



Employment and Career Development Strategy

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“Approved”

Rector of the Georgian Aviation University

D.t.sc., professor

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Statement _____

Georgian Aviation University



Employment and Career Development Strategy

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i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
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2 Documentation control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

2.1 Document distribution list

Organization	Format	Copy n:
Quality service	Hard copy	Master copy
Quality service	Electronic version	Electronic version
University web page	Electronic version	Electronic version

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3 Introduction

1. This document represents the employment and career development strategy of Georgian Aviation University, developed in accordance with the strategic development plan of the university and by the decision of university's governing board is aimed toward enchantment of cooperation between the University and stakeholders (applicants, students, graduates, personnel, employers), Which in its turn includes development of effective mechanisms for communicating with stakeholders, informing and raising awareness of the parties, also development of products/services necessary for employment and career development, appropriate to their interests. Employment and career development manager is responsible for development and implementation of the strategy. The target groups of the strategy are:
 - University students;
 - Academic personnel;
 - Applicants and their parents;
 - Graduates;
 - Employers;
 - Local and international partners;

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4 Strategic Aims and Objectives

1. This Georgian Aviation University pursues following goals and objectives in oriented to employment and career development

4.1 Development of an Effective Communication Mechanisms

1. An important tool for student's/graduate's employment and career development is the establishment of an effective mechanism of communication with stakeholders, in particular with employers and partner companies. Therefore, greater importance is imposed on participation of employers/partner companies in the development and improvement of educational programs and their practical components. Increased number of new memorandums and correspondingly practical facilities for students will enhancing their theoretical knowledge and future employment. To increase effectiveness of communication and collaboration, researching of employers/partner companies, analysis of results and creation of a constantly updated database is essential. Moreover, this will ease up communication and provide students with information on internships/vacancies. In addition to conducted research, necessary is to organize a summarizing meeting with employers, during which both, recommendations provided by the employers and issues of further cooperation are discussed.

Strategic Objective	Success Indicator	Implementation Period
1. Increasing stakeholder involvement within development/updating of the strategic development plan.	Strategic plan of Employment and career development	2021
	Introducing the strategy to stakeholders	2021
2. Increasing stakeholder involvement within the development and improvement of educational programs and practical components	Number of stakeholders involved in the development and improvement of educational programs and practical components	2021-2027
3. Development of constantly updating database of employers/partner companies	Database of Employers/partner companies	2021-2027
	Increased number of memorandums signed with employers/partner organizations	2021-2027
	Increased number of practice related organisations	2021-2027
4. Survey of employers/partner companies and summarizing meetings	Increased number of surveyed employers/partner companies	2021-2027
	summarizing meetings	2021-2027



4.2. Developing Graduate Network

1. Development of the graduate network and their support is one of the higher priority directions of University's Employment and Career development center carried out by performing following tasks: Development and constant update of graduate database, analyzing their needs in order to facilitate their career development process and integration of successful graduates in university activities. On the one hand, constantly updated graduate database will make it easier to track level of employment of graduates and on the other hand, will facilitate communication between University's Employment and Career Development manager and graduates for individual consultations and/or suggestion of available vacancies/internships. Integration of successful graduates in university activities is one of the most powerful tools for student motivation.

Strategic Objective	Success Indicator	Implementation Period
1. Development of constantly updating Graduate Database	Development of updated graduate data base	2021-2027
2. Facilitation of graduate career development process through their need analysis	Graduates satisfaction indicator received through surveys	2021-2027
3. Integration of successful graduates within university activities	Number of meetings with successful graduates Graduates employment indicator Increased number of practice related organisations	2021-2027 (Twice per year) 2021-2027

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4.3 Development of Services required for Employment and Career Growth

1. Student employment and career development services mainly consider provision of available vacancies/internships related information and organization of various supporting activities like trainings, workshops, individual consultations, employment forums and etc. To increase effectiveness of mechanism, periodically surveying of students and understanding their level of satisfaction with these services is important.

Strategic Objective	Success Indicator	Implementation Period
1. Accessibility of vacancy related information	Number of viewers of vacancies/trainings related information	2021-2027
2. Organizing activities to promote career development	Student's satisfaction towards these services	2021-2027
	Increased number of career development activities	2021-2027
	The number of work forums organized by the university	2021-2027

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5 Monitoring and Reporting

1. To determine level of fulfillment in respect to each objective a big importance relays on mining statistic data, analysis and development of report based on gained results, which'll shall display implemented activities, applied resources and gained results. Career development manager shall present report during meeting of the Governing Board, and Governing Board shall determine effectiveness of the strategy and shall take decision towards revision whenever required;