



Training, career guidance and graduate follow-up policy

Prepared by:	Training , career guidance and graduate follow-up Department
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1. Introduction

Al Zahra College for Women (ZCW) has recognized the importance of training, career guidance and graduate follow-up. ZCW has established Training, Career guidance and Graduate Follow-up Department (TCGD) which is responsible for providing training opportunities for students and graduates of the college, in addition to Career orientation, and to monitor graduates in the workplace.

2. Purpose

The purpose of Training, Career guidance and Graduate follow-up policy is to organize the process of training for students by helping them to acquire practical skills and capabilities in addition to directing them to integrate into the labor market and reduce the gap between the theoretical knowledge that they acquired in college and applied it in practice.

3. Policy Statement

ZCW has highly taken in consideration the benefits of field training for the students to fill the gap between theory and practice, and prepare them in the workplace after graduation. It also allows the student to develop sense of responsibility and accountability in the work, adhere to the deadlines, perform the required tasks on time, learn about the company policies and plans, and in the manner of dealing with coworkers, managers and clients. The policy also aims to urge the student to adhere to work ethics, make better use of the training time, respect others, and labor laws

4. Scope of Application

This policy applied to HoD, TCGD, Staff Members, Students, Graduates who are involved with training, career guidance and graduate follow-up at ZCW.

5. Definitions

- a. 'Training' is the process of bringing a student/ graduate to fieldwork and under supervision by the staff members of ZCW and/ or external training agency from institutions, companies, banks and others.
- b. "Career guidance" means directing the career path of ZCW students and assisting them to make the right decision regarding their future jobs.
- c. "graduate follow-up" can be categorized into two types; (i) Contains profile for each of ZCW students who graduated in the previous year. (ii) assists the graduates (old and new) for employment opportunities and regularly monitors the graduate's employability ratio.

6. Guidelines and Procedures

a. Training

1. **In-House Training:** ZCW students from different specialization are given the opportunity to attend trainings that aim to meet the requirement of study plans and prepare themselves for employment.
2. **Outside Training:** ZCW students from different specialization are given the opportunity to attend trainings that aim to prepare themselves for employment.
3. **Field Training:** ZCW students from different specialization are given the opportunity to attend trainings that aim to meet the requirement of study plans (credit hours course) and prepare themselves for employment (free training). This will be done through public and private companies within specific timeframe.

To perform these three types by following these procedures:

- i. The student training application form should be filled by students and signed by a member staff who is assigned as training supervisor and the head of the department.
- ii. A formal letter should be prepared by the TCGD and signed by the Dean, then send to the training party with the attached Student Trainee Evaluation Form.

- iii. The training party has to fill, signed and stamped the Student Trainee Evaluation Form after conducting the training program and sent back to ZCW Dean either through enclosed envelop or by email.
- iv. Then the Dean will forward the Student Trainee Evaluation Form to the Head of Department.
- v. The student should prepare training report and submit to the training supervisor for discussion and evaluation and marking (Credit Hours Course).
- vi. Finally, the student will fill the questionnaire evaluation form about the training party's provision of facilities and program.

b. Career Guidance

1. The Training, Career, and Graduate Follow-Up Department provides advice and consultations to ZCW students who are in their senior year level relative to their career opportunities and development.
2. The department collaborates with professionals in the field to help conduct consultation seminars designed to guide the students and graduates who are still seeking for employment opportunities.
3. ZCW organizes job fair through the TCGD to gather student and graduates with the job providers for possible employment hiring, selection and, gain more information about company vacancies and job requirements.

To perform this function, the following procedures are hereby stated:

- i. The TCGD prepares a career guidance plan to be approved by the Dean and the College Council and perform the plan within the time schedule.
- ii. Make announcement of the proposed activities to the students and graduates.
- iii. Invite Resource Person (In-House, Outside Professionals, Employer Representatives).
- iv. Distribution of activity/workshop evaluation forms and to be submitted to the Quality Assurance Department for analysis and feedback.

c. Graduate Follow-Up

1. The department conducts regular updates of the graduate profile or records to know the present status or the situation facing the graduates who are still seeking employment.

2. Regular follow-ups of employed graduates in their workplace to determine their challenges and difficulties and bridge the gap with the proposed resolution.
3. Invite the graduates to participate in all college activities and workshops to keep them updated with the college affairs and events.
4. Regularly monitors the employability of graduates and participates in Graduation Survey in cooperation with the Ministry of Higher Education.
5. Organize Alumni Day to establish camaraderie and loyalty among the graduates.
6. The department distributes employer satisfaction survey to explore employer's view about their satisfaction on ZCW graduates.

To perform this function, the following procedures are hereby stated:

- i. The TCGD prepares a graduate follow-up plan to be approved by the Dean and the College Council and perform the plan within the time schedule.
- ii. Make announcement of the proposed activities to the students and graduates.
- iii. Invite Outside Professionals and Employers.
- iv. Distribution of activity/workshop evaluation forms and to be submitted to the Quality Assurance Department for analysis and feedback.

Organized Visits to Employers' Sites/Location

- i. The TCGD has to collect information from the Ministry of Manpower, Ministry of Civil Service, and other governmental agencies or parties.
- ii. TCGD prepares a letter to arrange an appointment with the employers to visit the employed ZCW graduates attached with the Employer Satisfaction Form.
- iii. TCGD performs the visit, obtains feedback, and collects the Employer Satisfaction Form.
- v. Submit the filled Employer Satisfaction Form to the Quality Assurance Department for analysis and feedback.

8. Approving Body

This policy shall be approved by the Scientific College Council (SCC).

9. Further Information

For further information on this policy contact Dean's office or Quality Assurance Department.

Documentation Control

Section Number	Reason for Revision	Outline of Revision	Date of Ratification