

Process Documentation				
Service Name	CAREER SERVICES			
Brief Description Document purpose/Service	The purpose of this procedure is to ensure effectiveness in matters pertaining to career services			
Document Control: Change Record/ Version Number	CIT/PM/OCS/001 VERSION C			
Process Owner: Name and Position	MUHIYA NGARUIYA HOD OFFICE OF CAREER SERVICES			
Process Writer (s); Name and Position	1.			
	2.			
Process Reviewer (s) Name and Position	3.			
	4.			
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Scheduling of career guidance session	1 week after new students report	HOD OCS	
2.	Submission of budget for approval	1 week before scheduled event	Principal	
3.	Maintenance of records after the event	Immediately	HOD OCS	
4.				
5.				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
	1.			
	2.			
	3.			

Process Maps/Visuals

- 1.1 This shall start with the HOD OCS scheduling a career guidance session
- 1.2 The HOD OCS shall prepare and submit a budget to the principal for approval
- 1.3 Upon approval, the HOD shall communicate to the relevant target group of the intended career guidance session.
- 1.4 On the material day, the HOD shall ensure that all the requisite logistics are in place.
- 1.5 The HOD shall ensure that the career guidance session is executed as planned.
- 1.6 The HOD shall maintain records of the event and the procedure shall be deemed complete