



KIBOGORA POLYTECHNIC



CAREER GUIDANCE POLICY

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1. Policy overview

This policy describes the approach to the delivery of careers education, advice and guidance. Kibogora Polytechnic has a strong commitment to ensure all students have opportunities to develop skills that enable their academic, personal and professional progression.

The institution is committed to provide a planned programme of career education, information and guidance for all its students through the Dean of students from the entrance until they are graduated.

The policy of Career guidance is intended to bring together all guidance and information regarding career guidance activities of the institution and thus, Career guidance policy document is a clearly written.

2. Defining Career Guidance

Career guidance refers to services and activities intended to assist individuals, of any age and at any point throughout their lives, to make educational, training and occupational choices and to manage their careers.

Career guidance can be defined as a comprehensive, developmental program designed to assist individuals in making and implementing informed educational and occupational choices. In simple words, it is a journey on which people develop to make mature and informed decisions.

3. Objectives of career guidance

Broader objective of the Career Guidance in the office of the dean of students is to support the institution to ensure that the faculties are working towards meeting students' expectations in preparing them for their future career and producing graduates who are well equipped to be successful, flexible and adaptable in the employment market. the specific objectives of Career guidance at Kibogora Polytechnic are as follow:

- To develop relations between the institution and employment sectors in a mutually beneficial way
- To support students to select and continue on an optimal career path, based on the students ability, desire and available opportunities

- To assist students obtain an orientation to the employment sector and develop soft skills namely effective communication skills, leaderships skills, teamwork skills, management skills etc.so that they will become productive members of the countries work force.
- To identify students strengths ,values ,interests and aptitudes

4. Responsibilities of the institution Council and the Vice-Chancellor

For successful operation of Career guidance. They helped developing and implementing a career guidance policy which ensures that all students are given appropriate opportunities to develop their leadership and communication skills and other soft skills. They ensure sufficient budget provision for career guidance, and implementation of financial guidelines pertaining to career guidance activities.

5. Responsibilities of other staff members of the institution

For the planning and successful implementation of the Career Guidance Activities Deans, Heads of Departments request the career guidance activities their students need and extend maximum support to get involved in the activities

6. Activities and duties of the dean of students on Career guidance

- Meeting third parties and conduct career need analysis for the institution for career guidance programme planning in collaboration with the dean of faculties.
- Identify themes for career guidance activities for different groups of study programmes taking their views into consideration.
- Addressing the needs of each student .
- Perform career guidance related duties as assigned by the Vice Chancellor

7. Career guidance in departments

At the beginning of each entrance in the institution the Heads Of Departments are assessing students past performance in secondary school in order to provide advices that are helpful for the new students in making smart decisions.

Heads of departments evaluate the student's interests, personality types, aptitudes and capabilities. This helps to understand the potential and skills in terms of a professional aspect and enable them to provide clear orientation to the new student.

Programmes in various faculties are delivered in order to develop students career, Lecturers and administrative staff share knowledge and understanding of labour markets changes and a firm understanding of the complexities of the workplace to give proper career guidance to students through learning from experts and also undertaking internships among others.

Career guidance process at Kibogora Polytechnic does not simply end with helping individual students to find the right career choice; it involves end-to-end support with the staff in all departments via online chat(Moodle usage) and video calling services they can still interact with students. From helping students find the right career to keeping them updated with the current academic programmes and entrance assessments.The Heads of departments support individual students till they feel they require guided assistance.

8. Careers and Alumni Service towards labor market

The Heads Of departments organize sessions to supporting the delivery of a life-changing experience for all of the students and graduates through the enhancement of their graduate employment potential. Career development support is becoming increasingly important for people to manage the frequent and complex transitions within and between learning and work. At the same time, career development support services are challenged to provide better access and innovative ways of delivery to students in a lifelong learning perspective. Career development support includes activities such as:

9. Delivery approach

The institution delivers this policy through:

- **The Curriculum:** All modules under the study define transferable skills as well as subject knowledge within their learning outcomes which are verified by approval and review panels in the module description.

- **Programme specifications** : This include a section on the ways in which the programme prepares students for employment. Career guidance at Kibogora Polytechnic 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.
- **Extra-Curricular Activities:** Students have access to wide range of extra-curricular support and activities that enhance employability prospects. A range of work study are provided for students to acquire and develop employability and entrepreneurial skills.
- **Communication:**The institution promotes the awareness of English skills through the English club.
- **Evaluation:** Students are able to give direct feedback on their experiences of career guidance in the modules they are undertaking via module evaluations and the Student Guild.

It is important for students to note that the institution is supporting them in career development. This activity is led by the Director of academic quality in collaboration with the deans. Students are helped not only to get placed in jobs in different organizations but also on which appropriate courses of study to take. .

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Vice Chancellor