

## The Focal Areas of CGU, WUSL

The CGU will mainly focus on following ten areas in organizing career guidance programmes and activities



### **1) Facilitating the transition from school to university**

The CGU offers programmes for ensuring the transition from school to university environment since two systems emphasize different needs and mindsets. School education, especially at the GCE (A/L), emphasizes the obtaining of good grades needed to enter a University. However, taking responsibility for personal development and adoption of a proactive approach to both study and life are necessary to produce a graduate sought after by the world of work. The CGU programmes will focus on this aspect particularly in the first two years

## **II) Counseling and Advice on Careers**

It provides guidance, counselling and training to undergraduates in the areas such as career exploration, self-assessment, career planning, effective job searching techniques, etc. The undergraduates are also made aware of the requirements of the 'world of work' today and on ways to make an effective transition to the 'world of work'. Also it imparts skills needed to secure employment in the private sector (including CV writing, facing of interviews, aptitude tests, etc.). This will be done at two levels i.e. awareness creation and advice provision involving a large number of students per session, and counselling conducted on an individual basis.

## **III) Employability Skills enhancement**

The CGU Develops appropriate soft skills (transferable skills) and helps the students to adopt a proactive approach to acquisition of knowledge, skills other competencies throughout their stay in university

## **IV) Career-related information provision**

The CGU focuses on providing information to undergraduates on the availability of employment opportunities, avenues for profitable self-employment, labour market trends, suitable added professional qualifications or training and skills profiles in demand to facilitate their employability skills enhancement.

## **V) Networking with the industry**

The Unit facilitates undergraduates for networking with persons, corporate and professional bodies and voluntary organizations outside the University. The CGUs will pay particular attention to interface with these organizations to facilitate the provision of internship opportunities and feedback to improve academic programmes. Also the CGU makes awareness creation among students using professionals from the industry and facilitation of graduate placement.

## **VI) Availing Work Experience**

The CGU Collaborates with diverse parties to facilitate on exposure programmes, which would enable undergraduates to experience the world of work. It is recognized that CGU, with limited staff strength, would not be able to handle industrial placements, internships, job placements, vacation work, or course-related projects or research. However, CGUs could facilitate or support the process of carrying out effective industrial placement, internship or vacation employment programmes by providing information, linking with the industry or guiding students, where necessary.

## **VII Graduate Placements**

The Unit facilitates and provides of work-search services for final year undergraduates and recent graduates, and recruitment services to prospective employers are considered as important areas.

## **VIII) Integration within curricular in the form of instructional modules (i.e. Career Development Course Modules)**

The CGU has Introduced Career Development teaching into the regular academic programme as a non-credit compulsory courses. The undergraduates have shown that they tend **to pay scant attention** to subjects, which are **not part of the academic programmes and** are not tied to grades **and examinations**. CGU recommends that "Career Development" be a component of the academic programmes similar to English and Computer Literacy. It will focus on creating awareness on transferable skills/competencies such as leadership, social skills, teamwork, critical/creative thinking, problem solving, etc. The CGU is ready to offer three course units related to career guidance/development in first year, second year and third year on the request of particular Faculty Department or Unit.

## **IX) Entrepreneurship skills development**

The CGU design and conducts programmes for the development of entrepreneurial skills in undergraduates that would facilitate the emergence persons capable of starting self-employment ventures and would make it possible for the undergraduates/graduates to directly contribute to the economy and hopefully also provide employment opportunities to other interested parties. Imparting knowledge on legal, financial and operational issues applicable to starting a new business could help undergraduate get a head start in establishing a new venture and successfully operating it.

## **X) Training, Research and Development**

The CGU conducts training and awareness programmes, using own resources as well as persons from the industry and other professionals, on work- related attitudes, skills and competencies. Such training would have a far reaching effect on the graduate and would extend beyond securing employment. Research studies (tracer studies) need to be conducted to identify current trends in employment-related issues, determine the status quo in respect of employability of university graduates and also to facilitate revising and updating specific training components and course modules of career guidance training programmes.