

Policy on Employment Preparation and Assistance

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Employment Preparation and Assistance*”, has been created to establish the requirements for providing employment preparation and assistance to current students and alumni of the College.

It is the policy of the College to formalize the process as outlined below.

Scope

This policy applies to all students enrolled at the College, alumni of the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. EMPLOYMENT SERVICES

- 1.1. The College is committed to providing its current students and alumni with free career services in order to enable them to fully prepare for employment.
- 1.2. The aim of these services is to assist the College’s current students and alumni with finding suitable employment that will utilize the skills they have learned during their College Course or Program.
- 1.3. Alumni are permitted to use these services for up to two (2) years after graduation from their College Course or Program.

2. CAREER SERVICES PROVIDED BY THE COLLEGE

- 2.1. The following services will be provided to current College current students and alumni:
 - ❖ One-on-one coaching sessions which include resume writing, networking, interview skills, labour market research and career search options;
 - ❖ Access to a website which contains useful tips and answers basic questions regarding employment searches;
 - ❖ Access to an internet bulletin board which contains job announcements;
 - ❖ Provision of internet databases to assist with employment search.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1021 – Employment Preparation and Assistance Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category.