

**Al Ittihad National Private School**  
**Al Ain**



# I. **Career and University Guidance Policy**

**AY 2024-2025**

# Table of Contents

<b>I. CAREER AND UNIVERSITY GUIDANCE POLICY .....</b>	<b>1</b>
<b>I. POLICY OVERVIEW .....</b>	<b>3</b>
<b>II. PURPOSE .....</b>	<b>3</b>
<b>III. GUIDING PRINCIPLES.....</b>	<b>3</b>
<b>IV. CU GUIDANCE PROGRAM COMPONENTS.....</b>	<b>3</b>
4.1 EARLY CAREER AWARENESS (GRADES 6-8).....	3
4.2 CAREER PATHWAYS EXPLORATION AND GUIDANCE (GRADES 9-12) .....	4
4.3 POSTSECONDARY APPLICATION AND TRANSITION SUPPORT (GRADE 12) .....	4
<b>V. ROLE AND RESPONSIBILITIES OF THE CAREER AND UNIVERSITY GUIDANCE COUNSELOR.....</b>	<b>5</b>
<b>VI. PROFESSIONAL DEVELOPMENT AND COMPLIANCE.....</b>	<b>5</b>
6.1 CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) .....	5
6.2 MONITORING AND EVALUATION .....	6
6.3 TO ENSURE EFFECTIVENESS: .....	6
<b>VII. ENGAGEMENT WITH PARENTS AND COMMUNITY .....</b>	<b>6</b>
<b>VIII. INCLUSIVITY AND EQUITY IN GUIDANCE SERVICES .....</b>	<b>6</b>
<b>IX. COMPLIANCE AND ACCOUNTABILITY .....</b>	<b>6</b>
<b>X. DISCLAIMER.....</b>	<b>7</b>

## I. Policy Overview

The INPSAA Career and University Guidance Policy establishes a structured and comprehensive approach to equip students with the knowledge, skills, and support required for informed post-secondary decision-making. This policy aligns with the Abu Dhabi Department of Education and Knowledge (ADEK) standards and reflects INPSAA's commitment to fostering lifelong learners who are equipped to excel in the global workforce.

## II. Purpose

The purpose of this policy is to:

- **Ensure Consistency:** Provide a uniform, high-quality career and university guidance (CU) program across targeted grades.
- **Support Post-Secondary Success:** Empower students to identify, pursue, and achieve their academic and career aspirations.
- **Meet Regulatory Standards:** Ensure INPSAA's CU guidance program complies with ADEK policies and reporting requirements.

## III. Guiding Principles

- **Meet Regulatory Standards:** Ensure INPSAA's CU guidance program complies with ADEK policies and reporting requirements.
- **Inclusive:** Providing equitable access and support for students of all backgrounds and abilities.
- **Future-Ready Focus:** Cultivating essential 21st-century skills, including critical thinking, digital literacy, and adaptability.

## IV. CU Guidance Program Components

### 4.1 Early Career Awareness (Grades 6-8)

Early career exploration is critical to fostering students' aspirations and interests. For students in Grades 6 to 8, the CU guidance program introduces a broad range of career pathways and foundational skills.

**Objective:** Build awareness of diverse careers and inspire curiosity about various fields.

### **Key Initiatives:**

- Career Exploration Events: Interactive workshops, career days, and guest speaker sessions.
- Skills Development: Critical thinking, problem-solving, and effective communication skills.
- Digital Literacy: Introduction to digital careers through guided activities in cybersecurity, AI, and STEM fields.

## **4.2 Career Pathways Exploration and Guidance (Grades 9-12)**

Grades 9 to 12 focus on developing each student's unique academic and career roadmap. The CU guidance team offers structured support through tailored counseling sessions, career events, and a comprehensive portfolio system.

**Objectives:** Empower students to identify career pathways, understand relevant skills, and meet academic requirements for postsecondary goals.

### **Key Initiatives:**

- Personalized Counseling: Individual guidance sessions to align students' academic choices with career aspirations.
- Student Career Portfolios: A structured record of achievements, reflections, and career plans.
- Workplace-Relevant Skills: Opportunities to develop teamwork, leadership, and adaptability.
- Career Fairs and Industry Engagement: Exposure to industry professionals and real-world insights.

## **4.3 Postsecondary Application and Transition Support (Grade 12)**

Guidance for Grade 12 students is focused on preparing for postsecondary applications, including local and international universities, vocational training programs, and career opportunities.

**Objectives:** Support students in submitting at least one post-secondary application.

### **Key Initiatives:**

- Comprehensive Application Assistance: Administrative support in applications, personal statements, and interviews.
- Scholarship and Financial Aid Guidance: Assistance in identifying scholarship opportunities.
- Postsecondary Transition Preparation: Workshops to ease transition into higher education or the workforce.

## **V. Role and Responsibilities of the Career and University Guidance Counselor**

The CU Guidance Counselor plays a pivotal role in the successful implementation of the CU Guidance Program. They are responsible for:

- Individualized Student Planning: Tracking students' career aspirations, guiding academic decisions, and managing portfolios.
- Parent Engagement: Regular communication with parents to support students.
- External Partnerships: Building connections with higher education institutions.
- Program Evaluation and Improvement: Continuously assessing program effectiveness and implementing improvements.

## **VI. Professional Development and Compliance**

### **6.1 Continuous Professional Development (CPD)**

To maintain high standards, the CU Guidance Counselor will complete 25 hours of CPD annually.

## 6.2 Monitoring and Evaluation

### 6.3 To ensure effectiveness:

- Internal Monitoring: INPSAA will implement measures to assess program success.

## VII. Engagement with Parents and Community

INPSAA recognizes the role of parents and the community in the success of the CU Guidance Program:

- Parent Resources and Workshops: Sessions and resources to keep parents informed.
- Alumni and Community Networks: Engagement with alumni and community leaders for real-world insights.

## VIII. Inclusivity and Equity in Guidance Services

INPSAA is committed to providing an inclusive environment where every student, including those with special needs, has access to equitable CU guidance. Collaborations with postsecondary institutions ensure accessibility for all.

## IX. Compliance and Accountability

Effective Date: The INPSAA CU Guidance Policy is effective from September 2024.

### Policy Review and Accountability:

The CU Guidance Program is subject to an annual review to ensure relevance and alignment with ADEK's standards.

## X. Disclaimer

### Disclaimer

This policy was developed by Al Ittihad National Private School. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Career and University Guidance Policy

Date created: September 2024

Date reviewed: