



MUHABURA INTEGRATED POLYTECHNIC COLLEGE

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STUDENT SUPPORT AND GUIDANCE POLICY

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LIST OF ABBREVIATIONS

CEIAG: Careers Education, Information, Advice and Guidance

CGAS: Career Guidance and Alumni Service

ICT: Information and Communication Technology

MIPC: Muhabura Integrated Polytechnic College

TABLE OF CONTENTS

INTRODUCTION.....	3
Motto.....	3
Vision.....	3
Mission.....	3
Philosophy	3
Values	3
1. POLICY OVERVIEW	5
2. PURPOSE OF THE POLICY	5
3. DEVELOPING STUDENTS THROUGH CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE.....	5
4. CAREERS & ALUMNI SERVICE MISSION STATEMENT.....	6
5. CAREERS & ALUMNI SERVICE AIMS	7
6. DELIVERY	7
6.1. The Curriculum.....	7
6.2. Extra-Curricular Activities.....	8
6.4. Evaluation	8
6.5. CGAS staff competencies	8

INTRODUCTION

Muhabura Integrated Polytechnic College (MIPC) is an institution opened in 2014 by Anglican Church of Rwanda, Diocese of SHYIRA. The idea of creating such kind of Institution is triggered by following objectives:

1. To provide technical and professional programs for students who wish to develop competencies in specific career areas or to upgrade their skills.
2. To support economic development by providing job-specific programs for business, industry, hotels, and other organizations.
3. To provide developmental education courses for students who need basic academic skills.

Motto

“Striving for excellence...”

And whatever you do, do it heartily as to the Lord and not to men. Colossians 3:23

Vision

To be the premier source for education, workforce training, partnerships and economic development.

Mission

To provide innovative educational environments, opportunities, and experiences that enable individuals, communities, and the region to grow, thrive, and prosper.

Philosophy

We act to foster inclusion education and promote excellence in all that we do. We commit to approach all decisions with integrity, kindness and generosity both on and off campus.

Values

1. Commitment
2. Respect
3. Excellence
4. Accountability
5. Diversity

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Goals

1. Ensure the students access and increase enrollment facilities.
2. Inspiring students' success and enabling to achieve their life skills for the labor market and entrepreneurial skills.
3. Ensure high quality programs and services.
4. Sustain environmental relationship in education.
5. Reinforce continuing education and community service.
6. To develop and implement a student welfare policy.
7. To develop and enhance library services.
8. To generate income and develop projects to support smooth learning of the college.
9. To promote a culture of entrepreneurial and business, technical skills among students.
10. Ensure students access to ICT services

1. POLICY OVERVIEW

This policy describes the approach to the delivery of Careers Education, Information, Advice and Guidance (CEIAG).

Muhabura Integrated Polytechnic College (MIPC) has a strong commitment to ensure that all students have opportunities to develop skills that enable their Academics, personal and professional progression.

This can be defined further as “a set of achievements – skills, understandings and personal attributes – that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.”

The support for and development of an individual student’s employability potential, skills and career development opportunities is articulated through the College’s Academic policies offer which incorporates CEIAG as a core element. This is bespoke support to students within each Faculty designed to meet their specific career expectations and aspirations and will contribute significantly to their achievement of their desired professional/graduate destinations.

2. PURPOSE OF THE POLICY

To articulate the ways in which, in the context of CEIAG, Muhabura Integrated Polytechnic College students will be equipped with the necessary skills, attributes and confidence to be successful graduates through engagement with their programme of study, the Career Guidance and Alumni Service and the College-wide, collaborative programme of activities embedded within the College.

3. DEVELOPING STUDENTS THROUGH CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

The College’s programme specification and review processes enables programmes to be delivered ensuring that specific skills and attributes are linked to employer/sector needs as well as more general graduate attributes are aligned to the curriculum and its delivery/assessment. Programme review is explicit in regard to the need to ensure that curriculum design and content will support the development of employability skills; demonstrate linkages to professional practice; and offer opportunities for students to meet

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and work with professionals in their field of study through the programme. Further, the review process also considers the curriculum in terms of the ways in which it develops within students more general transferable and graduate skills and progression from the programme into graduate employment.

Identifying and understanding students' career and future employment needs (occupational and sector specific) is fundamental in determining strategies for employer engagement at regional, national and international level. A determinate of this, is an annual analysis of student aspirations – which is achieved by partnership working across the College. This provides invaluable intelligence that will inform and direct the Career Guidance and Alumni Service (CGAS) in identifying employers and recruitment agencies with whom to partner.

The Fair shall develop to include opportunities and sessions for students at each stage of their programme – demonstrating the College's commitment to delivering support and development opportunities such as placements, internships, postgraduate study as well as graduate employment.

CGAS provide professional CEIAG to students through one-to-one interactions and tailored sessions/workshops delivered through Faculties in a variety of ways appropriate to the needs of the faculty. This is supported by the expertise and experience of a range of college staff in Faculties and Services who can offer tailored information and advice based on their own understanding of a range of employment sectors.

Graduates shall have access to one-to-one support from Careers Advisers and access to arrange of resources within CGAS and online. These resources are sourced and provided to reflect graduates need in the context of contemporary graduate employment trends.

Regional and national employers deliver sessions and interactive workshops to students and graduates on a range of employment and company related topics. These are designed to aid and guide students in their applications, interviews and assessment centers with these companies.

4. CAREERS & ALUMNI SERVICE MISSION STATEMENT

The Careers & Alumni Service is committed to supporting the provision and delivery of a life-changing experience for all of our students and graduates through the enhancement of their graduate employment potential. As a Private College we will be pro-active in engaging

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with employers and the community to increase paid and voluntary opportunities for our students and graduates and in raising awareness of employer requirements and skills needs.

5. CAREERS & ALUMNI SERVICE AIMS

Identify and regularly review with employers, academics and student stakeholders the key skills students and graduates need to acquire and increase their professional employability and further study outcomes.

Implement from within the policies of Muhabura Integrated Polytechnic College of offer a range of opportunities to develop and enhance the employability skills and career potential of our students and graduates.

Provide students with the transferable and entrepreneurial skills within and out with their academic curriculum in order to be successful in obtaining professional employment, self-employment or further study.

Deliver high quality CEIAG which meets existing external quality and internal Service frameworks and benchmarks.

Support students and graduates to make well informed and realistic career choice decisions based on labor market trends.

Generate employment opportunities based on a student's career aspirations and circumstances in conjunction with regional, national and international employers. Provide access to internship opportunities in partnership with Industry.

6. DELIVERY

The College will deliver this policy through:

6.1. The Curriculum

All programmes define technical and transferable skills as well as subject knowledge within their learning outcomes which are verified by approval and review panels. Programme specifications include a section on the ways in which the programme prepares students for employment. CGAS has a key role in supporting skills acquisition and ensuring these are pertinent to the needs of regional, national and international employers as well aligning these to evolving programme requirements. To ensure the latter, CGAS is specifically asked for input prior to new programme approval. Prospective students will gain an understanding of the ways in which employability skills can support career and academic success via outreach

STRIVING FOR EXCELLENCE COLOSSIANS 3:23

initiatives and open days run by Marketing Services.

6.2. Extra-Curricular Activities

Students will have access to wide range of extra-curricular support and activities that enhance employability prospects. Arrange of cross- Institutional opportunities will be provided for students to acquire and develop employability and entrepreneurial skills.

Collaborative working the Muhabura Integrated Polytechnic College (MIPC) Career Advisory Centre and graduates group meet to ensure that cross-College and Faculty specific opportunities for students to grow and develop their skills and attributes are continuously enhanced in order to provide individuals with confidence and momentum throughout their student journey. It also provides a platform for the sharing of best practice across subject areas.

6.3. Communication

The College promotes the full range of CEIAG provision and opportunities via a single and distinct “brand”. This is tailored to meet students’ needs within faculties.

6.4. Evaluation

Students are able to give direct feedback on their experiences of CEIAG provision via internal evaluations and the Student Guild.

6.5. CGAS staff competencies

All CGAS staff are supported, developed and provided with appropriate internal and external professional development to fulfill the requirements of their role. Internal peer review mechanisms ensure support and advice from professionally competent and trained colleagues.

Approved by Academic Senate meeting of 5th August 2021

Chaired,

Rev. Vital MANIRAKIZA

Principal