

Free Academy of Tbilisi

Students/Graduates Assistance and  
Career Development Center  
Provision



## **Article 1. Scope of the Provision**

**1.1.** Free Academy of Tbilisi (hereinafter the "Academy") Student/Graduate Assistance and Career Development Center (hereinafter the Center) is an supportive structural unit.

**1.2.** The Center, within its competence, is governed by the laws of Georgia, the Provision of the academy, this provision and other legal acts.

## **Article 2. Goals and Functions of the Center**

**2.1.** The goal of the center is to support the career development of students and graduates of the academy, to develop the general skills necessary for employment, which will help young people establish themselves in the labor market and therefore in professional, social and economic realization.

### **2.2. The functions of the center are:**

- a.** Supporting students/graduates and developing general skills necessary for employment (helping them to set job goals and expectations correctly, developing their interviewing skills and acquiring job search strategies, resume-modification training, preparing for interviews with employer, etc.);
- b.** To inform students/graduates about labor market dynamics and prospects. Consulting them on current or future labor market demands;
- c.** Provide regular training to students/graduates to develop the skills necessary for employment;
- d.** Assisting students/graduates in professional orientation and self-determination, setting priorities, and leading their own education and career;
- e.** Assisting students/graduates in dealing with employers and planning and implementing specific thematic activities for this purpose;
- f.** Working closely with employers to promote student employment, to bring employers closer to the learning process, and to ensure their involvement in the design and implementation of training programs;
- g.** Quantitative and qualitative analysis of job vacancies available on the Internet for the purpose of observing labor market dynamics and trends and identifying active employers;
- h.** Cooperation and exchange of information with non-governmental/governmental and international organizations working on labor market;
- i.** Labor market study: Periodic surveys of both students and employers to monitor demand and supply of human resources;



**2.3.** Regular trainings are conducted with the internal resources of the center. The Center may periodically invite experts from different organizations to conduct specific trainings.

**2.4.** The center periodically arranges meetings with specific employers. Students/graduates have the opportunity (by email or website) to nominate employers of interest to them, and the Center will schedule meetings with the heads of these companies in the academy.

**2.5.** Together with employers, the Center periodically organizes various promotional or informational events, meetings, seminars, student and employer outreach and information exchange between them.

**2.6.** The Center devotes special attention to supporting employment of students/graduates with disabilities, as well as other vulnerable groups (vulnerable, refugees, etc.).

**2.7.** The Center separately registers the students/graduates mentioned in the paragraph 2.6. and develop personalized approaches for them by working individually with the employer.

### **Article 3. Structure of the Center**

**3.1.** The center is managed by the head of the center.

**3.2.** The head of the center is appointed and dismissed by the rector.

**3.3.** In case of temporary absence of the head of the center (leave, business trip, sickness, temporary stay - not more than 2 days), his/her duties are temporarily performed by another staff member of the academy according to the relevant order of the rector.

### **Article 4. Head of the Center**

**4.1.** The head of the center provides:

- a.** Coordinating the work of the center;
- b.** Setting priorities for the work of the Center and planning and organizing specific activities for their implementation;
- c.** drawing up regular training plans that the center should offer to students/graduates throughout the year;
- d.** Providing advice to students/graduates on vocational orientation and employment issues, placing them in the right position with regard to their own career goals;
- e.** Creation of a unified database of employers, with detailed contact information of the heads of organizations and human resources managers;
- f.** Coordinating with employers, establishing regular contacts to exchange information with them;



- g.** Sending students/alumni data to specific job openings, as well as finding internships or other employment opportunities for them;
- h.** Regular analysis of labor market dynamics, monitoring of existing vacancies;
- i.** Assisting and supporting students/graduates in their relationships with employers;
- j.** Arranging targeted meetings with employers;
- k.** Developing and implementing new projects, ideas, finding donors and partner organizations;
- l.** Ensure effective and operational communication with both the academy structural units and students/graduates as well as partner organizations;
- m.** Sharing information with the dean of a school and collaborating with him / her for the purpose of sharing opinions, recommendations and consideration;
- n.** Participates in the process of forming the budget of the Academy.

#### **Article 5. Procedure for making changes and additions to the Provision**

- 5.1.** Amendments and additions to the Regulations shall be made in accordance with the procedure established by law.
- 5.2.** The provision shall enter into force upon signature.

