



Approved
 by the Vice-Rector
 _____ D. Mardanov
 " __ " _____ 20__y.

	Position	Full Name	Signature	Date
Developed by	Head of the Career Planning Center	Dzhanbakieva D.Kh.		

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1. General provisions

1.1. The structure, staff of the department, as well as appointments to positions and dismissals from positions are approved by the Rector of the University or a person authorized to represent the interests of the University as an employer (hereinafter referred to as the employer).

1.2. The staff, structural division is created, reorganized and liquidated by the employer's order.

1.3. The structural division reports to the Vice-Rector for Student Support and Development.

1.4. Job responsibilities, rights and responsibilities of employees are determined by job descriptions.

1.5. During the temporary absence of the head of the division, his duties are assigned to the employee determined by the relevant order or order of the employer.

1.6. In its activities, the Career Planning Center (hereinafter referred to as CPC) is guided by:

- The current legislation of the Republic of Kazakhstan;
- The University Charter;
- Orders issued by the University.
- Orders, acts, and regulations of the University;

- This Regulation;
- Job descriptions;

2. Goals and objectives (main activities of the division)

2.1. In its activities, the structural division solves tasks in accordance with the goals and types of activities.

- Conducting career counseling and providing information and consulting support to students and graduates.
- Assistance in the employment of students and graduates, including assistance in finding internships, temporary jobs, and permanent positions.
- Development of professional skills through lectures, trainings and master classes.
- Providing information resources and establishing contacts with professionals and businesses.
- Organization and holding of events aimed at employment of students and graduates.
- Maintaining a database, interacting with external organizations, and providing information on requests.

3.Functions

3.1. Functions are formed according to the current Business processes and when changes are made, they are considered valid according to the newly approved Business Processes.

3.2. The Division performs the following functions:

- Conduct career analysis and assessment of students' needs.
- Development and implementation of career development programs and activities.
- Providing students with access to information resources about career opportunities.
- Providing counseling support and resources for students during their job search and career development.
- Establish partnerships with companies and organizations to create job opportunities and internships for students.
- Organization of events, such as job fairs and professional development seminars.
- Evaluate the effectiveness of career development programs and activities and make appropriate adjustments.
- Implementation of activities and solutions to the tasks facing the CPC.
- We organize events for University students: trainings, master classes, company presentations, career forums, guest lectures.
- Conduct negotiations, official correspondence, and phone calls with partners and employers. negotiations , official correspondence , and calling with partner employers.

- Preparation of visual announcements for publishing vacancies, proposed internship places, upcoming events, and maintaining pages in social networks.
- Inform students about trends in the labor market: upcoming events, master classes, trainings, and lectures through posting on the website, mailing lists, and social networks . conducted by partners.
- Creating conditions for self-realization of graduates, promotes their professional growth .
- With bor document s for JSC "Financial Center", prepares directions for work or to the Employment Center of the population.
- Preparation and maintenance of a database of students and graduates for the annual report on employment in the Ministry of Education and Science of the Republic of Kazakhstan.
- Informer Information and organizational selection of candidates for paid internships: testing, assessment, interview, resume collection, familiarization with companies and internship programs.
- It examines the current needs of the labor market and identifies the most promising and specialized organizations that correspond to the specialties of students and graduates of the University.
- Interaction with the Financial Center: collection and submission of necessary documents for cooperation, preparation of job referrals or to the Employment Center.
- Filling in data in the Portal / AIS for Student career Development: updating information about career achievements, work experience, study projects, etc.
- Provision of information at the request of the Ministry of Science and Higher Education: provision of statistical data, reports on employment and career development of students and graduates.
- Filling in data for the Atameken rating: providing information on the number and quality of employment of graduates, participating in questionnaires and surveys.
- Participation in career development accreditations: providing information and documents to confirm the quality and effectiveness of career development programs.
- Organization of internships/internships and employment of students: conducting events for the selection of internships, organizing cooperation with employers to provide internships and internships.

4.Rights

4.1. Basic rights of the division

- The right to autonomy in decision-making in accordance with established goals and objectives.
- The right to organize its activities in accordance with the approved strategies and goals of the Center.

- The right to plan and coordinate their own activities and programs independently.
- The right to form and establish their own standards and procedures necessary for the effective implementation of tasks.
- The right to interact with external entities, including employers, recruitment agencies, government organizations and other institutions, within the scope of their competence and goals.
- The right to access information resources necessary to provide services and support to students and graduates.
- The right to develop and implement new methods and programs aimed at career development and employment of students and graduates
- The right to prepare and provide reports and statistical information on their activities in accordance with the requirements of the university and state bodies.

4.2. The Division has the right to:

- To attract financial and other resources for the implementation of their programs and activities.
- To negotiate and conclude contracts with external partners and employers in the interests of students and graduates.
- To participate in international and national exchange of experience and transfer of best practices in the field of career counseling and employment.
- To represent their interests in the development and implementation of educational programs of the university.

5. Structural and staffing levels

5.1. The structure and staffing of the division is approved by the Rector's order.

5.2. The full-time strength of the division consists of:

- Supervisor;
- General Manager;
- Internship Manager;
- Manager.

6. Responsibility

6.1. The responsibility of the career center's structural division to the university and students is based on its functional responsibilities and goals defined in the charter and strategic documents of the University.

6.2. Liability includes:

- Providing quality services and advice to students and graduates in accordance with established standards and procedures.
- Ensuring the safety and confidentiality of information provided by students and employers, in accordance with the data protection legislation.

- Timely and accurate implementation of administrative and reporting procedures, including provision of statistical data and activity reports.
- Effective management of resources, including financial, information and human resources, in order to achieve your goals.
- Maintain and develop partnerships with external entities, including employers, government organizations, and other institutions.
- Develop and follow procedures for evaluating the quality of services and programs provided, and implement improvements based on feedback from students and graduates.
- Maintain and maintain standards of ethics and professionalism in all aspects of the career center's work.
- Track and analyze trends in the labor market and career development in order to adapt programs and services to the changing needs of students and employers.

6.33. Violation of the established rules, standards and procedures may result in disciplinary measures in accordance with the internal rules and regulations of the university.

I have read and agree with these Regulations:

Full Name	Signature	Date