

CAREER and UNIVERSITY GUIDANCE POLICY

“Success comes to those who believe in their abilities and persevere through setbacks.”

INTRODUCTION

At Al Adhwa Private School, we focus on empowering students to become confident, creative, and determined individuals, ready to succeed in a global society. Our Career and University Guidance (CU Guidance) philosophy supports students by providing the skills, knowledge, and mindset needed for lifelong learning and success. We help students build early aspirations for postsecondary education, aligning with our mission to equip them to create their futures through creativity, innovation, and determination. As part of our mission, we strive for excellence in education and aim to prepare students as global leaders, equipping them with the skills to build their futures through creativity, innovation, and determination.

1. AIMS

To provide students with a strong foundation by guiding them through the transition from youth to adult members of the society. Successful transitions – whether from lower secondary to upper secondary; at age 16; into work-based training or university; are life-enhancing for every student. We believe that each transition is smooth and enriching for students, which help them to make a wise decision about their higher education goals.

2. PHILOSOPHY STATEMENT

Our CU Guidance program inspires students to aspire to postsecondary education and lifelong learning. We equip them with the tools to pursue their passions, make informed decisions, and succeed academically and professionally. By introducing higher education opportunities early, we encourage a mindset of continuous learning. This aligns with our mission to provide excellence in education, prepare global leaders, and foster creativity and determination.

3. DEFINITION OF TERMS

Career - an individual's professional learning and work journey over their lifetime.

Career and University (CU) Guidance - the process of helping students explore career options, make informed decisions, and prepare for postsecondary education and careers.

Career and University (CU) Guidance Counselor - the person who implements the school's CU guidance program, providing advisory and administrative support to students.

Postsecondary – the period that takes place following the completion of secondary school (Cycle 3). Postsecondary options include postsecondary education, employment, sabbaticals, etc.

4. STUDENT GROUPS FOR GUIDANCE

- a) **Cycle 3 Students:** Students in Grade 9/Year 10 and above, who are receiving guidance on career aspirations and alignment of their portfolios.
- b) **Students Applying to Postsecondary Institutions:** All students who need assistance with applications and selection of local and international postsecondary options.
- c) **Graduating Students:** Students who must meet graduation requirements and ensure compliance with MoE equivalency standards.

5. STATUTORY REQUIREMENTS

The CU counsellors help students:

- discuss their concerns about career and educational choices.
- help them figure out who they are and what they want out of education, career, and life.
- coordinates with external education and training providers to arrange presentations and information sessions.
- ensure that all logistical needs are met, including AV equipment and meeting spaces.

To ensure that our guidance is effective and reliable, we have a qualified CU Guidance Counselors who meets all the requirements and ADEK criteria.

Professional Development:

- The school will engage the concerned staff members in continuous professional development to stay updated with the latest trends and best practices in career counseling.

6. CAREER GUIDANCE SERVICES

6.1. Career Fairs

Students have the opportunity to engage with universities and educational centers from across the UAE and around the world through annual fairs. These events, which are held both on campus and off-site, may occasionally require students to attend independently.

These fairs provide a platform for students, parents, and teachers to interact directly with representatives from various institutions, gaining valuable insights into a diverse range of courses and programs globally. The aim is to broaden students' awareness of international universities, including those within and beyond the UAE, and to provide detailed information about entry requirements, admission processes, and other relevant aspects of higher education.

6.2. Individual Counselling:

One-on-one sessions with the Career Counselor and the Social Worker are designed to assist students in crafting and executing their personalized career plans while fostering a deeper sense of self-awareness crucial for their career development. These sessions also provide support for writing personal essays, completing application forms, and ensuring all necessary documentation and external tests required for applications are completed accurately and on time.

6.3. Career-related Workshops:

Throughout the academic year, the school organizes a variety of interactive workshops to equip students with essential skills and prepare them for higher education. Occasionally, there may be off-campus opportunities where students will be responsible for attending independently. These workshops may include:

- MOE Equivalency Process
- Attestation of Certificates
- University Application Procedure
- Portfolio building
- Professional skills and academic CV development
- Preparing for IELTS/TOFEL, SAT (English/Math), AP (Physics/Chemistry/Biology), EMSAT, etc.
- Insight into Admission from University Perspective
- Entry-level examination
- Write a powerful CV and personal profile

6.4. Universities Presentation –

Various universities visit the school to provide students with detailed information about their institutions, including the courses and services they offer. These visits also cover important aspects such as eligibility criteria, entrance exams, financial costs, and application timelines. This allows students to gain an understanding of their options and make informed decisions about their higher education paths.

6.5. Careers Day-

Students will be given the opportunity to participate in a careers day where external visitors present to students about their jobs, careers, pathways and personal experiences. Students will have the opportunity to participate in a Careers Day, where external professionals share insights into their jobs, career paths, and personal experiences. This

event allows students to explore various professions, understand different career trajectories, and gain firsthand knowledge from industry experts, enriching their understanding of potential future pathways.

6.6. Community service/ Work Experience:

Students are engaged in a range of activities designed to provide them with a practical understanding of professional environments. This includes organizing events, volunteering at special needs centers, and participating in peer tutoring for junior students. In addition, involvement in extracurricular activities such as Model United Nations, community service, and internships is strongly encouraged. These experiences offer students valuable opportunities to develop their interpersonal skills, gain practical insights, and apply their abilities in real-world settings.

6.7. In-house Support

Students receive assistance with their applications for UCAS, OUAC, Common Application, and other platforms as needed. Personal statements and essay drafts are carefully reviewed and proofread to ensure they accurately and effectively represent each student's unique qualities and achievements. This process helps students present their best selves in their application documents.

6.8. Parents' Orientation and Parents' Individual Sessions

The school organizes orientation sessions to educate parents about equivalency requirements, educational pathways, and higher education options for their children.

Confidentiality and Support:

The school with the career counselor will ensure that all career counseling interactions are conducted with confidentiality and provide emotional support as needed during the decision-making process.

7. STUDENT ENTITLEMENT

All students in Grades 9 to 12 at Al Adhwa Private School are entitled to:

- Explore technical education qualifications and apprenticeship opportunities through our comprehensive careers program, which offers information on a wide range of educational and training options available at each transition point.
- Receive insights from various local providers about the opportunities they offer, including technical education and apprenticeships.
- Gain a clear understanding of how to apply for a diverse array of academic and technical courses.

8. PREMISES AND FACILITIES

The school will make the main hall (multi-purpose hall) and private meeting rooms available for discussions between providers, the career counselor, career advisor, and students, as appropriate for each activity. All arrangements will be discussed and agreed upon in advance with Senior Leaders and/or a member of the Career Guidance team. Providers are also welcome to leave copies of their prospectuses or other relevant course literature with the Career Guidance team for distribution to students and the school library.

Moreover, the school assigned one (1) period in the class schedule for career-counseling program among all Grade 12 students.

Monitoring and Evaluation:

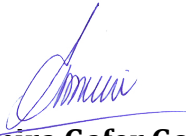
The school with the career counselor will track and assess the effectiveness of career counseling programs and activities, and make adjustments based on student feedback and outcomes.

Resource Management:

The school will maintain and distribute up-to-date information on postsecondary options, including prospectuses, course literature, and other relevant materials.

9. LINKS TO OTHER POLICIES

- Child Protection policy
- Health and Safety policy
- Curriculum policy
- Inclusion Policy



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