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Abu Dhabi Indian School

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Abu Dhabi, U.A.E.

CAREER AND UNIVERSITY GUIDANCE POLICY

Name of Policy : Career and University Guidance Policy

Purpose of Policy : To help students make and implement educational and occupational choices.

Approval for this policy given by : Hon. Chairman, BOG

Responsibility for its update : Principal

Policy applies to : All students who belong to Cycle 2 and Cycle 3 of Abu Dhabi Indian School

Date of Approval : 7.12.2023

Proposed Date of Review : 6.12.2025

Shargans
30/01/24 .

AIM

We, at Abu Dhabi Indian School, Al Muroor, aim to support the aspirations of all our learners and to ensure that they gain the necessary life skills to progress and succeed in learning and work. We intend to provide students with a smooth transition by enriching them with information and helping them to make a wise decision about their life changing goals. Effective career guidance not only contributes to the well-being of students but also to the wellbeing of their families and the community to which they belong to.

INTRODUCTION

Career guidance can be defined as a comprehensive, developmental program designed to assist individuals in making and implementing informed educational and occupational choices. In simple words, it is a journey in which students learn to make mature and informed decisions regarding careers. Our school aims to develop students' knowledge, adaptability, creativity, independent thinking and life-long learning capabilities by offering various programs and opportunities. Career counselling can be very useful as it can prepare students for immediate satisfaction and a long, prosperous professional life.

Career Counselling helps to:

- **Explore interests, values, and skills:** This can be done through a variety of assessments and exercises that help the student to identify these areas. Once these areas are identified, the student is helped to develop a plan to pursue their goals. This may include setting up informational interviews, researching different careers, and exploring job opportunities.
- **Understand the relationship between their education and career goals:** Career counselling assists in making informed decisions about their future by exploring different career options and the educational requirements needed to pursue those options. Career counselling can also help students identify their strengths and weaknesses and understand how these factors can impact their career choices.
- **Develop strategies for achieving their goals:** It can assist with identifying and exploring career options, developing job search strategies, writing resumes and cover letters, preparing for interviews, and understanding and managing job stress.
- **Navigate the job market:** A career guidance counsellor can help students learn about different job options that are available and help them understand the job market. The counsellor can also provide information on job search strategies, resume writing, and interviewing.
- **Manage career transitions:** A career guidance counsellor can manage the students' career transitions by providing support and guidance throughout the process. They can help with exploring new career options, identifying the qualifications and requirements for different careers and creating a plan to make the transition.
- **Build a satisfying and successful career:** A career guidance counsellor can help the student to choose a satisfying and successful career path. They can help you assess your interests, skills, and values, and match them to careers that fit you.

PROVISIONS

- **Individual counseling sessions**

One-on-one sessions are offered by the Career counsellor on request (Appendix A – Career Guidance Requisition Form) to help students in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process. Students are made aware of the new and diverse career options available to get a great start in their professional lives. These sessions empower the students to have a deeper perspective and a sense of career self-awareness. Students are provided support in profile building, stream selection and career planning.
- **Career talks/discussions**

Talks and focused group discussions are conducted in classroom which enables the students to start setting career goals and targets. Students are encouraged to identify their aptitude, interests and likes to help them in their career development process.
- **Career Fairs**

Students are given the opportunity to meet Universities and Educational centres across UAE, as well as Universities from different countries, throughout yearly fairs. Students and teachers get an opportunity to meet, interact and extract information about different courses across the globe. This aims at increasing students' awareness about international universities within and outside UAE along with their entry requirements, admission process, etc. Students are encouraged to participate in inhouse career fairs and the fairs like Najah Educational Fair organized by the Ministry of Education.
- **Career Assessment**

It involves the administration and interpretation of formal and informal techniques to help the students gain understanding of their skills, interests, aptitudes, knowledge, experiences, personality type, learning style and values. This forms the base of the career development planning.
- **In house support**

Students are assisted, if required, in their application for UCAS, Common Application, etc. Personal statements and essay drafts done by the students go through a process of reviewing and proof-reading to ensure that the documents portray the most accurate representation of each student. Support for completion of application forms and assistance for letter of recommendation is provided. Student data regarding career choices and college preferences will be collected in order to plan and streamline strategies for individual career planning.
- **Career related workshops**

Throughout the academic year, the school arranges a range of interactive workshops to equip students with the needed skills and to prepare them for higher education. At times, there will also be opportunities off-campus where it will be the responsibility of the child to attend. Workshops include topics like University application procedures, Portfolio building, Professional skills development, preparation for External Standardized Assessments, etc.
- **Industry/college visits**

Students are given firsthand experience through university visits planned during school days or summer/winter breaks. Industry exposure and knowledge is given top priority through these visits.

➤ **Community service/Internships**

Students are involved in a variety of activities like organising events, volunteering at various organizations, peer tutoring that enables them to get an overview of working in a professional environment. Participation in extra-curricular activities such as the Model United Nations, community service, internships, club activities etc. are also highly encouraged, where they can hone their interpersonal skills.

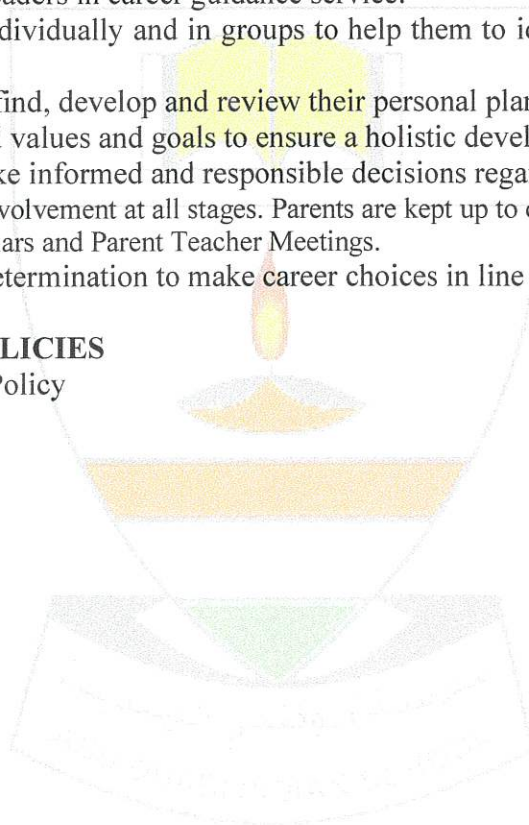
ROLES AND RESPONSIBILITIES

The School Career Guidance Department will work in coordination with Principal, Vice Principal, Headmaster, Headmistress, Heads of respective sections, Class teachers and Subject teachers.

- To collect, update and disseminate all kinds of career information to support students, parents, teachers and school leaders in career guidance service.
- To advise students individually and in groups to help them to identify their career development problems and needs.
- To coach students to find, develop and review their personal plans and career goals.
- To align school-based values and goals to ensure a holistic development of each student.
- To ensure students take informed and responsible decisions regarding their lifelong careers.
- To facilitate parental involvement at all stages. Parents are kept up to date with career related information through websites, circulars and Parent Teacher Meetings.
- To help students of determination to make career choices in line with their abilities.

LINKS WITH OTHER POLICIES

- Teaching and Learning Policy
- Assessment Policy
- Curriculum Policy
- Well-Being Policy
- Special Needs Policy
- Counselling Policy

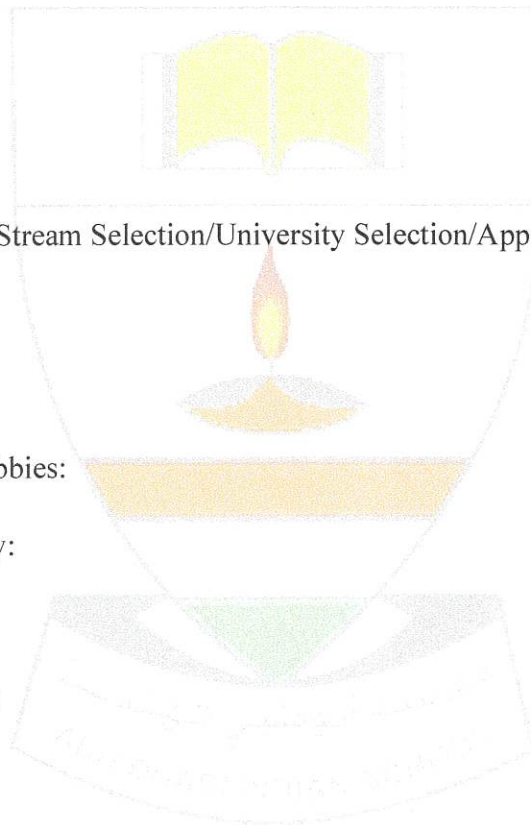


ABU DHABI INDIAN SCHOOL, AL MUROOR

APPENDIX A

CAREER GUIDANCE REQUISITION FORM

1. Name of Student:
2. Grade and Section:
3. Gender:
4. Date of Birth:
5. Chosen subjects:
6. Counselling required for: Stream Selection/University Selection/Application/Career Assessment
7. Father's profession:
8. Mother's profession:
9. Student's interests and hobbies:
10. Preferred Country of study:
 - a.
 - b.
 - c.
11. Preferred Course of study:
 - a.
 - b.
 - c.
12. Information needed for any University: YES/NO
13. If YES, names of the University:
 - a.
 - b.
 - c.



FOR COUNSELLOR'S USE

Name of Counsellor:

Recommendations for the Student:

