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PGC 5.4 EMPLOYABILITY AND ENTREPRENEURSHIP

MODIFICATIONS COMPARED TO THE PREVIOUS VERSION		
EDITION	DATE	REASON FOR CHANGE
01	12/02/2013	Initial version
02	23/07/2015	<ul style="list-style-type: none"> - Updating of related documentation/Applicable Regulation - Review of responsibilities
03	09/09/2021	Updating of the procedure. Adaptation of the name SGIC to SAIC.
04	20/09/2023	Renumbering of the procedure (until now PGC08) and adaptation of the code of the rest of the affected procedures mentioned. Complete revision of the procedure taking into account the requirements of the AUDIT International Model, as well as updating the related documentation, updating the processes and redefining the indicators.
Elaborated:  Director of Quality Date: 20/09/2023	Reviewed:  Vice-Rector, Faculty and Research Date: 20/09/2023	Approved:  Rector Date: 20/09/2023



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1. OBJECT

The purpose of this procedure is to systematise the way in which the Universidad Europea de Canarias carries out the actions aimed at providing professional guidance to students, in order to favour access to the professional world, and to ensure a faster and more efficient labour market insertion, adapted to the expectations of students and employers.

2. SCOPE

The actions set out in this procedure cover all the activities that the University plans and carries out for the professional orientation of its students and Concurrent Bachelor's and Master's Degree Alumni and Alumni.

3. RELATED DOCUMENTATION/APPLICABLE REGULATIONS

- ✓ Documentation of the Internal Quality Assurance System.
- ✓ Academic approach of the University of the Canary Islands
- ✓ Document 02 AUDIT International Model: Criteria and guidelines for the definition and documentation of Internal Quality Assurance Systems in Higher Education.
- ✓ Reports on the Concurrent Bachelor's and Master's Degrees Concurrent Bachelor's and Master's Degrees.
- ✓ Organic Law 2/2023, of 22 March, on the University System.
- ✓ Organic Law 3/2018 of 5 December 2018 on the protection of personal data and guarantee of digital rights approving the regulation implementing Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.


4. DEFINITIONS

- ✓ **UCCA:** Academic Compliance and Quality Assurance Team
- ✓ **CGC:** Quality Assurance Committee.
- ✓ **Job placement programme:** Activities aimed at guiding students in their final years in finding their first job.
- ✓ **SAIC/IQAS:** Internal Quality Assurance System.
- ✓ **UEC:** Universidad Europea de Canarias.

5. DEVELOPMENT OF THE PROCESS

The Employability and Entrepreneurship Unit offers different specialised advisory services to all students of the University and its alumni regarding the processes that affect 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.

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5.1. Training

Throughout the academic year, the Employability and Entrepreneurship Unit offers students workshops given by the 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.

We provide the necessary training resources to improve transversal Competencies in entrepreneurship and in the implementation of a business plan through workshops, masterclasses and other pedagogical tools.

The aim is to ensure that students receive the most up-to-date information possible on the labour market and the most in-demand Competencies and, at the same time, to 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.

5.2. 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 Degree) and on job search and advice on specific career strategies (final years, postgraduate students and Alumni). It also offers advice on entrepreneurship projects.


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.

These orientations are conducted remotely.

5.3. Training resources and dissemination of initiatives to promote employability and entrepreneurship.

There are guidance materials on the labour market and professional tools. The Employability and Entrepreneurship Unit disseminates a multitude of external initiatives so that students do not miss out on opportunities: company or institutional talent programmes, idea competitions, entrepreneurship competitions, presentations by experts or company professionals 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 expanding the students' network of contacts.

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5.4. Initiatives with companies and job opportunities

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.

In the same way, the talent needs of companies are collected and disseminated among the students of the University, providing added value to their Training. Students have a platform where they can see the job offers available.

5.5. Entrepreneurship

Cross-curricular projects and activities are promoted to raise awareness, train and accompany all our students who wish to start their own business initiatives or who wish to enter and discover the entrepreneurship and innovation sector.

We bring students closer to the world of entrepreneurship to awaken their curiosity and generate entrepreneurial ideas through, for example, professional challenges, meetings with entrepreneurs and/or creativity workshops.

We help to transform entrepreneurial ideas into projects so that these in turn become companies, thanks to support programmes promoted inside and outside the university, offering specific training and advice with experts in the creation and start-up of entrepreneurial projects.

6. REVIEW AND IMPROVEMENT OF THE PROCESS.

After carrying out any of the career guidance actions explained in this procedure, the results of stakeholder satisfaction are collected and subsequently analysed by the Quality Assurance and Academic Compliance Team according to PGC 12.1 Stakeholder Satisfaction and the indicators that have been proposed.

SPECIFICITIES PER CENTRE.

School of Architecture

NA

School of Social Sciences


NA

School of Health Sciences

NA

7. COMMUNICATION

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

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Alumni and employers are the ones who participate and report on labour market insertion, 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.

Students are informed about the services offered by the Employability and Entrepreneurship Unit, as well as its contact details, through the University's website, the Student Portal and the online Campus.

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.

8. INDICATORS

PGC5.4-IND01: Satisfaction with the Employability and Entrepreneurship Training undertaken

PGC5.4-IND02: Number of career guidance counselling sessions

PGC5.4-IND03: Number of events, forums and workshops conducted

PGC5.4-IND03: Number of events, forums and workshops conducted

9. 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.

10. RESPONSIBILITIES

- Process Owner: Employability and Entrepreneurship Unit


- Participants in the process:

■ Employability and Entrepreneurship Unit.

- ✓ To detect needs and gather proposals from faculties and schools in the subject of vocational guidance.
- ✓ To develop programmes aimed at the professional orientation of the university's students.
- ✓ Implement improvement actions resulting from the review of career guidance actions.
- ✓ Individual advice to students with the aim of adapting their professional and competence profile to the different options for the course or work placement module.

■ Degree coordination

- ✓ To study and, when deemed appropriate, accept the activities proposed by the Career Paths and Employability Field for their students and collaborate with them in the planning and implementation of group actions.
- ✓ Pass the programmes of professional meetings promoted.

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- ✓ Passing the plans and programmes of activities aimed at student career guidance, assessing their suitability to the reality of the labour market and the demands of the interest groups involved in the process.
- ✓ Collaborate with the Employability and Entrepreneurship Unit to ensure the implementation of group guidance actions according to the planning.
- ✓ Report on the results of the career guidance actions and communicate the results to the Quality Assurance and Academic Compliance Team.

11. RECORDS

The following records, generated by this procedure and evidencing the effective implementation of this procedure, are managed according to PGC 11.1 SAIC Review and Control of Documents and Records:

RECORDS			
REGISTRATION NAME	WHO ARCHIVES	SUPPORT	CONSERVATION TIME
Register of students receiving career guidance	Employability and Entrepreneurship Unit	Digital	3 years
Registration of offers and candidates	Employability and Entrepreneurship Unit	Digital	3 years
Register of individual counselling	Employability and Entrepreneurship Unit	Digital	3 years

12. ANNEXES

Not applicable