Arabian Education Development
Al Ittihad Private Schools

Career and University Readiness Policy Implementation Checklist

AY 2024-2025

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I. Introduction

Introduction

The Career and University Readiness Policy Implementation Checklist ensures the effective execution, monitoring, and continuous improvement of career guidance initiatives across all grade levels at Al Ittihad Private Schools. This checklist provides a structured tool for school leadership, teachers, and career guidance counselors to assess compliance with the policy's objectives, ensuring students receive comprehensive support in their postsecondary planning.

By tracking policy implementation, stakeholder engagement, and student outcomes, this checklist helps maintain high standards in preparing students for university education, vocational pathways, and workforce readiness. It promotes a collaborative approach, integrating educators, parents, alumni, and industry partners to equip students with the knowledge, skills, and confidence to make informed career decisions.

Regular use of this checklist enables school leadership to identify gaps, provide targeted interventions, and drive continuous improvement in career readiness programs. Additionally, it ensures alignment with ADEK regulations, the UAE Vision 2031, and best practices in career and university guidance.

Though this checklist strives to be comprehensive, schools must ensure that any additional documents required for full compliance with the Career and University Readiness Policy are developed and maintained, aligning with regulatory expectations and best practices to support effective implementation.

II. Checklist

General Compliance

- **Policy Awareness & Understanding**

  ☐ Staff members have received training on the policy.

  ☐ Career and University Readiness Policy is accessible to all stakeholders.

  ☐ Policy objectives and expected outcomes are clearly understood by teachers and counselors.

- **Integration in School Programs**

  ☐ Career and university readiness topics are embedded in lesson plans across grade levels.

  ☐ Teachers use real-world applications to connect subjects with career paths.

  ☐ Career development activities are included in extracurricular programs.

- **Stakeholder Involvement**

  ☐ Parents are engaged in career and university discussions.

  ☐ Industry professionals and alumni contribute to career guidance.

  ☐ Community and university partnerships are active and aligned with policy goals.

Roles and Responsibilities

- **Career and University (CU) Guidance Counselors**

  ☐ Provide individual career counseling sessions for students.

  ☐ Organize career events, fairs, and university visits.

  ☐ Track student postsecondary plans (university, vocational training, employment).

  ☐ Maintain accurate documentation of student career progress.

  ☐ Ensure students have completed Individual Career and Academic Plans (ICAPs).

- **Teachers**

  - ☐ Include career exploration activities in classroom instruction.

  - ☐ Integrate employability skills (critical thinking, problem-solving) in lessons.

  - ☐ Facilitate discussions on different career paths relevant to subject areas.

  - ☐ Collaborate with CU Counselors to support students' career planning.

- **School Leadership**

  - ☐ Monitor the implementation of career and university readiness initiatives.

  - ☐ Ensure necessary resources (funding, facilities, time) are allocated.

  - ☐ Conduct periodic reviews and evaluations of the CU Readiness Program.

- **Parents and Families**

  - ☐ Engage in discussions with students about future aspirations.

  - ☐ Participate in career workshops and information sessions.

  - ☐ Provide guidance while allowing students to take ownership of their career decisions.

- **Alumni and Community Partners**

  - ☐ Participate in mentorship programs and guest speaking events.

  - ☐ Offer internships, job-shadowing, and workplace tours.

  - ☐ Foster industry partnerships for student career exposure.

Career Readiness Across Educational Phases

- **Kindergarten & Elementary (Grades KG-5)**

  - ☐ Students engage in career-awareness activities (e.g., role-playing, career-themed storybooks).

  - ☐ Classroom discussions help students recognize personal strengths and interests.

  - ☐ Teachers introduce career-related vocabulary and professions.

- **Middle School (Grades 6-8)**

  ☐ Students complete career interest inventories.

  ☐ Career cluster exploration activities are conducted.

  ☐ Guest speakers from different industries provide career insights.

  ☐ Students participate in mentorship programs.

- **High School (Grades 9-12)**

  ☐ All students have a four-year academic and career plan.

  ☐ Career fairs and job-shadowing opportunities are provided.

  ☐ Students receive training in resume writing, interview skills, and networking.

  ☐ Postsecondary planning workshops are available (scholarships, application processes, financial aid).

  ☐ Technical and Vocational Education (TVET) pathways are promoted.

Monitoring & Evaluation

- **Monitoring the Standards and Coverage**

  ☐ Career readiness standards are integrated across subjects and grade levels.

  ☐ Multiple staff members (teachers, counselors, administrators) contribute to policy implementation.

  ☐ Regular audits are conducted to verify standard alignment with student needs.

  ☐ Professional development workshops are provided to ensure consistency in policy execution.

- **Data Collection & Analysis**

  ☐ CU Guidance Counselors track student participation in career activities.

  ☐ Postsecondary destinations (university, vocational training, workforce) are recorded.

  ☐ CU Program effectiveness is measured using student feedback and outcome data.

- **Program Review & Improvement**

  ☐ Annual review of career readiness initiatives is conducted.

  ☐ Feedback is collected from students, teachers, and parents.

  ☐ Adjustments are made based on data and emerging trends.

- **Regulatory Compliance**

  ☐ Policy aligns with ADEK's career and university readiness requirements.

  ☐ Compliance reports are submitted as required.

This Career and University Readiness Policy Implementation Checklist supports schools in monitoring, improving, and aligning career and university readiness initiatives with institutional and national objectives. However, schools must still exercise due diligence in regularly reviewing and updating their practices to keep all stakeholders engaged, accountable, and proactive in preparing students for future success.

III. List of Compliance Documents

To ensure the effective implementation of the Career and University Readiness Policy, schools must maintain a structured framework of key compliance documents. These documents serve as essential tools for tracking student progress, supporting informed decision-making, and aligning career guidance efforts with national educational standards.

The table below outlines the minimal critical documents required for compliance, specifying their purpose and importance in fostering a well-integrated career and university readiness program. These records facilitate collaboration between students, educators, and stakeholders, ensuring transparency and accountability in guiding students toward their academic and career aspirations.

	Document Name	Page	Importance
1	Elective Selection Document	19	Ensures elective course selections align with students' academic and career plans.
2	Four-Year Academic Plan	19	Helps students outline their academic journey and track their progress toward university readiness.
3	Elective Guidelines	19	Provides clear instructions on elective course choices and their impact on career pathways.
4	Elective Log	19	Maintains records of elective selections for compliance and academic tracking.
5	Individual Career and Academic Plan (ICAP)	14	Personalized roadmap for students' academic and career goals, adjusted over time.
6	Structured Career and University (CU) Guidance Calendar	31	Ensures consistency in career readiness planning across all school phases.
7	Monitoring and Evaluation Reports	30	Tracks progress and effectiveness of career readiness programs based on internal metrics.
8	Graduate Destination Report	30	Tracks student enrollment in higher education, TVET programs, or direct workforce entry.
9	University Acceptance Reports	30	Ensures transparency in student university applications and acceptance rates.
10	Annual Compliance Reports	30	Submitted to ADEK to maintain compliance with career and university readiness policies.
11	Mentorship and Internship Agreements	17	Formalizes partnerships with businesses, industries, and alumni to provide real-world exposure to students.

12	Parental Engagement Reports	30	Tracks parent participation in career and university readiness activities.
13	Career Readiness Workshop Evaluations	31	Assesses the impact of career guidance workshops on student preparedness.
14	Counselor-Student Ratio Report	31	Ensures adequate support and guidance services for students.
15	Feedback Forms from Host Organizations	30	Evaluates student performance in work placement, internships, and mentorship programs.
16	Checklist for Compliance with ADEK	34	Ensures adherence to national career and university readiness guidelines.
17	Personal Branding and Career Advancement Plan	28	Helps students develop their professional image, CVs, and networking strategies.

Disclaimer

Date created: Feb 23, 2025

Date reviewed: May 23, 2025