



INTERNATIONAL SCHOOL
OF ECONOMICS KAZGUU

**Approved by ISE
August 27, 2021
Protocol #1**

**REGULATIONS ON THE ISE CAREER, PRACTICE AND
EMPLOYMENT CENTER**

Nursultan, 2021

Content

1. General Provisions	3
2. Signs and abbreviations	4
3. Goals and objectives	4
4. Main functions and areas of activity	4
5. Structure Of The Center	5
6. Personnel of the center	6
7. Interaction with other divisions	9

1. General Provisions

1.1. The Center for practice, career and employment (hereinafter referred to as the Center) is a structural division of the International School of economics of KAZGUU university. "I Don't Know," He Said.

1.2. the organization, reorganization and liquidation of the Center is approved by the order of the provost of the University.

1.3. the Center reports to the director of the Ministry of education and science, interacts with all structural divisions of the University.

1.4. the appointment and dismissal of the director of the center, as well as his / her replacement during the absence of the director of the center, is made in agreement with the director of the Ministry of energy.

1.5. this regulation of the Center sets out the requirements for the administrative and legal consolidation of the Center's status, organizational structure, functional responsibilities, powers (rights) and responsibilities.

1.6. the requirements of these rules of the Center are mandatory for all employees of the Center to be guided in their work and are the basis for the development of job descriptions.

1.7. in its activities, the Center:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III" on education " (with amendments and additions);

- Labor Code of the Republic of Kazakhstan dated 23.11.2015 No. 414-V;

- Standard rules of activity of organizations of Higher and postgraduate education, approved by the resolution of the Government of the Republic of Kazakhstan dated 16.10.2013 No. 420 (as amended by No. 592 dated October 29, 2018);;

- "Rules for organizing the educational process on credit technology of training", approved by the order of the minister of Education and science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (with amendments and additions as of 02.11.2018);

- Academic policy of the University;

"That's The Rule.

2. Purpose and objectives

3.1. The main goal of the Center is to create conditions for effective career building of university students and promote successful employment of graduates in accordance with their specialty.

3.2. Main tasks of the Center:

- conducting information and analytical activities;

- Organization of events aimed at promoting employment of graduates;

- monitoring the employment of graduates;

- formation of recommendations for updating educational programs;

- interaction with employers.

4. Main functions and areas of activity

4.1. Functions Of The Center:

- monitor the situation on the labor market, analyze the dynamics of applications from employers and timely bring information to the attention of graduates and students;
- Organization of information and advisory support for students and graduates of the University on employment issues;
- annual monitoring of employment indicators of graduates;
- keeping records of young specialists released by the University;
- establishing long-term partnerships with employers for targeted training of specialists;
- formation of a Data Bank of employers ' enterprises and their vacancies for educational programs of the University, an electronic database of graduating students and job seekers;
- posts up-to-date information on the University's website and social networks;
- conducting a survey of employers to identify the strengths and weaknesses of graduates;
- make proposals for adjusting curricula in accordance with the requirements of employers for the level of training of graduates;
- assistance to students and graduates in organizing internships and internships;
- organization and holding of events for the employment of students and graduates of the University: Career Days, presentations of companies, specialties (professions), seminars, master classes, conferences, meetings of graduates in the areas of activity of the center;
- analysis of the effectiveness of ongoing activities;
- preparation of methodological manuals for students, graduates, and employers;
- timely preparation of established reporting documentation;
- interaction with local executive bodies implementing youth policy;
- ensuring, within the limits of its competence, the protection of information constituting a state secret and other information of limited distribution (including personal data);
- office management within its competence, carrying out work on the collection, storage, accounting and use of archival documents formed in the course of the Center's activities in accordance with the legislation of the Republic of Kazakhstan;
- ensuring the safety of the center's property.

4. Structure Of The Center

4.1. The center is a structural unit that is part of the EM structure of the University.

4.2. The structure, staffing and staffing table of the Center are approved by the provost on the recommendation of the principal of the school.

4.3. The distribution of responsibilities among the Center's employees is carried out by the director of the center.

5.5. Employees of the Center carry out their activities on the basis of the legislation of the Republic of Kazakhstan, employment contracts concluded with them, job descriptions, local regulatory legal acts and organizational and administrative documents of the University.

5. Personnel of the CPSU

6.1. The personnel structure of the center includes: head-Deputy Director of the Ministry of education and science; two managers for working with employers and students ;

6.2. Management. The center is headed by a director who is accepted for this position by order of the University Provost.

The director or a person replacing him / her, in accordance with the established procedure, carries out direct management of all activities of the Center and reports to the director of the Ministry of education and science.

6.2.1. The director performs the following duties::

- Manages the activities of the center, ensures the organization of its work, the performance of the tasks and functions established by these rules;
- Supervises the activities of the center's employees;
- Makes proposals to the head of the coordinator on improving the activities of the center, improving the efficiency of its work;
- Develops draft documents related to the organization of the center's activities;
- Organizes professional development of the center's employees together with the university departments responsible for this direction ; ;
- Provides optimal conditions for high-performance, high-quality work at the workplace;
- Monitors compliance of the center's employees with the legislation of the Republic of Kazakhstan, the charter and local acts of the university, including the rules of internal regulations of the University, labor protection and safety, fire safety;
- Interacts with representatives of local executive bodies, employment centers, and youth organizations;

6.2.2. the director has the right:

- Require the center's employees to perform the tasks set out in the job descriptions in full and at a high quality level;
- To require the employees of the center to comply with the legislation of the Republic of Kazakhstan, the Charter of the University, the rules of internal regulations of the University, the rules of labor protection and safety, fire safety,

execution of decisions of the Academic Council, orders, orders and other local acts of the University, instructions of the university management;

- Request from the heads of other structural divisions of the University materials and information necessary for the performance of the tasks and functions assigned to the center;

- Apply to the head of the coordinator for encouragement of the center's employees and the imposition of disciplinary penalties on them.

6.2.3. Responsible manager:

- Poor-quality and incomplete performance of the tasks and functions assigned to the center by this regulation, non-fulfillment of decisions of the Academic Council, orders, orders of the University and instructions of the university management in full and within the established time frame;

- Non-compliance with the legislation of the Republic of Kazakhstan, unreliability of information provided to the university management;

- Loss of documents that appear in the center's activities and disclosure of confidential information owned by the Center;

- Do not take measures to organize and conduct office management in the center in accordance with local university documents.

6.2.4. Employer work Manager:

- Formation of a Data Bank of employers ' enterprises and their vacancies on the main educational programs of the University;

- Availability and work with potential employers in all specialties of the University (conclusion of cooperation agreements with employers);

- Invitation of employers to hold events for the employment of university graduates: career Days, Job Fairs, presentations of companies, specialties (professions), thematic exhibitions in the areas of activity of the center, competitions, seminars, conferences, etc. ;

- Execution of the order of the head of the career and employment center.

- Assessment of the quality of education and skills of graduates and interns by requesting employers and employed graduates on the Google form;

- Analysis of the relevance of educational programs based on the recommendations of employers and updating them jointly with teaching staff;

- Providing services and information to companies that consider university students and graduates as potential employees;

- Organization of the company's presentation at the University;

- Analysis of the needs of the labor market.

6.2.5 Student work Manager:

- Formation of an electronic database for students-graduates, job seekers

- Organization of events for the employment of university graduates: career Days, Job Fairs, presentations of companies, specialties (professions), thematic exhibitions, competitions, seminars, conferences, etc. in the areas of activity of the center;

- Organization and holding of lectures, seminars and trainings that increase the level of personal, business activity and mastery of job search technology for

university students, conducting events to teach students self-presentation (interview skills, resume writing, etc.);

- Collecting, summarizing, analyzing and providing students with information about the state and trends of the labor market, requirements for the applicant;

- Organization of information and advisory support for university graduates on employment issues;;

- Preparation of information and methodological booklets for students, graduates, employers;

- Publication of the center's page on the official website of the University;

- Participation in the implementation of national and regional programs, projects to promote employment and youth employment;

- Organization and analysis of questionnaires, conducting a survey of students after graduation;

- Accounting and reporting on the results of employment of students;

- Execution of the order of the head of the career and employment center.

- Acceptance and processing of student applications for internship and employment (conclusion of an internship agreement);

- Conducting tests to evaluate skills, identify students ' aptitudes;

- Informing students about upcoming employment events (job fairs, master classes, courses, etc.);

- Organization of meetings with successful university graduates;

- Providing students with access to the database of employers and vacancies.

6.5. Employees of the Center:

- Involvement of students in the work of the Center on a paid basis, taking into account the academic load of students at the University;;

- Familiarization with the decisions of the university management regarding the activities of the center;

- Providing explanations and recommendations on issues falling within the competence of the center;

- Use computer, reproduction and other office equipment, as well as other material resources of the University necessary to ensure the activities of the center, have access to relevant information databases, communication systems and communications;

- Submit proposals for improving the work of the center to the management for consideration;;

- Interaction with other structural divisions of the University on issues of activity, including requesting information and materials necessary for carrying out work within the competence of the Center.

7. Interaction with other divisions

7.1. Based on the tasks, functions and powers assigned to it, the Center closely interacts with all structural divisions of the university, state authorities and organizations.