

University and Career Guidance Policy

Approved by: Governing Board

Date: October 2023

Last reviewed on:

Date: August 2024

Next review due by:

Date: August 2026

This policy has been shared by all relevant employees who have read and understood this policy. This applies to high school Academic Quality Controllers and the University and Career Guidance Counselor.

Monitoring and review

This policy is subject to continuous monitoring, refinement, and audit by the School Management. It will undertake a complete annual review of this policy and procedures, including its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. All staff will be informed of the updated/reviewed policy, which will be made available to them electronically or by hard copy on request.

Signed:

School Director

University and Career Guidance Policy

1. Mission and Goals

1.1 The International School of Choueifat Khalifa City (ISC KC) is dedicated to providing our students with high-quality, independent, and impartial university and career guidance. Our mission is to:

- a. Elevate students' aspirations and equip them with the skills and knowledge to make informed decisions about their academic and career paths.
- b. Support students in managing their personal and academic growth effectively.
- c. Foster the development of essential employability skills.
- d. Facilitate students' successful transition to universities or higher education institutions to maximize their chances of admission to their preferred programs.
- e. Equip all students with the knowledge and skills necessary to secure a university acceptance despite the non-selective nature of our school.

1.2 In alignment with our school's values, we strive to:

- a. Prepare our students for future opportunities and encourage them to become responsible citizens who contribute positively to society.
- b. Incorporate opportunities for developing students' future skill sets within our SABIS® curriculum.

1.3 Our ultimate aim is to ensure that students graduate from ISC KC as well-rounded individuals who possess self-awareness, knowledge of available opportunities, and the ability to make well-informed decisions about their future academic and career pursuits.

1.4 The guiding principles of this policy are rooted in ensuring that university and career guidance:

- a. Is personalized to meet each student's unique needs and goals, building upon their prior learning and experiences.
- b. Promotes diversity and inclusivity, challenges stereotypes, and respects cultural backgrounds and faith.
- c. Maintains transparency, impartiality, and confidentiality as required.
- d. Leverages strong networks and collaborative approaches involving our educators, support staff, and external partners.
- e. Contributes to increased student participation, retention, and achievement by raising aspirations, facilitating informed decision-making, and cultivating career management skills.

2. Career Education and Guidance (Cycles 2 and 3)

2.1 To fulfill our mission, ISC KC will:

- a. Provide students in cycles 2 and 3 with career education and guidance through various activities, including those integrated into the curriculum and others delivered by our leadership team.

- b. Organize activities such as guest speakers, workplace visits, internships, community engagement initiatives and community service opportunities to expose students to diverse career possibilities.
- c. Offer guided activities through dedicated classes focusing on skills development, employability, personal statement writing, university applications, and more.
- d. Collaborate with external partners to broaden students' awareness of local and global job market opportunities.
- e. Guide students to use resources and support materials available through digital platforms such as Unifrog and UniApp (Appendix A) while always reminding them to check the university websites for more accurate information.
- f. Promote upcoming events and opportunities through various communication channels.
- g. Evaluate and enhance the effectiveness of career guidance activities to ensure they directly contribute to students' skill development and career awareness.
- h. Collect all data of students' applications (acceptances, majors chosen, conditional acceptances, scholarships, rejection) in order to analyze and plan for future career education and guidance.
- i. Maintain up-to-date records of alumni success stories to inspire current students and demonstrate the long-term value of the guidance provided in addition to inviting them back to school to connect with current students and share their experiences in the university or their line of field.

2.2 Additionally, we will continue to grow our partnerships with universities and create partnerships with local employers to enhance the guidance and support provided to our students as they pursue their career goals. We will also continue creating additional partnerships with universities to provide our graduates with more scholarships/financial aid when applying to partner universities.

3. University Guidance and Application Support

3.1 ISC KC is committed to offering comprehensive university guidance and application support by:

- a. Recruiting students to become University Application Support Prefects from the Student Life Organization as a support to the university advisor. They will help follow up on deadlines of external exams, share announcements, follow up on recruitment to university fairs, and act as peer mentors to younger students.
- b. Ensuring students know how to research university programs in the United Arab Emirates and abroad.
- c. Providing access to relevant, up-to-date, and impartial information on university applications and program availability.
- d. Assisting high school students through the college application process, ensuring equitable support for all, regardless of their chosen destination.
- e. Communicating regularly with students and their parents about the application process in one-on-one meetings or a group setting while reminding parents and students that the ultimate responsibility for the application lies with the student.
- f. Encouraging students to take an active role in the process, being proactive in seeking information, meeting deadlines, and taking ownership of their educational journey.
- g. Hosting information sessions for students and parents to provide detailed insights into the college application process.

- h. Preparing all necessary documentation for students, including transcripts and letters of recommendation.
- i. Sharing standardized testing information (e.g., EmSAT, SAT, IELTS, AP, IGCSE, A Level) and guiding students to external resources.
- j. Offering individual and group university counseling sessions for students and their families.
- k. Organizing attendance at college fairs and related events, both online and in person.
- l. Assisting with applications to universities in UAE and worldwide, including NAPO, Common App, Coalition App, UCAS, OUAC, UNIAPP, and any other system.
- m. Providing transparent and timely support to any student or alumni navigating the university application process.
- n. Sharing and encouraging Emirati students to benefit from the vast scholarships available to them through SCO, NAPO, ADEK, ADIA, Khotwa, and other various opportunities for every emirate and throughout the country.
- o. Organize mock admission interviews to prepare students for university admission interviews and assessments.
- p. Provide entrance exam support to students where applicable
- q. Identify academic competitions that students may be interested in and provide guidance for such opportunities.

4. Key Performance Indicators

KPIs should include both quantitative and qualitative measures. This includes:

- a) Quantitative Indicators:
 - i. Number of students who participated in university fairs.
 - ii. Maintain a 100% percentage of students who secured university acceptances.
 - iii. Percentage of students admitted to at least one of their top 3 choices of universities.
 - iv. Percentage of students accepted into the top 200 ranked universities worldwide.
- b) Qualitative Indicators:
 - i. Student satisfaction testimonial.
 - ii. Parent satisfaction testimonial.
 - iii. Alumni success stories.

Appendix A

Unifrog is an online platform advisors and students use to assist them in their career planning and guidance. It provides a range of services designed to help advisors facilitate the university and career advising process while assisting students in making informed decisions about their educational and career pathways. Unifrog typically offers the following features:

- a. **University and College Guidance:** The platform helps with research and comparison between universities and colleges, both locally and internationally by providing information on courses, entry requirements, and application processes.
- b. **Career Exploration:** Students can use this feature to discover career options, understand the skills and qualifications required, and find potential job opportunities.
- c. **Personalized Guidance:** The platform offers several psychometric tests, allowing students to explore their interests, skills, and goals.
- d. **Application Management:** This feature allows students to manage some of their university and college applications, including tracking deadlines and requirements.
- e. **CV and Personal Statement Support:** Unifrog often includes tools for creating CVs and personal statements to support students in their application processes.

UNIAPP is a unique feature for SABIS® schools worldwide. The website aims to allow eligible registered SABIS® students to apply to several universities by filling in and submitting their unified university application to their chosen university(ies)/college(s).

UNIAPP provides tools that will guide students and advisors through the university application process, including:

- a. Guidelines and samples for writing letters of recommendation
- b. Application management, which helps students and advisors upload required documents to universities on the website
- c. Facility of tracking student progress in the online University Application
- d. Psychometric test through the Interest Assessment questionnaire that can be sent to the whole cohort or to any student within the school which will help them get to know their personality better and will suggest certain careers based on their results.