



*You have a place in the  
masterpiece of the universe  
- Bon-*



## **Career and University Guidance Policy 2023-2024**



## SAIS Mission

*The mission of SAIS-AUH school is to ensure each student achieves personal goals, develops individual purpose, and becomes college and career ready, in a culture distinguished by character, critical thinking, communication, collaboration, and creativity that promotes safety and social growth.*

### SAIS VISION ensures that all students:

- Develop responsibility and self-direction
- Engage as compassionate members in a global society
- Lead by example in academics and community service
- Model individuality and embrace cultural diversity
- Actively seek understanding through breadth and depth of knowledge
- Rely on critical thinking

### Values:

**S - Social responsibility**

**A - ACCEPTANCE**

**I - Integrity**

**S - Self-confident**



The Abu Dhabi Education Knowledge circulation dated July 30, 2022 on fivefold principle and approaches to college and university guidance counselling as follows:

- **Assessments**
  - **Exploration**
    - **Preparation**
      - **Implementation**
        - **Decision Making**





- 01** SAIS AUH Mission and Vision
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# Career Guidance for Cycle 2

## Grade 5-8

### Lesson Plan Career Links

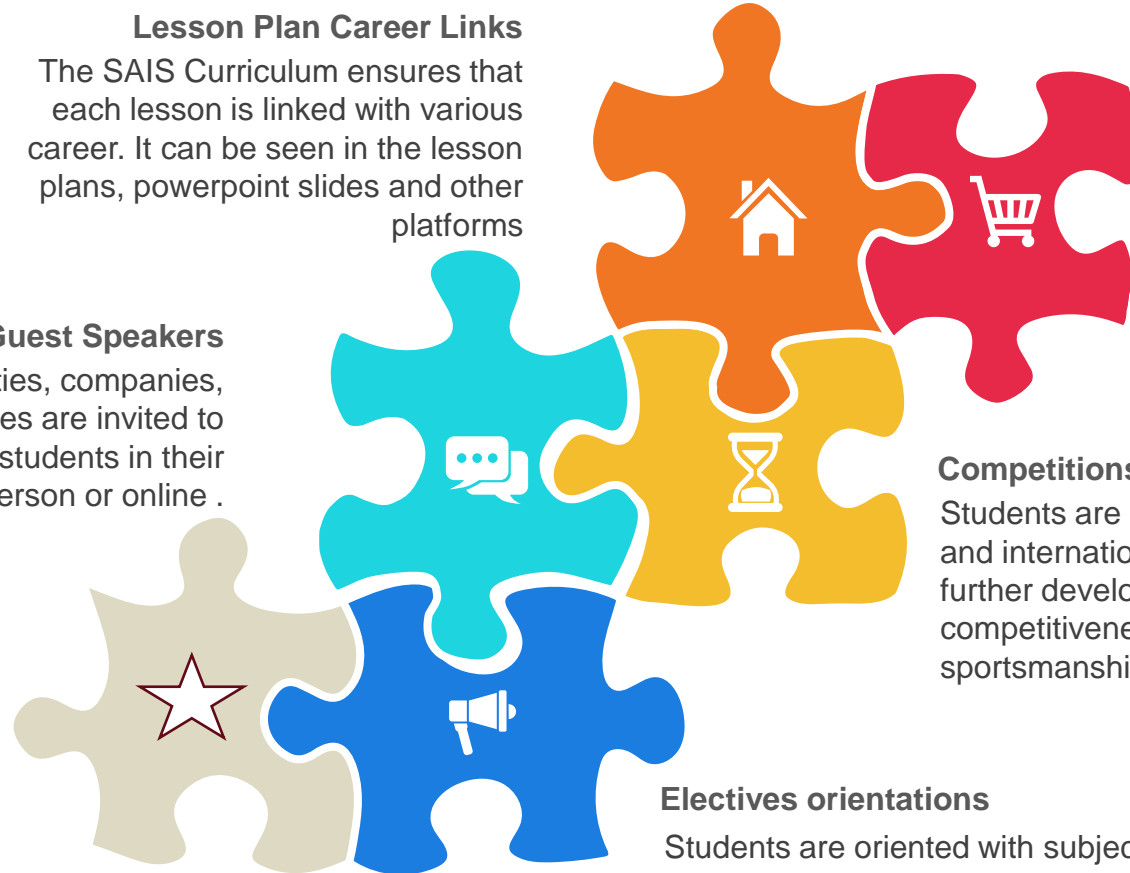
The SAIS Curriculum ensures that each lesson is linked with various career. It can be seen in the lesson plans, powerpoint slides and other platforms

### External Guest Speakers

Speakers from universities, companies, and educational agencies are invited to have interactions with students in their classroom in person or online .

### Enrichment Clubs

Each student is required to choose a club in each Semester as an extra-curricular activity and leadership enhancement program .



### Career Trips/Site Visits

Students are exposed to various careers and wider world of work by visiting institutions for an opportunities to interact with various professionals and become familiar with work environment, trends, and demands.

### Competitions

Students are coached to join national and international competitions to further develop academic rigor, global competitiveness, teamwork, and sportsmanship

### Electives orientations

Students are oriented with subject requirements for high school graduation, expectations as per the Ministry of education guidelines, College Board, and implication of selection of electives

# Career Guidance for Cycle 3

## Grade 9-12

Each high school student is ensured to be provided with the following aspects of the career guidance:



### Academic Folder



Report Card  
Certificates  
Personal Statements



### Individual Sessions



Identification of interest and potential  
Scholarship application  
University application



### Parent's Meeting



Discussions on subjects, courses,  
university selection  
External exams expectations  
Scholarships



### Career Fairs/workshops



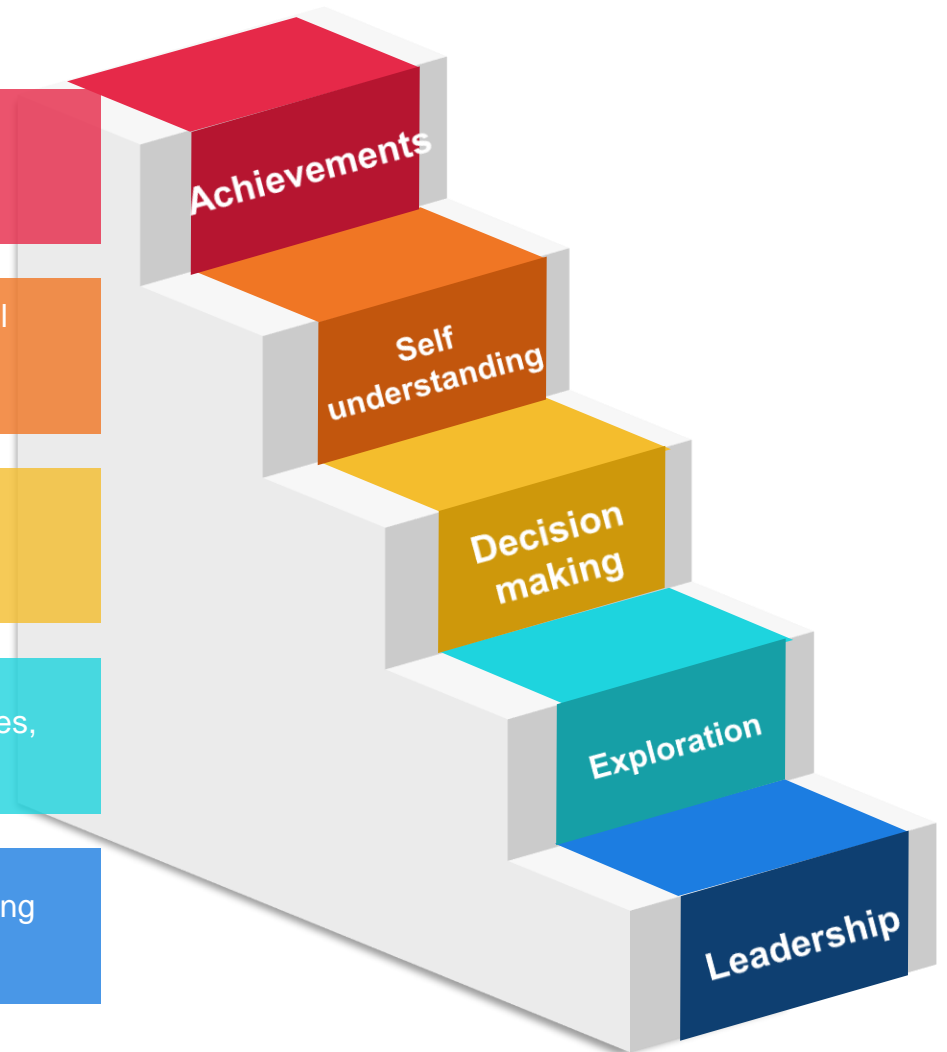
Presentations by universities, colleges,  
and educational institutions fair.



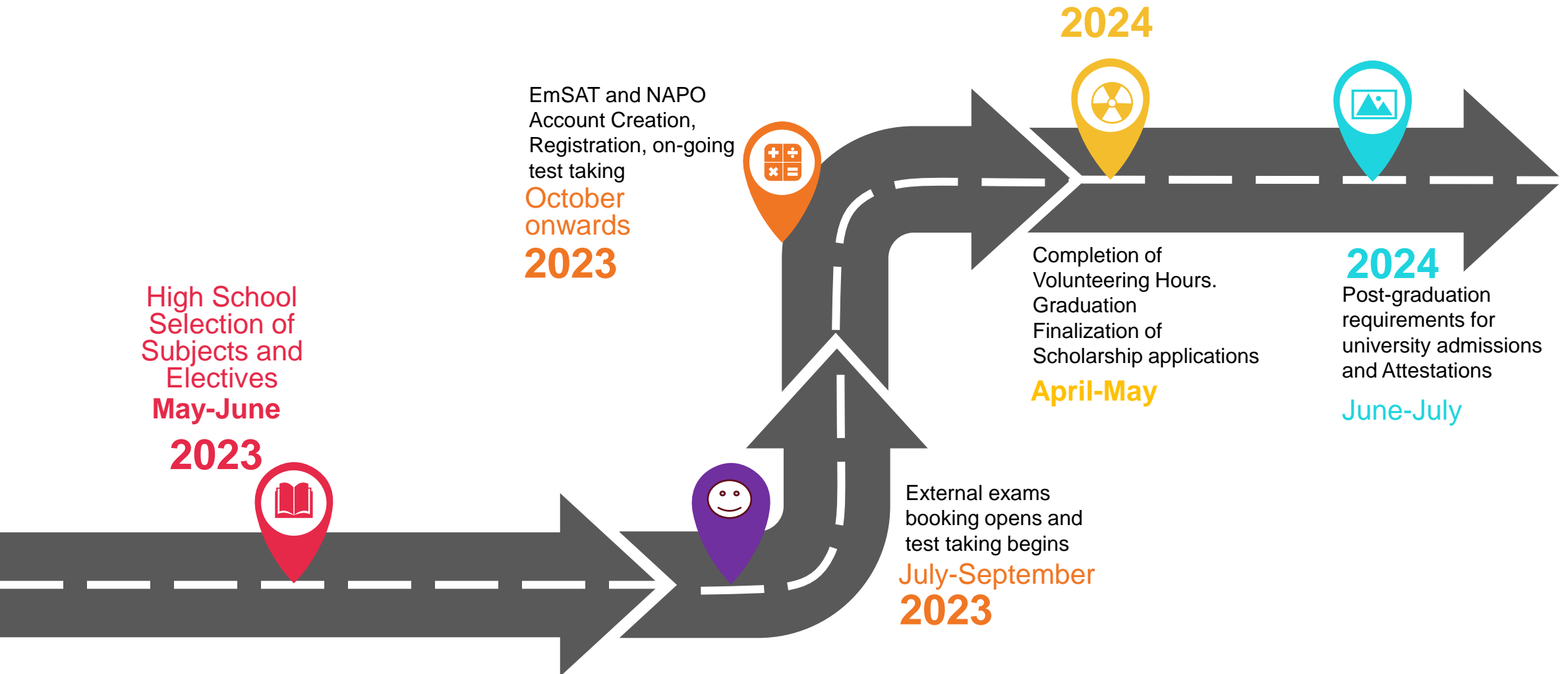
### Site visit and volunteering



Completion of 40 hours of volunteering  
Visits to industries and offices



# Grade 12 University Preparation Timeline



# Career and University Guidance Counselor

## Roles

- a. Linking career psychology into the curriculum and its implementations.
- b. Identification of strengths, talents, career interest of students using psychometric tests and discussions.
- c. Guiding students in selecting electives for higher classes.
- d. Assisting students in admission procedures for College and University.
- e. Assisting students in application for scholarships and awards.
- f. Ensure that each student meet the High School Equivalency as per the Ministry of Education, UAE requirements.
- g. Coordinating internal and external volunteering programs.
- h. Coordinating Career Week for the entire school.
- i. Supporting the school Clubs.
- j. Organizing Career Workshops with external agencies.
- k. Meeting with parents for supporting their ward in career decision making.
- l. Coordinating the Alumni Association.
- m. Tracking ADEK UPCG Rize membership
- n. Maintaining log of university applications and destinations.



## CPD

Minimum of 25 hours of professional development trainings and workshop are required annually

## Membership

The CU Guidance Counselor must become a member of national and/or international career counsellor associations.



# CU Data Management System



All documents are archived in Onedrive for easy access and sharing among stakeholders within the school.



University  
Applications and  
destinations

List of universities where students apply for and offers accepted.



Volunteer Tracker

An active excel sheet where teachers and event coordinators can enter the volunteering hours completed by students.



Alumni Tracker

Contact information of Alumni .members as well as their current locations and occupations.

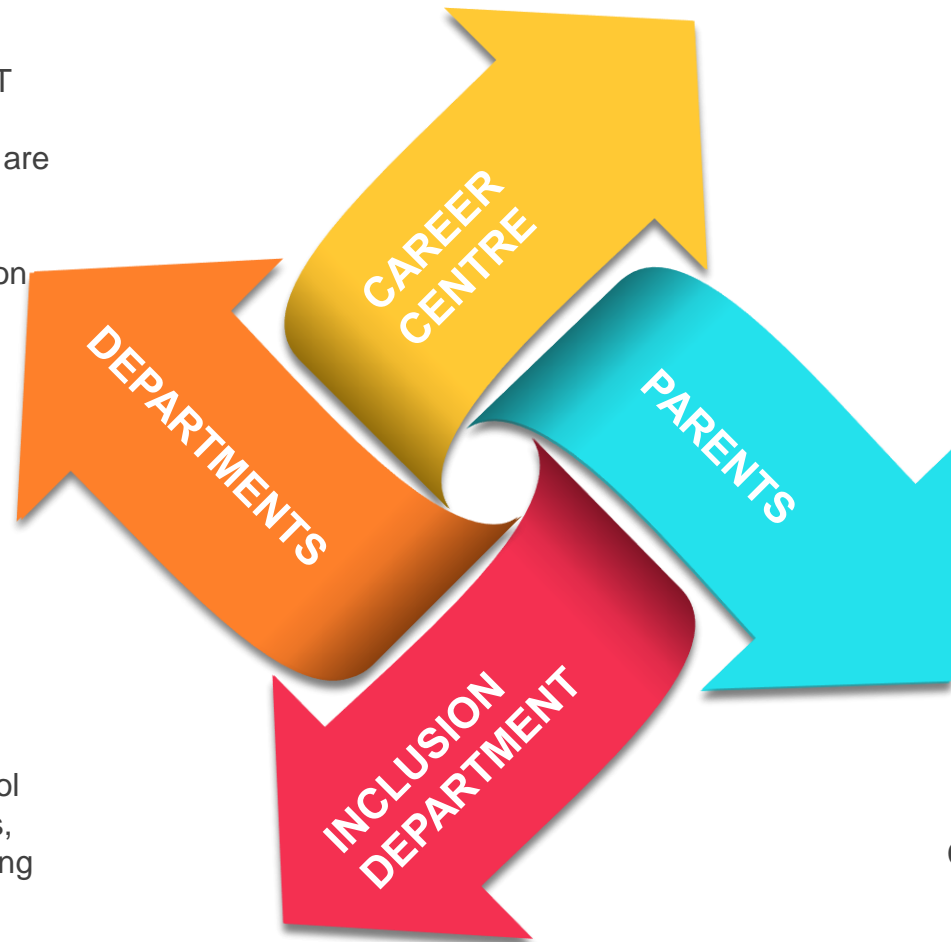
# Inclusive Career Guidance program

## ACADEMIC DEPARTMENTS

All department ensure that SOD and GnT are intentionally accommodated and well recognized. HoDs and Subject Teachers are responsible for preparing the Individual Learning Plans of the students in coordination with the Head of the Inclusion

## CAREER CENTRE

The centre recognizes the crucial role of linking the SoD and GnT students to higher educational institutions and agencies that best fit their abilities and skills according to their unique determination and gifts. The close coordination with Inclusion Head and parents are scheduled.



## INCLUSION DEPARTMENT

All medical reports and ILPs of high school SoDs and Gnt are discussed with parents, HoDs, and Career Counselor in considering career options and preparations.

## PARENTS

Medical reports are submitted to the Inclusion Department for reference. Coordinated meetings on career preparation of their SoD and/or GnT child are arranged in consultation with the Inclusion head.

SoD (Student of determination) GnT (Gifted and Talented)



# Software Support



An annual subscription is maintained for UCAS and Commonapp Process Management; Apprenticeship Search Tool, Labour Market Information, UK and US University Search Tool, Global University Search Tools, Placements Management, Psychometric Testing, Personal Statement & CV Writing Tools, Reference Writing Tool, Gatsby Benchmark Charts, Parental Engagement, Careers & Subjects Libraries, among others.

## **Others: UNIASSIST**

Other platforms are made available for wider university search and requirements



# Overview of Implementation

| Cycle   | Activity                | Objectives  | Month/Term                         |
|---------|-------------------------|---|------------------------------------|
| Cycle 1 | Career Day              | To provide opportunity for the kids to express their career wish “When I grow up, I want to become a _____”             | September                          |
| Cycle 2 | Career Day              | <ul style="list-style-type: none"> <li>To provide exposure to various careers</li> </ul>                                | 1 <sup>st</sup> Semester, October  |
|         | Career Tour/Site visits |   |                                    |
|         | Mock Interviews         | <ul style="list-style-type: none"> <li>To develop self confidence in appearing in interviews</li> </ul>                 | 2 <sup>nd</sup> Semester, February |
|         | Sit-in sessions         |   |                                    |
|         | Electives Orientation   | <ul style="list-style-type: none"> <li>To provide awareness on electives that will be offered during Grade 9</li> </ul> | 2 <sup>nd</sup> Semester, April    |



# Overview of Implementation

| Cycle 3   | Individual career counselling              | To enhance self-understanding on strengths and career potential   | On-going sessions  |
|-----------|--|---|--|
|           | Internal and External volunteering         | To develop workplace relevant soft skills   | Winter breaks or Summer breaks                                   |
|           | Personality Development sessions           | To practice presentation skills and promote self-awareness  | To be integrated in the English Curriculum and Club sessions     |
|           | College/university career fairs            | To orient students and parents on options for national and international admission procedures and opportunities     | 1 <sup>st</sup> Semester October<br>2 <sup>nd</sup> Semester May |
|           | Writing Career Statements<br>Developing CV | To prepare a college/university ready document that they can carry during admission or application for scholarships | To be integrated in the English Curriculum                       |
| All Cycle | Lesson career links                        |   | All teachers in every department                                 |
|           |  |   |  |

# Overview of Implementation

| Participants | Activity   | Month/Term                          |
|--------------|--|-------------------------------------|
| SoD and GnT  | Development of Individual Career Plans (ICP) and Parents Meeting | 1 <sup>st</sup> Semester, October   |
|              | Talents Day  | 2 <sup>nd</sup> Semester, January   |
|              |  | 1 <sup>st</sup> Semester, November  |
| Parents      | Cycle 3 Parents Meeting  | 1 <sup>st</sup> Semester, October   |
|              |  | 2 <sup>nd</sup> Semester, February  |
| Alumni       | Election of Officers   | 1 <sup>st</sup> Semester, September |
|              | Meeting and planning of Year Events                              |                                     |





**Success  
begins at  
the first  
step taken**

— Bon —

## UC Career and University Policy 2023-2024 Academic Year

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**July 10, 2023**

Approved by: Ms. Ban Al Douri, Principal