
 Universidad Europea VALENCIA	PROCEDURES MANUAL	EDITION 06
	PC 7.4 CAREER GUIDANCE	

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1. OBJECT

The purpose of this procedure is to define the career guidance activities and activities aimed at students and Alumni of the Degrees of the European University of Valencia (hereinafter, University).

2. SCOPE

This procedure applies to career guidance actions and activities related to the university degrees taught at the University.

3. REFERENCES

- Mission and Vision of the University
- Quality Policy
- Academic approach of the University

4. DEVELOPMENT OF THE PROCESS


The Employability and Entrepreneurship Unit offers different specialised counselling services to all students and alumni of the University regarding processes affecting their employability and entrepreneurship.

To this end, students are offered training in employability and entrepreneurship, support and career guidance, as well as employability events with networking opportunities.

1. Training

Throughout the academic year, the Employability and Entrepreneurship Unit offers students workshops given by Field staff, masterclasses by experts, in which they acquire tools to become more employable. These initiatives are tailored to the needs expressed by both students and the Centres, as well as to the year and sector to which the students belong.

The aim is to ensure that students receive the most up-to-date information possible on the labour market, on the Competencies most in demand, on how to set up their own business and, at the same time, on the most important aspects of the labour market.

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at the same , increase their network of contacts, both with students from other Degrees, as well as with speakers and professional experts.

These initiatives can be on-campus, remote or hybrid.

2. Accompaniment and professional guidance

A personalised career guidance service is offered according to the needs of the students; on career opportunities (first years of Bachelor's Degrees) and on job search and advice on specific career strategies (students in their final years of postgraduate studies and Alumni). Advice and support is also offered in the creation, development and implementation of projects and their launch on the market.

We work with the students, telling them which Competencies are the most sought after at the moment and showing them the reality of the labour market.

Students are also made aware of the importance of making the most of their time at university and are encouraged to take part in extracurricular activities (volunteering, spending a year in another country or trying to develop an entrepreneurial idea) that increase their employability, as experiences during their studies are increasingly valued in selection processes.

3. Training resources and dissemination of initiatives to foster employability and entrepreneurship

Labour market orientation materials and professional tools are available.


The Employability and Entrepreneurship Unit disseminates a multitude of external initiatives to ensure that students do not miss out on opportunities: talent programmes in companies or institutions, idea competitions, entrepreneurship competitions, expert lectures, etc. or professionals from companies on entrepreneurship or employability issues. University students are encouraged to participate in initiatives in which they compete with students from other universities, all of which contributes to broadening the students' network of contacts.

4. Initiatives with companies and job opportunities

Every year, initiatives and/or activities are carried out that serve as a meeting point between students and companies and institutions. These events are open to all University students, although they are especially aimed at those who are about to graduate or recent graduates.

These initiatives are organised according to employment sectors and the companies are present, offering information and job offers, as well as direct contact with the people in charge of the companies.

Companies are encouraged to get to know the University and its students, generating an exchange of experiences between the two, with the participation of lecturers who bring the University's Academic approach to the company.

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In the same way, the talent needs of companies are collected and disseminated among students of the University, providing added value to their Training.

5. SPECIFICITIES PER CENTRE

School of Architecture and Polytechnic School

Not applicable

Faculty of Social Sciences

Not applicable

Faculty of Health Sciences

Not applicable

School of Doctoral Studies and Research


Not applicable

6. RECORDS

NAME	CUSTODIAN
Register of students receiving career guidance	Employability and Entrepreneurship Unit
Registration of offers and candidates	Employability and Entrepreneurship Unit
Register of individual counselling	Employability and Entrepreneurship Unit

7. MONITORING AND MEASUREMENT

This process is continuously monitored by the Employability and Entrepreneurship Unit which, together with the Quality Assurance Team, is responsible for updating it whenever necessary.

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IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 7.4	Satisfaction with the Training on Employability and Entrepreneurship	Employability and Entrepreneurship Unit	Academic Year
IND02 PC 7.4	Number of career guidance counselling sessions carried out	Employability and Entrepreneurship Unit	Academic Year
IND03 PC 7.4	Number of events, forums and workshops held	Employability Unit and Entrepreneurship	Academic Year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Employability and Entrepreneurship Unit	<p>To detect needs and collect the proposals of the Faculties in the subject of professional orientation.</p> <p>Develop programmes and carry out activities aimed at the professional orientation of students.</p> <p>Advise students with the aim of adapting their professional and competence profile to the different options.</p>

9. STAKEHOLDERS AND ACCOUNTABILITY


As part of their education and training, students are provided with learning support systems and employability training. In addition, students are consulted on aspects such as infrastructures and services offered by the university.

Alumni and employers are the ones who participate and report on job placement, as well as their satisfaction with the overall training received, support and information systems. Their information is important for the analysis of the development of the process.

Information about the services offered by the Employability and Entrepreneurship Unit, as well as its contact details, can be found on the University's website, the Student Portal and the online Virtual Campus.

There is a specific application for the use of students where the activities carried out within the Employability and Entrepreneurship Unit are disseminated.

In order to bring this information closer to society in general, a specific profile of the Employability and Entrepreneurship Unit is created in different social and professional networks.

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10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
01	12/12/2012	Initial version: Identification of the process in the organisation and elaboration of the procedure
02	30/05/2016	Updating the procedure
03	25/04/2018	Updating the procedure
04	02/11/2021	Updating the IQAS
05	13/05/2022	Replacement of the name "Guarantee" by "Assurance" in line with the new AUDIT model (2018 version) and "PGC" by "PC".
06	08/01/2024	Updating the procedure

11. ANNEXES

Not applicable