



P.O. Box 2611, KIGALI
www.uok.ac.rw

Careers Education, Information and Guidance Policy

Name of policy	Careers Education, Information and Guidance
Reference number	
Originator/Author	Prof. Dr. DEMIR Huseyin Director : Quality Assurance
Custodian	Quality Assurance office
Policy approved by:	Board of Directors
Policy effective date:	1.2. 2017
Implementation responsibility:	DVC: Teaching and Learning (Academic)
Policy review date :	1.2.2020

1. Policy overview

1.1 This policy describes the approach to the delivery of careers education, information, advice and guidance (CEIAG).

1.2 UoK has a strong commitment to ensure all students have opportunities to develop skills that enable their academic, personal and professional progression.

1.3 This can be defined further as “a set of achievements – skills, understandings and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.”

1.4 The support for and development of an individual student’s employability potential, skills and career development opportunities is articulated through the University’s Academic policies offer which incorporates CEIAG as a core element. This is bespoke support to students within each Faculty designed to meet their specific career expectations and aspirations and will contribute significantly to their achievement of their desired professional/graduate destinations.

2. Purpose of the policy

To articulate the ways in which, in the context of CEIAG, University of Kigali students will be equipped with the necessary skills, attributes and confidence to be successful graduates through engagement with their programme of study, the Career Guidance and Alumni Service and the University-wide, collaborative programme of activities embedded within the University.

3. Developing Students through Careers Education, Information, Advice and Guidance

3.1 The University’s Programme specification and review processes enables programmes to be delivered ensuring that specific skills and attributes are linked to employer/sector needs as well as more general graduate attributes are aligned to the curriculum and its delivery/assessment. Programme review is explicit in regard to the need to ensure that curriculum design and content will support the development of employability skills; demonstrate linkages to professional practice; and offer opportunities for students to meet and work with professionals in their field of study through the programme. Further, the review process also considers the curriculum in terms

of the ways in which it develops within students more general transferable and graduate skills, and progression from the programme into graduate employment.

3.2 Identifying and understanding students' career and future employment needs (occupational and sector specific) is fundamental in determining strategies for employer engagement at regional, national and international level. A determinate of this is an annual analysis of student aspirations – which is achieved by partnership working across the University. This provides invaluable intelligence that will inform and direct the Career Guidance and Alumni Service (CGAS) in identifying employers and recruitment agencies with whom to partner.

3.3 The UoK Futures Graduate Recruitment and Internship Fair shall take place each June which addresses the needs of recent graduates and final year students seeking professional employment. The Fair shall develop to include opportunities and sessions for students at each stage of their programme – demonstrating the University's commitment to delivering support and development opportunities such as placements, internships, postgraduate study as well as graduate employment.

3.4 CGAS provide professional CEIAG to students through one-to-one interactions and tailored sessions/workshops delivered through Faculties in a variety of ways appropriate to the needs of the Faculty. This is supported by the expertise and experience of a range of University staff in Faculties and Services who can offer tailored information and advice based on their own understanding of a range of employment sectors.

3.5 Graduates shall have access to one-to-one support from Careers Advisers and access to a range of resources within CGAS and online. These resources are sourced and provided to reflect graduate needs in the context of contemporary graduate employment trends.

3.6 Regional and national employers deliver sessions and interactive workshops to students and graduates on a range of employment and company related topics. These are designed to aid and guide students in their applications, interviews and assessment centres with these companies.

3.7. The development of online and interactive materials in combination with e-books on career planning and graduate selection methods is ongoing and progressive to meet the needs of our diverse student and graduate populations.

4. Careers & Alumni Service Mission Statement

4.1 The Careers & Alumni Service is committed to supporting the provision and delivery of a life-changing experience for all of our students and graduates through the enhancement of their graduate employment potential. As a Private University we will be pro-active in engaging with employers and the community to increase paid and voluntary opportunities for our students and graduates and in raising awareness of employer requirements and skills needs.

5. Careers & Alumni Service aims

5.1 Identify and regularly review with employers, academics and student stakeholders the key skills students and graduates need to acquire and increase their professional employability and further study outcomes.

5.2 Implement from within the policies of University of Kigali offer a range of opportunities to develop and enhance the employability skills and career potential of our students and graduates.

5.3 Provide students with the transferable and entrepreneurial skills within and out with their academic curriculum in order to be successful in obtaining professional employment, self employment or further study.

5.4 Deliver high quality CEIAG which meets existing external quality and internal Service frameworks and benchmarks.

5.5 Support students and graduates to make well informed and realistic career choice decisions based on labour market trends.

5.6 Generate employment opportunities based on a student's career aspirations and circumstances in conjunction with regional, national and international employers.

5.7 Provide access to internship opportunities in partnership with Industry

6. Delivery

The University will deliver this policy through:

6.1 The Curriculum

All programmes define transferable skills as well as subject knowledge within their learning outcomes which are verified by approval and review panels. Programme specifications include a section on the ways in which the programme prepares students for employment. CGAS has a key role in supporting skills acquisition and ensuring these are pertinent to the needs of regional, national and international employers as well aligning these to evolving programme requirements. To ensure the latter, CGAS is specifically asked for input prior to new programme approval. Prospective students will gain an understanding of the ways in which employability skills can support career and academic success via outreach initiatives and open days run by Marketing Services

6.2 Extra-Curricular Activities

Students will have access to wide range of extra-curricular support and activities that enhance employability prospects. A range of cross-Institutional opportunities will be provided for students to acquire and develop employability and entrepreneurial skills.

6.3 Collaborative working The UoK Career Guides and graduate group meets to ensure that cross-University and Faculty specific opportunities for students to grow and develop their skills and attributes are continuously enhanced in order to provide individuals with confidence and momentum throughout their student journey. It also provides a platform for the sharing of best practice across subject areas.

6.4 Communication

The University promotes the full range of CEIAG provision and opportunities via a single and distinct “brand”. This is tailored to meet students’ needs within Faculties.

6.5 Evaluation.

Students are able to give direct feedback on their experiences of CEIAG provision via online evaluations and the Student Guild.

6.4 CGAS staff competencies

All CGAS staff are supported, developed and provided with appropriate internal and external professional development to fulfill the requirements of their role. Internal peer review mechanisms ensure support and advice from professionally competent and trained colleagues.