
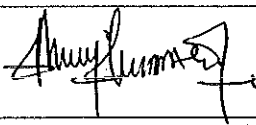
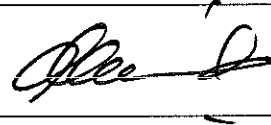



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|  <p style="text-align: center;">INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p> | VERSION NO. : 03 |
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COUNSELING AND CAREER RELATED PROGRAMMES

| PREPARED BY : | APPROVED BY : |
|--|--|
| SIGNATURE :  | SIGNATURE :  |
| NAME : Sr. Raja Noor Ashikin Raja Alias | NAME : Madam Noraini Ahmad |
| POSITION : Senior Assistant Director Counseling and Career Services Centre | POSITION : Director Counseling and Career Services Centre |
| DATE : 28/02/2019 | DATE : 28/02/2019 |

CONTROLLED COPY NO. :

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1. OBJECTIVE

This procedure is prepared in order to manage Counseling and Career related programmes for students of International Islamic University Malaysia (IIUM).


2. SCOPE

This procedure will be practiced by the counselor and staff in the Counseling and Career Services Centre (CCSC) to ensure the following Counseling and Career related programmes are well managed.

- i. Sharing Moment
- ii. Personal Growth Programme
- iii. Emotional Well-Being
- iv. Career Booster
- v. Career Visit
- vi. Teh Tarik Session


3. DEFINITION AND ABBREVIATION

- 3.1 DOC : Director of Counseling and Career Services Centre.
- 3.2 SCO : Senior Counselor
- 3.3 CO : Counselor
- 3.4 SAD : Senior Assistant Director
- 3.5 AD : Assistant Director
- 3.6 SAA : Senior Administrative Assistant
- 3.7 AA : Administrative Assistant
- 3.8 SAAC : Student Activities Approval Committee
- 3.9 STAR : Student Activity Record Student

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4. REFERENCES

- 4.1 E- Book Guidelines and Procedures on Student Activities
- 4.2 Manual of Financial Policies and Procedures
- 4.3 Manual of Purchasing Policies and Procedures


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5. RESPONSIBILITY AND DETAILED PROCEDURE

| Responsibility | Detailed Procedure |
|-----------------------|--|
| SCO/CO/SAD/AD | 5.1) Prepare proposal and submit to the DOC 3 weeks before programme (except for adhoc programme) |
| SAD | 5.2) Table the proposal in the SAAC Meeting |
| Chairperson/ Chairman | 5.3) Make a decision to approve or to revise the proposal in the SAAC Meeting |
| DOC | 5.4) Approve or to revise the proposal without SAAC Meeting |
| SAA | 5.5) Prepare approval letter |
| SCO/CO/SAD/AD | 5.6) Contact suitable/related speaker (s)/company (s) for the programme 5.7) Prepare an invitation letter for speakers 5.8) Request cash advancement 2 weeks before programme (<i>if necessary</i>) |
| SAA/AA | 5.9) Book venue/ facilities/ food/ audio visual equipment/ transportation 5.10) Prepare poster for advertisement of the programme and advertise through available channel i.e. Facebook, CCSC website, notice board, WhatsApp, email, etc. 5.11) Request reserve parking space for guests (<i>if necessary</i>) 5.12) Prepare or print handouts/materials, registration form, evaluation form and appreciation letter 5.13) Key in evaluation form |


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| Responsibility | Detailed Procedure |
|-----------------------|--|
| SCO/CO/SAD/AD | 5.14) Submit financial report 2 weeks after programme |
| SAA/AA | 5.15) Key in participant's attendance in STAR 5.16) Place all related documents in the file |

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6. QUALITY RECORDS

| NO. | RECORD | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|-----|---|------------------|-------------|----------------|
| 1. | <u>Clinical Counseling Unit</u> IIUM/510/12/2/AF/CCU <u>Residential Counseling Unit</u> IIUM/510/12/2/AF/RCU <u>Community Counseling Unit</u> IIUM/510/12/2/AF/COM <u>Career Development Unit</u> IIUM/510/12/2/AF/CDU <u>Career Assessment Unit</u> IIUM/510/12/2/AF/CAU <u>Job Placement Unit</u> IIUM/510/12/2/AF/JPU | 5 years | Filing Room | SAA/AA |

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6. FLOW CHART

6.1 Flowchart: Counseling and Career Programmes

