



**Certificates & Industry Licences**

**PURPOSE**  
To help students get necessary certificates and licenses required to obtain work

**ACTION PLAN**

- To-Go with certification bodies for bulk registration and saving
- Students will be transported to obtain their certification/ training at First Aid, Drug Test, Safety, OAS, CAM etc.

**EXPECTED OUTCOME**  
Students should have necessary certificates, safety training and industrial relations

**PRIORITY & PERIODIC OCCURRENCE**  
High. Once for each batch

**Supported Employability Programmes**

**PURPOSE**  
To provide additional support and stay updated on industry trends and changes to inform course development and job placement strategies

**ACTION PLAN**

- Show articles/ news/ information on what's happening within the job market, approach with the Students
- Students will be advised of any upcoming industry/ job fairs/ workshops happening online/ in-person

**EXPECTED OUTCOME**  
Students should be well-informed about the industry and the job market to help them real their career plans and progress better

**PRIORITY & PERIODIC OCCURRENCE**  
Medium, As and when



For Admissions, Fees & Technical Enquiries  
Email: [enrol@ica.ac.nz](mailto:enrol@ica.ac.nz)  
Call: +64 (0) 9309 9558

[www.ica.ac.nz](http://www.ica.ac.nz)  
ICA HOUSE Level 3, 520 Queen Street  
Auckland CBD, New Zealand

A 360° approach to student career support at ICA



**Industry  
Pathways**

The process starts with polishing student bases well from having a personal CV at their disposal to help support services to help them build a successful career pathway



	PURPOSE	ACTION PLAN	EXPECTED OUTCOME	PRIORITY & PERIODIC OCCURENCE
CV, CL & Interview Support	To help students build a custom resume and Cover Letter at per New Zealand standards	<ul style="list-style-type: none"> <li>CV and CL building exercise for every batch</li> <li>A template of what to tick/omit</li> <li>A guide on usage of important things, jobs</li> <li>One-on-one support with revisions and improvements</li> </ul>	Students get a dedicated mentor to look up to for any guidance/career advice/ask about their their career	Very high, Regular
Networking & Earning References	To help students build professional experience and learn how to display them	<ul style="list-style-type: none"> <li>Planned sessions on how to network in New Zealand and how to earn references</li> <li>Students will be asked to visit business/industry openings/</li> <li>Students will have personalised writing cards designed by ICA</li> <li>Students will have scheduled writing cards designed by ICA</li> </ul>	Students should have the confidence to be able to build connections and have multiple references	High, Twice a year for each batch
Job Hunt & Interview Preparation	To help students identify, apply for relevant opportunities and be well-prepared for interviews	<ul style="list-style-type: none"> <li>Planned sessions on how to look for jobs and how to be prepared for interviews</li> <li>Interviewing to be held and experiences to be designed with the help of our business/industry contacts</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students should themselves be able to apply for jobs and feel confident to answer most interview questions	High, Twice a year for each batch
Guest Speaker Sessions	To help students learn from successful professionals, opinions and practical experiences	<ul style="list-style-type: none"> <li>Invitations to be sent to qualified and working professionals from the Engineering community in New Zealand</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students should get a look and feel of how the industry works and understand what the role they demand from them in the future	High, Twice every month
Site Visits	To help students take-off with the practicality of electrical application	<ul style="list-style-type: none"> <li>Identify top sites such as construction sites of a residential and commercial buildings in New Zealand</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students should be able to learn about the business, their employees, ask questions, and observe work in progress	High, Twice for each batch
Field Days	To help students understand and experience how work-site work	<ul style="list-style-type: none"> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students should find more confident in approaching employers directly and increase their probability of landing a job	High, Regular
Internships/ Casual Job Opportunities	To help students gain experience while they study and understand job requirements	<ul style="list-style-type: none"> <li>Identify and list a list of key companies offering casual jobs</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students should gain experience from their field of study rather than a job that is not related to their field of study	Very high, Regular
Job Opportunities	To help students land in relevant job roles	<ul style="list-style-type: none"> <li>Identify and list a list of key companies offering casual jobs</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students should have all possible support from ICA to help them land relevant jobs from their field of interest or else they graduate from ICA	Very high, Regular
Alumni Mentorship Programme	To help students create networking opportunities and gain insights from alumni experiences	<ul style="list-style-type: none"> <li>Identify and list a list of key companies offering casual jobs</li> <li>Students to be invited to visit business/industry contacts one-on-one guidance on how to build their profiles</li> </ul>	Students get a dedicated mentor to look up to for any guidance/career advice/ask about their views	Moderate, Meet and greet twice a year