

CAREER COUNSELLING POLICY

2022-2023



المدرسة الهندية العالمية الخاصة
INTERNATIONAL INDIAN SCHOOL

Reviewed & Updated: April 2022

Next review : April 2023

Prepared by School Council Members

CAREER COUNSELING POLICY AY 22-23

Members of committee

1. Mr. Qurat al Ain (Principal)
2. Mr. Mujeeb Rahman (Administrative Officer)
3. School counselor
4. Section Heads

We, the International Indian School, provide the students with a strong foundation by guiding them through the transitions from youth to adult members of the society. Successful transition – works from lower secondary to upper secondary; at age 16; into work-based training or university; are life-enhancing for every student. We believe that each transition is smooth and enriching for students, which helps them to make a wise decision about their higher education goals.

Career Fairs: Students are given the opportunity to meet Universities and Educational centers across UAE, as well as Universities from different countries, throughout as yearly fairs. These events will be taken place within school and off campus, and is, at times, the responsibility of the students to attend without the counsellor. 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 school counsellor and psychologist to help the 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.

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.

Management of provider access requests

All university officers/representatives and education providers are in constant communication with the Counselling department Team. For visiting the school, the providers should make prior contact with the team. Later, they have to confirm their visit one day before. Then in turn, the team will inform the reception prior to their arrival.

A provider wishing to request access should contact:

Mr Shamjith k , School counselor : counsellor.boys@iisajman.org

Ms Sruthi KV , School Psychologist: sod.hod@iisajman.org

Safeguarding :- Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

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| APPROVED BY | Principal |
| POLICIES LINKED | <ul style="list-style-type: none">● Safeguarding/child protection policy● Health and Safety policy● Curriculum policy● SOD policy |