



WORK PLAN
CENTER FOR CAREER GUIDANCE
September 2015-August 2016

In the current academic year 2015/2016, the Center for Career Guidance of the Network of vocational colleges *"First Academy of vocational studies"*, will focus its activities on its institutionalisation, elaboration of the rulebooks, staff selection and their professional development as well as improvement of international cooperation both at vocational colleges within the network and the Network itself. The aim of the Network is to become recognisable as a relevant body which has capacities in the framework of regional cooperation and European integrations of Serbia to meet all the demands placed by the modern developing society.

The main tasks of the Network are defined in the Cooperation Agreement which was signed by the members of the Network during the ECBAC Tempus project consortium meeting held in Nis in the end of April 2015.

The mission of this center is to give support in career development, further academic, professional and personal progress of students that belong to the colleges- signatories of this Agreement. The Center helps students to get a more clear picture on their professional interests, capacities and possibilities for further professional development. At this moment the Center offers the following services:

- Career guidance implies offering possibilities to students to be advised and assisted in assesment of their career up to the present moment and planning of future professional development by talking to career guidance officers.

- career info. This service implies informing students about scholarships. Through this service information is given on current scholarships, possibilities for professional development, practice, trainings, volunteering programmes, etc.

- workshops for professional development: this service relates to the service of professional development which is given through the workshops for professional development.

- cooperation with employers. This service implies organisation of pracitacel placement and internship for students.

Activities and the manner of operation of the Center for Career Guidance are determined more precisely by the general act of the Senate.

In the text to follow, an overview of the planned activities per each month is given together with the responsible parties and the deadlines for implementation of these activities.

September 2015

activities	responsibles	deadline
Development of action plans for the CG Center	Center for Career Guidance,	I-IV week
Development of rulebooks and procedures for the operation of the Center	Center for Career Guidance,	I week
Analysis of the operation of the international relations centers at Universities in the region as well as the IR offices at Universities of applied studies in the EU	Center for Career Guidance,	II week
Dissemination	ICT service, Center for Career Guidance	IV week

October 2015

activities	responsibles	deadline
Approval of the action plan of the CG Center	Senate, Council	I week
Development of visual identity of the CG Center	Center for Career Guidance	IV week
Development of the plan for training of the CG Center members	Center for Career Guidance	IV week
Dissemination	Center for Career Guidance	IV week

November 2015

activities	responsibles	deadline
Training for the employees of the CG center	Center for Career Guidance, Senate	I week
Report on the realisation of plans for the CG Center	Center for Career Guidance Senate,	II week
Dissemination	Center for Career Guidance	IV week

December 2015

activities	responsibles	deadline
Development of the 2016 activity plan for the CG Center	Center for Career Guidance, Senate	I-IV week
Development of the financial plan of the CG Center	Center for Career Guidance, Senate	IV week
Round table discussion with the international cooperation representatives of the University	Center for Career Guidance, Senate	II week
Analysis of the results of the Center	Center for Career Guidance, Senate	III week
Dissemination	Center for Career Guidance, ICT service	IV week

January 2016

activities	responsibles	deadline
CG report	Center for Career Guidance, Senate, Council	II week
Training for the employees of the CG center	Center for Career Guidance	IV week
Dissemination	Center for Career Guidance,	IV week

February 2016

activities	responsibles	deadline
Presentation of the results of the CG Center to the representatives of the local government and the districts	Center for Career Guidance, Council	III week
Participation in defining new integrated study programmes	Centar za kvalitet, Center for Career Guidance, Senate	III week
Training for the employees of the CG center	Center for Career Guidance, Senate	IV week
Dissemination	Center for Career Guidance, ICT service	IV week

March 2016

activities	responsibles	deadline
CG center report	Center for Career Guidance, Senate	II week
Presentation of the guidelines for international student mobility	Center for Career Guidance	III week
Dissemination	Center for Career Guidance	I-IV week

April 2016

activities	responsibles	deadline
Presentation of the results of the CG Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for Career Guidance, Council	II week
Training for the employees of the IRO center	Center for Career Guidance, Senate	IV week
Dissemination	Center for Career Guidance	IV week

May 2016

activities	responsibles	deadline
Training for the employees of the CG center	Center for Career Guidance, Senate	IV week
Analysis of the results of the CG Center	Center for Career Guidance, Senate	III week
Dissemination	ICT service, Center for Career Guidance	IV week

June 2016

activities	responsibles	deadline
CG center report	Center for Career Guidance, Senate, Council	II week
Installation of the new platform model on the web page (www.pass.ac.rs) for the needs of students	Center for Career Guidance ICT service,	II week
Dissemination	Center for Career Guidance ICT service, Council	IV week

July 2016

activities	responsibles	deadline
Training for the members of the CG center	Center for Career Guidance	I-II week
Dissemination	Center for Career Guidance, Council	I-II week

August 2016

activities	responsibles	deadline
Preparation activities for the academic year 2016/17	Center for Career Guidance, Council	IV week
Presentation of the results of the CG Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for Career Guidance, Council	IV week

Coordinator of the Center for Career Guidance