

Univerza Universitas
v Ljubljani Labacensis



Karierni centri Univerze v Ljubljani

*Kompas
na vaši
karierni poti*
*
*The compass
on your
career path*

University
of Ljubljana
Career
Centres





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Karierni
centri
Univerze
v Ljubljani



University
of Ljubljana
Career
Centres

Karierni centri Univerze v Ljubljani

The University of Ljubljana

Career Centres

Karierni centri Univerze v Ljubljani razvijamo, izvajamo in organiziramo različne dejavnosti za študente, bodoče diplomante Univerze v Ljubljani. S pomočjo delnega financiranja s strani Evropskega socialnega sklada delujemo od leta 2010 v okviru projekta razvoja in izvajanja dejavnosti kariernih centrov v visokem šolstvu. Dejavnosti Kariernih centrov Univerze v Ljubljani so po obliki in vsebinah zasnovane tako, da prispevajo k boljši prepoznavnosti študentov, bodočih diplomantov Univerze v Ljubljani, njihovih znanj, ključnih spremnosti in kompetenc, k njihovemu uspešnejšemu prehodu na trg dela ter k dvigu zaposljivosti.

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Pridobljene izkušnje dela s študenti, diplomanti, članicami Univerze v Ljubljani (fakultetami in akademijami) in različnimi zunanjimi partnerji so dobra osnova za samooceno do sedaj opravljenega dela. So tudi priložnost za razmislek o nadgradnji že uveljavljenih in o razvoju novih oblik aktivnosti. Po relativno kratkem času delovanja se Karierni centri Univerze v Ljubljani lahko pohvalimo z visoko stopnjo kvalitete in raznolikosti aktivnosti, s prepoznavnostjo, dobro sprejetostjo in, kar je najpomembnejše, z zaupanjem študentov in diplomantov, članic Univerze v Ljubljani, delodajalcev in drugih zunanjih sodelavcev.

The University of Ljubljana Career Centres develop, perform and organise various activities for students, the future graduates of the University of Ljubljana. With the help of partial financing from the European Social Fund, we have been active in the development and execution of activities of career centres in higher education since 2010. The activities of the University of Ljubljana Career Centres are designed to contribute to the better recognition of students, the future graduates of the University of Ljubljana, their knowledge, key skills and competences, their successful transition to the labour market and their higher employability.

The experiences gained while working with students, graduates, members of the University of Ljubljana (faculties and academies) and various external partners are a good basis for self-evaluation of the work done so far. They also give us a chance to think about upgrading the already established types of activities and about developing new ones. After a relatively short period of time, the University of Ljubljana Career Centres can boast of the high quality and variety of their activities, visibility, popularity and, what is most important, the trust of the students and graduates, members of the University of Ljubljana, employers and other external partners.

Karierni centri Univerze v Ljubljani smo do po-mladi 2013 sodelovali z več kot tretjino vpisanih študentov, z vsemi šestindvajsetimi (26) akademijami in fakultetami Univerze v Ljubljani, s študentskimi organizacijami in s strokovnimi službami Univerze v Ljubljani ter z več kot dvesto (200) zunanjimi sodelavci: delodajalci, zasebnimi in javnimi podjetji, ki delujejo na področju Republike Slovenije, javnimi službami, ustanovami, zavodi, agencijami, najrazličnejšimi organizacijami in združenji. Kljub temu si prizadevamo svojo prepoznavnost še okrepliti in razširiti. Postati želimo mesto izmenjave kvalitetnih informacij, predvsem o znanjih, ključnih spremnostih in kompetencah diplomantov vseh stopenj študija znotraj Univerze v Ljubljani in osrednja točka povezovanja akademskega in delodajalskega okolja. Z brošuro, ki je pred vami, ne nameravamo samo širiti svoje prepoznavnosti, ampak želimo na enem mestu celovito predstaviti svoje dejavnosti vsem bodočim in dosedanjim sodelavcem.

Karierni centri Univerze v Ljubljani sodimo po svoji organiziranosti med t.i. kombinirane tipe kariernih centrov. Mreža kariernih svetovalcev ima svoje središče na rektoratu Univerze v Ljubljani, karierni svetovalci in svetovalke pa delujemo tudi na vseh članicah Univerze v Ljubljani. Naše aktivnosti izvajamo in organiziramo tako za študente in diplomante, iskalce prve zaposlitve, kot tudi za delodajalce, iskalce visoko izobraženih kadrov.

The University of Ljubljana Career Centres have to date (spring 2013) cooperated with more than a third of all enrolled students, with all twenty-six (26) academies and faculties of the University of Ljubljana, with student organisations and expert services of the University of Ljubljana and with more than two hundred (200) external partners: employers, private and public companies active within the Republic of Slovenia, public services, institutions, offices, agencies and various organisations and associations. Despite this, we are still striving to strengthen and improve our visibility. We want to become the hub for exchanging quality information, particularly about knowledge, key skills and competences of graduates belonging to all levels of studies within the University of Ljubljana, and the focal point of connecting academic and employment areas. With this brochure, we intend not only to improve our visibility but to showcase our activities to all future and existing partners.

According to our organisation the University of Ljubljana Career Centres belong to the so-called combined type of career centres. The seat of the network of career counsellors is located at the Rectorate of the University of Ljubljana. Career counsellors are also present at each academy and faculty of the University of Ljubljana. They perform and organise activities for students, graduates and first-time job seekers as well as employers in search of highly educated personnel.

Čas nastanka Kariernih centrov Univerze v Ljubljani, ki sovpada z začetkom zastojev pri zapošlovanju visoko izobraženih mladih, nekoliko zamgljuje tisti osrednji del poslanstva kariernih centrov, ki presega vsakokratne aktualne razmere na trgu dela. Da je osveščanje, pridobivanje in razvijanje znanj, spretnosti ter kompetenc vseživljenjskega učenja, pravočasnega in vseživljenjskega kariernega razvoja, vzpostavljanje kvalitetnih in učinkovitih povezav med svetom ustvarjanja in svetom uporabe znanja, osrednja naloga kariernih centrov, dokazujejo vsi tisti karierni centri priznanih univerz, ki uspešno delujejo že več kot sto let in ki so bili pomembni mentorji ter vzorniki Kariernim centrom Univerze v Ljubljani. Osrednji namen obstoja Kariernih centrov Univerze v Ljubljani bistveno presega vse morebitne oblike iskanja in posredovanja zaposlitev študentom, bodočim diplomantkam in diplomantom Univerze v Ljubljani. Temeljna naloga Kariernih centrov Univerze v Ljubljani je opolnomočenje študentov in študentk za aktivno vseživljenjsko načrtovanje lastne kariere, s čimer bodo bistveno prispevali k dvigu lastne zaposljivosti, in to ne le v času iskanja prve zaposlitve, ampak skozi celotno poklicno kariero.

The University of Ljubljana Career Centres were founded at the time when the employment of highly educated youth came to a halt, somewhat obscuring the main part of the career centres' mission, which surpasses the current conditions on the labour market. The main tasks of career centres are: raising awareness, acquiring and developing knowledge, skills and competences for lifelong learning, timely lifelong career development and establishing quality and effective connections between the worlds of creation and knowledge application. Proving this are the career centres of renowned universities that have been operating successfully for more than a hundred years and were important mentors and role models to the University of Ljubljana Career Centres. The main purpose of the University of Ljubljana Career Centres' existence greatly surpasses all possible forms of employment search and procurement for students, the future graduates of the University of Ljubljana. The main task of the University of Ljubljana Career Centres is to empower students to actively plan out their own career and in doing so contribute to their higher employability not only when searching for their first employment but throughout their professional career.

Within the paradigm of a lifelong career development, quality and efficient social networks and professional connections also play a role. This is why the University of Ljubljana Career

Znotraj paradigm vseživljenskega kariernega razvoja imajo svoje mesto tudi kvalitetne in učinkovite socialne mreže ter profesionalne povezave. Zato v Kariernih centrih Univerze v Ljubljani s svojimi aktivnostmi omogočamo študentom in diplomantom vzpostavljanje takih profesionalnih kontaktov, ki jim koristijo pri iskanju kvalitetne študijske prakse, študentskega dela, pripravnštva in – ne nazadnje – prve zaposlitve. Različne oblike sodelovanje z delodajalci, predstavniki najrazličnejših delovnih organizacij, tako podjetij kot javnih služb, postajajo za študentke in študente vedno bolj zanimive. Delodajalci pa postajajo vedno pomembnejši partnerji, saj bistveno prispevajo k izpopolnjevanju vsebin in kvalitete dela Kariernih centrov Univerze v Ljubljani. Kvalitetnejše sporazumevanje med svetom ustvarjanja in prenosa znanja ter svetom njegove uporabe in pretvorbe v visoko dodano vrednost, je vsekakor priložnost za oba svetova.

Pestrost dejavnosti, ki smo jih razvili v Kariernih centrih Univerze v Ljubljani, ne kaže le na dobre zglede in mentorje v tujini, na visoko stopnjo motiviranosti in strokovnosti kariernih svetovalk in svetovalcev, ampak tudi na finančno varnost, ki so jo zagotavljala sredstva iz Evropskega socialnega sklada, v okviru operativnega programa razvoja človeških virov 2007 – 2013, razvojna prioriteta 3, »Razvoj človeških virov in vseživljenskega učenja«, prednostna usmeritev 3.3, »Kakovost, konkurenčnost in odzivnost visokega šolstva«.

Centres enable students and graduates to establish such professional contacts that help them in their search for a quality study practice, student work, traineeship and, last but not least, their first employment. Various types of cooperation with employers, representatives of various work organisations, companies and public services are becoming more and more interesting for students. Employers, on the other hand, are becoming increasingly important partners, as they contribute to improving the content and the quality of work performed by the University of Ljubljana Career Centres. Better communication between the spheres of creation and transfer of knowledge and its use and conversion to a high added value is definitely a great opportunity for both worlds.

The variety of the activities developed at the University of Ljubljana Career Centres does not point only to good role models and mentors abroad and the high level of motivation and professionalism of the counsellors but also to financial security. The operation is partially financed by the European Union, namely the European Social Fund. The operation is being performed within the framework of the Operational Programme for Developing Human Resources for the 2007-2013 period, priority axis 3: "Development of Human Resources and of Lifelong Learning" priority orientation 3.3: "Quality, Competitiveness and Responsiveness of Higher Education".

Organiziranost

Organization

Kot karierni center kombiniranega tipa smo Karierni centri Univerze v Ljubljani (v nadaljevanju KC UL) organizirani v obliki mreže, v katero so povezane vse fakultete in akademije Univerze v Ljubljani. Posamezni karierni svetovalci in svetovalke opravljajo svoje delo na več smiselnih povezanih članicah, kjer imajo tudi prostore, namenjene stikom in delu s študenti. Svoje osrednje prostore in središče delovanja pa imajo KC UL na rektoratu Univerze v Ljubljani, v strogem središču mesta Ljubljane.

Vsi karierni svetovalci imajo visoko izobrazbo različnih strok: psihologija, kadrovski management, socialno delo, andragogika in pedagogika. Nekateri od njih imajo tudi bogate izkušnje s kadrovanjem, z delom z mladimi, posebno s študentsko populacijo in z izobraževanjem. Pestrost strokovnih profilov in delovnih izkušenj zaposlenih zagotavlja učinkovito sinergijo in pozitivno vpliva na kvaliteto dela.

A s a career centre of the combined type, the University of Ljubljana Career Centres (hereinafter referred to as "UL CC") are organised in the form of a network that connects all faculties and academies of the University of Ljubljana. Individual career counsellors work at various logically connected faculties and academies, where they have offices intended for working and interacting with students. UL CC's main premises and centre of operation is located at the Rectorate of the University of Ljubljana, in the heart of the city centre.

All employees hold a high education in various fields: Psychology, Human Resource Management, Social Work, Andragogy and Pedagogy. Some of them have a lot of experience in staffing, working with young adults (especially with the student population) and education. The variety of the employees' professional backgrounds and work experience provides an effective synergy and has a positive impact on the quality of the work.

Vsi karierni svetovalci se vključujejo v različne oblike dodatnega izobraževanja in usposabljanja, tako v Sloveniji kot v tujini. Pri tem uporablja jo partnersko mrežo sorodnih služb, ki jo sestavljajo tudi karierni centri na priznanih evropskih univerzah z dolgo tradicijo delovanja. Karierni svetovalci so se usposabljali, npr. na podiplomskem modulu »Career coaching and counseling« na University of Warwick, Velika Britanija, kjer so osvojili kvalitetna teoretična in praktična znanja, ki jih potrebujejo v praksi kariernega svetovanja.

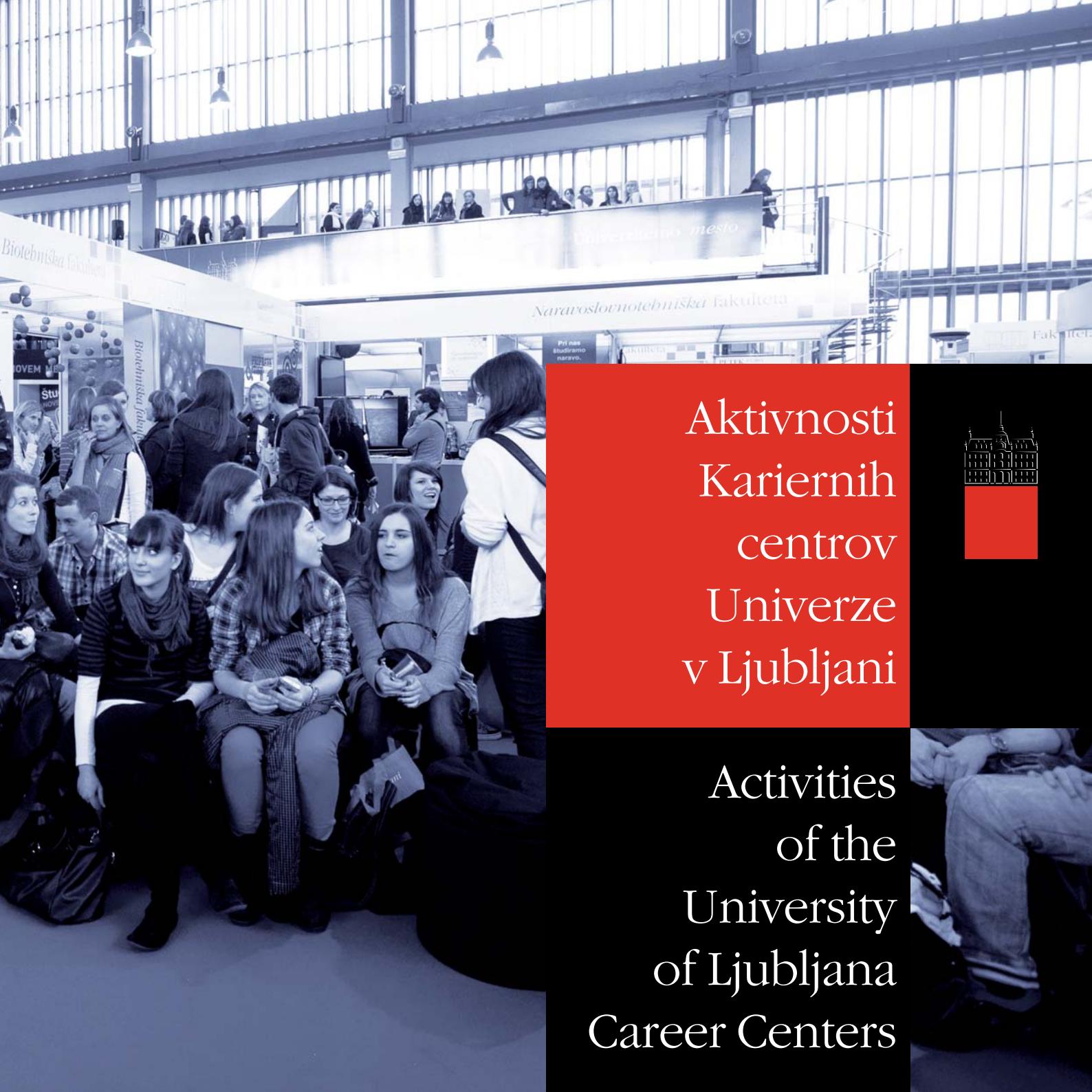
All career counsellors participate in various forms of additional training in Slovenia and abroad. They use a partnership network of similar services comprised of career centres belonging to renowned European universities with a long tradition of operation. Career counsellors attended the “Career coaching and counselling” postgraduate course at the University of Warwick, UK, where they acquired the theoretical and practical knowledge necessary in the practice of career counselling.

čka Kariernih centrov

A/16 BIOTEHNIČNI
Fakultet

Biofizični fakulteta





Aktivnosti Kariernih centrov Univerze v Ljubljani

Activities
of the
University
of Ljubljana
Career Centers



Aktivnosti Kariernih centrov Univerze v Ljubljani

Activities of the University of Ljubljana Career Centres

KC UL organiziramo in izvajamo različne aktivnosti tako za študente, diplomante in članice Univerze v Ljubljani, kakor tudi za delodajalce, iskalce in zaposlovalce visoko izobraženih kadrov. Z vzpostavljanjem učinkovitih povezav med akademskim in delodajalskim prostorom odpiramo KC UL prostor prenosa idej, pobud in dobrih praks predvsem z namenom dobre prepoznavnosti in dviga zaposljivosti diplomantov Univerze v Ljubljani. Vse aktivnosti v organizaciji in izvedbi KC UL so za uporabnike, tako študente kot delodajalce, brezplačne.

The UL CC organise and perform various activities for students, graduates and faculties and academies of the University of Ljubljana as well as for employers, job seekers of highly educated personnel. By establishing effective links between the academic and employment worlds, the UL CC are creating a space for transferring ideas, initiatives and good practice with the intention to gain better recognition and raise the employability of University of Ljubljana graduates. All activities organised by the UL CC are free of charge for all users, students and employers alike.



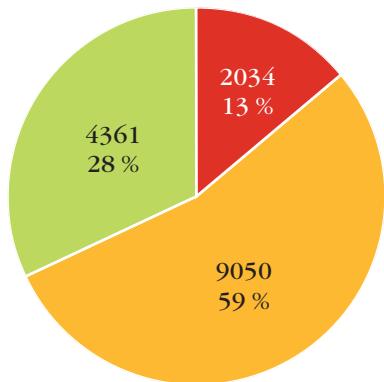
Za študente

For Students

KC

UL nudimo študentom na njihovi študijski in karierni poti celovito karierno orientacijo z vrsto brezplačnih aktivnosti, od kariernega svetovanja in delavnic do povezovanj z delodajalci.

KC UL smo v slabih treh letih polnega delovanja (od julija 2010 do maja 2013) uspeli v različne svoje aktivnosti vključiti tretjino oz. petnajst tisoč (15 000) vpisanih študentov Univerze v Ljubljani. S tem smo dosegli tisto mejno število, ki obeta v prihodnosti še učinkovitejše in odmevnnejše delovanje. Stopnja vključenosti študentov kaže, da so postale naše aktivnosti med študenti prepoznane kot učinkovite in koristne za njihov profesionalni in osebnostni razvoj.



Graf 1: Število študentov vključenih v različne aktivnosti KC UL: individualno karierno svetovanje, delavnice, seminari ter različne oblike sodelovanja z delodajalci (obdobje od jeseni 2010 do maja 2013)/
Students involved in various UL CC activities: career counselling, workshops, various forms of cooperation with employers (from the autumn of 2010 until May 2013).

The UL CC offer students complete career guidance during their studies with a variety of various free activities, ranging from career counselling to workshops and creating links with employers.

In less than three years of full operation (from July 2010 to May 2013), the UL CC have succeeded in getting fifteen thousand (15,000) students of the University of Ljubljana involved in various activities. They have thus achieved a key milestone that in the future promises even better and more noticeable operation. The students' involvement rate shows that they have recognised our activities as being effective and useful for their professional and personal development.

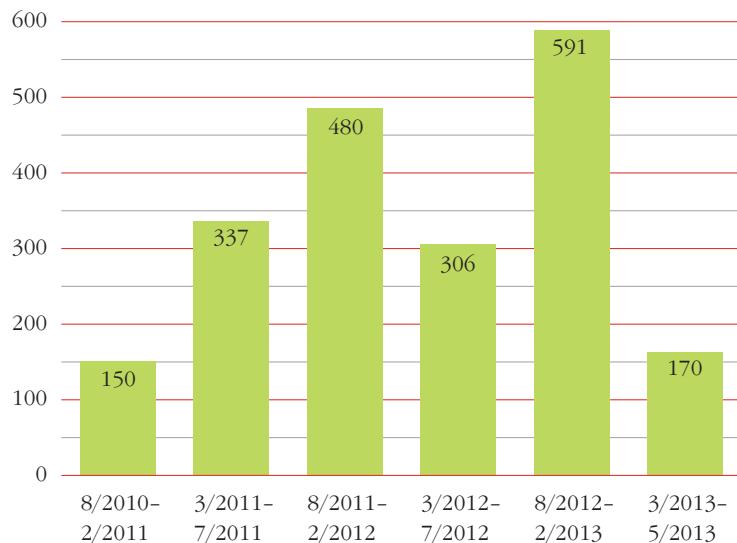
Karierna svetovanja

Karierno svetovanje je osnovna in najbolj individualizirana oblika aktivnosti KC UL, strukturirana glede na konkretno potrebe svetovanca. Poteka po predhodni najavi študenta in pripravi kariernega svetovalca na tematiko, ki svetovanca najbolj zanima. Zanimanje za individualna svetovanja med študenti Univerze v Ljubljani skozi čas delovanja KC UL narašča.

Career Counselling

Career counselling is the most basic and individualised type of activity of the UL CC and is structured according to each session's specific needs. It takes place after the student's prior announcement and after the career counsellor prepares for the topic that the student is most interested in. Interest for career counselling among students increases.

Karierno svetovanje/*Career Counselling*



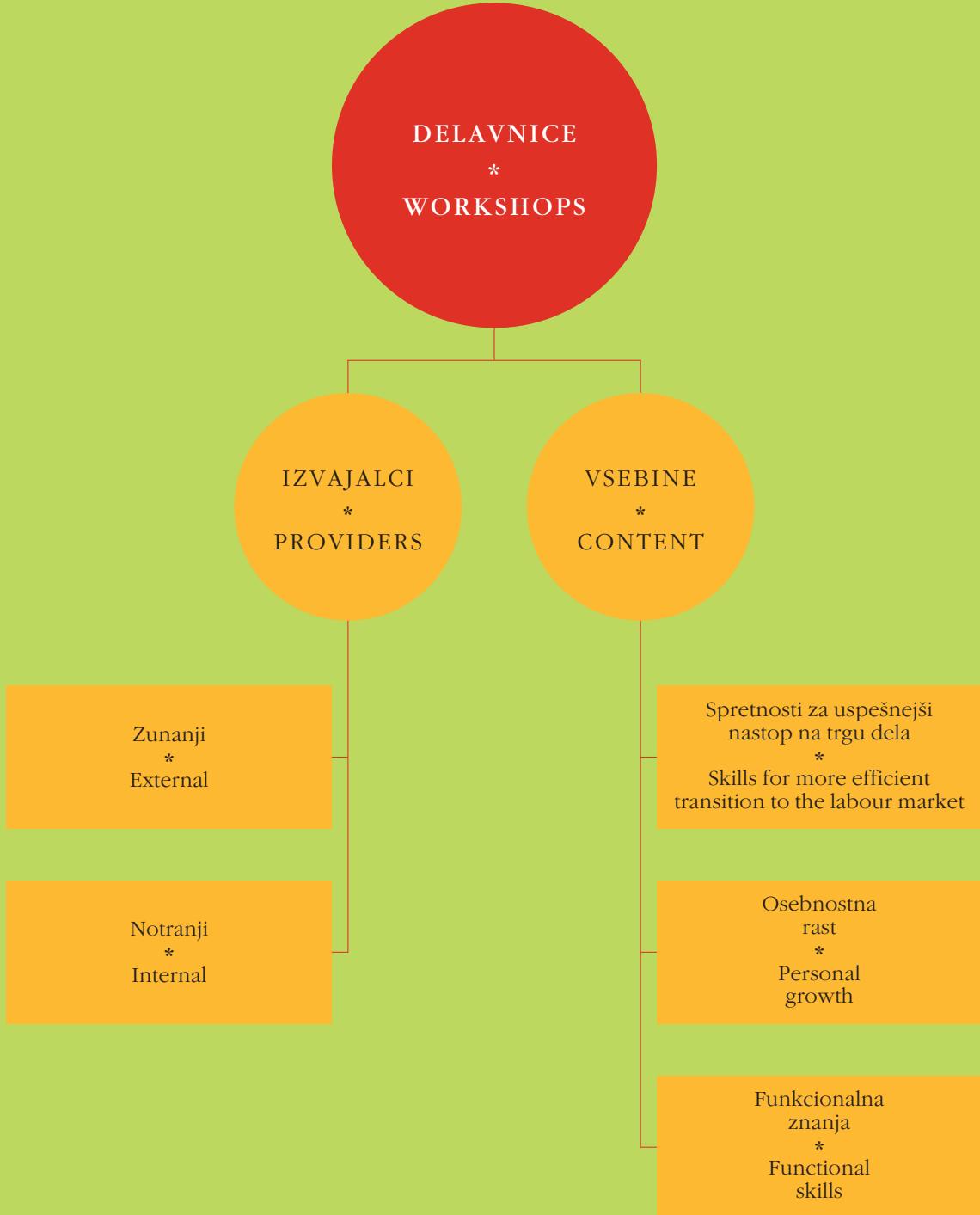
Graf 2: Število udeležence na kariernih svetovanjih (od jeseni 2010 do maja 2013)/
No. of participants at the career counselling (from the autumn of 2010 until May 2013).

Najpogosteje obravnavane teme in vsebine na kariernih svetovanjih:

- izbira študija ob prehodih; npr. ob vpisu na univerzo, na drugo in tretjo stopnjo študija;
- priprava in pregled pisnih in osebnih predstavitev potencialnim delodajalcem;
- načrtovanje kariere v času študija:
 - priprava zaposlitvenega načrta,
 - oblikovanje in vzdrževanje socialne mreže,
 - povezovanje z delodajalci,
 - praksa v času študija pri nas in v tujini,
 - obštudijske dejavnosti, npr. tutorstvo,
- posebnosti posameznih strok in prehod v po-klic (npr., pripravnštvo, strokovni izpit).

Subjects most frequently talked about at career counselling :

- choice of studies during transitions; e.g. enrolling into university, enrolling into the second or third level of studies;
- preparation and overview of written and personal presentations for potential employers;
- career planning during your studies:
 - preparing an employment plan,
 - creating and maintaining a social network,
 - reating links with employers,
 - practice during your studies in Slovenia and abroad,
 - extracurricular activities, e.g. tutoring,
- features of some professions and the transition into a job (e.g. traineeship, professional examination).



Delavnice za študente

Delavnice so usmerjene aktivnosti za pridobivanje novih znanj, spremnosti in kompetenc, ki posredno in neposredno vplivajo na utrjevanje zavedanja o pomenu pravočasnega načrtovanja karierne poti, vseživljenjskega učenja in, posledično, na dvig zaposljivosti diplomantov.

Delavnice izvajamo karierni svetovalci KC UL sami, ali pa jih organiziramo z zunanjimi izvajalci, strokovnjaki na različnih področjih. Delavnice omogočajo študentom pridobivanje in nadgradnjo funkcionalnih znanj, ki jih potrebujejo za uspešnejši študij in jih tudi delodajalci pričakujejo pri iskalcih zaposlitve. Skozi delavnice pridobivajo udeleženci različne spremnosti, ki bistveno prispevajo k uspešnejšem prehodu na trg dela in iskanju prve zaposlitve. Med študenti Univerze v Ljubljani je veliko zanimanje tudi za delavnice, ki vplivajo na njihov osebnostni razvoj in s tem prispevajo k višji motiviranosti tako za študij kot za profesionalno delo.

Student Workshops

The workshops are oriented towards activities for acquiring new knowledge, skills and competences that directly or indirectly influence the awareness of the importance of a timely plan for a career path, lifelong career development and learning and, consequently, the improvement of employability of graduates.

The workshops are run by the UL CC's career counsellors themselves or are organised together with external partners, who are experts in many different fields. The workshops enable students to acquire and upgrade functional skills they need in order to be more successful at their studies and that employers expect to find in job seekers. Students attending these workshops will acquire various skills that enable them a more successful transition to the labour market and a more successful search for their first employment. There is a lot of interest among the students of the University of Ljubljana in workshops that influence their personal development and help them reach a higher level of motivation for studying as well as professional work.

Povezovanje študentov z delodajalci

Zaradi naraščajoče potrebe in interesa pri študentih in diplomantih Univerze v Ljubljani, postaja naše sodelovanje z delodajalci vedno pomembnejše in se nenehno razvija tako po vsebinah kot po oblikah. Predstavlja enega od osnovnih stebrov delovanja KC UL, ki s tem sodelovanjem študentom in diplomantom Univerze v Ljubljani omogočamo:

- vzpostavljanje neposrednih in učinkovitih socialnih mrež z bodočimi delodajalci;
- priložnost za spoznavanje delovnih procesov, kulture, poslovne filozofije in razvojnih načrtov v podjetju;
- seznanjenje s specifičnimi potrebami in pričakovanji delodajalcev, tako glede strokovnih znanj kot neformalnih in socialnih spremnosti na strani iskalcev zaposlitve;
- pridobitev informacij o zaposlitvenih in kariernih možnosti v podjetjih.

Linking Students with Employers

Due to a growing need and interest among students and graduates of the University of Ljubljana, the cooperation between the UL CC and employers is becoming more and more important and is constantly developing in content and form. It represents one of the main pillars of the UL CC's operation, enabling students and graduates of the University of Ljubljana to:

- establish direct and effective social networks with future employers;
- meet new work processes, cultures, business philosophies and development plans in a company;
- get to know specific needs and expectations of employers in regards to expert knowledge as well as informal and social skills;
- acquire information on employment and career opportunities in companies.

Povezovanje z delodajalci/*Linking with employers*



Graf 3: Število udeležencev na različnih predstavitevah delodajalcev (od jeseni 2010 do maja 2013)/
No. of participants at various employer presentations (from the autumn of 2010 until May 2013).

Drugi dogodki

KC UL, z namenom posredovanja kvalitetnih in aktualnih informacij študentom Univerze v Ljubljani, intenzivno sodelujemo z različnimi strokovnimi službami, tako znotraj Univerze v Ljubljani kot izven nje.

Skupaj z njimi pripravljamo:

Okrogle mize so tematsko usmerjena srečanja, namenjena odpiranju učinkovitega dialoga in izmenjavi informacij med akademskim in delodajalskim prostorom.

Hitre zmenke, novo obliko povezovanja študentov Univeze v Ljubljani z delodajalci, na katerih se študenti preizkusijo v praktični uporabi tehnike elevator pitcha - kratke, največ tri minutne, ciljno usmerjene samopredstavitev.

Other Events

With the intention of forwarding current and quality information to students of the University of Ljubljana, the UL CC closely cooperates with various expert services inside and outside the University of Ljubljana.

Together we organise:

Roundtables are thematic meetings intended to create an effective dialogue and exchange information between the academic and employer spheres.

Speed dating is a new way of connecting students of the University of Ljubljana with employers, where students can test themselves in the practical application of elevator pitch technique – brief, 3 minute maximum goal-oriented self-presentations.

Karierne dneve, letni dogodek, ki se odvija na posamezni fakulteti in akademiji Univerze v Ljubljani, na katerih izbrani zunanji sodelavci, predvsem delodajalci, s svojimi vsebinami bistveno dopolnjujejo študijske kurikule.

Strokovne ekskurzije v organizaciji KC UL v podjetja, ki so namenjene neposrednemu spoznavanju posebnosti delovnih procesov in razvojnih potencialov.

Posvete z delodajalci, širše organizirana srečanja akademskega in delodajalskega sveta, namenjena izmenjavi aktualnih informacij in iskanju skupnih poti za večjo prepoznavnost in učinkovitejše vključevanje diplomantov Univerze v Ljubljani na trg dela.

Career Days is an annual event held at the individual faculties and academies of the University of Ljubljana, where selected external colleagues, mostly employers, provide their own content that significantly complements the study curricula.

Professional excursions to companies organised by the UL CC with the aim of seeing for yourself the particularities of work processes and development potentials.

Employer consultations are broader meetings between the academic and employer spheres for exchanging the latest information and pursuing common paths for greater recognisability and the more effective integration of the University of Ljubljana graduates to the labour market.

Za diplomante

For Graduates

Prehod diplomantov na trg dela je danes bistveno otežen, zato KC UL organiziramo in izvajamo ciljno usmerjene aktivnosti, ki vplivajo na uspešnejše iskanje prve zaposlitve. Za neposreden dvig zaposljivosti diplomantov Univerze v Ljubljani sta bili tako jeseni 2012 v okviru KC UL oblikovani pilotni »fokusni skupini« diplomantov in diplomantk različnih članic Univerze v Ljubljani, iskalcev prve zaposlitve. Za člane skupin smo oblikovali ciljno usmerjene aktivnosti:

- individualno in skupinsko karierno svetovanje,
- psihološko testiranje s kariernim svetovanjem,
- delavnice za oblikovanje CV-ja, motivacijskega pisma, predstavitevne CV-vizitke,
- oblikovanje kariernega načrta,
- priprava na zaposlitveni razgovor in simulacija le-tega,
- sodelovanje na hitrih zmenkah z delodajalci,
- izobraževanje o pravicah in obveznostih iz Zakona o delovnih razmerjih.

The transition of graduates to the labour market is very hard nowadays. This is why the UL CC organise and perform goal-oriented activities that contribute to a more successful first employment search. To directly raise the employability of University of Ljubljana graduates, the UL CC formed two pilot "focus groups" of first-time job seekers, graduates of various faculties and academies of the University of Ljubljana, in the autumn of 2012. Special goal-oriented activities were prepared for group members:

- individual and group counselling,
- psychological tests with individual counselling,
- workshops for preparing your CV, motivational letter and introduction CV-card,
- forming a career plan,
- some tips on preparing for your job interview and a simulation of a job interview,
- collaboration in "speed dating" with employers,
- learning about the rights and obligations under the Employment Relationships Act.

Prav za potrebe članov fokusnih skupin smo KC UL v okviru sejma Študentska arena, 23. oktobra 2012, razvili in prvič izpeljali t.i. hitre zmenke z delodajalci, inovativno obliko povezovanja iskalcev zaposlitve s potencialnimi zaposlovalci, predstavniki kadrovskih služb izbranih slovenskih podjetij. Projekt fokusnih skupin diplomantov Univerze v Ljubljani, je vsekakor dosegel svoj namen: od vseh petnajstih (15) vključenih diplomantk in diplomantov, sta jih kar dve tretjini našli zaposlitve še pred iztekom samega projekta »fokusni skupini« (februar 2013).

To meet the needs of the members of focus groups, the UL CC developed and implemented so-called speed dating with employers at the Študentska arena fair on 23 October 2012. It is an innovative way of linking job seekers with potential employers and human resource managers of selected Slovenian companies. The focus group project involving students of the University of Ljubljana definitely fulfilled its purpose: of the fifteen (15) graduates involved, two thirds found employment even before the expiry of the “focus groups” project (end of February 2013).



Za članice Univerze v Ljubljani

For members of the University of Ljubljana

Dejavnosti KC UL, namenjene članicam Univerze v Ljubljani, vključujejo pester nabor aktivnosti, v katere vključujemo različne ciljne publike.

Svetovanje dijakom v času odločanja za izbiro študija je dejavnost, v katero se aktivno vključujemo. V ta namen redno sodelujemo s sestovalnimi službami na srednjih šolah in za njih organiziramo informativne posvete, kjer predstavniki strokovnih služb Univerze v Ljubljani predstavljajo bistvene novosti in posebnosti vsakokratnega razpisa za vpis na študij na Univerzi v Ljubljani.

Vodniki po študijskih programih prve, druge in tretje stopnje, ki jih izdajamo KC UL, prispevajo k boljši informiranosti širše zainteresirane javnosti. Vodniki prinašajo aktualne informacije o vsebinah in spremembah v študijskih programih znotraj Univerze v Ljubljani. Vodnike izdamo v tiskani in elektronski obliki.

UL CC activities for the faculties and academies of the University of Ljubljana include a wide selection of activities in which various target audiences are involved.

Counselling for secondary school students when they are still deciding what study to choose is an activity we are actively involved in. To this end, we cooperate with secondary school counsellors and organise informative consultations where the professional services of the University of Ljubljana present crucial innovations and particularities of each enrolment into studies at the University of Ljubljana.

Guides to first, second and third cycle study programmes are published by the UL CC for better familiarisation of the interested public. The guides provide current information on the content and changes to study programmes at the University of Ljubljana. They are published in print and electronic form.

Izvajamo in organiziramo delavnice, ki med študenti krepijo zavedanje o nujnosti razvoja kariere, omogočajo pridobivanje novih funkcionalnih znanj, razvoj spremnosti in kompetenc, ki vplivajo na dvig njihove zaposljivosti, olajšujejo prehod na trg dela in prispevajo k osebnostni rasti.

Organiziramo in soizvajamo karierne dneve, eno ali več dnevne dogodke na posameznih članicah Univerze v Ljubljani, ki so namenjeni osvežjanju študentov o pomenu pravočasnega in vseživljenjskega razvoja kariere. Na kariernih dnevih se odvijajo različne delavnice, predstavitev izbranih delodajalcev in uspešnih posameznikov, predstavitev aktivnosti študentskih klubov in društev, ki delujejo na članici Univerze v Ljubljani.

Organiziramo redna srečanja z načrtovalci kadrovske politike v podjetjih z namenom boljšega poznavanja in razumevanja sprememb študijskih programov in s tem povezanih novih, predmetno specifičnih in poklicnih kompetenc, ki jih prinaša bolonjska reforma študija na posameznih študijskih programih znotraj Univerze v Ljubljani.

We organise and run workshops for students of the faculties and academies of the University of Ljubljana that are meant to help them acquire new functional skills and develop competences for a more successful entrance into the labour market and contribute to the individual's personal development.

We organise and co-implement the Career Days at the faculties and academies of the University of Ljubljana. Career Days are one- or two-day events intended to spread awareness among students about the importance of a timely lifelong career development. Career Days offer various workshops run by career counsellors and various external experts, presentations of selected employers and successful individuals, presentations of activities of student clubs and associations active at one of the faculties or academies of the University of Ljubljana.

We organise regular meetings with people who plan the human resource policies at their companies to contribute to their understanding and knowledge of the changes in study programmes and the associated new, subject-specific and professional competencies that the Bologna reform introduced in study programmes.

S posvetom *Zaposljivost – sinergija akademskega in delodajalskega prostora*, ki smo ga organizirali 7. maja 2013 v sodelovanju z Gospodarsko zbornico Slovenije in Slovensko kadrovsko zvezo, smo KC UL želeli spodbuditi dialog in sodelovanje med obema prostoroma. Glavni poudarki posveta so bili: dvig prepoznavnosti diplomantov Univerze v Ljubljani med delodajalci; predstavitev najpomembnejših sprememb v procesu študija in novih orodij za še učinkovitejše načrtovanje kadrovske politike in strokovnega razvoja visoko izobraženih kadrov v podjetjih; predstavitev primerov dobrih praks že uveljavljenega sodelovanja med Univerzo v Ljubljani in podjetji; predstavitev primerov dobrih praks načrtnega in dolgoročnega vlaganja v razvoj bodočih kadrov znotraj podjetij; seznanitev predstavnikov Univerze v Ljubljani s pričakovanji delodajalcev glede znanj in kompetenc diplomantov, iskalcev prve zaposlitve.

The consultation entitled *Employability - the Synergy of the Academic and Employment Sphere* was organised on 7 May 2013 by the UL CC in cooperation with the Chamber of Commerce and Industry of Slovenia and the Slovenian Human Resource Association. The consultation's main emphasis was on: improving the recognition of University of Ljubljana graduates among employers; presenting the most important changes in the study process and new tools, developed within the University of Ljubljana, for an even more efficient planning of human resource policies and professional development of highly educated personnel; presenting cases of good practice of an already established cooperation between the University of Ljubljana and different companies; presenting cases of good practice of planned and long-term investment into the development of future employees within companies; familiarising the representatives of the University of Ljubljana with the employers' expectations in regard to the skills and competences of graduates or first time job seekers.

Sodelovanje z delodajalci

Cooperation with Employers

Sodelovanje KC UL z delodajalci postaja vedno pomembnejše in se zato nenehno krepi in vsebinsko nadgrajuje. Do maja 2013 smo KC UL vzpostavili sodelovanje z več kot dvesto (200) zunanjimi sodelavci: predstavniki podjetij, združenj, ustanov, zavodov, agencij itd. V sodelovanje s predstavniki delodajalcev smo vključevali študente, diplomante in predstavnike šestindvajsetih članic Univerze v Ljubljani. Zanimanje za neposredno in raznoliko povezovanje z delodajalci med študenti in diplomanti Univerze v Ljubljani narašča, kar je posledica tako dobre organizacije in kvalitetne izpeljave aktivnosti, kot naraščajočega zavedanja med študenti, da je čas za začetek razvoja kariere prav v času študija najbolj pravi.

The cooperation of the UL CC with employers is becoming ever more important and is thus constantly intensifying and upgrading in content. As of May 2013, the UL CC have established links with over two hundred (200) external partners: representatives of companies, societies, institutions, offices, agencies, etc. In cooperation with the employers' representatives, the UL CC have involved students, graduates and representatives of the twenty-six faculties and academies of the University of Ljubljana. The interest for a direct and diverse connection with employers among students and graduates of the University of Ljubljana is on the rise, which is a result of good organisation and quality execution of activities as well as the growing awareness among students that the best time to start your own career development is during the time of one's studies.

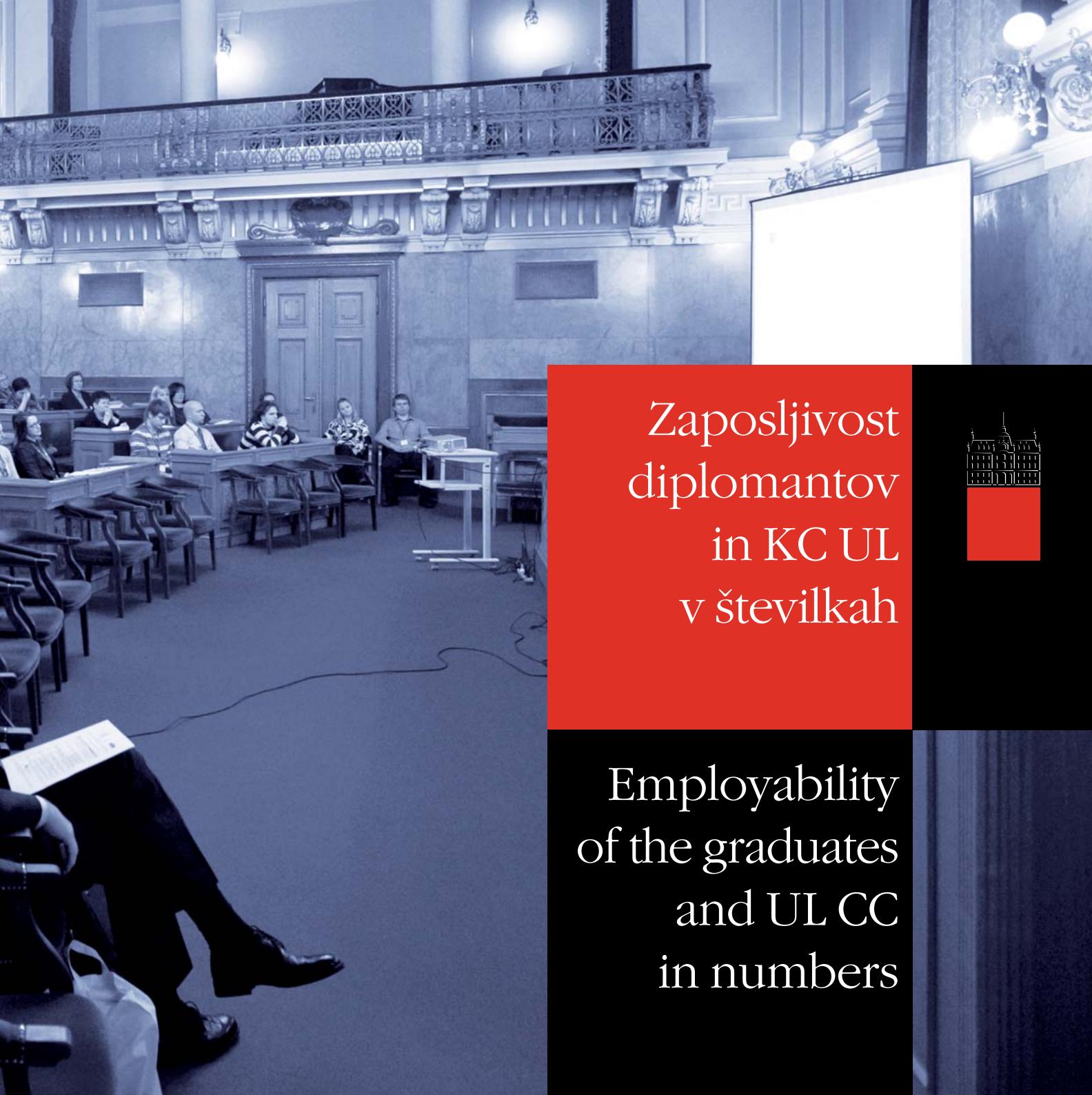
Oblike sodelovanja KC UL z delodajalci:

- predstavitev delodajalcev in zaposlitvenih možnostih za bodoče diplomante na članicah Univerze v Ljubljani;
- vodeni obiski študentov Univerze v Ljubljani v realnih delovnih okoljih;
- objava prostih delovnih mest, pripravnih študentskih del, študijskih praks na spletni in Facebook strani KC UL, na spletnih straneh članic Univerze v Ljubljani, preko baze naročnikov na e-novice KC UL;
- objava razpisov za kadrovske štipendije, seminarske in diplomske naloge na spletni in Facebook strani KC UL, na spletnih straneh članic Univerze v Ljubljani, preko baze naročnikov na e-novice KC UL;
- informiranje delodajalcev o študijskih programih Univerze v Ljubljani in prenovi visokega šolstva z bolonjsko reformo;
- ostale aktivnosti po dogovoru z delodajalci (npr., case studies, sodelovanje na kariernih dnevih);
- soorganizacija in sodelovanje na tematskih okroglih mizah.

Forms of cooperation between the UL CC and employers:

- presenting employers and employment opportunities to future graduates of the faculties and academies of the University of Ljubljana;
- guided visits of students of the University of Ljubljana to real working environments;
- posting job vacancies, traineeships, student jobs and student practices on the website and Facebook page of the UL CC, on the websites of the faculties and academies of the University of Ljubljana and through the UL CC newsletter subscribers;
- posting tenders for company scholarships, seminar and diploma papers on the website and Facebook page of the UL CC, on the websites of the faculties and academies of the University of Ljubljana and through the UL CC newsletter subscribers;
- providing information to employers on study programmes at the University of Ljubljana and the Higher Education reform in light of the Bologna reform process;
- other activities in agreement with employers (e.g. case studies, cooperation at career days);
- co-organisation and cooperation at themed round tables.





Zaposljivost diplomantov in KC UL v številkah

Employability
of the graduates
and UL CC
in numbers



Spremljanje zaposljivosti diplomantov Univerze v Ljubljani

Monitoring the employability of the University of Ljubljana graduates

Strateški cilj Univerze v Ljubljani je kakovost izobraževalne, raziskovalne in umetniške dejavnosti, saj bo le tako lahko odgovorno izvajala svoje osnovno poslanstvo. Anketa o zaposljivosti diplomantov je ena od novost, ki jo uvaja Univerza v Ljubljani in ki bo bistveno pripomogla k dvigu kvalitete študija. Z longitudinalno naravnano raziskavo bo Univerza v Ljubljani ohranjala stik s svojimi diplomanti in spremljala njihovo zaposljivost, uspešnost in zadovoljstvo s pridobljenim znanjem po vključitvi na trg dela. Povratne informacije o načinu vstopa na trg dela, iskanju prve zaposlitve in uspešnosti pri tem, pa bodo pomemben vir tudi za izboljšanje našega dela.

Karierni centri Univerze v Ljubljani v širšem in (tudi) mednarodnem prostoru

KC UL sodelujemo na vseh pomembnejših javnih dogodkih in sejmih v Sloveniji, namenjenih dijakom, študentom, diplomantom in delodajalcem.

Ciljno usmerjeni sejmi, kot so: Študentska arena, Informativa, Moje delo, so dobra priložnost za promocijo aktivnosti KC UL. S svojimi aktivnostmi na tovrstnih sejmih KC UL širimo svojo prepoznavnost in utrjujemo med mladimi zavest o nujnosti pravočasnega načrtovanja in razvoja karierne poti. Sejmi so za nas tudi dobra priložnost za razvijanje in preizkušanje novih metod delovanja.

The strategic goal of the University of Ljubljana is the quality of its educational, research and artistic activity, as this is the only way that it can responsibly perform its basic mission. The questionnaire on the employability of graduates is a new feature introduced by the University of Ljubljana and which will contribute to the rise of quality of study programmes and process at the University of Ljubljana. Through longitudinally-oriented research, the University of Ljubljana will keep in touch with its graduates and monitor their employability, success and satisfaction with their acquired knowledge after their entrance to the labour market. Feedback on the manner of entering to the labour market will be a valuable source of information for the improvement of our work.

The University of Ljubljana Career Centres in a Broader and International Environment

The UL CC participate in all important public events and fairs across Slovenia intended for secondary school children, students, graduates and employers.

Goal-oriented fairs - such as: Študentska arena, Informativa, Moje delo - all present a good chance to promote the UL CC's activities. With their activities at such fairs, the UL CC are improving their visibility and spreading awareness among young people that it is crucial to constantly and timely plan your career development. Such fairs are also

KC UL sodelujemo v okviru Univerze v Ljubljani tudi na univerzitetnih in predstavitevnih sejmih izven meja Republike Slovenije. Tako smo svoje aktivnosti in študentski utrip v mestu Ljubljana predstavljeni tudi v Trstu, 7. novembra 2012, na informativnih dnevih za maturante višjih srednjih šol s slovenskim učnim jezikom, in na sejmu Univerze v Zagrebu, od 15. do 17. novembra 2012.

KC UL smo aktivno prisotni tudi na drugih, že tradicionalnih dogodkih, povezanih s študentsko populacijo: npr., Sprejem brucev Univerze v Ljubljani, Dnevi odprtih vrat Študentske organizacije Univerze v Ljubljani in Posvet koordinatorjev tutorjev (učiteljev in študentov).

KC UL vzdržujemo dobre povezave s svojimi referenčnimi kariernimi centri na uveljavljenih univerzah v Evropi: Karl-Franzens-Universität Graz, Universita di Bologna, University of Cambridge, University of Derby, University of Vienna, Jagiellonian University - Cracow, Aarhus University - Denmark, Univerzi Duisburg-Essen - Deutschland. KC UL smo del IRUN mreže (International Research Universities Network), ki povezuje deset evropskih univerz. V prihodnosti bomo medsebojno sodelovanje še nadgradili, tudi z novimi pristopi v karierni orientaciji.

a good opportunity for us to develop and test new and effective working methods.

Within the framework of the University of Ljubljana, the UL CC also participate in university and presentation fairs outside the borders of the Republic of Slovenia. We have thus presented our activities and the student vibe in Ljubljana in Trieste, on 7 November 2012, at information days for graduates from secondary schools with Slovenian as the classroom language, and at the Fair of the University of Zagreb, from 15 to 17 November 2012.

The UL CC are also very active at other, now already traditional events connected to the student population: the welcoming of freshmen to the University of Ljubljana, the University of Ljubljana Student Organisation's presentation days and the consultations of the tutor coordinators (teachers and students).

We maintain good links with our reference career centres of many renowned universities across Europe: Karl-Franzens-Universität Graz, Universita di Bologna, University of Cambridge, University of Derby, University of Vienna, Jagiellonian University - Krakow, Aarhus University - Denmark, University of Duisburg-Essen - Germany. We are partners in the IRUN network (International Research Universities Network) that connecting ten European universities. In the future our cooperation will be upgraded with development of new approaches in career orientation.

Spletni portal

Web portal

www.kc.uni-lj.si

KC UL imamo vzpostavljen spletni portal www.kc.uni-lj.si, ki predstavlja informativno in osnovno komunikacijsko točko. Spletni portal KC UL je idealno mesto za različne objave in najave dogodkov, ki so pomembni tako za študente in članice Univerze v Ljubljani kot za zunanje partnerje in širšo zainteresirano javnost. Spletni portal KC UL je med študenti in diplomanti Univerze v Ljubljani že dobro prepoznaven; v pol leta polnega delovanja (od decembra 2012 do konca maja 2013) beleži že več kot 780 000 obiskov.

Uporabnik lahko tu najde: nasvete za načrtovanje študijske in karierne poti že v času študija in ob prehodu na trg dela; nasvete za oblikovanje pisnih in osebnih ter inovativnih oblik predstavitev potencialnim delodajalcem; informacije o aktualnih razpisih za štipendije, študijsko prakso, pripravnštvo pri nas in v tujini; objave o najrazličnejših delavnicah z zunanjimi in lastnimi izvajalci; predstavitev zanimivih kariernih poti diplomantov Univerze v Ljubljani; najrazličnejše oblike povezav s potencialnimi delodajalci itd.

The UL CC have a web portal, www.kc.uni-lj.si, which functions as a basic communication and information source. The UL CC web portal is the perfect place for various announcements and event notifications that are important for students and faculties and academies of the University of Ljubljana as well as external partners and the wider interested public. The UL CC web portal is already well-known among the students and graduates of the University of Ljubljana; in approximately six months of full operation (from December 2012 to the end of May 2013), more than 780,000 visits were recorded.

Available to the user are: tips for planning your study and career path during your studies and the transition to the labour market; tips for creating written and innovative types of self-presentations for potential employers; information about current tenders for scholarships, study practice, traineeship in Slovenia and abroad; notifications about various workshops with external and internal partners; presentations of interesting career paths of the graduates of the University of Ljubljana; various types of links to potential employers, etc.

KC UL številkah*

*UL CC in numbers**

Aktivnost/ <i>Activity</i>	Število/ <i>Number</i>
Karierna svetovanja/ <i>Career counselling</i>	študenti/students 1306
	diplomanti/graduates 571
	zlati maturanti/ <i>top of the class high school graduates</i> 96
	študenti s posebnimi potrebami/ <i>students with disabilities</i> 41
	Skupaj/Total 2028
Delavnice/ <i>Workshops</i>	notranji izvajalci/internal providers 119
	zunanji izvajalci/external providers 324
	Skupaj/Total 443
Predstavitev delodajalcev/ <i>Employer presentations</i>	število obiskov v realna delovna okolja/ <i>number of student visits to actual working environments</i> 80
	število predstavitev na članicah UL/ <i>number of presentations at the faculties and academies of the University of Ljubljana</i> 93
Organizacija dogodkov: sejmi, konference, posveti, okrogle mize, srečanja s predstavniki KC drugih univerz itd./ <i>Organisation of events: fairs, conferences, consultations, round tables, meetings with representatives of career centres from other universities, etc.</i>	50
Število obiskov na spletni strani/ <i>Number of visits to the website</i>	780.000
Število naročnikov na e-novice KC UL/ <i>Number of subscribers to the UL CC e-news</i>	6969
KC UL v medijih; število objav/ <i>Number of publications in the media</i>	70

*Podatki se nanašajo na obdobje od jeseni 2010 do maj 2013./
Data refers to period from the autumn of 2010 until May 2013.

Univerza Universitas
v Ljubljani Labacensis



Univerza v Ljubljani
Kongresni trg 12, SI-1000 Ljubljana, Slovenija
Telefon / Phone: + 386 1 241 85 00
Telefaks / Fax: + 386 1 241 85 60
E-naslov / E-mail: rektorat@uni-lj.si
Splet / Internet: www.uni-lj.si

Karierni centri Univerze v Ljubljani / University of Ljubljana **Career Centres**

Kompas na vaši karierni poti / The compass on your career path
Telefon / Phone: 01 2443 732
E-naslov / E-mail: kc@uni-lj.si
Splet / Internet: www.kc.uni-lj.si

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Univerze v Ljubljani / *Career counsellors of University of Ljubljana Career Centres*

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Naložba v vašo prihodnost

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