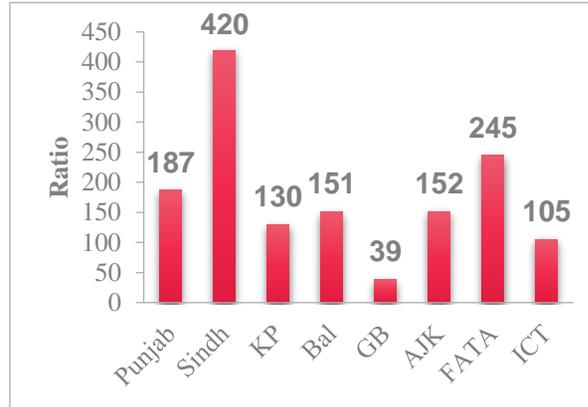


What is Career Counselling & Job Placement?

Career counselling & Job Placement (CC&JP) contains a set of services designed to support students in their career choices. It includes helping graduates with career-related challenges through their expertise in career counselling and labour market, so they can put a person's qualifications, experience, strengths and weakness in a broad perspective while also considering their personal hobbies and interests, location, job market and education.

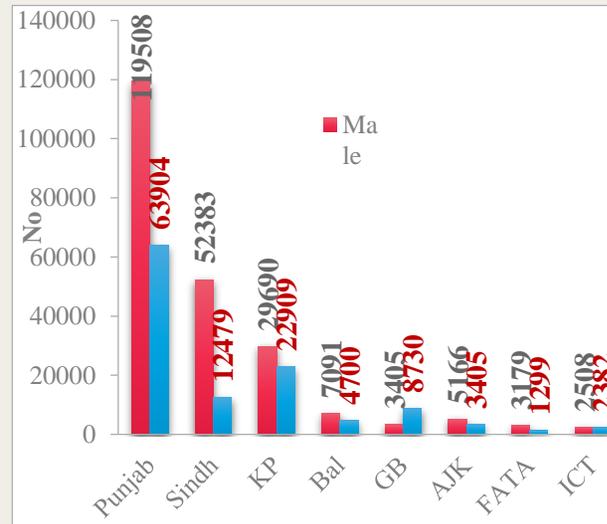
Gender ratio: Number of male against 100 female (formula= Male/Female X 100)



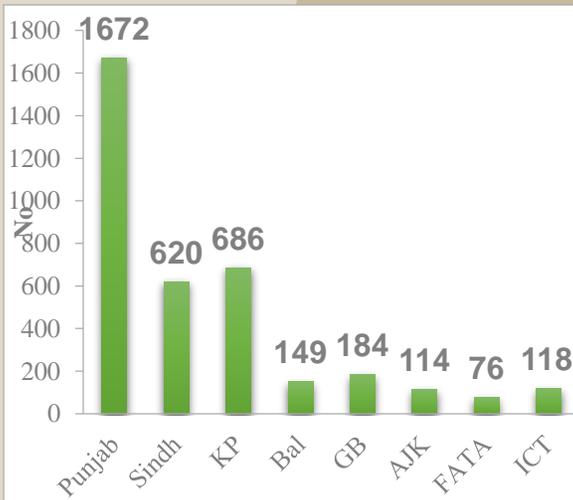
Annul Supply of Skilled Workforce to Labour Market



Skilled Workforce Supply vs. Demand (2016-17)



Gender ratio in Annul Skilled Workforce Supply



HOW TO GET A JOB

CV WRITING TIPS

CV writing can be a daunting prospect. Employers will use your CV to make their first judgement about you - so you'll want to ensure these judgements are positive.

TIPS FOR GREAT CV WRITING

INCLUDE PROFESSIONAL CONTACT DETAILS

INCLUDE A PROFESSIONAL SUMMARY

MATCH YOUR CAREER OBJECTIVE WITH THE JOB

LIST YOUR WORK EXPERIENCE BY MOST RECENT

LIST YOUR EDUCATION & QUALIFICATIONS

INCLUDE DETAILS OF TWO REFERENCES

ASK SOMEONE TO PROOF READ & SPELL CHECK



Career Counselling and Job Placement

Career Counselling and Job Placement (CCJP) also known as vocational counselling or career guidance and placement supports in:

- Making students ready for the world of work;
- Impart requisite entrepreneurship skills to enable the students to commence their businesses;
- Support TVET institute (s) to enhance the skills profile of the students;
- Enhances the employment prospects (self & paid) of the students; and
- Create a linkage between TVET institute (s) and the company/company's representative bodies for facilitating on-the-job trainings, traineeships, apprenticeships, internships and job placements.

Job opportunities to play the vital role for youth benefits

“TVET students of different trades are unaware of career prospects and emerging market trends. The counselling centers can play a key role to provide a platform to students of TVET institutes for facilitating them in developing their career paths based on their academic skills and interests”.

Main Elements of CC&JP:

- **Career Education:** As a part of the educational curriculum, the career education supports a student to make decisions at the key evolution points. It equips a student to manage their career pathways and explore opportunities throughout life.
- **Career Information:** Covering systematic labour market information, (occupational outlook) as projections of the labour market, jobs on demand, labour market survey, numbers and ratios of unemployment, future career and job opportunities, courses and occupations, job postings & dissemination.
- **Career Counselling:** Focuses on career goals and more individual-centred in nature. This process could be also conducted with groups and unemployed/job seekers, students, employed adults and marginalized groups could also benefit from counselling services.

- **Job Placement:** It focuses mainly on assessment and on developing and implementing an agreed action plan aiming at the pathway for effective, rapid labour market integration and suitable placement.

CCJP Tools

- Job Portals
- Vocational Counselling
- Job Placement Facilitation
- Call Centre and Toll Free Helpline
- Facilitation for Employer (s)



Career Guidance and employment unit at institute level

- TEVT Institutions have to play an important role in providing Career Guidance and Counselling at school and to TEVT Graduates.
- To improve access & equity and employability, it is important to have career and employment cell / unit at institute level.
- The unit must perform the following function;
 - ❖ Information of local labour market i.e. catchment areas of the institute.
 - ❖ Information on skills need and requirement of skilled people in the industries / enterprise.
 - ❖ Complete data of trainees completed training with employment position – tracer study / follow-up survey.
 - ❖ Vocational guidance / counselling to youth at school in the catchment areas.
 - ❖ Counselling to graduating students in searching job with service of resume writing, interview preparation.
 - ❖ Promoting linkages / relationship with industry.
 - ❖ Collaborate and coordinate with other agencies in the field to promote employment.

