Name of Policy	:	**Career Guidance Policy**
Purpose of Policy	:	**To guideline the procedures for Career Guidance for students**
Approval for this Policy given by	:	**Principal**
Responsibility for its update	:	**Principal**
Policy applies to	:	**To all students those who wish to take Admission in Abu Dhabi Indian School, Al Wathba**
Date of Approval	:	**10-01-2021**
Proposed Date of Review	:	**06-01-2025**
Principal's Signature	:	

ABU DHABI INDIAN SCHOOL-BRANCH 1, AL WATHBA

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Introduction

Career Counselling is about understanding the value and role of education in shaping up the future. As careers diversify, career choices and therefore career guidance are becoming both more important and more demanding.

In face of the unprecedented pace of changes worldwide with the advent of information technology and explosive growth of knowledge, our education system aims to develop students' knowledge, adaptability, creativity, independent thinking and life-long learning capabilities so that they can be better prepared to make informed and responsible choices and thus be able to make the best of the opportunities ahead.

Career guidance has two main elements:

Career education: In which students learn about the world of work and develop career management skills through classroom teaching, and through other activities such as internships.

Individual career advice: On a one-to-one basis, providing specific advice on career decisions upon request (Appendix A – Career Guidance Requisition form). Both elements are underpinned by career information on courses and career pathways.

Aims and Objectives

1 .Individual Sessions & Career Forms: to guide, advice and counsel.

2. Career Assemblies: Information on Career pathways.

3. Career Fair: Introducing Education Providers & Consultants.

4. Application Process: To guide the students through various application process, Personal Statements and Letter of Recommendations.

6. Career support for Students with Determination.

Definitions

1. <u>Career:</u> The sequence and variety of work roles (paid and unpaid), which one undertakes throughout a lifetime to actualize one's potential; career includes life roles, leisure activities, learning and work.

2. <u>Career assessment:</u> Involves administration and interpretation of a variety of formal or informal techniques or instruments (whether qualitative or quantitative) to help individuals gain an understanding of their skills, abilities, attitudes, interests, achievements, knowledge, experiences, personal style, learning style, work values, and lifestyle needs.

3. <u>Career counselling:</u> An intensive service that focuses on the interaction between an individual/a small group and the career guidance counsellor, aiming at helping individuals to explore personal issues in careers.

4. <u>Career guidance:</u> An inclusive term which usually describes a range of interventions including career education and counselling, that help students to develop and use knowledge, skills, and attitudes in making decisions on their study and/or work options and life roles.

5. <u>Career information:</u> A broad term, referring to information (including printed, electronic, personal contacts and other resources) that assists the process of life planning.

Roles and Responsibilities

School Career Guidance Team may consist of the following members:

- Principal, Head Mistress, Senior School Supervisor, Career Counselors, class teachers and subject teachers.

<u>Co-ordination</u> - To collect, update and disseminate effectively all kinds of career information to support students, parents, teachers, and school leaders in career guidance service

To liaise/forge strong partnership with parents, teachers, school leaders, further studies institutions for students with determination.

<u>Advisory</u> - to advise students individually and in groups, identify their career development problems and needs and coach them to find, develop and review their personal plans and career goals. To advise students to develop appropriate work attitude/reflective thinking skills in them.

<u>Education</u> - to draw up school based policy and implementation strategies on career guidance, plan and initiate comprehensive, relevant and timely career guidance programs for students; conduct career assessments;

Career Guidance Provisions

Career Guidance at ADIS Al Wathba is a platform for students of Grades 11 and 12 is designed to increase their awareness about diverse career paths and universities. Students will have access to an exhaustive repository that takes them beyond their limited purview of careers, and informs them about the endless career opportunities that exist in a particular field. Using a blend of sophisticated psychometrics, artificial intelligence, and analytics, students will be helped to take well-informed career decisions.

Students will also receive reminders about application deadlines and entrance examination dates for their preferred courses.

Links with other Policies

This policy is underpinned by the school's policies for Teaching, Learning & Assessment, Health and Safety and Special Needs.

ABU DHABI INDIAN SCHOOL-BRANCH 1, AL WATHBA

APPENDIX A

Career Guidance Requisition Form

Name of the student:

Grade/Sec: **Gender: Male/Female**   **Date of Birth:**

Chosen Subjects:

Counselling required for: Stream Selection / University selection

Interests and hobbies:

Father's Profession:

Mother's Profession:

Preferred Country for study:

Preferred Counselling type: Email/In person

      Email address:

      Phone number:

Information needed for any particular University: Yes/No

If yes, names of the Universities:

              1.

              2.

              3.

What particular degree you aim for

Choice 1:

Choice 2:

Choice 3:

For counsellor's use only

Name of the counsellor:

Counselling provided: Email/In person   If Others:

Recommendations :_____

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