

Almaty Humanitarian and Economic University



APPROVED BY

The Rector of AHEU

professor

_____ V.A. Korvyakov

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REGULATIONS OF THE CAREER AND EMPLOYMENT CENTER Institute of Pedagogy, Business and Law

Almaty, 2022

1. General Terms

1.1. This local regulatory act (hereinafter referred to as - The Regulation) is part of the structure of the Organizational Institute of Pedagogy, Business and Law (hereinafter- the Institute) and was developed in accordance with the Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III ZRK, the Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV, Standard Rules for the Activities of organizations of Higher and (or) postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595, the charter of the institution, the organizational structure of the University, approved at the meeting of the Academic Council.

1.2. The Career and Employment Center (hereinafter CCiT) is a structural subdivision of the Institute of Pedagogy, Business and Law at the University and is directly subordinate to the Director and Deputy Director for Academic Work.

1.3. In its work, the training department is guided by:

- Legislative and subordinate regulatory legal acts of the Republic of Kazakhstan, including in the field of higher and postgraduate education;
- state general education standards of higher and postgraduate education of the Republic of Kazakhstan and other regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan;
- The Charter of the University;
- The development strategy of the university/institute;
- "Quality Policy" and "Quality objectives" of the University/Institute;
- regulatory and organizational and administrative documents of the university;
- Academic policy of the University;
- this Regulation;
- orders and orders of the University and Institute management.

1.4. CCiT carries out its activities on the basis of an annual work plan approved by the Director/Deputy Director for Academic Work.

2. Organizational structure

2.1 CCiT carries out its activities on the basis of a comprehensive work plan of the institute approved by the Director.

2.2 The Department of the Career and Employment Center is headed by the head of the center, appointed and dismissed by the order of the rector on the basis of the submission of the director of the Institute.

2.3 The head of the Employment Career Center is hired from among persons with higher education, work experience of at least 5 years in educational organizations, who has computer skills.

2.4 The head of the Career and Employment Center should know the structure of the university, the directions of its activities.

2.5 To promote the expansion of relations, social partnership in the organization of professional practices, training and employment of graduates-specialists by employees of departments, the center with employers and employment services.

2.6 Participate in job fairs, analyze the number of graduates who have arrived at the places of distribution, etc.

2.7 The CCiT Department performs its duties in accordance with the Labor Code of the Republic of Kazakhstan, job descriptions, and employment contract.

3. Functions of the Career and Employment Center and distribution of responsibilities

3.1 To contribute to the fulfillment of the AHEU mission to provide quality educational services in the field of higher professional and postgraduate education to consumers at all levels: state, society, individual.

3.2 To develop social partnership in matters of training specialists through the interaction of employees of the department and divisions of the university with employers and regional authorized bodies in the field of employment.

3.3 To exchange information about university graduates and vacancies at enterprises and schools in the relevant specialties.

3.4 To participate in job fairs, monitoring and market research of the labor market to solve the problems of providing personnel to the regions, paying particular attention to rural secondary schools.

3.5 To prepare reports, certificates, information on the employment of graduates and students for the leadership of the university, the Ministry of Science and Higher Education of the Republic of Kazakhstan, the employment center. To submit the issues of employment of graduates to the administration, to perform current work in accordance with the distribution of responsibilities among the workers of the center.

3.6 To implement planning, organization, control and accounting of the results of AHEU practice.

3.7 To prepare orders on sending students to practical work, according to the schedule approved by the director of the Institute of Pedagogy, Business and Law of the AHEU.

3.8 To establish links with practice databases, to draw up contracts with schools, other institutions and distributes students to places of practical work together with the departments,

3.9 Compliance with sanitary standards in the workplace.

3.10 In order to improve the quality of educational services provided by the organization of the survey "Satisfaction of students with the bases of practical work", "Satisfaction of employers with university graduates".

4. Rights of the Career and Employment Center to perform the tasks assigned to it

4.1 To participate in the discussion and resolution of AHEU activity issues.

4.1 To interact with all structural divisions and request information and documents necessary to perform the functions of the center.

4.1 To use the services of the library, information funds of AHEU educational and scientific departments.

4.2 Demand compliance with their labor rights and obligations established by the employment contract and the Labor Code of the Republic of Kazakhstan.

4.2 On safety and labor protection.

4.3 Timely and in full payment of wages in accordance with the terms of labor, collective agreements.

4.3 Rest, including paid annual leave.

5. Responsibility of the Career and Employment Center:

5.1 For the organization of practice and employment in accordance with the State Educational Standard of the Republic of Kazakhstan, working curricula, the requirements of regulatory documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan;

5.2 For improper performance or non-performance of job descriptions, internal regulatory documents.

5.3 For the maintenance and updating of the AHEU quality management system, the implementation of the relevant procedures of the quality management system.

5.3 Maintaining the confidentiality of information.

5.4 Misuse of the granted rights, use of official information for personal purposes.

5.4 Failure to ensure the safety of entrusted material assets.

Developed by:

The Head of the

Career and Employment Center

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