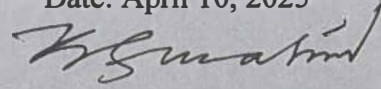




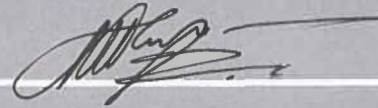
Approved by: Mr. K. George Mathew
Principal and CEO

Date: April 10, 2025



Reviewed By: Mr. Shaikh Murad Sarfraz
Vice Principal

Last reviewed: April 4, 2025



Next review due by: April, 2027

Career Counselling Policy

2025-2027

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1. **Aim:** At GEMS United Indian School, we aim to provide students with a strong foundation by guiding them through the transition from youth to adult members of the society. Successful transitions – whether from lower secondary to upper secondary; at age 16; into work-based training or university; are life enhancing for every student.
2. **Our Approach:** Our **Career and University Guidance approach** in GEMS United Indian School focuses on equipping students with the knowledge, skills, and resources needed to make informed decisions about their future academic and career paths. It ensures a **structured, personalized, and goal-oriented** approach to career planning.
3. **Purpose:** to meet the compliance requirements for the ADEK Statutory requirements Career and University Guidance Policy 2024-25
 - a) Regulate the provision of a high-quality CU guidance program across the school.
 - b) Mandate annual evaluations of program effectiveness for ADEK reporting.
 - c) Full and consistent use of GEMS School Support Centre
 - d) Developing workplace-relevant soft skills via in-school activities or external enrichment programs and seminars.
 - e) Maximize usage of Platform that support University Placements, Psychometric assessment and guide students and parents in complete process from identifying to preparing application essays for admissions and administrative support.
4. **Roles and responsibilities:**
 - a) As mandated by ADEK, the career counsellor helps students discuss their concerns about career and educational choices. We help them figure out who they are and what they want out of education, career, and life through group sessions.
 - b) Students can 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.
 - c) 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.
 - d) It provides essential support, boosts the morale of a student, and builds their motivational level. In addition to this, students are also guided through the application process and to determine next steps related to the admission process.
 - e) Fostering awareness of broad career concepts during Cycle 2, and actively supporting student transitions into Cycle 3, where career pathways/concepts can be explored in detail and integrated into postsecondary preparation.
 - f) Utilise internal community of school for career talk.
 - g) Career Fairs: Students are given the opportunity to meet Universities and Educational centres across UAE, as well as Universities from different countries, throughout yearly fairs. These events will take place within school or off campus and is at times the responsibility of the student 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.

- h) **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 required for the application is complete.
 - i) **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 child to attend. Workshops may include:
 - Portfolio building (various kinds)
 - Professional skills and academic CV development
 - Preparing for IELTS, SAT, ACT, UKCAT, EMSAT etc.
 - Insight into Admission from University Perspective and Information about UCAS/OUAC/CAO/Common App, etc.
 - Careers Day- In cycle 3, students will be given the opportunity to participate in a careers day where external visitors present to students about their jobs, careers, pathways and personal experiences.
 - j) **Guidance through in class sessions and in school events for University Application Procedure**
 - Portfolio building (various kinds)
 - Professional skills and academic CV development
 - Preparing for IELTS, SAT, ACT, UKCAT, EMSAT etc.
 - Insight into Admission from University Perspective and Information about UCAS/OUAC/CAO/Common App, etc.
 - Careers Day- In cycle 3, students will be given the opportunity to participate in a careers day where external visitors present to students about their jobs, careers, pathways and personal experiences.
5. **Student entitlement:** All students in grade 9 to 12 at GEMS United Indian School are entitled to:
- Are to be registered on Unifrog for career and university exploration about range of different careers available.
 - Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
 - Understand how to make applications for the full range of academic and technical courses
6. **Management of provider access requests**
- a) **Procedure:**

All university officers/representatives and education providers are in constant communication with the Career's Support Team. For the providers to visit the school, they should have made prior contact with the team. Then School team will apply for ADEK Approval and based on the approval event will take place.

A provider wishing to request any access to school should first contact- Mrs. Ariba Rao- Career and Student Counsellor and counsellor will initiate further approvals internal and external.

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 Email: sheefal.d_uis@gemsedu.com or counsellor_uis@gemsedu.com

b) Opportunities for access: Number of opportunities for students are planned throughout year.

	Term 1	Term 2	Term 3
G6-8	<ul style="list-style-type: none"> 8 billion Idea Activities 	<ul style="list-style-type: none"> 8 billion Idea Activities and 	<ul style="list-style-type: none"> Parent talks Alumni Talks 8 billion Activities
Grade 9	<ul style="list-style-type: none"> Supros Internship Program 	<ul style="list-style-type: none"> Orientation session of Unifrog with each class 	<ul style="list-style-type: none"> Career Week Special Assembly on Future Careers
Grade 10	<ul style="list-style-type: none"> Supros Internship Program Orientation session of Unifrog with each class Orientation session of Lifology for G 9-12 	<ul style="list-style-type: none"> Orientation session of Lifology for G 9-12 	<ul style="list-style-type: none"> Career Week Internships Orientation session for Parents- Lifology
Grade 11	<ul style="list-style-type: none"> Supros Internship Program Orientation session of Unifrog with each class Orientation session of Lifology for G 9-12 	<ul style="list-style-type: none"> Second University Fair Apprenticeships support with applications 	<ul style="list-style-type: none"> Application preparation Mock test JEE and NEET Internships Orientation session for parents about Unifrog and lifology MOCK Exams
Grade 12	<ul style="list-style-type: none"> Orientation session of Unifrog with each class Orientation session of Lifology for G 9-12 	<ul style="list-style-type: none"> Second University Fair University application workshops 	<ul style="list-style-type: none"> Application support BMI Fair Internships Internships/Work Experience MOCK Exams

			<ul style="list-style-type: none"> • Orientation session for parents about Unifrog and lifology Orientation
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Please speak to our Career Counsellors to identify the most suitable opportunity for you

c) Granting and refusing access:

It is mandatory for students to access the Career Counselling Support from G9 to G12. Exposing the mentioned years to the university courses, entry requirements, various fairs and presentations will only be conducted for Cycle 3 students.

d) 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.

e) Premises and facilities:

The school will make the main hall (multi-purpose hall), a place for career fair, special assembly or any other event. There is a designated Counsellor's office where students can plan their private meeting for discussions between career counsellor, parents and students. The school will also make audio-visual (AV) and other specialist equipment available to support providers during presentations. This will all be discussed and agreed in advance of the visit with Senior Leaders and/or a member of the Career Guidance team. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the cycle 3 to Counsellor's office and library which is managed by the Career Guidance team

7. Monitoring arrangements:

The school's arrangements for managing the access to education and training providers to students is monitored by Mr. Sanyo Thomas– School Operations Manager.

This policy will be reviewed by Mr. Shaikh Murad Sarfraz– Vice Principal GEMS United Indian School, Mrs. Sheefal Dsilva – Student and Career Counsellor, annually. At every review, the policy will be approved by Mr. K. George Mathew – Principal and CEO