



KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

OFFICE OF THE CAREER PROCEDURE MANUAL

KNP/PM/OCS/ 02

VERSION: C

REVISION: 0

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PROCEDURE NUMBER 1: ACADEMIC ADVISING AND CAREER GUIDANCE AND COUNSELLING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and efficiency in academic advising, guidance and counseling process at KNP.

1.2 SCOPE

This procedure applies to all academic advising, guidance and counseling activities at the Polytechnic

1.3 REFERENCES

- a) MOE guidance and counseling, career counselling guidelines
- b) KNQF for career qualifications
- c) Post training and skills development directorate guidelines on career office

1.4 TERMS AND DEFINITIONS


- a) G/C- Guidance and Counseling
- b) OCS office of career services

1.5 PRINCIPAL RESPONSIBILITY

The HOD Guidance and Counseling shall ensure that this procedure is implemented and maintained.

1.6 INTERFACES/INTERACTIONS

- a) Dean's office – for managing the calendar of events to avoid collusions and duplication of events
- b) HODS-to create or adopt a schedule when their students can be advised on academic sensitization and career counselling and referral
- c) Registrar- to explain of issues of deferment, repeating of a course, change of course reporting procedures, clearing, transitioning from one module to another

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- d) Exams – to explain on the nature of exams, types of exams, exam requirement, professional exams from various departments, supplementary exams, refers
- e) And to Finance Office- disbursement of approved finances
- f) Procurement-requisition of required items for the departments’ activities
- g) Students Senate-to sensitize students on the importance of the activity
- h) Principal Office- approval of department’s activities and requisitions

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% Confidentiality	Clients’ feedback tool analysis
Effective advising and counseling	Monitored change in the trainees academic achievement module progression and graduation rate


1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) counseling room-to carry out the counseling process
- b) counselling space for group counselling
- c) counselor- to carry out the counseling process
- d) furniture- to facilitate the counseling process

1.8 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Counselling schedule	Counseled client change of behavior
Counselling notice	Filled referral form
Counsellor	Updated counseling register

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Furniture	Minutes Schedule of termly activities Attendance lists from the departments
Referral form	
Counselling register	
Clients	

2.0 METHOD

2.1 PLANNING FOR THE CAREER GUIDANCE AND COUNSELING ACTIVITIES

2.1.1 This procedure shall start by the HOD Guidance and Counseling convening a meeting of members of the guidance and counseling committee as per the procedure on meetings number 4 in the general operations procedures manual in the last week of any academic term in the guidance and counseling office.

2.1.2 The purpose of the meeting shall be to plan for the terms career counselling activities which include:


- a) Talks
- b) Workshops (where applicable)
- c) Educational and awareness trips (where applicable)
- d) Peer groups trainings (where applicable)
- e) Exchange programs for peer counselors (where applicable)
- f) Sensitization on identified matters and PC requirements
- g) Orientations
- h) Department members continuous training

2.1.3 The procedure shall be deemed complete when a schedule of activities is developed and approved.

2.2 CAREER GUIDANCE AND COUNSELLING

2.2.1 This Procedure shall start with the HOD posting a copy of the counseling schedule on the staff notice boards and issuing other copies to the peer counselor coordinator to post on the student notice boards.

2.2.2 This schedule shall detail the department career counselling sessions for the term.

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2.2.3 Upon a counselee walking into the counseling room the counselor shall receive the client according to the professional counseling skills.

2.2.4 A notice to the effect that counseling is in progress shall be put on the door of the counseling room by the counselor to avoid any disturbances.

2.2.5 The counselor and counselee shall then sit on similar chairs without a table between to de-emphasize authority.

2.2.6 Guidance and counseling shall be done in the counseling office/room or any other convenient place so that the counselor and counselee can talk in confidence.

2.2.7 The counselor shall ensure that each counseling session shall not take more than one hour. The counseling shall then proceed as per the counseling skills and the need of the counselee. In the event that session is not over in an hour the counselor shall book another appointment for the counselee.

2.2.8 In the event that the counselor cannot handle the case, he/she shall refer the case to another counselor as per the procedure on making referrals and fill in the referral form.


2.2.9 After the counseling session, the counselor shall make notes of the session and record the case in counseling register. The case details shall consist of:

- a). Date
- b). Name of counselor
- c). Types / category of the case
- d). Options

2.2.10 The procedure shall end with the HOD G & C compiling the counseling register forms details into a counseling register on termly basis.

3.0 LIST OF APPLICABLE RECORDS

- a) Minutes
- b) Attendance forms
- c) Counseling schedule
- a. Filled Counselor on duty register
- b. Filled Referral forms

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c. Filled Counseling register

d. Termly analyzed data

PROCEDURE NUMBER 2: CAREER SERVICES

1.0 GENERAL INFORMATION

1.1 PURPOSE

The purpose of this procedure is to effectively and efficiently assist the students prepare for job interviews preparation

1.2 SCOPE

This procedure applies to the training of students in their last module of study to prepare on job seeking with the Polytechnic.

1.3 REFERENCES

- a) MOE career services guidelines
- b) PSC career growth guidelines
- c) Career policy

1.4 TERMS AND DEFINITIONS

OCS – office of Career Services


1.5 PRINCIPAL RESPONSIBILITY

The HOD guidance and counseling shall ensure that this procedure is implemented and maintained.

1.6 INTERFACES/INTERACTIONS

- a) Registrar Academic for the list of classes on their last year of study
- b) HODS for lists of those in their last module
- c) Finance Office for facilitation of trainings
- d) Procurement for provision of items necessary for the training
- e) Principal Office for authorization to conduct the training

1.7 PERFORMANCE TARGET

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The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Undertake at least two annual training on interview preparation	Annual Training report Record of last year of study participants
Undertake at least one job fair forum in an year	List of potential employers who attend the job fair List of trainees who attended the job fair

1.8 RESOURCES

The resources to be used in the process are listed below:-


- Training room- to facilitate training
- Finances- to facilitate training
- Furniture-to facilitate training
- Open forum/space for a job fair

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
notice for the job interview preparation training	List of participants' attendance Short list of potential employers in attendance
training schedule	
List of classes to attend the training	
Trainers	
Finances	
Stationery	
Potential employers	


2.0 METHOD

- This procedure shall start by ILO shall convening a meeting at the beginning of may of every year with the academic HODs to determine

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- a) Number of students in their last year of study
 - b) Classes in their last year of study
 - c) Potential employers
 - d) Potential facilitators of interview preparation training
- 2.2 Upon the ILO identifying the classes on their last year of study, he/she shall communicate to the students about the pending job interview training and job fair
- The notice shall detail the following;
- a) Venue for the job interview training
 - b) Venue for the job fair
 - c) Date for the activities
 - d) Who should attend
 - e) Any costs to be borne by the trainees
- 2.3 This procedure shall be deemed complete upon the happening of the events as scheduled

3.0 LIST OF APPLICABLE RECORDS

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PROCEDURE 3 APPRENTICESHIP SERVICES AND INTER INSTITUTIONAL EXCHANGES

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure efficient and effective apprenticeship and institutional exchanges of trainees and trainers of the Polytechnic,

1.2 SCOPE

This procedure applies to all trainees and trainers of the Polytechnic

1.3 REFERENCES

- a) PSC code of ethics
- b) Quality manual- KNP/QM/MR/02
- c) Curriculum requirements
- d) Industry guidelines on apprenticeship
- e) NITA guidelines on apprenticeship

1.4 TERMS DEFINITION


- a) ILO – Industrial Liaison Officer

1.5 PRINCIPAL RESPONSIBILITY

The ILO shall ensure this procedure is followed and maintained.

2.0 METHOD

- 2.1.1 This procedure shall start upon the receipt of trainees and trainers application for apprenticeship at the POLYTECHNIC as per external communication procedure number 2 in the operations manual.
- 2.1.2 The ILO shall liaise with the HODs of the respective department to ascertain the availability of vacancies.

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2.1.3 If the vacancy is not available the ILO shall communicate the unavailability to the applicants as per the external communication procedure number 2 in the general operations procedures manual.

2.1.4 If the vacancy is available the ILO shall communicate to the applicant of the same. The ILO shall indicate the requirement as follows

- a) date of reporting
- b) duration of the apprenticeship period
- c) availability /non availability of accommodation
- d) presentation of insurance policy cover on reporting
- e) Terms and conditions.


2.2 REPORTING

2.2.1 The trainees and trainers shall report to the organisations as communicated to them.

2.2.2 The apprentice shall be required to record the daily activities in the log book. The log book shall be assessed and signed at least once a week by the respective supervisor.

2.2.3 Upon completion of the apprenticeship period, the respective apprentice shall request a recommendation letter from the organisation detailing the skills acquired and which new responsibilities the apprentice can be assigned.

2.2.4 The apprentice shall give a copy of the recommendation letter to the institution and the procedure and the procedure will be deemed complete.

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PROCEDURE NUMBER 4 : ALUMNI NETWORKING AND GRADUATE TRACKING

1.1 PURPOSE

The purpose of this procedure is to ensure effective and efficient alumni networking and graduate tracking

1.2 SCOPE

This procedure shall apply to all alumni networking and graduate tracking activities within The Polytechnic.

1.3 REFERENCE

KNP - Academic policy

1.4 DEFINITION OF TERMS

HOD- Head of Department

ILO-industrial Liaison Officer

IAC- industry Advisory Committee

1.5 THE PRINCIPAL RESPONSIBILITY

The registrar shall ensure that this procedure is adhered to:


1.6 INTERFACES/INTERACTIONS

- a) Academic HODs to avail the lists of graduates from their departments
- a) ILO for Labour market information
- b) IAC for information on where the graduates may be placed
- c) RID for tracking of the graduates
- d) Principal for consultation /advice/approval

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

- a) Timely admission of the graduates in the alumina network

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- b) Updated register of organisations that the alumnia work
- c) Timely advertisement for joining the alumni though media TV social media
- d) Periodic review of membership of the alumni network
- e) Establishment and registration and review of the alumni association policy rules and regulations
- f) Holding an alumni day once in an year

1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Tools equipment and machines
- b) Personnel
- c) Funds
- d) Facilities


1.9 INPUTS AND OUTPUTS

- a) department tracking of graduates reports
- b) Feedback from alumnis
- c) Minutes of meetings
- d) Action on recommendations
- e) Mode of tracking the graduates to be used
- f) Tracking schedules schedule
- g) Tracking of graduates committee
- h) Alumnia association

2.0 METHOD

2.1 Advertisement of the Polytechnic's alumni

- 2.1.1 This procedure shall start with the registrar calling for a meeting with the academic HODs for the department identifying their former graduates
- 2.1.2 In identifying the most viable mode of reaching out to them

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2.1.3 use the website as a means of joining the alumni by publishing the names of the past graduates on the website

2.1.4 the registrar to open a register of all those who have agreed to join the alumni association and keep updating the register monthly. The register should contain

- a) The name of alumni
- b) Working telephone number of the alumni
- c) Email of the alumni
- d) Organisation where the alumni is currently working
- e) Telephone and email address of the organisation where the alumni work
- f) An alternative number that the alumni can be reached

2.1.5 registrar to plan and hold an annual meeting with the alumni

2.1.6 the procedure is deemed complete after the holding of the annual alumni meeting.

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PROCEDURE NUMBER 5 HIGH SCHOOL ADMISSIONS

1.1 PURPOSE

The purpose of this procedure is to ensure effective and efficient admission of high school students

1.2 SCOPE

This procedure shall apply to all admission activities of high school students in their schools by the polytechnic staff

1.3 REFERENCE

- KNP - Academic policy (2004)
- kNEC guidelines
- KCCPUS guidelines
- KICD guidelines
- CBET guidelines

1.4 DEFINITION OF TERMS

HOD- Head of Department

1.5 THE PRINCIPAL RESPONSIBILITY

The registrar academic shall ensure that this procedure is adhered to:


1.6 INTERFACES/INTERACTIONS

- Academic HODs to avail the lists of courses for advertisement and recruitment
- All departments for preparation and submission of list of courses to be marketed.
- Principal for consultation /advice/approval

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

- Timely marketing and advertisement and recruitment of high school students

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- b) schedule of high schools to be visited
- c) Review of admitted students vis-à-vis letters of admission letters issued in schools register
- d) Effective marketing and recruitment of high school students
- e) Review marketing and recruitment of high school students' strategies (brochures, newspapers, road shows, radio advertisements,
- f) open days and exhibitions and
- g) feedback from the target group on marketing and recruitment activities.

1.8 RESOURCES

The resources to be used in the process are listed below:-


- a) Tools equipment and machines
- b) Personnel
- c) Funds
- d) Facilities

1.9 INPUTS AND OUTPUTS

- a) Recruitment reports
- b) Feedback from target groups
- c) Comments, Minutes of meetings
- d) Action on recommendations
- e) Mode of marketing and recruiting to be used
- f) Recruitment schedule
- g) recruitment committee

2.0 METHOD

2.1 RECRUITMENT OF HIGH SCHOOL STUDENTS

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2.1.1 This procedure shall start with the registrar academic admitting department identifying the need to recruit and give a list of the courses they willing be offering in the next academic year

2.1.2 In identifying the need to recruit high school students the registrar shall be guided by

a) KICD syllabi

b) academic HODs

b) Examining bodies guidelines

c) Polytechnics calendar of events.

2.1.3 The registrar academic shall follow all other admission procedures to carry out this recruitment.

2.1.4 this procedure shall be deemed complete when high school recruitment is complete as per the schedule