



PROVIDENCE ENGLISH PRIVATE SCHOOL

Career Education & Guidance Policy

2024 - 2025

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1. Aims

The Providence English Private School (PEPS) provides students with career-focused education and guidance that raises aspirations and enables them to transition successfully along their career pathway. We ensure that all our learners are prepared to become talented professional & Entrepreneur.

The drive to support our students to become successful in their chosen career is embedded in our mission and vision as we trained them to become responsible, goal oriented and focused-driven. We believe that each transition is smooth and enriching for students, which help them to make a wise decision about their higher education goals.

PEPS is undertaking different activities to provide comprehensive career education, information, advice and guidance.

Objectives

The PEPS Career Education and Guidance policy has the following objectives in line with the National Agenda parameters 2021 when delivering the career programme in school:

- To plan and provide a stable careers programme for students
- To expose students to relevant labor market information.
- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for student on the job training / Leadership.
- To support students to obtain work experience placements.
- To provide opportunities for students to higher education
- To provide personal guidance to students on careers education

2. Statutory requirements

The career counsellors help students discuss their concerns about career and educational choices. 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 us 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 and boosts the morale of a student and builds their motivational level.

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 fairs. 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 to 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.

Individual guidance that raises their aspirations, challenges barriers and enables students to set and reflect on personal development targets, make decisions and plan short- and long-term career goals.

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 student to attend. Workshops may include:

- Portfolio building (various kinds)
- Professional skills and academic development
- Developing the Leadership and Teamwork skills
- Career Exploration Panel: Q&A sessions with guest speakers
- Preparing for IELTS, EMSAT etc.

The PEPS recognizes that career education and guidance programs 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 Year 10- 13 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.

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.

Good quality information about career pathways and labor market information that expands their horizons and provides relevant information to raise sights and make informed choices. Students will be supported to identify and manage their career information needs, as a lifelong skill.

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. Participation in extra-curricular activities such as the Model United Nations, community service, internships, etc. are also highly encouraged, where they have the opportunity to hone their interpersonal skills and to put to good use.

Development of attributes and skills to make students become well-rounded and work ready candidates equipped to succeed in their careers. Personality test can be given to the students so that they will have full awareness of their attributes, skills, values, etc. Career lessons is being provided to the students to guide them in the choice of their career.

3. Student entitlement & Parental Involvement

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. 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 Parents are invited to attend Career Fairs and Information meeting is also set to provide them with more information.

Links to other policies

- Safeguarding & child protection policy
- Health and Safety policy
- Inclusion policy
- Wellbeing Policy

Review & Monitoring

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

Appendices /Annexures

1. Student Profile Building
2. Career Assessment Test -1
3. My Career Plan Work sheet
4. Subject Choices IGCSE/AS/A-LEVELS
5. Career Planning – 2 Personality, Interest, Values & Skills

Policy Reviewed By	School Counsellor
Policy Reviewed Date	October 2024
Policy Approved By	Board of governors