

## GUIDANCE POLICY- CAREER EDUCATION AND GUIDANCE

### Introduction

- **Reasoning for CEG:** A student's career opportunities are supported by the progress they make during their learning and work. Careers education and guidance programs make a major contribution to preparing the minds of young people. All students need a planned program of activities to help them choose careers and sustain employability throughout their lives. Schools have a statutory duty to provide career counseling and career education and guidance for students and also to give access about careers information.

### Commitment

- The school is committed to providing a planned program of career education, advice and guidance for all students.

### Aims

The school's Career Counseling cell has the following aims on Career Education and Guidance policy:

- To meet the students needs. It is differentiated and personalized to ensure progression through various activities that are appropriate to students' stages of career learning, planning and development.
- To focus on students future aspirations
- To develop enterprise and employment skills
- To reduce drop out from and course switching in education
- To involve parents and guardians
- To meet the needs of all our students through appropriate differentiation
- To contribute to strategies for raising achievement, especially by increasing motivation
- To contribute to the prosperity of individuals and communities

### Roles/ Responsibilities

In NISUAQ, the Career Counseling Cell reviews the guidelines of the policy with the help of the Curriculum leaders.

### Implementation of Career Education

Careers Education is delivered during the collapsed timetable sessions in school by the Curriculum Leader of Careers supported by tutors throughout the academic year.

- Focus is to match our plans and dreams into reality
- Extra Curricular activities like
  - Sports (football/basketball/tennis/ or any popular sport for the destination)
  - Community Programs (volunteering/goodwill initiatives)
  - Build –up on your hobbies (be it art/music/drama etc)
  - Student Council
  - Summer School
- Build on your academic strengths.
- Selection of courses for senior years in high school
- Identify your academic strengths and weaknesses
- Identify programs (additional tuition and academic support) to help with your developing areas.
- Engage in frequent discussions with school counselors
- Engage with parents and role models to identify areas of interest.

### **Implementation of Careers Guidance**

1. **Career Fair**- organized at the beginning of the academic year. The fair will have the authorized persons of various universities so that students make successful career choices.
2. **Careers Library** based in the School Main library consisting of wide range of materials related to Careers, Job Trends. The library will be open throughout the year.
3. **Careers Room** based in the School premises under the Counseling Department, which can be easily accessed by students. Journals, books, newsletters and important reading materials to be kept available so that the students can get constant access to the materials. Such important materials will also be made available during the Career Events.
4. **Careers Evening** to be organized once a month so that students can be given the platform to discuss certain important careers, share knowledge gained from the references. Evenings arranged in school to compliment Open Events run by the local colleges.

5. **IT-** a range of software products are available for students of the schools. These include:

- My progress file online
- Skills profiler
- The student room

### **Parents and Guardians**

Parental involvement is encouraged at all stages. Parents to be kept up to date with the careers related information through letters, newsletters and at open evenings. Also we need to encourage parents and students to join career-counseling sessions together to help clear their doubts and have a better clarity on the students progress in the career growth.

### **Advantages of Career Education/Guidance**

-Career Education- helps young people develop the knowledge and skills they need to make successful choices, manage time and transition into learning and move into work

-The Career Counseling Guidance sessions helps a student understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make

-Helps them explore different courses, what qualification they might need and what opportunities these subjects may offer.

-Develop a plan of action for the future

-Understand the different routes (streams like Science, commerce and arts) and make the right choices

-Improved confidence and develop interview skills