



# **CAREER GUIDANCE POLICY**



POLICY NAME	CAREER GUIDANCE POLICY						
APPROVAL AUTHORITY	PRINCIPAL	ADOPTED	APRIL 2023	REVIEWED	JANUARY 2024	NEXT REVIEW	JANUARY 2025
RESPONSIBLE EXECUTIVE	SCHOOL COUNSELLOR						
RESPONSIBLE OFFICE	ADMINISTRATION	AVAILABLE	In the Library , Website				

### **RATIONALE:**

The purpose of the Career Guidance Policy is to provide students with the necessary support and resources to make informed decisions about their educational and career paths. This policy aims to prepare students for the future by helping them understand their strengths, interests, and the opportunities available to them.

### **OBJECTIVES:**

#### **Self-awareness and Development:**

To help students recognize their skills, interests, and values.

To foster a sense of self-efficacy and confidence in career-related decisions.

#### **Career Exploration:**

To provide information about various career options and pathways.

To expose students to a wide range of professions and industries.

#### **Decision-making Skills:**

To equip students with the tools and strategies to make informed career choices.

To teach students how to set realistic career goals and develop actionable plans to achieve them.

#### **Educational Planning:**

To assist students in selecting appropriate courses and extracurricular activities that align with their career aspirations.



To guide students through the process of college and university applications, vocational training programs, and other educational opportunities.

### **Workplace Readiness:**

To prepare students for the transition from school to the workforce.

To develop essential skills such as resume writing, interviewing, networking, and workplace etiquette.

### **PROCEDURES:**

#### **Career Guidance Program Structure:**

The program will be integrated into the school's curriculum and will include activities such as workshops, seminars, career fairs, and individual counselling sessions.

The program will be overseen by a Career Guidance Counsellor or a dedicated team of educators trained in career counselling.

#### **Individual Counselling:**

Each student will have access to one-on-one counselling sessions to discuss their career interests, goals, and plans.

Counsellors will use various assessment tools and techniques to help students identify their strengths and career preferences.

#### **Career Workshops and Seminars:**

Regular workshops and seminars will be conducted to provide students with information about different careers, required skills, and educational pathways.

Guest speakers from various professions will be invited to share their experiences and insights.

#### **Information Resources:**

The school will maintain a career resource centre with up-to-date information on careers, colleges, universities, vocational training programs, and job opportunities.

Online resources and tools will be made available to students for career research and planning.



### **Parental Involvement:**

Parents will be encouraged to participate in their child's career planning process. Information sessions and workshops will be organized for parents to help them support their child's career development.

### **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. These events will take place within school and off campus, and is at times the responsibility of the student to attend without the counsellor. Students, parents 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.

### **Individual Counselling:**

One-on-one sessions offered by the Career counsellor and Head of Careers to help students IES– Career Counselling Policy in creating and implementing their own career plans and in developing a greater sense of self-awareness relevant to the career development process. This also includes support for personal essays, support when required for the application forms and assisting to ensure all necessary documentation and additional (external) tests required for the application is complete.

### **Universities Presentation :**

Different universities visit the school to orient students about their universities, the courses and service offered by them. Also, information about eligibility criteria, entrance exams, expenditure and time of application is given to students.

### **Student Entitlement:**

All students in years 8 to 13 at IES are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers program which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses.



### **Monitoring and Evaluation:**

The effectiveness of the career guidance program will be regularly monitored and evaluated through student feedback, surveys, and outcome tracking.

The program will be reviewed annually, and necessary adjustments will be made to improve its impact and relevance.

### **Ethical Standards:**

All career guidance activities will adhere to ethical standards, ensuring confidentiality, impartiality, and the best interests of the students.

**Date of Review : January 2024**

**Next Review : January 2025**

**Dr Prasanna Bhaskar**  
**Principal**