



ST. JOSEPH'S SCHOOL ABU DHABI

CAREER AND UNIVERSITY GUIDANCE POLICY

Introduction

SJS provides students with career-focused education and university guidance that raises aspirations and enables them to transition successfully along their career pathway. We support our students to become successful in their chosen career and we train them to become responsible, goal oriented and focused-driven. SJS is undertaking different activities to provide comprehensive career education, information, advice and guidance

Rationale

St Joseph's School recognizes that career education and guidance programmes make a major contribution to prepare young people for the opportunities, responsibilities and experiences of life. Thus, a planned progressive programme of activities supports them from Grade 8 - 12 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and help them to follow a sustainable career path.

Aims

We aim to create super learners equipped with the knowledge and skills to make lifelong choices through development of the 3 R's (Ready, Responsible and Respectful). We endeavor to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

Definitions

Career: The learning and work journey an individual will undertake in their professional lifetime.

Career and University (CU) Guidance: The process of guiding students in exploring the world of work, making informed decisions about their careers, discovering alternative learning pathways, and providing support in preparing applications for postsecondary education and careers.

Career and University (CU) Guidance Counselor: An individual who implements the school's CU guidance program by providing advisory and administrative CU guidance counseling services to students.

Continuing Professional Development: All activities undertaken by staff to improve their knowledge, skills, competencies, and performance on a regular basis. CPD includes in person training, online training (synchronous or asynchronous), coursework, short certificate and degree programs, mentorship programs, peer/ collaborative learning, academic conferences, research projects, observational visits, and community programs to share teaching best practices. CPD excludes planning hours and general staff meetings.

Cycle: Private schools teaching may follow MoE cycles: KG, Cycle 1 (G1-G4), Cycle 2 (G5-G8) and Cycle 3 (G9-G12).

Higher Education: A type of postsecondary education based on academic learning, leading to a degree/ certification issued by a higher education institution (e.g., university, colleges, academies, etc.).

Additional Learning Needs: Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented)

Gifted and Talented: Gifted students demonstrate exceptional ability in one or more domains. Talented students are those who can transform their giftedness into exceptional performance.

Statutory requirements

The career counsellors help students to discuss their concerns about career and educational choices. The career guidance counsellor help them figure out who they are and what they want out of education, career, and life. Students have individual sessions where a personal analysis of their ideas, feelings and choices is done. These sessions help to assess their interests and abilities. 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. It provides essential support, boosts the morale of a student, and builds their motivational level. In addition to this, students are also guided through the application process and to determine next steps related to the admission process.

Career Fairs: Students are given the opportunity to meet Universities and Educational centers 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 are offered by the Career counsellor and 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. 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.

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 may include:

- University Application Procedure
- Portfolio building (various kinds)
- Professional skills and academic CV development
- Insight into Admission from University Perspective and Information about UCAS /Common App, etc.

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.

Community service/ Work Experience: Students are involved in a variety of activities like organizing events, volunteering at special needs centers and teaching junior students' example, peer tutoring that enables them to get an overview of working in a professional environment.

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 individual student.

CU Guidance Counselor Responsibilities:

- Understanding the career aspirations of each student in Cycle 3, starting in Grade 9 and providing guidance on the planning and alignment of their student portfolios to meet these aspirations (e.g., choice of subjects, academic and extracurricular profile, etc.).
- Guiding each student to the most suitable or "best-fit" local and international postsecondary options and institutions, based on their career aspirations. This includes ensuring that each student has submitted at least one application to a postsecondary destination.
- Ensuring that each student meets all graduation requirements relevant to the student's curriculum and in accordance with the MoE equivalency requirements, if applicable.
- Engaging with parents throughout the entire CU guidance process, all the while emphasizing the importance of student agency in the decision-making process.

- Providing full administrative support to students in preparation for their postsecondary applications and pathways. Examples include writing recommendation letters, reviewing personal statements, and compiling relevant documents (e.g., transcripts, portfolios, etc.)
- Establishing relationships with local postsecondary education institutions to facilitate local opportunities and support for students (e.g., admissions, visits, admissions, internships, partnerships, etc.).
- Verifying that destination institutions have reasonable accommodations for any gifted students and students with additional learning needs.
- Organizing CU guidance events, disseminating, and maintaining an up-to date CU guidance calendar of key dates and events as per the requirements in the CU Guidance Program Implementation Guide.

Implementation

Career guidance and Education is delivered at key appropriate points throughout the academic year. Equality and Diversity Career education is provided to all students and provision is made to allow all students to access the career guidance. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities. Furthermore, Grade 10 to 12 students are provided with elective choices in preparation to their career path. Parental involvement is encouraged at all stages. Parents are kept up to date with career related information through websites, letters, newsletters and Parent Teachers Conferences. Parents are invited to attend the Career Fairs.

Development

The policy was developed and will be reviewed annually by the Career Counselor. When reviewing the policy, the School Improvement Plan (SIP) is used to ensure that it will be properly monitored and implemented.

Prestina Rocha

Principal
St. Joseph's School



Date: 31 March 2024
Next review Date: 30 March 2025