input job placement data for trainees, user need to navigate "Job Placement" from left panel. It will expand with options-

    i.   Self-Employment
    ii.   Wages Employment
    iii.   Upskill Employment
    iv.   Job Release
    v.   Job History
    vi.   Show placement Information

- First two options (Self Employment and Wages Employment) are only for "New Entrant" course type, those trainees who are self-employed like (freelancing, own start-up business/factory) user need to add employment information for those in Self-Employment.
- Those trainees who got paid job in a company or institute user need to add employment information for those in Wages Employment.
- And for the trainees of upskill courses user need to add employment information for those in Upskill Employment.

i. Self Employment:

To add self-employment information for a trainee, user need to navigate "Job Placement >> Self Employment".

- Select "Institute", "Tranche", "Course", "Batches" and "Trainee ID" no from the selection panel.
- Click on "Search" button to load the trainee's employment information.
- User need to click on "Current Employment Status" to add him/her as self-employed.
- Fill the information about that trainee and press the "Save" button.
- If the trainee is already in "Self Employment" status then user will see "Update" button instead of "Save" button" for updating new work information.
- If the trainee is employed and needs to change employment status then release him/her from current job first.
- After clicking "Save"/" Update "the information will be saved in system.
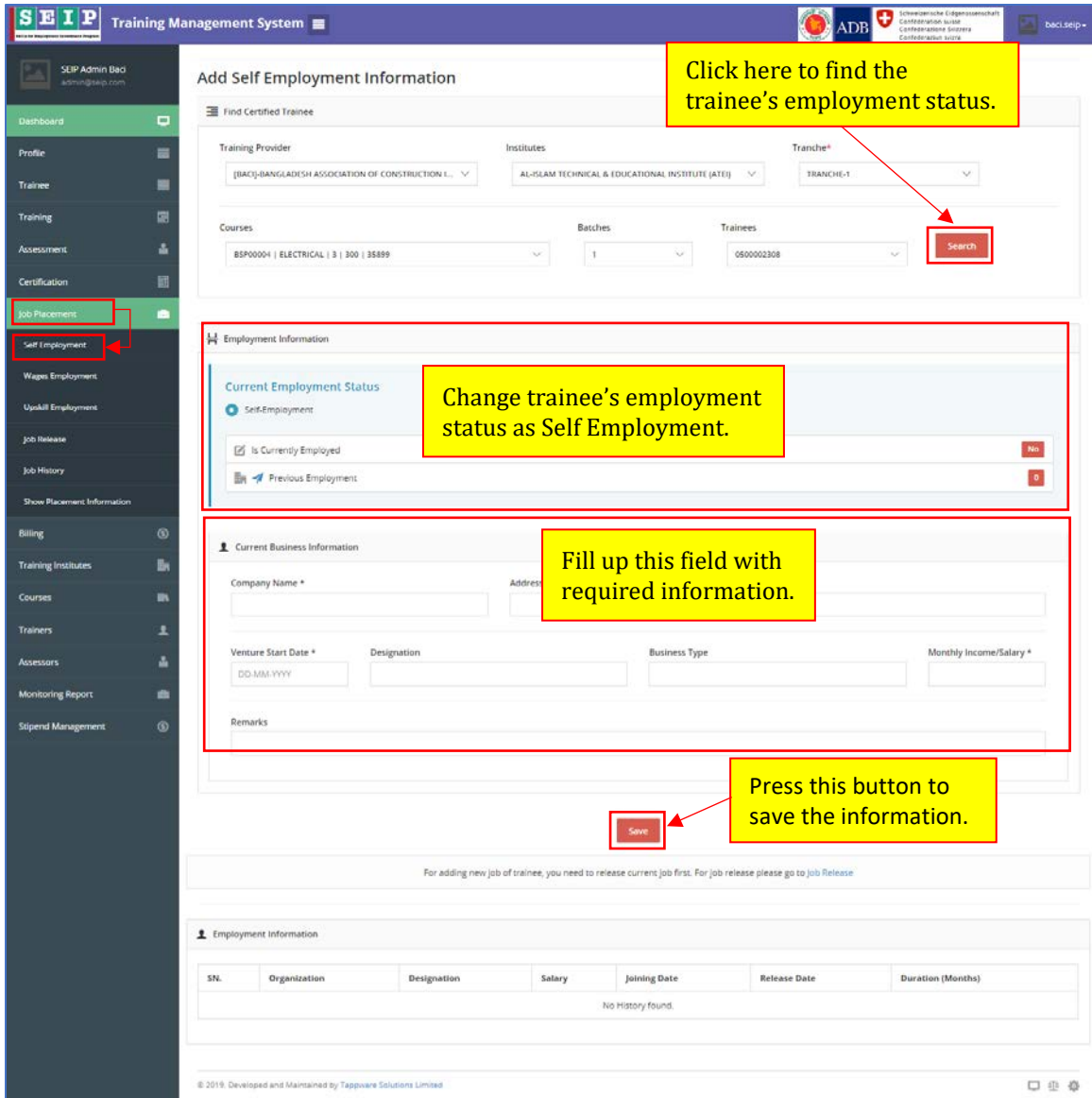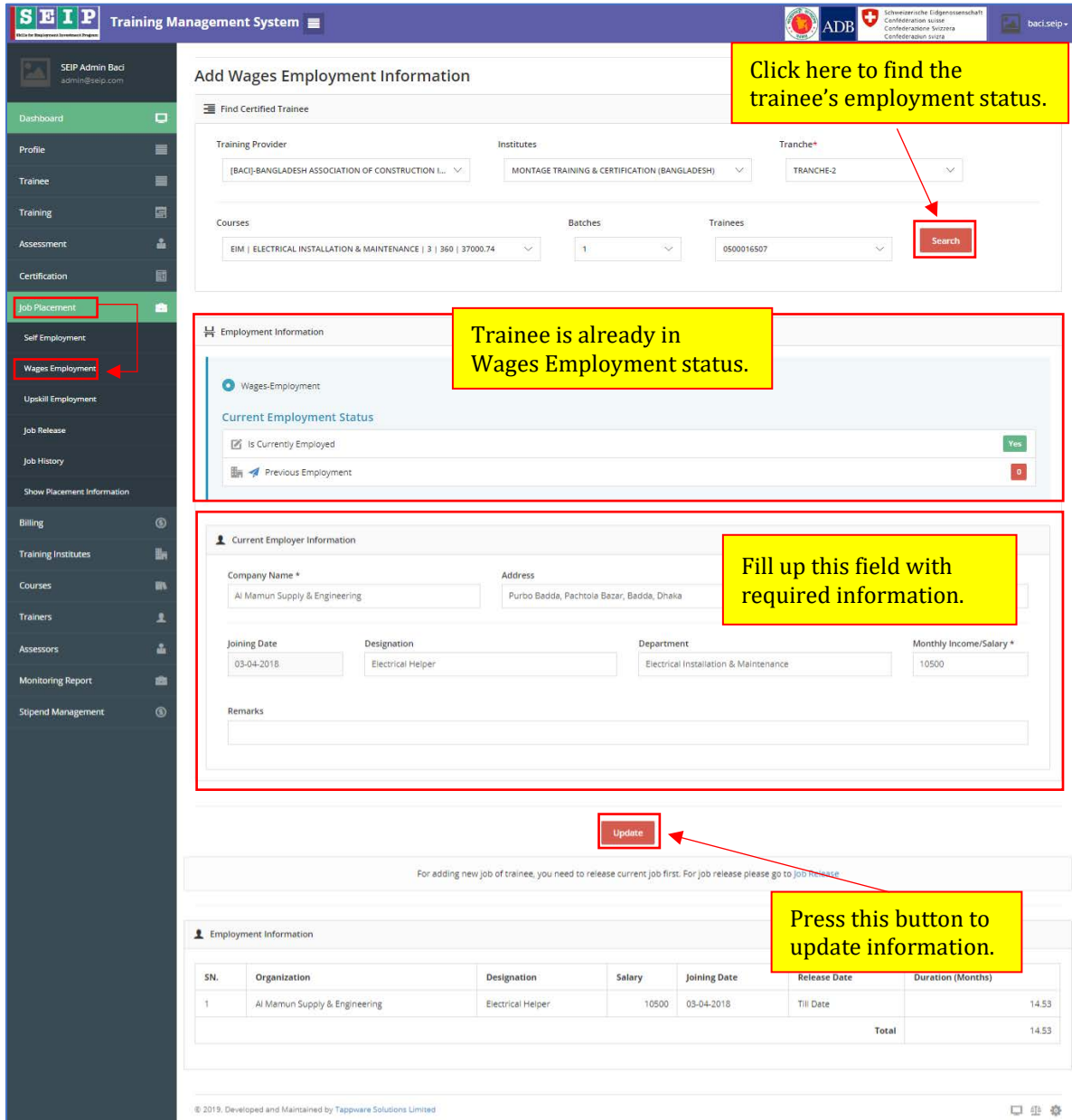
Figure 1

ii. <u>Wages Employment:</u>

To add wages employment information for a trainee, user need to navigate "Job Placement>> Wages Employment"

- Select "Institute", "Tranche", "Course", "Batches" and "Trainee ID" no from the selection panel.
- Click on "Search" button to find that the trainee is employed or not.
- The trainee information is loaded. User need to click on "Current Employment Status" to add him/her as wages employed.

- If the trainee is already in "Wages Employment" status then user will see "Update" button instead of "Save" button for updating.
- If the trainee is employed and needs to change employment status then release him/her from current job first.
- After clicking "Save"/ "Update" the information will be saved in system.

Figure 2

iii.   **Upskill Employment:**

Upskill trainees are those trainees who have already some skill but want to improve the aptitude for work by additional training.

To add upskill employment information for a trainee user need to navigate "Job Placement>> Upskill Employment".

- Select Institute, Tranche, Course, Batch and Trainee ID no from the selection panel.
- Click on "Search" button to find that the trainee.
- User need to click on "Job Type" to add him/her as wages employed/self-employment.
- Fill the information about that trainee and press the "Save" button.
- The information will be saved in system.
- If there is previous job placement information for the trainee, user will see the "Update" button instead of "Save" button.
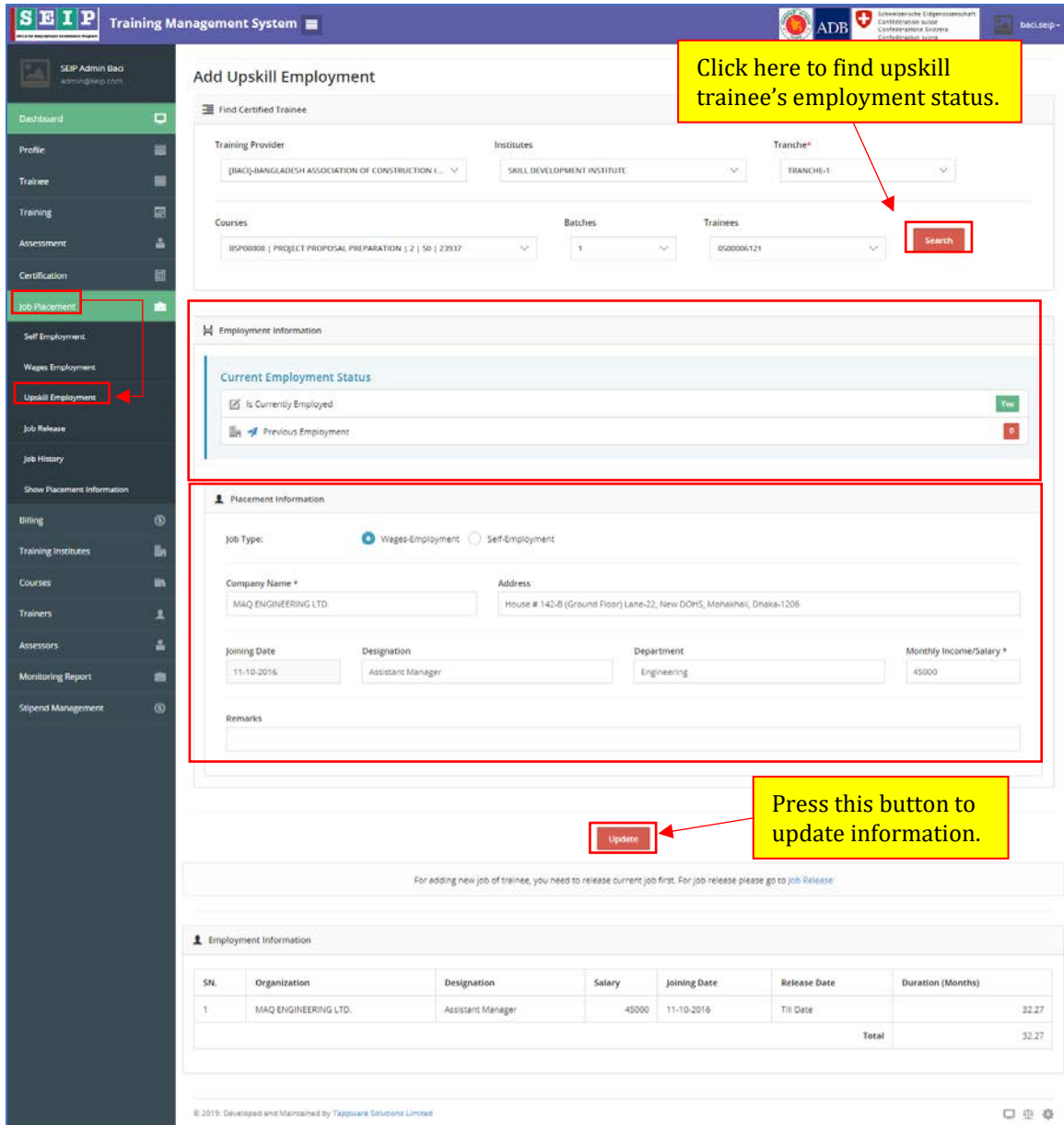
Figure 3

iv. **Job Release:**

To release an employee from current job, user need to navigate "Job Placement >> Job Release".

- Select "Institutes", "Tranche", "Courses", "Batches" and "Trainees" from the job release panel.
- Press the "Search" button to show the job placement information of the trainee. See the images below.

- To release a trainee from the current job, insert the release date and remarks then press "Release" button to release the trainee from current employment.
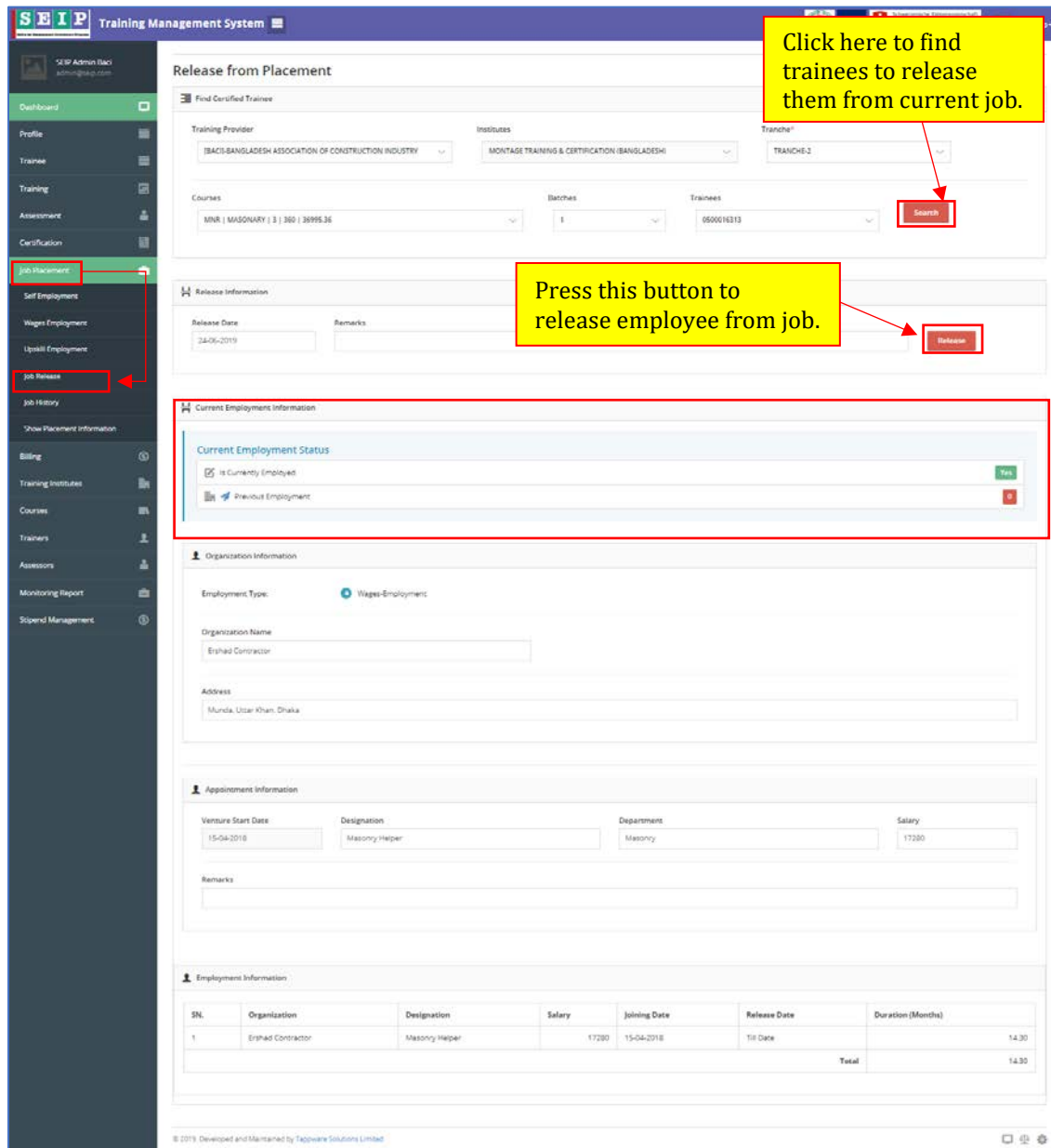

Figure 4

v.   **Job History:**

To find an employed trainee information user need to navigate "Job Placement >> Job History".

- Select the trainee's registration number.
- Press the "Search" button.

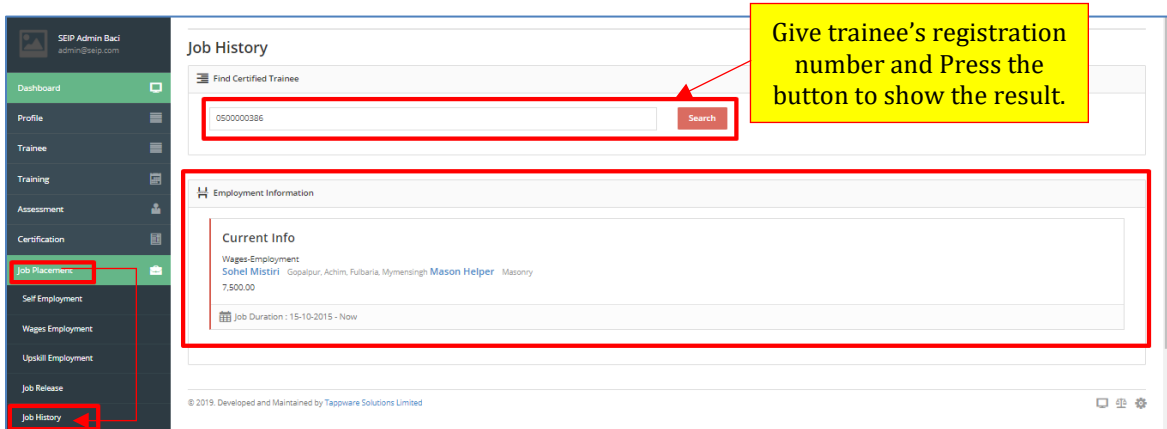- It will show the employment information about the trainee.

Figure 5

vi. **Show Placement Information:**

It shows the information about the Employed trainees. Navigate to "Job Placement >> Show Placement Information".

- Select Training Institutions, Tranche, Training Courses and Course Batch.

- Press the "Search" button. It shows the Employed Trainees table.

- User can also export/download the result in Excel sheets, PDF or print the result. See image below:
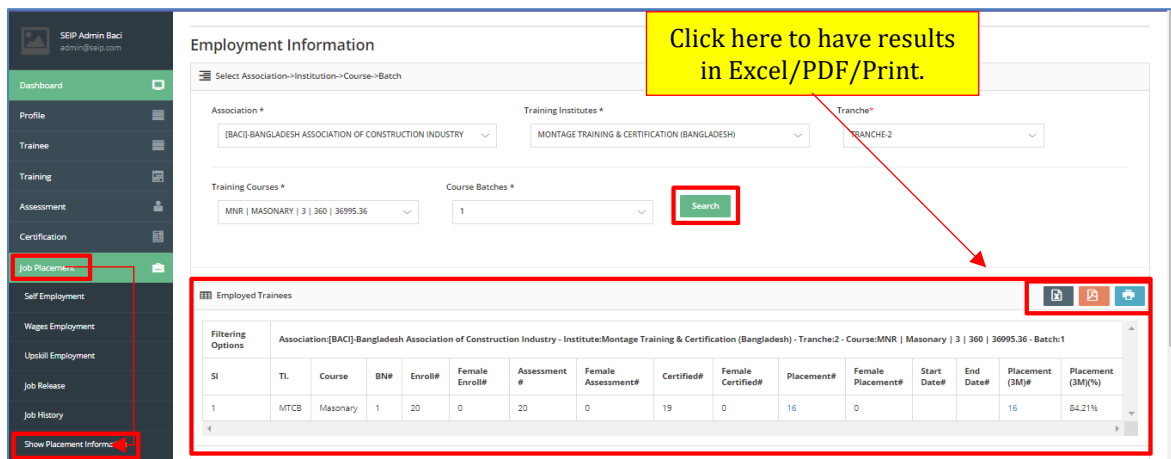

Figure 6