



**GENERAL SIR JOHN KOTELAWALA DEFENCE
UNIVERSITY**

**POLICY ON
Career Guidance**

May 2023

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1. Introduction

The Career Guidance Unit (CGU) of General Sir John Kotelawala Defence University (KDU) was established in September 2020 as per the guidelines of the University Grants Commission Circular No. 819 of 06th February 2003 issued on Establishment and Operation of Career Guidance Units and Circular 934 on Strengthening of Career Guidance Services in State Universities of Sri Lanka. The purpose of this policy is to have proper future path in career guidance and ensure students are well recognised in the military and the corporate sectors.

2. Scope

This policy is applicable to career guidance of the undergraduates of KDU including day scholars and cadets of all the faculties. Industry – University links will be developed in the future as per the requirements of the career development of undergraduates in different disciplines. In addition, career guidance unit should attend on the following: Facilitating the young person's transition from school to university, Counselling and Advising on Careers, Employability Skills enhancement, Career-related information provision, Networking with the industry, Availing Work Experience, Graduate Placement, Integration within curricula in the form of instructional modules, Entrepreneurship skills development and Training, Research and Development

3. Aims and Objectives of the Policy

3.1 Aim

The policy on to develop practices that the KDU should develop to ensure students will be highly accepted by the industry. In addition, these policies will help students to develop their skills, attitude, knowledge and patriotism which will lead to a successful future.

3.2 Objectives

The objectives of this policy are:

3.2.1 To Facilitate students in the transition from school to university.

3.2.2 To assist undergraduates to develop soft skills such as effective communication skills, leadership, teamwork, decision making.

3.2.3 To support day scholars to secure good jobs through improving their curriculum vitae and facing interviews efficiently.

3.2.4 To support day scholars to select and continue on an optimal career path, based on the students' qualifications, desire and available opportunities.

3.2.5 To promote day scholars to become entrepreneurs in the country.

3.2.6 To promote cadets to develop their military skills and knowledge they will need in their career path and get ready to face the career challenges.

3.2.7 To liaise with private and public sector organizations to realize existing job opportunities, and direct the most suitable applicants to the organization.

4. Policy Statements to Reach Policy Objectives

To reach the policy objectives of the Career Guidance unit following actions can be implemented.

Objective 1: To Facilitate students in the transition from school to university

1. Conduct sessions on how to transform from school to the university life
2. Organise awareness and guiding programmes for first year students.
3. Let students to understand their career through Career Key Psychometric Test.

Objective 2: To assist undergraduates to develop soft skills such as effective communication skills, leadership, teamwork, decision making.

1. Design skills development programmes for each year for all the faculties
2. Conduct leadership programmes in different stages of the degree programmes
3. Introduce programmes with the collaboration of the corporate sector

Objective 3: To support day scholars to secure good jobs through improving their curriculum vitae and facing interviews efficiently.

1. conduct workshops on VC writing, how to face interviews, email etiquettes, how to make a LinkedIn profile etc.
2. Invite alumni to tell their success stories and experiences
3. Develop web portal for job vacancies and link the portal with the industry

Objective 4: To support day scholars to select and continue on an optimal career path, based on the students' qualifications, desire and available opportunities.

1. Plan career counselling sessions in all the faculties
2. Conduct industry- university workshops to identify the industry needs
3. Conduct awareness sessions on higher education opportunities and scholarships
4. Open opportunities for career counselling for students

Objective 5: To promote day scholars to become entrepreneurs in the country

1. Establish an entrepreneurship cell in KDU
2. Organize industry related competitions to promote business proposals
3. develop a linkage with respective governing authorities

Objective 6: To promote cadets to develop their military skills and knowledge they will need in their career path and get ready to face the career challenges.

1. Organise workshops on modern military skills and knowledge
2. Conduct interfaculty challenges to solve identified threats and security issues with new thinking
3. Discussions with senior military officers on their success stories and challenges

Objective 7: To liaise with private and public sector organizations to realize existing job opportunities, and direct the most suitable applicants to the organization.

1. Develop industry – university linkages
2. Develop mechanism to circulate job opportunities among KDU students
3. conduct career fairs in faculty level/university level

5. Career Guidance Decision Making Team

Composition of the KDU Career Guidance Advisory Board (CGAB)

- i. Vice Chancellor (Chairman)
- ii. Deputy Vice Chancellor (Academic)
- iii. Deans of Faculties
- iv. Director – CGU
- v. Representative from Director Training from Army/Navy/Air Force/Police
- vi. Academic CG Advisor of each faculty
- vii. Registrar
- viii. Bursar
- ix. Representatives from Employers and Industry (at least one person per faculty)

Invitees of CGAB

- i. Career Guidance Counsellors
- ii. Senior Student Counsellor/s
- iii. Coordinators of Units Handling CGSs at Faculty level if available
- iv. Coordinators of Units Handling Industrial Placement Programmes at Faculty Level
- v. Representative Students from different clubs and societies as and when required
- vi. Squadron Commander(s) as and when required
- vii. Representatives from Cadet Government as and when required

Director Career Guidance Unit

01 post at Senior Lecturer Gr. 1 on full time basis for a three (3) year term on (a) release from within the University or University System or (b) assignment/contract basis from outside by open advertisement. .

Career Guidance Counselor

01 post for first 1000 students and additional cadre positions at the rate of 1 per additional 3000 students on full time basis as at present.

Academic Career Guidance Advisors

01 post at Faculty level appointed by the Vice Chancellor in consultation with the respective Dean and the Director/CGU from among the academic staff of the Faculty on part time basis

6. Implementation Responsibility

The roles and responsibilities are as follows:

Career Guidance Advisory Board

- i) Prepare the institutional policy and framework of Career Guidance Services of the university
- ii) Prepare action plan for the Career Guidance Services operating at Central and Faculty Level
- iii) Regular monitoring of progress of the implementation of agreed career guidance programmes and activities
- iv) Approval of the academic and technical corporation agreements that are to be reached between the university/faculty and industry.
- v) Attend to any other Career Guidance related matters in KDU

Director Career Guidance Unit

Design and implement career guidance programmes across the university in liaison with staff of the CGU and Academic Career Guidance Advisors of faculties of studies.

Career Guidance Counselor

Assist the Director/Career Guidance in designing and implementation of career guidance programmes across the university in liaison with staff of the CGU and Academic Career Guidance Advisors of faculties.

Academic Career Guidance Advisors

Design and implement faculty specific career guidance training programmes and advisory services in liaison with the staff of the CGU.

7. Policy Review and Amendments

- a) This policy may have reviewed after every three years or earlier as necessary.
- b) Sub revisions may be initiated on the recommendation of the Director Career Guidance Unit and/or the directions of the Vice- Chancellor of KDU
- c) Any such revision and/or amendments shall be forwarded for the recommendation of the Senate, and become effective from the approved by the BoM of the University.

8. Definitions

Career Counselling: conducted on a one to one basis or in small groups

Career Education: delivered as part of the curriculum in order to help students develop the competencies for managing career development, this may include developing self-awareness,

developing skills for decision making and managing transitions, networking with the industry, workshops or symposium on career progressions.

Career Information: either provided as hard copy or online, covering information on courses, occupations, career paths and market information, web portal on career opportunities.

Career Fair: Face to face interviews organize in faculty or university level to facilitate undergraduates to find internship or job opportunities.