

CAREER COUNSELLING POLICY

2024-2025



المدرسة الهندية العالمية الخاصة
INTERNATIONAL INDIAN SCHOOL

Creation date: **September 2018**

Last amendment date: **August 2024**

Next review date: **September 2025**

Prepared by School Council Members

Members of the committee

Mr. Qurat al Ain (Principal)
Mr Manzar Alam (Vice Principal)
Mr. Mujeeb Rahman (Administrative Officer)
Section Heads
Head of the department Counselling and Special Education
School counsellors

Purpose

The purpose of this Career Counseling Policy is to provide a structured approach to career guidance for students at International Indian School Ajman. This policy aims to support students in making informed decisions about their career paths and higher education opportunities, aligning with the principles and standards of the CBSE curriculum and the educational environment in the UAE.

Scope

This policy applies to all students from Grades VIII to XII, as well as their parents and guardians. It covers individual counseling, career fairs, workshops, university visits, and other career-related activities.

Objectives

1. To offer personalized career counseling that helps students understand their strengths, interests, and career options.
2. To provide comprehensive information about higher education opportunities, including university programs and admission requirements both within the UAE and internationally.
3. To facilitate skill development and preparation for future careers, including resume writing, interview skills, and application processes.
4. To ensure students and parents are well-informed about the career counseling services available.

Career Counseling Services

1. **Individual Counseling**

- **Description:** One-on-one sessions with the school counselor or career advisor to discuss career interests, educational goals, and personal development.
- **Objective:** To help students identify their career aspirations and create a personalized career plan.
- **Frequency:** Scheduled based on student needs, with at least one session per academic year for each student.

2. **Career Fairs**

- **Description:** Annual career fairs where students can interact with representatives from universities, colleges, and various professions.

- **Objective:** To provide students with exposure to different career options and educational opportunities.
 - **Participation:** Students, parents, and teachers are encouraged to attend.
3. **Workshops and Seminars**
 - **Description:** Regular workshops and seminars on topics such as resume writing, interview skills, and career planning.
 - **Objective:** To equip students with practical skills and knowledge for career development.
 - **Frequency:** Held throughout the academic year.
 4. **University Visits and Presentations**
 - **Description:** Sessions where university representatives visit the school to provide information about their programs, admissions, and other relevant details.
 - **Objective:** To help students make informed decisions about their higher education options.
 5. **Resource Center**
 - **Description:** A dedicated space in the school library or counseling office with materials on career options, university programs, and application procedures.
 - **Objective:** To provide students with easy access to career-related information and resources.

Roles and Responsibilities

1. **School Counselor**
 - Provide individual counseling and guidance.
 - Organize and oversee career fairs and workshops.
 - Maintain communication with universities and educational providers.
 - Ensure students have access to up-to-date career resources.
2. **Career Advisor/Coordinator**
 - Assist in planning and implementing career-related activities.
 - Support students in preparing application materials and meeting deadlines.
 - Coordinate with teachers and parents to support student career development.
3. **Teachers**
 - Encourage students to participate in career counseling activities.
 - Support career exploration and provide input on students' strengths and interests.
 - Refer students to the counselor or advisor when appropriate.
4. **Parents and Guardians**
 - Engage in career counseling activities and support their children's career planning.
 - Attend workshops and seminars to stay informed about career options.

Management of Provider Access Requests

- The school collaborates with Lifology career counsellors in this academic year for the individual career counselling, orientations and workshops.

Department Staff Involved :

- **Mr. Shamjith K., School Counselor:** counsellor.boys@iisajman.org
- **Ms. Ashfina, School Psychologist:** psychologist@iisajman.org
- **Ms. Sudheesha Rahul, HOD CSE :** hod.cse@iisajman.org

Safeguarding

- All career counseling activities adhere to the school's safeguarding and child protection policies.
- Education and training providers must comply with the school's procedures for verifying the identity and suitability of visitors.

Review and Evaluation

- This policy will be reviewed annually to ensure its effectiveness and relevance.
- Feedback from students, parents, and staff will be used to make necessary improvements.

REVIEW DATE	April 2024
APPROVED BY	Principal
DATE OF NEXT REVIEW	April 2025
POLICIES LINKED	<ul style="list-style-type: none">• Safeguarding/child protection policy• Health and Safety policy• Curriculum policy• SOD policy