

Future International Private School Career and University Guidance Policy

(Aligned with ADEK Career and University Guidance Policy)

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1. Introduction

Future International School is committed to preparing all students for success in higher education, the workplace, and lifelong learning. In alignment with ADEK's Career and University Guidance Policy, this document outlines the school's structured approach to delivering comprehensive career and university guidance services for Grades 8–12.

2. Policy Rationale

The transition from school to higher education or employment is a critical milestone for every student. Providing structured, high-quality career and university guidance ensures that students:

- Make informed decisions about their academic and career pathways.
 - Develop employability and life skills necessary for success in a rapidly changing global environment.
 - Have equitable access to local, regional, and international opportunities.
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3. Policy Objectives

- To provide personalized, age-appropriate career and university guidance aligned with ADEK standards.
 - To support students in identifying academic strengths, interests, and aspirations.
 - To equip students with skills in research, decision-making, and planning for higher education or career entry.
 - To strengthen partnerships with universities, employers, and industry stakeholders.
 - To engage parents and guardians as active partners in their children's career journey.
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4. Scope of Policy

This policy applies to all students from Grade 8 to Grade 12, their parents/guardians, teachers, the school leadership team, and the designated Career and University Guidance Counselor.

5. Roles and Responsibilities

5.1 School Leadership

- Ensure adequate resources and staffing for career guidance services.
- Monitor the quality and effectiveness of the program.
- Approve partnerships with universities, organizations, and employers.

5.2 Career and University Guidance Counselor

- Deliver structured one-to-one counseling sessions.
- Administer psychometric assessments and interpret results.
- Guide students in university applications, scholarship opportunities, and alternative pathways.

- Organize career fairs, workshops, and guest speaker events.
- Maintain updated knowledge of global university admission trends.

5.3 Teachers and Academic Staff

- Integrate career-linked learning within subject teaching.
- Provide recommendations and references to support university applications.
- Encourage students to participate in extracurricular and enrichment opportunities.

5.4 Students

- Actively participate in guidance sessions, workshops, and events.
- Take responsibility for exploring future career and education options.
- Complete required assessments and research tasks.

5.5 Parents and Guardians

- Engage in information sessions and support their child's career exploration.
- Provide encouragement and guidance at home.
- Support timely submission of university application requirements.

6. Career and University Guidance Framework

6.1 Alignment with ADEK Career and University Policy

The school framework follows ADEK's mandated stages of guidance: **career awareness, exploration, and planning**, ensuring progression from Grade 8 through Grade 12.

6.2 Career Exploration (Grades 8–9)

- Introduction to career clusters and pathways.
- Personality and interest inventories.
- Awareness sessions on UAE Vision 2030 priority sectors.

6.3 Career Development and Decision-Making (Grades 10–11)

- Subject choices linked to future career pathways.
- University research projects.
- Work experience, internships, or job shadowing opportunities.
- Development of CVs and personal statements.

6.4 University and Pathway Readiness (Grade 12)

- Guidance on university applications (UAE, GCC, USA, UK, Europe, and beyond).
- Assistance with standardized tests (SAT, IELTS, TOEFL, etc.).
- Scholarship and financial aid information.
- Preparation for interviews and entrance exams.

6.5 Integration of Psychometric Testing, Workshops, and Counseling

- Regular use of psychometric and aptitude assessments.
 - Career skills workshops (communication, teamwork, leadership).
 - One-to-one career action planning sessions.
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7. Delivery Methods

7.1 One-to-One Counseling

Individualized sessions for personalized guidance.

7.2 Group Workshops and Seminars

Interactive sessions on study skills, university applications, and career skills.

7.3 University and Career Fairs

Annual fair hosting local and international universities and employers.

7.4 Partnerships with Universities and Industry

MOUs with universities and industry stakeholders for admissions, internships, and mentorships.

7.5 Digital and Online Career Platforms

Utilization of platforms such as **Cialfo**, **BridgeU**, or **MaiaLearning** and **UNIFROG** to track student readiness and applications.

8. Monitoring and Evaluation

- Annual student feedback surveys.
 - Tracking of student university placements and career outcomes.
 - ADEK inspection feedback incorporated into policy review.
 - Reports to leadership on activities, outcomes, and improvements.
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9. Policy Review Cycle

This policy will be reviewed annually by the **Career and University Guidance Counselor** and the **School Leadership Team**, ensuring alignment with ADEK's updated regulations and best international practices.



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Date of Issue: 02/12/2025

Review Date: 08/20/2025

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