

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. D5
	ORIGINATOR Affirmative Action	
	APPROVED BY President's Executive Committee	
TITLE CAREER DEVELOPMENT PLAN	EFFECTIVE DATE 1988.11.02	REPLACES 1986.02

MANAGEMENT POLICY

1. In accordance with the Ministry of Training, Colleges and Universities' Guidelines on Affirmative Action for Women, Algonquin College has developed and will implement a career development program which has been termed "The Career Development Plan". This plan is one measure intended to help meet the Ministry's Affirmative Action objective No. 1 to "raise and diversify the occupational distribution of women employed in the colleges".
2. Financial Assistance to support various aspects of the Career Development Plan will be allocated through existing mechanisms such as professional development budgets and through specific funding for special undertakings such as the Internship Program.

DESCRIPTION

The hallmark of the Career Development Plan is the personalized assistance afforded women employees by their supervisors, the Personnel Department, Career Development Teams where appropriate, and those responsible for offering various services to help meet their goals such as Professional Development, Counselling and Employment and Job Market Counselling.

Under the mandate of Affirmative Action, supervisors of women employers are responsible for encouraging the professional development and career progression of staff reporting to them. The Career Development Program serves as a mechanism to support and facilitate this responsibility by:

- informing all women staff of existing professional development opportunities and career development tools;

- organizing group and individual career counselling sessions on career development;
- establishing and implementing new measures such as an Internship Program for the development of managerial and other job related skills.

PROCEDURE

1. Dissemination of Information

- 1.1 A manual will be developed on all available career development tools and made available during information sessions.
- 1.2 Information sessions will be held with supervisors to encourage sensitivity to, and to promote understanding of, the support role of the supervisor in the career development of staff.
- 1.3 Information sessions will be held with women staff.

2. Career Counselling

- 2.1 Career Development Teams will be established, composed of College personnel with special responsibilities in this field and those wishing to volunteer their assistance with this program.
- 2.2 Women staff of the College will be invited to group Career Counselling information sessions.
- 2.3 Upon request, individual career development sessions will be conducted by a Career Development Team with individual staff members.

3. Skills Development

- 3.1 College Managers will be invited to identify projects, assignments or internships which can be undertaken by candidates interested in career development.
- 3.2 All women employees so wishing can avail themselves of the Career Development Plan; however, certain features, such as the Internship Program, due to financial considerations, can only be accessed by a limited number of individuals each year. The selection criteria for any such program will be developed through a consultative process and published in advance of the selection process.

4. Career Development Assistance

- 4.1 Women staff indicating an interest in career development will be afforded all reasonable assistance and encouragement to carry out their career development plans.
- 4.2 Employees may choose to enter into a written agreement with their immediate supervisor which maps out goals, appropriate means and a time frame. Such agreements would be updated annually.
- 4.3 The supervisor's role is that of encouragement, guidance, and the allowance of as much on-the-job flexibility as possible so that stated goals can be met within an agreed-upon time frame.

(original signed by)

Vice President
Student Life and Human Resources