



Ashton College

Policy No: 1021

Responsibility: Vice-President

POLICY

TITLE: Employment Preparation and Assistance

CATEGORY: Student

APPROVED BY: Vice-President

EFFECTIVE: December 21, 2007; February 26, 2008

REVISED:

RELATED POLICIES:

Purpose

The purpose of this policy is to set out the guidelines for providing employment preparation and assistance to Ashton College students and alumni in order to help them find employment.

Policy Statement

Ashton College is committed to providing its students and alumni with free career services to enable them to fully prepare for employment and to assist them to find suitable employment that will utilize the skills which they have learnt in the classroom.

Assisting our students and alumni to find employment is an investment in the future of Ashton College as they will value the time and effort taken to help them in their employment endeavours.

The employment preparation and assistance services provided by Ashton College must be of a high standard and co-ordinated by a career services professional who is suitably

qualified in this field and who maintains membership in relevant career services associations.

Alumni are able to use these services for up to 2 years after graduation at no charge.

These services will be provided under the name, Ashton College Career Services.

Services to be provided

- 1) Individual Coaching: one-on-one sessions including resume writing, networking, interview skills, labour market research and career options.
- 2) Workshops: cover a variety of topics including resume and cover letter writing, interviewing skills, networking etc.
- 3) Website containing useful tips and answering basic questions regarding employment searches. Also employment database.
- 4) Career Resource Library: containing books, magazines, reports, newspapers.
- 5) Internet resources: web-based databases to assist with employment searches.
- 6) Bulletin Board: Job announcements.