



# المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL

P.O. BOX 5665, AJMAN, U.A.E | T : +971 67408333 | info@iisajman.org | www.iisajman.org

## CAREER COUNSELLING POLICY 2025-2026

**Ratified: September 2018**

**Amended : April 2025**

**Next Review Date: April 2026**

### Policy Responsibilities and Review

|                         |                                                                                                                      |
|-------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Policy Type</b>      | School Policy                                                                                                        |
| <b>Reference</b>        | Alignment with the principles and standards of the CBSE curriculum and the educational environment in the UAE.       |
| <b>Related Policies</b> | Child Protection & Safeguarding Policy, Cybersafety and security policy, Health & Safety Policy, Inclusion Policy    |
| <b>Review Frequency</b> | Annually                                                                                                             |
| <b>Chair Signature</b>  | <br>PRINCIPAL<br>Ms. Qurat Ul Ain |

## **Purpose**

The purpose of this policy is to establish a structured and comprehensive framework for career guidance and counselling in the school. It aims to help students make informed academic and career decisions consistent with their interests, abilities, and aspirations, in alignment with the CBSE framework for career guidance and the UAE National Agenda Vision 2031.

## **Objectives**

The Career Counselling Programme shall:

- Guide students in exploring career options based on their interests, aptitudes, and values.
- Provide accurate and updated information on educational pathways in the UAE and abroad.
- Support students in selecting appropriate academic streams after Grade 10.
- Facilitate awareness of emerging careers, 21st-century skills, and global opportunities.
- Encourage parent engagement in students' career planning.
- Foster inclusivity by offering personalized guidance to Students of Determination and those requiring additional support.

## **Scope**

This policy applies to:

- Students of Grades 8 to 12.
- Teachers and class mentors.
- School counsellor(s) and the career guidance team.
- Parents and guardians, as partners in guidance and decision-making.

## **Roles and Responsibilities**

### **School Principal**

- Ensure implementation of the Career Counselling Policy.
- Oversee collaborations with external agencies, universities, and career experts.

### **Career Counsellor**

- Conduct career awareness and orientation sessions for students and parents.
- Maintain updated resources on universities, scholarships, and career pathways.
- Guide students through psychometric assessments and interpretation.
- Provide one-on-one counselling sessions as needed.
- Organize career fairs, webinars, and college interactions.

- Maintain confidentiality of student data.

### **Teachers and Mentors**

- Identify students' interests and strengths through classroom engagement.
- Encourage students to participate in school-organized career guidance activities.
- Collaborate with the counsellor to support informed decision-making.

### **Parents**

- Participate in school-organized parent counselling sessions.
- Support students' choices based on their aptitude and interests.
- Stay informed about changing education and career trends.

### **Key Program Components**

#### **Career Awareness (Grades 8–9)**

- Orientation sessions on different professions and career clusters.
- Basic skill and interest mapping activities.

#### **Career Exploration (Grade 10)**

- Stream selection guidance based on psychometric assessment results.
- Career guidance workshops with experts and alumni.

#### **Career Preparation (Grades 11–12)**

- Guidance on higher education opportunities (UAE and international).
- University application and admission support.
- Information on scholarships and entrance exams.
- Life skills and employability training.

#### **Special Guidance for Students of Determination**

- Individualized support based on strengths and needs.
- Coordination with Inclusion Team and parents for career planning.

## **Collaboration and Partnerships**

The school shall collaborate with:

- CBSE Career Guidance Cell and approved counsellors.
- UAE universities, vocational institutes, and skill-development agencies.
- External organizations for psychometric testing and career counselling.
- Alumni network for mentoring and motivational sessions.

## **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.

The school remains committed to providing comprehensive, ethical, and student-centered career guidance that empowers every learner to make informed choices for a successful future.